**REGULAR MEETING**

September 19, 2019

#  The Board of Trustees held the Regular Meeting of September 19, 2019 at

#  the Village Municipal Building, 167 North Main Street, Liberty New York.

Mayor Ronald Stabak opened the meeting with the Pledge of Allegiance.

**PRESENT:** Mayor Ronald Stabak,Deputy Mayor/Trustee Robert Mir, Trustee Daniel Wright. Trustee Joan Stoddard and Trustee Victoria Ferguson. Also Present: Gary Silver, Attorney for the Village and Judy Zurawski, Clerk/Treasurer.

**ALSO** David Ohman (Delaware Engineering), Police Chief Scott Kinne, Michelle Grant,

**PRESENT:** Jen Brannigan-Tyler, Dr. Prem Gupta, James Gordon, Dawson Curtis,

Inge Grafe-Kieklak and Stephen Korba

**APPROVAL** Motion by Trustee Stoddard, seconded by Trustee Ferguson and unanimously

**OF** carried approving the following minutes:

**MINUTES:**

 REGULAR MEETING - August 15, 2019

**CORRES-** Mayor Stabak said the following correspondence has been received

**PONDENCE**:and is available in the Clerk’s Office.

 Incoming

* E-Mail from Sue Peters (Cooper Arias) Re: CDC
* Notice from Prem Gupta Re: Stop Signs

 Outgoing

* E-Mail to TOL Re: Bike and Arrow Stencil
* E-Mail to Delaware River Solar Re: Presentation

**PUBLIC** Mayor Stabak opened the meeting to comments from the public.

**COMMENT:**

 Dawson Curtis – Firehouse Simulator Discussion

 Dawson Curtis of the Liberty Fire Department discussed the construction of a roof simulator for training purposes. He said the steps would be built four foot wide. The trenching simulator would be built in to the eight foot wide main deck area over the cargo container and in front of the lower roof simulator.

 Mr. Curtis explained that they wanted to make the Village aware of their plans due to the fact that it will be built behind the Tower on Revonah Hill where the sea containers are located.

 Motion by Trustee Stoddard, seconded by Trustee Mir approving the Training Tower Roof Simulator construction consistent with the plans submitted to the Village in a letter dated July 31, 2018.

 Michelle Grant and Jen Brannigan Tyler – Mural at Skate Park

 Michelle Grant and Jen Brannigan Tyler approached the Board regarding the possibility of painting a mural on the concrete wall at the Skate Park.

 They presented a rendering of the mural they would like to paint stating it would cost about $800 to $1500 for the supplies to paint it. They explained they are exploring avenues to raise money for the project.

 The Board said they liked the Mural and Trustee Stoddard said the Liberty CDC may be able to contribute toward the project,

 Motion by Trustee Mir, seconded by Trustee Stoddard and unanimously carried approving the mural painting, consistent with the rendering summited to the Board, on the wall at the Liberty Skate Park located at the corner of Grant Street and Darbee Lane.

Dr. Gupta – Stop Signs

 Dr. Gupta addressed the Board regarding the stops signs that are on the Main Artery of Dwyer Avenue. He said he would like to know the reasoning behind them and if there is any possibility they can be removed.

 The Board said they would research the minutes regarding the stop signs which were possibly put in the 1990’s.

 Dr. Gupta also addressed the pot hole problem in the area.

 Trustee Stoddard explained the D.P.W. has been working on the roads all summer and there is quite a bite of coordination involved in working with the different companies and the Town of Liberty when redoing the roads.

 James Gordon (117 Lake Street)

 James Gordon discussed his village tax delinquency. He said he would like to see if the tax installment plan could be structured with smaller payments in the beginning and the larger payments in the second half on the agreement.

 Mayor Stabak explained they must be equal payments for the allowable twenty-four (24) months.

**ATTORNEY** Attorney Silver reported on the following:

**COMMENTS:**

* Discussed the Mazzei court matter.

