

TOWN OF EMMITSBURG

300A South Seton Avenue
Emmitsburg, Maryland 21727

301-600-6300 fax: 301-600-6313

Mayor

Donald N. Briggs

Town Manager

David Haller

Town Clerk

Cathy Willets

Board of Commissioners

Timothy O'Donnell, President

Clifford Sweeney, Vice President

Glenn Blanchard, Treasurer

Jennifer Mellor

Joseph Ritz III

TOWN MEETING AGENDA JANUARY 5, 2015

I) CALL MEETING TO ORDER (7:30PM)

A. PLEDGE OF ALLEGIANCE TO THE FLAG

B. NEXT MEETINGS:

Town Meeting January 19, 2015 @ 7:30pm

Planning Commission January 26, 2015 @ 7:30pm

C. APPROVE MINUTES FROM: December 2, 2014

D. TOWN MANAGERS REPORT

E. TOWN PLANNERS REPORT

F. COMMISSIONER COMMENTS

G. MAYOR COMMENTS

H. PUBLIC COMMENTS

I. ADMINISTRATIVE BUSINESS

J. CONSENT AGENDA

K. REPORTS

Treasurer's

Planning Commission

For more information go to www.emmitsburgmd.gov

II) AGENDA ITEMS:

1. *Fire Fighters Heritage Museum Water & Sewer Service*
2. *Demolition of Barn at Scott Road Farm*
3. *Transportation access in town – discussion*

III) SET AGENDA ITEMS FOR JANUARY 19, 2015 TOWN MEETING

IV) SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

ITEM C

MEETING MINUTES:

December 2, 2014

**MINUTES
TOWN MEETING
December 2, 2014
Emmitsburg Town Office**

Present: Mayor Donald Briggs; Joseph Ritz III, Jennifer Mellor, Glenn Blanchard and Tim O'Donnell, President.
Staff present were Vickie Felix, Sue Cipperly, Town Planner and Dave Haller, Town Manager.
Absent: Commissioner Sweeney arrived 8:09 p.m.

I. Call to Order

Commissioner Tim O'Donnell, President of the Board of Commissioners, called the December 2, 2014 Town Meeting to order at 7:30 p.m. Pledge of Allegiance was recited.

Approval of Minutes

The Minutes of the November 17, 2014 Town Meeting were approved as presented.

Commissioner Comments

Commissioners' cited attendances to include the turkey trot, over 230 people attended; the tree lighting ceremony; meeting with Frederick City Committee re: recreational use of their water shed. Recognized town staff and contractors for plowing job well done in all developments. Congratulations to newly elected County Charter Board.

Mayor's Comments

Mayor Briggs' cited that the town closed the loan on the wastewater treatment plant. Staff and Mayor met with Chief Ron Slarnicki re: Fallen Fire Fighters; met with the new NETC manger re: sidewalk and extension of water; Singed memorandum of understating in regards to the pathway with Mount Saint Mary's; Met with potential developer who is interested in doing some things in town. Thanked Mother Seton 4th graders for decorating the tree on the square. He thanked staff for preparing the Christmas wreaths that were put up downtown. He attended the tree lighting ceremony. He read to the kindergarten classes at the Emmitsburg Elementary School.

Administrative Business

- Problems with channel 99 rotation of messages – staff stated new hardware will be put in place
- Memorandum of Understanding with county - path from Mt. Saint Mary's – 80% Federal Funding
- Turkey trot issue with restroom use – pressure issue- order 2 jiffy johns for next year's event
- Silo Hill Playground – installation complete; all done through grant work
- December 15, 2014 town meeting no agenda items – cancel enjoy holidays
- Update on Parks Committee Meeting
- ADA compliance in parks
- Vehicles at Hobb's house

Consent Agenda - none

Reports:

Treasurer's Report – Commissioner Blanchard reported on November 2014 cash activity. Detailed report at Exhibit A.

