

**Minutes
Board of Directors
GHI Regular Open Session
December 6, 2018**

Board Members Present: Brodd, James, Jones, Hess, Holland, Seely and Skolnik

Excused Absences: Kapfer and Watkins

Others in Attendance:

Eldon Ralph, General Manager

John Campanile

Tom Sporney, Assistant General Manager

Ben Fischler

Joe Perry, Director of Finance

Susan Harris, Yard Task Force

Stuart Caplan, Director of Technical Services

Daniel Pearlman

Molly Lester, Audit Committee Member

Sean Rooney, Town Center Realty

Henry Haslinger, Audit Committee Member

Girale Wilson-Takahashi Recording

Carol Griffith, Audit Committee Member

Secretary

President Skolnik called the meeting to order at 7:45 p.m.

1. Approval of Agenda

Insert Item 6j: Statement of Purpose for the Admin Building Security Task Force, add new Item 6n: Request to Retain Landscape Items in the Common Area in Front of 42-A Ridge Rd. Upon Unit Resale, 6j changed to 6k, 6k changed to 6l, 6l changed to 6m, 6m changed to 6n, add new Item 6o: Approval of Membership Application.

Motion: To approve the agenda as revised.

Moved: Hess

Seconded: James

Carried: 7-0

2. Announcement of Executive Session Meeting Held on November 15, 2018

GHI's Board of Directors held an Executive Session meeting on November 15, 2018, in the Board Room of the Administration Building. Board members Stefan Brodd, Stephen Holland, Chuck Hess, Ed James, Bill Jones, Paul Kapfer, Linda Seely, Steve Skolnik, Tami Watkins and Audit Committee members Henry Haslinger, Molly Lester and Carol Griffith attended the meeting.

The following motion to call this meeting was made during a prior open meeting on the same date and approved by Board members Stefan Brodd, Stephen Holland, Chuck Hess, Ed James, Bill Jones, Paul Kapfer, Linda Seely, Steve Skolnik, and Tami Watkins:

Motion: I move that the Board of Directors adjourn this open meeting for the purpose of conducting a closed meeting to discuss the following matters:

- a. **Approve minutes of Executive Session meeting held on October 18, 2018.**

b. Consider the terms and conditions of the following contracts in the negotiation stage:

- **Contract for Employee Medical Insurance Benefits – 2nd reading.**
- **Contract for Employee Life Insurance and Disability Benefits – 2nd reading.**
- **Contract for Employee Dental Care Benefits – 2nd reading.**
- **Business Owners’ Insurance Policy Renewal – 1st reading**

c. Member financial matters.

d. Member complaint.

During the meeting, the Board approved the following three contracts for second and final readings:

- a. A contract with CIGNA to provide medical insurance to GHI’s employees at the cost of \$477,325.56 in premiums plus 5% for contingencies for a total cost not to exceed \$501,192.00, during the period December 1, 2018 to November 30, 2019.
- b. A contract with Lincoln Financial Group to provide life insurance and disability insurance benefits to GHI’s employees at an annual cost of \$30,814.02 in premiums plus 5% for contingencies for a total annual cost not to exceed \$32, 354.72 in premiums, over a 2-year period commencing from January 1, 2019.
- c. A contract with Lincoln Financial Group to provide dental insurance to GHI’s employees at the rate of \$23.62 for employee only coverage, \$44.14 for employee plus one coverage, and \$71.50 for family coverage, during the period December 1, 2018 to November 30, 2019.

The meeting commenced at 7:02 p.m., recessed at 7:46 p.m., resumed at 11:30 p.m., and adjourned at 11:43 p.m.

Authority for the above closed meetings was derived from Subtitle 6b of the Maryland Cooperative Housing Corporation Act, § 5-6B-19 “Meetings of cooperative housing corporation open to members of corporation or their agents.” Paragraph (e) (1)

3. Visitors and Members (Comment Period)

None.