**TREAS.** Treasurer Zurawski’s written report was as follows:

**REPORT:**

* List of Current Taxes and collections thru 08/31/2019 of which there is $649,086.47 outstanding. The current taxes are 87% collected.
* List of Delinquent Taxes, which as of 08/31/19 is $447,675.25 not collected.
* Starting and Ending Central Check Numbers for August 2019
* Starting August Central Check #14992
* Financial comparison of General, Water, Sewer and Sanitation

Informed the Board she is going to discuss all the Sam Grants with DASNY next Thursday to see exactly where we stand with each one and what is needed to proceed.

**TABLED UPDATE ON ENGINEERING PROJECTS - D. OHMAN/DELAWARE**

**BUSINESS: ENGINEERING:**

David Ohman of Delaware Engineering reported on the following:

1. **WWTP Clarifier**
* Rebecca advised us recently that the sludge box gasket seal on the upgraded clarifier is leaking
* Investigating causes with WWTP and equipment manufacturer and their rep and how to make the fix
* Have advised contractor however this occurred after the year warranty period
* Will continue to assist on this
1. **WWTP Upgrade**
* NYSEFC Clean Water State Revolving Fund (CWSRF) **Project #C3-5352-02-00**
	+ The Village received a letter from NYSEFC letter on January 18, 2019, to inform the Village that the WIIA program grant award is being revised to $1,914,000 and Total Estimated Project Cost of $7,656,889.
* Project Financing
	+ NYSEFC advised the Village that the Project Financing Agreement (PFA) closed on August 8, 2019
	+ Village now able to submit for reimbursement of cost and costs going forward.
	+ Need to have NYSEFC approval of Delaware’s MWBE UP and waiver request before Village can receive reimbursement
* Professional Services Contract for Design through Construction:
* Design Phase:
* Continuing to Prepare design drawings and specs
* Communicating with equipment supplier and manufacturer’s representative regarding upgrade equipment
* Coordinating with MWBE Subcontractors
* Communicating with Village staff on project issues
* MWBE Subcontracts and Related Work:
* Prepared MWBE Utilization Plan #1 and Partial Waiver Request and submitted to NYSEFC March 29
* Executed subcontract on April 22 with Municipal Solutions (MSI) (WBE) to assist us in soliciting for MWBE subcontract services and modify our partial waiver request – continuing work with MSI.
* Delaware provided MSI with an updated MWBE solicitation log and related info so that MSI can search the NYS MWBE Directory for certified firms, and provide a list of firms to solicit for services, for tasks and services not already under contract (i.e., Financial Admin and Fiscal Services).
* When the directory search is complete MSI will help Delaware prepare letter summarizing subcontract opportunities, solicitation and the partial waiver request (partially completed from Delaware’s efforts toward the partial waiver request).
* Delaware has returned the MWBE UP, partial waiver request and waiver request form to MSI to submit/review with NYSEFC for preliminary approval. MSI has submitted to NYSEFC for preliminary approval the week of 9/9.
* Delaware is waiting on the additional directory work results from MSI for HVAV firms
* Delaware is preparing an RFP for HVAC design, and plan to solicit proposals from MSI MWBE directory search results.
* Schedule
* Continuing with work
* Other Design Related Items:
* Solids Handling and Disposal Options to Consider –
* Current Condition:
	+ Costly and unpredictable now and in the future
	+ Existing Belt Filter Press performance is <15-16% Sludge/Solids
	+ Sludge <20% can go to incinerator ($165/ton (Synagro)
	+ Sludge >0% can go to landfill (Seneca Falls) $170/Ton (GottaDo Contracting)
	+ Local Hauler Lange can’t keep up with the volume
	+ Sludge Disposal budget is ≈$300,000/year (100 Wet Ton Monthly Average at 16% solids x 12 Months x $170/Ton = $205K, plus other O & M)
* Upgrade Alternatives:
* Belt Filter Press or Screen Press (in PER0, Centrifuge, or Belt Press in conjunction with Aerobic Digester (not in PER)
* COMPARISON OF THE THREE OPTIONS
* A DRAFT of Sludge Dewatering Design Calc. that compares operating parameters (e.g. run time, feed rates, chemical and electrical costs, etc.) of a Belt Press (1.5M & 2 M), Screw Press and Centrifuge has been prepared and will be refined as more info arrives.
* A DRAFT Sludge Dewatering/Aerobic Digester Summary that compares financial impacts (i.e. capital costs, user rates, disposal rates and general pros and Cons, etc.) of a Belt Filter Press (1M & 2M), Screw Press, Centrifuge and Aerobic Digester system with a Gravity Belt Thickener (GBT) option has been prepared and will be refined as more info arrives.
	+ We are getting a refined scope of work and cost from the ATAD process vendor/rep and will get to the Village to review ASAP along with the potential rate impact.
	+ Current plan is to pursue this – does Village agree??
* Rebecca is investigating disposal options
* ATAD rep says they have disposal vendor who will come and pick up on roll offs for $15 - $20/ton (basically trucking cost)
	+ MORE BACKGROUND ON THE THREE OPTIONS:
	+ Option 1 – Belt Filter Press and Screw Press performance estimated to be 18% with disposal same as now.
	+ Option 2 – Centrifuge performance is estimated to be 21-22% but requires significantly more power 75HP VS <15HP for Belt Filter and Screw Pressing and additional O & M costs with disposal same as

