

**Village of Suffern
Village Board Meeting Minutes
January 10, 2018 – 7:30 P.M.**

A Regular Board Meeting was held Wednesday, January 10, 2018 at 7:30 p.m.

Present: **Edward Markunas, Mayor**
 Frank Hagen, Trustee
 Moira Hertzman, Trustee
 Dan Kraushaar, Village Attorney
 Virginia Menschner, Village Clerk
 Amy Paffenroth, Deputy Village Clerk

Absent: **Trustee Joseph Russo**

CALL TO ORDER:

Mayor Markunas called the meeting to order at 7:30 p.m., leading the Pledge of Allegiance and a Moment of Silence in honor of our service men and women.

UPCOMING MEETINGS:

A Village Board Workshop Meeting will be held Tuesday, January 30, 2018 at 7:00 p.m. The next Village Board Meeting will be held Monday, February 5, 2018 at 7:00 p.m.

PUBLIC HEARINGS:

RESOLUTION NO. 5 OF 2018 - RESOLUTION AUTHORIZING THE RE-NOTICING AND CONTINUATION OF THE PUBLIC HEARING TO BE HELD, MONDAY, FEBRUARY 5, 2018 TO AMEND THE VILLAGE CODE CHAPTER 266 – ZONING, ARTICLE VII OFF STREET PARKING AND LOADING, SECTION 36.1 COMMERCIAL VEHICLES IN RESIDENTIAL DISTRICTS

On October 2, 2017, the Board of Trustees authorized a Public Hearing to be held November 6, 2017, at 7:05 p.m. which was duly noticed. On November 6, 2017, the Board of Trustees authorized the continuation of the Public Hearing to be December 4, 2017. On December 4, 2017, the Board of Trustees authorized the continuation of the Public Hearing to be held January 8, 2017. The Village Board Meeting scheduled for January 8, 2018 at 7:00 p.m. was rescheduled to be held on January 10, 2017 at 7:30 pm. The Board of Trustees authorized the re-noticing and continuation of the Public Hearing to be held February 5, 2018 at 7:05, to amend the Village Code Chapter 266 - Zoning, Article VII Off Street Parking and Loading, Section 36.1 Commercial Vehicles in Residential Districts, clarifying the existing law which permits one commercial vehicle to be parked on a residential lot. A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Moira Hertzman and approved unanimously by the Board.

RESOLUTION NO. 6 OF 2018 - RESOLUTION AUTHORIZING THE RE-NOTICING AND CONTINUATION OF THE PUBLIC HEARING TO BE HELD, MONDAY, FEBRUARY 5, 2018 TO AMEND THE VILLAGE CODE, CHAPTER 250 TREE ADVISORY BOARD, SECTION 250-3, MEMBERSHIP AND COMPENSATION

On December 4, 2017, the Board of Trustees authorized a Public Hearing to be held January 8, 2018, at 7:10 p.m. which was duly noticed. The Village Board Meeting scheduled for January 8, 2018 at 7:00 p.m. was rescheduled to be held on January 10, 2017 at 7:30 pm. The Board of Trustees authorized the re-noticing and continuation of the Public Hearing to be held February 5, 2018 at 7:10 p.m., amending the Code of the Village of Suffern, Chapter 250 Tree Advisory Board, Section 250-3 – Membership and Compensation, specifically defining membership. A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Moira Hertzman and approved unanimously by the Board.

RESOLUTION NO. 7 OF 2018 - RESOLUTION SETTING A PUBLIC HEARING TO BE HELD FEBRUARY 5, 2018 FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT APPROVAL

The Board of Trustees authorized holding a Public Hearing on February 5, 2018 to be held at 7:30 p.m. for the purpose of Community Development Block Grant Approval. A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Moira Hertzman and approved unanimously by the Board.

CULTURE AND RECREATION:

New Schedule for Chair Exercise will be held on Mondays at 10:30 a.m.; New Schedule for Stay Fit will be held on Mondays at 11-1, no evening classes; Health & Wellness Programs for Employees and Residents will begin in 2018; Arty Time – January 18 – 12:00 p.m.; AARP Training on Saturdays at Leo Lydon; Suffern Middle School Fundraiser – January 19; Doors open at 6 p.m. and Games begin at 7 p.m.; Poetry Club – Jan. 20 – 6:30 p.m.; L.E.A.D. – January 26 – AARP Services on Tuesdays, starting on Feb. 6 will be free to seniors.

