

NOVEMBER 17, 2014 COUNCIL MEETING MINUTES

The November 17, 2014 Council Meeting was called to order at 7:25 P.M. in the Council Chambers at the Municipal Building.

APPROVAL OF AGENDA ITEMS

Mayor DeLuca – Good Evening, we will call this meeting to order. We are going to move **Resolution No. 2014-069** before **Resolution 2014-068**. We have to pass the CD Budget Amendment before we can pass the Resolution on the Fair Housing. The rest of the Agenda will stand as presented. Will you please stand for the Pledge of Allegiance?

ROLL CALL

Mr. Palumbo
Mr. Underwood
Mayor DeLuca
Dr. Kincaid
Mrs. Kuhn

Also present were Manager Rayan, Secretary Sorce, Finance Director Schrecengost, Planning Director Davidson, Gateway Engineer Minsterman and Solicitor Alexander.

CITIZEN TO ADDRESS COUNCIL

Mayor DeLuca – Irene McLaughlin – 8908 Upland Terrace, Pittsburgh, 15235. And speaking as a representative of the Penn Hills CDC, can you hear me o.k. in the back row, o.k. great. So the back row are members of the Penn Hills CDC and we have been here addressing you regarding Code Enforcement and our Residential Property Values, our housing stock, our residents and our good property investors. You might recall at the last meeting on October 20 we showed you a parcel map of Dauntless Drive and we talked about that a little bit as basically a snap shot of what is happening in some of our Real Estate Markets in Penn Hills and I basically tried to consolidate the points that we were trying to make at that last meeting and since as we have continued the conversation so you each have a handout that has the PHCDC Letterhead on it and on the back of that is what I had handed out with the Dauntless Parcel Map at the last meeting little matrix and then the Solicitor and Manager have a third page I will just mention a little bit later. But again the whole point of this is that there are more vacant properties for various reasons. There is more investment properties with good investment property owners and bad property owners and bad landlords so there is a great more need for Code Enforcement than we have ever seen before. We need it for those who are complying because there are more people renting properties that want to get their occupancy permits when they buy property and when they change tenants and

then of course there is the need for those new property investors who are not complying and unfortunately every property problem whether or not it ends in the Code Enforcement Department starts in Code Enforcement everybody starts with Code Enforcement when there is a property problem and usually it is able to be resolved there but it always starts there but now that we have issues and more tools at our disposal which again that matrix speaks to like the Vacant Property Registration Ordinance that you are about to pass tonight which is wonderful I think and the Land Banks that are coming on line over time here but we know that every problem starts with Code Department and then it branches off to those other new tools so we know that our Code Department is severely constrained. Essentially you can see that Director McCafferty was saying that about half of Code complaints were closed and our members have looked at other Municipalities and we think that Penn Hills definitely needs at least the compliment of four full time inspectors if not more given the changing market that really distinguishes us from some of our other Communities in Allegheny County but one way or the other we are all concerned because of our property values. The hope and expectation of the vast majority of our property owners those who are investing in their properties is that their property values will appreciate and you can see in the studies that I did note at the last meeting and have given you references to here in points five and six that we lose property value and we can prove it in these studies that have been done including a study right here in our home communities in the TRI-COG Communities including Turtle Creek Valley we lose equity when we are near just even a vacant property much less a property that is also tax delinquent that is also foreclosed as well as just blight just blighted properties. If you are near it your property values go down and the aggregated loss of equity is a serious economic development issue for many of our real estate markets in Penn Hills. So points seven, eight and nine come from our members and you know our members are users of the on-line complaint portal citizen serve. They also include good property investors who own and manage rental property in Penn Hills and are users of the Code Enforcement Department for their permits. They are Realtors, investigators in their backgrounds, attorneys, former judges, they live next to properties owned by investors and landlords who are using our housing stock as cash cow so they have all of their experiences with The Code Department that they have been sharing amongst our Committee so some of these points really go to what they have experienced with Code Enforcement management and administration and simply stated and kind of understated in point seven we are saying The Code Enforcement Department does not appear to be current with Citizen Serve reporting form and other software capacity and we know that the department is so severely constrained because of the reduction of two positions and not even going into that and into budget issues we know that it is really difficult to integrate software even though it makes us more efficient in getting to that efficiency requires some real management integration of new ways to do business and that just I don't believe ever been able to happen with The Code Enforcement Department and their software capacity with the Citizen Serve Software and tablets are fabulous Mayor we are glad for them great technology but they don't just get integrated and used from one day to the next. There has got to be some resources and some time given to the management of the department to be able to truly use and integrate that kind of capacity. Number eight

