



MINUTES

NEW YORK STATE CANAL CORPORATION

BOARD MEETING NO. CC-150

December 19, 2007

Minutes of a meeting of the New York State Canal Corporation, held in the Board Room at Administrative Headquarters, 200 Southern Boulevard, Albany, New York, 12209.

The meeting began at 11:55 a.m.

There were present:

**John L. Buono, Chairman
Nancy Carey Cassidy, Vice Chair
Erin M. Crotty, Board Member
Frederick M. Howard, Board Member
Jeffrey D. Williams, Board Member
Kevin J. Plunkett, Board Member**

Constituting a majority of the members of the Canal Corporation Board.

Mr. Conway excused himself prior to the meeting, citing a need to leave for medical reasons. As such, he did not vote on any of the Items.

In addition, there were present the following staff personnel:

Michael R. Fleischer, Executive Director

John Bryan, Chief Financial Officer
Sharon O'Connor, General Counsel
William Rinaldi, Director, Albany Division
Christopher Waite, Chief Engineer
Jill Warner, Secretary and Board Administrator
Daniel Gilbert, Chief of Staff
Wendy Allen, Deputy Chief of Staff
John Barr, Director, Administrative Services
Donald Bell, Director, Operations and Maintenance
Carmella Mantello, Director of Canal Corporation
Joanne Riddett, Director, Information Technology
Betsy Graham, Acting Director, Office of Public Affairs
Peter Casper, Assistant Counsel
Liz Yanus, Office Manager, Office of the Deputy Chief of Staff
Dorraine Steele, Director, Office of Fiscal Audit and Budget
Richard Garrabrant, Division Director, Syracuse Division
Ken Flood, Director, Office of Real Property Management
Major Robert Meyers, Troop T

Also in Attendance:

Stanley Kramer, Bond Counsel, Hawkins Delafield & Wood, LLP
Cathy Woodruff, Reporter, *Albany Times Union*
Bob Connor, Reporter, *Daily Gazette*
Karen DeWitt, Reporter, NYS Public Radio
Joe Spector, Reporter, *Gannett News Service*
Karl Diehl, Production Coordinator, NYN
Michael Flynn, Former Employee
George Tanner, Former Employee
Angela Rodell, SVP, First Southwest
Steve Kantor, MD, First Southwest
Phil Ferguson, NYS Department of Transportation
Morgan Hook, WRGB/CBS 6
Ed Curley, WRGB/CBS 6

Chairman Buono noted that he, Ms. Carey Cassidy, Mr. Howard, Mr. Plunkett, Mr. Williams and Ms. Crotty had received and reviewed the Agenda submitted for consideration at this meeting and were prepared to act on each of the items.

Ms. Warner recorded the minutes as contained herein.

Public notice of the meeting had been given, Ms. Warner said.



Item 1 by Ms. Warner (Appendix A)
Minutes of Meeting No. CC-149

On the motion of Mr. Howard, seconded by Mr. Williams, without any objections, the Board approved the minutes of Meeting No. CC-149 held on September 19, 2007 which were made available to the Board Members as part of the Agenda.

Item 2 by Mr. Fleischer (Appendix B)
Report to the Canal Corporation Board for Personal Service Contracts Up to \$150,000 for the Period July 1, 2007 through September 30, 2007

Mr. Fleischer submitted as Exhibit I a listing containing Personal Service Contracts up to \$150,000 for the period of July 1, 2007 through September 30, 2007.

After full discussion, on the motion of Ms. Crotty, seconded by Ms. Carey Cassidy, without any objections, the Board accepted Mr. Fleischer's report.

Item 3 by Mr. Bryan (Appendix C)
Approval of the 2008 Proposed Budget for the New York State Canal Corporation

Mr. Plunkett inquired as to the Canal Corporation's annual revenue and costs. Mr. Bryan stated that approximately \$2 million is generated annually, \$250,000 of which is through Canal tolls. The total Canal budget is estimated to be \$108 million in Thruway funds; excluding Federal funds and bond act projects, the annual cost is approximately \$82.5 million. Mr. Williams asked if the Canal could bond for capital projects if it were under the control of another State agency, such as the New York State Department of Transportation. Mr. Bryan advised that the Authority was given a certain amount of bonding authority at the time of the original transfer but the cap has since been reached. All Canal capital must now be cash financed whereas a portion of Thruway capital can be bond financed.

