

WESTERN WESTMORELAND MUNICIPAL AUTHORITY

REGULAR MONTHLY MEETING – FEBRUARY 18, 2021

The Board of Directors of the Western Westmoreland Municipal Authority held a regular monthly and annual reorganizational meeting via Microsoft Teams audio/video teleconferencing on Thursday, February 18, 2021 at 6:00 P.M. in the Authority conference room, duly advertised, as required, and with the following persons in attendance:

1. Roll Call 6:11 P.M.:

Board Members in Attendance:

Mr. Stanley Caroline, Jr.	Mr. Charles Gilbert	Mr. Charles Konkus
Mr. Joseph Lapia	Mr. Dylan Mace	Mr. Kevin McHugh
Mr. Tim Watson	Mr. Mark Wolinsky	

Absent:

Mr. Mike Faccenda Mrs. Barbara McIntyre

Others in Attendance:

Mr. John M. Campfield, Solicitor
Mr. Brad Boddy, Consulting Engineer
Mr. Kevin Fisher, General Manager
Mr. Stanley A. Gorski, Jr., Assistant Manager
Mrs. Johanna Wtorkowski, Finance Director and Assistant Secretary-Treasurer/Recording Secretary

2. Mr. Caroline led the Pledge of Allegiance and moment of silence for troops overseas.

3. Public Comments: None. There were no visitors in attendance.

4. Communications:

- A. Mr. Caroline reported that the Authority received notes from the families of Authority employees David Thornton and Michael Diana, thanking the Authority for funeral arrangements.
- B. Mr. Caroline reported that Pennsylvania State Ethics Statement of Financial Interest forms for the year 2020 are due by May 1, 2021.

5. Annual Reorganization:

A. Appointment of Officers:

Mr. Caroline turned the meeting over to Authority Solicitor Mr. John Campfield for the annual reorganization.

1. Nomination of Chairman:

Mr. Campfield called for nominations for the office of Chairman. Mr. Konkus nominated Stanley J. Caroline, Jr., and Mr. Watson seconded the nomination. There were no other nominations. The motion to appoint Mr. Caroline as Chairman passed unanimously.

Mr. Caroline thanked the Board for the appointment.

Mr. Campfield then turned the meeting over to Chairman Caroline.

2. Nomination of Vice-Chairman:

Mr. Caroline called for nominations for the office of Vice-Chairman. Mr. Watson nominated Charles T. Konkus, and Mr. Gilbert seconded the nomination. There were no other nominations. The motion to appoint Mr. Konkus as Vice-Chairman passed unanimously.

Mr. Konkus thanked the Board for the appointment.

3. Nomination of Secretary:

Mr. Caroline called for nominations for the office of Secretary. Mr. Konkus nominated Barbara L. McIntyre, and Mr. Wolinsky seconded the nomination. There were no other nominations. The motion to appoint Mrs. McIntyre as Secretary passed unanimously.

4. Nomination of Treasurer:
Mr. Caroline called for nominations for the office of Treasurer. Mr. Konkus nominated Howard T. (Tim) Watson, and Mr. Mace seconded the nomination. There were no other nominations. The motion to appoint Mr. Watson as Treasurer passed unanimously.

Mr. Watson thanked the Board for the appointment.

5. Nomination of Assistant Secretary-Treasurer:
Mr. Caroline called for nominations for the office of Assistant Secretary-Treasurer. Mr. Wolinsky nominated Johanna Wtorkowski, and Mr. Gilbert seconded the nomination. There were no other nominations. The motion to appoint Johanna Wtorkowski as Assistant Secretary-Treasurer passed unanimously.

Mrs. Wtorkowski thanked the Board for the appointment.

- B. Appointment of Solicitor:
Mr. Caroline called for nominations for reappointments of existing Solicitor, currently Campfield & Ferraro. Mr. Konkus nominated Campfield & Ferraro, and Mr. Watson seconded the motion. Mr. Lapia asked if one motion could be made to reappoint all current consultants. Mr. Campfield stated that the Board could reappoint current consultants with one (1) motion. Mr. Konkus withdrew his motion, and Mr. Watson withdrew his second on the motion.

