



Blair Planning

Blair County Planning Commission
Altoona Metropolitan Planning Organization
Blair County Government Advisory Committee

**BLAIR COUNTY PLANNING COMMISSION
REGULAR MEETING AGENDA for July 31, 2025**
Altoona Water Authority, 900 Chestnut Avenue, Altoona, PA

CALL TO ORDER at 8:30 a.m.

1. Roll Call - to publicly determine which members are present and if a quorum is present.
2. Approval of Minutes - Meeting minutes of June 26, 2025 will be considered for approval.
3. Public Comment Period - Public comment will be received at this time on all matters not appearing elsewhere on the agenda. Public comments regarding specific development applications or agenda items will be taken when those items come up for consideration.
4. County Commissioner Liaison Forum - This is an opportunity for the Commissioners' liaison to make any reports, comments, or findings to the Planning Commission.

APPOINTMENT

5. 8:35 AM - Gwin Dobson & Foreman - A presentation on the Combined Sewer System of Altoona and Effect on Receiving Waters.

DEVELOPMENT APPLICATIONS

6. Benzel Warehouse Addition #2 - Keller Engineers submitted a review request for a land development plan located at 5200 6th Avenue in the City of Altoona. The plan proposes new construction of a 15' x 50' sf addition to the existing warehouse building for the purpose of increasing the dry storage area and additional ovens.
7. Sheetz #14 Rebuild - The City of Altoona submitted a review request for a land development plan located at 3315 Beale Avenue. The plan proposes demolition of the existing Sheetz store, car wash and fuel dispensers and replacing them with a new 4,966 sf store with drive-thru, new car wash and fuel islands with canopy.
8. Sheetz Electric Charging Stations - Tyrone Borough submitted a review request for a land development plan located at 1400 Logan Avenue, Tyrone Borough. The plan proposes converting six (6) current parking spaces into six (6) charging stations.
9. Brumbaugh Pullet Barns - North Woodbury Township submitted a review request for a land development located along Stonerook Road in the Township of North Woodbury. The plan proposes construction of two (2) pullet barns with access drives, an on-lot well and septic system, and stormwater control features. This property is enrolled in the Farmland Preservation Program.

10. Staff Level Reviews – Planning staff have reviewed and responded to the following applications since the last meeting. Commission members were given an opportunity via email to review these applications prior to response letters being sent:

- **City of Altoona:** Kreuz Storage Garage, Low Impact Lot Consolidation, North 18th Street
- **Allegheny Township:** Dugan Subdivision and Land Development
- **Antis Township:** Poppenwimer & Johnson Minor Subdivision, Stetter Road
- **Logan Township:** Orchard Subdivision, Sterling Street
- **North Woodbury Township:** Fox – Myers Minor Subdivision, Isaac Lane
- **North Woodbury Township:** Hershberger Farm Minor No-Build Subdivision, North of South Nicodemus Street and Central Road Intersection
- **Snyder Township:** Burkholder Lot Merge
- **Snyder Township:** DelBaggio Subdivision, Whitetail Lane
- **Snyder Township:** Whetstine, Lone Wolf Drive

METROPOLITAN CLEARINGHOUSE

11. Staff Level Reviews – Planning staff have reviewed and responded to the following requests since the last meeting. Commission members were given an opportunity via email to review these requests prior to response letters being sent:

- PA Department of Environmental Protection – Request for Statements of Comprehensive Conformity for the following grant submittals to the US EPA:

• FFY 2025 Non-Point Source Implementation 319(h) grant	• \$7,930,742.00
• FFY 2022-2026 Chesapeake Bay (CB) Non-Tidal Monitoring Network	• \$ 793,107.00
• FFY 25 Chesapeake Bay Regulatory and Accountability Program Grant	• \$3,411,446.00
• FFY 25 Chesapeake Bay Implementation Grant	• \$8,183,680.00
• FFY 2026-2028 Underground Storage Tank Program	• \$2,198,502.00
• FFY 2026-2028 Leaking Underground Storage Tank Program	• \$4,407,039.00
• FFY 2025-2029 Assistance for Small, Underserved and Disadvantaged Communities Drinking Water Grant Program	• \$1,060,000.00
• FFY 2022 Voluntary School and Child Care Lead Testing and Reduction Grant	• \$ 884,000.00
• CY 2026 and CY 2027 Water Quality Management Planning	• \$1,706,000.00