4. Approval of Membership Applications

Motion: I move that the Board of Directors approve the following persons into the cooperative and membership be afforded them at the time of settlement:

- **John Appiah-Duffell, Salima Appiah-Duffell, Tenants by the Entirety;**
Minutes: GHI Board of Directors Meeting of December 6, 2018

- **Jennifer A. Loss, Sole Owner;**
- **Juan L. Burke, Sole Owner;**
- **Kemari S. Legg, Katherine L. Campanile, Tenants by the Entirety;**
- **Lauren R. Byers, Sole Owner.**

Moved: James

Seconded: Hess

Carried: 7-0

5. Committee and Homes Improvement Program Reports

Homes Improvement Program – Sporney reported on projects not yet completed:

- Windows – completed
- Doors – completed
- Siding – 70% completed
- Electric baseboard – completed
- HVAC – 66% completed
- Frame crawlspaces – 57 out of 92 completed
- Attic – completed
- Asbestos Remediation – completed

Member Outreach Committee - Brodd reported that the Committee meeting was not held on November 12th.

Architectural Review Committee - Sporney reported that the Committee discussed, at the last meeting, whether a policy should be created for solar panels. ARC recommended continuing to make decisions on a one-on-one basis.

Addition Maintenance Program Task Force - Hess reported that the meeting was cancelled on December 5, 2018. The next meetings are scheduled for January 2, 2019 and February 6, 2019.

Administration Building Task Force - Skolnik reported that the Task Force is looking at security at the Administration Complex, and they have not yet received back a survey. Skolnik also reported that a meeting was scheduled this week with the City's Safety Advisory Committee but that meeting was postponed.

Building Committee - James reported that they will set dates for three HIP help sessions for members.

6. For Action or Discussion

6a. Approve Minutes of Special Open Session Meeting Held on November 1,

Motion: I move that the Board of Directors approve the minutes of the Special Open Session meeting that was held on November 1, 2018 as presented.

Moved: James

Seconded: Seely

Carried: 4-0-3

Abstained: Hess, Holland and Skolnik

6b. Approve Minutes of Regular Open Session Meeting Held on November 1, 2018

Motion: I move that the Board of Directors approve the minutes of the Regular Open Session meeting that was held on November 1, 2018 as presented.

Moved: James

Seconded: Seely

Carried: 4-0-3

Abstained: Hess, Holland and Skolnik

6c. Board Resolution for Signatures on National Cooperative Bank Documents

National Cooperative Bank (NCB) requires a Corporate Resolution (refer to Attachment #4.) to be executed. GHI will be establishing the following account with NCB under a new account number: Greenbelt Homes, Inc. General Checking

In October, a vendor of GHI informed staff that a check written from GHI to that vendor was intercepted and cashed by someone unauthorized to do so. The amount of the check was \$34,781.07. Staff immediately communicated with NCB informing them of the issue. NCB responded by providing the necessary documentation to open a claim for a credit to GHI for the full amount of the check. The credit was processed to GHI and an ACH payment subsequently issued to the vendor. NCB currently is following through with the bank which inappropriately honored the check for their final resolution.

Since the routing and account number was displayed on the check, NCB has established a new checking account number to be used which will mirror the previous GHI checking account.

Staff recommends that the resolution be approved as presented. It is necessary for the President to sign the resolutions and each copy to be witnessed by the Board Secretary.

Motion: I move that the Board of Directors adopt the National Cooperative Bank Corporate Authorization resolution as presented on December 6, 2018, and authorize the following individuals as signers: Steve Skolnik, President; Charles Hess, Sr., Treasurer; Eldon Ralph, General Manager; Tom Sporney, Asst. General Manager; Joseph Perry, Jr., Director of Finance.

Moved: Seely

Seconded: James

Carried: 6-0-1

Abstained: Hess

6d. Request by the Member of 44-P Ridge Rd. to Allow an Existing Solar Panel Installation on Garage #5 at 2 Court Eastway

On October 15, 2018, Mr. Patrick Moore, the member at 44-P Ridge Rd., submitted a permit request (Attachment #5a.) to retain a solar panel that he had installed for a battery tender on the door of garage #5 at 2 Court Eastway. GHI has a policy governing the installation of solar panels on roofs of units, but not for the type of installation proposed by the member.

During the Architectural Review Committee (ARC) meeting on November 14, 2018, the committee discussed the following:

- a) The member had installed a small solar panel system on the garage door for charging a motorcycle battery.

- b) The member stated that the installation was approved by GHI staff; although there are no records of this.

During the ARC meeting in November, the matter was further discussed. It was noted that the Technical Services Director had inspected the installation, and observed that the solar panel (refer to Attachment #5b.) simply hangs from the top panel of the garage door without any permanent attachment and that there was no damage to the door.

