

1665 Roosevelt Avenue, York, PA

December 6, 2019

Request for Proposal

Brokerage Services

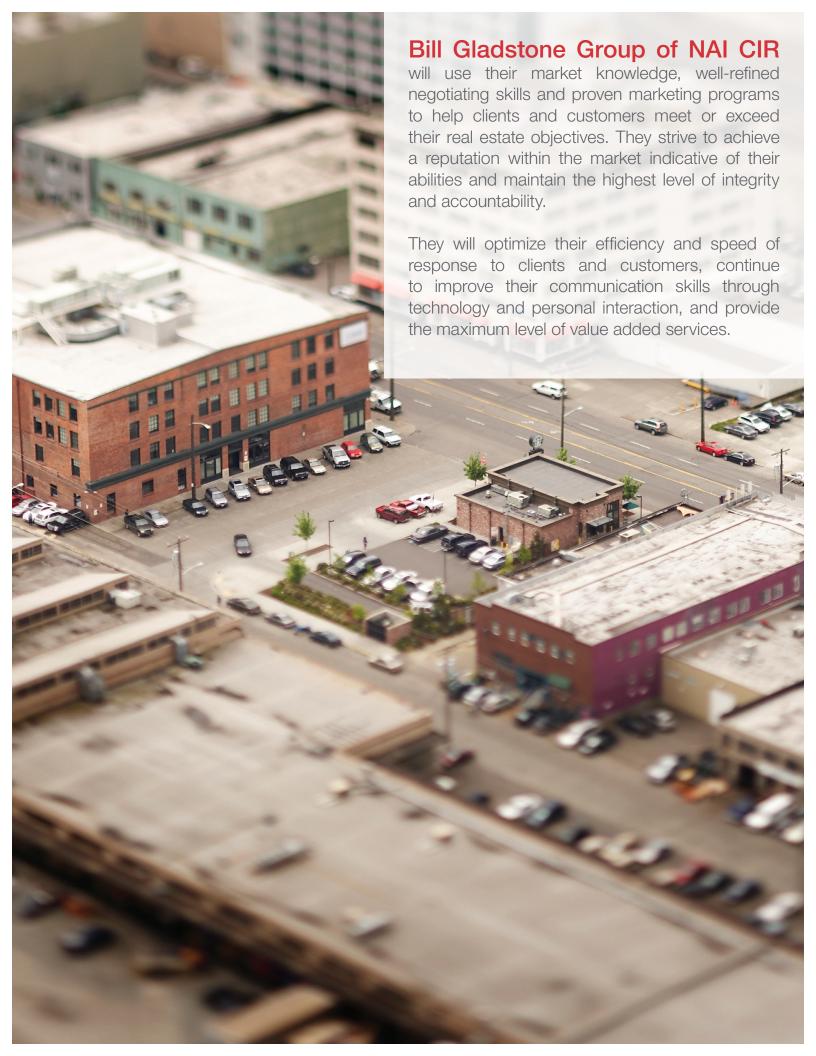
Presented by:

Bill Gladstone, CCIM, SIOR Bill Gladstone Group of NAI CIR



Bill Gladstone, CCIM, SIOR





Realizing Potential, Delivering Results

Request for Proposal Brokerage Services

Dear Cynthia,

It is a pleasure having the opportunity to work with you on the lease of 1665 Roosevelt Avenue, York, PA. My group and I are well positioned with the necessary knowledge and marketing skills to lease the property at a fair price, in a reasonable period of time, once the property is properly positioned in the market so this goal is achievable.

Thanks for the opportunity to be involved. We appreciate your trust in us to work diligently in delivering the results you want. We look forward to working with you.

Sincerely,

Bill Gladstone, CCIM, SIOR

Prepared for

OSS Health

REALTOR

6 December 2019

"Throughout all the many years that we have been doing business together, **Bill Gladstone Group of NAI CIR** has always managed to stay efficient, focused and give exemplary thought and attention to every detail of our dealings. I confidently consider Bill Gladstone not only a trusted and valued business partner, but also a longtime friend."