comes from folks change and tenancy occupancy permits. You know just really good questions that I don't have the answers to and you might and you probably do. Really good questions about how to use data and how to get ahead of change and tenancies. Connecting with utility shut-offs, that was actually a suggestion that was made to me a long time ago by a Code Enforcement Officer. Maybe it is done but we haven't gotten to that level of conversation in our partnership between the PHCDC and its committee on Community Economic Development and the Code Department. So we do have concerns about our experiences with Code we know their needs to be more resources we know that there needs to be more staff but not just more staff we know that there needs to be a whole management review of how the work is done. I had certainly saw it just with the regard of the Court Filings and recognizing that there is such a need for guidance particularly even on how to site some of these property owners and I know that there is great potential in being able to automate the filing of complaints doing electronic filings like the Police due in our MDJ Court but I did add a third page for the Solicitor and Manager Rayan in terms of just some of what I picked up from the Solicitor as they talked to The Code Department about how to site and I just put that into a one pager. Many different Communities are trying to deal with the issue of getting out some of this legal information without taking on all the costs of a solicitor's hourly billing which is so important but it is certainly the reason why I did a lot of the work that I have done over the last ten years. There is just not the capacity in our Municipalities to learn how to do all of these new approaches to the Code and the Court Filings and really changing the whole mind set from what we are advocating for in terms of reinventing Code Department from the traditional reactive complaint driven one long list of priorities management approach to transitioning to a data driven progressive discipline approach and being a part of a larger movement. The legal guidance is critical I know the Connect Communities are looking at a blight solicitor. They put out a RFP for a blight solicitor. That might make sense to check in on how that is going. I do believe they did have quite a number of responses. Penn Hills is certainly not unique in its needs for a new approach and a different approach and more resources and using resources smarter and being data driven in its Code Department. It is really, there is kind of a movement out there in our Commonwealth as well as nationally. I have referenced this a number of times From Blight to Bright another manual that was produced by the housing alliance of Pennsylvania a tool kit that really is all about making this shift in mind set and culture of our Code Enforcement to a more proactive progressive discipline approach and even Nationally the Center for Community Progress which really brought Land Banks to Pennsylvania in a big way the House Urban Affairs Committee actually did bring on a Community Progress Center as a consultant to the drafting of what has become the Land Bank Act. Well community progress is continuing to promote land Banking as a tool for communities all across the Nation but they also have added a huge focus on Code Enforcement and they got a tremendous amount of material at their web-site and just one page that I have some copies of if anyone is interested is a self evaluation check list for an effective strategic Code Enforcement System. So I do want to take a moment to thank Deputy Mayor Sara Kuhn especially for her interest in coming out last week to one of our Committee Meetings to really give us more education and information about Code Enforcement and about the Municipal

Budget and I hate to give us my print copies of these manuals because they are really tough to come by after awhile but I am going to give my print one to Mrs. Kuhn because I think you could use it more than I can and really put it to use and thank you very much and I will bring that up to you. And again I am glad to afterwards take a look at suggestions on maybe a one pager for the Code Enforcement Department on how to site Corporate Entities that I have provided to the Solicitor and to Manager Rayan. I didn't want to burden everybody with too much information. The Penn Hills CDC will continue to be involved in the budget process and hopefully you will see these last two meetings and our addressing you as kind of our foundation for what our members will be sharing during the Budget Hearings come December 1. Does anyone have any questions?

Mrs. Kuhn – Mayor I just wanted to say I do have in my report what transpired at that meeting but I will give that at the end of the meeting under reports.

Mayor DeLuca – thank you.

APPROVAL OF MINUTES

Mr. Underwood made a motion to approve the October 20, 2014 Council Meeting Minutes and the October 20, 2014 Town Meeting Minutes.

Mr. Palumbo seconded the motion.

There being no further discuss the motion was approved by a 5-0 vote.