 now (increase in cost approximately $240K; need to discuss with NYSEFC if this will require PER Amendment and updated/revised bond resolution as well as a change to the PFA)

* + Option 3 – Belt Press or Screw in Conjunction with Aerobic Digester
		- Existing Sludge holding and decant tanks converted to aerobic digester to produce Class A Bio-solids (fully degraded bio-solids such that pathogens are non-delectable and meet guidelines for land application with no restrictions).
		- Reduced volume and chemical costs
		- Disposal of solids would be much easier and also cost very little to dispose of locally rather than truck to accepting landfill or incinerator
		- Aerobic Digester system equipment cost is approximately $1.4M plus O & P, and Installation (40%) ≈ $2M (not om PER)
		- Added capital cost for this = $2M at 0% interest for 28 years - $71, 500/year plus estimated additional electric cost of will likely be less than the $200,000 being spent now to dispose of sludge.
		- May require sludge building electrical service improvements
		- Do Local disposal options for class A bio-solids?
		- This is not included in the current scope of work or approved engineering report or Project Financing Agreement so it would take some work to include this BUT it would mitigate concerns with future sludge disposal.
		- PER NYSEFC Harry Nelson, not necessarily considered a change in scope as the original project originally contained plans to address solids handling (technically in PER)
		- Adding these additional processes would require PER Amendment/Addendum (for cost and design of selected equipment/process), updated/revised SEQR determination, updated/revised bond resolution. A conference call with NYSEFC will be held in the near future to confirm.
		- Would like to move in parallel with design of the rest of the project
	+ New Structure for solids storage? (also not in PER)
	+ (may be able to be located on top of the existing sludge storage tanks)
* Consider adding onto the building to create a new electrical building, putting the new belt press where the existing one is and minor mods to current storage space and nearby driveway to accommodate 2 roll off containers
1. **NYSDOH Water System Inspection/Cross Connection Control Program**
	* Have a draft of the CCCP- will submit to the Village soon for review
	* Background below:
	* November 14, 2018 NYSDOH letter summarizes October 19, 2018 inspection and requested that the Village develop a Cross Connection Control Program
	* We worked with the Village to develop a program plan and response letter – which was submitted to NYSDOH Monticello Office on March 6
	* Glenn Illing – NYSDOH responded via email on March 6 accepting the proposed plan.
	* The letter is available for review
	* Upcoming Action Items
* Delaware to refine the draft CCCP document and submit the draft to the Village for review
* Invoice work under the General Services Agreement
1. **Rail Trail Area Culvert Drainage/Blockage**
* Waiting for Grant announcement in December 2019
* More background information:
* Delaware prepared the Engineering Report – at no cost to the Village – with the project scope and cost of $749,900 and submitted to Mark Blauer on July 16, 2019.
* OCR CDBG Grant application package submitted by mark Blauer on July 22, 2019 in advance of the July 26 submission deadline.
* Planned work includes:
	+ Furnish and Install New Culvert
	+ Install New Headwall, Wing-walls and Improve Culvert Approach
	+ Furnish and install Bank Armoring Rip-Rap Stone Downstream of the Culvert (including 3’ Buried Below the Stream Bed)
	+ Furnish and Install 8” Replacement Sewer Pipe (inside Existing Culvert, Plus Transitions at Both Ends) – Approximately 150 LF
	+ Fill in existing Culvert (sand, Flowable Fill, or Other)
	+ Furnish and Install New Riser Section for Existing 4’ Diameter Manhole Upstream of Culvert
	+ Other required work

