

**Housing Authority of the City of Pittsburgh**  
**BOARD OF COMMISSIONERS**  
**MEETING MINUTES**  
**Thursday, June 22, 2017**  
**200 Ross Street**  
**13<sup>th</sup> Floor Wherrett Room**  
**Pittsburgh, PA 15219**

The Housing Authority of the City of Pittsburgh (HACP) held a regular Board meeting on Thursday, June 22, 2017, at 200 Ross Street; 13th Floor, Wherrett Room, Pittsburgh, Pennsylvania 15219 at 10:30 a.m.

Ms. Janet Evans, Vice-Chairperson, called the meeting to order. The Commissioners in attendance were: Mr. Peter Kaplan, Rev. Ricky Burgess, Mr. Leroy Morgan, Ms. Janet Evans and Ms. Enid Miller. Valerie McDonald-Roberts and Richard Butler were not in attendance.

Next, the Vice-Chair noted that the Board members had previously received a copy of the May 25, 2017, Board Meeting Minutes and asked for a motion to approve the minutes. Leroy Morgan made a motion to approve the minutes and Rev. Burgess seconded the motion.

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Rev. Burgess, Enid Miller, Peter Kaplan, Janet Evans and Leroy Morgan.

“NAYS”: None

The Vice-Chair declared the motion carried and the minutes approved.

The Board had previously received the Activity Report for May 2017. Ms. Evans asked for a motion to approve the Activity Report. Peter Kaplan made a motion and Enid Miller seconded the motion to approve the Activity Report.

Michelle Sandidge gave a lengthy report on the recent activities, programs and special events that HACP has held or sponsored.

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Rev. Burgess, Enid Miller, Peter Kaplan, Janet Evans and Leroy Morgan.

“NAYS”: None

Ms. Evans declared the motion carried and the Activity Report approved.

The Vice-Chair next asked if there were any comments or questions from Tenant Council Presidents, Section 8 Representatives or other public comments.

Nikkilia Lu of SEIU: Local Janitors , Food Service and Security Union (Local 32BJ) presented to the Board the letter of March 7, 2017 from Michael Lamb to HACP regarding the payment of prevailing wages to contracted Security Guards. She urged the Board to include the provisions

of the City of Pittsburgh's prevailing wage ordinance into the HACP's pending procurement of security services.. Ms. Evans asked if there were other public comments. There were none.

At this time Janet Evans introduced the following resolutions:

### **RESOLUTION No. 29 of 2017**

#### **A Resolution – Authorizing the Executive Director or his Designee to enter into a Professional Services Contracts with Phase One Development Corp. for Hazardous Material Removal and Abatement services at the Northview Heights Community**

**WHEREAS**, the Housing Authority of the City of Pittsburgh (HACP) has determined that Hazardous Material Removal and Abatement work (Hazmat Removal) is necessary on an as-needed basis in conjunction with the unit modernization project being carried out by the HACP Forced Account Labor crew at the Northview Heights Community; and

**WHEREAS**, on 5/3/17, the HACP advertised Invitation for Bid #300-10-17 (IFB) seeking qualified firms to perform Hazmat Removal; and

**WHEREAS**, on 5/16/17, HACP received two (2) proposals for Hazmat Removal in response to the IFB; and

**WHEREAS**, under the IFB, HACP may award single indefinite quantity task-order based contracts, whereby HACP will authorize the selected professionals, during a stated time period, to perform Hazmat Removal on an as-needed basis through the use of Task Orders; and

**WHEREAS**, Phase One Development Corp. submitted the lowest, responsive and responsible bid; and

**WHEREAS**, the HACP has performed responsiveness and responsibility determination for the selected firm, Phase One Development Corp., and the firm was determined to be a responsive, responsible and a qualified firm; and

**WHEREAS**, this procurement was conducted in accordance with applicable Federal regulations and the procurement policies and procedures of the HACP.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

**Section 1.** That the Executive Director or his Designee is hereby authorized to enter into an Indefinite Quantity Task Order Contract with Phase One Development Corp. in the amount not-to-exceed \$108,640.00 for a period of three (3) years.

**Section 2.** The contract is to be paid from MtW funds.

Vice-Chair Evans asked for a motion to approve the resolution. Peter Kaplan made a motion to approve the resolution and Rev. Ricky Burgess seconded the motion.