- B-H. Appointment of Solicitor, Consulting Engineer, Auditor, Trustee, Bond Counsel, Bond Servicing Agent/Financial Advisor, and Depository Bank:
Mr. Caroline called for nominations for reappointments of existing consultants and depository bank, listed under agenda items B through H. A motion to reappoint current consultants (and depository bank) was made by Mr. Lapia, and seconded by Mr. Wolinsky. The motion passed unanimously. The reappointments are as follows:

Solicitor: Campfield & Ferraro

Reappoint Consulting Engineer and Authorize the General Manager to sign the Engineering Services Contract on behalf of the Authority : Wade Trim, Inc.

Reappoint Auditor for 2020 Audit and 2021 Accounting Services:
Opst & Associates, LLC

Trustee: U.S. Bank

Bond Counsel: Clark Hill

Reappoint Bond Servicing Agent/Financial Advisor, approve the financial services agreement in the annual amount of \$1,200.00, and authorize General Manager to sign agreement on behalf of the Authority:
CIM Investment Management, Inc.

Depository Bank: First National Bank

- I. Mr. Caroline appointed the committee members as follows:

The committee members are listed below:

Legal & Engineering Services Committee:

Charles Gilbert
Mark Wolinsky
Kevin McHugh

Finance & Budget Committee:

Dylan Mace
Howard T. (Tim) Watson
Charles Konkus

Personnel Committee:

Joseph Lapia
Barbara McIntyre

Mike Faccenda

Mr. Caroline stated that the committee members will elect the committee chairs at the first committee meeting following the Authority's annual reorganization.

6. Secretary's Report – Due to Mrs. McIntyre's absence, Mrs. Wtorkowski requested the approval of the minutes for the regular meeting of January 21, 2021, as presented. A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Watson. The motion passed, 7-0, with an abstention by Mr. Konkus, who did not attend the meeting.

This concluded the Secretary's Report.

7. Treasurer's Report – Tim Watson:

Mr. Watson requested the approval of the following requisitions:

- A. Revenue Fund Requisition No. 358, Scott Electric Company, in the amount of \$266.39: A motion to approve was made by Mr. Wolinsky, and seconded by Mr. McHugh. The motion passed, 7-0, with an abstention by Mr. Konkus, who is an employee of Scott Electric. A memorandum, signed by Mr. Konkus, is attached to these minutes.
- B. Revenue Fund Requisition No. 359: \$208,083.36: A motion to approve was made by Mr. Gilbert, and seconded by Mr. Wolinsky. The motion passed unanimously.

This concluded the Treasurer's report.

8. General Manager's Report – Kevin Fisher:

- A. Mr. Fisher reminded those in attendance that the Pennsylvania Ethics Commission Statements of Financial Interests are due to Mrs. Wtorkowski on or before May 1, 2021.
- B. Mr. Fisher requested that the Board adopt Resolution No. 2021-01, Declaring that Designated Public Records of the Authority are Approved for Disposition, in accordance with the Government Retention and Records Act. An attachment to the Resolution lists items to be disposed. A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Gilbert. The motion passed unanimously.
- C. Proposed Eighth Amendment to the Service Agreement:
 1. Mr. Fisher presented to the Board a planning map that was provided by Penn Township Sewage Authority (PTSA). The map was previously presented to the Legal & Engineering Services Committee members. Mr. Fisher invited Mr. Caroline to explain the map to the Board. Mr. Caroline explained that Sections A through I will be built by PTSA, first. Mr. Caroline stated that PTSA has no interest in building the areas labeled "future extensions", because PTSA believes that development will happen, once sewer lines for the lower sections have been built. Mr. Caroline provided an explanation of scheduled sewer extensions. Mr. Caroline stated that he met a few weeks ago with representatives of Concordia, the development company that is interested in developing the Westmoreland Country Club property. A lengthy discussion followed, regarding the proposed Eighth Amendment to the Service Agreement. Mr. Caroline stated that PTSA would not extend sewer lines, unless it was economically feasible to do so. Mr. Caroline stated that PTSA will not "build sewer lines to nowhere". Mr. Caroline stated that the Service Agreement does not require PTSA to build sewer lines. Mr. Fisher stated that he brought up this issue, this evening, because this issue has been sitting out there for a while, and the Authority should formulate a decision that can be communicated to PTSA. Mr. Wolinsky suggested that a small contingent of the WWMA Board meet with a small number of the PTSA Board, without the Authority managers, so that views of WWMA and PTSA can be exchanged. Mr. Caroline stated that he represents the PTSA Board, and the PTSA Board would not want him to be excluded from the meetings. Mr. Lapia stated that he, on behalf of Manor Borough, would want a reversal clause in the agreement. Mr. Konkus stated that Penn Township is concerned with extending sewer lines to address existing malfunctioning septic systems in certain areas, and does not believe that they are in the business of extending (sewer) lines to benefit developers. Mr. Konkus stated that he is in favor of a reversal of flows clause. Mr. Konkus stated that the WWMA Board can make suggestions to its Member Municipalities, but cannot force them to do anything. Mr. Fisher stated that the PTSA Board cannot force WWMA to accept a bad agreement. Mr. Gilbert stated that he wants a reversal of flows clause, with a time limit. Mr. Caroline stated that the Penn Township Sewage Authority (PTSA) Board of Directors would never agree to an end date for reversal of flows, because there is no guarantee that the demand for sewage service will ever occur. Mr. Gilbert stated that, if there is no time limit, there is no reversal. Mr. Wolinsky stated that there should be a mechanism to get some sort of revenues from the developers, because it is WWMA's service area. Mr. Caroline stated that WWMA would get capacity fees. Mr. Fisher stated that issuing a capacity fee will require WWMA to reserve flow at the plant forever, and would cost WWMA 40,000 gallons per day (GPD) capacity (400 GPD per EDU, assuming 100 EDUs) for a development that may never be connected to WWMA's system. Mr. McHugh stated that a time limit should be included in the agreement.

