

**BOROUGH OF CASTLE SHANNON**

**ORDINANCE NUMBER 914**

**AN ORDINANCE OF THE BOROUGH OF CASTLE SHANNON, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AMENDING THE BOROUGH OF CASTLE SHANNON QUALITY OF LIFE ORDINANCE, ORDINANCE NUMBER 911, GOVERNING CERTAIN VIOLATIONS, INCLUDING THE ACCUMULATION AND DISPOSAL OF WASTE, GARBAGE AND RUBBISH; PARKING ON GRASS, THE ACCUMULATION OF GRAVEL, DIRT, MUD OR GRASS CLIPPINGS ON THE STREET, PROHIBITING THE STORAGE OF UNREGISTERED, UNLICENSED, INOPERATIVE OR DISASSEMBLED MOTOR VEHICLES; PROHIBITING THE OUTDOOR PLACEMENT OF INDOOR FURNITURE; PROHIBITING THE PARKING OF RECREATIONAL VEHICLES, TRAILERS, AND BOATS BEFORE THE FRONT LINE OF THE BUILDING; FEEDING OF WILD ANIMALS; PROHIBITING CERTAIN OPERATION OF FOOD CARTS OR VENDING CARTS; REQUIRING THE CUTTING OF HIGH WEEDS, FIREWOOD STORAGE; GRASS OR VEGETATION; REQUIRING THE TIMELY REMOVAL OF SNOW AND ICE FROM SIDEWALKS; REQUIRING PROPER STORAGE CONTAINERS FOR WASTE AND GARBAGE; REQUIRING THE PROPER STORAGE OF RECYCLABLES AND HAZARDOUS MATERIALS; PROVIDING FOR ENFORCEMENT OF VIOLATIONS OF THIS ORDINANCE, INCLUDING ABATEMENT OF THE VIOLATION, ASSESSMENT OF DIRECT AND INDIRECT COSTS OF CLEANUP, FINES AND ESTABLISHMENT OF A TICKET PROCESS WITH RIGHT OF APPEAL; INCLUDING A SAVINGS CLAUSE, AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Borough of Castle Shannon (hereinafter referred to as the "Borough") has experienced an increase in the failure of proper maintenance of properties and structures located within the Borough, which has caused a negative effect on the quality of life of the citizens, residents, and guests; and

WHEREAS, in an effort to protect both the property values and the health, safety and general welfare of the citizens, residents and guests of the Borough of Castle Shannon, the Borough Council enacted Ordinance Number 911 known as the Borough of Castle Shannon "Quality of Life Ordinance" providing for the issuance of tickets, citations and penalties to owners and/or occupiers of said properties for quality of life violations as defined therein; and

WHEREAS, the Borough Council wishes to amend the Quality of Life Ordinance, Ordinance Number 911, as hereinafter set forth.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Borough Council of the Borough of Castle Shannon, in lawful session duly assembled, and it is hereby ORDAINED AND ENACTED as follows:

SECTION 1. TITLE.

This Ordinance shall be known as the "Borough of Castle Shannon Quality of Life Ordinance."

SECTION 2. PURPOSE.

Lack of maintenance of properties, littering, improper storage of trash and rubbish, storage of inoperable/non-registered vehicles, vendor operations without permits and accumulation of snow, ice, and gravel are costly problems that contribute to the deterioration of property values and general disorder in a community. These problems degrade the physical appearance of the Borough which reduces business and tax revenue, inhibiting economic development. The quality of life and community pride of the citizens of Castle Shannon are negatively impacted by the occurrences and existence of these activities. Recognizing these are community problems, the purpose of this ordinance is to promote the health, safety and general welfare of the Borough by helping to create a clean environment for the citizens of Castle Shannon while eliminating safety and welfare concerns for both residents and emergency service personnel.

SECTION 3. SCOPE.

The provisions of this ordinance shall apply to all existing and future properties and structures.

SECTION 4. DEFINITIONS.

The following words, terms and phrases when used in this ordinance shall be defined as follows, unless context clearly indicates otherwise:

ADULT — Any person 18 years of age or older.

DEBRIS — Any material upon the premises that is a residue of structural demolition, or any other material that is not neatly stored, stacked or piled in such a manner so as not to create a nuisance or become a harboring place or food supply for insects and rodents.

