

BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, July 13, 2020

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, July 13, 2020 in the Meeting Chambers. The Meeting was streamed via GoToMeeting online for the public. In attendance were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Marilee Kerns, Ray Hanson, Terri Hollingshead, Tony Nally and Ricky Weaver. Also present were Town Manager Paul Mantello, Office Manager Kimberly Miller, Interim Town Planner Tim Lung and Police Chief Kevin Morgan. The meeting convened at 7:00PM with the pledge and invocation offered by Mayor Long.

REVIEW AND APPROVAL OF MEETING MINUTES and TREASURER’S REPORT

- **Motion** by Council Member Nally, second by Assistant Mayor Byrd to approve the June 15, 2020 **Regular Meeting Minutes** and **Public Hearing Meeting Minutes**. **Motion carried.**
- **Motion** by Council Member Nally, second by Council Member Hanson to approve the **June 2020 Treasurer’s Report**. **Motion carried.**
 - Council Member Kerns stated that the Certificate of Deposit that matured in June 2020 automatically renewed at a rate of .35%. She stated that there are two additional Certificates of Deposit that are maturing on July 10, 2020 for \$250,000 and on July 21, 2020 for \$200,000. **Motion** by Council Member Kerns, second by Council Member Nally to reinvesting the funds at the best rate available for not more than 3 months. **Motion carried.**

PRESENTATION – Boy Scout Olivia Stann – Eagle Scout Project Proposal

Scout Stann, of Troop 2119, presented her PowerPoint Eagle Scout Project proposal to construct a Gaga Ball Pit in Shafer Park near the Police Department and Tot Lot. She stated that she presented her proposal to the Park Board last month and is fundraising \$1,820 on GoFundMe for the project. **Motion** by Council Member Kerns, second by Council Member Hollingshead to approve Boy Scout Olivia Stann’s Eagle Scout Gaga Ball Pit project in Shafer Park as presented. **Motion carried.**

PUBLIC COMMENTS

- **Bob Sweeney** – Boonsboro Municipal Utilities Commission Chairman, *14 Knode Circle*. Spoke on behalf of the BMUC in full support of the draft Town Charter Amendments on the Meeting Agenda. Stated that the stipends for BMUC Chairman and Treasurer need to be removed. Extended a thank you on behalf of the BMUC to the Mayor and Council.
- **Loretta Bowman**, *10 Park View*. *Comments submitted via Town website*. Stated that she is very concerned that every time there are fireworks in Town soot and paper are blown all over her property.

MAYOR AND COUNCIL MEMBER CORRESPONDENCE

- **Mayor Long** stated that the first Concert in the Park on Saturday, July 11, 2020 by The Plate Scrapers was very well attended and that everyone practiced social distancing. Stated that the next Concert will be The Cruisers and that it is this Saturday, July 18, 202 at 7pm.

Police Department Report – *Chief Morgan*. The Police Department received 55 calls for service, which included 435 motor vehicle violator contacts and 0 Parking Citations for the month of June 2020. There were 0 adult criminal arrests, 0 adult paper service arrests, 0 adult traffic arrest, and 0 juvenile arrests.

NEW BUSINESS

Renewal of Ordinance 2020-04; To Amend the Code of the Town and Adopt a New Ordinance - Civil Emergency: Mayor Long stated that due to the State of Emergency declared by Governor Hogan due to the COVID-19 pandemic, the Town enacted an Ordinance 2020-04; *To Amend the Code of the Town and Adopt a New Ordinance - Civil Emergency*. He stated that the Ordinance must be renewed every 30-days to keep it active. **Motion** by Council Member Nally, second by Council Member Hollingshead to approve the renewal of Ordinance 2020-04; *To Amend the Code of the Town and Adopt a New Ordinance - Civil Emergency*. **Motion carried.**