Mr. McHugh suggested that a twenty-year time limit be included, along with a capacity fee. Mr. McHugh suggested that the developer pay (up front) an amount equal to \$21.00 per EDU, per year, for twenty (20) years. Mr. McHugh stated that the agreement could be renegotiated at the end of twenty (20) years. Mr. Caroline stated that the developer will be gone, by then, and asked who would pay the renegotiated amount, as the homeowners cannot be assessed the additional amount, because they will be paying for sewer service. Mr. Watson stated that WWMA should not do any planning, until PTSA has pipes in the ground. Mr. Mace stated that building sewer lines might create a demand, but he feels that extending the sewer line at this time might not make sense. Mr. Mace asked Mr. Caroline what he meant when he stated that PTSA has already invested \$2,000,000.00 in planning. Mr. Caroline stated that PTSA began planning four (4) years ago. Mr. Caroline stated that PTSA's plan was to budget an amount every year, and install sewer lines, little by little. Mr. Caroline stated that, if PTSA stops building sewer lines right now, they will have added only one (1) new customer as a result of the \$2,000,000.00 in planning expenses that have been incurred. Mr. Caroline stated that PTSA is concerned with addressing malfunctioning septic systems. Mr. Gorski suggested that the WWMA capacity fee and PTSA tap fee be looked at, and that a special rate district be created for this area. Mr. Gorski stated that, until flows are reversed, Franklin Township Municipal Sewer Authority (FTMSA) should pay to WWMA revenues in the amount of \$20.00 per EDU, per year, until the reversal of flows is completed. Once the reversal of flows is completed, this payment would end. Mr. Caroline asked Mr. Campfield for his opinion. Mr. Campfield stated it would be inappropriate for him to suggest additional situations, at this time. Mr. Campfield stated that the Authorities should be looking for win-win situations. Mr. Campfield stated that PTSA does not have a good deal with FTMSA, and if WWMA uses the PTSA/FTMSA model for an agreement, it will be doomed. Mr. Campfield stated that it would behoove WWMA and PTSA to look at sewer line extensions as a joint venture. Mr. Caroline stated that he does not think that the Member Municipalities will agree to increase rates to extend sewer lines in Penn Township, with no guarantee of future development. After discussion, it was decided that a questionnaire would be presented to the WWMA Board of Directors, in order to determine the views of individual WWMA Board Members. The results of the questionnaire will be reviewed at the next Legal & Engineering Services Committee meeting.