DUMPING — Includes, but is not limited to, depositing of litter, depositing durable goods (refrigerators, washers, dryers, etc.), small appliances, furniture, carpets, tires, vehicles, vehicle parts and automotive products and other such municipal waste, hazardous waste, residual waste and construction or demolition debris on public or private property, including dumpsters, dumpster bags or pods, except as authorized.

DWELLING UNIT — One or more rooms, including a kitchen or kitchenette and sanitary facilities in a dwelling structure, designed as a unit for occupancy.

FIREWOOD — Any processed, cut or prepared wood for use as a heating fuel or for the purpose of burning in an indoor fireplace or a wood-burning furnace

GARBAGE — The animal or vegetable waste resulting from the handling, preparation, cooking and consumption of food.

INDOOR FURNITURE — Any and all pieces of furniture which are made for only inside use including, but not limited to, upholstered chairs and sofas, etc.

JUNKED VEHICLE — Includes any vehicle which presents a hazard or danger to the public or is a public nuisance by virtue of its state or condition of disrepair whether on private or public property.

A. The following conditions, if present, are examples of a state or condition of disrepair:

1. Rusted and/or jagged metal on or protruding from the body of the vehicle.
2. Broken glass or windows on or in the vehicle.
3. Leaking of any fluids from the vehicle or deflated or flat tire(s).
4. Unsecured and/or unlocked doors, hood or trunk.
5. Storage or placement of the vehicle in an unbalanced condition, on concrete blocks or other similar apparatus.
6. Harboring of rodents, insects or other pests.
7. Accumulation of debris, vegetation, leaves or leaf waste under a vehicle on a Borough roadway.

B. The foregoing examples are not inclusive of all conditions which may constitute a state or condition of disrepair. See also "nuisance motor vehicle."

LANDLORD — Any person who grants a lease or otherwise permits the use of his real estate or portion thereof for a consideration, monetary or otherwise.

LITTER — Includes, but is not limited to, all waste material, garbage, trash, i.e. waste paper, tobacco products, wrappers, food or beverage containers, newspapers, etc., municipal waste, human waste, domestic animal waste, furniture or motor vehicle seats, vehicle parts, automotive products, shopping carts, construction or demolition material, recyclable material, dirt, mud and yard waste that has been abandoned or improperly discarded, deposited or disposed.

**MOTOR VEHICLE** — Includes any type of mechanical device, capable or at one time capable of being propelled by a motor, in which persons or property may be transported upon public streets or highways, and including trailers or semitrailers pulled thereby.

**NUISANCE MOTOR VEHICLE** — A motor vehicle with one or more of the following defects:

1. Broken windshields, mirrors or other glass, with sharp edges.
2. Broken headlamps, tail lamps, bumpers or grills with sharp edges.
3. Any body parts, truck, firewall or floorboards with sharp edges or large holes resulting from rust.
4. Protruding sharp objects from the chassis.
5. Missing doors, windows, hoods, trunks or other body parts that could permit animal harborage.
6. One or more open tires or tubes which could permit animal harborage.
7. Any vehicle suspended by blocks, jacks or other such materials in a location which may pose a danger to the public property, owners, visitors or residents of the property on which said vehicle is found.
8. Any excessive fluids leaking from vehicle which may be harmful to the public or the environment. Disassembled body or chassis parts stored in, on or about the vehicle.
9. Vehicles that do not display a current valid license and registration.
10. Such other defects which the Fire Department determines to be a danger to the general public or property.
11. Motor vehicles parked, drifted or otherwise located which may interfere with flow of pedestrian or automobile traffic or impede emergency efforts.

**OCCUPANCY PERMIT** — The permit issued to the owner of real property which is required by Borough ordinance for the lawful occupancy of that property.

**OCCUPANT** — Any person who lives in or has possession of, or holds an occupancy interest in a dwelling unit; or any person residing in or frequenting the premises of the dwelling unit with the actual or implied permission of the owner or lessee.

**PUBLIC OFFICER** — Any police officer, authorized inspector, fire chief, fire marshal or public official designated by the Mayor and/or Borough Council to enforce the Borough ordinances.

**PUBLIC NUISANCE** — Any condition that annoys, injures, adversely affects or endangers the comfort, health, morals, safety or welfare of the public or a number of persons, or premises which is unsafe or unsanitary.