After full discussion, on the motion of Ms. Crotty, seconded by Ms. Carey Cassidy, without any objections, the Board adopted the following resolution:

RESOLUTION NO. 437
**APPROVAL OF THE 2008 PROPOSED BUDGET FOR
THE NEW YORK STATE CANAL CORPORATION**

**RESOLVED, that the Canal Corporation's proposed
Budget for the fiscal year 2008, submitted by the Executive
Director, the Chief of Staff and the Chief Financial Officer,**



Item 3 by Mr. Bryan (Appendix C)

Approval of the 2008 Proposed Budget for the New York State Canal Corporation (Continued)

be, and the same hereby is, approved and funded in accordance with the attached Exhibit I, and be it further

RESOLVED, that the Executive Director or his designee be, and he hereby is, authorized to make such expenditures as set forth in this Budget, subject to compliance with Authority policies and procedures, and to make such internal adjustments and transfers within the Authority Budget as are necessary and proper, and to make any other adjustment with the concurrence of the Board, and be it further

RESOLVED, that a copy of the Budget approved herein, when printed in final form, be attached to these minutes and made a part thereof and be submitted to the New York State entities in accordance with Section 2801 of the Public Authorities Law, and be it further

RESOLVED, that this resolution be incorporated in the minutes of this meeting

Item 4 by Mr. Waite (Appendix D)

Approving the 2008 Canal Contracts Program

Ms. Crotty asked if any of the proposed 2008 projects are in response to flooding. Mr. Waite advised that some recovery projects are ongoing, but none are being initiated in 2008. In response to a subsequent question, Ms. Mantello reported that although some projects on the list are related to the flooding, they are capital projects. All non-Federally-funded trail projects have been deferred in order to address infrastructure needs. All recovery projects should be complete by 2009 at the latest; the majority will be completed by the end of 2008.

After full discussion, on the motion of Mr. Howard, seconded by Ms. Crotty, without any objections, the Board adopted the following resolution:



Item 4 by Mr. Waite (Appendix D)
Approving the 2008 Canal Contracts Program (Continued)

RESOLUTION NO. 438
**APPROVING THE 2008 CANAL CONTRACTS
PROGRAM**

RESOLVED, that the 2008 Contracts Program for Canals and Related Facility Projects be, and the same hereby is, approved, and be it further

RESOLVED, that the Chief Engineer be, and hereby is, authorized:

A. to prepare and approve Official Proposals, Plans and Specifications, Engineer's/Architect's Estimates of Cost and Contract Documents for such projects as are tabulated in the 2008 CONTRACTS PROGRAM;

B. to hold the respective Engineer's/ Architect's Estimate of Cost for such contracts confidential;

C. to advertise for receipt of bids for those projects which are tabulated in the 2008 CONTRACTS PROGRAM; (1) when the final Engineer's/Architect's Estimates of Cost are equal to or less than the project's budget allocations, and (2) when the final Engineer's/Architect's Estimate of Cost does not exceed the project's budget allocation by more than \$75,000 for projects with budget allocations of up to \$500,000 or by more than 15 percent for projects with budget allocations that exceed \$500,000 provided confirmation is received from the Department of Finance and Accounts that sufficient funds are available in the 2008 Contracts Program, or (3) when the final Engineer's/Architect's Estimate of Cost exceeds the project's budget allocation beyond the limits in (2), provided that he receives prior approval of the Executive Director and confirmation from the Department of Finance and Accounts that sufficient funds are available in the 2008 Contracts Program;

D. to award any such contract to the lowest



Item 4 by Mr. Waite (Appendix D)
Approving the 2008 Canal Contracts Program (Continued)

responsible bidder when it is deemed to be an acceptable bid, and:

1. the low bid is equal to or less than the Engineer's/Architect's Estimate; or
 2. the low bid exceeds the Engineer's/Architects Estimate by up to \$75,000 on contracts up to and including \$500,000, or 15 percent on contracts over \$500,000 and confirmation is received from the Department of Finance and Accounts that, by virtue of bid savings and/or deferrals, sufficient funds are available for the additional difference between the Estimate amount and the low bid; or
 3. the low bid exceeds the Engineer's/Architects Estimate by up to \$100,000 on contracts up to and including \$500,000, or 20 percent on contracts over \$500,000, provided that he receives prior approval of the Executive Director and confirmation from the Department of Finance and Accounts that, by virtue of bid savings and/or deferrals, sufficient funds are available for the additional difference between the Estimate amount and the low bid; or
 4. the low bid exceed the limits of (1), (2) or (3) provided he obtains Board authorization for the necessary additional funds;
- E. to reject bids for any such contract which are determined to be not in accordance with bid documents and specifications thereof, or not in the Corporation's best interests, or which are submitted by bidders determined to be not responsible. In these cases and where no bids are received, he may again advertise for receipt of bids pursuant to paragraph C;
- F. to approve contingent or extra work on such



Item 4 by Mr. Waite (Appendix D)
Approving the 2008 Canal Contracts Program (Continued)

construction contracts, when necessary, provided the additional cost shall not exceed the bid price by more than \$150,000, for contracts bid up to and including \$1,000,000, or 15 percent for contracts bid in excess of \$1,000,000 and to approve additional extra work, beyond that authorized above with the prior approval of the Executive Director, provided the final cost of the respective contracts shall not exceed the total bid price by more than \$200,000, for contracts bid up to and including \$1,000,000, or 20 percent for contracts bid in excess of \$1,000,000; and to adjust and determine disputed contract claims in accordance with contract documents;

G. to enter into, extend, and modify project specific agreements or multi-project agreements with localities, utility companies, railroads, and/or others as may be necessary in order to facilitate the administration, award, progress and completion of such contracts;

H. to acquire and grant such property interests (fee title, easements, etc.), in accordance with the provisions of the Corporation's Real Property Management Policy, as may be necessary for implementation of the 2008 CONTRACTS PROGRAM; provided that the total amount of acquisitions or the amount of grants for any one project shall not exceed \$150,000 each without Board authorization;

I. to execute engineering agreements approved by the Board, or where otherwise authorized by the Executive Director, including amendments thereto, for services relating to projects included in the 2008 CONTRACTS PROGRAM;

J. to approve a supplemental agreement, for expenditure of additional funds in furtherance of a Board approved engineering agreement, including any Board approved supplemental agreement, provided that the amount of such additional funds



Item 4 by Mr. Waite (Appendix D)
Approving the 2008 Canal Contracts Program (Continued)

does not exceed \$150,000 in the case of agreements up to and including \$3,000,000, or 5 percent, in the case of agreements of over \$3,000,000;

K. to approve, with the prior approval of the Executive Director, a supplemental agreement for expenditure of additional funds in furtherance of a Board approved engineering agreement, including any Board approved supplemental agreement, provided that the amount of such additional funds does not exceed 25 percent including any additional funds authorized in paragraph J; and provided further, when such supplemental agreement includes additional new design or construction inspection tasks, such approval must be based upon the following: it is determined that the assignment of the additional tasks is in the best interests of the Corporation when considering the proximity of the additional tasks to the ongoing tasks, or it is determined to be in the best interests of the Corporation to expedite the additional tasks through such assignment, or it is determined that significant savings to the Corporation will result through the assignment of the additional tasks;

L. to exercise all powers reserved to the Corporation under the provisions of any contracts or agreements executed pursuant to this item, manage and administer any such contracts or agreements, amend the provisions of any such contracts or agreements consistent with the terms of this item and in accordance with other applicable Board authorizations, and suspend or terminate any such contracts or agreements in the best interests of the Corporation, and be it further

RESOLVED, that any powers granted to the Executive Director by the Board to approve expenditures or to increase expenditures for contracts and agreements shall be in addition to those powers granted under this resolution



Item 4 by Mr. Waite (Appendix D)
Approving the 2008 Canal Contracts Program (Continued)

and any action taken pursuant thereto shall be deemed to be authorized under this resolution and be it further

RESOLVED, that in accordance with the other powers delegated herein, the Chief Engineer shall be, and hereby is, authorized to make all necessary decisions pursuant to the State Environmental Quality Review Act (SEQRA) with relation to the Contracts Program, and be it further

RESOLVED, that quarterly reports shall be submitted to the Board by the Chief Engineer on all awarded construction contracts; on approved additional funds for construction contracts over and above the contingency funds; on all engineering agreements and supplemental engineering agreements, approved pursuant to the provisions of this resolution, and be it further