Ron Leitzel, Mountz Jewelers

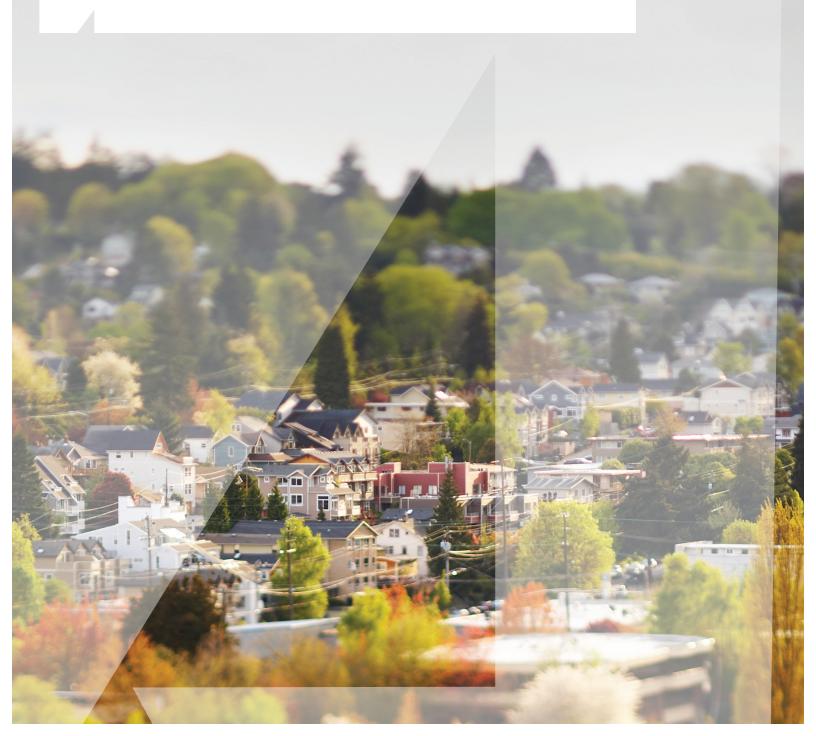


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 Company Information

 NAI Global



Section 1
The Asset

What we bring to a partnership with you...

We believe our extensive coverage and comprehensive experience make us an ideal partner to assist **OSS Health** in achieving its real estate objectives.

There are key factors that support a partnership with the Bill Gladstone Group of NAI CIR in delivering superior and tailored commercial real services to you. The following facts will show that our Group is highly qualified to handle your real estate need.

- Bill Gladstone has had success with local, regional and national companies that have requested his services for acquisitions, disposition, expansions and relocations within Central Pennsylvania over the last 30 years. Local companies and individuals he represents become repeat clients. (Examples: UPMC, Geisinger-Holy Spirit, Associated Cardiologists, Rutter's Farm Stores, AAA, Rite Aid, and PA American Water Company).
- Bill's success with sellers/landlords and buyers/tenants comes from his attention to detail and are a direct result of the value added services he provides to all transactions, regardless of size.
- With an annual average of \$35 million in transaction volume, Bill and his Group of five handle a large percentage of NAI CIR's annual sales volume with approximately 85 exclusive listings. Due to their focused marketing programs, many times their listings sell and lease ahead of market averages.

Bill Gladstone Group of NAI CIR will align its goals with yours because the resolution of your real estate need is dependent upon our ability to deliver results you are expecting from us. We believe it is important to be on the same page—from the big picture down to the small details. We will utilize our own resources as well as those of NAI Global to effectuate a seamless partnership between us.

We look forward to working with you.



Committed to unparalleled Service & Value.

Section 2
Marketing/Leasing
Strategy



The building is an attractive, larger Class A building in our market. It can be leased, but we first need to determine the proper lease rates and marketing approach. We will have our challenges. We always do. Some prospective tenants will see this property as being too much of a commitment (7-10 year lease term). Others may have concerns about the available space, 15,000 SF (6,000-8,000 SF on a subdivide) being too large with 2,000 - 3,500 SF being more of a typical size in our market.

However, prospects can lease this building and still effectively deal with these issues,



as I believe the positive attributes of this property outweigh the issues mentioned above. The building is conveniently located close to I-83 and Route 30. The building is in close proximity to full service restaurants, hotels, shopping, and personal services establishments. In addition, it has an abundance of parking, about 283 lined parking spaces, is visually attractive, and designed with functionality in mind. Knowing the attributes of the building is very helpful in making sure it is properly priced (to the market) and proper target audiences are being contacted.



There are three items we need to take into account as we look at leasing the second floor in a reasonable period of time. The first is market demand, which we know is good at this time for medical tenants.

The other two concepts intertwined with market demand, are marketing and pricing. The marketing of the space will be accomplished by using one of our solid, well focused programs involving both print and digital media. This property will be featured in both our newsletter (a monthly publication) and our magazine (quarterly). Both publications are sent to approximately 4,500+ individuals every time they are mailed. Besides the two publications, we also make our fair share of phone calls regarding the property, and send property fliers and emails to targeted audiences. Pursuing targeted audiences has been more successful for us than just blanketing large areas without a specific focus. When Katie and I visit the site together, we will start developing a list so we can have focused targeted groups to whom we can send fliers regarding the lease up of this building. In the meantime, from our review of the zoning and our first hand knowledge of the area, we have selected certain uses we consider valid at this point (see Section 3) under Marketing Approach.

On the digital side we rely heavily on our Website which typically receives 200+/- unique visits every week. It is a strong Website for a small market such as ours and we have sold and leased properties from it in the past and continue to do so. We also use social media, not so much for the property itself, but to introduce ourselves to prospects in the market that may not have a broker (or are looking for a new broker) and want to lease medical office or professional office space. This property may be the one in which that person is interested.