- **Martinsburg Borough** –Cove for Cove Shoe Company, State Only (synthetic minor) Operating Permit Renewal Application
- **Martinsburg Borough and North Woodbury Township:** LSSE for Martinsburg Municipal Authority, PFAS Treatment System Project, Chapter 102 permit application
- **Allegheny Township:** P. Joseph Lehman, Inc. for the Dugan Residential Lot, Chapter 102 permit application
- **Freedom and North Woodbury Townships** – AECOM for Texas Eastern Transmission LP, for 2025 Excavating for anomalies and any necessary repairs, Chapter 105 Water Obstruction and Encroachment General Permit
- **Snyder Township:** Altoona Water Authority for Jimmys Drive Water Main Replacement Project, for Utility Line Stream Crossing permit application

Letters of Support:

- **City of Altoona:** The EADS Group for the City of Altoona - Baker Boulevard Traffic Calming Project, CFA Multimodal Grant Application
- **Borough of Hollidaysburg:** The EADS Group for the DeGol Industrial Center Rail Expansion and Cross Dock Facility Phase 4 - CFA Multimodal Grant Application
- **Township of Allegheny** - Stiffler McGraw for the Township of Allegheny - West Carson Valley Bridge Replacement (over Spencer Run) Project, MTF Grant Program

Grant Updates:

- **County of Blair:** A grant application has been submitted for Norfolk Southern Safety First Grant for two (2) drones for the proposed Blair County UAV (drones) project in the amount of \$50,000.00.

LONG-RANGE PLANNING

12. **Long-Range Planning Updates** - Updates on the following long-range planning efforts ongoing throughout Blair County:
 - *BRAVE*
 - *All Together Altoona*
 - Hollidaysburg 2035 Comprehensive Plan
 - Bellwood-Antis Joint Comprehensive Plan

ADMINISTRATIVE ITEMS

13. **Planning Director's Report** - The Planning Director will present items of relevant information not included above.
 - Banking Changes
 - Financial and Procurement Policies
14. **Planning Commissioners' Forum** - This is an opportunity for Planning Commission members to bring items of relevant interest to the attention of the body as a whole.
15. **Questions from the Media** - This is an opportunity for the media to ask any questions needed to clarify any points made or agenda items discussed during the meeting.
16. **Announcements**
 - August 01 - Transportation Safety Webinar
 - August 06 - PAC Meeting (Altoona)
 - August 07 - Blair Chamber Policy Committee Meeting
 - August 07 - Natural Hazards Legal & Planning Workshops (on-line)
 - August 08 - CPDAP Meeting (State College)
 - August 08 - PA Transportation Advisory Committee Seminar (on-line)
 - August 20 - Southern Alleghenies Monthly CAP meeting (on-line)
 - August 25 - Transportation Improvement Program Priorities Meeting (on-line)
 - August 27 - Food For Life Meeting (on-line)

ADJOURNMENT

The next board meeting is scheduled for Thursday, August 28, 2025 at 8:30 a.m. at the Altoona Water Authority, 900 Chestnut Avenue, Altoona, PA



Blair Planning

Blair County Planning Commission
Altoona Metropolitan Planning Organization
Blair County Government Advisory Committee

MINUTES

BLAIR COUNTY PLANNING COMMISSION

July 31, 2025 Regular Meeting

Altoona Water Authority, 900 Chestnut Avenue, Altoona, Pennsylvania

CALL TO ORDER – 8:38 A.M.

1. Roll Call --

Members present:

Nicola Ardizzone, President
James M. Dixon, Treasurer
Todd Lewis, Secretary
Patrick Baechle
Lawrence Carter
Benjamin Postles
Herbert Shelow

Representing:

Region 3
Region 3
Region 1
Region 5
Region 5
Region 4
Region 2

Members absent:

Linda Smith
Amy Webster, Commissioner

Region 6
Commissioner Liaison

Guests:

Ryan Countryman, Consultant
Regis Nale
Dan Ganagan, P.E.
Walt Frank

Stuart Group Consulting
Hollidaysburg Community Watchdog Group
Brumbaugh Pullet Barns
Altoona Mirror

Staff:

David McFarland III, Planning Director
MacKenzie Caron, Regional Planner
Sherry Socie, Strategic Planner
Wes Burket, Transportation Planner
Rhonda Kelly, Planning Aide

Staff Absent: none

2. Approval of Minutes – for the meetings of June 26, 2025 of the Blair Planning Commission.

Motion: to approve the June 26, 2025 Minutes of the Blair Planning Commission
Moved: Todd Lewis
Seconded: Herbert Shelow
Voted: 7 in favor, no abstentions, so ordered by Chairperson

3. Public Comment Period – No public comment at this time.

4. **County Commissioner Liaison Forum** – Commissioner Liaison Amy Webster was not in attendance at this meeting.

