

STATE OF NEW JERSEY  
SECAUCUS HOUSING AUTHORITY  
700 COUNTY ROAD  
SECAUCUS, NEW JERSEY

February 26, 2015

This is a condensed transcription of the taped minutes as taken on Thursday, February 26, 2015 at The Elms, Secaucus, New Jersey.

Vice-Chairman Michael Schlemm welcomed everyone and called the meeting to order.

Executive Director Christopher Marra called the roll.

**ROLL CALL**

Present: Chairman Michael Harper\*  
Vice-Chairman Michael Schlemm  
Commissioner Richard Fairman  
Commissioner Michael Grecco  
Commissioner Roger Adriaenssens  
Commissioner Frances Jodice

Also Present: Executive Director Christopher Marra  
Deputy Executive Director Jake Naszimento  
James Burke, Esq., Counsel to the Authority  
William F. Snyder, Consultant to the Authority  
Kenny Koch, Mayor's Liaison

Mr. Marra read the Open Public Meetings Act.

**OPEN PUBLIC MEETINGS ACT**

**“Adequate notice of this meeting, as required by the Open Public Meetings Act, has been provided by the filing of a Regular Meeting Notice with the Municipal Clerk, the posting of said notice on the official bulletin board in the Municipal Government Center, and delivery of same to the Jersey Journal and Secaucus Homes News on December 20, 2014. This body wishes to advise you that, in accordance with N.J.S.A. 26:3D(1), et seq. (Smoking in Public Buildings), smoking is prohibited while this body is in open or closed session.”**

## **FLAG SALUTE**

(At this point in the proceeding, the Pledge of Allegiance was recited by all present.)

## **APPROVAL OF PREVIOUS MEETING MINUTES**

Motion to accept minutes of January 22, 2015, December 11, 2014 (regular and closed session) made by Commissioner Adriaenssens; seconded by Commissioner Jodice.

VOTE: AYES/All Present Commissioners (5)                      Absent: Harper\*

## **PAYMENT OF CLAIMS FOR FEBRUARY**

Motion to approve payment of claims made by Commissioner Jodice; seconded by Commissioner Grecco.

VOTE: AYES/All Present Commissioners (5)                      Absent: Harper\*

Vice-Chairman Schlemm thanked ED Marra for the written explanation regarding several of the expenses, particularly utilities.

## **FINANCE COMMITTEE**

Vice-Chairman Schlemm introduced Mr. Snyder, who will discuss an overview and update on the RAD application.

Mr. Snyder spoke about the application he submitted to Rental Assistance Demonstration Program, HUD's latest program, which will try and keep public housing from being demolished and disposed of, because many across the country are in a bad state of repair. About 10,000 units annually are being lost. This program will infuse money back into some buildings to make sure they remain affordable for the long term. The original allocation was 60,000 units. Secaucus was beyond the 60,000 units and placed on a waiting list. In the 2015 budget, Congress approved all units on the waiting list totally 180,000. HUD will approve all of this by end of February – called CHAP – Commission to enter into a Housing Assistance Payment Contract.

(At this point in the meeting, Chairman Harper arrived.) It will operate just like the existing Section 8 program and will be a Section 8 based program. Residents will not know the difference. They will pay the same rent, but the difference is made up by half payment coming from HUD, going to the housing authority. Those rents are in the \$600 rate. If tenants pay \$50, they still pay \$50. HUD would give \$550. Those rents are set at the amounts per unit per month

that SHA currently receives from the tenant, and what is received in the prorated operating subsidy under the Public Housing Program and the per unit per month prorated amount of the Capital Fund Program. Mr. Snyder went into an extensive description. The first component was tied into a base rent based upon those subsidy levels for 2012. Current component here will be based upon 2014 subsidy levels. SHA will receive rents based upon a proration factor of 90 percent as opposed to 82 percent in 2015. Two major sources of funding are received: the operating fund, which allows SHA to operate and the other is capital fund, for fixing up the buildings. Since 1998, the Capital Fund decreased by almost 30 percent.

In 2012, SHA received \$662,661 in operating subsidy to operate properties. In 2013, SHA received \$641,540; in 2014 SHA received \$617,734. In 2015 it will be \$611,301. The downward trend is not going to change. When Mr. Snyder made the original presentation back in 2012, the SHA received 98% prorated subsidy. If SHA stays in the Public Housing Program, you're subject to fluctuations in subsidy based upon Congressional appropriation. Once SHA converts to CHAP, they'll tell us what the rents are. Every year you'll get a rent increase from HUD called an OCAP adjustment – Operating Cost Adjustment Factor. Last year it was 1.4 percent, not a lot, but if you took your subsidy level and took 1.4 percent of that as opposed to the decrease we keep getting, you're at a stable funding level going forward. It helps you pay additional costs: salary, benefits and ultimately over time you'll have enough cash flow to take a loan and fix up things.