(Continued on the next page)



Section 2 Marketing/Leasing Strategy



The importance of a three person marketing department cannot be overstated. With the complexity of the marketing pathways within the commercial real estate arena, it would be very difficult for a solo practitioner to provide the level of marketing the property should receive in order for a timely lease up to occur.

My commitment to you is that while I am out talking with other clients about their real estate matters, your property is continually receiving top-of-the-mind awareness from our marketing department. The targeted fliers and emails are being sent on the regularly scheduled program, since their implementation is not dependent on my being there. Our marketing team is there to make sure 1665 Roosevelt Avenue receives the commitment that it should have if the Bill Gladstone Group of NAI CIR is the listing agent for this property.



The third item to consider is pricing. I looked at comparable lease rates. I came up with a leasing range in which I think this building is priced to lease under current market conditions. Pricing has to go hand-in-hand with the marketing, especially in our smaller market where there is a finite number of medical tenants.

I searched diligently and contacted appraisers and other commercial Realtors for additional recent comparable medical lease rates, and also using my own database for medical lease rates. Relevant comparable rates are not easy to find because they are not public information. However, after a review of rates from a variety of sources, I believe depending on the level of build-out, that on a NNN basis, we should be in the range of \$21.00 - \$24.00/SF. This should include a \$55 to \$60/SF build-out allowance for an initial term of ten years. On a seven year basis the build-out allowance would be reduced to \$38.50 - \$42.00/SF.



We can certainly price the building where you want it to be in an effort to receive the most money possible on a lease. However, our expectations of a lease rate should be within the range developed above if we are to remain competitive. If the market perception for medical office space in our area is not that high we can always readjust the lease rate after a 90-120 day trial. We will examine the marketing effort and determine if it is adequate for the market to make sure the lease rate is well vetted.

As you review the information above, if questions or comments develop on your end, don't hesitate to call. My goal is to make sure that you have enough information to make your best informed decision on how the second floor should be leased.



Marketing Program for

1665 Roosevelt Avenue, York, PA



We reviewed **1665 Roosevelt Avenue** and developed what we believe to be an appropriate marketing strategy of which the first six months is shown here. You will find details of the items below and on the following page. During these six months our Group will meet to discuss the effectiveness of these items as they relate specifically to your property and plan our marketing approach moving forward. We will keep in regular contact with you to inform you of the marketing activities being performed.

- Our group meets to discuss highest and best uses/develop targets/marketing initiatives
- Targeted mailing to Specialty Doctors that do not duplicate any specialty practices already controlled OSS in York and surrounding areas
- Property posted on real estate Web sites including: www.loopnet.com, www.billgladstone.com, www.naiglobal.com, CREXI
- New listing e-mail sent to 1,000 subscribers (including brokers)
- New listing posted on social media outlets



- Targeted mailing to Audiologists/Speech Pathologists in York and surrounding areas
- Coffee card mailing to York area office brokers
- Featured in our newsletter and distributed to over 4,500 subscribers
- Featured in our quarterly magazine and distributed to over 4,100 subscribers
- LoopNet lead e-mail sent to all prospects who viewed the listing details

Marketing Activity

- Targeted mailing to **Medical Billing and Accounting Firms** in Harrisburg and York areas
- Featured property on www.billgladstone.com for 30 days
- Property shared with LinkedIn connections
- Increase visibility on LoopNet and CoStar

Experience and dedication are

non-negotiable.

Section 3
Marketing Details

Month



 Our group meets to discuss highest and best uses/develop targets/marketing initiatives

- Targeted mailing to **Specialty Medical/Outpatient Facilities** in York and surrounding areas
- Mailing to York County Chamber of Commerce
- Property highlight email sent to 1,000 subscribers
- Featured in our newsletter and distributed to over 4,500 subscribers



• Targeted mailing to **Physical Therapy and Dentists** in the York area

- Property highlight email sent to 1,000 subscribers
- Property updated on all featured Web sites
- Calls made to potential prospects



- Targeted mailing to **Medical Diagnostic and Scientific Service Labs** in York, Harrisburg and surrounding areas
- Featured in our newsletter and distributed to over 4,500 subscribers
- Featured in our quarterly magazine and distributed to over 4,100 subscribers
- Property shared with LinkedIn connections
- Calls made to potential prospects

Please feel free to make additions or alterations to any of the information above. If any questions or comments develop as you review this marketing plan, please contact Chuck Bender, Marketing Director, at (717) 761-5070 ext. 152 or cbender@naicir.com.





Stand Out from the Crowd.

Section 3 Our Marketing Services

Digital Marketing

BillGladstone.com

Markets our listings, Group, and additional resources such as recent transactions and exclusive articles. This site receives over 3,500 page views per month.

Post Listings on High profile Web sites including:

LoopNet, CCIM, SIOR, NAI Global, CoStar and many others.

Broadcast e-mail program

We feature updates for our listed properties, broker and leasing incentive and new listings. This program allows us to track customer interaction and visits to our Web site.