After a brief discussion, a vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Rev. Burgess, Enid Miller, Peter Kaplan, Janet Evans and Leroy Morgan.

“NAYS”: None

Ms. Evans declared motion carried and the resolution passes.

### **RESOLUTION No. 30 of 2017**

#### **A Resolution - Authorizing the Executive Director or his Designee to enter into a Professional Services Contract with Live Life Construction for Vacant Unit Painting at the Northview Heights Community**

**WHEREAS**, the Housing Authority of the City of Pittsburgh (HACP) has determined that Vacant Unit Painting Services are necessary on an as-needed basis in conjunction with the unit modernization project being carried out by the HACP Forced Account Labor crew at the Northview Heights Community; and

**WHEREAS**, on 3/20/17, the Housing Authority of the City of Pittsburgh (HACP) advertised Invitation for Bid #300-11-17 (IFB) seeking qualified firms to perform prime and painting; and

**WHEREAS**, on 3/31/17, HACP received two (2) proposals for Vacant Unit Painting in response to the Invitation For Bid (IFB); and

**WHEREAS**, under the IFB, HACP may award single indefinite quantity task-order based contracts, whereby HACP will authorize the selected professionals, during a stated time period, to perform Vacant Unit Painting on an as-needed basis through the use of Task Orders; and

**WHEREAS**, Live Life Construction submitted the lowest responsive and responsible bid; and

**WHEREAS**, the HACP has performed responsiveness and responsibility determination for the selected firm, Live Life Construction, and the firm was determined to be a responsive, responsible and a qualified firm; and

**WHEREAS**, this procurement was conducted in accordance with applicable Federal regulations and the procurement policies and procedures of the HACP.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

**Section 1.** That the Executive Director or his Designee is hereby authorized to enter into an Indefinite Quantity Task Order Contract with Live Life Construction in an amount not-to-exceed \$53,522.00 for a period of three (3) years; and

**Section 2.** The contract shall be paid from MTW funds.

Vice-Chair Evans asked for a motion to approve the resolution. Enid Miller made a motion to approve the resolution and Rev. Ricky Burgess seconded the motion.

After a brief discussion, a vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Rev. Burgess, Enid Miller, Peter Kaplan, Janet Evans and Leroy Morgan.

“NAYS”: None

Vice-Chair Janet Evans declared the motion carried and the resolution approved.

### **RESOLUTION No. 31 of 2017**

#### **A Resolution – Authorizing the Commitment of Funds for the Manchester Communities (formerly Hope VI Phases I, II, III and IV) for Predevelopment & Development Activities**

**WHEREAS**, the Housing Authority of the City of Pittsburgh (HACP) has selected Allies & Ross Management and Development Corporation (ARMDC) to rehabilitate eighty-six (86) existing Low Income Public Housing (LIPH) Units located in the Manchester neighborhood of the city of Pittsburgh; and

**WHEREAS**, the original eighty-six (86) LIPH units were completed during the mid to late 1990’s in four (4) respective phases - Phases I, II, III and IV, through the United States Department of Housing and Urban Development (HUD) HOPE VI program. Each of the phases were completed utilizing Low-Income Housing Tax Credits (LIHTC) and HACP Capital Funds via differing “Owner Entities” respectively; and

**WHEREAS**, now that the tax credit compliance period for each phase has ended, HACP’s instrumentality, ARMDC-Manchester GP, LLC (a newly organized Pennsylvania limited Liability Company) has acquired the general partner interests of the Owner Entities Phases I, II, III and IV; the HACP has acquired the limited partner interests in the owner entities, and another HACP instrumentality, Allies Property Management Group is the management agent for each of the four (4) phases; and

**WHEREAS**, HACP has selected its development instrumentality, ARMDC, to undertake the Manchester Communities Pre-Development and Development Activities utilizing the mixed-finance development approach. ARMDC proposes to preserve the eighty-six (86) affordable rental units for the next twenty (20) year period by undertaking necessary activities which would include but are not limited to; the renovation and replacement of major mechanical systems, the sealing of individual building envelopes, the modernization of individual units as needed, and the update/repair of ancillary land and building structures as necessary to support the rental units; and