2020 Town Election Update – *Election Board Member Eric Kitchen*. Election Board Member Eric Kitchen reported that during the Town Election on June 10, 2020, as required by Article 5 of the Town Charter, the Election Board, Town Clerk Heather Slough, and a volunteer “disinterested person not affiliated with the Town” oversaw the validation and counting of a total 328

ballots, 14 of which were walk-in votes. The Town Election was uncontested and the incumbents, as advertised on the Town's website and The Herald Mail, received the majority of those votes: Mayor Howard Long – 282 votes, Council Member Marilee Kerns – 270 votes, and Council Member Raymond Hanson – 236 votes. All three incumbents were sworn in at the Mayor and Council Meeting, on June 15, 2020. Mr. Kitchen stated that the Town receives all mail, including the 2020 mail-in ballots, through a mail slot located on the front facade of Town Hall, facing Main Street. Throughout the Election, Town Staff emptied the drop box periodically throughout the day, Monday through Friday, and secured all mailed ballots into a separate locked ballot box, located in the rear interior entryway of Town Hall. Adjacent to the rear exterior entrance, there is a book return drop box originally used by the Boonsboro Free Library for book-returns until 2008, when the Library moved to a new location. The drop box is clearly marked, "Do Not Use. Please use the Drop Box on the Front Door." On Friday, June 26, 2020, 17 days after the election, a Town employee noticed the exterior door of the book-return drop box was slightly ajar. The Town employee found a bundle of mail including 163 uncounted ballots in the book-return drop box. After discovery of the uncounted ballots, Staff informed the Town Election Board, the Washington County Board of Elections, as well as the Mayor and Council, consulted with an Attorney for the Town, and followed proper chain of custody, by securing the 163 uncounted ballots into the locked ballot box. After review of security camera footage, it is evident that a US Postal Service Mail Carrier delivered the bundle of ballots and negligently deposited them into the decommissioned book-return drop box, on June 1, 2020. Mr. Kitchen further stated that the book-return drop box has been permanently removed from the façade of the building and the Town Election Board has filed a report with the Postmaster of the Boonsboro Branch of the United States Postal Service to ensure that a similar incident does not occur.

- **Ordinance 2020-06; Emergency Ordinance for Recount of Town Election Ballots:** Town Manager Mantello presented Ordinance 2020-06; *Emergency Ordinance for Recount of Town Election Ballots* noting that the Town Charter, Section 515, authorizes the Council to provide by Ordinance "for a recount of ballots in case of doubt or fraud" and due to the time-sensitive nature of the Town Election and certification of accurate and valid results justifies the Council adopting an Ordinance to authorize and order a recount of the ballots using the Emergency Ordinance provision set forth in the Town Charter. He stated that the Town Charter, Section 210, provides the procedure for adopting Ordinances and authorizes and enables the Council to enact an Emergency Ordinance by suspending the normal timeframe between introducing and adopting an Ordinance and enables the Council to introduce and adopt the Ordinance at the same Meeting, and to make an Emergency Ordinance effective immediately upon approval by the Mayor and Council. He further stated that the Mayor and Council find it in the best interests of the citizens to authorize and order a recount of the ballots for the June 9, 2020 Town Election and to adopt Ordinance 2020-06 as an Emergency Ordinance.

Motion by Council Member Hollingshead, second by Council Member Nally to approve Ordinance 2020-06; *Emergency Ordinance for Recount of Town Election Ballots*, with Council Member Kerns and Hanson abstaining.

Motion carried 4-0-2.

- Council Member Kerns stated that there are no funds budgeted in Fiscal Year 2021 for Election Expense, noting that costs associated with the ballot recount will need to come from Contingency Funds. Election Board Member Eric Kitchen stated that he would like his expenses to be donated to Boy Scout Olivia Stann for the Eagle Scout Project. **Motion** by Council Member Kerns, second by Council Member Nally to approve the use of FY2021 Contingency Funds for Election Expense during the recounting of ballots. **Motion carried.**

Center Street – Recommendation from Police Chief and Public Safety Commission to make One-Way: Chief Morgan stated that a traffic study was conducted on Center Street on May 15 through May 27, 2020 and showed 2,100 cars traveling south from Lakin Avenue to St. Paul Street and on June 1 through 8, 2020 and showed 748 cars traveling north from St. Paul Street to Lakin Avenue. He stated that the Public Safety Commission and the Police Department are recommending that Center Street be changed to a one-way street from the Town Hall parking lot to St. Paul Street and that a sign be posted at the parking lot stopping traffic from proceeding to St. Paul Street, and that traffic coming from St. Paul Street to Lakin Avenue proceeding as normal. **Motion** by Council Member Hanson, second by Council Member Nally to approve the Center Street traffic changes as presented by Chief Morgan. **Motion carried.**

Introduction of Proposed Charter Amendments: Town Manager Mantello presented the proposed Charter Amendments, noting that after the Charter Amendments are formally Introduced and Adopted they will be advertised 4-times in The Herald-Mail Newspaper and on the Town website over the next 40 days and will then become Effective on the 50th day after Introduction, September 1, 2020.