Social media

LinkedIn, Twitter, Facebook, Instagram, and YouTube helps us to create awareness of our Group and connect to other professionals. Our goal is to have potential clients think of our listings first when their real estate requirement arises.



www.billgladstone.com













It's all in the DETAILS.

Section 3
Our Marketing
Services



Traditional Marketing

Quarterly Magazine Commercial Real Estate Review

Full-color, 44 page publication featuring all of our listings is distributed to over 4,100 business professionals.

Monthly Newsletter The Harrisburg Commercial Real Estate Report

Full-color publication distributed to 4,500+ business professionals. Properties are rotated each month so every property receives exposure bi-monthly.

Property Fliers

Sent to targeted audiences specific to your property.

Postcards/Brochures/Advertisements

Sent to targeted audiences to increase awareness on an as-needed basis.



Personal Marketing

We use the Group's name whenever possible. We have an advantage in the market with 4 licensed REALTORS in the Group. Potential clients understand they get much more with us than if they hired a single agent.

Object Marketing

We strive for top-of-the-mind awareness and have various object marketing items to support this. Our bobblehead made in likeness of Bill Gladstone; dancing bobblehead flip notepad; Bill Gladstone Group pens; bobblehead water and Bill Gladstone Group t-shirts, polos and dress shirts.

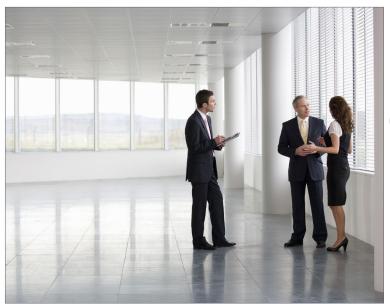
Bill Gladstone Group seeks opportunities to give presentations and network with members and business professionals in our community. We also enjoy sponsoring events throughout the year and participate in community service activities.



Going The Extra Mile...

The Bill Gladstone Group of NAI CIR takes pride in marketing your property.

- We personalize the experience by touring your property
- Photograph and edit beautiful pictures for marketing purposes
- Brainstorm targets for mailings in group meetings



10 Steps

Getting familiar with your property

1 Researching Information Online

Katie complies details such as tax ID numbers, parcel size, frontage, and zoning information. This is completed first so she is prepared to tour the property with Bill. She uses this information for the listing agreement as well.

2 Touring The Property

Bill and Katie typically try to meet with the Owner (or Owner's representative) for the first tour.

(3) Outside Property Observation

They view the outside, take notes and photographs.

4 Checklist and Notes

They keep a checklist in hand as they tour the property. It includes items such as the exterior construction, utilities, etc. Note taking is important for referencing the information later.



To Personalize Your Experience



5 Inside Property Observation

They walk the inside of the property carefully. They observe all of the finishes and designs.

6 Interior Photographs and Floor Plan

Interior photographs are taken and a drawing of the floor plan is completed (if needed).

7 Important Questions are Asked

Questions such as the age of the HVAC, the roof, showing instructions, signage, etc. are asked to the Owner.



Possible targets are discussed for the property to give to the marketing department for their research needs.

9 Logging Information and Organization

Keeping the information organized is key for maintaining critical information on the property.

10 Moving Forward

After touring the property, they feel they have a better handle on what type of property it is for marketing purposes. They will return to the property, as needed in the future, for updated photographs, if the weather did not cooperate or if the building is remodeled.

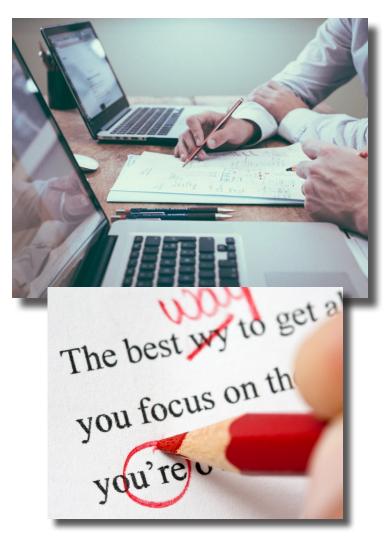


Meet, Discuss, Brainstorm Ideas

Brainstorming Ideas

The Bill Gladstone Group brainstorms target ideas for marketing your property. We pull the target lists from a database and add details such as searching for the correct contact, areas of interest, and specific categories.

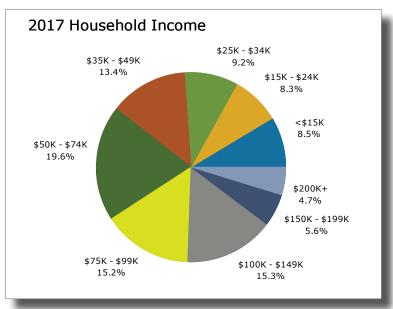




Accurate Property Information

Our Marketing Team takes the extra time to add additional details about your property such as demographics to use on marketing materials.

We proofread content carefully in order to feature your property accurately.



Section 4
Proposed
Fee Structure

Results Delivered. Priceless.







