

WARMINSTER TOWNSHIP,
BUCKS COUNTY, PENNSYLVANIA

ORDINANCE NO. 692

AN ORDINANCE OF THE TOWNSHIP OF WARMINSTER, BUCKS COUNTY, PENNSYLVANIA, REPEALING ORDINANCES 652 (BUILDING CODE), 653 (ELECTRIC CODE), 654 (ENERGY CODE), 655 (EXISTING BUILDING CODE), 656 (FIRE CODE), 657 (FUEL GAS CODE), 658 (MECHANICAL CODE), 659 (PLUMBING CODE), 660 (PROPERTY MAINTENANCE CODE) AND 661 (RESIDENTIAL CODE); ADOPTING THE 2009 INTERNATIONAL PROPERTY MAINTENANCE CODE, WITH AMENDMENTS, AS THE “WARMINSTER TOWNSHIP PROPERTY MAINTENANCE AND HOUSING CODE”; ADOPTING THE 2009 INTERNATIONAL FIRE CODE, WITH AMENDMENTS, AS THE “WARMINSTER TOWNSHIP FIRE PREVENTION AND LIFE SAFETY CODE”; REPEALING ALL OTHER INCONSISTENT ORDINANCES; PROVIDING A SAVINGS CLAUSE AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Board of Supervisors of Warminster Township, Bucks County, Pennsylvania has enacted ordinances 652, 653, 654, 655, 656, 657, 658, 659, 660 and 661 which adopted, by reference, the 2006 International Building Code, Electric Code, Energy Code, Existing Building Code, Fire Code, Fuel gas Code, Mechanical Code, Plumbing Code, Property Maintenance Code, and Residential Code, respectively, as the applicable codes governing Warminster Township; and

WHEREAS, the Board of Supervisors has enacted Ordinance 608 which allowed Warminster Township to opt in to the enforcement of all International Codes listed above except the Property Maintenance Code and the Fire Code; and

WHEREAS, by opting in, Warminster Township is automatically governed by the applicable International Codes, without the need to enact separate ordinances adopting each of those Codes by reference; and

WHEREAS, the Board of Supervisors desires to adopt by reference the 2009 International Property Maintenance Code, with amendments, as the “Warminster Township Property Maintenance and Housing Code”, and the 2009 International Fire Code, with amendments, as the “Warminster Township Fire Prevention and Life Safety Code”; and

WHEREAS, the Board of Supervisors is authorized to adopt standard or nationally recognized codes by reference pursuant to Section 1601(e) of the Second Class Township Code, 53 P.S. Section 66601(e);

NOW, THEREFORE, be it, and it is hereby ORDAINED by the Board of Supervisors of Warminster Township, Bucks County, Pennsylvania, and it is hereby ENACTED and ORDAINED by authority of same as follows:

I. Ordinance Nos. 652, 653, 654, 655, 656, 657, 658, 659, 660 and 661 of Warminster Township are hereby repealed in their entireties. Any provisions of prior ordinances that were repealed by any of the above-listed ordinances shall remain repealed.

II. The 2009 International Property Maintenance Code is hereby adopted by reference as the “Warminster Township Property Maintenance and Housing Code” with the following amendments and additions:

1. Section 101.1 is amended to insert “Warminster Township, Bucks County, Pennsylvania”.

2. Section 101.5 is added as follows:

101.5. Compliance with Other Regulations. No license, permit or other certification of compliance with this Part shall constitute a defense to any violation of any other ordinance of the Township of Warminster applicable to any structure or premise, nor shall any provision herein relieve any owner, operator or occupant from complying with any such other provision, nor any official of the Township from enforcing such other ordinance or provision.

3. Section 102.3 is amended to read as follows:

102.3. Application of Other Codes. Repairs, additions, or alterations to a structure, or changes of occupancy, shall be done in accordance with the provisions of the building, plumbing, mechanical, and electrical codes as adopted by the Township of Warminster. Nothing in this Code shall be construed to cancel, modify, or set aside any provisions of the Warminster Township Zoning Ordinance. The International Residential Code shall apply to one- and two-family dwellings.