- **Town Charter Amendment Resolution 2020-03; Delete Article IX:** A fair summary of Resolution 2020-03 follows: WHEREAS, the Charter of the Town of Boonsboro, Article IX establishes the Municipal Utilities Commission ("Commission"); and WHEREAS, the Mayor and Council of the Town of Boonsboro desire to remove the establishment and functions of the Commission from the Town Charter and reestablish the Commission using the standard process for Town Commissions; and WHEREAS, the Mayor and Council have determined that it is in the best interests of the

citizens of the Town to delete Article IX from the Town Charter. **Motion** by Council Member Nally, second by Council Member Hollingshead to approve the Introduction and Adoption of Town Charter Amendment Resolution 2020-03; Delete Article IX. **Motion carried.**

- **Town Charter Amendment Resolution 2020-04; To Amend Sections 207, 304 and 708 to Add the Assistant Treasurer as a Signatory with Authority to Co-Sign All Checks Issued by the Town:** A fair summary of Resolution 2020-04 follows: WHEREAS, the Charter of the Town of Boonsboro establishes that the Mayor has authority to sign all checks issued by the Town and the Treasurer has authority to co-sign all checks signed by the Mayor; and WHEREAS, the Mayor and Council of the Town of Boonsboro desire to add the Assistant Treasurer as an additional co-signatory to all checks issued by the Town and signed by the Mayor; and WHEREAS, the Mayor and Council have determined that it is in the best interests of the citizens of the Town to amend the Charter in order to grant authority to the Assistant Treasurer to act as a co-signatory to all checks issued by the Town. **Motion** by Council Member Hollingshead, second by Assistant Mayor Byrd to approve the Introduction and Adoption of Town Charter Amendment Resolution 2020-04; *To Amend Sections 207, 304 and 708 to Add the Assistant Treasurer as a Signatory with Authority to Co-Sign All Checks Issued by the Town.* **Motion carried.**
- **Town Charter Amendment Resolution 2020-05; To Amend Section 712 to Strike the Requirement that Properties with Overdue Tax Debts will be Sold at Tax Sale Only Upon Being in Arrears for Three (3) Fiscal Years and Permit Delinquent Properties to be Sold at Tax Sale During the Same Fiscal Year in Which They Fall into Arrears:** A fair summary of Resolution 2020-05 follows: WHEREAS, the Charter of the Town of Boonsboro, Section 712 establishes the timeframe for when taxes shall be due, when they shall be considered overdue, and when delinquent properties shall be collected by tax sale, and states that “[a]ll taxes not paid and in arrears after the first day of the third fiscal year shall be collected as provided in Section 713”; and WHEREAS, the Mayor and Council of the Town of Boonsboro desire to remove the language of Section 712 requiring that a property be in arrears for three fiscal years before pursuing collection via tax sale in order to permit the Town to begin collecting delinquent taxes in the same fiscal year in which they fall into arrears; and WHEREAS, the Mayor and Council have determined that it is in the best interests of the citizens of the Town to remove the language in Section 712 requiring that a property be in arrears for three fiscal years before pursuing collection via tax sale. **Motion** by Council Member Nally, second by Council Member Hollingshead to approve the Introduction and Adoption of Town Charter Amendment Resolution 2020-05; *To Amend Section 712 to Strike the Requirement that Properties with Overdue Tax Debts will be Sold at Tax Sale Only Upon Being in Arrears for Three (3) Fiscal Years and Permit Delinquent Properties to be Sold at Tax Sale During the Same Fiscal Year in Which They Fall into Arrears.* **Motion carried.**
- **Resolution 2020-06; Establishment of Boonsboro Municipal Utilities Commission (BMUC):** On September 1, 2020 when Town Charter Amendment Resolution 2020-03; Delete Article IX becomes Effective, the Boonsboro Municipal Utilities Commission will cease to exist. A fair summary of Resolution 2020-06 follows: WHEREAS, the Mayor & Council of Boonsboro wishes to establish the Boonsboro Municipal Utilities Commission to serve as an advisory board to Town Administration and the Mayor & Council in their corporate governance of the maintenance, supervision and operation of the water and sewer facilities of the Town of Boonsboro and its service area. **Motion** by Council Member Nally, second by Council Member Hollingshead to approve the Introduction and Adoption of Resolution 2020-06; *Establishment of Boonsboro Municipal Utilities Commission* with the Effective date of September 1, 2020. **Motion carried.**
- **Town Charter Amendment Resolution 2020-07, 2020-08, 2020-09, 2020-10, 2020-11 and 2020-12; To Update Outdated Legal Code in the Town Charter:**
 - **Resolution 2020-07; Charter Amendment:** A fair summary of Resolution 2020-07 follows: Resolution of the Mayor and Council to amend the Charter of the Town to revise Section 204 (Meetings of Council) for the purpose of replacing the citation to a repealed provision of the Annotated Code of Maryland with a citation to the current law and to correct a typographical error. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to approve the Introduction and Adoption of Resolution 2020-07. **Motion carried**
 - **Resolution 2020-08; Charter Amendment:** A fair summary of Resolution 2020-07 follows: Resolution of the Mayor and Council to amend the Charter of the Town to revise Section 401(22) (Powers of the Council Enumerated – Fees and Charges) for the purpose of replacing the citation to a repealed provision of the Annotated Code of Maryland with a reference to applicable law. **Motion** by Council Member Kerns, second by Council Member Hollingshead to approve the Introduction and Adoption of Resolution 2020-08. **Motion carried**
 - **Resolution 2020-09; Charter Amendment:** A fair summary of Resolution 2020-07 follows: Resolution of the Mayor and Council to amend the Charter of the Town to revise Section 401(27) (Powers of the Town Enumerated – Franchises) for the purpose of replacing the citation to a repealed provision of the Annotated