Although we hope to bring the Tenants "to the table" ourselves through an aggressive marketing program, we realize the opportunity exists for other brokers to find the Tenants and we encourage them to bring those prospects to your property.

The commission structure as described below and on the next page will keep us competitive and allow us to create co-broke opportunities. The brokerage fee for a ten year lease is typically in our market 3.6% (see next page) of the 10 years of net rent payments if no other broker is involved. If a co-broke is involved (as we market to co-brokers who have medical clients as another source of prospects for us) that broker would typically get 3.6% (full commission) and since this is now technically a co-broke, I am eligible for only half the commission by OSS, the listing side (3.6%/2 = 1.8%). This would be a total of 5.4% paid up front at the inception of the lease term. Any applicable renewals up to a total of ten years (initial term and renewals together) such as seven year initial term and the first three years of the first exercised option would be paid at half the original fee.

A seven year initial term would be paid at 5.79% to a co-broker with me, as the listing agent, receiving 1.93% of the net rents for the seven year term. If it is beneficial to the deal I am willing to take my brokerage fee annually over time. Typically the broker representing the tenant does not do that especially if they are an out of state broker. The rate for the annual amount would be six percent (6%) paid at the beginning of each year, for a total of up to ten years. We can discuss this further if it is of interest to OSS.

The best action you can take is to place this property with an aggressive, capable and nationally affiliated brokerage firm, with a commission structure acceptable to both you and the brokerage community.

If you engage the services of a broker, it should be in a manner where the brokerage commission reflects the service level provided and gives you the necessary comfort level the job will get done. The commission then becomes a very justifiable cost of doing business.

The Listing Agreement will be for a period of one (1) year. We hope to lease the building sooner. Our records indicate that over eighty percent (80%) of the time, the Bill Gladstone Group of NAI CIR is able to beat the market average by as much as 3-4 months. We should, however, remain prepared for the full term.



(Continued on the next page)

Results Delivered. Priceless.

How Upfront Commissions Are Typically Figured In Our Market:

10 year deal:

6% of the first year's net rent amount

5% of the second year's net rent amount

4% of the third year's net rent amount

3% of the fourth - tenth year's net rent amount

So, $6\% + 5\% + 4\% + (3\% \times 7) = 36\%/10 \text{ years} = 3.6\% \text{ per year}$

The same is true for a **7 year deal**:

 $6\% + 5\% + 4\% + (3\% \times 4) = 27/7 \text{ years} = 3.86\% \text{ per year}$

Renewals, when they occur, are half the initial term amounts.

10 year: 3.6%/2 = 1.8%*

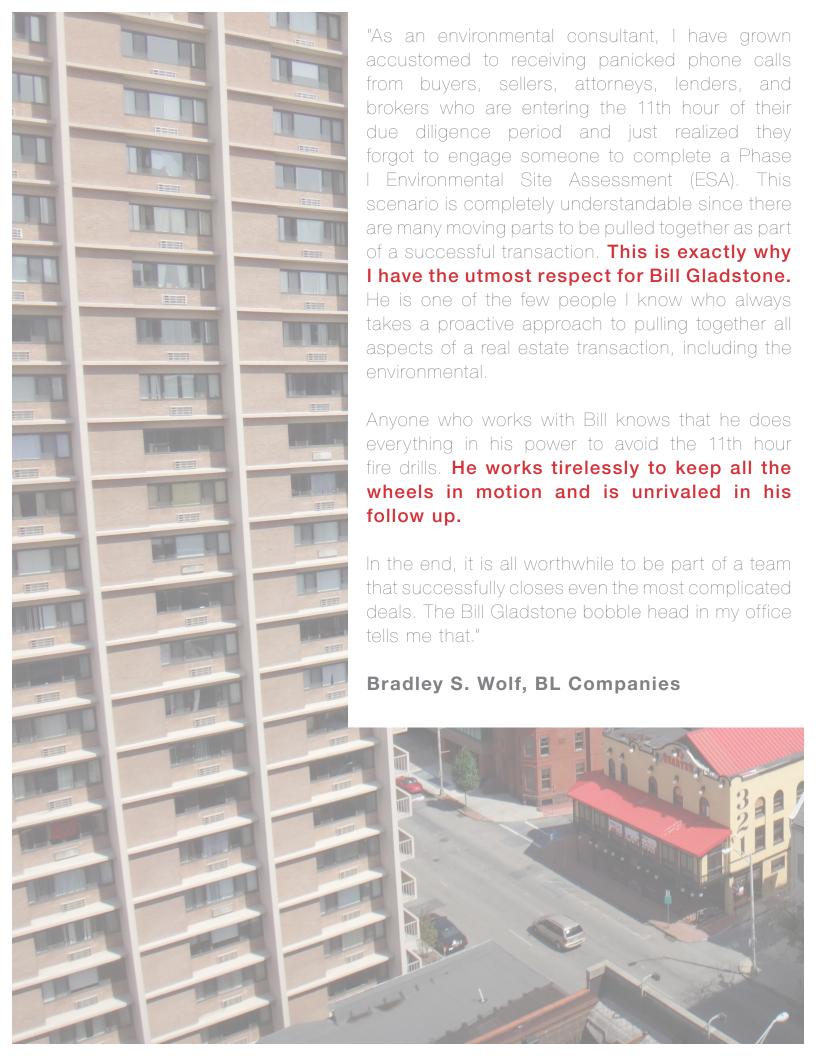
7 year: 3.86%/2 = 1.93% **

Typically commissions are limited to 10 years total between the initial term and the renewals.