**PUBLIC RIGHT-OF-WAY** — The total width of any land used, reserved or dedicated as a street, alley, driveway, sidewalk or utility easement, including curb and gutter areas.

**RECYCLABLE MATERIAL** — Includes material which would otherwise become municipal waste, which can be collected, separated or processed, and returned to the economic mainstream in the form of raw materials or products. Such materials may include, but not be limited to, aluminum cans, ferrous and bimetal cans, glass containers, plastic bottles and containers, and paper.

**TENANT** — That person or persons who has the use of real estate of a landlord and is responsible for the giving of any type of consideration therefor, but excluding those who are tenants for a period of less than 30 days.

**WASTE** — Any garbage, refuse, industrial, lunchroom or office waste, and other material, including solid, liquid, semisolid, or contained gaseous material resulting from operation of residential, municipal, commercial, or institutional establishments or from community activities and which is not classified as residual waste or hazardous waste as defined herein. The term does not include source-separated recyclable materials.

**SECTION 5. QUALITY OF LIFE VIOLATIONS.**

The following shall be considered quality of life violations:

- A. Accumulation of rubbish, garbage, junk or litter.
  - 1. All exterior property and premises, and the interior of every structure, shall be kept free from any accumulation of waste, trash, rubbish, debris or garbage.
  - 2. It is prohibited to store or place any/all appliances or furniture, including, but not limited to, ranges, refrigerators, air conditioners, ovens, washers, dryers, microwaves, TVs, computers or electronic components, dishwashers, mattresses, recliners, sofas, interior chairs or interior tables on the exterior of any property for the purpose of sale or any other reason except for removal or the temporary purpose to perform maintenance in said property.
  - 3. Refrigerators and similar equipment, including, but not limited to, washers, dryers, dishwashers and ranges not in operation shall not be discarded, stored or abandoned on any premises.

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- B. Storing of hazardous material. It shall be unlawful for any person, business or entity to store combustible, flammable, explosive or other hazardous materials, including, but not limited to, paints, volatile oils and cleaning fluids or combustible rubbish, including, but not limited to, wastepaper, boxes or rags unless the storage of said materials is in compliance with the applicable fire and/or building codes, and at least 10 feet away from the public right-of-way.
- C. Storing of recyclables. Storage of recyclables is only permitted in approved containers which must be kept clean and sanitary at all times.
- D. Storage and storage containers for waste or trash.
  - 1. All containers that store waste or trash shall be durable, watertight and made of metal or plastic, have tight fitting covers and must be kept clean and odor free at all times.
  - 2. All containers must be stored so said containers are not visible from the public right-of-way.
  - 3. Waste/trash containers may only be placed for pick-up in front of any property after 6:00 pm the night before the scheduled pick-up day, and all containers must be returned to their storage area before daybreak on the day following pick-up.
  - 4. All waste/trash must be stored so said waste/trash is not visible from the public right-of-way.
  - 5. Waste/trash may only be placed in front of any property when darkness occurs the night before the day of the scheduled pickup day.
  - 6. Dumpsters, Dumpster bags, Pods and similar containers shall not be used for more than thirty (30) days of storage on any property, unless authorized by the Borough Code Official upon request and good cause shown.
- E. Littering, scattering rubbish or dumping.
  - 1. No person shall throw, dump, place, sweep or dispose of any litter, waste, trash, garbage, tobacco product or rubbish upon any public sidewalk, alley, street, bridge, public passageway, public parking area or on any public property.
  - 2. The improper disposal of rubbish or garbage or dumping or disposing of rubbish or garbage on vacant, unoccupied, or other property is prohibited.
- F. Motor vehicles, trailers, recreational vehicles, and boats.

1. The parking of any motor vehicle, trailer, recreational vehicle or boat in required front yards is prohibited except in designated driveway areas.
  2. a) Parking overnight of truck-type vehicles (pick up trucks and panel body trucks) not exceeding three-quarter (3/4) ton payload in a residential garage or in residential driveway shall be permitted.  
  
