

HOUSING AUTHORITY OF THE CITY OF PITTSBURGH
BOARD OF COMMISSIONERS MEETING
MEETING MINUTES

**@ 412 Boulevard of the Allies; 7th Floor Board Room
and Via Zoom Webinar
Pittsburgh, PA 15219**

The Housing Authority of the City of Pittsburgh (HACP) held a Meeting of the Board of Commissioners on Thursday, January 25, 2024 @ 412 Boulevard of the Allies, 7th Floor Board Room, Pittsburgh, PA and Via Zoom Webinar. The meeting began at 10:30 a.m.

The HACP Board Chairwoman, Valerie McDonald-Roberts, called the meeting to order. The Commissioners in attendance were Ms. Jala Rucker, Ms. Janet Evans, Mr. Majestic Lane, Mrs. Valerie McDonald-Roberts, Mr. Alex Laroco and Mr. Jake Wheatley. Rev. Ricky Burgess was not in attendance. A quorum was met.

Next, the Chair noted that the Board members previously received a copy of the December 14, 2023, HACP Board Meeting Minutes and asked for a motion to approve the minutes. Alex Laroco made a motion to approve, and Jala Rucker seconded the motion.

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

“AYES”: Jala Rucker, Janet Evans,
Alex Laroco and Valerie McDonald-Roberts

“NAYS”: None.

The Chair declared the motion carried and the minutes approved.

Michelle Sandidge presented the Activity Report for January 2024.

ACTIVITY REPORT:

January Monthly Board Report:

- ✓ Received the FSS one year renewal grant award for \$388,268. This funds 8 service coordinator positions.
- ✓ Pgh Cultural Arts /Lullaby Project will be filmed in our CAC studios. This project chronicles HACP immigrants’ stories about their children and will be set to music as part of the Carnegie Hall in NYC Project. Our own Muna Adan and Nathan Williams will work on this exciting project.
- ✓ An update!! BIGbig shout out to our own Devin Shirey. The new number for January to date- is \$127,036.16 for resident rental assistance. How Devin does it is a secret. Awesome Devin Eviction Prevention extraordinaire.
- ✓ Public Source/WESA for a well written through article on Eviction and Anthony Ceoffe for

his great comments on our processes.

✓ We're not going to the Super Bowl, but we are going to the NFL draft and the 3C community culture and competition, Sports Conference with the CyberBus in April. The conference is hosted by the Boys and Girls Club. All events are in Jerome Bettis's hometown Detroit.

✓ One last highlight ...congrats WOW team for being selected to present the CyberBus program in DC at the CLPHA - Housing Is conference in May. The panel will include representatives from the HACP, Stem coding lab and the Bus Stops Here/Bettis foundation. We are joined by Columbus HA who will also discuss their Digital Program.

Next, Ms. McDonald-Roberts asked the Board for a motion to approve the Activity Report. Janet Evans made a motion to approve, and Alex Laroco seconded the motion. After a discussion.

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

"AYES": Jala Rucker, Janet Evans,
Alex Laroco and Valerie McDonald-Roberts

"NAYS": None.

The Chair declared the motion carried and the Activity Report approved.

PUBLIC COMMENTS: There was one public comment received.

Maurice Martin

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Why is it so hard for 1 bedroom to be available

Majestic Lane joined the meeting at this time.

RESOLUTIONS:

Next, the Chair introduced the Resolutions:

RESOLUTION No. 1 of 2024

A Resolution - Authorizing the Executive Director or Designee to Award Contracts to R.H. Fewster Painting Company, White Water Painting, Grace Construction Services, and J&S Handyman Services for Plaster and Painting of Occupied and Unoccupied Units and Common Areas Authority-Wide for the Housing Authority of the City of Pittsburgh

WHEREAS, on November 13, 2023, the HACP issued an Invitation for Bid (IFB) #300-35-23 seeking qualified companies to provide Plaster and Painting of Occupied, Unoccupied Units, and Common Areas Authority-Wide; and

WHEREAS, six (6) companies responded to the IFB #300-35-23 for Plaster and Painting of Occupied, Unoccupied Units, and Common Areas Authority-Wide; and

WHEREAS, R.H. Fewster Painting Company, White Water Painting, Grace Construction Services, and J&S Handyman Services were all determined to be the most responsive and responsible bidders; and

WHEREAS, The total five (5) year authorized amount of \$8,000,000.00 shall be split amongst the four (4) vendors on a task-order basis; and

WHEREAS, IFB #300-35-23 was procured in accordance with applicable federal, state, and local procurement rules and regulations, as well as 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 The Executive Director or Designee is hereby authorized to enter into a contracts in the amount not to exceed \$8,000,000.00 with R.H. Fewster Painting Company, White Water Painting, Grace Construction Services, and J&S Handyman Services for Plaster and Painting of Occupied & Unoccupied Units, and Common Areas Authority-Wide for the initial term of three (3) years with two (2) one (1) year extension options, for a total of five (5) years; and

Section 2 The total five (5) year authorized amount of \$8,000,000.00 shall be payable from program income and/or Moving to Work (MTW) funds.