**WHEREAS**, ARMDC is preparing a development plan which will include a Physical Conditions Needs Assessment, resident involvement, securing of development funds using tax credit financing and other public and private sources and competitively selecting a general

contractor and other professionals to advance the Manchester Communities Pre-Development and Development Activities; and

**WHEREAS**, HACP has determined that it is in its best interests to commit funds in the amount of \$500,000.00 (hereinafter, the “Manchester Communities Investment”) which will be utilized to fund: (A) Predevelopment Activities which will include inter alia; a Physical Needs Assessment Plan, Market Study, Preparation of LIHTC application for Manchester Communities Development Activities (hereinafter, collectively, the “Predevelopment Activities” and (B) Manchester Communities Development Activities including (i) Manchester Communities construction/permanent financing, and (ii) other Manchester Communities Development Activities related purposes (hereinafter, collectively, the “Manchester Communities Development Activities”); and

**WHEREAS**, the sources of funds for the Manchester Communities Investment may be HACP Program Income and/or Moving to Work (MTW) Funds, and

**WHEREAS**, ARMDC will perform predevelopment services, prepare appropriate development schedules, apply for financing both privately funded and through an allocation of LIHTC through the Pennsylvania Housing Finance Agency (PHFA) in accordance therewith for the Manchester Communities Development Activities; and

**WHEREAS**, HACP will grant the funds to ARMDC which shall be utilized to fund the Manchester Communities Pre-Development and Development Activities in an amount not-to-exceed \$500,000.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

**Section 1.** The Executive Director or his Designee is hereby authorized to obligate and expend an amount not-to-exceed \$500,000.00 to carry out the Manchester Communities Predevelopment and Development Activities, for the rehabilitation of the eighty-six (86) units to extend their useful life for twenty (20) years; and

**Section 2.** HACP is hereby authorized to enter into a Grant Agreement with ARMDC for a not-to-exceed amount of \$500,000.00, which ARMDC shall utilize to fund the Manchester Communities Predevelopment and Development Activities; and

**Section 3.** The Executive Director or his Designee is hereby authorized and directed, in the name of and on behalf of HACP, to (i) negotiate, execute and deliver all such agreements, documents and instruments and take all such other actions as is determined to be necessary or desirable in order to effect the implementation of the Manchester Communities Predevelopment and Development Activities, and (ii) complete any and all additional actions, including the disposition of HACP/ARMDC property to the owner entity of the mixed-finance development of Manchester Communities, that are legally permissible and necessary or advisable to carry out the Manchester Communities Predevelopment & Development Activities contemplated herein; and

**Section 4.** The Executive Director or his Designee is hereby authorized and directed to take such other actions, from time to time, that are necessary, advisable or proper in connection with the

Manchester Communities Development Activities including, without limitation, the execution and delivery of all agreements, writings and documents (and all amendments, changes, modifications and additions thereto).

Vice-Chair Evans asked for a motion to approve the resolution. Enid Miller made a motion to approve the resolution and Peter Kaplan seconded the motion.

After a brief discussion, a vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Rev. Burgess, Enid Miller, Peter Kaplan, Janet Evans and Leroy Morgan.

“NAYS”: None

Vice-Chair Janet Evans declared the motion carried and the resolution approved.

### **RESOLUTION No. 32 of 2017**

#### **A Resolution - Authorizing and Approving the Financing for Larimer/East Liberty Phase II and Approving The Issuance of Bonds to Finance the Costs Thereof**

**WHEREAS**, The Housing Authority of the City of Pittsburgh (Authority) is a body corporate and politic constituting a public instrumentality of the Commonwealth of Pennsylvania (Commonwealth), created under and pursuant to the Pennsylvania Housing Authorities Law, P.L. 955, May 28, 1937, as amended, 35 P.S. §1541 et. seq. (Act); and

**WHEREAS**, the Authority is authorized pursuant to the Act to, among other things, develop, acquire, lease and operate low-rent housing and to issue bonds in connection therewith; and

**WHEREAS**, the Authority has determined to redevelop the site located at Broad Street and Larimer Avenue in the City of Pittsburgh, Pennsylvania (the “City”) into a proposed 150-unit development known as Larimer/East Liberty Phase II (“Phase II Development”), the first phase of which was previously constructed and included a community center to be shared with the Phase II Development residents; and