POLICE DEPARTMENT:

Suffern Police Department 2017 Overview:

From January 1, 2017 through December 31, 2017, the Village of Suffern Police Department recorded 6,904 police and blotter calls, 280 arrests and 145 vehicle and traffic summons (this amount may go up do to the processing of summons through the NYS vehicle and traffic database). Lieutenant Mallon and Lieutenant Lockland are overseeing a project to inventory and purge evidence that is no longer required. This project is conducted in coordination with the District Attorney's office. The project will take months to complete due to the amount of evidence which has been stored over the past 20 years as well as the procedures involved in processing and purging evidence including dispositions that must be completed and reviewed by the District Attorney's office and procedures to dispose of the evidence.

Village of Suffern Police Department Website Development Project:

Deputy Clerk Amy Paffenroth is working with Chief Clarke Osborn to develop the new Police the Department website as well as coordinate the transition of emails from the current email

provider to the new government (.gov) service. This is a major undertaking that requires emails to be archived before they are transferred to the new service. The new Police Department Website will enable Chief Osborne to integrate aspects of community policing and social media police initiatives, DARE activities, and current events including adding additional forms, information, and videos. This initiative will be ongoing as additional features are added and integrated.

DEPARTMENT OF PUBLIC WORKS:

RESOLUTION NO. 8 OF 2018 - AUTHORIZING AROLD CONSTRUCTION COMPANY TO EVALUATE, CONSTRUCT, OR RECONSTRUCT THE WASTEWATER TREATMENT PLANT DRAIN PIPE AND AMENDING THE 2017-2018 SEWER FUND BUDGET TO INCREASE WASTEWATER TREATMENT PLANT REPAIR AND DECREASING THE CONTINGENT ACCOUNT TO REFLECT THIS REPAIR

There was an unanticipated failure to a drain pipe in the wastewater treatment plant. A low quote of \$22,500 was received from Arold Construction Company, Inc., Kingston, NY in response to written requests for quotations to evaluate, construct, or reconstruct the failed drain pipe. Arold Construction will install a cast in place in liner for a damaged drain line. Sufficient funds do not exist in the Sewer Fund Wastewater Treatment Plant Repair and Maintenance Account. Sufficient funds do exist in the Sewer Fund Contingent Account. The Board of Trustees authorized the Village Treasurer to amend the 2017-2018 Sewer Fund budget by increasing G.8130.4400.0085 Wastewater Treatment Plant Repair and Maintenance and decreasing G.1990.4400.0014 Contingent Account, each in the amount of \$22,500. The Board of Trustees authorized Arold Construction Company, Inc., Kingston, NY to evaluate, construct, or reconstruct the failed drain pipe in the Wastewater Treatment Plant, subject to the review of all required documents by the Village Attorney, Nunc Pro Tunc. A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Moira Hertzman and approved unanimously by the Board.

RESOLUTION NO. 9 OF 2018 - AUTHORIZING ACCEPTANCE OF THE LOW BID FOR THE BUSINESS DISTRICT TREE PRUNING

The Board of Trustees consulted with the Director of Public Works with respect to the awarding of the low bid for the Business District Tree Pruning. The low bid is in the amount of \$5,880.00 from Bartlett Tree Experts, 2240 Saw Mill River Road, Elmsford, NY 10523. The Village Board accepted the low bid for the Business District Tree Pruning in the amount of \$5,880.00 from Bartlett Tree Experts subject to the review of all required documents by the Village Attorney. The Mayor is authorized to sign the contract on behalf of the Village of Suffern. A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Moira Hertzman and approved unanimously by the Board.