Code of Maryland with a reference to applicable law, and to broaden the scope of authorized franchises to include other communication systems. **Motion** by Council Member Nally, second by Council Member Kerns to approve the Introduction and Adoption of Resolution 2020-09. **Motion carried**

- **Resolution 2020-10; Charter Amendment:** A fair summary of Resolution 2020-10 follows: Resolution of the Mayor and Council to amend the Charter of the Town to revise Section 401(53) (Powers of the Council Enumerated – Zoning) for the purpose of replacing the citation to a repealed provision of the Annotated Code of Maryland with a citation to the current law. **Motion** by Council Member Hollingshead, second by Council Member Nally to approve the Introduction and Adoption of Resolution 2020-10. **Motion carried**
- **Resolution 2020-11; Charter Amendment:** A fair summary of Resolution 2020-11 follows: Resolution of the Mayor and Council to amend the Charter of the Town to revise Section 715 (Audit) for the purpose of replacing the citation to a repealed provision of the Annotated Code of Maryland with a citation to the current law. **Motion** by Council Member Hollingshead, second by Council Member Nally to approve the Introduction and Adoption of Resolution 2020-11. **Motion carried.**
- **Resolution 2020-12; Charter Amendment:** A fair summary of Resolution 2020-11 follows: Resolution of the Mayor and Council to amend the Charter of the Town to revise Section A1-112 (Revenue Bonds) for the purpose of replacing the citation to a repealed provision of the Annotated Code of Maryland with a citation to the current law. **Motion** by Council Member Nally, second by Council Member Hollingshead to approve the Introduction and Adoption of Resolution 2020-11. **Motion carried.**

Introduction of Ordinance 2020-07; Zoning Text Amendment Storage Containers: Interim Town Planner Lung presented the introduction of Ordinance 2020-07; *Zoning Text Amendment Storage Containers* for the Council's review and input, noting that the Ordinance was initiated by former Town Planner Ethan Strickler. He stated that Ordinance 2020-07 regulates temporary storage containers by establishing a set time period and requiring a permit for said containers. Mayor Long stated a Public Hearing will be scheduled for Monday, August 10, 2020 at 6:30PM. **Motion** by Council Member Kerns, second by Council Member Nally to approve the Introduction of Ordinance 2020-07; *Zoning Text Amendment Storage Containers*. **Motion carried.**

- Council Member Nally shared his concerns that this Ordinance will not stop the nuisance of storage containers but will not solve the issue with removing existing containers in Town, which are the problem. Assistant Mayor Byrd stated that there could be legal issues if you target people with existing storage containers on their properties.