 -Relocate Existing NYSEG Utility Pole

 -Furnish, Install and Remove Temporary Construction Access

 -Temporarily Remove, Store, and Replace Existing Guide Rail Posts

 to Allow Access During Construction

 -Clearance, Brushing, and Grubbing of Rail Trail for Construction

 Access

-Furnish and Install ˜100 LF x 30’ Vertical of Steel Sheeting on

 Each Side of the Culvert and Remove after Construction is

 Complete

* Provide and Maintain Bypass Pumping Facilities (1 Week)

4. **DPW Garage Site Remediation**

* Based on September and December 2018 and March 2019 sampling report, not much different
* Still seeing values near garage indicting contamination remains
* Next Sampling is June 2019 – have requested report to be sent when available
* NYSDEC will keep going with quarterly monitoring until all results show compliance with water quality standards for a year or more (no real end in sight).
* In addition, we want to pump more water out of Elm Street well a more comprehensive sampling plan is needed.
	+ Aztech cannot perform the additional work as NYSDEC believes it would be a conflict so some other firm will need to do it.
	+ We can pursue this if desired by the Village.
* Also, right now it looks like there is more stuff to clean up out there
* Some plan forward options:
	+ Continue with NYSDEC quarterly monitoring and no more cleanup – status quo
	+ Continue with NYSDEC quarterly monitoring and ask NYSDEC to advise what else is being contemplated to accomplish more cleanup
	+ Develop Village plan to investigate the extent of the remaining contamination? Any desire to do this?
	+ One of the above and look at what is needed to be able to pump more water
* At May 2019 meeting, the Village decided to seek DASNY SAM grant assistance for conducting a site investigation to better identify remaining contamination under, up gradient and near the DPW garage.
* Rough cost to do the investigation should be about $50,000 - $75,000. Does Village want to continue with this? If so we will get a more detailed estimate for the work.
* Tiger’s Den Monitoring Well Decommissioning
* NYSDEC has asked Aztech Environmental (AE) to look at the monitoring wells at the Tigers Den site and make a recommendation about which monitoring wells (for site contamination) to decommission.
* A few of the wells are in the area between the Tiger’s Den site and the Village’s production well. The NYSDEC wanted AE to reach out to the Village and ask if the Village would like to have a few of these monitoring wells not decommissioned in case the Village may want to use them in the future.
* The subject monitoring wells we are considering are MW-13s, MW-13D, MW-14 and MV-17. The well locations are depicted on a map.
* Questions asked by Delaware
	+ If you don’t decommission these well, would the Village have access to them? And if so, for how long?
	+ Would the village assume any liability because they are still open?
	+ Would the Village be responsible for closing them out?
* AE believes that it is likely the wells will be decommissioned if the Village determines they don’t have a need. AE emailed Keith Browne and Brian Weeks at the DEC to get affirmative answers to your questions. AE let Delaware/the Village know what they say.
* Does Village want to request that NYSDEC keep the wells (don’t decommission now) for possible future use by the Village?
* If we decide to pump at higher rates, would it may be prudent to monitor these wells to see if they are contributing? They would be down gradient of the well.
1. **Elm Street Well and Lead and Copper Compliance**
* Have $100,000 SAM grant for well improvements
* At this time the Village is not planning to pursue a WIIA grant (60% possible) for this work and wants to seek SAM grants for the DPW garage site remediation
* The Village plans to apply the $100,000 towards electrical improvements and a possible new generator
* We conducted a site visit in May and are developing a work and cost spreadsheet with possible upgrades – it will be > $100,000 so the Village can identify what they’d like to put as top priorities.
* **Option 1 – upgrade the electrical service estimated to = $136,000**
* **Option 2 – add a mew LP generator set up estimated to add about $293,000**
* How much does Village want to spend on this?
* DASNY requesting an updated application from the Village
* Once the Village agrees on the revised scope of work, we will work to prepare for Judy a write-up on scope and cost for the new/revised DASNY application for the revised/lower cost project.