**WHEREAS**, the Phase II Development will be owned by Larimer/East Liberty Phase II, L.P., a limited partnership created and organized under the laws of the Commonwealth (the “Borrower”), whose members will include Larimer/East Liberty Phase II MBS GP, Inc., a Missouri corporation, an affiliate of McCormack Baron Salazar, Inc., the project developer; ARMDC-Larimer/East Liberty II, Inc., a Pennsylvania corporation, the Authority’s affiliate; and Ohio Capital Corporation for Housing or an affiliate thereof, the Phase II Development’s Low Income Housing Tax Credit (LIHTC) investor; and

**WHEREAS**, in order to facilitate the Phase II Development, the Authority has determined to issue one or more series of its revenue bonds (the “Bonds”) pursuant to a trust indenture (the “Indenture”) between the Authority and a trustee signatory thereto (the “Trustee”), and will loan the net proceeds of the Bonds to the Borrower pursuant to a loan agreement (the

“Loan Agreement”) between the Authority and the Borrower, to pay all or a portion of the costs of the Phase II Development; and

**WHEREAS**, the Bond proceeds will be used to make a loan to the Borrower to permit it to undertake the Phase II Development and pay certain other costs associated with the Phase II Development and the financing thereof as further set forth in the Indenture, including (a) the payment or reimbursement of the costs of construction and equipping of the Phase II Development; (b) the funding of any capitalized interest on the Bonds, if necessary; (c) the funding of a debt service reserve fund for the Bonds, as applicable; and (d) the payment of a portion of the costs associated with the issuance of the Bonds, as applicable; and

**WHEREAS**, as further security for the Bonds, the Authority will cause certain of its rights under the Loan Agreement to be assigned to the Trustee concurrently with the issuance of the Bonds; and

**WHEREAS**, in connection with the offering and sale of the Bonds, the Authority will enter into a bond purchase agreement (the “Bond Purchase Agreement”) by and among the Authority, Red Capital Markets, LLC (the “Underwriter”), and the Borrower pursuant to which the Underwriter will offer to purchase the Bonds upon the terms and conditions set forth therein; and

**WHEREAS**, the Bonds may be offered for sale pursuant to a preliminary official statement (the “Preliminary Official Statement”) and an official statement (the “Official Statement”); and

**WHEREAS**, the Phase II Development will constitute a qualified residential rental project pursuant to the requirements of the Internal Revenue Code of 1986, as amended (Internal Revenue Code); and

**WHEREAS**, the Authority as the issuer of the Bonds must comply with certain provisions of the Internal Revenue Code, which require the Authority to conduct a public hearing (pursuant to the requirements of the Tax Equity and Fiscal Responsibility Act (TEFRA) of 1982) regarding the Phase II Development and publish adequate notice thereof in accordance with the provisions of section 147 of the Internal Revenue Code; and

**WHEREAS**, said public hearing required under section 147(f) of the Internal Revenue Code, regarding the Phase II Development took place on June 2, 2017; and

**WHEREAS**, the Authority now desires to authorize and approve the Phase II Development, the issuance, execution and delivery of the Bonds in connection therewith, and the execution and delivery of the Indenture, the Loan Agreement, the Bond Purchase Agreement, and such other instruments and documents as shall be necessary or appropriate to effectuate the purposes of this Resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

**Section 1.** Approval of Development and the Issuance of the Bonds. The Authority hereby authorizes and approves the undertaking of the Phase II Development and the issuance of the Bonds to finance all or a portion of the costs of the Phase II Development. The Bonds shall be designated “Housing Authority of the City of Pittsburgh Revenue Bonds (Larimer/East HACP JUNE 2017 MEETING MINUTES

Liberty Phase II Apartments) Series 2017”, and shall be issued in one or more series and secured pursuant to the Indenture in an aggregate principal amount not to exceed \$25,000,000. The Bonds shall bear interest at variable or fixed rates of interest and shall contain such other terms and conditions as provisions as Bond Counsel and counsel to the Authority and the Authorized Officer of the Authority executing such Bonds shall approve, such approval to be conclusively evidenced by such officer’s execution thereof; and