*Not eligible for a renewal commission since 10 years have passed.

**Not eligible for any commissions after year 10. Only paid on the first 3 years of the first renewal, if exercised.





Partial Client List

- Central Penn College
- UPMC
- City of Harrisburg
- Cracker Barrel Old Country Store, Inc.
- Dauphin County
 Commissioners
- Geisinger Holy Spirit
- Hardee's
- Harrisburg Redevelopment Authority
- J.B. Hunt
- Nephrology Associates
- Keefer Wood Allen & Rahal
- Metropolitan Development
- Northwestern Human Services, Inc.
- Outback Steakhouse
- Pennsylvania Association of School Business Officials
- Pennsy Supply, Inc.
- Planet Fitness
- PNC Bank
- Rite Aid
- Rutter's Farm Stores
- Associated Cardiologists
- Springwood Hospitality (Hotels)
- Transport America

Bill Gladstone, CCIM, SIOR Sales Agent



Experience



Bill Gladstone, CCIM, SIOR has maintained a high profile while associated with NAI CIR, the largest commercial Industrial real estate firm between Pittsburgh and Philadelphia. His success is due to the regional and national companies that have requested his services for acquisitions, disposition, expansions and relocations within Central Pennsylvania over the last 31 years. Local companies and individuals he represents become repeat clients, and good referral sources.

Bill's success with sellers/landlords and buyers/ tenants comes from his attention to detail and are a direct result of the value added services he provides to all transactions, regardless of size. With strong networking skills, Bill is able to bring related services into the transaction as needed, i.e., engineering, construction, environmental, legal, interior design, etc. Bill keeps transactions moving swiftly. Additionally, as evidenced by his Society of Industrial and Office REALTORS (SIOR) and Certified Commercial Investment Members (CCIM) designations, Bill is on the leading edge of education and technology.

With an annual average of \$35 million in transaction volume, Bill and his Group of four handle a large percentage of NAI CIR's annual sales volume with approximately 85 exclusive listings. Due to their focused marketing programs, their listings sell and lease ahead of market averages. They also provide effective Tenant (Buyer) representation services for clients obtained through their own resources and clients referred to Bill by other Brokers throughout the country.

Education

Bill graduated with a Bachelor's of Science degree from the University of Vermont. He also has a teaching certificate for secondary education. Bill currently teaches seminars for NAI Global and SIOR.

- "I believe education is critical to performance, which was the driving force behind my commitment to obtain two highly regarded designations: CCIM and SIOR."
- -Bill Gladstone, CCIM, SIOR



Bill Gladstone, CCIM, SIOR

717 761 5070 ext 120 wgladstone@naicir.com www.billgladstone.com www.naicir.com

Group Members Bill Gladstone Group of NAI CIR



Licensed REALTOR

Katie Warrell, Administrative Assistant

Katie performs an extensive range of accounting, administrative and sales activities. She works diligently to make certain we are using the most up-to-date information to market our listings. She oversees many aspects of the lease and sale transactions, assists with property tours, and maintains contact with prospects and clients alike to ensure a smooth transaction from start to finish.



Licensed REALTOR

Chuck Bender, Marketing Director

Chuck is responsible for coordinating all of our marketing activities to provide maximum exposure for each listed property. He oversees our print publications, designs and organizes our video presentations, multimedia content, and maintains our company website. He also communicates marketing updates to our clients on a regular basis.



Licensed REALTOR

Leah Wentz, Marketing Coordinator

Leah assists our Group in providing the highest level of service to our clients. She creates promotional items, compiles our monthly newsletter, and creates direct mail pieces for our listings. She stays in contact and secures publication authors, keeps marketing materials up-to-date, and oversees our annual community event.



Licensed REALTOR

Audi Kimmel, Marketing Assistant

Audi is responsible for keeping the Group's social media presence relevant and engaging while also assisting with the overall marketing operations. She assists the marketing department with important daily tasks while also keeping the Group organized and on schedule. She coordinates and schedules property specific mailings as well as extensive research to compile targeted mailing lists.