D. Village at Kistler Ridge:

1. Mr. Fisher reported that the Municipal Authority of Westmoreland County (MAWC) currently has no sewer lines that would serve the lower portion of the Village at Kistler Ridge (east of Chestnut Lane), and has no plans to extend service to this area. MAWC has no problem with this area being added to WWMA's service area. A pump station will be constructed, that will pump flow for approximately sixty (60) units to the WWMA system, at which point sewage will flow by gravity to the WWMA wastewater treatment plant. Mr. Caroline stated that he wanted to include any area that would drain back to the pump station from any direction. Mr. Campfield stated that the MAWC should be notified that the service area would extend to the Jeannette line. Mr. Lapia stated that he didn't think that an additional capacity fee should be charged to customers that are not in the original service area. Mr. Fisher explained why additional capacity fees are charged to customers that were not part of the original service area. Mr. Lapia stated that he is not in favor of charging a capacity fee that is larger than the regular capacity fee. A motion was made by Mr. Lapia, and seconded by Mr. Konkus, to accept those lots that are in the Kistler Ridge Development outside the (WWMA) service area, and to include anything in Penn Township to the City of Jeannette line, and to assess them a \$1,500.00 capacity fee, and no more. Mr. Wolinsky stated that he didn't agree with a \$1,500.00 capacity fee, if WWMA would be doing something differently that it has done, in the past. Mr. Lapia stated that these customers will be paying the same revenue rate as existing WWMA customers. Mr. Wolinsky expressed concern for treating this development differently than WWMA has treated developments in the past.

A roll-call vote was taken.

Mr. Caroline - no	Mr. Gilbert – yes	Mr. Konkus – yes	Mr. Lapia – yes
Mr. Mace – yes	Mr. McHugh – no	Mr. Watson – no	Mr. Wolinsky – no

The vote was tied at 4-4. Therefore, the motion failed.

A discussion followed. A motion was made by Mr. Wolinsky, and seconded by Mr. Watson, to accept these customers as has been laid out in the previous motion, in the Kistler Ridge development and the other areas of Penn Township, down to the Jeannette line, and to use the calculation of the additional (capacity) fee, as we have done in similar situations in the past, for this project. Mr. Lapia asked which calculation would be used. Mr. Caroline stated that the calculation for the Shuster development would be used. Mr. Wolinsky stated that the calculation for the Shuster development would be used, and all fees would be paid, up front. Mr. Lapia asked how the capacity fee was derived, and how much it would be. Mr. Fisher stated that the amount cannot be determined at this time, because the fee for the Fourth

Amendment to the Service Area was \$1,830.00, which represented the present worth equivalent (as of 2011) that was paid by customers within the Extended Service Area II (Penn Township). Mr. Lapia asked if the capacity fee can be excluded from this motion, and determined, later. Mr. Wolinsky rescinded the motion, and Mr. Watson rescinded his second to the motion.

A motion was made by Mr. Lapia, and seconded by Mr. Wolinsky, to take in the Kistler Ridge section that is out of the service area, and any portion of the Penn Township area, to the Jeannette line. The motion passed unanimously.

E. Valley Landfill:

1. Mr. Fisher reported that WWMA sent a letter to representatives of the Valley Landfill (Landfill) in December 2020. The Authority has received a response from the Landfill, and is in the process of preparing WWMA's response. The Landfill has indicated a willingness to work with WWMA, regarding payment of the cost of additional chemicals that will be needed, in order for WWMA to meet its whole effluent toxicity (WET) testing limits. Mr. Caroline stated that he wants the agreement to state that all landfill flow must first go through the landfill pond, where it will be aerated and tested. A discussion followed. It was decided that Mr. Boddy, Mr. Fisher, and Mr. Gorski will develop a response to the Landfill, to be reviewed by the Legal & Engineering Services Committee.

Mr. Watson left the meeting at 8:50 P.M., during the Valley Landfill discussion.

This concluded the General Manager's report.

9. Assistant Manager's Report – Stanley Gorski, Jr.:

- A. Mr. Gorski reported that there were no NPDES plant violations, and no by-pass events during the month of January 2021. Average plant flow was 3.3 mgd. Maximum plant flow was 7.21 mg. Total rainfall for the month was 1.70".
- B. All plant maintenance is up to date.
- C. The plant employees completed the locker room renovation. Mr. Gorski commended Mr. Stitely for his work.
- D. Mr. Gorski reported that the W.K. Merriman tank, pump, and mixer were installed, and the first delivery of the larger quantity of magnesium hydroxide is scheduled for February 22, 2021.
- E. Sampling for the first of four (4) required WET tests began on February 14, 2021, and will be completed on February 19, 2021.
- F. Mr. Gorski reported that he has contacted UPMC to schedule distribution of the COVID-19 vaccine to plant employees, and is waiting for a response from UPMC. Mr. Lapia suggested that Mr. Gorski contact Excela, in Latrobe, PA, as they have administered the vaccine to most of their employees, and are now offering vaccines to people who register. Mr. Gilbert stated that the vaccine is being distributed at St. Vincent College, as well.
- G. Mr. Gorski reported that plant employees have been performing a lot of snow removal at the plant.

