

DRAFT
READING AREA TRANSPORTATION STUDY
MINUTES OF THE JOINT TECHNICAL AND COORDINATING COMMITTEE MEETING
HELD IN PERSON AND VIRTUALLY
NOVEMBER 9, 2023

ATTENDANCE

COORDINATING COMMITTEE

Chris Kufro, PennDOT District Executive, Chair*
Mark Tobin, PennDOT Program Center (V)
Donna Reed, City of Reading (V)
Tom McKeon, Berks County Planning Commission (V)
Sam Kalbach, 1st Class Townships (Cumru Township) (V)
Keith Boatman, South Central Transit Authority, Alternate (V)
Kevin Barnhardt, Reading Regional Airport Authority
Commissioner Michael Rivera, County of Berks
Mike Kocher, 2nd Class Townships (Spring Township) (V)
Brian Hoffa, Boroughs (Sinking Spring) (V)

*Tie-breaking vote only
(V) Attended Virtually

COORDINATING COMMITTEE MEMBERS NOT ATTENDING

TECHNICAL COMMITTEE

Scott Vottero, PennDOT 5-0, Chair* (V)
Tim Krall, City of Reading (V)
Kyle Zeiber, City of Reading (V)
Alan Piper, Berks County Planning Commission, MPO Secretary
David Alas, PennDOT Central (V)
Keith Boatman, South Central Transit Authority (V)
Michael Golembiewski, Berks County Planning Commission

TECHNICAL COMMITTEE MEMBERS NOT ATTENDING

Zachary Tempesco, Reading Regional Airport Authority

OTHERS

Vanessa Shamborg, Federal Highway Administration (V)
Michael Donchez, PennDOT 5-0 (V)
Lauri Ahlskog, South Central Transit Authority (V)
Carol Riley
Laura Heilman, Commuter Services of PA (V)
Nyomi Evans, PennDOT Central (V)
Matthew McGough, Berks County Planning Commission
Carl Long, Berks County Information Systems
Melissa Lewis, Berks County Information Systems (V)
IS Production, Berks County Information Systems (V)

1. CALL TO ORDER

Chairman Kufro called the meeting to order at 1:00 PM.

2. BUSINESS FROM THE FLOOR

Mr. Piper stated that MPO staff met with PennDOT District 5-0 to review the traffic data that PennDOT collected for Hampden Boulevard. Based on the results of the data collection, the volume of traffic does not meet warrants for either traffic signals or four-way stop signs. The City of Reading has also conducted studies along Hampden Boulevard. A meeting with PennDOT, MPO staff, and the City of Reading will be scheduled to review both the City of Reading data and PennDOT data for Hampden Boulevard and identify potential roadway improvements that can be completed to minimize crash incidents along Hampden Boulevard. Afterwards, we will report back to the community and present the potential improvements that can be done within the corridor to improve safety.

Mr. Krall stated that the City of Reading received the study results from McCormick Taylor that analyzed four intersections and increasing sight distances along Hampden Boulevard. Mr. Krall stated that PennDOT District staff has reached out and the meeting Mr. Piper mentioned will happen within the next few weeks.

3. REVIEW/APPROVAL OF MINUTES FROM TECHNICAL COMMITTEE MEETING OF SEPTEMBER 7, 2023

Chairman Kufro asked if there were any questions or comments on the September 7, 2023, Technical Committee minutes.

MOTION (Technical): Mr. Piper made a motion to approve the September 7, 2023, Technical Committee meeting minutes. Mr. Golembiewski seconded the motion and it passed unanimously.

4. REVIEW/APPROVAL OF MINUTES FROM COORDINATING COMMITTEE MEETING OF SEPTEMBER 21, 2023

Chairman Kufro asked if there were any questions or comments on the September 21, 2023, Coordinating Committee minutes.

MOTION (Coordinating): Mr. Barnhardt made a motion to approve the September 21, 2023, Coordinating Committee meeting minutes. Mr. Rivera seconded the motion and it passed unanimously.

5. REVIEW/APPROVAL OF 2024 MEETING SCHEDULE

Mr. Piper stated that the proposed 2024 Reading Area Transportation Study meeting schedule mirrors the 2023 meeting schedule. The Technical Committee will continue to meet virtually the first Thursday of every month with the exception in November when a

Joint Technical and Coordinating Committee meeting will be held. The Coordinating Committee will continue to meet using the hybrid meeting option in the Commissioners Boardroom on the third Thursday of every other month beginning in January with the exception in November for a Joint Technical and Coordinating Committee meeting.