Planning Commission Report – Sue Cipperly, Town Planner reported that the Planning Commission met on November 24, 2014 and discussed the Cluster Ordinance that had been referred to them by the Board of Commissioners.

II. Agenda Items

Consideration of limitations on water and sewer tap fee funds

Mr. Haller stated this is a clarification of the practice that staff has used for the past 12 years. There was a time about 14 years ago where monies were transferred from department to department sometimes not really appropriately to pay the bills. Staff has worked very hard to make sure water, sewer and tax rates are proper that, that doesn't happen. He is reviewing different items before he retires and in the proposed ordinances he added paragraph D which indicates that funds collected would be restricted/reserved to maintain water and sewer system. There was a brief discussion on the different size meters and how that affects the water usage. Approximately every three to five years the tap fees should be reviewed, the fees at this time are pretty solid. There are two ordinances, one for water and one for sewer that were presented for consideration.

Motion: To approve Ordinance 14-16 an ordinance to amend Title 13 of The Code of Emmitsburg entitled public services as presented.

Motion made by Commissioner Blanchard and second by Commissioner Mellor.

Vote: 4-0 in favor

At this time Commissioner Sweeney arrived at the meeting.

Motion: To approve ordinance 14-17 an ordinance to amend Title 13 of the Code of Emmitsburg entitled public services as presented.

Motion made by Commissioner Ritz and second by Commissioner Mellor.

Vote: 5-0 in favor

Consideration of modifications to citizen's advisory committee related to scheduling

Mr. Haller stated these changes were recommend by Commissioner Ritz and reviewed by staff and approved. He is asking for Boards consent. The modifications included that the Mayor and/or the Chairman can recommend people to this committee with the consent of the Board of Commissioners; meetings would be on the third Tuesday of January, April, July and October and an allowance to call for special meetings. There was discussion on paragraph F. Strike wording *by mail or telephone*.

Motion: - To approve ordinance 14-18 an ordinance to amend Title 2 of the Code of Emmitsburg entitled administration and personnel as modified.

Motion made by Commissioner Mellor and second by Commissioner Sweeney.

Vote: 5-0 in favor

Ordinance 14-09 vehicles and traffic related to maintenance

Sue Cipperly stated this was at the last meeting and after some input from the Commissioners she made some changes. The major change was the addition of paragraphs D, E and F re: how it would be enforced and how many days notice people would get.

For more information go to www.emmitsburgmd.gov

Motion: - To approve ordinance 14-09 an ordinance to amend Title 10 of the Code of Emmitsburg entitled vehicles and traffic as presented
Motion made by Commissioner Sweeney and second by Commissioner Mellor.

Vote: 5-0 in favor.

Ordinance 14-10 health and safety related to property appearance

Ms. Cipperly reported that this was presented to the Board last month. Commissioner Ritz made a suggestion to combine two paragraphs into one. Paragraph A now contains new wording. Paragraph C the word *this* was added. At the meeting Ms. Cipperly noticed that she needs to modify the alphabetic letters on paragraphs since changes were made.

Motion: - To approve ordinance 14-10 an ordinance to amend Title 8 of the Code of Emmitsburg entitled health and safety as modified.

Motion made by Commissioner Blanchard second by Commissioner Mellor.

Vote: 5-0 in favor.

The Board considered the Mayor's request to cancel the December 15, 2015 town meeting since there were no agenda items. Unanimous consent.

Set Agenda Items for January 5, 2015 Town Meeting

1. Fire Fighters Heritage Museum Water Service
2. Transportation access in town - discussion

III. Public Comments - none

IV. SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

V. Adjournment

With no further business, the December 15, 2014 Town Meeting was adjourned at 8:31 p.m.