4. Section 102.7 is amended to read as follows:

102.7. Referenced Codes and Standards. The codes and standards referenced in this Code shall be those that are listed in Chapter 9 and considered part of the requirements of this Code to the prescribed extent of each such reference. Where differences occur between provisions of this Code and the referenced standards, the provisions of this code shall apply.

Exception: Shall remain unchanged.

5. Section 103.5 is amended to read as follows:

103.5 Fees. The fees for activities and services performed by the Department in carrying out its responsibilities under this Code shall be as set forth in the Warminster Township Fee Schedule as adopted by the Board of Supervisors, and which may be amended from time to time by resolution of same.

6. Section 104.7 is added as follows:

104.7 Coordination of Inspections. Whenever in the enforcement of this Code or another code or ordinance, the responsibility of more than one code official of the jurisdiction is involved, it shall be the duty of the code officials involved to coordinate their inspections and administrative orders as much as practical so that the owners and occupants of the structure shall not be subjected to visits by numerous inspectors or multiple or conflicting orders. Whenever an inspector from any agency or department observes an apparent or actual violation of some provision of law, ordinance or code not within the inspector's authority to enforce, the inspector shall report the findings to the code official having jurisdiction.

7. Section 106.4 is amended to read as follows:

106.4 Violation Penalties. Persons who shall violate a provision of this Code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do any work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this Code, shall be guilty of a summary offense, punishable by a fine not to exceed \$1,000.00 or by imprisonment not exceeding 30 days, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense. In addition to the above penalties, any person who shall violate a provision of this Code, or fail to comply therewith, or with any of the requirements thereof, shall be subject, in addition to the penalties imposed above, to monetary penalties for all court costs, legal costs, attorneys' fees and other miscellaneous costs incurred by Warminster Township during successful prosecution of that person by Warminster Township. |

8. Section 108.1.3.1 is added as follows:

108.1.3.1 Service, Facility, Equipment or Utility. No owner, operator, or occupant shall cause any service, facility, equipment, or utility which is required by this Code to be removed, shut off or discontinued, except for such temporary interruption as may be necessary while actual repairs or alterations are in process or during temporary emergencies when discontinuance of service is approved by the appropriate authority.

9. Section 110.1.1 is added as follows:

110.1.1 Extermination. All demolition shall be preceded by an inspection of the premises by a certified exterminator to determine whether or not extermination procedures are necessary. If the premises are found to be infested, appropriate extermination shall take place in accordance with Section 309 of this Code before, during and after demolition. Certification of extermination must be submitted by a certified

exterminator to the code official. Demolition shall commence within 10 days of certification.

10. Section 111.9 is added as follows:

111.9 Other Circumstances. Should no Board of Appeals be appointed, the first level of appeal shall be to the Director of Licenses and Inspections. The next level of appeal shall be to the Township Manager. The final level of appeal shall be to the Board of Supervisors. All appeals beyond this level shall be to the Pennsylvania Court System.

11. Section 201.3 is amended to read as follows:

201.3 Terms Defined in Other Codes. Where terms are not defined in this Code and are defined in the International Building Code, International Fire Code, Warminster Township Zoning Ordinance, International Plumbing Code, International Fuel Gas Code, International Mechanical Code, International Existing Building Code, International Electric Code, or NFPA 70, such terms shall have the meanings ascribed to them as stated in those codes.

12. Section 302.4 is amended to insert “8 inches”.

13. Section 302.5.1 is added as follows:

302.5.1 Storage. No material that may provide for rodent harborage or infestation on a property or in a building shall be stored against the side of the building. In dwelling units, no materials shall be stored within 18 inches of the dwelling unit and all stored materials shall be stored at least 18 inches above ground level.

14. Section 303.2 is amended to read as follows:

303.2 Enclosures. Private swimming pool, hot tub, and spa enclosures shall be maintained in accordance with Pennsylvania Code Title 35 Part 14. Uniform Construction Code.

15. Section 304.3.1 is added as follows:

304.3.1 Business Identification. In addition to the requirements of Section 304.3, in every building in which more than one occupant exits to the exterior, each exit door, except the main entrance, shall be labeled with both the occupant name and address. Numbers and letters shall be a minimum of 4 inches (102mm) high with a minimum stroke width of 0.5 inch (12.7mm), and shall be constructed of a durable material.