b) Parking of any other type of truck, except for temporary loading or unloading, shall be prohibited. Parking of recreational vehicles, "campers," boats, similar types of mobile vehicles may be temporarily permitted in residential districts provided that:
    - i) such vehicles may not be used for human occupancy while parked;
    - ii) such vehicles must be parked only behind the front building line and, where possible, only in the rear of dwellings.
  3. It shall be unlawful to store, park or place any unregistered, uninspected, inoperative, unlicensed, junked or nuisance motor vehicle or trailer on any premises not designated for that use, whether such premises shall be public or private.
  4. Painting of vehicles is prohibited unless conducted inside an approved spray booth.
  5. Vehicle repairs/maintenance in a residential district. No person shall operate repairs for profit in residential districts. This would include vehicles not owned by the property occupant/owner and use of repairs and storage on or off street. A zoning variance and licensing is required to operate such businesses in residential districts.
  6. Parking and Storage of Vehicles; General. Vehicles in all districts shall be parked or stored only in designated parking or driveway areas. In no event shall vehicles be parked on grassy or open areas not designed for parking or storage of such vehicle.
- G. Placement or littering by private advertising matter.
1. No person shall throw, place, sweep or dispose of litter or private advertising matter upon any public sidewalk, alley, street, bridge, right-of-way, passageway, parking area or any public property.
  2. No person, group, organization or entity will hang, place or advertise on any public property in any manner.
  3. No person, group, organization or entity will hang, place or advertise on any property that they do not have any ownership rights to without written approval of said owner.

- H. Animal maintenance and waste/feces cleanup. People owning, harboring, keeping or responsible for an animal within the Borough of Castle Shannon:
1. Shall not permit them to run at large or make unreasonable noise.
  2. Shall not allow waste matter/feces from the animal to collect or remain on their property so as to cause or create an unhealthy, unsanitary, dangerous or offensive living condition and shall clean it up on a daily basis.
  3. Shall clean up waste matter/feces from the animal deposited anywhere else in the Borough immediately.
- I. The feeding of wild animals on any public or private property is prohibited. This includes the disbursement of food on the ground, at a feeding station, in a feeding device, or in a container of any form; providing a salt or mineral lick/block; or any other means which serves to provide feed to any wild animals/rodents.
- J. Insects or vermin. Infestation of insects or vermin shall not be allowed to continue, and the owner or occupant of any infested property shall report same to the Code Official of the Borough of Castle Shannon and take appropriate steps to abate said infestation without unnecessary delay. Failing to do so is a violation.
- K. High weeds, grass, plant growth, standing water.
1. High weeds, grass, plant growth exceeding ten (10) inches. All premises and exterior property shall be maintained free from weeds, or plant growth in excess of ten inches.
  2. Water shall not be allowed to stand or accumulate in a manner that would attract insects or vermin.
  3. Visibility – A clear triangle at an intersection shall be maintained. No obstruction to view will be permitted in this area above the height of two and one-half (2 ½) feet and below ten (10) feet.
- L. Snow and ice removal from sidewalks.
1. Every owner, tenant, occupant, lessee, property agent or any other person who is responsible for any property within the Borough of Castle Shannon, is required to remove any snow or ice from his sidewalk and shall, within the first 12 hours after every fall of snow or sleet or formation of ice upon the sidewalks, cause the same to be removed from the sidewalks to within one foot of the curb line opposite the entire frontage of such dwelling house, store, building or vacant lot.



2. No person shall cast, discharge, throw, shovel or place or cause to be cast, discharged, thrown, shoveled or placed into or onto the traveled portion of any street or alley, by any means whatsoever, any gravel, snow, slush or ice.

M. Swimming pools.

1. Swimming pools shall be maintained in good repair at all times. They shall also be kept clean, safe, sanitary, and covered when not in regular use.
2. It shall be unlawful for any person to install an in-ground pool, aboveground pool, or temporary pool (inflatable, or any pool that can be taken down each year) without proper permits, inspections, and safeguards in place (fences, locking gates or ladders, proper electrical grounding). Any pool measuring twenty-four (24) inches or greater in height is subject to permits, inspections and safeguards.

N. Vending license violations.

1. It shall be unlawful for any person, business, partnership or entity to operate, including, but not limited to, any business, vending cart, food cart, yard sale, store or establishment without the proper permits.
2. It shall be unlawful to violate any term, part, portion or in total, of any vending license. Any person, business, partnership or entity violating its vending license, shall be in violation of this ordinance.

O. Storing or serving of potentially hazardous food. No person, business, partnership or entity shall store or serve potentially hazardous food, including, but not limited to, out-of-date food, food being stored above or below the appropriate temperature, food being stored directly on a flooring surface, in the presence of infestation problems or serving food that had previously been opened.