MOTION (Technical): Mr. Piper made a motion to recommend approval of the 2024 Reading Area Transportation Study meeting schedule. Mr. Krall seconded the motion and it passed unanimously.

MOTION (Coordinating): Mr. Rivera made a motion to approve the 2024 Reading Area Transportation Study meeting schedule. Ms. Reed seconded the motion and it passed unanimously.

6. NOMINATION OF OFFICERS – TECHNICAL COMMITTEE

Mr. Piper stated that the November meeting is when nominations for officers occurs for formal election at the January meeting. The current slate of officers for the Technical Committee is the Assistant District Executive for Design as the Chairman and PennDOT Central Office representative as the Vice Chairman.

MOTION (Technical): Mr. Piper made a motion to renominate the current the slate of officers for the Technical Committee. Mr. Golembiewski seconded the motion and it passed unanimously.

7. NOMINATION OF OFFICERS – COORDINATING COMMITTEE

Mr. Piper stated that the current slate of officers for the Coordinating Committee is the District Executive as the Chairman and Mr. Tom McKeon, the Berks County Planning Commission representative, as the Vice Chairman.

MOTION (Coordinating): Mr. Barnhardt made a motion to approve the current slate of officers for the Coordinating Committee. Mr. Rivera seconded the motion and it passed unanimously.

8. CONFIRMATION OF E-BALLOT FOR SR 61 AMENDMENTS

Mr. Piper stated that back in early October 2023, the Department contacted MPO staff regarding the need to conduct an e-Ballot regarding two Amendments to the FFY 2023-2026 Transportation Improvement Program. The Amendments were required based on Low Bids received for two projects that exceeded the programmed amounts by more than \$3 million each. Amendments exceeding \$3 million need to be reviewed and approved by the MPO.

The first Amendment was for the PA 61 Restoration-Phase 2A project which involves the restoration of State Route 61 from 4th Street to the West State Street/Schuylkill River Bridge in Hamburg Borough. The project will include median barrier installation between 4th Street and Grand Street. The project also includes the rehabilitation of both the SR 61 over

Reading Blue Mountain & Northern bridge and the SR 61 over Mill Creek bridge, and the replacement of the SR 61 over Kaerchers Creek bridge. Various funding sources at the end of the current TIP were used to balance the amount to meet the Low Bid.

The second Amendment was for the SR 61 Bridge Rehabilitation project which involves the rehabilitation of the bridge on State Route 61 over West State Street, the Schuylkill River and Reading Northern Railroad in Hamburg Borough/Tilden Township. The project was let under the PA 61 Restoration-Phase 2A project. Various funding sources at the end of the current TIP were used to balance the amount to meet the Low Bid.

The Technical and Coordinating Committees were forwarded all of the information along with the fiscal constraint table showing where the dollars were coming from and how they were going to be applied to these two projects. A yes vote was requested to approve the two actions to provide the additional funds and allow the two projects to advance. The Technical Committee voted 5-0 in favor of the Amendments with 2 members unavailable to submit a vote. The Coordinating Committee voted 7-0 in favor of the Amendments with 2 members unavailable to submit a vote. The Chairman for both the Technical Committee and the Coordinating Committee does not vote except in the event of needing a tie-breaking vote.

What we are asking for today is confirmation of those e-Ballot results to formalize the action.

MOTION (Technical): Mr. Piper made a motion to approve confirmation of the e-Ballot results for both the PA 61 Restoration-Phase 2A project and the SR 61 Bridge Rehabilitation project. Mr. Golembiewski seconded the motion and it passed unanimously.

MOTION (Coordinating): Mr. Barnhardt made a motion to approve confirmation of the e-Ballot results for both the PA 61 Restoration-Phase 2A project and the SR 61 Bridge Rehabilitation project. Ms. Reed seconded the motion and it passed unanimously.

9. PENNDOT REQUESTED AMENDMENTS/MODIFICATIONS TO FFY 2023-2026 TIP

Mr. Donchez gave an update on PennDOT's requested Amendments/Modifications to the FFY 2023-2026 Transportation Improvement Program (TIP) from August 31, 2023, to November 2, 2023.