RESOLUTION NO. 10 OF 2018 - RESOLUTION AUTHORIZING THE MODIFICATION OF THE WWTP DIGESTER BOILER REPLACEMENT PROJECT CONTRACT FOR THE RENTAL COST OF A TEMPORARY BOILER FOR ONE ADDITIONAL MONTH

The Board of Trustees consulted with the Director of Public Works with respect to the authorizing the modification of the WWTP Digester Boiler Replacement Project Contract for the rental cost of a temporary boiler for one additional month. Hauser Brothers, Inc., 17 Old Schoolhouse Lane, Orangeburg, NY 10962 submitted a quote in the amount of \$6,380.00 for the cost of one additional month rental for a temporary boiler. The Village Board authorized the Director of Public Works to rent a temporary digester boiler from Hauser Brothers, Inc. in the amount of \$6,380.00, Nunc Pro Tunc. Attorney Kraushaar asked if this was a new resolution. Charles Sawicki replied that this is the existing boiler that has been rented previously and is required for one additional month. A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Moira Hertzman and approved unanimously by the Board.

Superior Carting Contract

The Village of Suffern, consistent with competitive bidding requirements contained in the General Municipal Law (GML) of the State of New York, awarded a bid for refuses and recycling collection services to and for "Container Service District" to Superior Waste and Carting, Inc. for the sum of \$13.75 per month per residential unit for a duration of two years commencing June 1, 2016 and expiring on May 31, 2018, reserving the Village the right to renew the contract for an additional period of years not to exceed the initial term of the contract (on the same terms and conditions). By a letter dated January 5, 2018 to Charles Sawicki, Director of Public Works, Superior Waste and Carting, Inc. sought consent of the Village of Suffern to assign the Refuse and Recycling contract pursuant to Paragraph 1-Section XXVII of said Contract to Donato Marangi, Inc. since Superior was not longer going to continue their business operations. Section 109 of the GML prohibits the assignment of a contract which was granted or awarded by bid without first obtaining the consent of the Village. The Board determined that additional discussion was required prior to approving this change. The Board will meet to discuss this matter with Mr. Sawicki in the upcoming week.

TREASURER:**RESOLUTION NO. 11 OF 2018 - RESOLUTION AUTHORIZING INCREASE TO CAPITAL PROJECT 2018-001 2018B SEWER SYSTEM IMPROVEMENTS**

On September 5, 2017, the Village Board established Project 2018-001 2018B Sewer System Improvements (the "Project") in the amount of \$640,000 to be funded by debt. The Director of Public Works advised that additional funding in the amount of \$220,000 required for the Project. The Village Treasurer recommended that the Village increase the Project's budget in the amount of \$35,000 for financing costs. Debt to finance the construction of various sewer system improvements was authorized April 11, 2016 and amended as part of Resolution 48 of 2016 on June 6, 2016 in the amount of \$1,100,000 (the "2016 Authorization"). On September 5, 2017, the Village Board adopted Resolution 153 of 2017 authorizing an additional \$640,000 of debt for the construction of improvements to the sanitary sewer system (the "2017

Authorization”), which remains authorized but unissued. On October 25, 2017, the Village issued \$419,395 of the 2016 Authorization through the EFC Series 2017C bonds, leaving \$680,605 of authorized but unissued debt. The Village Treasurer recommended that the entire Project amount of \$895,000, consisting of the \$640,000 adopted on September 5, 2017, together with the \$255,000 increase be financed with the authorized but unissued debt available from the 2016 Authorization and the 2017 Authorization. The capital project number 2018-001 entitled 2018B Sewer System Improvements be increased in the amount of \$255,000 and that the entire Project amount of \$895,000 be funded by debt. The Village Treasurer authorized to make application on behalf of the Village for short- and long-term financing of the Project with the EFC, Nunc Pro Tunc. A motion to approve the foregoing resolution was made by Trustee Frank Hagen and seconded by Trustee Moira Hertzman and approved unanimously by the Board.

RESOLUTION NO. 12 OF 2018 - RESOLUTION AUTHORIZING CAPITAL PROJECT 2018-003 2018 WAYNE AVENUE SIDEWALKS

In 2016, the Village was awarded \$110,000 of Community Development Block Grant (“CDBG”) funds for the construction/reconstruction of sidewalks along Wayne Avenue (the “Project”).

