

Meeting Minutes
May 4, 2017

Present: Father Prakash, John Bacon, Tracy Hartley, Glenn Mayko, Steve Scalzo, Philip Stramski and Joe Tytanic and Ali Brzozowski. **Absent:** Dan Lay

Joe Tytanic asked for visitors to refrain from commenting as visitors will have an opportunity to comment on items discussed at end of meeting and then he read off the Agenda items for members and visitors.

Call to Order: Joe Tytanic called meeting to order at 7:00 p.m. and asked for silence of cell phones.

Opening Prayer: Glenn Mayko

Introduction of New Youth Representative: Introduction of Miss Ali Brzozowski as the new youth representative. Clarification of role of the youth representative made. No vote, but has voice for opinion and discussion.

Approval/Changes of meeting minutes: Changes made to April meeting minutes per Philip Stramski. Tracy will send out update to Council. Philip made motion to accept with changes. John second. All agreed. Motion carried by all.

Old Business:

Church Projects/Repair Update: John Bacon. Wi-Fi fixed in RE and Family Center. Extender in RE and Family Center. RE had five (5) bars and Family Center three (3) bars. Extender put in the mechanical room to extend. Still has to build shelf in Kelly's room for the Wi-Fi unit there.

Joe talked to City Manager for the weeds on the running/walking track. Told him to call Joe Morgan (?), We should not have to tell them. Earl (City) agreed. When they put it in, the agreed to clean out and water, etc. Anytime you see them in there, let Joe know. They tend to forget the watering.

Internet/Phone Service: Joe Tytanic for Dan Lay. Joe read message from Dan for minutes. "Update on the Wi-Fi. Installed range extenders in the RE and Family Center. South end of RE now has 5 bars connectivity. Family Center now has 3 bars connectivity all the way to the stage. Only remaining task is to install shelf in the utility closet at the northeast corner of the Family Center for the router to sit on. Right now, it's sitting on one of the boxes in the closet. Dan has brackets, wood and power cord for it. Just need the time to do it. Everything works without the shelf, just need one to get the router in a more permanent position. Also, a side note, Kathy called about a bill from AT&T for two phone numbers. She read them off to him. He was not familiar with them and had Kathy research the numbers. She found them to be 1) phone in the Family Center and 2) old fax number (previous to the current number). Apparently, we have been paying for numbers we thought we had turned off (who

knows when). Dan had Kathy cancel those number with AT&T. If we had not switched to Cox, we probably never would have noticed and we would still be paying for them. Joe asked him about the WAG of increased price per month for the annual budget: AT&T was \$284.75/mo. Cox is \$362.99/mo. \$78.24 increase/mo. Range extenders network IDs are ReligiousEd_ext. Same password. Tracy said that is not bad on the coverage because now, you have all the buildings where AT&T was only the RE Building and Father's.

Budget update: Joe Tytanic. Joe went to the Finance meeting and gave them the list of budget items. Nothing is finalized. Rick will be at our June meeting. So, if we come up with anything else, he will be there. The trees may be done in the fall to give us time to research what we need. Father and Joe talked about having donations, like a living memorial, if someone would like to donate for a tree. Have something hanging from it or at the base in memory of a loved one. Other items, like the burner grill, thought about putting in the bulletin as discussed last month. And the green house too. The projector is something Father thinks we need to go ahead and take care of that item. Also, soundproofing of the Youth Center. Joe relayed to the Finance Committee that it creates issues with Kelly trying to have class or doing things in that area because it echoes. RE carpet. They had a Building Committee meeting. Joe brought up to the Finance Committee that one of the projects the Building Committee is going to submit is an add-on and remodel to bring up to the specifications they have in Family Center. That would be re-doing the ceiling tile, the plumbing, countertops, floors. Discussed would get a better deal to contract it all out instead of piece meal it and do carpet one time, painting another, tile, etc. If that goes through as one of the items for the 100 year celebration. Included in that is adding classrooms in the back, entry way with drop-off and turnaround, entry into the RE and new room. New room would be safe room for inclement weather. Include moving secretary's and Father's office from the Rectory to the west entrance and enclose the overhang. That would be for the secretary and Father's office would be around where the library is. Would be a room for conference or table where Father can meet with parishioners/families for funerals, etc. There would be signs in the front for Parish offices. Get those out of the Rectory. Tracy asked how long are they anticipating that. Joe said they would be looking at a timeline around January, 2018. 2025 is the 100 year for this church building. Want to do five years of pledges or fund-raising. That would be 2023. That would leave two years to allow for completion of projects that get approved. They have that project and one improvement project for the church. They will be putting out to parishioners and get feedback from them. Only reason Joe mentioned is for our benefit to budget in or it might be better to get done all at one time instead of piecemeal. Steve asked how that tie in with the Archdiocese. Joe said that we would get a percentage back for buildings/add-ons/new facilities. A percentage would come back to us. Steve asked if anyone took the survey on-line for that. Joe asked to speak up on this topic. We have time to throw in to the budget. Rick said there is no problem but they will need pricing by the June meeting for any items we want to submit for the 17-18 financial budget. Tracy said that her concern is that if we wait until 2023 to do these, that is five years down the road and many of these items need repair/updating now. Joe went over there and looked and the floor is in pretty bad shape. It is clean...our cleaning people are doing an outstanding job. He checked the windowsills. They are taking care of the floors. They are working on the floors in the Family Center. Philip asked if those were the only items the Building Committee was looking at. Joe said they have not only the items but items in the church. Also, looking at a plaque to install on the