RESOLVED, that the Chief Financial Officer be, and he hereby is, authorized:

- A. upon award of such contracts to return such funds budgeted for such projects in the respective 2008 Budgets which are otherwise not required for expenditure during 2008 to its proper fund in accordance with acceptable budgeting and accounting procedure;
- B. to monitor total cash expenditures for the 2008 CONTRACTS PROGRAM to insure that they do not exceed \$50,020,370 during the 2008 Fiscal Year;
- C. to return bid checks submitted for such contracts to unsuccessful bidders; and to make necessary adjustments in the respective 2008 approved Budgets as required by implementation of any part of the Resolution relative to the 2008 CONTRACTS PROGRAM; and be it further



Item 4 by Mr. Waite (Appendix D)
Approving the 2008 Canal Contracts Program (Continued)

RESOLVED, that the Executive Director or Chief Engineer be, and they hereby are, authorized to execute such contracts, including any amendments thereto, provided such amendments do not increase the authorized contract value beyond that which is otherwise authorized; and be it further

RESOLVED, that the provisions of this resolution shall be deemed to supercede all other inconsistent Corporation/Thruway Authority policies and procedures to the extent necessary to implement the approved Contracts Program and for no other purposes, and be it further

RESOLVED, that this resolution be incorporated in the minutes of this meeting

Item 5 by Ms. Mantello (Appendix E)
Authorizing the Use of an Environmental Protection Fund (EPF) Grant for Municipal and Recreational Improvements in the Village of Whitehall, County of Washington

After full discussion, on the motion of Mr. Plunkett, seconded by Ms. Carey Cassidy, without any objections, the Board adopted the following resolution:

RESOLUTION NO. 439

AUTHORIZING THE USE OF ENVIRONMENTAL PROTECTION FUND (EPF) GRANT FOR MUNICIPAL AND RECREATIONAL IMPROVEMENTS IN THE VILLAGE OF WHITEHALL, COUNTY OF WASHINGTON

RESOLVED, that the Village of Whitehall has proposed the use of an Environmental Protection Fund grant for certain improvements in the Village of Whitehall, County of Washington; and be it further

RESOLVED, that the Village has requested, and the New York State Office of Parks, Recreation and Historic Preservation (OPRHP) has approved, the use of



Item 5 by Ms. Mantello (Appendix E)

Authorizing the Use of an Environmental Protection Fund (EPF) Grant for Municipal and Recreational Improvements in the Village of Whitehall, County of Washington (Continued)

improvements on a portion of Canal Corporation property within the Village located at Canal Harbor, as the requisite “match” for appropriation of these funds; and be it further

RESOLVED, that by use of the EPF grant as prescribed, and pursuant to State law, the portion of Corporation land currently used for park purposes in Canal Harbor and utilized as the requisite “match” shall be for park purposes until such time as the legislature expressly provides for another use; and be it further

RESOLVED, that the improvements on Corporation land utilized for the “match” will not include any Canal terminal lands or structures and will be subject to review and approval of the Director of Operations and Maintenance;

RESOLVED, that improvements made on a portion of Corporation lands located in the Village of Whitehall in an area known as “Canal Harbor,” are authorized to be utilized by the Village as part of their EPF project; and be it further

RESOLVED, that, the Executive Director, or his designee shall be authorized to take all actions necessary to implement this Board action, including notification to appropriate officials in the Village of Whitehall that the Canal Corporation approves the use of EPF funds in connection with municipal improvements to the above-described canal lands; and be it further

RESOLVED, that this resolution be incorporated in the minutes of this meeting



Item 6 by Ms. Mantello (Appendix F)

Amending the Authorization for the Establishment and Implementation of the Erie Canal Greenway Grant Program and the Expenditure of the \$10 Million Allocation to the Canal Corporation Provided in the 2006-2007 New York State Budget, as Approved by Resolution No. 405 at Meeting No. CC-143 and Resolution No. 391 at Meeting No. CC-140, to Facilitate Implementation of Certain Projects

Mr. Plunkett noted that the Governance Committee had reviewed the standard operating policies and procedures at its earlier meeting and asked if this transaction was consistent with them. Ms. O'Connor responded affirmatively.