The ARC recommended 5-0-0 that the Board of Directors allow the installation of the solar panel to remain in place. The reason in support of the motion was that there was no damage to the garage door.

Motion: I move that the Board of Directors allow the solar panel installed on the door of garage #5, at 2 Court Eastway, by the member of 44-P Ridge Rd., to remain in place.

Moved: Hess

Seconded: Seely

Carried: 7-0

- 6e. Request by the Member of 8-K Southway to Allow a Proposed Solar Panel Installation on Garage #7 at 17 Court Ridge Rd.

On October 11, 2018, Mr. Bobbie Schwier, the member at 8-K Southway submitted a permit request (Attachment #6.) to Technical Services staff to install a solar panel for a battery tender on the door of garage #7 at 17 Court Ridge Rd. GHI has a policy governing the installation of solar panels on roofs of units, but not for the type of installation proposed by the member.

During the Architectural Review Committee (ARC) meeting on November 14, 2018, the committee discussed that Mr. Schwier would like to replicate the solar panel system for charging a motorcycle battery that is installed at garage #5 in 2 Court Eastway. The ARC recommended 5-0-0 that the Board of Directors allow the installation of the solar panel for the battery tender. The reason in support of the motion was that there would be no damage to the garage door.

Motion: I move that the Board of Directors allow the installation of a solar panel on the door of garage #7 at 17 Court Ridge Road by the member of 8-K Southway.

Moved: Hess

Seconded: Seely

Carried: 7-0

- 6f. ARC's Proposal re: Establishment of a Gardening Sub-committee

During several meetings in the fourth quarter of 2018, the Architectural Review Committee (ARC) discussed suggestions made by the 21st Century Yard Solutions Task Force regarding the establishment of a Gardening Sub-committee.

After discussions, the ARC proposes the creation of a Gardening Sub-committee of the Architectural Review Committee, to report to the full ARC and be appointed by the Board president. The sub-committee would include at least one current member of the full ARC, but other GHI members would be invited to join. (e.g. master gardeners, members with years of experience in gardening and/or design). No staff liaison or regular sit-down meetings would be required. The sub-committee would report quarterly on its activities to the ARC. The statement of purpose for the Gardening Sub-committee is as follows:

Statement of Purpose

The gardening sub-committee would help members create and maintain gardens and enjoy their yards. Examples of possible sub-committee activities in pursuit of those goals are:

- a) Review plant information provided by GHI on the website and elsewhere and recommend needed improvements. Changes would be reported to ARC for approval.
- b) Write and then promote helpful information about gardening in GHI yards, on social media and elsewhere, as needed.
- c) Conduct in-person training/workshops, teaching members to prune their hedges and other shrubs/short trees.
- d) Organize “Open Garden” events at least yearly, where GHI gardens and their gardeners are available for visits and helpful information could be provided to other members and the public.
- e) Provide recommendations on plant choice, design and maintenance upon request by other GHI entities (e.g. the Woodlands Committee and Stormwater Management Task Force).
- f) Upon request, visit yards of members requesting ideas for solving screening problems, and recommend solutions – built screens or plants as screens or a combination of both. (Members receiving gardening advice from the Task Force would first sign a waiver stating that they understand the Task Force members are volunteer gardeners only, not licensed professionals who could be held accountable for plant results, etc.).
- g) Offer in-garden consultations to members on a lottery or other fair basis (with a similar waiver as above.)

ARC voted 5-0-0 to recommend to the Board that the Gardening Sub-committee be established.

Motion: I move that the Board of Directors approve the establishment of a gardening sub-committee of the Architectural Review Committee, to undertake the activities outlined in the Statement of Purpose, as presented.

Moved: Seely

Seconded: Hess

Carried: 7-0

6g. Proposed Involvement of the Gardening Sub-Committee in the Review Process for Privacy Screens

Many members report that current rules severely restrict the use of privacy screens and prevent them from either enjoying their yards, screening bad views or both. The Architectural Review Committee (ARC) has sought to create a process that finds the best solution to members’ screening problems; solutions that are attractive to neighbors and the community, do not impinge on sidewalk safety, and maximize preservation of Greenbelt’s unique historic openness.

To find that best solution for members and the community, the ARC proposes a process that is more helpful to members and less burdensome for staff, the ARC and the Board, than the current exception process. The process would be evaluated two years after its implementation and adjusted as needed.