P. Registration of tenants.

It shall be unlawful for a landlord to allow tenants or occupants to reside within the Borough of Castle Shannon without securing an Occupancy Permit as required by Borough ordinance.

Q. Permits and approvals.

1. It shall be unlawful for an owner or contractor to perform work to a building or structure without a permit, where permits are required.
2. Temporary dumpster permits are required. Each temporary dumpster, whether placed on private property or in a public right-of-way, shall have a valid permit issued by the Borough of Castle Shannon.

3. Illegal signs/billboards. No person or business shall construct and display a sign/advertisement without the appropriate approval and permit from the Borough of Castle Shannon.
4. Working without a license. No person shall work within the Borough of Castle Shannon without a business license, if required.

R. Property maintenance.

1. Accessory structures. All accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair.

S. Storing of Firewood

1. Any Firewood shall be staked in orderly fashion not to exceed a four (4) foot height and shall be stored a minimum of four (4) inches off the ground and maintained so as not to harbor insect and/or rodent infestation.
2. Firewood shall be stored only in the rear yard and a minimum of five (5) feet from the side and rear property lines, except that a day-rack limited to one-eighth cord (16 cubic feet) may be stored against a dwelling.

T. Accumulation of gravel, mud or dirt on streets.

It shall be unlawful to cast, discharge, throw, shovel or place or cause to be cast, discharged, thrown, shoveled or placed into or onto the traveled portion of any street or alley, by any means whatsoever, any gravel, dirt or mud. Property shall be maintained in such a manner that gravel, dirt or mud shall not be washed from the property onto any street or alley by rain or other discharge of water or other cause.

SECTION 6. AUTHORITY FOR ISSUANCE OF VIOLATION TICKETS AND CITATIONS.

Upon finding a quality of life violation, any public officer of the Borough of Castle Shannon, appointed by Borough Council of the Borough of Castle Shannon, may issue quality of life violation tickets and/or citations to the owner and/or occupant of the property at issue or to the individual known to have violated this ordinance.

SECTION 7. SERVICE.

A violation ticket may be served upon a violator by handing it to the violator or his/her agent, by handing it to an adult member of the household or other person in charge of the residence, by leaving or affixing the notice or violation ticket to the property where the violation exists, by handing it at any office or usual place of business of the violator,

or to the person for the time being in charge thereof, or by mailing the violation ticket to the violator's address of record.

SECTION 8. SEPARATE OFFENSE.

Each day a violation continues or is permitted to continue constitutes a separate and distinct offense for which a separate violation ticket may be issued and fine imposed.

SECTION 9. PROCEDURES.

Borough officers are hereby authorized to establish procedures to implement and supplement the provisions of this ordinance.

SECTION 10. ABATEMENT OF VIOLATION.

- A. Any person or business violating this ordinance is hereby directed to satisfy the Borough of Castle Shannon, upon issuance of a quality of life ticket, by correcting the violation in question. Public officers are authorized and empowered to cause a violation to be corrected.
- B. The Borough of Castle Shannon reserves the right to abate the violation in question at the expense of the owner. If the Borough has effected the abatement of the violation, the cost thereof may be charged to the owner of the property, tenant or offending party. A bill/invoice will be generated to the violator for payment separate from the quality of life ticket which will also be paid separately.
- C. Borough of Castle Shannon cleanup. The Borough reserves the right to perform any necessary work to abate any violation once 72 hours passes from the date of issuance of the quality of life ticket. Should the violation at the discretion of the appropriate officer(s) present imminent danger and/or pose a health hazard and/or risk, the Borough reserves the right to perform the abatement immediately. The Borough will perform this work at a rate of \$60 per hour, per man and forward the cost of any material necessary for the abatement. The Borough reserves the right to charge an additional 20% on all material purchases to cover all miscellaneous expenses such as wear and tear on equipment.
- D. Contractor cleanup. The Borough reserves the right to direct a contractor to perform the abatement of the violation in question once 72 hours passes from the date of issuance of the quality of life ticket. Should the violation present imminent danger and/or pose a health hazard and/or risk, the Borough reserves the right to direct the contractor to perform the abatement immediately. The contractor will submit a bill for his work to the Borough of Castle Shannon, and the Borough will forward these costs to the violator. The Borough reserves the right to add a thirty-percent processing fee in addition to the cost of the contractor.