Respectfully submitted,

Vickie L. Felix
Recording Secretary

Date Approved:

ITEM D

TOWN MANAGERS REPORT

Town Manager's Report
NOVEMBER 2014
Prepared by David Haller

Streets:

- Staff put up the Christmas Tree on the square
- Staff repaired a number of street lights
- Staff repaired and installed a few street signs including the additional 'no trucks over ¾ ton' sign on Silo Hill Rd.
- Staff installed the holiday decorations

Water:

- Rainbow Lake is now at the spillway level.
- The roughing filters are being backwashed one time a day and the DE filters are being done once per week.
- Our wells are down an average of 12.25 feet from May 2011 levels.
- Water production and consumption. We produced and purchased an average of 323,633 GPD. We consumed an average of 302,612 GPD.

The difference is "Backwash Water" ... (6.5%). We purchased 336,633 gallons of water from MSM this month.

- 46.5% of this water came from wells.
- 3.5% of this water came from Mt. St. Mary's.
- 50.0% of this water came from Rainbow Lake.

Wastewater:

- The overland flow treatment system is up and running for the season.
- We received about 3.4" of precipitation this month (the average is 3.8").
 - We have a precipitation **SURPLUS** of 7.8" over the last six months. The average precipitation for the period from June 1 thru Nov. 30 is 23.1". We have received 30.9" for that period.
- Wastewater Treatment:
 - We treated an average of 439,000 GPD (consumed 302,612 GPD) which means that 31.0% of the wastewater treated this month was "wild water".
 - We had no spills of untreated sewerage in the month of November.

- We exceeded the plant's design capacity on three days in the month of November.

11/24 781,000 GPD 11/26 1,305,000 GPD 11/27 1,022,000 GPD

Trash: Trash pickup will remain Mondays for the remainder of the month of December.

Parks:

- Staff installed new 'infield mix' on the ball fields and salted them
- We had the outside of the pool building painted
- Staff has been performing standard mowing and trimming.
- Staff has installed additional cross drains under the walking path in Community Park.

I Recently Attended the Following Meetings:

- 11/03 Met with Mayor and staff to review the agenda
- 11/05 Met with Mayor to review some budget issues
- 11/13 Held staff review and update meeting
- 11/17 Met with bond council
- 11/19 Met with staff and FEMA to review water line issues
- 11/20 Met with developer related to a possible development
- 11/24 Attended the Frederick County Commissioners meeting

PARKING ENFORCEMENT REPORT

Date: November 2014

Overtime Parking: 79

Restricted Parking Zone: 6

Parked in Crosswalk:

Parked on Sidewalk:

Parked Blocking Road:

Parked by Fire Hydrant:

Parked on Highway:

Failure to Park between Lines:

Other Violation:

Left Side Parking:

Meter Money: \$1,279.03

Parking Permits: \$115.00

Meter Bag Rental:

Parking Ticket Money: \$215.00

Funerals:

Total: \$ 1,609.03

Zoning/Code Enforcement Report

November 2014

1. Continue to coordinate research and communication with the State, County and MSM regarding potential sidewalk project. Continued to provide additional information and input. Reviewed other funding sources. Attended meeting with team members at State Highway Administration. Meet with team to perform a field review of Old Emmitsburg Road.
2. Pick up comments on the WWTP plans from Soil Conservation and forward to GHD engineering to be addressed prior to submittal for reapproval.
3. Contacts with Maryland Energy Administration grant administration. Continue updating and monitoring electrical usage. Continue to coordinate billing information with Standard Solar for Potomac Edison credits.
4. Met with the Sustainable MD "Green Team". Training session rescheduled to Dec. 9th.
5. Take MEA award sign to E Copy Plus and get four more made for Town.
6. Finalize Dollar General Agreements, easements and permitting.
7. Continued coordination of the water line extension with FEMA, Town Attorney and Town Departments. Attend meeting with FEMA, Town Manager and Mayor to finalize plans and discuss easements required.
8. Arrange meeting with Facility Resource Group to discuss new electrical monitoring systems for Town buildings. Arrange to have monitors placed in City facilities to facilitate proposals. Pull out and copy existing electrical plans for review.
9. Look into the "Pay as You Throw" program.
10. Contact Congressman Van Hollens' office for Mayor regarding path program.
11. Prepare update for Staff meeting.
12. Have project kick off meeting for 22 East Main Street rehab. Seeking more info regarding window types and cost.
13. Meet with Mayor, Town Manager and Town Planner to review issues at 104 East Main Street.
14. Begin to look into the requirements for a barn demolition permit.
15. Continue to label old permit files.
16. Continue to coordinate with State Highway on sidewalk and square projects.
17. Meet with Town Planner, Mayor and Manager to discuss potential developments.
18. Tour town.

