

DRAFT  
READING AREA TRANSPORTATION STUDY  
MINUTES OF THE JOINT TECHNICAL/COORDINATING COMMITTEE MEETING HELD  
VIRTUALLY  
MARCH 17, 2022

ATTENDANCE

TECHNICAL COMMITTEE

Scott Vottero, PennDOT 5-0 Acting Chair\*  
David Alas, PennDOT Central  
Alan Piper, Berks County Planning Commission, MPO Secretary  
Michael Golembiewski, Berks County Planning Commission  
Jeff Glisson, South Central Transit Authority  
Tim Krall, City of Reading

TECHNICAL COMMITTEE MEMBERS NOT ATTENDING

Vacant, Reading Regional Airport Authority  
Kyle Zeiber, City of Reading

COORDINATING COMMITTEE

Michael Rebert, PennDOT 5-0 Chair\*  
Kristin Mulkerin, PennDOT Program Center  
Donna Reed, City of Reading  
Tom McKeon, Berks County Planning Commission  
Raymond Blydenburgh, Reading Regional Airport Authority  
Brian Hoffa, Boroughs (Sinking Spring)  
Sam Kalbach, 1<sup>st</sup> Class Townships (Cumru Township)  
Michele Albright, 2<sup>nd</sup> Class Townships (Rockland Township)

\*Tie-breaking vote only

COORDINATING COMMITTEE MEMBERS NOT ATTENDING

Commissioner Michael Rivera, County of Berks  
Commissioner Kevin Barnhardt, South Central Transit Authority

OTHERS

Jen Crobak, FHWA  
Amanda Leindecker, PennDOT 5-0  
Jim Mosca, PennDOT Central  
Crystal Heshmat, PennDOT Central  
Michael Donchez, PennDOT 5-0  
Vanessa Koenigkramer, PennDOT 5-0  
Greg Downing, South Central Transit Authority  
Laura Heilman, Commuter Services of PA  
Lauri Ahlskog, South Central Transit Authority  
Zackary Tempesco, Reading Regional Airport Authority

Marta Gabriel, Sen. Toomey  
David Hunter, Berks County Planning Commission  
Amanda Timochenko, Berks County Planning Commission  
Devon Hain, Berks County Planning Commission  
Matthew McGough, Berks County Planning Commission  
Shanice Ellison, Berks County Planning Commission  
Heather Berger, Berks County Information Systems  
IS Production, Berks County Information Systems

1. CALL TO ORDER

Chairman Rebert called the meeting to order at 1:01 p.m.

Mr. Piper introduced Mr. Raymond Blydenburgh as the newly appointed Reading Regional Airport Authority representative to the Reading Area Transportation Study Coordinating Committee.

2. BUSINESS FROM THE FLOOR

There was no business from the floor. Mr. Golembiewski stated that there was no public comment.

3. REVIEW/APPROVAL OF MINUTES FROM COORDINATING COMMITTEE OF JANUARY 20, 2022

Chairman Rebert asked if there were any questions or comments on the January 20, 2022 Coordinating Committee minutes.

MOTION: Ms. Reed made a motion to approve the January 20, 2022 Coordinating Committee meeting minutes. Ms. Mulkerin seconded the motion and it passed unanimously.

4. REVIEW/APPROVAL OF MINUTES FROM TECHNICAL COMMITTEE OF FEBRUARY 3, 2022

Chairman Rebert asked if there were any questions or comments on the February 3, 2022 Technical Committee minutes.

MOTION: Mr. Golembiewski made a motion to approve the February 3, 2022 Technical Committee meeting minutes. Mr. Krall seconded the motion and it passed unanimously.

5. AUTHORIZATION TO ENTER MASTER PLANNING AGREEMENT C920001375 FOR FY 2023-2028

Mr. Piper stated that this is the master agreement that Berks County executes with PennDOT to fund the transportation planning program in Berks County. The agreement provides matching reimbursement over the next 6 years for costs and expenditures for both the staff of the Berks County Planning Commission and the South Central Transit Authority in administering and conducting the work included in the Unified Planning Work Program (UPWP).

The resolution goes through Berks County, but the MPO needs to endorse moving forward with the agreement.

MOTION (Technical): Mr. Piper made a motion to recommend endorsement of proceeding with the master agreement between Berks County and PennDOT. Mr. Golembiewski seconded the motion and it passed unanimously.

