MEMBERS PRESENT

Jeff Haste, Chairman
Mike Pries, Vice Chairman
George P. Hartwick, III, Secretary

STAFF PRESENT

Chad Saylor, Chief Clerk; Tim DeFoor, Controller; Janis Creason, Treasurer; Joseph A. Curcillo, III, Esq., Solicitor; Randy Baratucci, Director of Purchasing; Mike Yohe, Director of Budget & Finance; Dan Eisenhauer, Director of MH/ID; Cheryl Gundrum, MH/ID; Amy Harinath, Press Secretary; Fred Lighty, Esq., Solicitor’s Office; Donna Miller, Commissioners’ Office; Carl Dickson, Director of Parks & Recreation; Steve Libhart, Director of Public Safety; Larry Moore, Parks & Recreation; Gerald Feaser, Jr., Director of Voter Registration/Elections; Greg Schneider, Budget & Finance; Michelle McKeown, Parks & Recreation; Faye Fisher, Director of Human Resources; J. Kiss, Public Safety; Adriana Vukmanic, Solicitor’s Office; Ruby Doub, Commissioners’ Office; Kelly Megonnel, Commissioners’ Office and Richie-Ann Martz, Assistant Chief Clerk

GUESTS PRESENT

Alice Anne Frost, Tiffany Thomas, Lyndsey Mackie, Mike Davis, Kathy Anderson-Martin, Roger Chatell, Devon Sprenkle, Alexis Kern, Donya Patrick, Yvonne Hollins, Mark Dietrick, Mike Babbitt, Deborah Greenham, Richard Grubb, Michaelene McKenna, and Vera DiPietro

MINUTES
CALL TO ORDER

Mr. Haste, Chairman of the Board, called the meeting to order at 10:06 a.m.

MOMENT OF SILENCE

Everyone observed a moment of silence.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

APPROVAL OF MINUTES

It was moved by Mr. Pries and seconded by Mr. Hartwick that the Board approve the November 21, 2018 Workshop Meeting Minutes and the November 28, 2018 Legislative Meeting Minutes; motion carried.

It was moved by Mr. Haste and seconded by Mr. Hartwick that the Board approve the November 21, 2018 Election Board Meeting Minutes; motion carried.

EXECUTIVE SESSIONS HELD BETWEEN MEETINGS

There were no Executive Sessions held between meetings.

PUBLIC PARTICIPATION

There was none.

DEPARTMENT DIRECTORS/GUESTS

A. Dauphin County Parks & Recreation
   1. County Charity Golf Outing Check Presentation

Mr. Haste thanked Mr. Dickson, Michelle and everyone who helped with the golf outing. He also gave a special thank you to all the partners that the County has.

Mr. Dickson reported that the Dauphin County Commissioners have sponsored the golf outing for the past 22 years. This year's event was successful, raising $35,000 for numerous charities. Over the life of the tournament, more than $680,000 was raised for local charities. Without the generous support of all our sponsors, this would not be possible. There were 98 corporate and individual sponsors that made up this year's event. Their financial commitment to this event helps build a better future for the youth and the community.
Ms. McKeown called on the following recipients of this year’s proceeds:

- The Boys & Girls Club of Harrisburg – Yvonne Hollis, Executive Director
- American Red Cross – Jo Brindley, Director of Development and Vera DiPietro
- The Vista Foundation – Devon Sprenkle, Director of Development
- Dauphin County Crime Stoppers – Barry Ramper, Board Member
- Vickie’s Angel Foundation – Mike Davis, Board Member
- The Program “It’s About Change” – Alice Anne Frost, CEO
- Dauphin County Pre-Trial Services – Shannon Danley, Executive Director
- Dauphin County Sheriff’s Canine Unit – Nicholas Chimienti, Jr.
- United Way of the Capital Region – Adrian Buckner, Vice President-Resource Development
- South Central Pennsylvania Sickle Cell Council – Joe Robinson, Executive Director
- New Birth of Freedom Council – Roger Chatell, District Director and Joe Robinson, Chairman of the Harrisburg Good Scout Award Luncheon
- The Salvation Army – Kathy Anderson-Martin, Director of Philanthropy
- Estamos Unidos de PA – Amanda Batista-Brgulja, President
- Panther Ram Foundation for the Nutri Packs Program – Pam Jones and Sheryl Rozman
- Girl Scouts in the Heart of PA – Lyndsey Mackie, Major Gifts Officer and Jeshanah McLeod, Board Member
- CATRA – Mark Dietrick, Vice President
- The Thin Blue Line Game – Nicholas Chimienti, Jr.