Next, the Chair asked for a motion to approve the resolution. Janet Evans made a motion to approve, and Alex Laroco seconded the motion. After a discussion:

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

“AYES”: Majestic Lane, Jala Rucker, Janet Evans,
Alex Laroco and Valerie McDonald-Roberts

“NAYS”: None.

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 2 of 2024

A Resolution - Authorizing the Executive Director or Designee to Amend the Monetary Value by 20% for the Electrical Support Contracts with Marshall Electric and Tri-River Holdings LLC

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) utilizes electrical support services at properties HACP-wide in accordance with the Department of Housing and Urban Development (HUD) standards; and

WHEREAS, the HACP is requesting to increase the existing contracts by 20% (IFB #300-11-22) to the Electrical Support Authority-Wide Contracts with Marshall Electric and Tri-River Holdings LLC to ensure the HACP can continue to perform routine and emergency electrical work for the full five (5) years as stated in the terms of the original contract executed on July 28 and August 8, 2022 respectively (Resolution No. 37 of 2022 Attached); and

WHEREAS, the HACP is requesting an additional \$100,000.00 be added to the Electrical Support Authority-Wide Contracts with Marshall Electric and Tri-Rivers Holdings LLC to ensure the HACP can continue proper electrical systems operations and maintenance, as well as payment to vendors; and

WHEREAS, The total five (5) year authorized amount of \$600,000 shall be split amongst the two (2) vendors.

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

Section 1. Authorize the Executive Director or Designee to add funds to the Electrical Support Authority-Wide Contracts with Marshall Electric and Tri-Rivers Holdings LLC, in an amount not to exceed \$100,000.00 for a new total of \$600,000.00; and

Section 2. The additional funds will be paid from Moving-to-Work (MTW) and/or program income funds.

Next, the Chair asked for a motion to approve the resolution. Majestic Lane made a motion to approve, and Jala Rucker seconded the motion. After a discussion:

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

“AYES”: Majestic Lane, Jala Rucker, Janet Evans,
Alex Laroco and Valerie McDonald-Roberts

“NAYS”: None.

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 3 of 2024

A Resolution - Authorizing the Executive Director or his Designee to Utilize an Existing Contract with Graciano Corporation through the City of Pittsburgh Cooperative Purchasing Program for the Facade Repairs, Restoration, and Graffiti at Finello Pavilion AMP-44

WHEREAS, in alignment with the Green Physical Needs Assessment (GPNA) Report, the Housing Authority City of Pittsburgh (HACP) has duly assessed that Finello Pavilion AMP-44 necessitates restoration and repair to the façade and graffiti removal; and

WHEREAS, there currently exists a cooperative purchasing agreement between the City of Pittsburgh and Graciano Corporation that will be utilized for this purpose; and

WHEREAS, the Graciano Corporation’s contract's current term ends March 31, 2024 and the HACP has obtained pricing from Graciano Corporation for the needed restoration and repairs; and

WHEREAS, the HACP desires the Graciano Corporation to provide services for the façade repairs & restorations at Finello Pavilion, AMP-44 utilizing the Cooperative Purchase Agreement City of PGH Solicitation #FIFB21000035 Masonry Cleaning, Repair & Graffiti Removal for the sum of \$284,127.19; and

WHEREAS, this procurement was conducted in accordance with applicable federal, state, and local procurement rules and 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. The Executive Director or his Designee is hereby authorized to utilize the existing contract with Graciano Corporation through the City of Pittsburgh cooperative purchasing program for facade repairs, restoration, and graffiti at Finello Pavilion in the amount of \$284,127.19; and

Section 2. The amount shall be paid from Program Income and/or Moving to Work (MTW) funds.

Next, the Chair asked for a motion to approve the resolution. Majestic Lane made a motion to approve, and Alex Laroco seconded the motion. After a discussion:

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

“AYES”: Majestic Lane, Jala Rucker, Janet Evans,
Alex Laroco and Valerie McDonald-Roberts

“NAYS”: None.

