

## DEVELOPMENT ADVISORY COMMITTEE MINUTES

The Development Advisory Committee (DAC) met on July 1, 2020 virtually at 9:00 a.m. in the Harford County Government Administration Building, 220 S. Main Street, Bel Air, Maryland. The meeting was chaired by Moe Davenport, Department of Planning and Zoning.

The following members were in attendance:

Moe Davenport	Chairman, DAC
Darryl Ivins	DPW Water & Sewer
Mike Rist	DPW Engineering
Paul Magness	Department of Parks & Recreation
Eric Vacek	Planner, Development Review
Crysta Draayer	Planner, Development Review
Lori Pietrowski	Administrative Specialist
Chelsea Broach	GIS Analyst

Also in attendance:

Bob Wilson	Mitch Ensor
Richard Graver	Will Sample
Brian Walker	Ryan Langer
Megan Koerner	Jackie Delisle

**Moe Davenport** – I am Moe Davenport, with the Department of Planning and Zoning, I would like to welcome everyone to this virtual meeting. With me today are the following members of our committee/staff: Darryl Ivins, Mike Rist, Chelsea Broach, Lori Pietrowski, Paul Magness, Eric Vacek and Crysta Draayer. Today's meeting will be following the protocol under the Open Meetings Act during the Covid-19 emergency. The public will be able to view and listen to the meeting today via the internet. As always, anyone with questions, comments or concerns can forward them via email or by phone to the Department of Planning & Zoning at any time. Additionally, we will allow up to 30 minutes after the DAC members comments have concluded for the public to type in questions and concerns that I will then read into the record.

We do record today's meeting and take minutes from that recording. As soon as those minutes are available, we will place them on the Planning & Zoning's webpage. I will go over the protocol for today's meeting. There will be a brief presentation of the project by the owner/developer or his representative and then I will go around to the DAC committee members for their questions and comments. After that, we will give an opportunity for anyone to type in questions or comments.

With that, we will begin today's meeting.

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**FERRELL, KENT R. III – SITE PLAN**

Located on the south side of Churchville Road (Route 22), east of Calvary Road. Tax Map 42; Parcel 153. Third Election District. Council District E. Planner: Crysta  
Plan No. S206-2020 Recreation Practice Field/3.32 acres/AG/B3 Commercial  
Received 06-03-2020 Kent R. Ferrell, III, et al/M.E. Properties, LLC/Wilson Deegan and Associates, Inc.

**Verbatim Transcript**

**Bob Wilson - Wilson Deegan and Associates**

Good Morning everybody. I am Bob Wilson with Wilson Deegan Associates. The proposal we have is for a soccer practice field for Old Line Football Club, which is a private soccer club for ages 7-15. The site is located at 3021 Churchville Road. The parcel currently contains about 53 ½ acres. It is split zoned B3 and Ag. The soccer fields will be located in the B3 portion of the property. They will be used for practice only during the week. No games will be played here. They will be using the fields as is. They are not doing anything as far as grading of the fields. They do not meet regulation and that is not the intent. It is strictly for practices during the week and with that, I will turn it over to DAC.

**Mike Rist – DPW Engineering**

1. Land disturbing activities exceeding 5000 square feet will require that sediment control and stormwater management be addressed.
2. All pavement striping and traffic control signs shall conform to the Manual on Uniform Traffic Control Devices and State Highway Administration Supplement.

**Moe Davenport for Bill Snyder – Volunteer Fire & EMS**

It is recommended that the proposed 10ft walkway be paved or at minimum stone laid down to allow for an ambulance or SUV type apparatus can access the field area.

**Moe Davenport for Patrick Jones – Soil Conservation District**

No comment.

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**Moe Davenport for Len Walinski – Health Department**

The Harford County Health Department (HCHD) has extended its approval for the above referenced site plan. The site is located on the south side of Churchville Road (MD Route 22), east of Calvary Road (MD Route 136).

This plan proposes a recreational field on 3.32 acres of leased land. No construction of water or sanitary lines are proposed. Portable freestanding chemical restrooms will be utilized for this site.

If a permanent restroom facility is considered in the future, soil percolation tests will be required to establish a septic reserve area. Please note this may result in a disruption to the fields. At that time, an acceptable well site would need to be proposed.