Zoning permits and/or zoning letters issued

Date	Address	Type	Fee
11-4-14	514 E Main St.	Renovation	\$63
11-17-14	440 Timbermill Dr.	Fence	\$40
11-18-14	311 W Main St	Rebuild porch	\$49
11-19-14	515 E Main St	Temp sign	NC
11-24-14	105 N Seton	Awnings	\$53

ITEM E

TOWN PLANNERS REPORT

Planner's Report

November 2014

Susan H. Cipperly, Town Planner

1. Attended Town Meeting Nov. 3 and Nov. 17, & Town Meeting agenda meetings prior to both.
2. Planning Commission:
 - prepared and distributed packet and created PowerPoint
 - Attended meeting Nov. 24. Proposed cluster development ordinance was discussed.
3. Prepared and submitted annual report to State Highway Administration.
4. Community Legacy grant program coordination – local
 - Received MHT project approval for 1 E Main entry roof and 22 E. Main rehab.
 - Tracked progress of current projects, and funding utilization
5. Dollar General status – Site being cleared, SW easement and performance agreements being finalized. Town and county permits in process.
6. Prepared/installed (w. help from A. Naill) seasonal exhibit in kiosk on square and at US15 Visitors' center.
7. Sent Planning Commission annual report to MD Dept. of Planning.
8. Researched clock for square, to be donated by MSM.
9. Met with potential developers re concept plan for the lands east of US15.
10. Participated in CPR refresher course for town staff.
11. Attended staff meeting on Nov. 13.
12. Staff briefed Mayor on enforcement action for which he had received a complaint.
13. Prepared ordinance revisions based on Nov. 17 Town Meeting input.
14. Supervised enforcement activity.

ITEM I

ADMINISTRATIVE BUSINESS:

No Items

ITEM J

CONSENT AGENDA:

No items

ITEM K

REPORTS:

Treasurer's Report - see attached

Planning Commission Report – to be given at the meeting

TOWN OF EMMITSBURG
CASH ACTIVITY as of December 22, 2014

\$3,305,726	Cash Balance December 1, 2014
188,031	Deposits
<u>-515,804</u>	Withdrawals
\$2,977,953	Operating Balance Forward

<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check Date</u>	<u>Check Number</u>
\$60,516	MD State Retirement	FY15 Employer Contribution	12.17.14	34038
30,483	GHD Inc	Oct 14 WWTP Progress Billing - Construction	12.3.14	33929
18,826	MD Dept of Budget & Management	Nov 14 Health Insurance	12.3.14	33933
15,311	GHD Inc	Oct 14 WWTP Progress Billing - Programming	12.3.14	33928
13,981	Playground Specialist	Silo Hill Playground	12.3.14	33941
13,737	GHD Inc	Jun 14 WWTP Progress Billing	12.17.14	34031
8,682	GHD Inc	Nov 14 WWTP Progress Billing - Construction	12.17.14	34032
7,500	East Bay Clock & Light Co	MSM Town Clock - to be reimbursed	12.10.14	33953
6,169	UGI Energy	Nov 14 Energy Billing	12.17.14	34045
6,149	HD Supply	FEMA 8 inch meter	12.10.14	33958

Ck dates 11/27/14 to 12/22/14

AGENDA ITEMS

ITEM 1

Fire Fighters Heritage Museum Water & Sewer Service – they have requested to be on the gratis program