EXPENDITURES – NOVEMBER 17, 2014 AND RATIFYING NOVEMBER 3, 2014

Dr. Kincaid made a motion to approve the Expenditures of November 17, 2014, Journal Vouchers 0, \$0.00, C.D. Requisitions – 11 - \$8,176.65, Master 29353 – 29471 - \$926,223.56 makes a grand total of \$934,400.21. Mrs. Kuhn abstained from Check Number 29321 to Don Kuhn Auto Body for \$600.00 and yes to all others. Dr. Kincaid also made a motion to approve the Expenditures of November 3, 2014, Journal Vouchers – 0 – \$0.00, C.D. Requisitions 6 - \$2,810.00, Master 29231 – 29352 - \$993,611.74 makes a grand total of \$996,421.74.

Mr. Palumbo seconded the motion.

There being no further discussion the motion was approved by a 5-0 vote.

ORDINANCES

Mr. Underwood made a motion to approve **Ordinance No. 2567 of 2014** – adopting a Vacant and Abandoned property Ordinance which provides measures for

addressing Deterioration and Blight in The Community and prescribes Registration, Maintenance, and Security Requirements.

Dr. Kincaid seconded the motion.

Irene McLaughlin – I really don't have any questions but I do want to support the passage of this. I did appreciate very much being able to work with The Municipality around some clean up really getting this Ordinance into shape with Howard Davidson who was terrific in responding to some of my little suggestions. But I did just want to take a moment to put this into context of many many many different Pennsylvania Municipalities that have passed these Vacant Property Registry Ordinances. Ours is a little different in terms of not all of them are doing the escalated fee structure but there is a grant matrix of all of the Pennsylvania Ordinances that Sara now has a link to in her book at Safe Guard which is a field service manager company but they have been keeping track of Vacant Property Registry Ordinances all across the Country so they have a link just to the Pennsylvania Municipalities and there has got to be somewhere around 20, 30 at the minimum that have taken on this kind of registry and there is some private companies that are assisting Municipalities in the actual implementation of these registries. It seems that a number of Pennsylvania Municipalities are using an outfit called VPR at Vacant Registry.com and they basically are a very quick way to get this rolling with very little resources on behalf of the Municipality. Of course they keep some of the fees I think half but without putting a whole lot of investment and resources in yourself you get half of the fees right off the bat. So I just wanted to encourage that. There are links to that again in the Blight to Bright Manual that I can certainly give you the on-line connection to you if you like. Thank you.

Mrs. Kuhn – Mr. Mayor I just asked the Solicitor you did have a chance because I know when this first came up you hadn't had a chance to go over it.

Craig Alexander – I did actually review it and sent it back to Howard and when I reviewed it I realized that I actually prepared an identical Ordinance for one of the other Communities that I represent a few years ago.

Mrs. Kuhn – and we do have in lack of words a good bite on the mortgagees especially if it is a bank I was reading under the registration of abandoned and vacant real property Section A and I wanted to make sure that we were very strong in this Resolution for the Banks that own the property and do nothing with it because of the fact they use it for write-offs. That was my main hope that we could remedy that in this Ordinance. I don't know if that was legally aloud and if we have addressed that?

Craig Alexander – The language that we have in is in there and we will see if any mortgage company challenges it. I have not seen it challenged in any other Community that has passed this Ordinance yet so I am hopeful that it will stand up.

Mrs. Kuhn – thank you.

Mayor DeLuca – just a real quick comment once this Ordinance goes into effect I think we should notify some of these banks that this Ordinance is in effect because I don't want them coming back saying we didn't know this Ordinance was passed in Penn Hills.

There being no further discussion the motion was approved by a 5-0 vote.

Mrs. Kuhn made a motion to approve **Ordinance 2568 of 2014** – authorizing the incurring of Nonelectoral Debt for the purpose of providing funds for a Refunding Project and financing certain Capital Improvements, by the issuance of General Obligation Bonds in the aggregate principal amount not to exceed \$4,500,000.00; finding a sale by negotiation to be in the best interest of The Municipality; providing for maturities, interest rates and redemption features; covenanting to pay debt service; pledging full faith, credit and taxing power for the payment of the service; pledging full faith, credit and taxing owner for the payment of the Bonds; appointing a paying agent, registrar and sinking fund depositor; establishing a sinking fund; appropriating the Bond proceeds; accepting a proposal; ratifying prior advertisement and directing further advertisement; authorizing the payment of expenses; ratifying the preliminary official statement; authorizing approval of the final official statement authorizing the opening of a clearing fund; adopting form of Bond; authorizing the execution and delivery of a Disclosure Agreement; and Repealing Inconsistent Ordinances.

Mr. Underwood seconded the motion.