Additional comments from this office will be provided at the time of the building permit or occupancy permit. It is the responsibility of the owner/operator to be aware of any regulatory requirements for the proposed use and for obtaining appropriate permits.

The owner/developer is reminded that during the development of this project when soil moisture conditions are low, measures must be implemented to prevent the generation of dust until a permanent vegetative cover is established and all paving is completed.

**Crysta Draayer - Planner**

1. This plan proposes to develop one recreation practice field.
2. The property is located partially in the Churchville Elementary School water source protection district.
3. No lighting is proposed at this time. If lighting is proposed in the future, a lighting plan shall be submitted to the Department of Planning and Zoning for review and approval.
4. No signage is proposed at this time. If signage is proposed in the future, it must conform to the Sign Code, and permits shall be obtained from the Department of Planning and Zoning.

**Paul Magness – Parks & Recreation**

No comment.

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**Moe Davenport** – Crysta do you know if we have had any written comments or questions on this plan from the public?

**Crysta Draayer** – We did have some that were already taken care of. The questions were mostly concerning if it was going to be used for games, or if there was going to be additional parking.

**Moe Davenport** – Those have been answered?

**Crysta Draayer** – Yes.

**Chelsea Broach** – There is a question in the Q&A panel.

**Moe Davenport** – Ok, Chelsea can you read that for us?

**Chelsea Broach** – Yes, it says has a traffic study been conducted for the site before COVID 19 reduced the traffic?

**Moe Davenport** – No, a traffic study was not required because they do not meet the threshold of 250 average daily trips. Just one ball field does not require the Traffic Impact Analysis. It does not generate more than 250 average daily trips. I hope that answers that question. Are there any other questions Chelsea?

**Chelsea Broach** – No, no more

**Moe Davenport** – Again, if you do have any questions you can email them to us directly at any time.

**GRACE HALL - PRELIMINARY PLAN**

Located along the north side of Philadelphia Road (Route 7) at the intersection of Philadelphia Road (Route 7) and Burnt Hill Trail. Tax Map 58; Parcel 22 & 579. First Election District. Council District E. Planner: Eric

Plan No.	P207-2020	Residential Housing for the Elderly consisting of 96 Single Family Homes and 236 Town Homes with proposed 15.08 acres of Open Space/100.575 acres/R3
Received	06-03-2020	Highfield Investments LLC/Bay State Land Services

**Mitch Ensor - Bay State Land Services**

Thank you Moe, county staff and virtual attendees for being present with us this morning for the introduction of the Grace Hall Preliminary Plan. In the office with me, Mitch Ensor with Bay State Land Services, also Richard Graver with Highfield Investments LLC, Will Sample who is also one of the owners, Brian Walker, Ryan Langer and Megan Koerner from the offices of Bay State Land Services. This project, Grace Hall was first introduced during a Community Input Meeting back in October 2019. We'd like to note that the owners of Grace Hall and the neighboring community have been in constant communication with each other and have been working together to create a harmonious blend between the Grace Hall subdivision and the existing communities around the project. We do expect communications and working together to continue throughout the design process on this project. Previous submissions include the Concept Plan meeting minutes; which were submitted back in November. A Concept Plan and a Forest Stand Delineation prepared by our office both of which have been approved which allowed us to get to this submission of the Preliminary Plan. Regarding the Preliminary Plan, the location of the project is located south of Interstate 95, north of MD Route 7 and to the west of Burnt Hill Trail. It was the subject of several other plans that had been submitted to the county, one of those plans did go to record plat the other one did not. This is a revamping and redesign of this piece of property. It is zoned R3 and consists of 100.57 acres. One of the distinct differences between this plan and the other plans that have been offered is that this is a housing for the elderly project and it will consist of 333 total lots. Those lots will be a mix of townhouse lots and single family lots intermingled throughout the subdivision. The density for the project as a housing for the elderly designation would allow for 14 dwellings units per acre. At 333 lots we are currently proposing the site to consist of 3.31 dwelling units per acre. The open space required for the project is 15 acres. We are proposing at this time 57.7 acres of open space. The active open space requirement for the project would be provided by a community center, with usable flat space directly adjacent to the community center. The project would be served by public roads, which are depicted on the plan. It would require both stormwater management and sediment and erosion control approval prior to any onsite grading activity. It would be served by public water and sewer both of which would be provided by Harford County. Unique to this piece of property and this Grace Hall subdivision is the fact that this project would be required to provide a water booster station to provide water, fire service