MOTION (Coordinating): Ms. Reed made a motion to endorse proceeding with the master agreement between Berks County and PennDOT. Mr. Kalbach seconded the motion and it passed unanimously.

6. PENNDOT REQUESTED AMENDMENTS/MODIFICATIONS TO FFY 2021-2024 TIP

Mr. Donchez gave an update on PennDOT's requested Amendments/Modifications to the FFY 2021-2024 TIP from January 26, 2022 to March 9, 2022.

- There are twelve (12) Administrative Actions and one (1) Statewide Administrative Action – the adjustments deal with meeting final design supplements, aligning projects to meet their current schedule, increases needed for Met-Ed utility pole relocations, and meeting low-bid estimates.
- There is one (1) Amendment – the RATS Systemic Safety Improvements project is a newly created project which per STIP/TIP MOU on modifications and amendments requires that it be added as an amendment. This project will address low-cost safety improvements to mitigate lane departure crashes and fatalities in Berks County.

MOTION (Technical): Mr. Piper made a motion to recommend approval of the amendment for the preliminary engineering phase of the RATS Systemic Safety Improvements project. Mr. Golembiewski seconded the motion and it passed unanimously.

MOTION (Coordinating): Ms. Reed made a motion to approve the amendment for the preliminary engineering phase of the RATS Systemic Safety Improvements project. Ms. Mulkerin seconded the motion and it passed unanimously.

7. PENNDOT REQUESTED AMENDMENTS/MODIFICATIONS TO FFY 2022 IJJA ADDITIONAL FUNDS

Mr. Donchez gave an update on PennDOT's requested Amendments/Modifications to the FFY 2021-2024 TIP for the inclusion of Infrastructure Investment and Jobs Act (IJJA) additional funds to FFY 2022.

As a result of the IJJA, the Reading Area Transportation Study is receiving approximately \$18 million in additional funds for FFY 2022. PennDOT initially included the funds as an IJJA Line Item. To meet federal requirements, the additional IJJA funds need to be tracked through identification of projects by funding category in which the IJJA funds will be applied.

Bridge Formula Investment Program (BRIP)

- Administrative Action #1 – allocates approximately \$3.5 million in total of IJJA BRIP funds to the Weavertown Road Bridge project and the SR 2057 (Tollgate Road) over Leaf Creek project.
- Amendment #1 – allocates approximately \$3.2 million in total of IJJA BRIP funds to the PA 12 West Resurface 422 WB Ramps to SR 183 project and the East Chestnut Street over Branch West Swamp Creek project. Mr. Piper noted that the funds added to the PA Rt. 12 project are for 2 bridge preservation activities that were not initially part of the project limits. The bridges are located on US 222 in Wyomissing Borough over State Hill Road and in Spring Township over Reading Boulevard. Mr. Donchez noted that this Amendment is awaiting submittal and PMC approval.

Off-System Bridges (BOF)

- Administrative Action #2 – allocates approximately \$2.2 million in total of IJJA BOF funds to the Forgedale Road Bridge project and the SR 2057 (Tollgate Road) over Leaf Creek project.

Congestion Mitigation and Air Quality (CAQ/CMAQ)

- Administrative Action #3 – allocates approximately \$51,000 in total of IJJA CAQ funds to the SR 222 & Long Lane project.

Highway Safety Improvement Program (HSIP)

- Administrative Action #4 – allocates approximately \$807,000 in total of IJJA HSIP funds along with an additional \$393,000 from the SR 2014 Spring Street corridor project to the RATS Systemic Safety Improvements project for a total project cost of \$1.2 million.

Mr. Krall asked if the adjustment of funds from the SR 2014 Spring Street corridor Improvements project to the RATS Systemic Safety Improvements changes the let schedule at all for the Spring Street project. Ms. Leindecker stated there is no change to the let schedule as a result of this funding reallocation.

National Highway Performance Program (NHPP)

- Administrative Action #5 – allocates approximately \$1.07 million in total of IJJA NHPP funds to the West Shore (US 422) Reconstruction Phase 2 project and the SR 222 & Long Lane project.
- Amendment #2 – allocates approximately \$6.5 million in total of IJJA NHPP funds to the PA 12 West Resurfacing 422 WB Ramps to SR 183 and West Shore (US 422) Reconstruction phase 1 projects.