Chris Shelby – Piper-Jaffrey – I will just give you a quick update. I know we have been looking at these issues and trying to work somewhat methodically with the Municipality throughout the years to get things done when they can be done and when they should be done. I know we aren't here arbitrarily it is almost a timing feature the good thing is the interest rates in the market place have cooperated wonderfully so each opportunity we have come to the refinance table for prior debt the interest rates have been there and they work. I know we were here earlier this year during prior refunding for your pension obligation bonds and one other issue. This issue of course we would have included at the same time except this issue refunding another issue the issue I am talking about tonight is the Series A of 2009. Refunded another Bond Issue which was actually a 1999 Bond Issue and that was an advanced refunding so all that being said you aren't a loud to do it until you get within 90 days of the call provision of the Series A of 2009 that call provision date is 12/1/2014 so we are within 90 days of that and now you can legally issue taxes and debt for its refunding. That is why we had to wait until now. One other aspect to waiting until now but also now being somewhat critical for this particular issue is that you can do it this year as a bank qualified issue and I probably know we have had this talk but it is not terribly relevant until you are doing the bond issue and that talk is that you have the opportunity to issue up to Ten Million Dollars of tax exempt debt every year and that tax exempt debt that you issue may be refunded just replacing other debt that you had at a lower interest cost which is in fact what you

have done but this year you have enough of bank qualification remaining under that Ten Million Dollar cap to issue these bonds and although the Ordinance references a 4.5 million dollar bond issue that is for DCED purposes for things that have to be submitted. This actual issue will be coming in around the 3.8 million dollar range. With that if we do not close this bond issue and this refunding this calendar year we will be impacting what lies ahead for the Municipality next year and I will try to summarize very quickly and that is that there is one and we have been watching and I know we have been plotting through issue by issue to see when opportunities exist to save money at this Municipality and it has been done to perfection but next year you have another bond issue which was issued in 2010 which is 11.5 million dollars so that issue if it works next year when you get there when you are allowed to do that bond issue will exceed the bank qualification amount of ten million dollars so although that issue may save you money next year if we had to attach this issue to it we would issue it as non bank qualified bonds as the Series of 2010 would be next year because they are all over 15 million dollars I mean over ten million dollars when combined. Non bank qualified rates are higher than bank qualified rates. It is just a benefit of issuing under ten million dollars per year that there is a bank benefit bank portfolio investment benefit and therefore they buy your bonds at a better rate. So we did not want this to go into next year because if the 2010 deal works next year and we already know that is 11.5 million dollars you are already over it and we lose this benefit. So that is why one we had to wait until now to do this issue but two is why it is critical to close it before year end so it doesn't become subject to non bank qualified rates and probably not work. With that being said basically and I think Mr. Rayan you had said you were going to pass out the distribution that I sent out on Friday if everyone has that.

Mr. Rayan – yes I did pass it to Mayor & Council.

Chris Shelby – I can go through this very briefly with you. This is this bond issue and what probably what will happen. Tonight all we are asking if for you to approve this refunding subject to conditions and parameters such as minimum savings etc. etc. But otherwise I know the Ordinance as we said I asked for 4.5 million dollars but if you turn the page one you will see the actual bond issue and we have done this before with Council is three million seven hundred seventy thousand dollars and this is an estimate but it is pretty close because this is a computation we did on Friday of last week so it is fairly recent and with that down at the bottom you can see the refunding escrow deposit the 3.6 million dollars under uses on page one is what is going to be used to pay off your Series A of 2009 it will pay off those bonds and then you have your cost of issuance and what is remaining what we call additional proceeds you can see the asterisk that is the cash savings at closing. Otherwise that is your extraction of cash savings approximately \$172,000 dollars and that would be cash that the Municipality would receive in the form of a check at the closing date this December and that cash would be available for Capital purposes of the Municipality. Road Paving etc. that you have to do. I am sure that it would not cover all the roads but it certainly is a good piece to use against it and it is something that is here to be had. The next page, page two is just simply to show you if you look at the two columns on the left after the date column