16. Section 304.13.3 is added as follows:

304.13.3 Insulated glazing. Insulated glass doors and windows shall be free of fogged glass (condensation on the interior sections of the pane) that would indicate the insulation seal(s) are damaged or broken.

17. Section 304.14 is amended to read as follows:

304.14 Insect Screens. Every door, window, and other outside opening required for ventilation of habitable spaces, food preparation, food service, or other area where products to be included or utilized in food for human consumption are processed, manufactured, packaged, or stored shall be supplied with approved tightly fitting screens of not less than 16 mesh per inch (16 mesh per 25 mm) and every screen door used for insect control shall open in the direction of egress and shall be equipped with a self closing device in good working condition.

Exception: Screens shall not be required where other approved means, such as air curtains or insect repellent fans are utilized.

18. Section 305.6.1 is added as follows:

305.6.1 Garage Doors. Doors that open from a garage or carport into a dwelling shall comply with the International Residential Code.

19. Section 307.2 is added as follows:

307.2 Ramps. Handrails shall be provided on at least one side of all ramps exceeding a slope of one unit vertical to 12 units horizontal (8.33% slope).

20. Section 307.3 is added as follows:

307.3 Construction. Handrails and guards shall be constructed and installed in accordance with the International Building Code or International Residential Code.

21. Section 309.2 is amended to read as follows:

309.2 Owner. The owner of any structure shall be responsible for extermination within the structure prior to renting, leasing, selling, or transferring the structure.

22. Section 310 is added as follows:

310 Other Health & Safety Requirements.

- **§310.1 Anti-Tip Device.** All free-standing ranges, regardless of fuel, shall have an approved anti-tip device installed to prevent the range from tipping over.

- **§310.2 Floor Service.** All toilet and bathroom floor surfaces shall be of a smooth, hard, nonabsorbent surface to permit such floor to be easily kept in a clean and sanitary condition.
- **§310.3 Kitchen Floors.** Every kitchen floor surface shall be constructed and maintained so as to be reasonably impervious to water and so as to permit such floor to be easily kept in a clean and sanitary condition.
- **§310.4 Minimum Kitchen Standards.** Every dwelling shall contain a kitchen with the following equipment and shall be maintained in a clean, safe, and sanitary condition:
 1. A sink.
 2. Cabinets or shelves.
 3. Stove or similar cooking device.
 4. Refrigerator capable of temperatures between 44 degrees Fahrenheit and 33 degrees Fahrenheit.

23. Section 602.3 is amended to read as follows:

602.3 Heat supply. Every owner and operator of any building who rents, leases, or lets one or more dwelling units or sleeping units on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat during the period from October 15th to April 15th to maintain a temperature of not less than 68 degrees Fahrenheit in all habitable rooms, bathrooms, and toilet rooms.

Exceptions: Remains unchanged

24. Section 602.4 is amended to read as follows:

602.4 Occupiable work spaces. Indoor occupiable work spaces shall be supplied with heat during the period from October 15th to April 15th to maintain a temperature of not less than 65 degrees Fahrenheit during the period the spaces are occupied. (Exception remains unchanged.)

25. Section 603.7 is added as follows:

603.7 Gas Pipe Bonding. Each above-ground portion of a gas piping system that is likely to become energized shall be electrically continuous and bonded to an effective ground-fault current path. Gas piping shall be considered to be bonded where it is connected to gas utilization equipment that is connected to the equipment grounding conductor of the circuit supplying that equipment.

26. Section 606 is deleted in its entirety and shall read “Intentionally Left Blank.”

27. Section 702.1 is amended to read as follows:

702.1 General. A safe, continuous, and unobstructed path of travel shall be provided from any point in a building or structure to the public way. Means of egress shall comply with the Warminster Township Fire Prevention and Life Safety Code.

28. Section 702.2 is amended to read as follows:

702.2 Aisles. The required width of aisles shall be in accordance with the Warminster Township Fire Prevention and Life Safety Code.

29. Section 702.3 is amended to read as follows:

702.3 Locked doors. All means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge, or effort, except where door hardware conforms to that permitted by the Warminster Township Fire Prevention and Life Safety Code.