APPOINTMENT

5. **Gwin Dobson & Foreman (GDF)** – A presentation by Kathryn Swope and Dave Pedersen, entitled *The Combined Sewer System of Altoona and the Effect on Receiving Waters*. The CSO systems were built in the 1850's and the Easterly and Westerly plants in the 1950's. In the 1980's, GD&F conducted a study to measure "first flushes" of the CSOs' discharge and capacity. The PA EPA and DEP requested a study of the effectiveness of the CSO's and so in 2020 GDF documented a long-term control plan -- *Phase I: Investigation and Phase II: Long-Term Control Plan Update On Phase I Findings*. Summer 2021, Phase I sampling began; Summer 2024, conducted a Wet Weather Capacity Study; Summer 2025, complete sampling.

Highlights:

- 22-25 tons of trash are gathered by each CSO that would otherwise have passed into the streams
- CSO samples measure dissolved oxygen, temperature, conductivity, stage and other parameters important to water quality; while downstream samples measure for dissolved oxygen, PH, temperature, biochemicals, oxygen demand, nitrogen, total suspended solids, and fecal and e. coli
- Flow rate for Easterly plant is 35 million gallons/day but can receive up to 40; the Westerly plant is at 48 million gallons/day but can receive 120 –overflow events have exceeded over 9 million gallons/day
- An additional CSO (30 million gallons/day capacity) is not feasible, it would cost millions, there is no space for it and the occurrence of overflow events would be reduced by only 20 percent
- Phase I is near completion and Phase II will have GDF working alongside Altoona Water Authority to begin the Update that will include infrastructure strategies, financial capability study and scheduling and implementation

Ms. Swope and Mr. Pedersen responded to several questions from Board members. They explained that a full separation replacement would be a huge-scale -- not impossible -- but a very long-term effort. They further explained that the tanks are inspected after every rain event and are cleaned periodically as determined by sediment depth. They reported that due to the City's street cleaning efforts and limited separation, that as the headward screens are being replaced, the bar space is being tightened as the materials being screened are no longer shopping cart sized (or railroad couplers!) but are now being sized for materials the size of bricks and rocks.

Mr. Pedersen offered that questions are welcome and they are available to contact.

PROPOSED DEVELOPMENT APPLICATIONS

Ryan Countryman of Stuart Group Consulting, provided an overview on the following proposed developments.

6. **Benzel Warehouse Addition #2** – This proposed development is located at 5112 6th Avenue in the City of Altoona. This plan includes two additions to an existing warehouse; an additional 24,965 sf to an existing warehouse with 24,215 sf added to the front of the building and 750 sf added to the back of the building. The following are some of the comments and recommendations made:
- New stormwater infrastructure will be below a portion of a new paved loading area
 - It is recommended the City of Altoona verify/determine parking requirements
 - It is recommended that the City of Altoona Fire Code Official review/determine sufficiency of the fire lane width around the building, which will be decreased due to the additions

- The proposed development should be able to proceed without undue adverse impact on the community and is consistent with the *Alleghenies Ahead* comprehensive plan once other reviewers – including the City of Altoona Fire Code Official – are satisfied with the final development plans.

Motion: To approve the staff actions and recommendations for Item #6 on this agenda
Moved: James Dixon
Seconded: Benjamin Postles
Voted: 7 in favor, no abstentions, so ordered by Chairperson

7. Sheetz #14 Rebuild, Beale Avenue – This proposed development is located at 313 Beale Avenue in the City of Altoona. This plan includes demolishing the existing Sheetz store, car wash, fuel dispensers and utilities and replacing it with a new 4,966 sf Sheetz store, a separate 1,114 sf car wash and a fueling canopy with six (6) fuel islands. The following are some of the comments and recommendations made:

- There will be a new underground stormwater management system
- PA DOT to determine requirements for a highway occupancy permit
- Blair County Conservation District to determine requirements for NPDES permit
- Waiver requests for seven (7) exemptions:
 - Waiver to retain the current access driveway to Logan Boulevard; current access is located closer to the intersection than typically allowed. PA DOT should be involved to confirm this access is still acceptable prior to a final determination of the waiver request
 - Waiver regarding drive-through speaker noise, as related to the proposed touch screen ordering
 - Waiver related to sidewalk requirements for corner lots. The *Altogether Altoona* Comprehensive Plan (adopted by the City July 8, 2024) discusses the importance of completing the citywide sidewalk network. It is recommended the City should require the applicant to provide sidewalks consistent with Section 640-64A(1) or pay a fee-in-lieu of to the Altoona General Sidewalk Fund. The City should not simply approve this waiver from Section 640-64A(1).
 - Waiver from landscaped islands in parking areas; that brick pavers be utilized for the at-grade islands
 - Waiver from tree requirement of one tree for each 18 feet of a landscaped island as it relates to the drive-through; that shrubs be utilized on these islands
 - Waiver from foundational landscaping requirement around base of new building; that a sidewalk and architectural features such as brick pavers and outdoor seating will be provided to enhance the area

It is recommended the City of Altoona should require the applicant to follow city policy in the *Altogether Altoona*. If the city grants the sidewalk waiver it should be on condition of paying the fee-in-lieu to the Altoona General Sidewalk Fund.

Motion: To approve the staff actions and recommendations for Item #7 on this agenda
Moved: Todd Lewis
Seconded: Lawrence Carter
Voted: 7 in favor, no abstentions, so ordered by Chairperson

8. Sheetz Electric Charging Stations – This proposed development is located at 1400 Logan Avenue in the Borough of Tyrone. This plan is to provide six (6) electric vehicle charging dispensers at this existing Sheetz location. The proposed work includes trenching for electrical conduits and concrete pads for equipment. The underground utility work would require temporary removal of some existing landscape screen and the need for replanting. The following are some of the comments and recommendations made:

- Blair County Conservation District to approve the erosion and sediment control plan.
- Tyrone Borough to confirm consistency with municipal requirements

The proposed development should be able to proceed without undue adverse impact on the community and consistent with the *Alleghenies Ahead* comprehensive plan.

Motion: To approve the staff actions and recommendations for Item #8 on this agenda
Moved: Herbert Shelow
Seconded: Patrick Baechle
Voted: 7 in favor, no abstentions, so ordered by Chairperson

9. **Brumbaugh Pullet Barns** – This proposed development is located at 680 Stonerook Road in the Township of North Woodbury. This plan is to include two (2) new chicken barns, each at 440' long by 55' wide, each with a 14' x 18' utility room (24,452 sf total for each barn) and one, separate 3,200 sf storage building. Infrastructure would include a new well for a water supply near the barns, a new septic drain field, stormwater infiltration basin, and utility extensions. The plan also includes one design waiver request. The following are some of the comments and recommendations made:

- The proposed well is more than 100 feet from the proposed septic drain field
- One (1) waiver is requested for the stormwater control feature requirement of two (2) feet of freeboard, citing PA DEP requires just one (1) foot of freeboard and that "there is no chance of any development in the flow path within 4900 feet of the outlet works" It is recommended that North Woodbury Township have the applicant update its waiver request to identify the hardship they seek to avoid and Township staff should provide the Township Supervisors with additional information on the freeboard requirements to assist in making an informed decision on the waiver request
- The Plan set is undated for the first six (6) sheets, only the seventh sheet includes a date, June 15, 2025
- Page (1) of the plan set is missing a digit in the parcel number
- Blair County Conservation District is to review and approve the project for NDPES compliance. If the Board of Township Supervisors denies the waiver, the applicant will need to revise the proposed stormwater design before final plan approval

The proposed project should be able to proceed without undue adverse impacts to the community and is consistent with the *Alleghenies Ahead* comprehensive plan.

Motion: To approve the staff actions and recommendations for Item #9 on this agenda
Moved: Benjamin Postles
Seconded: Todd Lewis
Voted: 7 in favor, no abstentions, so ordered by Chairperson

MacKenzie Caron, Regional Planner at Blair Planning Commission provided an overview of Items #12 and #13 of this agenda.