- There are ten (10) Administrative Actions – the adjustments deal with increases for supplements for various phases, increases for revised estimates, increases to meet low-bid and estimated costs for projects, and aligning funds to meet projected let dates.
- There are two (2) Statewide Administrative Actions – the adjustments deal with advancing funds for obligation.
- There are two (2) Interstate Management Administrative Actions – the adjustments deal with the August fund redistribution and phase increases.

- There are two (2) Amendments – the adjustments deal with increases to meet low bid estimates for both the PA 61 Restoration-Phase 2A project and the SR 61 Bridge Rehabilitation project as discussed under agenda item 8.

10. UPDATE ON FFY 2025 TRANSPORTATION IMPROVEMENT PROGRAM PROCESS AND NEED FOR SPECIAL MEETING IN DECEMBER

Mr. Piper stated that MPO staff has had several meetings with PennDOT to develop a draft Transportation Improvement Program (TIP) project list. As part of the process, the draft TIP project list will be presented to the Committees for recommendation and approval. The draft TIP project list is required to be submitted to PennDOT by the end of the calendar year.

There are a few items of note regarding the draft TIP project list. All of the major projects were able to be held and continue on the program such as the 222 Widening project and the West Shore Bypass project. A downside of this draft TIP project list is that due to inflation over the last two years we were only able to add a few new projects to the draft project list at this time. That being said, because we need to make the submission to the department, and to provide time for the Committees to review the draft TIP project list, our recommendation as staff is that the Technical Committee and Coordinating Committee hold a special joint meeting sometime in December to hear our presentation and approve the draft TIP project list for submission to PennDOT.

The recommendation is to hold a special Joint Technical and Coordinating Committee hybrid meeting on December 21, 2023, at 1:30 PM to review the draft TIP project list and make a recommendation and approval for submittal to PennDOT.

11. REVIEW/APPROVAL OF TASA RECOMMENDATIONS

Mr. Piper stated that PennDOT's Transportation Alternatives Set-Aside (TASA) program allows for municipalities and other groups to apply for non-traditional funding for transportation-related projects. As part of the process, the Reading MPO Technical Committee reviews, scores and ranks the projects and makes a recommendation for approval to the Coordinating Committee. The Technical Committee met in October 2023 to review and score the projects.

During this year's round of applications, there were two applications for TASA funding submitted for Berks County. Berks Nature is sponsoring the Angelica Creek Trail Extension application seeking funding to extend the Angelica Creek Trail from the Ken Grill Pool in a southwest direction to Governor Mifflin School District's Campus and connect to the existing sidewalk network along the western side of Governor Drive, which will ultimately result in a connection to Shillington Municipal Building and Borough Park. The application requested funding amount is \$1.5 million.

The Colebrookdale Railroad Preservation Trust is sponsoring the Boyertown Safety, Accessibility, and Connectivity Improvements application seeking funding for pedestrian

related streetscape improvements, including rehabilitation and creation of new brick sidewalk, ADA compliant curb ramps, lighting and landscaping at the Colebrookdale Railroad. The application requested funding amount is approximately \$1.6 million.

The Susquehanna Regional Transportation Partnership (SRTP) submitted an application for TASA funding to the Lancaster MPO. That application was also reviewed and ranked by the RATS MPO as the SRTP area encompasses Berks County as well as eight additional counties. The South Central PA Regional Safe Routes to School Program application is seeking funding to develop and implement a Safe Routes to School (SRTS) Resources Center that will provide a wealth of safety focused resources for school partners. A Safety Education Toolkit will be developed including tip sheets, how-to resources, instructional videos and webinars, presentations, lesson plans, walk and bicycle audit toolkits, virtual and video safety tools, as well as access to a SRTS calendar of events. The SRTS outreach team members will also conduct training and workshops to provide hands-on education. The application requested funding amount is approximately \$944,000 to extend the program over a three year period.

The Technical Committee reviewed the applications and found all three projects to be favorable for funding. The rankings were relatively close for the two that are specific to Berks County with the Angelica Creek Trail Extension application scoring an average of 67.4 out of 80 possible points and the Boyertown Safety, Accessibility, and Connectivity Improvements application scoring an average of 73.1 out of 80 possible points. The South Central PA Regional Safe Routes to School Program application scored an average of 32.6 out of 35 possible points.