30. Chapter 9 is added as follows: **Chapter 8 as published by ICC shall now be known as Chapter 9.**

31. A new Chapter 8 is added as follows:

Chapter 8 -- Housing and Property Transfer Requirements.

▪ **Section 801. General.**

- **§801.1 Occupancy.** No property that is to be used as a residential unit shall be rented, leased, sold, otherwise transferred, or occupied without first obtaining an occupancy certificate from the Department of Licenses and Inspections.

Exception: Transient-in-nature units need not be inspected with each new occupant.

- **§801.2 Application and Fees.** Applicants for an occupancy certificate must first complete a form supplied by the Department of Licenses and Inspection as well as pay a fee set forth in the Warminster Township Fee Schedule prior to any inspection taking place.

Exception: Properties with a valid rental license shall be exempt from this section. Sale or transfer between

immediate family members shall also be exempt from this section.

- **§801.3 Inspection.** An occupancy certificate will only be issued following an inspection in which no violations of the Warminster Township Property Maintenance and Housing Code are noted.

Exception: Conditional occupancy certificates may be issued at the discretion of the code official and shall not be issued prior to a release form, supplied by the Department of Licenses and Inspections, is signed and notarized.

- **§801.4 Reporting Violations by Occupant.** Upon discovery by an occupant of any condition of the premises which constitutes a violation of this Code, the occupant shall first report the same to the owner or operator and upon failure of the owner or operator to act within five (5) days, then the occupant shall report the same to the Department of Licenses and Inspections immediately.

- **Section 802 Licensing of License of the Operation of Multiple Dwellings, Dwelling Units, Rooming Houses, Rooming Units, Motels, Hotels, Apartment, Multifamily Dwellings, Condominiums, Duplex, and other type units**

- **§802.1 License.** No person shall operate a rental unit unless he/she holds a current unrevoked operating license issued by the Township of Warminster, Department of Licenses & Inspections. The annual housing license must be in his/her name for the specific named multiple dwelling, rooming unit, rooming house, motel, etc.
- **§802.2 License Period.** Every operating license shall be issued for a period of one (1) year unless sooner revoked. The licensing period for annual housing licenses begin July 1 and ends June 30 of every year and shall not be prorated. The owner, operator or agent responsible shall register all rental units owned and operated by him/her on forms developed and provided by the Warminster Township Department of Licenses & Inspections.
- **§802.2.1** No operating license shall be issued or renewed unless the applicant, owner or operator agrees on his application to an

inspection whenever and before there is a change of tenant, lessee or owner. The Department of Licenses and Inspections may require an inspection to determine whether the multiple dwelling, dwelling unit, rooming unit, condominium, etc. in connection with such license is sought is in compliance with the applicable provisions of this Part.

- **§802.2 Application and Fees.** Applicants for an annual rental license must annually complete a form provided by the Department of Licenses and Inspections and pay a fee as established by the Fee Schedule set by resolution from time to time by Warminster Township Board of Supervisors.
- **§802.2.1** After the annual housing license is paid by the applicant and issued by the Department of Licenses and Inspections, the applicant will be allowed one (1) inspection of the property without payment of the inspection fee within the license period i.e. July 1 to June 30.
- **§802.2.2** No operating license shall be issued or renewed for a nonresident applicant, unless such applicant designates in writing the name of his agent for the receipt of service of notice of violation of the provisions of this Part and for service or process pursuant to this Part.
- **§802.3 Display and Transfer.** Each housing license shall be displayed in a conspicuous location within the dwelling unit or common areas. No license shall be transferable to another person, unit, or property.
- **§802.4 Violations.** Whenever, upon inspection of the licenses multiple dwelling, dwelling unit, rooming unit, etc. for the change of tenant, lessee or owner, the Department of Licenses and Inspections finds that conditions or practices exist which are in violation of the provisions of this Part or of any applicable rules and regulations pursuant thereto, he/she shall serve the owner or operator with notice of such violation in the manner required in

this Part. Such notice shall state that unless the violations cited are corrected within a reasonable time, the operating license may be suspended and/or revoked.