Resolution 2020-13; Appointment of Municipal Infraction Enforcement Officers: Town Manager Mantello presented Resolution 2020-13; *Appointment of Municipal Infraction Enforcement Officer* for the Council's review and input. He stated that the purpose of this Resolution is to appoint Interim Town Planner Tim Lung and himself as the Municipal Infraction Enforcement Officers to enforce Property Maintenance Code violations. **Motion** by Council Member Nally, second by Council Member Hollingshead to approve Resolution 2020-13; *Appointment of Municipal Infraction Enforcement Officers*. **Motion carried.**

Town Planner's Report - Interim Town Planner Tim Lung

- Stated that the back log of building permits is currently up to date
- Stated that he is moving forward with the plat review for the Easterday property
- Stated that he is finalizing the review of the Site Plan for the Post Office on the Easterday property
- Stated that he is working on the new Public Works Agreement for the Easterday Property
- Stated that there is a potential new commercial property developer for the lots facing Alternate 40 of the Easterday Property
- Stated that he is moving forward with the building permits for the High's Dairy Store on the Easterday property
- Stated that he received a Site Plan for the parking lot expansion for 8 additional parking spaces at AC&T on the Kauffman property.

Street Naming Options for Street at Fox Gap Preserve Development: Town Manager Mantello stated that the potential new commercial property developer of the Fox Gap Preserve Development has requested that the Mayor and Council chose a name for one of the streets. He provided the Council with a list from Washington County of words which should not be submitted in part of or as a whole road name within the County to be in compliance with the 911 for emergency system. He stated that Council should come up with a few street name options and narrow it down to their choice.

Clock Tower Maintenance Easement: Town Manager Mantello stated that Jeff Worth, owner of 27 South Main Street, reached out to the Town regarding the Town's Clock Tower Maintenance Easement Agreement, which was signed in 1998. He stated that Mr. Worth is considering selling the property at a future date and was wondering if the Town would be interested in terminating the Agreement. **Motion** by Council Member Nally, second by Council Member Kerns to approve the termination of the Clock Tower Maintenance Easement Agreement for 27 South Main Street. **Motion carried.**

Public Safety Commission Appointment – Recommendation to appoint Kim LaBrush: Mayor Long, on behalf of the Public Safety Commission, presented the recommendation to appoint Kim LaBrush to the PSC for a 2-year term. **Motion** by Council Member Kerns, second by Council Member Hollingshead to appoint Kim LaBrush to the PSC with a term ending July 2022. **Motion carried.**

BMUC Recommendation to Reappoint Stu Mullendore (Term Ended – June 2020): Mayor Long, on behalf of the Boonsboro Municipal Utilities Commission, presented the recommendation to re-appoint Stu Mullendore to the BMUC for a consecutive 4-year term. **Motion** by Council Member Nally, second by Assistant Mayor Byrd to re-appoint Stu Mullendore to the BMUC with a term ending July 2024. **Motion carried.**

Mayor and Council Workshop Meeting Date - Reschedule or Cancel: Mayor Long stated that the Washington County Chapter of the Maryland Municipal League's meeting is scheduled for Monday, July 27, 2020, the same day that the Mayor and Council would typically hold their Workshop Meeting. He stated that the Planning Commission is holding their monthly Meeting on Tuesday, July 28, 2020 and asked if the Council feels the need to hold the Workshop Meeting on Wednesday, July 29, 2020. Consensus is to cancel the July Mayor and Council Workshop Meeting.

Washington County Fire Police – Donation: Council Member Hollingshead stated that to her knowledge the Town has never donated funds to the Washington County Fire Police for their help during the Town's annual Independence Day event or other Shafer Park events. Office Manager Miller stated that she believes that the Town donated \$200 a few years back for the Fire Police service. **Motion** by Council Member Kerns, second by Council Member Nally to donate \$200 to the Washington County Fire Police. **Motion carried.**

COMMISSION REPORTS

Public Safety Commission – Council Member Hanson. Meeting held on June 18, 2020. Discussions included the approval of the recommendation to appoint Kim LaBrush to the PSC, preliminary plans for National Night Out on October 6, 2020, preliminary plans for Washington Goes Purple on October 13, 2020, and the approval of the recommendation that Center Street be changed to a one-way street from the Town Hall parking lot to St. Paul Street and that a sign be posted at the parking lot stopping traffic from proceeding to St. Paul Street, and that traffic coming from St. Paul Street to Lakin Avenue proceeding as normal.