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both domestic, and fire service to elevations that exceed the current zone 1 elevations for water that would service this project. It is also depicted on the plan as well as an off-site sewer improvement that is also depicted on the plan in detail center top of the plan that we have before us today. Other submissions along with this Preliminary Plan that were submitted simultaneously were a Traffic Impact Analysis that was prepared by Traffic Concepts. A Landscape Plan for both the roadways, and the community center. A Stormwater Management Concept Plan, for the entirety of the project. A Forest Conservation Plan, which consisted of both an on-site Forest Conservation Plan and off-site Forest Conservation Plan. We do understand in communications with the office of Planning & Zoning that the off-site location proposed is not acceptable, based on its current location. Based on that the developer has identified several locations that we feel would be satisfactory as an alternate off-site location. We will be able to resubmit that as soon as we possibly can once we have agreements with the landowners who are being spoken with at this time. That would conclude our presentation. Bay State will stay on the line and look forward to the DAC committee comments and any discussions provided by public comment. Thank you all and we look forward to further discussions on the project.

**Darryl Ivins – Water & Sewer**

The Division of Water and Sewer has evaluated the proposed water and sewer utilities on this plan and has determined that if the approval conditions are complied with, the adequacy standards of the County Code will be met.

Check for Adequate Public Facilities:

Water	X adequate	<input type="checkbox"/> inadequate
Sewer	X adequate	<input type="checkbox"/> inadequate

The following comments shall be included as conditions of Preliminary Plan approval for the above-described project:

This subdivision proposes to connect to the existing sewers in the Hollywoods subdivision. By connecting into the Hollywoods sewer system, the proposed subdivision causes capacity problems within the existing sewer system. As a result, there will be approximately 1310 linear feet of existing parallel sewers which must be replaced with 15-inch diameter pipe. This work is shown on proposed sewer contract number 19610 which was previously approved by Harford County. This contract must be resubmitted to the Division of Water and Sewer for review for compliance with current County standards before it may be approved for construction.

The aforementioned offsite sewer replacement must be constructed and made operational concurrently with Phase Two of the project.

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This subdivision will require a regional water booster station to provide adequate water pressures and flows to meet the requirements of the Adequate Public Facilities ordinance. The booster station must be located on a parcel of land that will be dedicated to Harford County in fee simple. The proposed water booster must be designed to accommodate the number and type of units, their fire flow requirements and the boosted service area. The service area must be reviewed and approved by the county before design of the water booster station may begin. The Division of Water and Sewer has design guidelines pertaining to water booster stations. The engineer shall adhere to the latest version of these guidelines for the design. Due to the close proximity to the existing lots, a sound attenuation enclosure shall be provided for the emergency generator.

The proposed grading on this plan indicates that lots 1-9 and lots 91-106 may be constructed and made operational prior to the water booster station becoming operational. An operational break may be added to the construction drawings to indicate this construction sequence if desired. These lots would eventually be part of the overall boosted system when the pumping station is completed. The water booster station must be constructed and made operational prior to, or concurrent with the remainder of the lots in Phase One.

The deed for the water booster station site shall be prepared by the developer and submitted to the County for review concurrent with the prints of the water and sewer construction drawings. The deed must be approved by the County, signed by the property owner and given to the County for execution concurrent with the submittal of the mylar construction drawings. The deed must be recorded no later than with the subdivision plats.

There may only be one water main connection to Burnt Hill Trail. The connection in Naples Avenue up to the Community Center must be removed in the final design. A main must be connected from the discharge side of the booster station, through the Community Center parking lot to the main in Naples Avenue, completing the boosted water system.