church for Founding Families. Glenn asked if the proposal for the driveway and the Rectory gone away. Joe said yes. Only driveway change will be the drop-off for the youth. Joe said they don't know all yet. These are ideas. They are leaning more towards a circle. They are concerned about a parking lot. Afraid about people trying to back up. The Rectory has gone away. They are looking at an elevator for the choir loft. Looking at the cry room. It was discussed about putting monitors in the Welcome Center. One bench facing one way and one facing restrooms. Have a couple of monitors for those areas. The cry room is currently in the back with the restroom. It is a bad place for a cry room. Trying to remove it. They talked about making a new entrance for the restroom instead of having to go through the cry room. But that is all ideas and talk. Only reason Joe brought up is for our particular item of paint and carpet in the RE. They are looking at bringing up to standard as the Family Center. Have until the June meeting. Any items that need to go to the budget, we will need a price or estimate to give to the Finance Committee. Tracy said that she would like to talk to some of the teachers and Sandra to get their input. Joe said it might also depend on the self-help we can get. If we can get self-help, we can tear out the floor and paint during the summer if we can get some self-help. Hire someone to put new tile in. Tracy said that if we are going to do something, a big concern of hers is the carpet because the kids sit on the floor. Even though the cleaning people can clean, that carpet has been there a long time. Tile in halls are ok, but carpet needs to be addressed. The Building Committee feels that there should be some type of tile instead of carpet. Tracy agrees with that too. The noise issue came up and Joe asked what they have in the schools and they said tile.

Benches: Steve Scalzo. Last month, he was asked to look into the purchase of benches to sit out by playground. Benches cost a lot of money. Steve showed various types of benches. One of the benches Steve shown was \$447. It was pretty light. 3-year warranty. Recycled plastics like they use on decks. Tracy asked if the concrete style was more expensive. Steve said the concrete ones start out at \$500 depending upon the backs used. Steve was looking at the concrete ones was because of the weight because of the wind or someone taking out. Other ones that start on the low end is the expanded metal or drilled metal – holes punched in. Those have a 7-year warranty and start at \$337 for the expanded metal and \$361 for the drilled. It is a little more expensive for the holes punched in some of them. These have posts you mount in concrete. Ones he showed would be mounted that way with the exception of the concrete one. He prefers the one with the holes in it versus getting fingers get stuck in the expanded metal. These have a 7-year warranty and are coated. He is looking for style we want and then he can try to find the cheapest price in that style. Next style, he liked, was a little more expensive at \$496. Mounts the same way. Expanded metal but rolled in the front on the bench and top. Looks nicer and appears safer. One is punched and other expanded metal. Punched is a little more expensive at \$567. \$570 has metal around edges. Expanded metal. Warranty on the deck-type material is only 3-year warranty. The most firm is the 4 post one. \$640 is all metal. Nicer style. Would have to drill four holes and cement it in. We were looking for two benches. Also, we talked about two benches and a picnic table. When you start talking about a picnic table and park supplies amount is between \$500-\$1000 for portable. May get cheaper from others. Commercial style. \$625 and 7-year warranty. But can walk away. Tracy said that is where we talked last time about getting a chain and cementing it in to anchor. Steve showed a plastic one that was \$335 with a 3-year warranty. Does not particularly like those unless you go with concrete ones. Showed one that was \$1000 and long type traditional style