- **§802.4.1 Revocation or Suspension of License.** At the end of the time allowed for correction of any violations(s) cited, the Department of Licenses and Inspections shall re-inspect the multiple dwelling, dwelling unit, rooming unit, etc., and if determination is made that such conditions have not been corrected, an order will be issued suspending and/or revoking the operating license. Further violation shall be subject to Section 106.

 - **802.4.2 Reinstatement of Licenses.** If, upon re-inspection, the Department of Licenses & Inspections finds the property subject to a housing license to be in compliance with the provisions of this Code, a previously suspended or revoked housing license shall be reinstated upon the payment by the license holder of any inspection fees incurred by Warminster Township for the re-inspection.
- **Section 803 Other Renal Requirements**
- **§803.1 Peephole Required.** In the event there is no window directly next to an entry door or an integral part of the door itself, a peephole shall be installed to provide persons inside the rental unit a clear view of the exterior area.

 - **§803.3 Fire extinguisher.** Each rental unit shall be provided with a fire extinguisher that complies with the latest adopted edition of NFPA 10.

 - **§803.4 Carbon Monoxide Alarms.** Every dwelling shall be equipped with a carbon monoxide alarm that is listed as complying with UL 2034 and is installed outside of each separate sleeping area in the immediate vicinity of the bedrooms in dwellings that contain fuel-fired equipment or attached garages.

 - **§803.5 Other Records.** The owner of each rental unit shall maintain an accurate record of all repairs, alterations, and equipment changes to the unit. Such records shall be made available upon request.

- **§803.6 Area for Sleeping Purposes.** In rental units, every bedroom occupied by one person shall contain at least 70 square feet of floor area, and every bedroom occupied by more than one person shall contain at least 50 square feet of floor area for each additional occupant thereof.
- **Section 804 Inspection Requirements**
 - **§804.1 Violations.** If, during the course of an inspection conducted in accordance with this Chapter, any violation of this Code shall be noted, the owner shall correct such violations.
 - **§804.2 Electrical System Certification.** Prior to obtaining an occupancy certificate, the owner of the property shall first contract with a third-party inspection agency that is licensed and certified by the Pennsylvania Department of Labor and Industry to have the electrical system certified and shall supply evidence of such certification.
 - **§804.3 Mechanical System Certification.** Prior to obtaining an occupancy certificate, the owner of a property shall first contract with a licensed mechanical contractor to inspect and certify all mechanical systems present on the property. This shall include heaters and their vents, fireplaces and related apparatus and chimneys. The contractor shall complete the certification form provided by the Department of Licenses and Inspections.
 - **§804.4 Well Certification.** Prior to obtaining an occupancy certificate, the owner must obtain a certification of all wells and related systems present on the property.
 - **§804.5 Curbs and Sidewalks.** Prior to obtaining an occupancy certificate, the curbs and sidewalks that abut the property shall be inspected by the Department of Licenses and Inspections.

32. Appendix A is adopted in whole as published by ICC.

33. Section A101.2 is added as follows:

A101.2 Boarding Required. Any residential property that shall sit vacant for more than 365 days or shall remain vacant for more than 30 days as a result of a fire or natural disaster shall be boarded up in accordance with the following procedures set forth in this Appendix.

34. Section A101.3 is added as follows:

A101.3 Other requirements. Any dwelling that is boarded up shall have all utilities disconnected prior to the property being boarded up.

III. The 2009 International Fire Code is hereby adopted by reference as the “Warminster Township Fire Prevention and Life Safety Code” with the following amendments and additions:

1. Section 101.1 is amended to insert “Warminster Township, Bucks County, Pennsylvania”.

2. Section 108.4 is added as follows:

108.4 Other Circumstances. Should no Board of Appeals be appointed, the first level of appeal shall be to the Fire Marshal. The next level of appeal shall be to the Township Manager. The final level of appeal shall be to the Board of Supervisors. All appeals beyond this level shall be to the Pennsylvania Court System.

3. Section 109.3 is amended to read as follows:

109.3 Violation Penalties. Persons who shall violate a provision of this Code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do any work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this Code, shall be guilty of a summary offense, punishable by a fine not to exceed \$1,000.00 or by imprisonment not exceeding 30 days, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense. In addition to the above penalties, any person who shall violate a provision of this Code, or fail to comply therewith, or with any of the requirements thereof, shall be subject, in addition to the penalties imposed above, to monetary penalties for all court costs, legal costs, attorneys’ fees and other miscellaneous costs incurred by Warminster Township during successful prosecution of that person by Warminster Township.