## SECTION 11. FINES AND PENALTIES.

Any person who violates this ordinance shall pay a fine as set forth herein for each offense plus all direct and indirect costs incurred by the Borough for the cleanup and abatement of the violation.

- A. Violation ticket fines. For a violation of this chapter, violation tickets shall be issued in the amount of \$25.
- B. Violation ticket penalties. If the person in receipt of a twenty-five-dollar violation ticket does not pay the fine or request a hearing within 15 days, the person will be subject to a ten-dollar penalty for days 16 through 30.
- C. Failure to respond. If a person fails to make payment or request a hearing within 30 days of a violation ticket, they shall be subject to a citation for failure to pay.
- D. Repeated violations. Upon issuance of four tickets for the same violation, right is reserved for a Public Officer to issue a citation for fifth and subsequent offenses.
- E. Continuous or egregious violations. If violations are continuous or egregious, a public officer has the right to issue a citation without first issuing a ticket, provided notice has been given. Any previously issued violation tickets will be considered as notice given.
- F. Citation fines. Any person, firm or corporation who shall fail, neglect or refuse to comply with any of the terms or provisions of this chapter, or of any regulation or requirement pursuant hereto and authorized hereby shall, upon conviction, be ordered to pay a fine of not less than \$300, not more than \$1,000 on each offense or imprisoned no more than 90 days, or both.

## SECTION 12. APPEAL.

- A. A person in receipt of a violation ticket may appeal to the Borough Manager's office by filing his appeal request in writing on a form to be provided within 15 calendar days of the date of the violation ticket, stating his reasons for appeal, and accompanied by the appropriate fine amount.
- B. If abatement or other costs were associated with the violation, these may be required to be posted, at the Borough Manager's sole discretion, along with the appeal.
- C. The violator may request an opportunity to meet in person with the Borough Manager concerning their appeal, and the request may be granted at the sole discretion of the Borough Manager, who may also deem it appropriate to consult with the public officer(s) involved in the matter or any other concerned parties.
- D. Within 30 days of the appeal date, the Borough Manager may decide to uphold the appeal, deny the appeal, or may modify the violation ticket and/or any

associated costs, fines or penalty amounts as he/she deems appropriate, and will issue written notice of the decision, along with any refunds applicable.

SECTION 13. NONEXCLUSIVE REMEDIES.

The penalty and collection provisions of this section shall be independent, non-mutually exclusive separate remedies, all of which shall be available to the Borough of Castle Shannon as may be deemed appropriate for carrying out the purposes of this ordinance. The remedies and procedures provided in this ordinance for violation hereof are not intended to supplant or replace to any degree the remedies and procedures available to the Borough in the case of a violation of any other Borough of Castle Shannon Code or Ordinance, whether or not such other code or ordinance is referenced in this chapter and whether or not an ongoing violation of such other code or ordinance is cited as the underlying ground for a finding of a violation of this ordinance.

SECTION 14. SEVERABILITY.

The terms, provisions and applications of this ordinance are severable. If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, such holding shall not affect the remaining provisions of applications of this ordinance. The remaining provisions and/or applications of this ordinance shall remain in full force and effect without the invalid provision or application.

SECTION 15. REPEALER.

This Ordinance repeals and replaces Borough of Castle Shannon Ordinance Number 911 in its entirety.

SECTION 16. EFFECTIVE DATE

This ordinance shall be in full force and effect immediately upon and after its final passage.

ORDAINED AND ENACTED INTO LAW THIS 10<sup>th</sup> DAY OF September, 2018.

ATTEST

BOROUGH OF CASTLE SHANNON

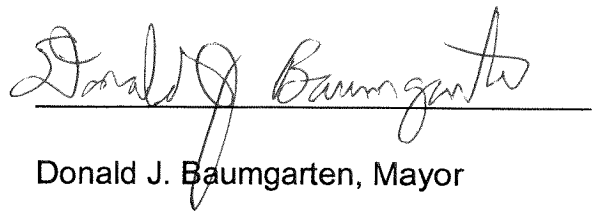


Thomas C. Hartswick  
Borough Manager/Secretary



Mark Heckmann  
President of Council

Examined and Approved this 10<sup>th</sup> day of September, 2018.



Donald J. Baumgarten, Mayor