Mr. Snyder believes SHA should convert, not just SHA but everybody. There are 1.1 million housing units nationally, 200,000 units being converted in these first two components. Over time he believes everyone will be required to convert. Mr. Snyder was involved in the largest conversion in the State – Passaic – the largest RAD conversion and it's using Low Income Housing Tax Credit Program and FHA Mortgage. The decision in Secaucus will be (1) whether or not you want to continue and pursue this conversion; (2) if SHA does convert, what do you actually want to do in terms of fixing up your buildings. A Physical Condition Assessment must be prepared. Mr. Snyder will work with Mr. Marra and Mr. Naszimento to get proposals from engineering firms, and HUD has a specific tool that will tell SHA all the work the properties need now and over the next 20 years.

Mr. Snyder continued in his extensive explanation to the Commissioners and members of the public with regard to the future. His initial assessment was SHA could finance up to \$5.5 million; \$2 million from first mortgage based upon cash flow and \$4.5 million from Low Income Housing Tax Credit Program. Another entity will be set up, a non-profit corporation, which will set up a for profit entity, which will act as a general partner in this and draw in equity investors from banks and other people who purchase tax credits for investors.

Mr. Snyder added that in working with the Low Income Housing Tax Credit people, he would remain the consultant, but SHA would also have to hire an investment banker to get proposals, a tax credit consultant and special general counsel, whose fees are close to \$100,000. Commissioner Adriaenssens asked if this was on top of the two million. Mr. Snyder said even with all the fees, SHA would have about \$4.5 million to put into the projects. The investment bankers would inspect the buildings every year to make sure their money is well spent and the buildings are maintained. These tax credits are for 10 years, but it's a 15-year compliance period.

The first step would be a development team (SHA, Mr. Snyder, tax credit consultant, counsel know tax credit, etc., investment banking firm). Second, to put together a financing plan, but the decision has to be made - \$1 million or \$5 million. The deal would go much quicker with the \$1 million deal.

Commissioner Fairman said, both being under RAD, whichever option SHA goes to, SHA would still get the stepped up matter Mr. Snyder spoke about, which you get by being in the program. Commissioner Fairman asked if the investors would also have a debt service ratio on SHA. Mr. Snyder said yes, and they'd check every year making sure SHA wasn't running in the red. Discussion ensued about regulatory oversight between Mr. Snyder and Commissioners. Vice-Chairman Schlemm asked if SHA would still prepare and submit budgets. Mr. Snyder said yes and explained further. Mr. Snyder said another meeting with tenants is required, and would take place at one of the other buildings.

## **PROFESSIONAL SERVICES COMMITTEE**

Motion to approve the following four Resolutions made by Vice-Chairman Schlemm; seconded by Commissioner Jodice.

1. RESOLUTION #2015-5 – AWARD OF CONTRACT TO ACCOUNTANT (FEE ACCOUNTANT)

### **RESOLUTION #2015-5 (Accounting Services)**

WHEREAS, the Housing Authority of the Town of Secaucus has need for fee accounting services for the fiscal year commencing on 4/1/2015; and

WHEREAS, the Housing Authority solicited for proposals for accounting services and received two (2) proposals in response to its duly advertised Request for Proposals; and

WHEREAS, the proposal was reviewed and rated by the Professional Services Committee and it has been determined that the contract should be awarded to the highest rated proposal in compliance with the RFP; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that the proposal submitted by:

William Katchen, CPA  
596 Anderson Avenue  
Cliffside Park, NJ 07010

in the annual amount of \$30,000.00 and an hourly rate of \$125.00 be hereby approved; and

BE IT FURTHER RESOLVED that this award has been made through a Fair and Open Competitive process in accordance with the rules of the State of New Jersey

2. RESOLUTION #2015-6 – AWARD OF CONTRACT TO ACCOUNTANT (AUDITOR)

**RESOLUTION #2015-6  
(Award of Audit Contract)**

WHEREAS, there exists a need for financial auditing services to be rendered to the Housing Authority of the Town of Secaucus for the Fiscal year ending 3/31/2015; and

WHEREAS, the Housing Authority duly advertised and solicited proposals for these services in accordance with the requirements of HUD Handbook 7460.8 and PIH Notice 90-47; and