10. **Staff Level Reviews** – Planning staff has reviewed and responded to the following applications since the last meeting. Commission members were given an opportunity via email to review these applications prior to response letters being sent:

- **City of Altoona:** Kreuz Storage Garage, Low Impact Lot Consolidation, North 18th Street
- **Allegheny Township:** Dugan Subdivision and Land Development
- **Antis Township:** Poppenwimer & Johnson Minor Subdivision, Stetter Road
- **Logan Township:** Orchard Subdivision, Sterling Street

- **North Woodbury Township:** Fox – Myers Minor Subdivision, Isaac Lane
- **North Woodbury Township:** Hershberger Farm Minor No-Build Subdivision, North of South Nicodemus Street and Central Road Intersection
- **Snyder Township:** Burkholder Lot Merge
- **Snyder Township:** DelBaggio Subdivision, Whitetail Lane
- **Snyder Township:** Whetstine, Lone Wolf Drive

Motion: To approve the staff actions and recommendations for Item #10 on this agenda

Moved: Patrick Baechle

Seconded: Lawrence Carter

Vote: 7 in favor, no abstentions, so ordered by Chairperson

METROPOLITAN CLEARINGHOUSE

- 11. Staff Level Reviews** – Planning staff has reviewed and responded to the following requests since the last meeting. Commission members are given the opportunity via email to review these requests prior to response letters being sent:

PA Department of Environmental Protection – Request for Statements of Comprehensive Conformity for the following grant submittals to the US EPA:

• FFY 2025 Non-Point Source Implementation 319(h) grant	• \$7,930,742.00
• FFY 2022-2026 Chesapeake Bay (CB) Non-Tidal Monitoring Network	• \$ 793,107.00
• FFY 25 Chesapeake Bay Regulatory and Accountability Program Grant	• \$3,411,446.00
• FFY 25 Chesapeake Bay Implementation Grant	• \$8,183,680.00
• FFY 2026-2028 Underground Storage Tank Program	• \$2,198,502.00
• FFY 2026-2028 Leaking Underground Storage Tank Program	• \$4,407,039.00
• FFY 2025-2029 Assistance for Small, Underserved and Disadvantaged Communities Drinking Water Grant Program	• \$1,060,000.00
• FFY 2022 Voluntary School and Child Care Lead Testing and Reduction Grant	• \$ 884,000.00

• CY 2026 and CY 2027 Water Quality Management Planning	• \$1,706,000.00
---	------------------

- Martinsburg Borough –Cove for Cove Shoe Company, State Only (synthetic minor) Operating Permit Renewal Application
- Martinsburg Borough and North Woodbury Township: LSSE for Martinsburg Municipal Authority, PFAS Treatment System Project, Chapter 102 permit application
- Allegheny Township: P. Joseph Lehman, Inc. for the Dugan Residential Lot, Chapter 102 permit application
- Freedom and North Woodbury Townships – AECOM for Texas Eastern Transmission LP, for 2025 Excavating for anomalies and any necessary repairs, Chapter 105 Water Obstruction and Encroachment General Permit
- Snyder Township: Altoona Water Authority for Jimmys Drive Water Main Replacement Project, for Utility Line Stream Crossing permit application

Letters of Support:

- **City of Altoona:** The EADS Group for the City of Altoona - Baker Boulevard Traffic Calming Project, CFA Multimodal Grant Application
- **Borough of Hollidaysburg:** The EADS Group for the DeGol Industrial Center Rail Expansion and Cross Dock Facility Phase 4 - CFA Multimodal Grant Application

- **Township of Allegheny** – Stiffler McGraw for the Township of Allegheny –West Carson Valley Bridge Replacement (over Spencer Run) Project, MTF Grant Program

Grants- Sherry Socie, Strategic Planner provided the following updates:

- **Tryone Township** - A DCED Multi-modal grant application for the Crawford Road Project was submitted Tuesday, July 29 (applications are due today) for approximately \$1,078,000.00
- **County of Blair** – A Norfolk Southern Safety First Grant for the County’s UAV (2 drones) Project was submitted last week for \$50,000.00.