When members contact Technical Services about their need for built screens, they would be told they have these options:

- a) If the screening the member needs is allowed under current design requirements (listed under “guidelines” and “construction” here: <https://www.ghi.coop/content/viii-privacy-screens>), they may apply directly to Tech Services, and no design review is required.
- b) If they need more or different screening or aren’t sure, the member’s request would be forwarded to the Gardening Sub-committee of the ARC. Members of the Sub-committee will then arrange to visit the member’s yard and, with the member, problem-solve and recommend the best ways to solve the member’s screening problem – using constructed and/or plant elements.
- c) If the member chooses to pursue a built solution recommended by the Sub-committee, they then apply for that screen with Tech Services. The application would be forwarded to members of the ARC for review (with details that include what the screen would look like and a site map showing its location), but would only be put on the agenda for an in-person hearing if a member of the ARC requested it. If approved by the ARC, the application would be put on a consent calendar for the Board and voted on without an in-person hearing (again unless a member of the Board asks that it be taken off the consent calendar and put on the regular agenda for review). The Board would be provided with the same details, images and site maps about the proposed screen that were provided to the ARC.
- d) If a member wants to apply for a screening solution that is neither allowed currently nor recommended by the Sub-committee, they could apply for it as an exception.

ARC voted 5-0-0 to recommend that the Board approve the process for the Gardening Sub-committee to interact in the approval process for privacy screens. The justification is that many members report that current rules severely restrict the use of privacy screens and prevent them from either enjoying spending time in their yards, screening bad views or both.

Suggested Motion: I move that the Board of Directors approve the process recommended by the Architectural Review Committee for the gardening sub-committee to interact in the permit approval process for privacy screens as presented above.

Action on this item was deferred to a subsequent meeting by Directors James and Hess.

6h. ARC's Recommendation re: Proposed Rule Changes for Privacy Screens

Concomitant with discussion regarding the involvement of the Gardening Sub-committee in the review process for privacy screens, the Architectural Review Committee (ARC) considered revisions to GHI rules for privacy screens in §VII of the member handbook. In summary, the proposed changes (refer to Attachment #7.) are as follows:

- Incorporate the review process involving the Gardening Sub-committee
- Add a section on lattices
- Reorganize the content within the sections

ARC voted 5-0-0 to recommend that the Board adopt the proposed changes to §VII. Privacy Screens.

Suggested Motion: I move that the Board of Directors approve the Architectural Review Committee's recommendation for changes to § VII. Privacy Screens in the GHI member handbook (as presented/as amended).

Motion: I move to defer items 6g and 6h.

Moved: James

Seconded: Hess

Carried: 7-0

6i. Members' Comments re: Proposed Changes to GHI Bylaws

Last September 20th, the Board accepted two proposed bylaw amendments in Attachment #8a. that attorney Joe Douglass prepared, and directed the Manager to request the membership to provide comments over a 30-day period, regarding the amendments.

The two amendments were formulated to address the following concerns related to the acquisition of property by GHI/GDC and expenditure of funds for multi-year contracts:

A. Acquisition of Property by GHI/GDC

On January 11, 2017, Attorney Joe Douglass advised the Board as follows:

- Based on Article II, Section 1, and Article VIII, Section 8 of the current bylaws, any new acquisition of property by GDC for the benefit of GHI, the funding of such an acquisition by GHI, and the funding by GHI of any activities in connection with such an acquisition, would have to be authorized by the GHI membership. The GHI Board could not exercise the Corporation's authority to do these things without first obtaining a membership vote authorizing such action.

Board members were concerned that purchase negotiations for properties could be inhibited through premature public disclosure of proposed acquisition costs and also, the timeliness of purchase transactions could be affected.

B. Expenditure of Funds for Multi-year Contracts

On January 11, 2018, Attorney Joe Douglass provided the following interpretation:

- Based on Article V111. §11. Expenditure of Funds and Contracts, the total permitted amount for all multiyear contracts costing more than \$40,000 per year and/or lasting more than five years is \$400,000. The key term is "and/or". The \$400,000 total is an aggregate of the prices of all such multiyear contracts, and includes all multiyear contracts costing more than \$40,000 per year, even if their duration is less than five years, and all multiyear contracts with durations of more than five years, even if they are for amounts less than \$40,000 per year.