Some of the water mains in this development may need to be 12" in diameter to provide adequate service to the proposed and future lots. At a minimum, the mains in Sannabelle Square from the booster station to Augustine Court, through Augustine Court and Naples Avenue to Cocoa Court and through Cocoa Court between Lots 29 and 30 to the tract boundary must be 12" in diameter. The easements for this main must be thirty feet wide. The remaining water mains through the townhouse portion of the development will be sized during the final design. All of the aforementioned water mains must be constructed as part of this project.

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An easement for a possible future sewer main shall be placed between Lots 18 and 19 to the tract boundary. The easement must be identified on the record plat as an exclusive use easement for Harford County. The storm drain and the storm water quality pond at this location must be adjusted so that it will not obstruct the future construction of the sewer main. The easement width for the storm drain and the sewer main must be thirty feet wide.

During the final design, the water and sewer mains within 24' wide rights of way should be set five feet on either side of the road centerline. This will provide the required spacing between the storm drains and the water and sewer utilities.

The locations of the sewer services with respect to the edge of the driveways shall conform to the Harford County standard detail G3-A. It is the responsibility of the developer to coordinate with the home builder to insure that all sewer cleanouts that are located within driveways have a lamphole frame and cover installed over them as identified in the water and sewer construction drawings.

The contract numbers for Phase One of this project are 20087 for water and 20088 for sewer. The numbers shall be placed on the utility construction drawings before their initial submittal to the county for review.

When the water and sewer construction drawings are approved for the townhomes in this subdivision, they will be approved for only the building footprint and driveway locations shown on this plan. The architectural drawings and driveway layout shall be provided with the water and sewer contract drawings. Any revisions to the shape of the building footprint will require that the utility drawings be revised to show the new configuration of the unit. Additionally, if a group or block of buildings is shifted, revised construction drawings must be approved for the change. The Developer hereby agrees to relocate at his expense any services that are incorrectly placed within a driveway or sidewalk.

A Public Works Utility Agreement (PWUA) is required for the construction of the public water and/or sewer mains associated with this project prior to the issuance of a building permit. PWUAs will be required for each phase as well as the water booster station and the offsite sewer replacement. It is the developer's/owner's or their representative's responsibility to contact the Division of Water and Sewer, W&S Administration Section at [wspermits@harfordcountymd.gov](mailto:wspermits@harfordcountymd.gov) to request the preparation of the PWUAs concurrent or following the submittal of the water and sewer contract drawings for the projects.

The Community Center will require a Commercial Service Application to be completed by the owner and approved by Harford County before a building permit will be issued. Contact the Division of Water and Sewer Administration and Permitting Section at 410-638-3300 x1467 for additional information.

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**Mike Rist – DPW Engineering**

1. A sediment control plan and a grading permit will be required for the development of this site. Sediment controls are to be designed to the specifications as set forth in the Maryland Standards for Erosion and Sediment Control, latest edition.
2. Stormwater Management must be provided in accordance with the 2000 Design Manual as amended by Supplement 1.
3. A stormwater management concept plan has been submitted for review. Comments must be addressed on subsequent stormwater plan submittals.
4. The final stormwater management plan shall be approved prior to the issuance of a grading permit. A stormwater management permit is required prior to the issuance of a building permit.
5. Maintenance of the stormwater management facility (facilities) is (are) the responsibility of the lot owner (s) and shall be stipulated in the association documents.
6. Road plans will need to be approved and a public works agreement will need to be executed prior to the issuance of building permits for the site.
7. Naples Ave shall be designed as a 36' wide residential sub collector street where the ADT exceeds 400.
8. Driveway centerlines shall be located a minimum of 45' from the edge of an intersecting street. Verify lots 199, 223, 224 and 257.
9. Sight distance for intersections onto Burnt Hill Trail shall meet requirements for a 35 mph design speed. Street trees shall not be located within the sight line.
10. A school bus cul-de-sac shall be provided on Vero Court unless the school board determines that one is not required.
11. A traffic impact analysis was submitted for review. Comments will be forwarded to Planning and Zoning.

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**Paul Magness – Parks & Recreation**

This preliminary plan proposes residential housing for the elderly consisting of 96 single-family homes and 236 townhomes on a 100.575 acre property. The open space requirement for the project is 15.08 acres with a minimum of .5 acres of active open space. The plan proposes 57.73 acres of open space with .74 acres of active open space, including a community center. Mitch, I just wanted to clarify something you said in your comments. Are you basically saying that the area that lies to the east of the community center is just going to be an open field area and you are not going to have any other amenities offered in that area meeting your active open space requirement?