WHEREAS, the Housing Authority received two (2) proposals in response to its RFP and the Professional Services Committee has reviewed the proposal in accordance with its established rating system; and

WHEREAS, the highest rated proposal was submitted by the firm of:  
Polcari & Co.  
2035 Hamburg Turnpike, Unit H  
Wayne, New Jersey 07470

BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Town of Secaucus that a contract for auditing services be hereby awarded to:

Polcari & Co.  
2035 Hamburg Turnpike, Unit H  
Wayne, New Jersey 07470

in the amount of \$12,304.00 and

BE IT, FURTHER, RESOLVED that a copy of the proposal is on file in the office of the Housing Authority of the Town of Secaucus and this award was made through a fair and open competitive process in accordance with rules of the State of New Jersey.

3. RESOLUTION #2015-7 – AWARD OF CONTRACT TO LAWYER (ORDINARY LEGAL ISSUES)

**RESOLUTION #2015-7  
(Legal Services-Ordinary Legal)**

WHEREAS, the Housing Authority of the Town of Secaucus has need for ordinary legal services for the fiscal year commencing on 4/1/2015; and

WHEREAS, the Housing Authority solicited for proposals for legal services and received three (3) proposals in response to its duly advertised Request for Proposals; and

WHEREAS, the proposals have been reviewed and rated by the Professional Services Committee and it has been determined that the contract should be awarded to the highest rated proposal; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that the proposal submitted by:

James Burke, Esq.  
70 Adams Street  
2<sup>nd</sup> Floor  
Hoboken, New Jersey 07030

in the annual amount of \$19,000.00 and an hourly rate of \$125.00 be hereby approved; and

BE IT FURTHER RESOLVED that this award was made in accordance with a Fair and Open competitive process in accordance with the rules of the State of New Jersey.

4. RESOLUTION #2015-8 – AWARD OF CONTRACT TO LAWYER (TENANT ISSUES)

**RESOLUTION #2015-8  
(Legal Services-Tenant Issues)**

WHEREAS, the Housing Authority of the Town of Secaucus has need for ordinary legal services for the fiscal year commencing on 4/1/2015; and

WHEREAS, the Housing Authority solicited for proposals for legal services and received two (2) proposals in response to its duly advertised Request for Proposals; and

WHEREAS, the proposals have been reviewed and rated by the Professional Services Committee and it has been determined that the contract should be awarded to the highest rated proposal in compliance with the RFP; NOW THEREFORE

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Town of Secaucus that the proposal submitted by:

Joseph Zisa, Esq.

77 Hudson Street  
Hackensack, New Jersey 07601

in the annual amount of \$12,000.00 and an hourly rate of \$110.00 be hereby approved; and

BE IT FURTHER RESOLVED that this award has been made through a Fair and Open Competitive process in accordance with the rules of the State of New Jersey

VOTE: AYES/All Present Commissioners (6)

## **POLICY COMMITTEE**

Chairman Harper said this was introduction of New Flat Rents for FY 2015. ED Marra explained that he has posted a 45 day notice and flat rents are being revised again, which is done every year after a Fair Market Rent is issued in October. This will be effective April 1<sup>st</sup>. Public hearings will be at The Elms on Thursday, March 12 and Kroll Heights, Tuesday, March 24<sup>th</sup>. The approval will take place at the March Commissioners' meeting for April 1, 2015. Commissioner Schlemm asked if increments could only be by so much. Mr. Marra said yes, most rents are only going up \$15 – which is just 22 people who pay flat rents.

## **BUILDINGS & GROUNDS**

Mr. Marra explained the Commissioners had a memo regarding 2015 Capital Funds, \$257,492, which is a 1.1 percent decrease from previous year. There are only three lines for this budget: Administration, Bathrooms at The Elms, repayment of Debt Service from 2007 Leveraging. \$136,100 is going towards the bathrooms.

### 5. RESOLUTION #2015-9 – CAPITAL FUND ANNUAL CONTRIBUTION CONTRACT AMENDMENT

***RESOLUTION #2015-9***  
***(Capital Fund Annual Contribution Contract Amendment***  
***Approval of 2015 Capital Fund Program Annual Statement)***

**WHEREAS**, the Office of Capital Improvements (OCI) has completed calculating Capital Fund formula allocations for the Federal Fiscal Year 2015; and

**WHEREAS**, the Housing Authority of the Town of Secaucus has been allocated \$257,492 for the purpose of carrying out capital and management activities at existing public housing developments in order to ensure that such developments continue to be available to serve the low-income elderly population.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Secaucus Housing Authority that the Annual Statement (form HUD-50075.1) for the FY 2014

Capital Fund Program No. NJ39PO83501-15, a copy of which is annexed hereto and made part hereof by reference are work items included in the most recent five year plan previously approved by HUD, be, and hereby is approved.