**Section 2.** Approval of the Indenture. The Authority hereby authorizes and approves the execution and delivery of the Indenture by and between the Authority and the Trustee, containing such terms and provisions as Bond Counsel and counsel to the Authority and the Authorized Officer of the Authority executing the Indenture shall approve, such approval to be conclusively evidenced by such officer’s execution thereof; and

**Section 3.** Approval of the Loan Agreement. The Authority hereby authorizes and approves the execution and delivery of the Loan Agreement, containing such terms and provisions as counsel to the Authority and the Authorized Officer of the Authority executing the Loan Agreement shall approve, such approval to be conclusively evidenced by such officer’s execution thereof; and

**Section 4.** Sale of the Bonds; Approval of the Bond Purchase Agreement.

(a) The Authority hereby authorizes and approves the sale of the Bonds to the Underwriter. The Bonds shall be sold to the Underwriter at such rates and on such terms and conditions as are set forth in the Bond Purchase Agreement relating to the Bonds. The Bond Purchase Agreement shall be approved by the Executive Director prior to the acceptance of such rates, terms and conditions, and the execution of such Bond Purchase Agreement by the Authority; and



(b) The Authority hereby authorizes and approves the execution of the Bond Purchase Agreement containing such terms and provisions as Bond Counsel and counsel to the Authority and the Authorized Officer of the Authority executing the same shall approve, such approval to be conclusively evidenced by such officer's execution thereof; and

**Section 5.** Approval of the Preliminary Official Statement and the Official Statement.

(a) The preparation and distribution of the Preliminary Official Statement by the Underwriter in connection with the sale of any Bonds is hereby approved. The Executive Director is hereby authorized to certify to the Underwriter that the Preliminary Official Statement, as approved, is deemed final within the meaning of Rule 15c2-12 of the Securities and Exchange Commission ("Rule 15c2-12"); and

(b) The Executive Director is hereby authorized to execute a final Official Statement with such changes therein as are necessary or appropriate to reflect the final terms of any Bonds and such other changes from the Preliminary Official Statement as such Authorized Officer of the Authority may approve upon advice of counsel to the Authority, the authorization of such changes to be evidenced by the execution of the Official Statement by the Executive Director. The Official Statement is hereby deemed final and complete within the meaning of Rule 15c2-12. After the execution of the Official Statement on behalf of the Authority, such Official Statement is authorized to be distributed by the Underwriter in connection with the sale of the Bonds; and

**Section 6.** Direction to Authorized Officers.

(a) For purposes of this Resolution, the Executive Director of the Authority shall be deemed to be an "Authorized Officer".

(b) The Board hereby authorizes and directs the Authorized Officer to negotiate, execute and deliver the Bonds, the Indenture, the Loan Agreement, the Bond Purchase Agreement, and, subject to the approval thereof by counsel to the Authority, to negotiate, execute and deliver any other document, agreement, instrument or certificate required to be executed by the Authority in connection with the issuance of the Bonds, and such execution and delivery shall be conclusive evidence of the approval thereof by the Board.

(c) The Board hereby authorizes and directs the Secretary of the Authority to affix and attest the seal of the Authority to any document as required, and to attest the signature of any Authorized Officer where required; and

**Section 7.** Further Action. The Authorized Officer is hereby authorized and directed to take such actions and execute such other documents, certificates or filings as may be necessary or appropriate to effectuate the matters contemplated hereby, to implement and complete the Phase II Development, to issue and sell the Bonds, or to otherwise effectuate the purposes of this Resolution; and

**Section 8. Prior Actions.** All actions heretofore taken and all documents and instruments heretofore executed by the Authorized Officer or his designee on behalf of the Authority in connection with the Phase II Development and the Bonds are hereby ratified and approved; and