This concluded the Assistant Manager's report.

10. Consulting Engineer – Brad Boddy, Wade Trim, Inc.:

Mr. Boddy reviewed his written report dated February 18, 2021.

A. COA-Phase I Project and COA-Phase II Project:

1. Mr. Boddy reported that the PENNVEST loans for the COA-Phase I Project and COA-Phase II Project have been closed out. The Authority received the holdback money for the COA-Phase I Project. There was no holdback money for the COA-Phase II Project.

B. COA-Phase III Project:

1. Mr. Boddy reported that the COA-Phase III Project is out for bid. A mandatory virtual pre-bid meeting was held on February 3, 2021, with very good attendance. Mr. Boddy stated that nearly twenty (20) contractors attended the meeting. An addendum was issued, based on the pre-bid meeting summary, and questions that were received, to date. The Authority received conditional approval of the PennDOT highway occupancy permit, pending submittal of a bond. Mr. Boddy stated that, initially, PennDOT was going to require a \$2,000,000.00 bond, which is based on the value of work that will be performed within the PennDOT right-of-way. A typical bond costs 2% of the bond amount, which is a high cost for the contractor. PennDOT permits a \$500,000.00 blanket bond, which would be provided by the Authority. The blanket bond would provide cost savings of \$90,000.00, based on a three-year bond, at \$30,000.00 per year that would include a one-year construction bond, and a two-year maintenance bond. All blanket bonds issued in the Commonwealth of Pennsylvania are in the amount of \$500,000.00. Attorney Brad Mellor feels that it is worth going with the blanket bond, for the \$90,000.00 cost savings. Mr. Boddy explained that blanket bonds are typically used to cover multiple projects that are being completed simultaneously, but can also be used for a single project. Mr. Campfield stated that there was the thought

of an indemnity agreement, but Attorney Brad Mellor did not think that this was appropriate. This bond will cover the entire project, but 95% of the work on PennDOT property will take place on Paintertown Road. Mr. Boddy explained that the Authority cannot issue substantial completion to the contractor until PennDOT approves the project, as the two-year maintenance bond begins when substantial completion is issued. Mr. Fisher stated that an addendum will need to be submitted to the bidders by February 23, 2021. A motion was made by Mr. Lapia to go with the blanket bond with PennDOT for the COA-Phase III Project. Mr. Lapia amended his motion to include authorization for Mr. Fisher to submit the application. Mr. Wolinsky seconded the amended motion. The motion passed unanimously.

2. Mr. Boddy stated that the bids will be opened on March 2, 2021. The hope is that the bid amounts will be available for the March 4, 2021 Legal & Engineering Services (L&E) Committee meeting. A full evaluation of the bids will not be completed prior to the L&E Committee meeting, but the number of bids and the amounts of bids will be known.

C. Switchgear Replacement Project:

1. Mr. Boddy reported that the Authority is awaiting delivery of the Switchgear equipment. Delivery is expected to occur in late March or early April 2021, with installation to take place shortly after delivery.

D. Toxic Reduction Evaluation (TRE):

1. Mr. Boddy reported that Wade Trim has updated the wastewater treatment plant performance data. Things are going fairly well with ammonia removals. Mr. Boddy will talk with Mr. Gorski tomorrow, or early next week, to discuss denitrification.

Mr. Boddy stated that the Authority may be looking for conditional approval for the award of the COA-Phase III contract, so that the contractor can get their bonds and insurance in place, and the Authority can submit the contract amount to PENNVEST and proceed with PENNVEST loan closeout.

This concluded Mr. Boddy's report. The complete report is attached to these minutes.