Park Board - Council Member Weaver. Meeting held on June 24, 2020. Boy Scout Olivia Swann of Troop 2119 presented her Eagle Scout project to construct a Gaga Ball Pit in Shafer Park, which was approved for recommendation to the Council. Discussions included the Independence Day event on July 3 which will include fireworks but no entertainment or vendors, the approval to purchase social distancing signs to be used for all Park events during COVID-19, and upcoming Concerts in the Park and Outdoor Movie Nights.

Boonsboro Municipal Utilities Commission – Council Member Nally. Meeting held on June 17, 2020. Discussions included updates on the Meter Replacement Program, the Water Loss Task Force, Waste Water Model, the removal of Article IX from the Town Charter and the Resolution for the establishment of the BMUC, the Crestview Pump Station Streambank Restoration Project and the Collections System Rehabilitation Project Phase 2. New Business discussions included the approval of the recommendation to reappoint Stu Mullendore to the BMUC for a consecutive 4-year term, the Municipal Assets and Capital Improvement Commission, the Tap Application for 2 additional taps from Paul Healy and Ron Humble for 39 – 41 South Main Street and the Park Lane Sewer Replacement and Repaving Project.

Planning Commission – Assistant Mayor Byrd (Did not meet in June 2020)

Economic Development Commission – Council Member Kerns. Meeting held on June 24, 2020. Discussions included the approval of the draft Strategic Plan - Mission Statement, the decision by Carol Blessing, Bruce Wilder and Vickie Messner to

not renew their 3-year EDC Member terms and step down from the Commission, and the need to appoint a new secretary. The bi-monthly Networking Breakfast has been suspended until further notice.

Environmental Commission – *Council Member Hollingshead*. Meeting held on June 9, 2020. Discussions included filling the vacancy on the BEC, Sustainable Maryland Certified and Subcommittee Reports.

Town Manager Report – *P. Mantello*

- Stated that the Crestview Pump Station Streambank Restoration Project, which was originally estimated at \$60,000, is looking like the total cost will be closer to \$70,000 to \$80,000 to upgrade
- Stated that an application was submitted to the Chesapeake Bay Trust Grant for the Crestview Pump Station Streambank Restoration Project
- Stated that it is looking unlikely that the Town will be receiving a Grant for the Keedysville Weir Wall Rehabilitation Project. Stated that it is possible that the Town might be able to get an MDE loan for the Project repayment
- Stated that the Hospice parking lot project is slated to begin on July 20, 2020
- Stated that 3 Town Planner interviews are scheduled for July 20, 2020 at 10am, 11am and 12 noon
- Stated that the Town was awarded the Operation and Maintenance Grant for the Waste Water Treatment Plant for \$30,000, which has been earmarked for the Crestview Pump Station Streambank Restoration Project
- Stated that he applied to Hood College to take a 15-credit 3-semester Accounting Certificate for the cost is \$10,000. Stated that the Accounting Certificate will help him better understand the Town's accounting system and Budget.
 - **Motion** by Council Member Hollingshead to give Town Manager Mantello an educational stipend to cover the \$10,000 cost of the Accounting Certificate at Hood College. **Motion died for lack of a second.** Mayor Long stated that Personnel Matters should be discussed in Closed Session.
 - **Motion** by Council Member Hanson, second by Council Member Kerns to have the Personnel Committee further discuss providing Town Manager Mantello with an educational stipend to cover the \$10,000 cost of the Accounting Certificate at Hood College, to discuss creating an Agreement for said stipend, and to then make a recommendation to the Mayor and Council. **Motion carried.**

Motion by Assistant Mayor Byrd, second by Council Member Weaver to adjourn the Regular Meeting at 9:40PM. **Motion carried.**

Respectfully submitted,

Kimberly Miller, Office Manager