The issue that the Reading MPO has is that we only have approximately \$1.1 million available for us to distribute. Even if we fully supported one project application over the other, we do not have sufficient funding to fund either project application in full. Therefore, our recommendation is that the Reading MPO splits the TASA funds available to us between the two project applications with a recommendation that the balance be considered for statewide funding. If the state does not select both projects, our funds would be applied to the local project selected by the state. In addition, our recommendation to the Lancaster MPO is that the South Central PA Regional Safe Routes to School Program be considered to be fully funded with statewide funding based on the wide area of coverage across 7 planning partners and two PennDOT Districts.

Mr. Piper stated that the Reading MPO is required to submit these recommendations to PennDOT by the end of this month. Once submitted to PennDOT, the statewide TASA committee will review the MPO recommendations against all other statewide applications and ultimately make a recommendation on funding to the Department by early next year.

Mr. Rivera asked what the chances are that the two project applications for Berks County get selected by the state, what happens if only one project application gets selected by the state, and what happens if neither project application is selected by the state. Mr. Piper responded that the state cannot designate the Reading MPO TASA funding without our concurrence. The fact that the Reading MPO is willing to split our funding across the two

Berks County project applications makes them more palatable to the state in the sense that they get two projects for the price of one. If only one project is selected by the state to receive state funding, the highest ranking Berks County project application would receive the total Reading MPO TASA allotment. The bottom line is that if neither of the project applications are selected for state funding, neither of the project applications will be able to move forward anyway. So if we submit them both, we stand a chance of getting them both funded. The state recommendation will ultimately come back to this Committee for confirmation. If none of the local projects are selected by the state, the Reading MPO funds will remain in a reserve Line Item on our TIP until an appropriate use is determined.

MOTION (Technical): Mr. Krall made a motion to recommend approval of the Transportation Alternatives Set-Aside program recommendations. Mr. Alas seconded the motion and it passed unanimously.

MOTION (Coordinating): Ms. Reed made a motion approve the Transportation Alternatives Set-Aside recommendations. Mr. Rivera seconded the motion and it passed unanimously.

12. REVIEW/APPROVAL OF CONGESTION MANAGEMENT PROCESS

Mr. McGough stated that development of a Congestion Management Process (CMP) is a federal requirement for Urbanized Areas (UA) over 200,000 in population. The first RATS CMP was adopted in 1996 and the last update was completed and adopted in 2016. Since the last update, changes in available data, land use and community wants and needs have impacted the transportation network. The CMP for approval today includes corridor analysis using new data sources such as INRIX and National Performance Management Research Data Sets for identifying travel time reliability in congested corridors and bottleneck locations. Ultimately, the goal of the CMP is to identify congested corridors and locations that can be considered for project development for inclusion on the TIP and the Long Range Transportation Plan (LRTP).

The US DOT defines congestion as ‘the level at which the transportation network performance is no longer acceptable due to traffic interference.’ There are two types of congestion. Recurring congestion is congestion that happens most days during predictable times at the same locations such as congestion during daily peak travel hours. Non-recurring congestion is congestion that occurs at seemingly random times with varied reasons for the congestion such as a weather event or construction that causes congestion at times and places that it usually does not occur.

The primary goals and objectives within the CMP are derived from the Reading Area Transportation Study FFY 2023-2045 Long Range Transportation Plan. Those five goals and objectives are:

- **Goal #1: Safety** – keep travelers safe and secure, no matter the mode of transportation.

- **Goal #2: Maintenance** – maintain and improve the transportation system and services we enjoy today where financially feasible.
- **Goal #3: Economic Development** – invest in projects that strengthen the ability of Berks County commerce to access national and international trade markets, and support regional economic development and tourism opportunities.
- **Goal #4: Improved Connections and Choices** – give travelers a variety of well-designed transportation choices that are in good condition.
- **Goal #5: Environmental Sustainability** – enhance the performance of the county transportation system in environmentally sustainable ways that increase resiliency to both climate change and the vulnerability to natural disaster.