After full discussion, on the motion of Mr. Williams, seconded by Ms. Carey Cassidy, without any objections, the Board adopted the following resolution:

RESOLUTION NO. 440

AMENDING THE AUTHORIZATION FOR THE ESTABLISHMENT AND IMPLEMENTATION OF THE ERIE CANAL GREENWAY GRANT PROGRAM AND THE EXPENDITURE OF THE \$10 MILLION ALLOCATION TO THE CANAL CORPORATION PROVIDED IN THE 2006-2007 NEW YORK STATE BUDGET, AS APPROVED BY RESOLUTION NO. 405 AT MEETING NO. CC-143 AND RESOLUTION NO. 391 AT MEETING NO. CC-140, TO FACILITATE IMPLEMENTATION OF CERTAIN APPROVED PROJECTS

RESOLVED, that at Meeting No. CC-140, held on July 6, 2006, the Board adopted Resolution No. 391 which authorized the establishment and implementation of the Erie Canal Greenway Grant Program, and authorized the expenditure of \$10 million appropriated to the Canal Corporation in the 2006-07 New York State Budget; and be it further

RESOLVED, that at Meeting No. CC-143, held on November 16, 2006, Resolution No. 405 was approved, authorizing the Executive Director to execute grant contracts related to the Erie Canal Greenway Grant Program, new capital projects, and non-capital costs for a variety of marketing, promotion, canal interpretation, and



Item 6 by Ms. Mantello (Appendix F)

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other projects funded through the \$10 million appropriation; and be it further

RESOLVED, that the Canal Real Property Management Policy (“Policy”), adopted March 23, 2006, and the Canal Corporation’s Standard Operating Procedures (“SOPs”), dated January 2005 and revised September 2006, require a permit for the use and occupancy of Canal Corporation lands, known as an “Occupancy Permit”; and be it further

RESOLVED, that the Policy and SOPs provide for the assignment of application fees and annual fees for Occupancy Permits; and be it further

RESOLVED, that based upon a preliminary analysis by Canal Corporation staff, grants approved pursuant to Resolution Nos. 391 and 405 will fund eleven projects located on Canal Corporation lands, as listed on Exhibit I, and, thus, require an Occupancy Permit to be issued; and be it further

RESOLVED, that the authorization for the establishment and implementation of the Erie Canal Greenway Grant Program and the expenditure of the \$10 million allocation provided to the Canal Corporation in the 2006-07 New York State Budget, as provided in Resolution Nos. 391 and 405, is amended to authorize the issuance of any required Occupancy Permit with no application and annual fees for those projects located on Canal Corporation lands and which require the issuance of a new Occupancy Permit; and be it further



Item 6 by Ms. Mantello (Appendix F)

Amending the Authorization for the Establishment and Implementation of the Erie Canal Greenway Grant Program and the Expenditure of the \$10 Million Allocation to the Canal Corporation Provided in the 2006-2007 New York State Budget, as Approved by Resolution No. 405 at Meeting No. CC-143 and Resolution No. 391 at Meeting No. CC-140, to Facilitate Implementation of Certain Projects (Continued)

RESOLVED, that this resolution be incorporated in the minutes of this meeting

Item 7 by Ms. Mantello and Mr. Bryan (Appendix G)

Extending Expiration Date of Resolution No. 378 Adopted at Meeting CC-139, which Authorized Sales of Four Parcels Located in the Town of Arcadia, County of Wayne: Approximately 14,810 Square Feet to Helen Fellows; Approximately 12,197 Square Feet to June Renner; Approximately 16,117 Square Feet to Christina Robertson; and Approximately 13,504 Square Feet to Robert and June Wage; and Amending Resolution No. 378 to Authorize Sale of Said Approximately 13,504 Feet to Jane Mullin and Jackie Smith

After full discussion, on the motion of Mr. Howard, seconded by Ms. Carey Cassidy, without any objections, the Board adopted the following resolution:

RESOLUTION NO. 441

EXTENDING EXPIRATION DATE OF RESOLUTION NO. 378 ADOPTED AT MEETING CC-139, WHICH AUTHORIZED SALES OF FOUR PARCELS LOCATED IN THE TOWN OF ARCADIA, COUNTY OF WAYNE: APPROXIMATELY 14,810 SQUARE FEET TO HELEN FELLOWS; APPROXIMATELY 12,197 SQUARE FEET TO JUNE RENNER; APPROXIMATELY 16,117 SQUARE FEET TO CHRISTINA ROBERTSON; AND APPROXIMATELY 13,504 SQUARE FEET TO ROBERT AND JUNE WAGE; AND AMENDING RESOLUTION NO. 378 TO AUTHORIZE SALE OF APPROXIMATELY 13,504 FEET TO JANE MULLIN AND JACKIE SMITH

RESOLVED, that the expiration date for the transactions authorized by Resolution No. 378, adopted at Canal Corporation Board Meeting No. CC- 139 held on May 4, 2006, which date was extended by Resolution No.