**Section 9. Limitation of Liability of Authority and Officials of the Authority.** Notwithstanding anything to the contrary contained herein or in any other document executed in connection with the issuance and sale of the Bonds (collectively, the “Bond Documents”), the Bonds shall be limited obligations of the Authority payable solely out of revenues derived from the Loan Agreement, any amounts, including proceeds of the sale of the Bonds, held by the Trustee for the benefit of the holders of the bonds (but subject to the provisions of the Indenture) and from any other collateral as may now or hereafter be given to secure the payment of Bonds; no other property or assets of the Authority shall be subject to levy, execution or other enforcement proceedings for any payment required to be made with respect to the Bonds or under the Bond Documents or for the performance of any of the Authority’s covenants, obligations or agreements contained in any Bond Documents. No covenant, obligation or agreement contained in this Resolution or any Bond Documents shall be deemed to be a covenant, obligation or agreement of any board member, officer, attorney, agent or employee of the Authority in his or her individual capacity and neither the board members of the Authority nor any officer executing the Bonds or any Bond Documents shall be liable personally on the Bonds or such Bond Documents or be subject to any personal liability by reason of the issuance, execution and/or performance thereof.

Effective Date of Resolution. This Resolution shall take effect immediately.

Vice-Chair Evans asked for a motion to approve the resolution. Enid Miller made a motion to approve the resolution and Rev. Ricky Burgess seconded the motion.

After a brief discussion, a vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Rev. Burgess, Enid Miller, Peter Kaplan, Janet Evans and Leroy Morgan.

“NAYS”: None

Vice-Chair Janet Evans declared the motion carried and the resolution approved.

### **RESOLUTION No. 33 of 2017**

#### **A Resolution – Authorizing the Executive Director or his Designee to Submit an Inventory Removal Application to HUD for Disposition of the former Kelly Street Elderly Building Site Located at 7030 Kelly Street for Purposes of providing a consolidated site for the Addison/Homewood Phase 4 Development**

**WHEREAS**, the Housing Authority of the City of Pittsburgh’s (HACP) development instrumentality, the Allies & Ross Management and Development Corporation (ARMDC) and its  
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procured development partner, KBK Enterprises (KBK), submitted a Volume Cap, Tax Exempt Bond 4 % Low Income Housing Tax Credit (LIHTC) Application to the Pennsylvania Housing Finance Agency (PHFA) to leverage funds for the Addison/Homewood Phase 4 Development, consisting of fifty-eight (58) new construction units (42 LIHTC/16 market); and

**WHEREAS**, part of the Addison/Homewood Phase 4 site includes an HACP-owned parcel of land that was the site of the former Kelly Street Elderly Building; and

**WHEREAS**, HACP now desires to submit an Inventory Removal Application to the HUD Special Applications Center for approval to transfer 7030 Kelly Street to the Addison/Homewood Phase 4 Development owner entity, Addison Terrace Phase 4 L.P., via a long-term ninety-nine (99) year ground lease at \$10.00/year, for the purpose of providing a consolidated development site.

**NOW, THEREFORE**, be it resolved by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

**Section 1.** The Executive Director or his Designee is hereby authorized to transfer HACP-owned property at 7030 Kelly Street to the Addison/Homewood Phase 4 owner entity, Addison Terrace Phase 4 L.P., via a long term ninety-nine (99) year ground lease, at \$10.00/yr.; and

**Section 2.** The Executive Director or his Designee is hereby further authorized and directed to prepare, execute and submit to HUD all required documentation necessary to obtain HUD's approval for the proposed disposition; and

**Section 3.** The disposition, based on the terms stated above, is hereby authorized subject to HUD approval of HACP's application to dispose of the property as described herein.

The Vice-Chair asked for a motion to approve the resolution. Enid Miller made a motion to approve and Rev. Ricky Burgess seconded the motion. After a brief discussion:

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Rev. Burgess, Enid Miller, Peter Kaplan, Janet Evans and Leroy Morgan.

“NAYS”: None

Ms. Evans declared the motion carried and the Resolution approved.

There were no further resolutions.

**EXECUTIVE REPORT:** The Executive Report was previously provided to the Board. There were no additional discussions regarding the report.

**NEW BUSINESS:** There was no new business.

**AJOURNMENT:** Ms. Janet Evans asked for a motion to adjourn the meeting. Leroy Morgan made a motion to approve and Peter Kaplan seconded the motion.

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Peter Kaplan, Janet Evans, Rev. Burgess, Enid Miller and Leroy Morgan.

“NAYS”: None

Ms. Evans declared the motion carried and the meeting adjourned.

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Recording Secretary