In 2017, the Village was awarded an additional \$174,720 in CDBG funds for the Project. The Village has \$28,472 available in unspent Consolidated Highway Improvement Program (“CHIPS”) funds that can be used to fund the Village’s ten percent share of the Project costs as required by the CDBG program. The Village Board adopted Resolution 257 of 2017 on December 4, 2017, authorizing a design/engineering contract in the amount of \$14,935 with Brooker Engineering PLLC for the Project. The capital project number 2018-003 entitled 2018 Wayne Avenue Sidewalks is established in the amount of \$313,192 to be with \$284,720 of CDBG funds and \$28,472 of available CHIPS funds, Nunc Pro Tunc. A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Moira Hertzman and approved unanimously by the Board.

RESOLUTION NO. 13 OF 2018 - AMENDING 2017-2018 PARKING DEPARTMENT BUDGET

The 2017-2018 General Fund Parking Department budget included estimated revenues of \$18,000 from the rental of real property in the estimated revenue line for parking permits. The Village Board of the Village of Suffern amended the 2017-2018 adopted General Fund Parking Department budget by increasing Estimated Revenues – Rental of Real Property and decreasing Estimated Revenues – Parking Permits, each in the amount of \$18,000. A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Moira Hertzman and approved unanimously by the Board.

RESOLUTION NO. 14 OF 2018 - CAPITAL ASSET POLICY

An effective capital asset accounting system is important in managing the Village’s capital assets. The Government Finance Officers Association of the United States and Canada (GFOA) recommends that minimum values (capitalization thresholds) be established for capital assets or classes of capital assets. The GFOA recommends that records of certain assets or classes of assets that do not meet the capitalization threshold for such assets or classes of assets be

maintained for property control, insurance and other purposes. The Village Board of the Village of Suffern established the following policy:

- 1) Land shall be recorded as a capital asset, regardless of cost.
- 2) Buildings, infrastructure and improvements with an original value of at least \$50,000 and a useful life of at least five years shall be recorded as capital assets.
- 3) Vehicles, rolling stock, equipment and systems with an original value of at least \$10,000 and a useful life of at least three years shall be recorded as capital assets.
- 4) The straight-line method of depreciation shall be used to depreciate capital assets.
- 5) All items with an original value that does not meet the applicable capitalization threshold or useful life will be recorded as operating expenditures.
- 6) The Village Treasurer shall develop and maintain an inventory of non-capital assets for property control, insurance and other purposes as determined by him or her to be in the best interest of the Village.

A motion to approve the foregoing resolution was made by Trustee Frank Hagen and seconded by Trustee Moira Hertzman and approved unanimously by the Board.

VILLAGE ATTORNEY:

RESOLUTION NO. 15 OF 2018 - A RESOLUTION AUTHORIZING JCO, INC. TO PROVIDE PROFESSIONAL SERVICES IN THE AREA OF WASTEWATER TREATMENT PLANT OPERATIONS AND ENVIRONMENTAL SERVICES

Attorney Daniel Kraushaar made the following statement: *"We received a proposal from JCO in regard to sewer plant operations. Their services, if the Board approves, would commence tomorrow and would continue for an indeterminate amount of time at this juncture; however, the agreement does provide for cancellation with a 60-day notice period by either party. The cost of this agreement is \$26,542.00 per month. If JCO is able to transition the plant to operate at a Level 3 plant, versus a Level 4 plant – the current level of operation, then this cost would go down since it would not require a 4A operator to oversee the plant. JCO's role will also be to help the Village evaluate the DEC requirements to address the order on consent that is currently in place for waste water treatment operations by evaluating ways to improve the operation as well as find ways to reduce the cost of the operation using methods that comply with the consent order. Since this a professional services agreement, the Village was not required to complete the competitive bidding process."* Following this statement, the following resolution was presented: JCO, Inc., 110 Sullivan Street, Wurtsboro NY is a Professional Services company with expertise in the area of Wastewater Treatment Plant Operations and Environmental Services. During a period of departmental reorganization and staffing transitions the Village of Suffern desired to obtain the services of JCO, Inc. for the purposes of providing support, staffing, and oversight for Village of Suffern Wastewater Treatment Operations. Services will be provided by JCO, Inc. commencing January 11, 2018 and continuing through the period of departmental reorganization and staffing transitions. Consideration of the scope of work defined as defined in the Agreement between the Village of Suffern and JCO, JCO, Inc. will be compensated in the amount \$26,542.00 Dollars per month. This monthly fee includes all preventative maintenance Prevailing Wage. Other Prevailing Wage work required or requested