Surface Transportation Block Grant Program (STP)

Surface Transportation Block Grant Program - Urban (STU)

- Administrative Action #5 – allocates approximately \$647,000 in total of IJJA STP/STU funds to the Gibraltar and Shelbourne Intersection project.

Surface Transportation Block Grant Program Set-Aside (TAU)

- Administrative Action #6 – allocates approximately \$245,000 in total of IJJA TAU funds to the Topton Pedestrian Connectivity project releasing previously acquired PA DCED funding for other uses by the borough.

Ms. Leindecker noted that the SR 2057 Tollgate Road over Leaf Creek and the SR 12 Resurface from 422 WB ramps to SR 183 projects were funded with 2 different IJJA federal fund types.

Chairman Rebert noted that 3 bridges being proposed to advance are being let as design-build. In addition, some of them have environmental and right of way factors that will have to be completed by the contractor. They are not entirely designed yet, and as a result construction is not likely to begin in this FFY. Assigning the funds to these projects utilizes the IJJA funds for FFY 2022 and reallocates FFY 2023-2026 TIP funds previously assigned to these projects to advance other projects.

MOTION (Technical): Mr. Mosca made a made a motion to recommend approval of the PennDOT requested amendments/modifications to the FFY 2022 TIP contingent upon PMC approval. Mr. Krall seconded the motion and it passed unanimously.

MOTION (Coordinating): Ms. Reed made a motion to approve the PennDOT requested amendments/modifications to the FFY 2022 TIP contingent upon PMC approval. Mr. Kalbach seconded the motion and it passed unanimously.

8. REVIEW/APPROVE DRAFT FFY 2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM PROJECT LISTINGS (TRANSIT AND HIGHWAY/BRIDGE)

Mr. Piper stated that RATS MPO staff in coordination with PennDOT staff develop a draft project listing based on the allocation of transportation funds provided to the MPO. Those funds are allocated to identified projects both over the four-year period covered under the TIP and the 2<sup>nd</sup> and 3<sup>rd</sup> four-year periods of the state's Twelve-Year Program (TYP). Once the draft project list is developed, it is presented to the RATS committees for their review and concurrence on the overall draft list of projects for highway/bridge and transit.

Mr. Piper stated that once concurrence is received from the committees, the draft project list is used in other transportation processes and documents in regards to ensuring our plan addresses air quality conformity throughout Berks County, meets environmental justice requirements, and document how it meets our performance measures under the federal guidelines for conditions of roadways and bridges and the use of operational performance on the highway.

The draft project listing identifies projects by phase, by year, and by funding category for all 12 years of the FFY 2023-2035 TYP. For the highway/bridge program in the first four years, RATS received just under \$240 million and the transit program received just under \$61 million for an overall investment of approximately \$301.5 million for the FFY 2023-2026 TIP. The transit funding is an estimate right now because the Federal Transit Administration (FTA) has not released official guidance yet regarding the use and incorporation of IJA funds into the FFY 2023-2026 TIP.

For the full 12-year program, all the projects included represent an investment of \$1.3 billion in the MPO's transportation infrastructure.

Mr. Piper reviewed the FFY 2023-2026 TIP project listing maps that show the distribution of projects across the County. Interstate related projects are identified and programmed using Interstate funds by PennDOT. There are two Interstate resurfacing projects: one on Interstate 78 west of Hamburg and the other is the Lenhartsville Bridge project.

Bridges are identified on the maps. There are several new bridge projects added to this TIP cycle to address bridges in need of repair which could include rehabilitation or maintenance. After the Pittsburgh bridge failure, staff identified approximately 45 bridges on state owned roads that are considered in poor condition. Upon review of the draft FFY 2023-2035 TYP project listing, approximately 36 out of those 45 bridges identified as being in poor condition are programmed for repairs or rehabilitation over the next 12 years. The remaining bridges may be addressed through line items in the draft listing or as part of bridge bundle packages for deck rehabilitation or preventative maintenance.