The Commissioners thanked everyone for their support.

(Applause was given, and pictures were taken.)

B. Dan Eisenhauer, MH/ID Director  
   Cheryl Gundrum, MH/ID Early Intervention Coordinator

   1. Early Intervention/Pritzger Grant Program Presentation  
   2. Proclamation

Dauphin County is joining with communities nationwide to invest in children and families from prenatal through age 3. The Commissioners are committed to ensuring the county’s youth have access to early learning opportunities, so they are prepared for kindergarten – a crucial step in a child’s successful development. Many times, behavioral issues result in young children getting suspended or expelled from daycare, which puts them at a disadvantage when they start kindergarten. The count is working with parents and daycare providers on ways to address problem behaviors, so they remain in daycare and have the skills they need to begin kindergarten. The initiative behind the “National Collaborative for Infants and Toddlers Resolution to Promote Investments in youth Children and Families from Prenatal to Three” is a joint effort between the National Association of Counties, National Collaborative for Infants and
Toddlers and the Pritzker Children’s Initiative. Since receiving a $25,000 Pritzker grant earlier this year, Dauphin County has held two trainings attended by parents and early childcare providers representing 19 programs. Additionally, two “listening sessions” were held in which providers from eight programs discussed their successes and challenges in supporting children and families and ways the county can help. Dauphin County was one of only eight counties – and the only one in Pennsylvania to receive a Pritzker grant. In the coming months the county plans to provide additional training sessions which early childcare providers and parents on how to implement positive behavior strategies and identify children with development issues. By the end of 2019, the County has a goal of reaching 468 at-risk infants and toddlers; with that number increasing to 2,342 children by December 2023.

Early childhood experts have identified preschool program suspensions and expulsions as a significant concern and one reason that an estimated 3 million children are at risk of entering kindergarten not ready to learn.

Mr. Hartwick read the following Proclamation.

Office of the County Commissioners  
Dauphin County, Pennsylvania

Proclamation

We, the Dauphin County Board of Commissioners, are delighted to join the National Association of Counties (NACo) and the National Collaborative for Infants and Toddlers (NCIT), a project of the Pritzker Children’s Initiative, to focus on early childhood development;

Whereas, counties routinely provide an array of programs and services to an estimated 16 million children ages birth to three in the United States;

Whereas, the most rapid period of brain development occurs within the first years of life, building the foundation for all future learning, behavior, and health;

Whereas, research shows that when we invest in the first three years of a child’s life the returns for the community are the highest, and we can reduce the need for more expensive interventions later;

Therefore, we join the 275,000 residents of Dauphin County in prioritizing and investing in early childhood development and championing positive change in our communities; we will continue to work with NACo and NCIT to play a pivotal role in the development of our youngest residents; and in grateful recognition thereof, we do hereby proudly proclaim December 12, 2018 to be “Investing in Early Childhood Development Day” in Dauphin County.
HUMAN RESOURCES

Ms. Fisher indicated that there is a change to Item #24 – the date should be changed to October 8, 2018.

  It was moved by Mr. Hartwick and seconded by Mr. Pries that the Board approve the Personnel Packet as amended to include the change to Item #24 – correct date is October 8, 2018.

  Question: Mr. Haste – Aye; Mr. Pries – Aye and Mr. Hartwick – Aye; motion carried.

PURCHASE ORDERS

Mr. Baratucci reported that all budget adjustments were made. There were no questions.

  It was moved by Mr. Pries and seconded by Mr. Hartwick that the Board approve the Purchase Order Packet.

  Question: Mr. Haste – Aye; Mr. Pries – Aye and Mr. Hartwick – Aye; motion carried.

BUDGET & FINANCE DIRECTOR – MIKE YOHE

Investment Report

  Mr. Yohe provided the following Investment Report:

    Report from the Office of Budget & Finance
    December 11, 2018

    • **November 30, 2018** transferred $1,398,971.49 to the Payables account from the County’s Concentration account for checks issued that week.

    • **December 7, 2018** transferred $3,525,034.80 to the Payables account and $2,519,076.87 to the Payroll account from the County’s Concentration account for checks issued that week.