bench was \$1,458 and mounted in ground. He can maybe get cheaper but needs to know style. Ali asked where we planned to put these. Joe explained that we were going to put them by the playground, under the tree facing the playground and the other up by his house facing the playground. Not sure about table. Voted on that if you have kids playing on the playground, need to have someone there watching them. Need to have adults be able to watch children. Father thought one table and one bench. They are fairly expensive but can possibly find some quite a bit cheaper. Even if we go with the \$300, they are the expanded metal. Father said we can ask for donations and if we do not get it, then we can look at purchasing. Philip asked if we know who they used for school playgrounds. Steve said that there are a couple different companies. There is Noah's Parks and Playgrounds who put this one in and another company out of Choctaw that does all the city parks that put in Harrah Park. There are others we can go to. We want to get a 6-foot bench instead of an 8 ft. 8 ft. are more expensive. \$300-\$1000. Does not think we need a \$1000 bench. Philip said that it would be best to keep the material and design the same. A couple of people said they would like a table. Tracy asked Steve why he wanted the drilled holes. Steve said that it is easier to get fingers caught in the expanded metal. Expanded metal bigger and even adults can get their fingers caught. The give a 100-year warranty on the fasteners on the 7-year warranty ones. Glenn brought up about the downside of metal ones is the possibility of burning and the heat. Someone in shorts. Steve said that is why they have the lighter colors instead of the dark colors. It is coated. It is the same thing they have on the playground equipment. Maybe stay away from black. Not sure if you want the yellow. Glenn said the Treks decking does not hold the heat even though it does not last as long. Steve said we can always replace the slats. Glenn said that they function as lumber. Steve said that you do not have to paint them. Joe said that it will probably be in the shade. Steve said it will be in the southeast corner by the storm shelter. Other might be on the south side looking north. May not be shade there. Joe asked why we wouldn't want in the shade. Father said that he would like them facing each other. Joe said that he believes people would utilize more in the shade than out in the open. Steve pointed out as to when and what events they may be using it – Sundays after Mass and Wednesdays evenings during the school year. It is not really during the middle of summer unless we have an event. But said he would rather sit in the shade. He also recommended to purchase two benches instead of a picnic table starting out. Be easy to get someone to donate instead of having to put in the budget. Joe said whichever one we go with, just needs to look nice. Steve asked what people prefer. Glenn prefers the wood slats because of the heat and appearance - attractive. Joe prefers the metal coated one – holes not expanded metal. He pointed out a red one. Classy. It has a 15-year warranty and cost is \$640. Pat Jorski said that she liked the red one. John said he liked the red one. Steve said the red one is the coolest one. Philip said he like the red one and pointed out a couple of others. Ali pointed out that kids are going to be jumping on it and concerned about the wood ones with the 3-year warranty. Most in parks are the metal ones and she likes the red one the best. Steve said that it is called the Park Avenue. Joe asked that he could find a little cheaper. Tracy said that for the 15-year warranty, the red one is close to the other benches and has a longer warranty. Steve said that for all of these, you can get writing and names welded in them, like St. Teresa's. He did not get pricing on that. The red one is the only one that is stylish. Philip liked the red one. Tracy agreed on the red one. Steve said he will look for one close to that one. Joe said he liked the red one too. Tracy said that she like the rounded edges on it. A.J. asked if we know what

colors St. Teresa's favors. Joe said that we have green roofs. Tracy said playground has all colors. Everyone agreed on two benches.