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Michael H. Harper  
Chairperson

I, Christopher Marra, Secretary of the Secaucus Housing Authority, hereby certify that the foregoing is a true copy of a resolution of the Authority adopted on February 26, 2015.

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Christopher Marra, Secretary

Motion to approve made by Commissioner Adriaenssens; seconded by Commissioner Schlemm.

VOTE: AYES/All Present Commissioners (6)

#### **Update on Renovation of The Elms' Bathrooms**

Mr. Marra said everyone has the email sent to him on 3/18 from contractor. The sample bathroom will be started on March 24, taking a maximum of two days to complete. Everyone will get to see the sample bathroom. ED Marra, DED Naszimento, Harry and Joe met with the architect and Bed Bath. Once everyone is happy, the manufacturer will start manufacturing the tubs, sending tubs in batches of 33. He anticipates 4-5 weeks after March 24<sup>th</sup> construction will be started in the units, contractor has 120 days to complete the job from some point around April 20<sup>th</sup> on.

#### **RFP to purchase Electricity**

ED Marra released an RFP to purchase electricity. He's been talking to third-party providers listed on the Board of Public Utilities website. Yesterday, Jake received an email from NJ SEM – New Jersey Sustainable Energy Marketplace, which SHA joined a year ago. They were still in the middle of their contracts, and now they're ready to go out on contract for electricity now. That contract ends the last day of May, so NJ SEM is going out for bids March 30<sup>th</sup> and hopefully, SHA will be able to get a good price on electricity with NJ SEM. They will tell SHA how long the price is good for. Commissioner Fairman asked if there was any indication as to what that price might be compared to now. Mr. Marra had no way of knowing that, but that SHA is paying Public Service the highest amount, and third-party provider would be less expensive. \$280,000 is spent on electric here every year. DED Naszimento added SHA should say 10-15 percent.

Commissioner Schlemm suggested asking do you think you'll be hitting in the ballpark or should we go with "these" guys, as we went out shopping around and this is what we got.

## **HOUSING CHOICE VOUCHER (HCV) PROGRAM**

Deputy Executive Director Naszimento explained the list was opened from February 9 through 13. 192 applications were received, 46 were not accepted for one of six reasons – 16 families claimed they work here, but did not provide pay stubs to prove it; 8 families claimed residency but listed their address in another town; 12 did not claim a preference at all; 3 people did not correctly register their Social Security numbers and unable to add them to the list; 4 applications were stamped after February 14<sup>th</sup>. February 13<sup>th</sup> was last day to be accepted and 3 were families also not eligible. The remaining accepted 146 were listed by day; the secondary number claiming a Secaucus preference. He went on in more detail how it was broken down. 55 were from town; 78 out-of-towners, which was expected. The top 12 families were notified and told to contact SHA to issue them a voucher immediately. The office is also in the process to send letters to all the remaining people telling them where they are on the list. With the latest additions, it should bring the total to \$180,000 a month; now it's about \$8,000 short of that.

## **TENANT SERVICES/ISSUES – Kenny Koch, Mayor's Liaison**

Kenny spoke about the handicap list. He noted that in his building, several are not on the list that should be. He requested that anyone not on the list or if they see a name this evening that should be on the list, please contact him. Kenny told the audience to be patient in regards to the bathroom renovations. Look carefully at the model. Mr. Marra said only showers are being installed. Kenny said the people work in teams and he loves his new bathroom.

## **CORRESPONDENCE**

ED Marra said the 5-year plan was submitted in December and that HUD has accepted SHA's 5-year plan and annual plan.

## **EXECUTIVE DIRECTOR'S REPORT**

Mr. Marra said back in December at The Elms' meeting, a resident informed the Commissioners there was no signage showing people which way to go to get to certain apartments. The signage is on order and will be put up before the end of March. Everyone's lease has been revised to coordinate with new admissions and continued occupancy policies that were changed, having to do mainly with late fees for rent, etc. SHA needs to also add "the condition in which apartments are left after a tenant vacates". It isn't just about moving furniture

out, but stoves not cleaned or refrigerators not cleaned or bathtubs not cleaned in six months. If not, SHA will charge against security deposit for cleaning it. Mr. Marra is working with Mr. Burke on those items.