There has been much confusion among board members and staff interpreting the language of this current bylaw provision.

The comments that members submitted are in Attachment #8b.

No action was taken on this item.

6j. Statement of Purpose for the Admin Building Security Task Force

The Admin Building Security task force comprised of Steve Skolnik, Stephen Holland, and Roger Bonifacio (staff liaison) held its first meeting on November 7, 2018. The task force proposes the following statement of purpose for the Board's review and approval:

Statement of Purpose

This task force has been created by the GHI Board of Directors to investigate and consider how best to address issues related to the physical security and workplace safety of GHI staff and members in and around the GHI Administration building, outbuildings, and yard areas on Hamilton Place.

Reasons and Justifications for this Task Force

1. There are documented occurrences where persons have entered the building and, through speech or behavior, caused GHI employees to feel threatened as to their personal safety.
2. It is observed that at present, during business hours, the building and grounds are neither locked nor monitored as to access by unauthorized persons.
3. Occurrences of workplace violence at other locations in the United States have become a cause of concern to GHI employees and members, leading to an understanding that proactive measures for protection of personnel in GHIs workplace may be appropriate and desired, in order to lower the possibility of such occurrence coming to pass at GHI.
4. Upgrades may be needed to protect the GHI administration complex from burglary and to protect against intrusions.
5. Staff has expressed concern about security and safety at meetings of the Board of Directors.

Motion: I move that the Board of Directors approve the Statement of Purpose for the GHI Administration Building Security Task Force as presented.

Moved: James

Seconded: Hess

Carried: 7-0

6k. Jane Apartment Buildings at 14 Parkway Listed for Sale

The Jane Apartment Buildings, located at 14 Parkway are currently listed for sale at a price of \$3,500,000. Attachment #9. provides details about the property.

This item is on the agenda for the Board to discuss whether GHI/GDC may be interested in making an offer to purchase the property.

No action was taken on this item.

6l. Proposed Policy Prohibiting Erection of Structures by Members in Common Areas

At present, the Member Handbook does not include any provision to prohibit a member from erecting a structure in common areas, including parking areas. Hence, GHI's Board President requests the Board to consider approving the following motion.

Motion: I move that Member Handbook Article IX.B be amended as follows: Insert a new subparagraph IX.B.5 to read as follows: "Structures shall not be allowed in GHI common areas, including parking areas."

Moved: Brodd

Seconded: Jones

Carried: 7-0

6m. Expenditure Authorization for the 2019 Operating Budget -1st Reading

Motion: I move that the Board of Directors approve expenditure authorization #1 for the 2019 GHI operating budget for first reading, in the amount of \$14,232,488 with depreciation of members' homes in the amount of \$622,000.

Moved: Hess

Seconded: Holland

Amended

Amendment: I move that the words #1 be removed.

Moved: James

Seconded: Jones

Carried: 6-1

Opposed: Hess

Motion as Amended: I move that the Board of Directors approve expenditure authorization for the 2019 GHI operating budget for first reading, in the amount of \$14,232,488 with depreciation of members' homes in the amount of \$622,000.

Moved: Hess

Seconded: Holland

Carried: 7-0

6n. Request to Retain Landscape Items in the Common Area in Front of 42-A Ridge Rd. Upon Unit Resale

Several years ago, Mr. Daniel Pearlman, the member at 42-A Ridge Rd. installed landscape items in a common area in front of the unit (refer to the letter and photographs from Mr. Pearlman in Attachment #12a.)

After Mr. Pearlman placed the unit on the market, staff informed him on October 25, 2017 to either restore the common area to its original condition or request permission from the Board to allow the landscape items to remain in place.

Attachment #12b. is a letter from Ms. Francis Fendlay, a Realtor with Town Center Realty, on behalf of her client Mr. Craig Fournier, who proposes to purchase the membership interest in 42-A Ridge Rd. Settlement of the sales' transaction is scheduled to take place on December 7th; but will be delayed until the matter of the landscape items in the common area is resolved. Mr. Fournier would like to retain the landscape items and is willing to maintain them when he acquires the unit.