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 4 of 2024

A Resolution - Authorizing the Executive Director or his Designee to Utilize an Existing Contract with Graciano Corporation through the City of Pittsburgh Cooperative Purchasing Program for Facade Repairs, Restoration, and Morse Gardens AMP-45

WHEREAS, in alignment with the Green Physical Needs Assessment (GPNA) Report, the Housing Authority City of Pittsburgh (HACP) has duly assessed that the current façade at this site necessitates restoration and repair; and

WHEREAS, there currently exists a cooperative purchasing agreement between the City of Pittsburgh and the Graciano Corporation that will be utilized for this purpose; and

WHEREAS, the subject contract's current term ends March 31, 2024 and the HACP has obtained pricing from the Graciano Corporation; and

WHEREAS, the HACP desires the to provide services for Façade Repairs & Restorations for Morse Gardens, AMP-45 utilizing Cooperative Purchase Agreement City of PGH Solicitation #FIFB21000035 Masonry Cleaning, Repair & Graffiti Removal for the sum of \$417,633.52; and

WHEREAS, this procurement was conducted in accordance with applicable federal, state, and local procurement rules and 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. The Executive Director or his Designee is hereby authorized to utilize the existing contract with Graciano Corporation through the City of Pittsburgh cooperative purchasing program for facade repairs, restoration, and graffiti at Morse Gardens in the amount of \$417,633.52; and

Section 2. The amount shall be paid from Program Income and/or Moving to Work (MTW) funds.

Next, the Chair asked for a motion to approve the resolution. Janet Evans made a motion to approve, and Majestic Lane seconded the motion. After a discussion:

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

“AYES”: Majestic Lane, Jala Rucker, Janet Evans,
Alex Laroco and Valerie McDonald-Roberts

“NAYS”: None.

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 5 of 2024

A Resolution – To amend Resolution No. 96 of 2023 Authorizing the Executive Director or his Designee to Increase the Contract Amount to the OSA Global Guard Contract for the Housing Authority of the City of Pittsburgh

WHEREAS Resolution No. 96 of 2023 was presented to the Board of Commissioners for the Housing Authority of the City of Pittsburgh (HACP) on Thursday, December 14, 2023 requesting that the Board

of Commissioners authorize the Executive Director or his Designee to increase the contract amount to OSA Global, Guard Contract for the Housing Authority of the City of Pittsburgh (HACP); and

WHEREAS, on January 28, 2021, the Board of Commissioners for the HACP passed Resolution No. 4 of 2021 authorizing the HACP to enter into a contract (hereinafter referred to as Contract 1) with OSA Global to provide security services for the three (3) high-rises, the Northview Heights Welcome Booths, and special details in the family communities based on the need during COVID-19, for a two (2) year term with a one (1), one (1) year extension option, for a three (3) year total not to exceed an amount of \$6,000,000; and

WHEREAS, on January 28, 2021 the Board of Commissioners for the HACP passed Resolution No. 5 of 2021 authorizing the HACP to into a contract (hereinafter referred to as Contract 2) with OSA Global to provide security services for seven (7) HACP High-Rise Communities, for a two (2) year term with a one (1) one (1) year extension option, for a three (3) year combined total not to exceed \$3,600,000; and

WHEREAS, throughout the remainder of this document, Resolution No. 4 of 2021 will be referred to as “Contract 1” and Resolution No. 5 of 2021 will be referred to as “Contract 2.” For total contract amounts being \$9,600,000; and

WHEREAS, on January 27, 2023, the Board of Commissioners for the HACP passed Resolution No. 3 of 2023 approving an increased aggregate amount of \$4,000,000 for OSA Global that included \$2,000,000 for Armed Services (Contract 1) and \$2,000,000 for Unarmed Services (Contract 2) increasing the total not to exceed amount of the original contracts (Contract 1 and Contract 2) to \$13,600,000; and

WHEREAS, the HACP presented on December 14, 2023 Resolution No. 96 of 2023 to ensure there was sufficient money to continue guard services to residents of the HACP until the Agency was able to award a new contract for guard services in February 2024; and

WHEREAS, on of Resolution 96 of December 2023 requested additional money to be added to the two (2) three (3) years contracts (Contract 1 and Contract 2) for which the HACP sought to add \$295,000 to Contract 1: Armed Services, and \$5,000 to Contract 2: Unarmed Services for a total not to exceed amount of \$3,605,000; and

WHEREAS, the combined not to exceed amounts of the original Resolutions passed on January 28, 2021, Resolution 3 of January 2023 and Resolution 96 of December 2023 should have reported a total not to exceed amount of \$13,900,000 instead of the reported amount of \$9,900,000; and