1. Lily Pond Road Bridge/Waterline
* Need to discuss with SCDPW to keep the line on the bridge and generate an agreement.

**UPDATE ON LIBERTY CENTRAL SCHOOL DISTRICT RE: SURVEYOR**

Attorney Silver said the completed survey of the existing sewer lines through the property of the Liberty Central School District for the puposes of the easement. He said the information has been forwarded to Liberty Central School so the permanent easement agreement can be prepared.

**NEW** **DISCUSSION SHRED DAY**

**BUSINESS:**

Mayor Stabak said the Liberty Rotary Club is having a Shred Day on October 19th in the Elementary School Parking Lot. It will be held from 9 a.m. to 12 p.m. and will be held in conjunction with a Wellness Day they are planning at the School.

He said the Rotary club asked that the Village consider co-sponsoring the event with several other businesses in the area. The co-sponsor fee would be $50.00.

Motion by Trustee Ferguson, seconded by Trustee Stoddard and unanimously carried approving the payment of $50.00 to the Liberty Rotary Club to co-sponsor Shred Day in the Village on October 19th.

 **CONSIDER BILLBOARD ON VILLAGE PROPERTY**

 Inge Grafe-Kierklak and her business associate, Stephen Korba (Alles Sign Company) approached the Board regarding their billboard which is located on Village of Liberty property – Tax Map #120-1-3 – on Willow Lane. She explained they would like to keep their billboard on the property and would be willing to submit sample contracts to the Village to see if an agreement could be reached.

 The Board discussed liability, maintenance and the materials that would be on the display.

 Mr. Korba said he would submit everything in writing for the Board to review.

 **CONSIDER FALL CLEAN-UP**

**RESOL. #** Motion by Trustee Stoddard, seconded by Trustee Mir and unanimously

**72-2019:** carried approving Resolution #72-2019.

 **VILLAGE OF LIBERTY**

**2019 SPRING CLEAN UP**

**Wednesday, October 9**

**Thursday, October 10**

**Friday, October 11**

**Saturday, October 12**

**Sunday, October 13**

**VILLAGE RESIDENTS ONLY – NO COMMERCIAL**

 All items for clean-up must be taken by Village Residents to the Village of Liberty Street Department garage on Elm Street (by M&M Pontiac Buick Cadillac). No items will be accepted without a permit showing Village residency which can be obtained at the Village Clerk’s Office 167 North Main Street between the hours of 8:00 a.m. and 4:00 p.m.

 **METAL WILL BE ACCEPTED**. **NO** large stumps or rocks. **NO** household

 garbage. **NO** batteries. **NO** tires. **NO** hazardous waste. **NO** yard debris. **No**

 Fuel Tanks, Oil Drums and Propane Tanks. **NO** Paint. **NO** Electronic Equipment

 Village crews **will not** make pick-ups at individual residences and the Sanitation Department will **not** take items left out for clean-up.

 Wednesday, October 9th – Friday, October 11th - 6:30 A.M-2:30 P.M.

 Saturday, October 12th 8:00 A.M.–12:00 P.M.

 Sunday, October 13th 8:00 A.M. – 12:00 P.M.

 The clean-up will be limited to one Pick-Up Truck Load per Household.

 After the Villages allotment is used up, the gates will be closed.

 This program is made possible by the Sullivan County Legislature.

 **CONSIDER QUOTES (LEASE) FOR SKID STEER**

This item was tabled until the Village can determine if the financing available can be done longer than the warranty on the equipment.

**CONSIDER INCREASED AUTHORIZATION FOR PURCHASE REQUESTS - MAYOR STABAK**

 Mayor Stabak explained he currently has the authority to spend up to $850 without the consent of the Board. He said an example for an increased authorization amount would be if he has to deal with employee matters he can look to hire an arbitrator if needed.

 Motion by Trustee Wright, seconded by Trustee Stoddard and unanimously carried authorizing Mayor Stabakto be able to follow the Procurement Policy of $999 to $3499 with the two required quotes without Board approval.