    • Wire Payments since last report: $7,666,748.47

    • Debt Service Payments since last report: $43,282.61

    • Term Investments
      • None

    • Balance today in PA INVEST: $1,421.19 rate 2.284%
• Balance today in First National Bank: $103,906.18 rate 1.510%
• Balance today in S&T Bank: $1,102,353.44 rate 1.870%
• Balance today in Santander Bank: $1,092,719.01 rate 1.740%
• Balance today in Customers Bank: $25,755,553.86 rate 2.400%
• Balance today in Customers Bank: $15,184,080.86 rate 2.250%
• Balance today in PLGIT Prime: $25,197,439.43 rate 2.320%
• Balance today in Riverview Bank: $3,593,694.00 rate 2.270%


2019 Budget

Mr. Yohe noted that today is date that was advertised for the adoption of the 2019 Budget. He did an extensive report on November 21st. There was a slight change – the indirect costs of $400,000. The 2019 budget is $247,353,553. This is for the 11 funds that run on a calendar year basis. There is no tax increase. The millage rate remains the same.

It was moved by Mr. Hartwick and seconded by Mr. Pries that the Board adopt the 2019 Dauphin County Budget.

Discussion: Mr. Haste thanked the row officers, directors and employees who worked very diligently stay within budget and still provide services. It takes a team effort.

Question: Mr. Haste – Aye; Mr. Pries – Aye and Mr. Hartwick – Aye; motion carried.

CHIEF CLERK/CHIEF OF STAFF’S REPORT – CHAD SAYLOR

Mr. Saylor had nothing to report and no questions were asked.

SOLICITOR’S REPORT – FRED LIGHTY, ESQ.

Mr. Lighty reported that all items have been reviewed for form and legality and are ready for consideration. No questions were asked.
MATTERS REQUIRING BOARD ACTION