will be mutually agreed upon between the Village and JCO. The cost of Option 1 includes the cost of Management Oversight. NO additional costs for emergency/overtime/extra work. The Board of Trustees authorized the Professional Service Agreement with JCO, Inc. commencing January, 11, 2018. The Mayor is authorized to sign the Professional Services Agreement with JCO, Inc. A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Moira Hertzman and approved unanimously by the Board.

TRUSTEES:

Trustee Frank Hagen informed the Board that the Village is working on establishing a Veteran's Memorial Park next to the Suffern Memorial Pool. The Village began this project by recognizing WWI Veteran's with a WWI Memorial Dedication on December 3, 2017. Thanks to Michael Simon's Eagle Scout Project, the names of 9 WWI Veterans were recognized and memorialized during this dedication. The names of eight of the WWI Veterans were previously know to the Village Historian. However, through Michael Simon's research, the name of the previously unidentified fallen soldier was identified by Michael Simon and whose name is now proudly included on the memorial along with the names of the other Village of Suffern's WWI fallen soldiers.

OFFICE OF THE MAYOR:

RESOLUTION NO. 16 OF 2018 - A RESOLUTION ESTABLISHING 2017-18 PARKING FEES FOR MUNICIPAL PARKING LOTS IN THE VILLAGE OF SUFFERN

Pursuant to Article V of § 254-29 of the Code of the Village of Suffern, parking permits are required to park in municipal parking areas. In the past the Suffern Parking Authority was responsible for setting parking rates for parking in municipal parking lots. By State enabling statute the Parking Authority was abolished and its functions assumed by the Board of Trustees of the Village of Suffern effective 12/31/14. Pursuant to § 254-30 of the Code of the Village of Suffern, application for parking permits shall be made to the Village office and fees for parking permits based on the State enabling legislation is now vested in the Suffern Village Board of Trustees. The Village fiscal year runs from June 1 through May 31 and to establish a consistent schedule for payments to be received in the Village office, the Board of Trustees determined it would be prudent to have annual parking permits run with that same schedule. The Board of Trustees of the Village of Suffern established the 2017-2018 parking fees, Nunc Pro Tunc:

2017-2018 Non-Resident Fee		2017-2018 Village Resident Fee	
Daily	\$ 6.40	Daily	\$ 3.20
Monthly	\$ 49.50	Monthly	\$ 24.75
Monthly Overnight	\$ 51.70	Monthly Overnight	\$ 51.70
Annual	\$394.00	Annual	\$197.00
Merchant	\$ 55.85		

A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Moira Hertzman and approved unanimously by the Board.

RESOLUTION NO. 17 OF 2018 - A RESOLUTION AUTHORIZING MICHAEL GENITO TO ATTEND GOVERNMENT FINANCIAL OFFICERS ASSOCIATION (GFOA) TRAINING JANUARY 9-12, 2018 IN NEWPORT BEACH, CALIFORNIA

The Village Board adopted Resolution No. 27 of 2015 authorizing attendance at Municipal Conferences at its re-organization meeting on December 7, 2015 with prior approval by the Board of Trustees. The GFOA is providing training in the area of Best Practices in Personnel Budgeting, January 9-12, 2018, in Newport Beach, California. The Village of Suffern Board of Trustees authorized Michael Genito to attend GFOA training in Newport Beach, California, January 9 – 12, 2018 at no cost to the Village of Suffern for registration, travel, transportation, meals, or lodging, Nunc Pro Tunc. A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Moira Hertzman and approved unanimously by the Board.