the prior debt service is your debt service as it stands today exactly and your refunding debt service is this service were enacted. You can see that essentially they are equal even on an annual basis as well as on a total basis if you just go to the totals you see your existing debt service is four million seventy five thousand dollars your new debt service is four million seventy thousand dollars but that is after you have taken \$172,000 cash for capital services so this is just the proof to show you that the new debt service and old debt service remain identical essentially you are not extending debt service you are not increasing an annual debt service and it is over an identical period of time. For the savings on page three, just if you could turn to the bottom three numbers there you can see the net savings and this is an actual calculation \$177,000 it is the third item from the bottom on page three and as a percentage of the amount of bonds that are being refunded which is four items above at three million five ninety five that savings represents almost 5% of the bonds outstanding. Two is the normal minimum that is what is included in most of the Ordinance as a minimum parameter you can see approximately where you are going to be. It is a much larger number. The rest of it is just more housekeeping. Just to show again on page four the two yellow columns at the right the yellow column on top is the existing debt service and the yellow column on the bottom is the new debt service as a result of the refunding. These are not exact numbers again they are as of Friday but they do represent a fairly recent market and you can see up above the total debt service four million six eighteen and below four million six fourteen. That is pretty much it. Really tonight's Ordinance is really just dealing with your directing us to move forward to go into the Market as we have in the past pretty much under the same procedure. After tonight we would probably be in the market with the bond issue on Wednesday and we would be looking to Mayor DeLuca for his authorization after he sees the final numbers to make sure that we hit targets that were set forth in the Ordinance no bond issue would take place without his final authorization and approval. I am here for any questions. The new bond issue will have a five year call provision.

(Something wrong with audio).

There being no further discussion the motion was approved by a 5-0 vote.

RESOLUTIONS

Mr. Underwood made a motion to approve **Resolution 2014-063** awarding a Two Year Contract for Exterminating Services.

Mr. Palumbo seconded the motion.

There being no further discussion the motion was approved by a 5-0 vote.

Mr. Palumbo made a motion to approve **Resolution 2014-064** awarding a Two Year Contract to ABCO Fire Protection, Inc. for Fire Extinguisher Maintenance.

Mr. Underwood seconded the motion.

There being no further discussion the motion was approved by a 5-0 vote.

Mr. Underwood made a motion to approve **Resolution 2014-065** awarding a Two Year Contract to Industrial Commercial Elevator for Maintenance and Repair of Elevators at The Municipal Building, Senior Services Center, and The Penn Hills Library.

Dr. Kincaid seconded the motion.

There being no further discussion the motion was approved by a 5-0 vote.

Dr. Kincaid made a motion to approve **Resolution No. 2014-066** authorizing The Exercising of The Option to Renew for One year The Window Cleaning Contract with Crystal Clean Windows, Inc.

Mr. Palumbo seconded the motion.

There being no further discussion the motion was approved by a 5-0 vote.

Mr. Palumbo made a motion to approve **Resolution No. 2014-067** awarding a One Year Contract to McVay Plumbing Company, Inc., for Plumbing Work – Time and Material.

Dr. Kincaid seconded the motion.

There being no further discussion the motion was approved by a 5-0 vote.

Dr. Kincaid made a motion to approve **Resolution No. 2014-069** amending The Five Year Consolidate Plan and Community Development Budget Years 39 and 40.

Mr. Underwood seconded the motion.

Mayor DeLuca – Just to let the Public know we are transferring funds to pay for the next Resolution which is **Resolution 2014-068** Fair Housing.

There being no further discussion the motion was approved by a 5-0 vote.

Mr. Palumbo made a motion to approve **Resolution No. 2014-068** awarding a Contract to Urban Design Ventures for completion of the analysis of Impediments to Fair Housing for an amount not to exceed \$18,500.00.

Dr. Kincaid seconded the motion.

Mayor DeLuca – this is something we have to do every five years Howard and this is a requirement for HUD.

There being no further discussion the motion was approved by a 5-0 vote.

Mrs. Kuhn made a motion to approve **Resolution No. 2014-070** approving The Acquisition and Subsequent Disposition of Vacant Property in the Vicinity of 2329 Main Street, 0635-G-00348-0000-00 in accordance with Allegheny County Vacant Property Recovery Program and providing assurance that Acquisition is consistent with The Penn Hills Comprehensive Plan.

Dr. Kincaid seconded the motion.

There being no further discussion the motion was approved by a 5-0 vote.

Dr. Kincaid made a motion to approve **Resolution 2014-071** approving The Acquisition and Subsequent Disposition of Vacant Property in the Vicinity of 7816 Thon Drive, 0230-G-00051-0000-00 in accordance with The Allegheny County Vacant Property Recovery Program and providing assurance that Acquisition is consistent with The Penn Hills Comprehensive Plan.