A. Agreements for Legal Services (Court Appointed Counsel) between Dauphin County and:

1. Law Offices of Fawn Kehler (Fawn Kehler) – PCRA Counsel
2. Caldwell & Kearns (Joseph M. Sembrot) – PCRA Counsel
3. Crisp & Associates, LLC (Jonathan Crisp) – PCRA Counsel
4. McShane Firm LLC (Justin McShane) – PCRA Counsel
5. Law Offices of Christopher Wilson (Christopher Wilson) – PCRA Counsel
6. Kerwin & Kerwin, LLP (Shannon Kerwin Sprow) – PCRA Counsel
7. Law Offices of Aaron Holt LLC (Aaron Holt) – PCRA Counsel
8. Batz Law (Amanda Batz) – PCRA Counsel
9. Law Offices of Damian DeStefano (Damian DeStefano) – PCRA Counsel
10. Law Offices of Wendy J. F. Grella (Wendy Grella) – PCRA Counsel
11. Palermo Law Offices (Michael Palermo) – PCRA Counsel
13. Law Offices of William M. Shreve (William Shreve) – PCRA Counsel
15. Law Offices of Damian DeStefano (Damian DeStefano) – Full Caseload Adult Conflict Counsel
16. Law Offices of Wendy J. F. Grella (Wendy Grella) – Full Caseload Adult Conflict Counsel
17. Palermo Law Offices (Michael Palermo) – Full Caseload Adult Conflict Counsel
18. Law Offices of David Hoover, Esquire (David Hoover) – Full Caseload Adult Conflict Counsel
19. Gerard Mangieri, Esquire (Full Caseload Adult Conflict Counsel
20. Law Offices of Jennifer L. Lehman (Jennifer Lehman) – Custody Conference Officers
22. Law Offices of Sandra O’Hara (Sandra O’Hara) – Dependency & Delinquency Hearing Officers
23. Law Offices of Kevin Helm (Kevin Helm) – Dependency & Delinquency Hearing Officers
24. Law Offices of Kathryn Slade (Kathryn Slade) – Dependency & Delinquency Hearing Officers
25. Krevsky & Rosen (Sanford Krevsky) – Dependency & Delinquency Hearing Officers
26. Law Offices of Foreman & Caraciolo, PC (Joseph Caraciolo) – Part Caseload Adult Conflict Counsel
27. Chavis Law Firm LLC (Jenni H. Chavis, Esquire) – Part Caseload Adult Conflict Counsel
28. Law Offices of Michael Matter (Michael Matter) – Part Caseload Adult Conflict Counsel
29. Law Offices of William M. Shreve (William M. Shreve) – Part Caseload Adult Conflict Counsel
30. Wix Wenger & Weidner (Jeffrey Clark) – Juvenile Dependency Parent Conflict Counsel
31. Law Offices of Fawn Kehler (Fawn Kehler) – Juvenile Dependency Parent Conflict Counsel
32. Caldwell & Kearns (Joseph M. Sembrot) – Juvenile Dependency Parent Conflict Counsel
33. Law Offices of Linda Clotfelter (Linda Clotfelter) – Juvenile Dependency Parent Conflict Counsel
34. Law Offices of Fawn Kehler (Fawn Kehler) – Parent Attorney Private TPR Counsel
35. Caldwell & Kearns (Joseph M. Sembrot) – Parent Attorney Private TPR Counsel
36. Law Offices of Natalie Burston (Natalie Burston) – Parent Attorney Private TPR Counsel
37. Norfleet Law Offices, LLC (Andrew Norfleet) - Counsel for Alleged Incapacitated Persons in Guardianship Cases
38. Law Offices of Ann E. Rhoads (Ann E. Rhoads) – Counsel for Alleged Incapacitated Persons in Guardianship Cases
39. Keefer, Wood, Allen & Rahal, LLP (Bradford Dorrance) – Counsel for Alleged Incapacitated Persons in Guardianship Cases
40. Law Offices of Gary Rothschild (Gary Rothschild) – Counsel for Children (Dependency and TPR Agency Cases and Private TPR Cases)
41. Law Offices of Mindy S. Goodman (Mindy Goodman) - Counsel for Children (Dependency and TPR Agency Cases and Private TPR Cases)
42. Law Offices of Joy Waters Fleming (Joy Waters Fleming) - Counsel for Children (Dependency and TPR Agency Cases and Private TPR Cases)
43. Law Offices of Heather Paterno (Heather Paterno) - Counsel for Children (Dependency and TPR Agency Cases and Private TPR Cases)
44. Law Offices of Sarah Hoffman (Sarah Hoffman) - Counsel for Children (Dependency and TPR Agency Cases and Private TPR Cases)
45. Law Offices of Damian DeStefano (Damian DeStefano) – Parent Attorney for Dependency and TPR Cases
46. Perry Shore Weisenberger & Zemlock (Erika Lauer) - Parent Attorney for Dependency and TPR Cases
47. Matas Family Law (Michael Matter) – Parent Attorney for Dependency and TPR Cases
48. Law Offices of Robert B. Lieberman (Robert Lieberman) - Parent Attorney for Dependency and TPR Cases
49. Law Offices of Silliker & Reinhold (Mark Silliker) – Guardian Ad Litem for Children in Juvenile Delinquency
50. Law Office of Damian J. DeStefano (Damian DeStefano) – Juvenile Delinquency Conflict Counsel
51. Palermo Law Offices (Michael Palermo) – Juvenile Delinquency Conflict Counsel
52. Law Offices of Wendy J. F. Grella (Wendy Grella) - Juvenile Delinquency Conflict Counsel
53. Rentschler Law Offices (Michael Rentschler) - Juvenile Delinquency Conflict Counsel
54. Law Office of Kelli Brownewell Statt (Kelli Brownewell Statt) - Juvenile Delinquency Conflict Counsel
55. Norfleet Law Offices (Andrew Norfleet) – Juvenile Delinquency Conflict Counsel
56. Law Offices of Mindy S. Goodman (Mindy S. Goodman, Esquire) - Juvenile Delinquency Conflict Counsel
57. Law Office of Kelli Brownewell Statt (Kelli Brownewell Statt) – Indigent Parties in Domestic Relations Contempt Proceedings
58. Archer Law (Jennifer Archer) – Counsel for the Child in Private Termination of Parental Rights
59. Law Offices of Natalie Burston (Natalie Burston) – Counsel for the Child in Private Termination of Parental Rights
60. Obermayer, Rebmann, Maxwell & Hippel, LLP (Cara Boyanowski) – Arbitrator
61. Stevens & Lee, PC (Mark Bradshaw) – Arbitrator
62. Caldwell & Kearns, PC (Thomas Brenner) – Arbitrator
63. Claraval & Claraval (Robert F. Claraval) – Arbitrator
64. Barley Snyder LLP (Stephanie DiVittore) – Arbitrator
65. M. Pamela Fleck (Arbitrator)
66. Saul, Ewing, Arnstein & Lehr, LLP (Matthew M. Haar) – Arbitrator
67. Kelly, Parker & Cohen, LLP (Robert E. Kelly, Jr.) – Arbitrator
68. Law Offices of Tracey Lewis (Tracey Lewis) – Arbitrator
69. Maffett & Associates (Richard F. Maffett, Jr.) – Arbitrator
70. Tyrone Powell, Esquire – Arbitrator
71. Purcell, Krug & Haller (John W. Purcell, Jr.) – Arbitrator
72. Marshall, Dennehey, Warner, Coleman & Goggin, PC (Christopher Reeser) – Arbitrator
73. Vesell Law, LLC (Hilary Vesell) – Arbitrator
74. Thomas, Thomas & Hafer, LLP (John F. Yaninek) – Arbitrator
75. McShane Law Firm LLC (Justin McShane) – Mental Health Special Counsel

B. Change Order No. 1 – Dauphin County Courthouse Second Floor Renovations – ECI Construction – adding $5,000 for the installation of 2 additional doors, sound proofing membrane, sheetrock and finish work.