**CONSIDER RATES FOR TOW TRUCK LICENSES**

**RESOL.#** Motion by Trustee Stoddard, seconded by Trustee Wright and unanimously

**73-2019:** carried approving Resolution #73-2019.

 WHEREAS, The Village of Liberty Board of Trustees adopted Local Law #2-2019 on August 15, 2019;

 WHEREAS, this local law amends Chapter 65 of the Village Code, expanding the geographical area within which a garage or service station may be located to be on the service call list;

 WHEREAS, in conjunction with this amendment the permit fees can be set by Resolution;

 WHEREAS, the Board of Trustees approves the following yearly tow truck rates;

 Regular /Flat Bed Tow - $ 500.00

 Heavy Duty Tow - $1,000.00

 NOW, THEREFORE BE IT RESOLVED the tow truck license fees will take immediately.

**CONSIDER SEWER CREDIT FOR PAUL SYMANSKI – WATER/SEWER ACCOUNT #3-25800**

Motion by Trustee Stoddard, seconded by Trustee Ferguson and unanimously carried approving a sewer credit of $258.27 on account #3-25800 in the name Paul Symanski.

Mr. Symanski had a leak in his shop that did not go into the sewer system.

**CONSIDER NOVEMBER MEETING SCHEDULE**

The Board discussed the meeting schedule in November due to a planned vacation.

The Regular Meeting will be held Thursday, November 7th. The Worksession for November will be cancelled.

**PUBLIC** Mayor Stabak opened the meeting to comments from the public.

**COMMENT:**

 Police Chief Kinne discussed the accident that happened on Monday with a Water Department employee and the best way to proceed.

 He said he would call the person involved to discuss it.

**TRUSTEE** Mayor Stabak opened the meeting to comments from the Board.

**COMMENTS:**

Mayor Stabak – No Comment

Trustee Stoddard said Peter Parks (working Supervisor/DPW) is still looking for a garbage truck to purchase.

Trustee Ferguson said she would not be in attendance at the October 3rd meeting as she is going to be attending a Land Bank Conference in Atlanta.

Trustee Mir discussed the billboard and the possible agreement for the Village.

Trustee Wright – No Comment

**APPROVAL** **POST AUDIT VOUCHERS**

**OF BILLS**

**FOR PYMT:**Motion by Trustee Stoddard, seconded by Trustee Ferguson and unanimously carried approving Post Audit Voucher #26-234 to Voucher #26-239 in the amount of $387,225.80.

 **BILLS FOR PAYMENT**

 Motion by Trustee Stoddard, seconded by Trustee Ferguson and unanimously carried approving Voucher #26-240 to Voucher #26-321 in the amount of $171,085.18.

 FLOWER FUND

 Motion by Trustee Stoddard, seconded by Trustee Ferguson and unanimously carried approving the following payment from the Flower Fund:

 Monticello Greenhouses - $1,850.00

 FEDERAL FORFEITURE ACCOUNT

 Motion by Trustee Stoddard, seconded by Trustee Ferguson and unanimously carried approving the following payment from the Federal Forfeiture Account:

 Catskill Hudson Bank (Amazon Purchase) - $89.94 and $14.99

 Atlantic Tactical - $154.00

 Comprosec Corporation - $450.00

 Tractor Supply Co. - $119.99

 DARE ACCOUNT

 Motion by Trustee Stoddard, seconded by Trustee Ferguson and unanimously carried approving the following payment from the DARE Account:

 Creative Product Sourcing - $68.00

 SIGN GRANT

 Motion by Trustee Ferguson, seconded by Trustee Stoddard and unanimously carried approving the following payment from the General Fund to pay the reimbursement sign grant expenditures:

 Findhand Signs - $5855.00 and $1645.00

 Mayor Stabak said this payment will be reimbursed by a County Grant.

**ADJOURN:** Motion by Trustee Ferguson, seconded by Trustee Stoddard and unanimously carried to adjourn the meeting.

 **THE MEETING WAS ADJOURNED AT 9:20 P.M.**

 **RESPECTFULLY SUBMITTED,**

 **JUDY H. ZURAWSKI**

 **CLERK-TREASURER**

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