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424, be, and the same hereby is, extended through May 19, 2008; and be it further

RESOLVED, that Resolution No. 378 be, and the same hereby is, amended such that “Jane Mullin and Jackie Smith” shall be deemed to be substituted for “Robert and June Wage,” wherever the latter names appear in the Resolution, and be it further

RESOLVED, that this resolution be incorporated in the minutes of this meeting

Item 8 by Mr. Waite (Appendix H)

Approving Supplemental Agreement No. 1 to D213182 with URS Corporation - New York for Construction Inspection Services Relative to the Rehabilitation of Movable Dam 6 at Lock E-10 in the Albany Division, and Allocating Funds Therefor

After full discussion, on the motion of Mr. Plunkett, seconded by Ms. Carey Cassidy, without any objections, the Board adopted the following resolution:

RESOLUTION NO. 442

APPROVING SUPPLEMENTAL AGREEMENT NO. 1 TO D213182 WITH URS CORPORATION-NEW YORK FOR CONSTRUCTION INSPECTION SERVICES RELATIVE TO THE REHABILITATION OF MOVABLE DAM 6 AT LOCK E-10 IN THE ALBANY DIVISION, AND ALLOCATING FUNDS THEREFOR

RESOLVED, that the proposed Supplemental Agreement No. 1 to D213182 with URS Corporation-New York, 28 Corporate Drive, Suite 200, Clifton Park, New



Item 8 by Mr. Waite (Appendix H)

Approving Supplemental Agreement No. 1 to D213182 with URS Corporation - New York for Construction Inspection Services Relative to the Rehabilitation of Movable Dam 6 at Lock E-10 in the Albany Division, and Allocating Funds Therefor (Continued)

York 12065, for an additional sum of \$470,000, be, and the same hereby is, approved, and be it further

RESOLVED, that the revised Maximum Amount Payable for this Agreement (D213182) be \$1,520,000, and be it further

RESOLVED, that the Chief Engineer or his designees shall have the authority to exercise all powers reserved to the Corporation under the provisions of the Supplemental Agreement, manage and administer the Supplemental Agreement, amend the provisions of the Supplemental Agreement consistent with the terms of this item and in accordance with the 2008 Contracts Program Resolution and other Board authorizations, and suspend or terminate the Supplemental Agreement in the best interests of the Corporation, and be it further

RESOLVED, that this resolution be incorporated in the minutes of this meeting

Other Business

Ms. Carey Cassidy announced that she had been serving on the Board in a hold-over capacity for some years with the intention that she would leave the Board when a point was reached that her other responsibilities interfered with her ability to actively participate. In 2008, she expects that other responsibilities, including those of her family, would require an increased devotion of time. Earlier this year she submitted her resignation to the Governor so that a new Board Member could be appointed. The Governor accepted her resignation effective December 31, 2007. During her 14 and one-half-year tenure, Ms. Carey Cassidy reported seeing many things, including the implementation of E-ZPass. She commended the staff for its professionalism and the Board for meeting its responsibilities. She clarified that her resignation was not in any way a reaction to the suggestion raised by some public officials that Board members resign. Ms. Carey Cassidy concluded by thanking the staff and Board members.



Chairman Buono responded with an expression of gratitude for Ms. Carey Cassidy's years of service on behalf of the Board, staff and the public she has served so well. He acknowledged that Ms. Carey Cassidy will be missed, as her history, knowledge and expertise of the Thruway and Canal was often relied upon as was her assistance in progressing the Authority's agenda. Mr. Plunkett moved to adjourn the meeting in recognition of Ms. Carey Cassidy and her dedication to New York State. The remaining Board Members unanimously agreed.

Adjournment

There being no further business to come before the Board, on the motion of Mr. Plunkett, seconded by Mr. Howard, without any objections, the meeting was adjourned.

Jill B. Warner
Secretary