RESOLUTION NO. 18 OF 2018 - A RESOLUTION AUTHORIZING STEVEN CONLEE AND FRANK WILSON TO ATTEND THE NEW YORK STATE BUILDING OFFICIALS CONFERENCE (NYSBOC) ROCKLAND SPRING 2018 SEMINAR TO BE HELD APRIL 10 – 12

The Village Board adopted Resolution No. 27 of 2015 authorizing attendance at Municipal Conferences at its re-organization meeting on December 7, 2015 with prior approval by the Board of Trustees. NYSBOC offers continuing education opportunities on code-related topics. The fee to attend the Rockland Spring 2018 Seminar is \$275 per participant for 3 full days of classes. The Village of Suffern Board of Trustees authorized Randy Ortiz to attend the NYSBOC Rockland Sprint 2018 Seminar. Reimbursement for expenses including tolls and gas will be provided to the attendees upon submission to the Village Clerk of a voucher with supporting documentation. A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Moira Hertzman and approved unanimously by the Board.

RESOLUTION NO. 19 OF 2018 - A RESOLUTION AUTHORIZING RANDY ORTIZ TO ATTEND THE NEW YORK STATE BUILDING OFFICIALS CONFERENCE (NYSBOC) WESTCHESTER CHAPTER 2018 SEMINAR

The Village Board adopted Resolution No. 27 of 2015 authorizing attendance at Municipal Conferences at its re-organization meeting on December 7, 2015 with prior approval by the Board of Trustees. NYSBOC offers continuing education opportunities on code-related topics. The fee to attend the Westchester Chapter conference is \$190.00 to be held four (4) separate days including February 6, March 13, April 17, and May 8. The Village of Suffern Board of Trustees authorized Randy Ortiz to attend the NYSBOC Westchester Chapter 2018 Seminar. Reimbursement for expenses including meals, tolls, and gas will be provided to the attendees upon submission to the Village Clerk of a voucher with supporting documentation. A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Moira Hertzman and approved unanimously by the Board.

RESOLUTION NO. 20 OF 2018 - A RESOLUTION AUTHORIZING EDWARD MARKUNAS, DANIEL KRAUSHAAR, MICHAEL GENITO, AND AMY PAFFENROTH TO ATTEND THE NEW YORK CONFERENCE OF MAYORS (NYCOM) SPRING CONFERENCE ON FEBRUARY 11 - 13, 2018

The Village Board adopted Resolution No. 27 of 2015 authorizing attendance at Municipal Conferences at its re-organization meeting on December 7, 2015 with prior approval by the Board of Trustees. NYCOM and the Office of the State Comptroller collaborate each year to provide conferences designed primarily for Clerks, Finance Officers, Managers, Administrators, Attorneys, Mayors, Trustees and Council Members with sessions on various aspects of municipal law, government operations, and local finance. The Village of Suffern Board of Trustees authorized Ed Markunas, Daniel Kraushaar, Michael Genito, and Amy Paffenroth to attend the NYCOM Conference in Albany, New York February 11-13, 2018. Reimbursement for expenses including meeting registration fee, overnight accommodations, meals, tolls, and gas will be provided to the attendee upon submission to the Village Clerk of a voucher with supporting documentation. A motion to approve the foregoing resolution was made by Trustee Frank Hagen, seconded by Trustee Moira Hertzman and approved unanimously by the Board.

Safety Committee/Safety Coordinator

Mayor Markunas stated that the Village is working to establish a Safety Committee including members of the Police Department, Fire Department, DPW, Village Clerks, and Village Administrators as per Risk Management Components of the PERMA Program Agreements.

Parking Department Office Transition Project

Tentative transition of Parking Department Office to Village Hall is scheduled for spring 2018. The purpose of the transition will be to provide additional services to the community while reducing costs by eliminating the need for a separate Parking Department Office.

NJT Rail Lot Improvement Meeting

A meeting has been scheduled on January 17, 2018 with members of the NJT Property Management group to meeting with the Village of Suffern to discuss concerns related to the maintenance and upkeep of the rail lot.

ADJOURNMENT:

A motion to adjourn the meeting was made by Frank Hagen, seconded by Moira Hertz, and passed unanimously by the Board. The meeting was adjourned at 8:44 p.m.