The highway program includes major projects that are currently underway such as the US 222 corridor in Maiden Creek Township, the project located just south US 222 that goes from Rt. 61 to the US 222 corridor project that includes pavement and bridge rehabilitation on the

northern end of the 'road to nowhere', the final design phase will begin shortly on the US 222 corridor project that extends from Maiden creek Township to the Kutztown Bypass, improvements to Rt. 61 from Perry Township to Schuylkill County, and paving and a number of bridge repairs are programmed along Old Rt. 22 through Upper Bern, Upper Tulpehocken and Tilden Townships. PennDOT reacquired ownership of most of Old Rt. 22 and they are working to bring the condition of the roadway back up to state standards as a result of the need for the route to be used as a detour for any incidents that may occur along Interstate 78.

Some of the new projects added address the Rt. 183 corridor that includes 2 different study phases. One study phase will look at the potential to continue the number of lanes just north of the interchange with US 222 to eliminate the hourglass as a result from the roadway going from 5 lanes to 2 lanes and back to 5 lanes again. The second study phase will look at safety improvements for the portion of Rt. 183 that extends from New Schaefferstown Road to Interstate 78. Another new project includes a study phase along Rt. 737 north of Kutztown to address increased truck traffic and improve slopes, curves, and site distances along the roadway.

Mr. Piper reviewed the map of proposed projects located within and surrounding the City of Reading. One of the major projects includes the continued work for the reconstruction of the West Shore Bypass (Rt. 422) from just east of the interchange with Interstate 176 to the interchange with US 222. Preliminary engineering for the entire project is currently underway. The project will consist of 3 separate construction phases. The first phase extends from the Buttonwood Bridge interchange to just east of the Lancaster Avenue interchange and includes expansion of the roadway to 6 lanes, reconfiguration of the Penn Street and Lancaster Avenue interchanges, and replacement of the Bingaman Street Bridge over the Schuylkill River. It also includes replacement of the bridge over the Schuylkill River just west of the I-176 interchange and preventative maintenance on 2 additional Schuylkill River bridges. The second phase of the project extends from the Buttonwood Street Bridge interchange to the US 222 interchange and Rt. 12 interchange. The third phase would complete the widening and bridge work between the eastern end of the Lancaster Avenue interchange over to and including the Interstate 176 interchange. The total project cost in current dollars is estimated to be approximately \$600 million. Over \$300 million is currently programmed to complete Phase I. A significant portion of that funding is dependent upon the discretionary (Spike) funds from the Secretary of Transportation. Additional discretionary funding will be sought in the future to help fund Phase II of this corridor project. Other new projects in the urban area include 3 separate improvement projects on State Hill Road in Wyomissing and a study of Lancaster Avenue in Reading.

Mr. Glisson reviewed the draft project listing for transit. The projects look to address vehicle replacement for fixed route and shared ride buses, investments in facilities, and investment in equipment to maintain a state of good repair. As previously mentioned, the final allocation amounts as a result of the passage of the IJA are not available at this time. Once that information becomes available, South Central Transit Authority (SCTA) will review its Long Range Improvement Program to assess where those additional funds should be invested.

CMAQ funds were primarily used on previous TIPs to replace out of date fleet vehicles. As a result of maintaining an up to date fleet of fixed route vehicles, SCTA did not need to request the yearly \$900,000 CMAQ allotment for this FFY 2023-2026 TIP. The funds are allotted again beginning in FFY 2027 to begin the replacement of approximately 10 buses.

MOTION (Technical): Mr. Krall made a motion to recommend approval of the highway/bridge and transit draft project listings for the FFY 2023-2026 TIP. Mr. Golembiewski seconded the motion and it passed unanimously.

MOTION (Coordinating): Mr. Kalbach made a motion to approve the highway/bridge and transit draft project listings for the FFY 2023-2026 TIP. Ms. Reed seconded the motion and it passed unanimously.

9. REVIEW/APPROVE 2020 BERKS COUNTY BICYCLE AND PEDESTRIAN TRANSPORTATION PLAN REVISED MAPPING

Mr. Golembiewski stated the Berks County Bicycle and Pedestrian Transportation Plan was adopted in July of 2020. This is one of the operational documents used in our office to identify non-motorized improvements for incorporation into the TIP and LRTP and when reviewing requests for funding through various state programs such as the Department of Community and Economic Development's (DCED) Multi-Modal Fund and PennDOT's Multi-Modal Fund.

Mr. Golembiewski reviewed the contents of the plan. When development of the plan began, a Steering Committee was formed and comprised of 20-25 advocates and officials interested in bicycle and pedestrian access and improvements. The projects identified within the plan at that time were developed by staff and based on the results of the survey responses. Maps were created based on those survey responses for the 5 regions identified in the Berks County Comprehensive Plan.