Town of Emmitsburg

*Fire Museum
 water use*

Customer Transaction Summary

Customer Information

CT. NO : 24196002
 FREDERICK CO. FIRE & RESCUE MUSEUM
 AND PRESERVATION SOCIETY
 PO BOX 382
 EMMITSBURG, MD 21727-

Location Information

SERVICE ID : 241960
 300 SOUTH SETON AVE
 EMMITSBURG, MD 21727

Date	Type	Read Date	Reading	Usage	Prior Balance	Transaction Amount	Balance
09/30/2012	Charge	09/20/2012	130	500	-4.92	257.50	232.58
10/30/2012	Payment				252.58	-252.58	0.00
12/31/2012	Charge	12/18/2012	135	500	0.00	257.50	257.50
01/07/2013	Payment				257.50	-257.50	0.00
03/31/2013	Charge	03/22/2013	175	4000	0.00	257.50	257.50
04/15/2013	Payment				257.50	-262.65	-5.15
06/30/2013	Charge	06/21/2013	190	1500	-5.15	257.50	252.35
07/12/2013	Payment				252.35	-257.40	-5.05
09/30/2013	Charge	09/23/2013	210	2000	-5.05	257.50	252.45
10/09/2013	Payment				252.45	-252.45	0.00
12/31/2013	Charge	12/18/2013	210		0.00	257.50	257.50
01/10/2014	Payment				257.50	-257.50	0.00
03/31/2014	Charge	03/19/2014	215	500	0.00	257.50	257.50
04/08/2014	Payment				257.50	-257.50	0.00
06/30/2014	Charge	06/19/2014	225	1000	0.00	257.50	257.50
07/18/2014	Payment				257.50	-257.50	0.00
09/30/2014	Charge	09/22/2014	235	1000	0.00	295.00	295.00

AGENDA ITEMS

ITEM 2

Demolition of Barn at Scott Road Farm – staff checked with County and there is no historical value to the barn. The Town can obtain a permit to have the barn removed. Due to the condition of the barn and the risk of it falling, staff is asking for permission to investigate cost of having the barn removed and timber salvaged. A RFP would be solicited.

AGENDA ITEMS

ITEM 3

Transportation access in town - discussion

Transportation Options Discussion Item

1-Federal Project Evaluating Three Municipalities and Their Use of Sharrows

Shared lane markings (also referred to as sharrows) help convey to motorists and bicyclists that they must share the roads on which they are operating. The purpose of the marking(s) is to create improved conditions for bicyclists by clarifying where they are expected to ride and to remind motorists to expect bicyclists on the road. In the absence of bicycle lanes, motorists often neglect to safely share travel lanes with bicyclists, which can compel bicyclists to ride closer to parked motor vehicles. Such a scenario can result in a dooring crash if someone opens a vehicle door as the bicyclist passes. Also, when bicyclists stay to the far right in narrow travel lanes, passing motorists often track too closely to the bicyclists. This can be unnerving for bicyclists, leaving little margin for error, and sometimes leading to crashes. In 2008, a recommendation was made by the National Committee on Uniform Traffic Control Devices (NCUTCD) to include shared lane markings in the next version of the Manual on Uniform Traffic Control Devices (MUTCD).(1,2) That recommendation was made with limited research conducted on an 11-ft spacing from the center of a shared lane marking to the curb.(3) A literature review uncovered no additional research on other spacing options. The 2009 edition of the MUTCD includes provisions for shared lane markings, specifically the sharrow design, with guidance that the markings should be placed at least 11 ft from the curb face or the edge of pavement on a street with parallel parking. Further, on streets with no parking and an outside lane less than 14-ft wide, the centers of the sharrows should be placed at least 4 ft from the curb or the edge of pavement.(1) The purpose of this study was to evaluate the impact of several uses of shared lane markings, specifically sharrows, on operational and safety measures for bicyclists and motorists. The following hypotheses were explored for sharrows:

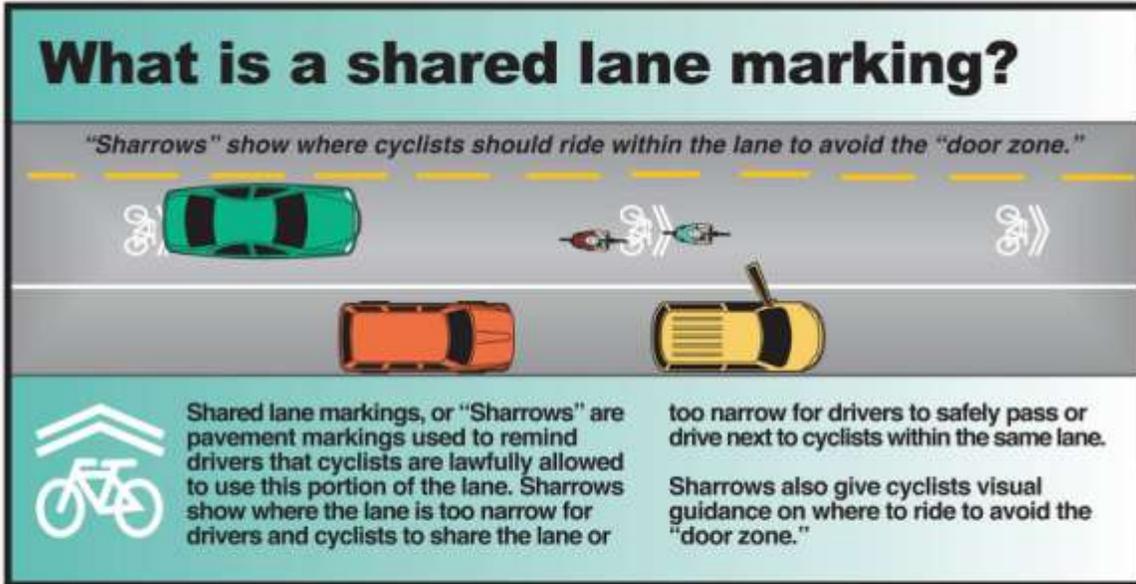
- The markings may help indicate a preferred travel path and thereby improve bicyclist positioning relative to parked motor vehicles when riding in shared lanes with on-street parking.
- The markings may help to improve spacing or operations when motorists pass bicyclists on streets both with and without parking.
- The markings could improve bicyclist positioning relative to the curb or other hazards along the roadway edge including unsafe drain grates or uneven pavement.
- The markings could be used in a situation where a bicyclist needs to take control of the lane, such as on a section of steep downgrade where more operating space is needed and there is not enough width to provide a sufficiently wide bicycle lane. Another such situation might be on a narrow lane where bicyclists need to move away from the door zone or other hazards.
- The markings may reduce wrong-way and sidewalk riding, which can cause collisions.

2

- The markings may increase the distance of motor vehicles in the travel lane from parked motor vehicles or from the curb or edge of pavement in the absence of bicyclists, thereby providing more operating space for bicyclists.

Evaluation of Shared Lane Markings

2-Temecula, California’s graphic related to sharrows.



hikebiketemecula.org (The Heart of Southern California Wine Country)

3-Bike Portland’s graphic related to sharrows:

BikePortland.org

http://www.portlandoregon.gov/transportation/?mode=search&search_action=SearchResult&filter_category_tree_id=32360&search_words=sharrows&submit=Search

Click on "Sharrows Document" to capture and print graphic.

4-City of Philadelphia's graphic related to sharrows:

ENCOURAGE SPECIFIC STREETS FOR BICYCLE USE
Sharrows can encourage bicyclists to use streets that have fewer conflicts than other streets. For example, 13th and 15th Streets are used as an alternative to Broad Street, which has more auto traffic.

GUIDE CYCLISTS AWAY FROM BUS STOPS OR MARKED CARS
Sharrows are placed 11 to 13 feet away from the curb to encourage bicyclists to ride outside of the "door zone", where parked cars may be opening their doors, and away from the curb where buses stop. On streets with only one side of parking, sharrows direct cyclists to ride away from parked vehicles.