**Mitch Ensor** – Paul, at this time until we have an association and some guidance on what they would prefer to install in that area we don't know exactly what will be proposed. There had been discussions of several outdoor amenities being proposed but we have that graded at a usable slope 2% across that whole area.

**Paul Magness** – Ok, I will slightly revise my comments then just to reflect that and I will get that to everybody later today. That is all of my comments. Thank you.

**Eric Vacek – Planner**

- This Preliminary Plan proposes to utilize R3-Housing for the Elderly design standards. The project proposes to create 333 dwelling units in four (4) phases. Single family dwellings are permitted within the Housing for the Elderly design standards. The maximum permitted density is 14.0 dwelling units per gross acre. A concept Plan was approved in 2020.
- A boundary plat was recorded (Boundary Plat, Land of Hiter, 'Woodlawn Subdivision'), however, the Department currently recognizes the formerly recorded plats associated with the former Berkshire Manor/Woodlawn subdivision which will need to be rerecorded.
- Open space shall be provided in accordance with the provisions of the Harford County Code. Active open space is required for this project. The plan shall accurately delineate all areas of open space. Pedestrian access to proposed open space areas shall be provided. All areas of open space shall be clearly delineated on the final plats and shall be accessible to the entire community. The active open space must be constructed during Phase I of the project.
- A Forest Stand Delineation (FSD091-2020) was approved with the Concept Plan.

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- A Forest Conservation Plan was submitted to the Department for review. A revised series is required. Natural Resource District (NRD) may not be located on individual residential lots. No forest clearing is permitted within the NRD or associated buffers at any time for actual home construction. Forest Retention areas may not be located on any of the proposed lots.
- Environmental planning comments (Brittany Long, Department of Planning and Zoning) state that the proposed SWM facilities should be moved out of NRD Buffer(s) as much as possible.
- Sidewalks shall be provided along all road frontages, including Burnt Hill Trail. Proposed retaining walls are not permitted in the Natural Resource districts and shall require permits.
- The plans must provide all required buffers, landscaping, street trees, required foundation plantings and parking lot plantings.
- A Traffic Impact Analysis (TIA) was submitted with the Preliminary Plan. Comments shall be provided to the consultant.

**Moe Davenport for Len Walinski – Health Department**

The Harford County Health Department (HCHD) has extended its approval for the above referenced preliminary plan. The site is located on the northwest corner of Old Philadelphia Road (MD Route 7) and Burnt Hill Trail.

This plan proposes to construct residential housing for the elderly consisting of 96 single family homes, 236 townhomes, and a community center. The site is presently improved with a dwelling and outbuildings and is serviced by a spring house and an on-site sewage disposal system (OSDS). The site will be serviced in the future by public water and sewer.

Prior to final plat approval, the following is required:

- Any buildings listed to be razed will require a demolition permit that is secured through the Department of Planning and Zoning. All aspects of the demolition work must be reviewed, approved, and completed to the satisfaction of the Health Department. This includes, but is not limited to, the abandonment of any wells and septic systems, the management of asbestos, hazardous materials, and solid wastes, and the removal of underground storage tanks. All documentation concerning the demolition work must be forwarded to this office. If the owner/developer has any questions concerning the demolition work, please contact the Permit and Plan Review Division at 410-877-2300.

This office has the following general comments regarding this proposal:

- The HCHD encourages the owner/developer to consider smoke-free housing.
- Additional comments from this office will be provided at the time of the building permit or tenant/occupancy permit. It is the responsibility of the owner/operator to be aware of any regulatory requirements for the proposed use and for obtaining appropriate permits.
- The owner/developer is reminded that during the development of this project when soil moisture conditions are low, measures must be implemented to prevent the generation of dust until a permanent vegetative cover is established and all paving is completed.

The final plat must bear the master plan conformance statement. In addition, a statement signed by the owner must appear on the final plat declaring that a community water supply and a community sewerage system will be available to all lots offered for sale.