After the plan was adopted, the Steering Committee continued to meet to conduct one of the recommendations within the plan which is to take the listing of potential projects and create a cohesive countywide bicycle and pedestrian network. The maps that were originally created included both bicycle and pedestrian potential project improvements on the maps for each region. The updated maps for this plan break out the potential improvements into potential bicycle connections and potential pedestrian connections for the 5 planning regions and also countywide maps for the potential bicycle and potential pedestrian connections.

The maps were sent out to all the municipalities in Berks County for their review. No comments were received. The Steering Committee for the plan provided no comments. Staff at the Berks County Planning Commission reviewed the maps and provided comments that were addressed. There were no changes to the text of the plan.



The Technical Committee reviewed these maps at their February 3, 2022 meeting and made the recommendation to send them to the Coordinating Committee for approval and adoption.

MOTION (Coordinating): Mr. McKeon made a motion to approve the revised mapping as an amendment to the current Berks County Bicycle and Pedestrian Transportation Plan. Ms. Mulkerin seconded the motion and it passed unanimously.

10. REVIEW/APPROVE POPULATION AND EMPLOYMENT PROJECTIONS 2025, 2040, 2035, 2040 AND 2045

Mr. Golembiewski stated that the Berks County Planning Commission produces population and employment projections every 5 years. They are produced under guidance from FHWA because they are used in the LRTP and the Travel Demand Forecasting Model. The Model is used to predict future levels of traffic on the roadway network based on future projects. The information obtained from the Travel Demand Forecasting Model is incorporated into an Air Quality Model to estimate future pollutant emissions. This process is required by the Environmental Protection Agency (EPA) as Berks County is a non-attainment area for ground level ozone.

Mr. Golembiewski reviewed acronyms associated with development of the Travel Demand Forecasting Model. In addition, he clarified that estimates are approximations of population or employment in the past whereas projections are the forecast of population and employment in the future.

In the past, the PA State Data Center (PaSDC) countywide projections were used as the ‘control’ data. The projections would be adjusted as necessary based on existing estimates and broken down to the municipal level for Berks County. The methodology that the PaSCD used produced very high levels of growth for the County. When compared to the estimates, there was a very large discrepancy that became apparent the further out in time the projections and estimates would go.

Population growth slowed after 2006, and by 2010 there was very little additional growth in Berks County. Levels of new housing growth had slowed in conjunction with the population growth. In order to better forecast population and employment projections, more recent trends based on counts rather than estimates were developed using the MS Excel FORECAST function. This produced countywide projections in five-year intervals out to 2045.

To break down the countywide projections to the municipal level, a ‘Shift-Share’ method is used. This method takes the 2020 municipal share of the total countywide population and applies the same share to each projected year for municipalities. Each municipality shows an increase, but it’s proportional to the overall countywide population.

For employment projections, the base data and projected data were available and broken down by Census Block and 24 North American Industrial Classification System (NAICS) codes. PennDOT provided the 2018 Employment by Census Block data. Using a Straight-Line Interpolation, countywide employment projections were developed for five-year intervals to 2045. Some municipalities show growth in employment while others show a decline in employment.

Mr. Golembiewski stated that the Berks County Planning Commission adopted these population and employment projections at their March 9, 2022 meeting. Staff is looking for the RATS Coordinating Committee to adopt these projections for use in the Travel Demand Forecasting Model and the LRTP.

Ms. Reed asked if the projections were impacted at all by the pandemic. Mr. Golembiewski stated that the employment projections did incorporate the effects of the pandemic. The impacts of teleworking on the network will be reflected in the base information the model uses for predicting traffic generation.

Ms. Albright asked how large employers are accounted for in small municipalities where, at certain times of the day as a result of large employer, the population and traffic generation in a small municipality can essentially double or triple. Mr. Golembiewski stated that every 10 years a Model Validation process is performed where the input/base data for the Travel Demand Forecasting Model are reviewed and assessed to ensure they are up to date. In addition, PennDOT's consultant collects traffic count data based on time of day, vehicle types, and other traffic related information that is incorporated into the base data for the Travel Demand Forecasting Model.