Motion: To approve the staff actions and recommendations for listed Items #11 on this agenda
Moved: Benjamin Postles
Seconded: James Dixon
Voted: 7 in favor, no abstentions, so ordered by Chairperson

LONG RANGE PLANNING

12. MacKenzie Caron, Regional Planner, provided an information update on the following:

- **BRAVE** – This is the County’s Hazard Mitigation Plan; it has been submitted to PEMA for review with some feedback from our PEMA rep to assist in the process of submitting the plan update to PEMA.
- **All Together Altoona** – The Blair Planning Commission has worked with the City for the past two plus years to assist with their comprehensive plan, which the City has approved, along with its code update. The Planning Commission will have some oversight of the transition to the implementation portion of the plan. The CZB firm created a great plan.
- **Borough of Hollidaysburg 2035 Comprehensive Plan** -This Plan update began in 2019 and in 2023 Blair Planning Commission began working closely with the Hollidaysburg Borough Community Development to integrate new public comment outreach into the 2019 – 2020. A lot of effort has been put into building out the implementation portion of the plan with detailed projects. The Plan update will enter a 45-day public comment period beginning tomorrow, August 1, 2025. The draft plan update will be forwarded tomorrow to Blair Planning Commission members and available both on the Hollidaysburg Borough’s website and a paper copy at the Borough’s office. A review of the Hollidaysburg 2035 Comprehensive Plan will be presented at the Blair Planning Commission meeting in August.
- **Bellwood-Antis Joint Comprehensive Plan** – This project is underway with the recent formation of a Steering Committee by selecting 12 individuals from 35 very qualified applicants, which made the selection process difficult. Bellwood Borough and Antis Township have finalized contracts with each their solicitors. This Plan is ready for kick off; additional information will be provided at the Blair Planning Commission meeting in August.

Ms. Caron responded to a Board member who questioned these regional comprehensive plans, if there is any action to address internet access to areas lacking good access. She explained that the County’s hazard mitigation plan does list the lack good internet access in the County as one of the major priorities to address this risk in the County. Mr. McFarland added that ABI landed a contract in 2023 to address some areas but has not yet been rolled out and they also work heavily with a company called Crowsnest to get targeted signals for some of the hollows and back areas. Additionally, Williamsburg Borough has convinced a company to put in cell tower that will provide better cell service. Mrs. Socie reported that the BEAD program has reopened and that may lend to some requests for letters of support for applications.

ADMINISTRATIVE ITEMS

13. Planning Director's Report – Planning Director David McFarland presented the following to the Board:
- Banking Changes – The Blair Planning Commission's banking procedures are in need of updating, as such the Executive Committee met with a representative from its bank, the First National Bank. The bank representative made recommendations which will be put into the Financial Policy. Mr. McFarland anticipates a draft Financial Policy update will be available in August for review by the Board.
 - Financial Procurement Policy will probably be absorbed into the Financial Policy due to a lot of overlap between the two policies. The procurement aspect does require approval by PennDOT, after which, the Policy will be brought back to the Planning Commission Board for final approval.
14. Planning Commissioners' Forum – No comments.
15. Question From the Media – No questions at this time.
16. Announcements:
- August 01 – Transportation Safety Webinar
 - August 06 – PAC Meeting (Altoona)
 - August 07 – Blair Chamber Policy Committee Meeting
 - August 07 – Natural Hazards Legal & Planning Workshops (on-line)
 - August 08 - CPDAP Meeting (State College)
 - August 08 – PA Transportation Advisory Committee Seminar (on-line)
 - August 20 – Southern Alleghenies Monthly CAP meeting (on-line)
 - August 25 - Transportation Improvement Program Priorities Meeting (on-line)
 - August 27 – Food For Life Meeting (on-line)

Mr. McFarland added that Blair County will be hosting this year's PennDOT State Transportation Commission District 9 in September. They are asking for assistance from the two MPOs and the RPO.

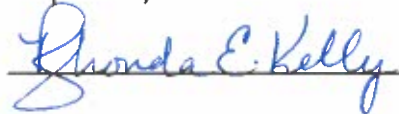
Mrs. Socie added that the Blair County Emergency Preparedness Summit October 1. The Chamber has been asked to distribute a survey out to the industries to obtain feedback for the LEPC as to what topics of interest to include in the LEPC seminars. For registration information, please contact Mrs. Socie.

ADJOURNMENT

The next Planning Commission Board meeting is scheduled for Thursday, August 28, 2025 at the Altoona Water Authority, 900 Chestnut Avenue, Altoona, PA

The meeting adjourned at 9:46 a.m.

Respectfully Submitted



Date Minutes Approved