4. Section 111.4 is amended to read as follows:

111.4 Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be in violation of this Code and shall be subject to the penalty provisions of Section 109.3 of this Code.

5. Section 114 is added as follows:

Section 114 Fire Prevention and Life Safety Inspection.

- **114.1 General.** Warminster Township shall conduct a systematic inspection of all properties within Warminster Township to determine compliance with this Code.

Exception: Single and Multifamily dwellings.

- **114.2 Frequency.** The frequency of inspection shall be determined as necessary by the fire code official.
- **114.3 Process.** Following the first inspection, a report, invoice, and applicable permits will be sent to the occupant via regular mail for each occupiable space including common areas of a building.
- **114.4 Re-Inspection.** If during the first inspection any violations of this Code are found, a re-inspection will take place following the expiration of the time limit identified in the report for the requirements to be corrected. If violations are found at the conclusion of the fourth re-inspection, the occupant will be subject to the penalty provisions of Section 109.3 of this Code.
- **114.5 Fees.** An invoice will be issued at the completion of each inspection and shall be payable within thirty (30) days of the date thereof. Two additional notices will be sent out at 60 and 90 days if payment is not received. If payment is not received within 120 days of the date of the first invoice, the occupant will be subject to the penalty provisions of Section 109.3 of this Code.

6. Section 507.5.3.1 is added as follows:

507.4.3.1. Hydrant Identification. Any private fire hydrant not owned by the Warminster Township Municipal Authority shall be painted bright red over the entire surface of the hydrant.

7. Section 509.3 is added as follows:

509.3 Remote Identification. Where fire protection system controls are not located within 5 feet of the main entrance, an approved sign shall be posted indicating the location of the fire protection system controls.

8. All appendixes are hereby adopted as written in the 2009 International Fire Code.

9. The geographic limits referred to in certain sections of the Warminster Township Fire Prevention and Life Safety Code are hereby established as follows:

- **§3404.2.9.6.1** - Limits for the storage of Class I and Class II liquids in above-ground tanks outside of buildings shall be in accordance with the latest edition of the National Fire Protection Association Codes, Standards, and Guides, and all applicable local, state, and federal laws, ordinances, and regulations.
- **§3406.2.4.4** - Limits for the storage of Class I and Class II liquids in above-ground tanks shall be in accordance with the latest edition of the National Fire Protection Association Codes, Standards, and Guides, and all applicable local, state, and federal laws, ordinances, and regulations.
- **§3506.2** - Limits for the storage of flammable cryogenic fluids in stationary containers shall be in accordance with the latest edition of the National Fire Protection Association Codes, Standards, and Guides, and all applicable local, state, and federal laws, ordinances, and regulations.
- **§3804.2** – Limits for the storage of liquefied petroleum gas in heavily populated or congested areas shall be in accordance with the latest edition of the National Fire Protection Association Codes, Standards, and Guides, and all applicable local, state, and federal laws, ordinances, and regulations.

IV. REPEALER: All ordinances or parts thereof inconsistent with this Ordinance are hereby repealed to the extent of the inconsistency.

V. SAVINGS CLAUSE: If any provision of this Ordinance is declared by a court of competent jurisdiction to be invalid or unconstitutional, such determination shall have no effect on the remaining provisions of this Ordinance or on the provisions of the Code of Ordinances of Warminster Township.

VI. EFFECTIVE DATE: This Ordinance shall become effective immediately upon its legal enactment. January 14, 2010.

ATTEST:

BOARD OF SUPERVISORS OF
WARMINSTER TOWNSHIP

Signature on File
ROBERT V. TATE, JR., MANAGER

Signature on File
GAIL E. JOHNSON, CHAIRMAN

Signature on File

FRANK FEINBERG, VICE-CHAIR

Signature on File
ELLEN S. JARVIS, SECRETARY

Signature on File
LEO I. QUINN III, SUPERVISOR

Signature on File
THOMAS E. PANZER, ESQ, SUPERVISOR_