PROVIDE CONTINUITY
Sharrows allow the continuation of bike lanes where it is not possible to include a bike lane. Some examples are:
- 66th Ave between 10th & 12th Sts
- Berks St

BICYCLE NETWORK PLAN
To get sharrows installed, a street must be in the Bicycle Network Plan.

GUIDE BICYCLISTS ALONG A BIKE ROUTE
Sharrows can be used to guide bicyclists through a confusing street pattern, or to link trails and bike lanes. Two examples are:
- Sharrows on S. 59th St which guide cyclists between the Cobles Creek Trail & the 58th St Greenway
- The new sharrows in Memphis, Tenn, Columbia & Malborough Streets in Fishtown

FILL GAPS IN THE BIKE NETWORK
The Bicycle Network Plan identifies a network of streets & trails that bicyclists can use. Where no good streets are available for bike lanes, sharrows fill in the gaps, especially where there is demand. One example is Main Street in Manayunk.

WHERE DO SHARROWS GET PLACED & WHY?

<http://phillymotu.wordpress.com/?s=sharrows>

Sharrows show the way

Portland is creating a citywide network of safe, traffic calmed streets where people on foot, on bike and at play are given priority. These "neighborhood greenways" will help improve the health, sustainability and livability of our city.

You'll know you're on one of these streets when you see a "sharrow", a white symbol showing two arrows and a bike. Yes, you can still drive and park on these streets.

Sharrows do not designate a particular part of the street for the exclusive use of people riding bikes. Instead they highlight the presence of bikes and remind everyone to share the road safely.

When on a street with sharrows:

- Motorists should be alert for people riding bikes
- Motorists should pass bicyclists slowly and carefully
- Bicyclists use the sharrow to guide where to ride
- Don't ride too close to parked cars
- Always follow the rules of the road no matter where you ride or drive



To see a map of Portland's neighborhood greenway routes and learn more, go to neighborhoodgreenway.com. Thank you!

For ADA Title II or Civil Rights Title VI accommodations, translation/interpretation services, complaints, or additional information, call 503-823-7041, or City TDD 503-823-6868.



Chapter 16.16 Design Standards

Pursuant to the Town of Emmitsburg Municipal Code (Street Design) This "Shared Lane" proposal will only work on a limited number of our existing streets. Some of those are listed below:

East & West Main St. – with SHA approval
 North & South Seton Ave. – with SHA approval
 Pembroke , Brookfield, Northgate, Southgate, (subdivisions) & DePaul St.

Most if not all other town streets fall short of meeting town design standards as they exist, therefore it would not be wise to farther encumber those streets (they don't meet the minimum paving widths in most cases) (note design chart listed below)

16.16.030

P. Right-of-Way Width—Pavement Width. Minimum widths for the right-of-way of streets, alleys and easements shall be as follows (extra widths may be required where necessary):

	ROW (feet)	Pavement (feet)
1. Collector Streets	60	34* or 40**
2. Local Access	50 or 40	32* or 24***
Single-family detached and two-family	See 3S for standards and design	
Town house		
Multifamily		
Commercial	50	40
Industrial	50	40 or 24****
3. Service Roads	40	24
4. Cul-de-sacs	50 radius	40 radius
5. Alleys	20	-----
6. Crosswalks	10	5 if needed
7. Easements (utility)	6	-----
8. Easements (drainage)	what the mayor and commission feels is necessary	

* Parking along one side of street only.

** Parking along both sides of street.

*** For single-family lots with a minimum lot width (at the building restriction line) of one hundred (100) feet and a minimum area of twenty thousand (20,000) square feet. Also a minimum of four off-street parking spaces must be provided per residential unit.

**** With no on-street parking.

Note: Off-street parking spaces do not include garage parking.

**IV) SET AGENDA ITEMS FOR JANUARY 19, 2015
TOWN MEETING**

1.

2.

3.

4.

5.

6.

**V) SIGN APPROVED TEXT AMENDMENTS AND/OR
RESOLUTIONS**