Today residents received a notice about removing hoods over stoves. It cannot be taken down, you cannot put a microwave above the stove. Put the hood back above the stove. Kitchens are small, but some residents have baker's racks for the microwave. In the lease it states you cannot structurally modify your apartment, and it is a fire hazard. The other problem is you cannot flush "flushable wipes" down your toilet. They are not flushable and cause major problems. Sometimes it isn't the residents, but the aides that come in, but a resident is responsible for directing a home health aide. If it is traced back to an apartment, the tenant will pay the next plumbing bill – more than \$1,000.

Commissioner Fairman informed Mr. Marra, for residents desiring free tax preparation, United Way and AARP will do that at 55 Bergen Avenue in Jersey City.

## **REMARKS OF CITIZENS**

One lady couldn't hear Mr. Snyder when he was speaking. Why didn't he use a microphone? He directed his entire speech to the Commissioners. Mr. Marra said Mr. Snyder asked if everyone could hear him and no one responded "no", so he decided to speak without the microphone. The speech was for the Commissioners and the tenants.

A man asked about the stationary shower head. Mr. Marra said no, it's a personal shower head. Commissioner Schlemm said residents can view the model and give opinions at that time.

Another woman asked how the apartments would be selected. Mr. Marra said in line of the riser – 601 – 501, etc. That problem will be corrected at this time, so that a whole riser doesn't get shut off, just the source shut off. Everyone will get a schedule well before construction is started – what apartment is first, and what day – two days.

## **CLOSED SESSION:**

### **SECAUCUS HOUSING AUTHORITY RESOLUTION NO. 2015-10 AUTHORIZING EXECUTIVE SESSION**

**WHEREAS**, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Secaucus Housing Authority to be held in public, N.J.S.A. 10:4-

12(b) sets forth nine (9) types of matters that may lawfully be discussed in “Executive Session,” i.e. without the public being permitted to attend, and

**WHEREAS**, the Secaucus Housing Authority has determined that 2 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance shall be discussed during an Executive Session to be held on December 11, 2014 at 7:47 P.M, and

**WHEREAS**, the nine (9) exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which **the number** of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

1

**“(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is 1) The SHA has had a lawsuit filed against it by a woman who was removed from the Housing Choice Voucher program. 2) The SHA has commenced eviction procedures against a resident of one of its senior buildings 3) A SHA employees has a health issue which may require long-term absence from work and contingency plans must be discussed;

1

**“(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body”** The collective bargaining contract(s) discussed are between the Board and \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;

2

“(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.” The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are

\_\_\_\_\_

\_\_\_\_\_ and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1

“(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.” Subject to the balancing of the public’s interest and the employee’s privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478, the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality are \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WHEREAS**, the length of the Executive Session is estimated to be 45 minutes after which the public meeting of the Secaucus Housing Authority shall (circle one) reconvene and immediately adjourn or reconvene and proceed with business.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Secaucus Housing Authority will go into Executive Session for **only** the above stated reasons;

**BE IT FURTHER RESOLVED** that the Board of Commissioners hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public’s interest in disclosure is greater than any privacy or governmental interest being protected from disclosure. For each of the above items, the estimated date by which such disclosure can be made and/or the occurrence that needs to take place before disclosure can be made are listed below (attach separate sheet if necessary)

Subject of Discussion	Estimated Date	Necessary Occurrence
HCV legal matter	60 days	Legal Resolution
Public Housing Legal matter	60 days	Legal Resolution
SHA employee health	30 days	Employee back to work

**BE IT FURTHER RESOLVED** that the Secretary, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed.

**BE IT FURTHER RESOLVED** that the Secretary, on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

\_\_\_\_\_  
Michael Harper, Chairperson

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION APPROVED BY THE BOARD OF COMMISSIONERS OF THE SECAUCUS HOUSING AUTHORITY AT ITS PUBLIC MEETING HELD ON February 26, 2015.

\_\_\_\_\_  
Christopher Marra, Secretary

Motion to approve made by Commissioner Adriaenssens; seconded by Commissioner Schlemm.

VOTE: AYES/All Present Commissioners (6)

Absent:

**REOPENING OF PUBLIC MEETING**

Motion to approve made by Commissioner Adriaenssens; seconded by Commissioner Schlemm.

VOTE: AYES/All Present Commissioners (6)

Absent:

**ADJOURNMENT**

Motion to adjourn made by Commissioner Jodice; seconded by Commissioner Adriaenssens.

VOTE: AYES/All Present Commissioners (6)

Absent:

The meeting was adjourned at 8:30 p.m.

Respectfully submitted, Deborah L. Alvarez, Transcriber