Licensed REALTOR

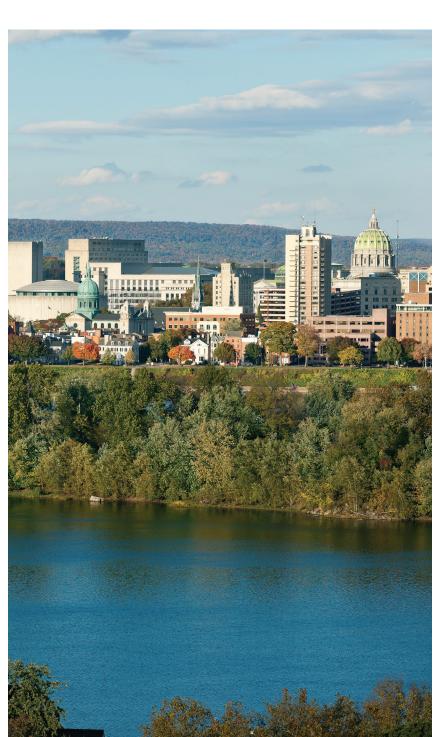
Nick Martin, Sales Assistant

Nick currently assists in sales alongside Bill. He coordinates with clients as well as cooperating brokers, and assists with property showings to prospective buyers and tenants. He visits prospective property listings as well. He helps maintain communication with clients to keep them updated and provides resources to assist them and ensure our services go above and beyond the client's needs.

"Exceeding your commercial real estate goals."

The Power of Local Knowledge

Section 6
Company
Information



NAI CIR Is the largest exclusively commercial-industrial real estate firm in Central Pennsylvania. We are the Central Pennsylvania representative for NAI – the world's largest commercial real estate organization. Through NAI, we represent direct access to:

- 5,000 + Brokers
- 280 Member Firms
- 325 Markets
- 48 U.S. States
- 55 Countries World-Wide
- \$20 + Billion Annual Transaction Volume

Since 1970, NAI Commercial-Industrial Realty Co. combines the best real estate practices with in-depth market knowledge to comprehensively meet client business goals. We consistently maintain the highest volume of commercial transactions, recognizing an extensive network of professional affiliations. More than any other broker, NAI CIR knows Central Pennsylvania, its properties, people and market.

NAI CIR is committed to providing the highest quality commercial real estate services with the highest level of professionalism, applying its superior expertise to the needs of its most important partners, its clients. We represent Buyers, Sellers, Landlords, Tenants in:

- Acquisitions and Dispositions
- Investment Sales
- Leasing/Subleasing
- Sale/Leasebacks
- Site Selection
- Tenant Representation
- Build-to-suits
- Logistics Services
- Market Research & Valuation
- Consulting & Strategic Planning
- Property Management

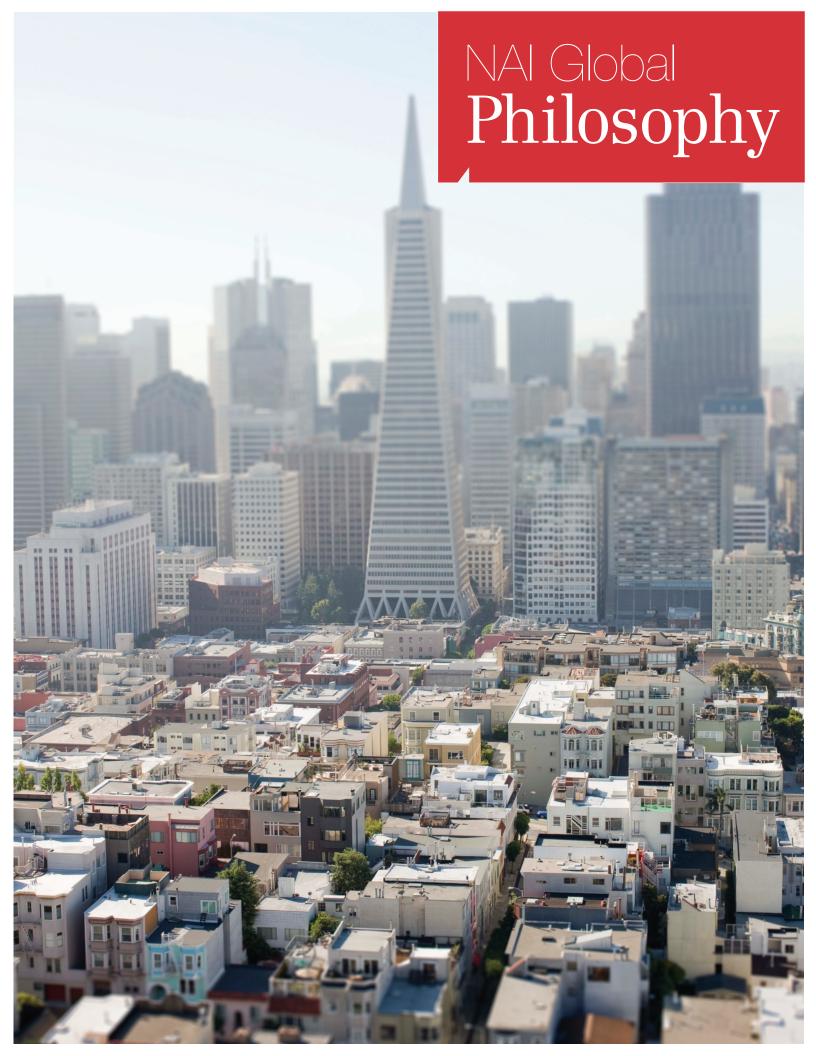
Our diverse sales team is experienced in each type of commercial transactions. We monitor, and analyze local, and regional market environments to build a comprehensive solution to meet each client's needs. Our professional services constantly evolve to meet the changing real estate dynamics of our clients.