This plan must meet all requirements of COMAR 26.04.03 (Subdivision Regulations) and all local codes and regulations.

**Moe Davenport for Rich Zeller – State Highway Administration**

The MDOT SHA has no comment regarding the proposed access to this site as it will be to a county road. The MDOT SHA has no objection to the approval of these plans. We are currently reviewing the traffic impact study (TIS) that was prepared for this development. When comments become available, they will be forwarded to all interested parties. Should the review of this TIS determine the need for a road improvement on a state road, in order to mitigate the traffic impacts of this development, that improvement would be subject to the review/approval of the MDOT SHA, and an access permit would be required for the construction of that improvement.

**Moe Davenport for the Board of Education**

They have no comment on the plan since this community should not generate school aged children.

**Moe Davenport for Bill Snyder – Volunteer Fire & EMS**

- Community Center Building will require a Knox Box. It shall be keyed for the Harford County Fire/EMS Services. Contact 410-538-4567 or cell # below to obtain Box.
- Recommend the usage of non-combustible landscaping directly next to the Community Center. Traditional, wooden-mulch increases likelihood of nuisance fires from outdoor smoking.

That appears to be all of the DAC member comments. Are there any other questions or comments from DAC members?

Ok, Chelsea do we have anything the Que.

**Chelsea Broach** – So far not for Grace Hall. There was a late comment for the last plan so when you are ready please let me know.

**Moe Davenport** – Yes, go ahead.

**Chelsea Broach** – This is a comment: My property 2929 Churchville Road was not listed on the parcel map. Could it be included in the future?

**Moe Davenport** – Sure, we will find that property and make sure that we note it.

**Jackie Delisle – Brown, Brown & Young**

I am just joining by voice representing the Bel Air Auto Auction at 4805 Philadelphia Road. This will be a public comment for Grace Hall.

**Moe Davenport** – Go ahead, Jackie.

**Jackie Delisle** – In reviewing the Traffic Impact Study and I understand that DPW will be reviewing and commenting. All of the traffic counts were taken on April 6<sup>th</sup>. We were still in a near shut down mode; Governor's order having gone into effect March 19<sup>th</sup> and not released for non-essential businesses until well past the date of the traffic count. That would mean the background traffic counts did not include any of the Bel Air Auto Auction traffic counts, social security traffic counts any pass through traffic from regular businesses which were deemed non-essential under the Governor's order for that time period. Also, did not reflect any traffic impact, which would have been caused by the closure of the day care systems or the schools. So, my main question is the traffic counts were taken for background traffic on a time when three of the major players in that area were either on

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shut down, restricted and working from home. I am unclear as to how the traffic counts can be considered viable for the Traffic Impact Study.

**Moe Davenport** – Jackie, we will look at those counts and look at those dates again. We have not concluded our analysis or review of the Traffic Impact Study. We will talk to Alex Rawls about that and verify those dates.

**Jackie Delisle** – Very good. Again, the Executive Orders would give the clearance on when things went down and when things came back up again. It appears from the exhibits, that everything was counted on April 6<sup>th</sup> for both peak am and all background traffic flows. Thank you very much sir.

**Moe Davenport** – Your welcome. Are there any other questions or comments?

**Mitch Ensor** – We will check with the traffic consultant regarding those traffic counts but, it is my understanding that those traffic counts were initiated in January. I will confirm with them. We here, at Bay State did not conduct that study but we will reach out to them and try to confirm the actual date of the traffic counts.

**Jackie Delisle** – Thanks Mitch and I understand it was an outside contractor. I am just going from the exhibits that were attached that referenced the daily count. They each hold a date of April 6<sup>th</sup> on the exhibits and obviously again, that is not a Bay State issue. That is a separate independent contractor. Thank you for volunteering to check.

**Moe Davenport** – Please let us know. Is it Mark Keeley?

**Mitch Ensor** – I will find out who was the project manager on that and reach out to them directly Moe and Jackie.

**Moe Davenport** – Very good. If there are no additional comments or questions this will conclude today's meeting. I want to thank everybody for your attendance. Everyone stay safe and have a nice holiday.

**Meeting adjourned at 9:40 am.**