The five goals and objectives are further expanded upon in the CMP with 6 additional objectives to reduce congestion on Berks County roadways. Those 6 objectives include:

- **Reduce Congestion** – minimize growth of recurring congestion, anticipate and prepare for non-recurring congestion, alleviate bottlenecks, and implement cost-effective mitigation strategies where feasible.
- **Increase Accessibility and Mobility** – provide connectivity between motorized and non-motorized modes, use planning and zoning to promote connectivity between adjacent land uses, maximize and expand transit opportunities and accessibility, and increase connectivity opportunities between freight producers and haulers.
- **Remove Barriers to Freight Movement** – alleviate traffic bottlenecks on freight routes, use economic development agencies and local/regional planning to promote freight accessibility to rail, improve freight access to regional roadway network.
- **Increase Safety** – make safety improvements in high-crash corridors and implement low-cost improvements in corridor-wide applications.
- **Ensure Congestion Mitigation Strategies Support Comprehensive Planning and LRTP Principles** – maximize investments from limited resources, promote investments in existing corridors that support Future Growth Areas and areas designated for Economic Development, continue investments in connectivity-enhancement projects and programs, continue promotion and expansion of transit opportunities, promote residential and commercial growth in corridors where transit exists, and promote industrial and warehouse growth in corridors where Arterial/Interstate access exists.
- **Integration of PM3 Performance Measures** – prioritize transportation investments by integrating national PM3 reliability and traffic congestion performance measures.

Mitigation Strategies are identified within the CMP to address both recurring and non-recurring congestion. The collection of strategies includes measures that can be applied either countywide or to specific corridors. These strategies cover all modes of transportation as well as ways to encourage more efficient patterns of land use and development. In most situations, more than one mitigation strategy can and should be applied in an effort to reduce or eliminate congestion.

Land use based strategies include options to think about during the development or redevelopment of commercial or residential sites. They include options like coordinating with BARTA early in the development process to ensure there are no missed opportunities for offering transit if needed and requiring new developments to add options for accessibility and connectivity. Alternative mode strategies include offering choice of travel so that the only option is not single occupancy vehicle. Education strategies involve keeping the motoring public aware of all of the various impacts of congestion on our roadways and how to effectively reduce it. Making full use of existing roadway capacity strategies include employing new technology and training to reduce congestion utilizing low-cost improvements instead of costly capacity building projects. Safety improvement strategies include identifying areas with a high incidence of crashes and figuring out ways to eliminate or better manage incidents. And the last strategy involves using new construction as a last resort.

There are eight measures that help us determine and evaluate the overall CMP network for Berks County. Those eight measures include:

- **National Highway System (NHS)** – the NHS serves as the basis for our network which moves large volumes of traffic over longer distances while still providing for local and regional travel.
- **High Volume/Capacity (V/C) Segments** – these ratios examine the number of vehicles traversing a roadway in a given period versus the roadway’s physical capacity.
- **Travel Time Index (TTI)** – this is a measure derived from the INRIX travel time data and is defined as the ratio of the peak period average travel time to the free-flow travel time for a given roadway segment.
- **Planning Time Index (PTI)** – this is a measure derived from the INRIX travel time data and is defined as the ratio of the peak period 95th percent travel time to the free-flow travel time for a given road segment.
- **High Crash Corridors** – these are corridors that have a high frequency of reportable crashes based on data from the Pennsylvania Crash Information Tool (PCIT).
- **Freight Corridors** – these are identified as major freight corridors based on PennDOT’s 2045 Freight Movement Plan.
- **Bottlenecks** – these are specific locations on roadways that routinely and predictably experience congestion because the traffic volumes exceed highway capacity.
- **Transit Routes** – these are routes where BARTA currently provides fixed-route transit service.

The CMP identifies 33 individual corridors that comprise the CMP network. Each corridor is mapped and contains a summary description, a list of planned improvements identified on the current TIP, a list of planned off-corridor improvements, a list of recommended strategies, and a synopsis of roadway measures.

The CMP includes implementation and future actions that include network monitoring, project tracking, project evaluation, and an update schedule. The CMP will be updated in

between TIP cycles to be used as part of the TIP development process and inclusion in the LRTP.

Mr. McKeon noted that there could be a strong local role in some of the strategies identified in the CMP. How are the local municipalities involved in the CMP and is this plan distributed to them? Mr. Piper responded that all the municipalities will be notified of the availability of the plan on the Berks County Planning Commission website. In addition, as we move through the process of updating the CMP, we can begin to work more closely with municipalities.