For more information visit www.naicir.com



provides an expansive, yet nimble and responsive structure enabling us to efficiently deliver superior



Personalized Service & Collaborative Teamwork.

At NAI Global, we acknowledge that every corporate client faces a unique combination of business and real estate challenges. Therefore, we make it our primary focus to understand your marketplace and the opportunities and challenges that you face on a regular basis. With this knowledge we are then able to propose real estate solutions that are aligned with your business objectives.

Our approach is consultative, working alongside and with you as one team. We aim to exceed your expectations, building a relationship based on trust with a common goal of long-term success in mind—not just the next transaction.

We will listen, take a holistic view of your business and apply our commercial knowledge to maximize potential, guide your investment and add value.

When appropriate, we are eager to push the boundaries and do things differently, as our singular purpose is to achieve better outcomes for our clients.

We are local and we are global. Our diversified platform spans North and South America and the Caribbean, Europe, the Middle East and Africa, and in the Asia Pacific region.

With our careful selection of seasoned professionals who are deeply rooted in their markets, we have developed our business to support yours over the long-term.

And as you look at growth markets, so do we — with more offices globally than any other commercial real estate firm, we are actively expanding in strategic locations so we can help you stay ahead of your competition.

For more information visit www.naiglobal.com.

People + Process = Results

Single-point-of-contact accountability.

Collaborative client-service teams.

Local offices in primary, secondary and tertiary markets worldwide.

One simple agreement to start project or portfolio work.

Customized processes facilitate consistent service across assignments and geography.





Locations by Country

North America

Canada Mexico United States

Latin America & The Caribbean

Argentina
Bahamas
Brazil
Chile
Costa Rica
Jamaica
Panama
Peru
Venezuela

Asia Pacific

Australia
China
India
Indonesia
Japan
South Korea
Malaysia
New Zealand
Philippines
Singapore
Taiwan

Europe, Africa & The Middle East

Austria

Belgium
Bulgaria
Czech Republic
Denmark
Finland
France
Germany
Greece
Iceland
Israel
Kazakhstan
Kuwait
Latvia
Norway
Qatar

Republic of Serbia

Romania

Russian Federation South Africa Spain Sweden Switzerland Turkey Ukraine

United Kingdom

Services

Corporate Services

Acquisition / Disposition Leasing Agency / Landlord Representation Tenant Representation

Investment Services

Appraisal & Valuation

Portfolio Review Market Analysis

Advisory & Consulting Services

Property Management
Acquisition / Disposition
Capital Markets
Build-to-Suit
Project Management
Feasibility Analysis
Lease Administration

Lease Audit Tax Appeal

Title / Escrow / Survey Global Supply Chain & Logistics

Asset Services

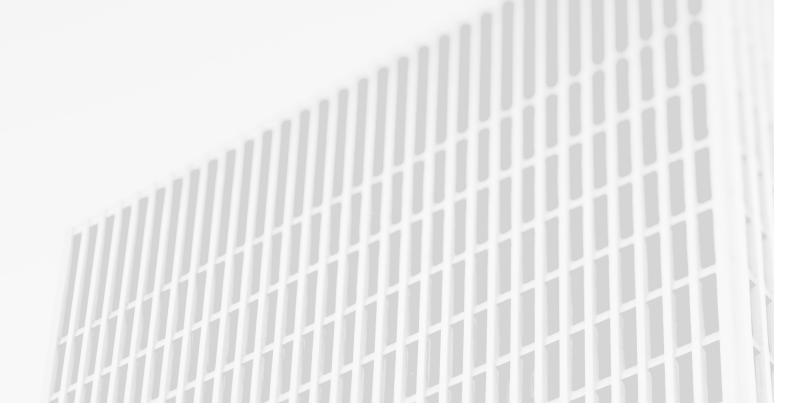
Asset Management

Corporate Facilities Management

Property Management

Build-to-Suit / Construction Management

Green / LEED™ Consultation



We are different by design making a difference locally.



www.billgladstone.com

Exceeding your commercial real estate goals.

Bill Gladstone Group of NAI CIR

717 761 5070 ext 120 wgladstone@naicir.com

1015 Mumma Road Lemoyne, PA 17043















Community Involvement





The Bill Gladstone Group of NAI CIR recognizes the value of giving back to the community and participate in the following:

- Bill and Karen Gladstone Scholarship Fund: Central Penn College
- TrueNorth Wellness Services: Event benefiting kids with special needs and their families