Trees: Tracy Hartley/Philip Stramski. Tracy said that she talked with Benita Peeler. She was the owner of Peelerosa Tree Farm. She is no longer in that business. She came up to the church to look at the front. Tracy read her recommendations. Get the stumps ground down below existing ground level. Plant the new trees ten plus feet from that area. She has the contact of a man that can do that. Tracy would send contact information to Joe. As far as the trees that would be for the area and scale of the church, she suggests either a Chinese Pistache (at least a 2.5-3.5" caliper) times three of them. Steve said they keep their shape really nice. Tracy said that she looked online and saw that they are Texas trees and are hardy which Benita had also said. Father asked if they grow tall. Steve said maybe about 25 to 30 ft. Tracy said they do not get really tall but they change colors. Females get the little berries and Tracy recommends only getting the male ones. Benita also recommended red crape myrtles (8'-10') times three. Get the tall ones not the bushes. She suggested red to go with the look of the church. It is not a tree. Tracy said that it is not but she thought it would be pleasing to the eye. Tracy also said that her crape myrtle that are the tall kind, can get really tall and wide. Can trim back. Red is a deep red and pretty. She did not really know any landscapers around here anymore except maybe Big Country who has a sign at 59th and Harrah Rd. We can look at any of the nurseries around here. The larger size you get, the more expensive. Philip asked if we were looking at just getting one or the other. Joe said we can get a tree then a crape and then a tree, etc. Tracy said that she was looking at getting about three in front of Fathers and a couple on the other side. Want to keep the front open to see the church and prayer garden. Father said there are two trees in the front now. Joe said that they are not really tall trees. Both styles are pretty hardy. A guy came up and talked with Father. He is from Shawnee and his name is David. Said we really need to grind down the stumps. He would grind them and is in the business. We have a beautiful church. He would grind for \$500. Have 6-8 to do. Joe called Gary Marshall about it who did some stump grinding the last time when he rented a machine. He said it was a good deal. Would take a good 8-hour day. He said to rent a machine is a couple hundred bucks and then fuel and gas. Then, an operator. We have about six in the back and one over on the Block property. Joe asked how far down he would take them. He said 8-12 inches below. Gary said they usually go six. Steve said that is good. That is way below. They will rake and put everything back in hole. He normally does not haul off. Would have to bring something to haul it off. Would cost a couple hundred dollars. He said that he will rake everything back in hole and once it packs, you can add more dirt. We have front end loaders that we can put dirt back in. Tracy sent contact to Joe. Joe thinks \$500 is a good price. Tracy said that she had not tried to get pricing on the trees yet but if we are not putting in until the fall, that will give us more time to get everything prepared. Tracy suggested that when we plant trees, it is best to plant in the fall. Joe agreed. He said that will give us a chance to get the stumps ground down and the ground prepared. Philip will still check with cousin for information. Philip did look up the Chinese Pistache and they were a good looking tree. Joe said that he looked up a burning maple and it was also a pretty tree but that is a slower growing tree.

New Year's Eve Party – Glenn Mayko. Glenn has all of the equipment to run music but does not have a lot of music. If someone has enough CDs, Glenn can download. Tracy said that if you can run off a

laptop, there is quite a few different music accounts out there. You can pull down. Glenn said we would need someone to pull it down. Tracy said we have enough youth that could help with that. Glenn said that he has a 3-deck CD player. Also, has Karaoke as well. He just does not want to spend the whole night running it. He can provide and help get it started. If someone wants to go up and sing. He can make up a booklet. If you let people know there will be karaoke, they will bring their own CDs. Tracy said that Billie Marshall's son, Brent, did something in the Family Center for Billie's granddaughter. He also has done that before on the side. Otherwise, we can find someone to do it. Tracy asked the group how they feel about that instead of a band. Joe thought it was fine. Philip asked how much this was going to cost. Glenn said there would not be a cost. He would just need some help. We can hire a professional with lights, D.J. show this far out if we wanted. Joe asked if Becky still does that. Philip said that she was not doing that anymore. She got rid of all of her stuff. Nancy Limon also knows someone that does D.J. stuff as well. Joe said that if you go that way, you have a bigger selection than if you go with a band. They have a limited selection. Tracy said that she likes the karaoke idea; you will get more people there. You do not have to do the whole night. Part time karaoke and the other dancing. Steve said that you really need a good D.J. that will interact with the audience. If you do not have that, it will be kind of boring. The D.J. he had at his daughter's wedding was good. He got everyone involved. Joe said that Brent was the one that helped with the show. Tracy said that it was his environment. He would do good. Glenn said that if you have a professional D.J. artist that interacts, he could get people dancing and make it fun. Glenn said that he does not have that type of personality. Joe asked who was in favor for a D.J. All agreed on a D.J. Glenn and Tracy will get together and decide on decorations, prices, etc. and bring back to next meeting, we could move forward with that.

New Business:

Signs: Joe Tytanic. John has bid and Joe has a couple of bids. These are signs at Pat Jorski's and Joe Zawisza's, as well as the church. Ratcliff Inn Inc. was putting in sign at the pawn shop. Joe stopped and asked. Gave a bid for \$925. Include materials and install the new signs. We would keep the old signs but he would use the frame. His would be double-sided. That would be for all and would include the little one out front. He put Mass time on his example, but Joe did not think we would want to show that. He said he can put crosses on them. He can put it any way we want. Father asked if he can put a picture of St. Teresa of Avila. Joe said he can ask. Steve asked if there is a phone number shown on the sign. We should have that so anyone drive through town can either see Mass times or, at least, see a phone number to call and find out. Joe said we have a recording that gives Mass times. Tracy said that is a good idea. A.J. said they can go to Masstimes.com. Steve said they can look it up on their phone. Joe had another estimate by Signs by Tomorrow. They are on Air Depot. \$399.59 for the big one at Pat's. \$283.19 at Joe's. \$115.45 for the one by funeral home and one by church is \$94.09. One is 8x4; 7x3; 36x24; and 24X18. Grand total is \$892.32. John check with Ann's T's and Sign Shop from McCloud. She said she can use our metal and clean up the blank sides. We can paint or we can get new metal. She can get some with paint already. It lasts and does not fade much. Didn't know how many we wanted. \$73 a sheet in a 4x8 sheet. Lettering is \$37.50 for a 4x8 and 3x6 would be \$37.50. Any additional would be \$37.50. John recommends we get the new metal and painted side that way it would not show any wear. Same lettering that goes on the banners. Cuts out and sticks on there. Lasts

forever. If it did come off, she would replace for nothing. Depends on what you want for the color – black, yellow, white. Steve asked if they have any signs around for us to look at. John said that she did not have any signs but she did have the banners around. Joe said that he showed Ratcliff our signs to see if they can clean it up. He worked on it. Said you can clean but would take a long time and elbow grease. He does not know why Carol's Signs put that film on it. His would not have that film. They would be painted. You would not have that issue again with it changing colors. Joe thinks that we should have a double sided on Pat's in front. Joe's only needs a single. John asked if we were going to have another one put over at Gary's. Joe said he would like to put one that way. Tracy said that we would need to wait until they finished with the road construction. The other one disappeared. Joe said that he liked Pat's. It showed up well. And like the phone number. Joe asked John if Ann's can do crosses. John did not think so but he didn't ask that question. She is a Catholic and would give us a good deal. Philip asked if we would want that type of sign out in front of the parish. Joe said that it would only be a temporary small size until we can get the other one built. Philip asked where that was in all of this discussion. Steve said that was discussed in our list of stuff last time. Get a nicer one. Joe said that he would like to throw one in for \$5k for our budget. Would be brick, glass on both sides so you can change out Mass times on the inside, lighting on the inside, maybe a flowerbed. We can have someone draw something up. Steve said it needs to be better than the one we currently have there. Steve said that we may not need lighting. Tracy said that it gets dark early in the winter time so it might be best to get. We already have the means to have electricity out there. Joe said they ran electric lines. Steve said we do have one little sign with Mass times. We really need one sign with Mass times on it. Not the ones around town, but in front of the church. Philip asked to clarify \$925 for Ratcliff. Double sided. Aluminate. That is the metal. We would not re-use. We can keep the old sign. John said that we need to get clarification on that one because he has that price listed for one sign even though he told Joe it was for all. Joe said that he talked to him and asked what the \$925 included and he said the three. Joe asked about the little one up front and he came back and said he would do the four for \$925. Joe will get a contract if we go with him. Joe said lady in McLoud ok too. Would be good if she could do artwork. John said that Signs by Tomorrow does vinyl lettering and that is what she does too. Joe said that Signs by Tomorrow was a little less. Total from them was \$892.32. Steve said that those doing vinyl should be able to do any cutout. Tracy asked John what his total would be. John said he did not have a total. Just gave price of \$73 sheet and \$37.50 for lettering on one side for two signs. Joe asked John to go back and say we want one two-sided sign with artwork 8x4, single at Joe's 7x3 or might be 6x3, two-sided at the Funeral Home 36x24 and small double-sided out front 24x18. That way we can use our existing frames. Joe and John will clarify. John said that paint on both sides might be more. Need to add in a double-sided one on Hwy 62. Philip asked if Harrah High School doing any signs with the renovation. Tracy said that she can ask. Not sure what they will be doing. The Quarterback Club is usually the one responsible for the banners at the football field. They are just changing heads right now but she will check. They took all of the ones down at the gym and are doing electronic ones. Philip said that might be something we consider because of the traffic. Tracy said if we still pay and we can still design with whatever we want.

Father's Comments: Father Prakash. No comments.