11. Solicitor's Report – John Campfield:

A. PaWARN Program:

1. Mr. Campfield reported that he reached out to people in Philadelphia who are involved with PaWARN. They have not yet gotten back to Mr. Campfield. Mr. Campfield reported that he should be ready to present a Resolution to the Board at the March 18, 2021 meeting authorizing the Authority to join PaWARN.

This completed Mr. Campfield's Solicitor's report.

12. Reports of Committees:

A. Personnel Committee: Joseph Lapia:

1. Mr. Lapia asked Mr. Fisher where the Authority was, regarding the proposed drug and alcohol policy. Mr. Fisher stated that the Authority needs to review and approve the drug and alcohol policy that was submitted by Mr. Eugene Miklaucic, of Spectrum Medical Corporation, LLC, to see if the Authority has any comments or revisions. Once approved, the policy will be submitted to Spectrum, who will finalize the policy. Mr. Fisher stated that he does not know if all of the questions regarding medical marijuana and oils have been addressed. Mr. Lapia asked Mr. Fisher to submit the policy to the Personnel Committee members, for their review.

B. Finance and Budget Committee – Dylan Mace:

1. Due to technical difficulties, Mr. Mace deferred to Mrs. Wtorkowski who requested approval of a fund transfer listed under Agenda item 12B (1) (a), and investments listed under Agenda Items 12B (1) (b), and 12B (1) (c), as follows:

Item 12B (1) (a): Transfer \$128,937.73. from the Revenue Fund to the PENNVEST Account, *and*
Item 12B (1) (b): Purchase a 2015/2016 Capital Improvement Fund One-Month United States Treasury Bill, in the amount of \$6,875,000.00, *and*
Item 12B (1) (c): Purchase a 2015/2016 Debt Service Reserve Fund One-Month United States Treasury Bill, in the amount of \$250,000.00.

A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Konkus. The motion passed unanimously.

2. Mr. Mace reported that the Authority received a credit in the amount of \$162.00 from FWF Insurance Agency, Inc., due to the elimination of the Cavittsville-Ardara System and the Ardara Pump Station from the general liability insurance policy.
3. Mr. Mace reported that the Authority will need to submit notices of redemption of the Authority's existing bonds to the Authority's Trustee, U.S. Bank, prior to the April 15th or April 16th closing for the 2021 bonds. Mr. Mace asked if a motion was required. Mr. Campfield stated that the Resolution that was

approved by the Board authorized all necessary actions that are required for the bond issue. Therefore, a motion was not required.

This concluded the Finance and Budget Committee report.

C. Legal and Engineering Services Committee: Charles Gilbert: There was no report.

13. Requisitions and PENNVEST Payments:

A. Mr. Caroline requested Board approval of Agenda Item 13A (1):
13A (1): Approve 2015/2016 Capital Improvement Fund Requisition No. 69: \$33,424.72, and authorize submission to PENNVEST.

A motion to approve was made by Mr. Lapia, and seconded by Mr. Wolinsky. The motion passed unanimously.

14. Board Member Comments:

A. Mr. Lapia asked when the Authority will return to in-person meetings. Mrs. Wtorkowski stated that the Authority is scheduled to return to on-site meetings in May 2021. Mr. Lapia asked if the Authority could resume in-person meetings, now. Mr. Wolinsky stated that he is trying to be cautious. Mr. Caroline stated that Mr. Faccenda is also exercising caution. Mr. Gilbert stated that he will not attend in-person meetings, until he receives his second dose of the COVID-19 vaccine. Mr. Caroline stated that the Authority will continue to meet virtually through April 2021. Mr. Lapia stated that he is having trouble connecting to the Teams meetings. Mrs. Wtorkowski stated that she will set up a Teams meeting with Mr. Lapia on February 19th, to troubleshoot Mr. Lapia's connection to Teams.

B. Mr. Caroline thanked the Board for productive discussions regarding the proposed Eight Amendment to the Service Agreement and the Kistler Development. Mr. Wolinsky agreed with Mr. Caroline. Mr. Konkus thanked Mr. McHugh for his suggestions.

15. Executive Session: None

16. A motion to adjourn the meeting was made by Mr. Wolinsky, and seconded by Mr. Lapia. The motion passed unanimously. The meeting was adjourned at 9:02 P.M.

Johanna Wtorkowski, Assistant Secretary-Treasurer