Mr. Underwood seconded the motion.

Howard Davidson – promise to drop the zeros next time.

There being no further discussion the motion was approved by a 5-0 vote.

REPORTS

Mrs. Kuhn – I did want to report that Irene had called and invited me to attend their meeting last Monday which I was happy to do and I do have to say there was quite a few people there which I think is very wonderful to see that we have residents who are interested in the welfare of the Municipality and how it is perceived. We did go over the Code Enforcement, I think I gave some information to them that they were not aware of and as I tell everybody we are only as good as the information we get and misinformation is the most dangerous. So we did have a very productive meeting I got some good ideas from them and I gave them what my stand was I never speak for Mayor and Council but I did explain to them how things progress and unfortunately in Government it is not the same as in Private business you don't work as quickly. And then I did call the Manager and told him about the meeting and asked him if I could have a meeting with the Manager and with the Director of Code Enforcement which Moe gave me this morning and that was very productive. I gave them the information that I received from the residents at the meeting plus I gave him input on things that I thought could be done and then Mr. McCafferty gave me information on what is being done and I will say this and I don't know how much I am permitted to say, I would rather

maybe Moe go into that because I don't want to say things that he does not want discussed. It was very very helpful and informative and I came out with a much better feeling than when I went in. Code is progressing as I had stated at the meeting. Mayor & Council made a Resolution on taking cars off of private property which we were never permitted to do before and that Ordinance came into place and that has been a big improvement for people in the Communities that had to put up with broken down cars or cars with tires and fenders off and what have you and so we did do that which was a progress. I did explain that we do have the software now so that our Code Enforcement Officers can go out and put everything into the software and not do it by hand. Now Mr. McCafferty gave Moe and me suggestion on how to even improve that and Moe was going to look into that to see if that would be a possibility because it was a very good idea. We also Moe did show me that anyone who is hired in that Code Enforcement Department now does have to be certified and that is a big plus because in years past that wasn't the case so that is a big improvement also. I did ask the Manager if he would ask the Solicitor on something that I wanted to implement and I didn't know if it was legal or not so Moe did say he would ask the solicitor regarding that. John also said that there were things that he could do to improve the running on the day to day basis of the Code Enforcement and what he suggested I thought was very good and he is going to implement that. So I think the Code Enforcement is on the right direction as always unfortunately we are at a disadvantage because of unfortunately two people in the courts providing this going on for almost three years time. This is very sad. Our new Code Enforcement/Fire Marshall has been working out wonderfully I have heard nothing but good things from Moe and from John and from my fireman on the other side because he wears two hats. So I am very grateful for the residents to give me suggestions as I tell everyone Mayor & Council do not have all the answers that is why we encourage people to come to our meetings so that they can come up and say something to us that we might not of thought of so that is why I would encourage them to come so I got good direction from them and I got wonderful response from John and Moe and I did tell my residents you might not always like the answer that I give you but I will give you an answer and I did explain to them that the Code Enforcement no matter what we do no matter how many employees were in there there are processes that have to be done and unfortunately they aren't always as quick in movement as we would like them to be. I don't know Moe if it is alright if we say that we did discuss the availability of doing these tickets and I had told them that we had already discussed that and that is really in the motion of happening which we think will be a big plus also. So I tell all my residents don't ever think it is us against you that is not what this Mayor & Council is about. We listen to our residents and we do the best that we can and I think that the Municipality that has been proven because of the fact that we have moved in so many areas to the betterment of the Municipality and now we are focusing on our Code.

Mayor DeLuca – just a quick reminder, November is Shop Locally, the Penn Hills CDC is having a Shop Local Contest. So we do want to get the word out there and make sure people are shopping locally.

Howard Davidson – there are two ways to win you can win by just filling out a form in the store or you can take it a step further and go to ten different locations and save your receipts and win additional prizes.

Mayor DeLuca – o.k. so there is over \$2500 in prizes. Also on December 4th is our Annual Light Up Night and that starts at 7:00 and ends at 9:00 P.M. and that is the kick off for the train display and we will have Santa Claus there along with pictures. So with that we will go into The Executive Session for Personnel Matters.

ADJOURNMENT

Mayor DeLuca entertained a motion to adjourn.

Dr. Kincaid made a motion to adjourn.

Mr. Underwood seconded the motion.

The meeting was adjourned at 8:35 P.M.

DATE

MAUREEN M. SORCE
MANAGER'S SECRETARY