MOTION (Technical): Mr. Piper made a motion to recommend approval of the population and employment projections by the Coordinating Committee. Mr. Krall seconded the motion and it passed unanimously.

MOTION (Coordinating): Ms. Reed made a motion to approve the population and employment projections. Ms. Albright seconded the motion and it passed unanimously.

#### 11. REVIEW/APPROVAL OF LETTER OF SUPPORT FOR CREATION OF THE SCHUYLKILL RIVER PASSENGER RAIL AUTHORITY

Mr. Hunter, Berks County Planning Commission Executive Director, stated that the Tri-County Passenger Rail Committee, comprised of various leaders from Berks, Chester, and Montgomery Counties, has been working to address the potential for passenger rail service from Philadelphia to Reading. The Tri-County Passenger Rail Committee is looking for a letter of support from the RATS MPO to form the Schuylkill River Passenger Rail Authority (SRPRA). The SRPRA would replace the Tri-County Passenger Rail Committee and have the ability and power to formalize agreements, procure funding, and work with AMTRAK, PennDOT, the Federal Railroad Administration and other partners as necessary.

The potential operator of passenger service could be AMTRAK which recently released a nationwide service plan that included a connection between Reading and Philadelphia. As well, they recently received new federal funding through the passage of the IIJA. AMTRAK has experience working with PennDOT and has legal rights to coordinate with privately-owned freight lines.

Mr. Hunter reviewed the list of potential SRPRA members. The Berks County public hearing to establish the SRPRA is scheduled for April 21, 2022.

MOTION (Technical): Mr. Krall made a motion to recommend to the Coordinating Committee approval of a letter of support for the creation of the Schuylkill River Passenger Rail Authority. Mr. Golembiewski seconded the motion and it passed unanimously.

MOTION (Coordinating): Ms. Reed made a motion to send a letter of support to the Berks County Commissioners for the creation of the Schuylkill River Passenger Rail Authority. Mr. Kalbach seconded the motion and it passed unanimously.

## 12. MAJOR PROJECTS STATUS REPORT AND TASA/MTF PROJECT STATUS REPORT

Mr. Piper gave an update on the status of major projects.

Mr. Piper gave an update on the status of Transportation Alternative Set-Aside (TASA) and Multimodal Transportation Fund (MTF) projects.

Mr. Kalbach asked about the flooding issues at the intersection of Business 222 and Museum Road and if the possibility exists to get funding for the project. Mr. Piper stated that the proposal to address the flooding at that intersection originally came through the TASA program. He noted that the TASA program cycle is every two years. PennDOT may authorize a second round of funding through the program because of the amount of money made available through the passage of the IIJA. However, it is undetermined if PennDOT will have a second funding cycle at this time.

## 13. COMMUTER SERVICES UPDATE

Ms. Heilman from Commuter Services stated that the annual overviews of the program have been completed. These overviews showcase all of the marketing campaign results for the past year and the documents developed for each of the county's that Commuter Services operates in.

Commuter Services has been showcased on BCTV this week regarding solutions to help individuals with the rising price of gas.

Commuter Services recently launched a College Peer Group to identify solutions and provide green transportation options on college campuses.

Mr. Golembiewski noted Bike to Work Week will be coming up in May 2022.

14. OTHER BUSINESS/PUBLIC COMMENT

Ms. Reed asked if there is consideration for a traffic light to be installed at the intersection at 18<sup>th</sup> Street and Perkiomen Avenue, as a discussion of that intersection took place at a City of Reading Council Meeting recently. Chairman Rebert noted he was aware of the discussion but heard that a four-way stop controlled intersection was proposed. Ms. Reed noted a traffic light would be preferred but that City Council considers a four-way stop controlled intersection to be a second option. Chairman Rebert noted the decision for which traffic control option is best is determined by traffic volume in each direction and crash history. Chairman Rebert noted PennDOT is open to working with City Council to address issues at that intersection as Perkiomen Avenue at that location is a state-owned road. Chairman Rebert requested that a formal letter or email of the request be sent to him at PennDOT to initiate coordination between PennDOT and the City of Reading.

Mr. Golembiewski stated there was no public comment.

15. ADJOURNMENT

MOTION: Chairman Rebert made a motion to adjourn the meeting. Mr. Piper seconded the motion and the meeting adjourned at 3:03 p.m.

Date: \_\_\_\_\_

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Alan D. Piper