WHEREAS, the current two (2) contracts (Contract 1 and Contract 2) for guard services will end on February 6, 2024; and

WHEREAS, on July 3, 2023 the HACP issued a Request for Proposal (RFP) for guard services for the high-rise and family communities and OSA Global scored the highest of responsible bidders to the RFP; and

WHEREAS, the cost of guard services for the high-rise and family communities for a five (5) year period is considered too expensive for the HACP to award a contract without exploring other viable options for services provided by the guard contract for the high-rise and family communities; and

WHEREAS, the HACP is seeking to add additional funds to the current OSA global contracts (Contract 1 and Contract 2) pursuant to the current terms of the stated contract for a period of 90 days to afford the HACP an opportunity to explore other more economic viable options for security to include and not limited to guard services, above-baseline police services, technology to include Artificial Intelligence (AI), and community engagement; and

WHEREAS, the HACP is seeking to add additional funds in the amount of \$1,263,195.00 (\$797,270.37 for Contract 1 and \$465,924.63 to Contract 2), for a total amount \$15,163,195.00 through and including May 6, 2024.

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 approved to amend the previously approved Resolution 96 of December 2023, for a new total not to exceed amount for Contract 1 and Contract 2 is \$15,163,195; and

Section 2. The amended contract amounts shall be payable from Program Income and/or Moving to Work (MTW) funds.

Next, the Chair asked for a motion to approve the resolution. Majestic Lane made a motion to approve, and Janet Evans seconded the motion. After a discussion:

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

“AYES”: Majestic Lane, Jala Rucker, Janet Evans,
Alex Laroco and Valerie McDonald-Roberts

“NAYS”: None.

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 6 of 2024

A Resolution - Authorizing the Executive Director or his Designee to Extend and Add Funds to the Contract with Alliance Technology Group for Avaya Phone Cloud-Hosted Telephony System for the Housing Authority of the City of Pittsburgh

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) telephone system currently in operation was installed in 2019, based on Avaya Internet Telephony technology (Resolution No. 3 of 2019); and

WHEREAS, year five (5) of the existing contract between the Housing Authority of the City of Pittsburgh (HACP) and Alliance Technology Group will end on April 1, 2024; and

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) is replacing the Avaya telephone system with a Zoom Internet Telephone Cloud-Hosted system; and

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) must keep its telephone services available for receiving calls and calling residents, landlords, and partners; and

WHEREAS, the Avaya existing system will be used to provide continuous telephone services during the installation and migration to the new Zoom Phone Cloud-Hosted Telephony System; and

WHEREAS, the existing Avaya-based telephony system will be retired once the new Zoom Phone system is Live and all telephone services are migrated; and

WHEREAS, to mitigate the risks of telephone service outage, the Housing Authority of the City of Pittsburgh Department of Information Technology desires to extend HACP’s contract with Alliance Technology Group to allow them to provide the continuous services and support of the existing Avaya Cloud-Hosted Telephony System during the migration to the new Zoom Phone Cloud-Hosted system. This approach will ensure that the Housing Authority of the City of Pittsburgh (HACP) sustains its ability to conduct its internal and external business as well as remain reachable by telephone to all of its communities, partners, landlords, and tenants; and

WHEREAS this procurement will be conducted in accordance with applicable federal, state, and local procurement rules and 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. The Executive Director or his Designee is hereby authorized to enter into a six (6) month contract extension with Alliance Technology Group starting April 2, 2024 and ending Sep 30, 2024 and add funds of the amount \$48,000.00, an 11% of the total initial contract value of \$433,139.15; and

Section 2. The Six-month extension authorized amount of \$48,000.00 shall be payable from Program Income and/or Moving to Work (MTW) funds.

Next, the Chair asked for a motion to approve the resolution. Jala Rucker made a motion to approve, and Majestic Lane seconded the motion. After a discussion:

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

“AYES”: Majestic Lane, Jala Rucker, Janet Evans,
Alex Laroco and Valerie McDonald-Roberts

“NAYS”: None.