Mr. Piper stated that compared to the previous CMP, many of the congested corridors identified in that plan have been improved and were not identified as a congested corridor when analyzing the data for this updated CMP for approval today. Almost every place identified in this plan as a congested corridor has projects underway to begin addressing the congestion issues on these corridors. And, as we move into updating our Long Range Transportation Plan, we can begin to work more closely with our municipalities.

MOTION (Technical): Mr. Piper made a motion to recommend approval of the Reading Area Transportation Study Congestion Management Process (CMP). Mr. Golembiewski seconded the motion and it passed unanimously.

MOTION (Coordinating): Ms. Reed made a motion to approve the Reading Area Transportation Study Congestion Management Process (CMP). Mr. Barnhardt seconded the motion and it passed unanimously.

13. UPDATE ON FY 2024-2025 UNIFIED PLANNING WORK PROGRAM DEVELOPMENT

Mr. Piper stated that PennDOT and the Federal Highway Administration (FHWA) agreed to the development of a separate one year Unified Planning Work Program (UPWP) that will take effect for the period beginning July 1, 2024 and extend through June 30, 2025. Because it is a one year plan, the one year UPWP will closely resemble the current UPWP. The goal is to have the document prepared and available for approval at the January 2024 Technical Committee meeting and Coordinating Committee meeting. As part of the process, we need to send the draft UPWP to our federal partners for a 45-day review period which is anticipated to begin on November 20, 2024.

14. UPDATE ON EASTERN PA FREIGHT ALLIANCE REGIONAL FREIGHT STUDY

Mr. Piper stated that the consultant is in the process of completing a draft and developing the recommendations from the study. While the draft may not be available for use in the current TIP development process, our TIP intuitively reflects some of the major recommendations that will come out of the draft. That being said, the recommendations from the plan will be incorporated into the update of our Long Range Transportation Plan. The consultant would like to hold stakeholder discussions throughout the regions and we are working with them to schedule a meeting for Berks County.

15. MAJOR PROJECT STATUS REPORT/HIGHWAY AND BRIDGE PROJECT UPDATES

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

Ms. Riley asked if improvements were scheduled for the Lancaster Avenue interchange at Route 10. Mr. Piper responded that improvements to that intersection are included as part of the SR 422 (29M) Reconstruction project.

16. COMMUTER SERVICES UPDATE

Ms. Heilman stated that the Commuter Services outreach staff continues to meet with local employers and organizations conducting meetings and on site events. The outreach team has been in contact with Berks Connections, Ashley Furniture, Albright College, East Penn Deka, Safe Berks, Penn State Berks, County of Berks, Career Link in Berks, Berks Technical Institute and Reading Housing Authority.

In September, Commuter Services promoted car free month which is an event that is held every September that encourages commuters to use alternative modes of transportation rather than a vehicle. Employers competed against each other based on the number of green trips tracked by employees. Two of the top 5 employers were the County of Berks and Ashley Furniture.

During the month of October, Commuter Services is promoting the Clash of the Counties race where different county employers are racing against each other to track the most green trips. Berks County is in second place right now.

During the month of October, 171 new members joined the program, over 9,000 trips were tracked, and over 140,000 miles not driven were recorded for a savings of over \$87,000 as a result of using green modes of transportation.

17. OTHER BUSINESS

- Mr. Kalbach noted that he was not re-elected and this meeting will be his last RATS Coordinating Committee meeting. Mr. Piper thanked Mr. Kalbach for his efforts and participation on the RATS Coordinating Committee. The process will be that the Commissioners will solicit the 1st Class Townships (Colebrookdale, Cumru, and Muhlenberg) to fill the 1st Class Township representative position on the RATS Coordinating Committee. It was pointed out that Mr. Kalbach was still eligible to participate in the special joint meeting in December regarding TIP recommendations.
- Ms. Ahlskog stated that the South Central Transit Authority (SCTA) will be holding a 3rd round of meetings in December for the Transit Development Plan. The first meeting will be held in person on December 5, 2023 at the DoubleTree Hilton from 5:30 PM to 7:00 PM and a virtual meeting on December 12, 2023. SCTA will be sending out notices to

Committee members, stakeholders, municipalities, and the public in early December 2023. Mr. Piper offered the assistance of the Reading MPO in announcing these meetings.

18. ADJOURNMENT

MOTION: Ms. Reed made a motion to adjourn the meeting. Mr. Barnhardt seconded the motion and the meeting adjourned at 2:35 PM.

Date: _____

Alan D. Piper

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