Mr. Pearlman is requesting the Board to allow the landscape items to remain in place for the following reasons:

1. The new member is willing to accept the maintenance for the upkeep of said area

2. The pavers create a safe walk way into the court helping members avoid walking in the street
3. The landscape items are aesthetically pleasing

Motion: I move that the Board of Directors allow the landscape items that the member of 42-A Ridge Road installed in the common area in front of the unit, to remain in place upon his sale of the unit; the new member shall be responsible for maintaining the landscape items and for removing them and restoring the common area to its original condition, when he sells the unit.

Moved: James

Seconded: Holland

Amended

Abstained: Hess

Amendment: I move to add the following phrase after the word “unit” “or when the need arises for GHI to make a change there”.

Moved: Jones

Seconded: James

Carried: 6-0-1

Abstained: Hess

Motion as Amended: I move that the Board of Directors allow the landscape items that the member of 42-A Ridge Road installed in the common area in front of the unit, to remain in place upon his sale of the unit; the new member shall be responsible for maintaining the landscape items and for removing them and restoring the common area to its original condition, when he sells the unit or when the need arises for GHI to make a change there.

Moved: James

Seconded: Holland

Carried: 6-0-1

Abstained: Hess

60. Approval of a Membership Application

Motion: I move that the Board of Directors approve the following person into the cooperative and membership be afforded him at the time of settlement:

- Craig L. Fournier, Sole Owner, 42-A Ridge Road.

Moved: James

Seconded: Hess

Carried: 7-0

7. Items of Information:

7a. Status of 2018 Crawlspace Improvements for Frame Buildings

In September & October 2017, the GHI Board approved contracts for a 2-year plan to remove asbestos from frame crawl spaces, including the existing insulation and vapor barrier materials. The membership approved that plan at a meeting on February 8, 2018.

In March 2018, the Board approved a contract to replace the vapor barrier and insulation on foundation walls, with work expected to commence the end of May 2018, and finish by the end of December 2018.

During the removal of the vapor barrier materials by the asbestos remediation contractor, it was discovered that remnants of an older vapor barrier containing asbestos littered the ground, and some pipes with asbestos were buried beneath the soil. Options were investigated and costs were developed. This issue was brought to the membership for consideration and a vote on August 6, 2018. Following membership approval, the improvement contractor engaged its employees in the required 16-hour asbestos training, and commenced work the third week of August.

The crawl space improvement contractor had intended to expand to 3 crews from the planned 2, to make up for the 3-months lost time, but the asbestos training resulted in some individuals of the crews declining the work. Staff and the contractor have investigated other options, with marginal improvement. Current status as of November 26, 2018 is 52% complete; presently, staff is anticipating a February completion for this phase of the frame crawl space improvements. The contractor's employees are working holidays and Saturdays where they are able. As work extends into the colder months, GHI maintenance is closing manually-operated crawl space vents.

7b. Office Closures for the Holiday Season

GHI offices will be closed for business on the following dates:

- Monday, December 24
- Tuesday, December 25
- Tuesday, January 1

GHI's Maintenance Department will provide emergency maintenance services on those dates.

7c. Board 12 Month Action Plan and Committee Task List

7d. Monthly GHI and City Calendars

7e. President's items – Skolnik reported that the Town Hall Meeting is scheduled for Sunday December 9th and a second Town Hall Meeting will be held on Thursday, December 13th. He also reported that the State of Maryland approved the *Community Solar Program* and that there are two projects available for GHI Members.

7f. Board Members' items

James reported that some members complained that the gutter cleaning notices were not placed on the doors.

Hess reported that he will attend the meeting scheduled for December 20th; however, he will not attend the meeting scheduled for January 3rd.

Seely reported that she would be away for one month to assist her daughter with her newborn triplets.

Holland reported that he would miss the Town Hall Meeting.

7e. Audit Committee's items

Lester informed the Board of the legislative strategy Montgomery County was going to employ to try and stop the widening of the beltway and use of toll roads in Montgomery County.

7f. Manager's items

Ralph reported:

- Holiday Party is scheduled for Friday, December 7, 2018
- City of Greenbelt invited him to a meeting last Wednesday
- WSSC has not yet responded to list of questions and proposed to contact Chief of Staff for a status in January 2019
- Ralph will take annual leave December 17th –21st, and he will not attend the next Board meeting

Sporney reported that SES gave a general layout for solar installation.

Motion: To adjourn.

Moved: Hess

Seconded: Jones

Carried: 7-0

The meeting adjourned at 9:42 p.m.

Ed James
Secretary