Visitor Comments:

Pat Russell said she has a concern with the kitchen floor. She is afraid that when they come out to inspect for the Thanksgiving dinner, they may not pass inspection from the Health Department, especially if we get someone really strict. Tracy asked what is wrong with it. Joe said that the paint is wearing off. Joe said that he had a discussion with the cleaning people. Yesterday, they worked quite a few hours on the kitchen. They pulled everything out from the walls and cleaned behind. Scrubbed the floors on their hands and knees. Floor needs new paint. But, it is clean. They called Joe and he came out. They scraped food and other things. The kitchen is being left in a mess. Joe said that we may have to charge a clean-up fee for those that use the kitchen. Philip said that every committee uses the kitchen. Steve said that Altar Society uses for funeral. And other people use that rent the place. Glenn said that fact is fact – we are not cleaning up after ourselves. Do not care what group is being named – no one doing it. Joe said they re-waxed the whole floor in the Family Center. There were deep scratches in the floor. They are dragging tables and chairs. You cannot control everybody. Some people do not have a regard for other people's property. Those that rent the hall are inspected afterwards. Glenn said that everyone is volunteers. After a long day in that kitchen, the last thing people are doing is cleaning up. We do not have a young crowd coming in there. Average age is 70. Tracy said that age had anything to do with it. When it comes time for clean-up, everyone is ready to go. Everyone trying to get things put up, wiped down. Not cleaned up, but wiped down. It appears to be cleaned. Glenn said that they are ready to go. Maybe we have someone clean up because they cannot physically do it. Philip said that maybe we have someone do that quarterly to do a deep clean, move stuff, etc. Joe said that would be a good idea. Maybe volunteers. Or have the cleaning people. Bernadette said that if they moved stuff and cleaned behind close to the walls, that has not been done since the hall was renovated. There would be a build-up over the years. Joe said they wiped down all of the cabinets, baseboards. Glenn said that as a parish if we want to continue to have public events, we periodically or quarterly, have professionals do a clean or we will get shut down. Also, have to consider the critters. As long as it is not peeling, they will pass us. Paint is worn out. A.J. asked about vinyl. Bernadette said the floor you have in there gets pretty slick. Joe said that it just needs to be painted again. Do not include the speckles. Joe said they wear up. That was something that got threw in. Glenn did say that it is harder to see where the dirt is with the speckles. Tracy asked if there is a charge for clean-up when someone rents the hall. John said that if there is an issue, they would not get deposit returned. Steve asked if the facility is non-smoking. He said after church, the cigar smell was really strong. IT is a no smoking facility. Pat said we let other people rent and charge them more and not give refund back if not cleaned. Tracy said they are charged more if they are not from our parish. Ag and Chamber are \$400 with \$500 deposit. Pat said that is cheap. Cannot go anywhere under \$1000. John said most do not use the kitchen. They cater. Pat Jorski asked about the trees with the memorial, are those they trees we are talking about. We may go back with 10 so maybe 10 memorial. Still discussing what type of trees. A.J. said that you do want to plant them further back from the parking lot – about another 10 ft or more. Tracy said that is what Benita suggested. And the price of stumps appeared to be good.

Council Comments:

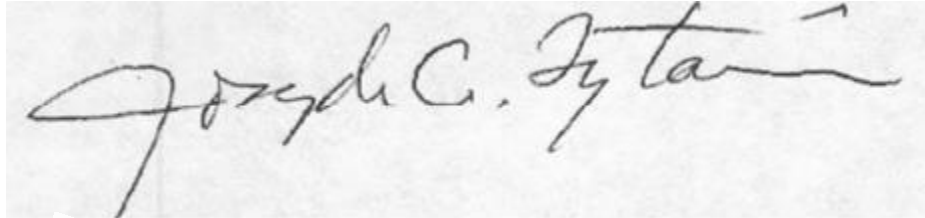
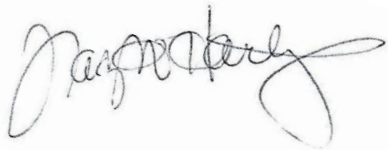
Tracy said that do we need to do something for Glenn's spot. Joe asked if Glenn was re-running. Glenn said no. Joe will get with Kathy to put in bulletin because it has to be posted a few weeks prior. Can't

leave until July. It has been an interesting experience involved in this. He wants to travel. Not doing service if he is not here.

Next Meeting: June 8th, 7:00 p.m.

Assignment of Prayer: Tracy Hartley

Closure: John Bacon made a motion to adjourn. Glenn second. All agreed. Motion carried.

A rectangular image showing a handwritten signature in cursive script. The signature reads "Joseph C. Fytan" with a long horizontal flourish extending to the right.A rectangular image showing a handwritten signature in cursive script. The signature reads "Tracy Hartley" with a long horizontal flourish extending to the right.