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 7 of 2024

A Resolution - Authorizing the Executive Director or his Designee to Award a One-Year Contract Extension for Google Cloud-based Software provided by the Daston Corporation for the Housing Authority of the City of Pittsburgh

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) has determined that in its best interest to extend the Licenses & Support contract for Google Cloud-based Software provided by the Daston Corporation; and

WHEREAS, the HACP Employees use Google Cloud-based Software for online collaboration both internally and externally, including working remotely over the internet with Tenants, Landlords and Partners; and

WHEREAS, Google Cloud-based Software is an essential Information Technology (IT) tool for sustaining the HACP Online business services to its communities, particularly during any office closures; and

WHEREAS, the One (1) Year Contract Renewal is required for the HACP to continue to use Google Cloud-based Software, which has been in use over the past thirteen (13) years. Therefore, has determined it is in the best interest of the HACP to renew its contract with the Daston Corporation for a one (1) year term at a total cost of \$178,755.00; and

WHEREAS, the HACP will utilize the Federal GSA (General Services Administration) procurement program to execute the renewal of the License & Support contract to Google's Workspace Enterprise Plus Edition & Google Vault with the Daston Corporation. The Daston Corporation is the current contract provider and during the past three (3) year term of the contract Daston Corporation has met the targeted Service Level Agreements; and

WHEREAS, upon approval of the renewal, the Daston Corporation, as the Authorized Google Business Partner, will work with the IT Department to continue to implement and support Google's Cloud-based Software with no disruption to the HACP business operations; and

WHEREAS, this procurement will be conducted in accordance with applicable federal, state, and local procurement rules and 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. The Executive Director or his Designee is hereby authorized to enter into contracts in the amount of \$178,755.00 with the Daston Corporation for the continued use and support of Google's Cloud-based Software (Google Workspace Enterprise Plus Edition) for one (1) year; and

Section 2. The total one (1) year authorized amount of \$178,755.00 shall be payable from Program Income and/or Moving to Work (MTW) funds.

Next, the Chair asked for a motion to approve the resolution. Majestic Lane made a motion to approve, and Alex Laroco seconded the motion. After a discussion:

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

"AYES": Majestic Lane, Jala Rucker, Janet Evans,
Alex Laroco and Valerie McDonald-Roberts

"NAYS": None.

The Chair declared the motion carried and the resolution approved.

Commissioner Jake Wheatley joined the meeting at this time.

RESOLUTION No. 8 of 2024

A Resolution - Authorizing the Executive Director or his Designee to Award a Contract to Carahsoft Technology Corporation for the Installation, Support, and Operation of a Zoom Phone Cloud-Hosted Telephony System for the Housing Authority of the City of Pittsburgh

WHEREAS, the telephone system in operation at the Housing Authority of the City of Pittsburgh (HACP) was installed in 2019 based on Avaya Internet Telephony technology through Alliance Technology Group; and

WHEREAS, year five (5) of the existing contract will end on April 1, 2024; and

WHEREAS, HACP Information Technology (IT) Department assessed its current and future telephony requirements against the features offered by the leading cloud telephony solution providers; and

WHEREAS, the HACP reviewed several leading cloud telephony solutions adopted by other U.S. Government Agencies; and

WHEREAS, the Zoom Phone solution by Carahsoft was found to best fit the HACP requirements and successfully completed all functional testing; and

WHEREAS, Zoom Phone also integrates seamlessly with the HACP existing Zoom Meeting & Zoom Rooms systems as used in the HACP One Stop Shop and Online to serve Residents, Landlords, and Partners; and

WHEREAS, this procurement will be conducted using OMINA Partners Contract #R191902 in accordance with applicable federal, state, and local procurement rules and 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. The Executive Director or his Designee is hereby authorized to enter into contract in the amount of \$725,00.00 with Carahsoft for three (3) years with two (2) one (1) year extension options; and

Section 2. The total five (5) year authorized amount of \$725,000.00 shall be payable from Program Income and/or Moving to Work (MTW) funds.

Next, the Chair asked for a motion to approve the resolution. Janet Evans made a motion to approve, and Majestic Lane seconded the motion. After a discussion:

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

“AYES”: Majestic Lane, Jala Rucker, Janet Evans, Jake Wheatley
Alex Laroco and Valerie McDonald-Roberts

“NAYS”: None.

The Chair declared the motion carried and the resolution approved.

End of Resolutions.

EXECUTIVE REPORT:

Executive Director Binion addressed the Board:

Mr. Binion stated that the commissioners previously received copies of the Finance, Operations and Executive Report. He also thanked them for their leadership. He also thanked the staff for their dedication. He reiterated that the HACP has many projects in the pipeline and looked forward to working with our partners to bring more affordable housing to the city.

NEW BUSINESS – No New Business

ADJOURNMENT: The Chair asked for a motion to adjourn the meeting.

Janet Evans made a motion to adjourn, and Majestic Lane seconded the motion.

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

“AYES”: Majestic Lane, Janet Evans, Jala Rucker, Jake Wheatley,
Alex Laroco and Valerie McDonald-Roberts.

“NAYS”: None.

The Chair declared the motion carried and the meeting adjourned.

Recording Secretary