C. Resolution #14-2018 – Tax Levy and Appropriation.

D. Resolution #15-2018 – Hiring Freeze Promulgated by the Dauphin County Board of Commissioners for all employment positions in the County of Dauphin.

E. Change Order No. 6 – Dauphin County Courthouse Second Floor Renovations – ECI Construction – adding $443.00 to install keyed locks on the new office doors in lieu of passage locks.

F. Purchase of Service Agreements between Dauphin County (Children & Youth) and:
   1. Bethany Christian Services of Greater Delaware Valley, Inc.
   2. Geo W. Weaver & Son, Inc.

G. Purchase of Service Agreements between Dauphin County (Drug & Alcohol) and:
   1. Halifax Communities That Care, Inc.
   2. Life Esteem, Inc.
   3. Lower Dauphin Communities That Care, Inc.
   4. Neighborhood Center of the Susquehanna Conference of the United Methodist Church, Inc.
   5. St. Peters Evangelical Lutheran Church in Middletown, Inc.
   6. Harrisburg Area YMCA, Inc.

H. Addendum #1 to the Purchase of Service Agreement between Dauphin County (Drug & Alcohol) and Teen Challenge Training Center, Inc. t/d/b/a Pennsylvania Adult and Teen Challenge.

I. Resolution #16-2018 approving the financing by the Cumberland County Municipal Authority of a project for the benefit of Diakon Lutheran Social Ministries and declaring that it is desirable for the health, safety and welfare of the people in Dauphin County served by Diakon Lutheran Social Ministries.

J. Products and Services Agreement between Dauphin County (Public Safety) and CenturyLink Sales Solutions, Inc. for Vesta System.

K. 9-1-1 Statewide Interconnectivity Funding Grant Agreement between Dauphin County and the Pennsylvania Emergency Management Agency.

L. Restated Memorandum of Understanding between Dauphin County and Swatara Township for street sweeping at county-owned properties to satisfy MS-4 requirements.

M. Repository Bids received from Alana Lemon for the following properties:
1. Parcel #01-007-111 (1318 S. 18<sup>th</sup> Street) - $500.00
2. Parcel #01-007-110 (1316 S. 18<sup>th</sup> Street) - $500.00

N. Repository Bids received from Ramon Colon for the following properties:
1. Parcel #02-019-044 (1248 Reese Street) - $500.00
2. Parcel #02-019-043 (1250 Reese Street) - $500.00

O. Repository Bids received from Maria Bouela for the following properties:
1. Parcel #08-022-005 (239 N. 14<sup>th</sup> Street) – $500.00
2. Parcel #08-022-004 (241 N. 14<sup>th</sup> Street) – $500.00
3. Parcel #02-028-025 (1251 Swatara Street) - $500.00
4. Parcel #02-028-024 (1253 Swatara Street) - $500.00

P. Repository Bid received from Damion Scott for Parcel #10-025-045 (560 Camp Street) - $500.00.

Q. Proposal from CWF Services LLC for snow removal at the Northern Dauphin Human Services Center.

R. HVAC Mechanical Services Contract between Dauphin County (Facilities Maintenance) and Automated Logic for services at the Northern Dauphin Human Services Center.


T. Proposal from Aviation Insurance Managers, Inc. to renew insurance for the UAV-Drone Policy.


V. Sex Offender Treatment Purchase of Service Agreement between Dauphin County (Probation Services) and Commonwealth Clinical Group.

W. Sex Offender Treatment Purchase of Service Agreement between Dauphin County (Probation Services) and Triad Treatment Specialists.

X. Sex Offender Treatment Purchase of Service Agreement between Dauphin County (Probation Services) and Pennsylvania Counseling Services.

Y. Sex Offender Treatment Purchase of Service Agreement between Dauphin County (Probation Services) and New Passages, Inc.

Z. Master Service Agreement for Health Screenings between Dauphin County and Integrated Corporate Health, LLC d/b/a Integrated Health 21.

AA. Addendum to Comprehensive Health Services Agreement between Dauphin County (Prison) and PrimeCare Medical, Inc.

BB. Proposal from Compliance Management International (CMI) to provide indoor air quality surveys.
CC. Local Share Municipal Grant – Downtown Daily Bread - $30,000.

DD. Local Share Municipal Grant – Shalom House - $150,000.

EE. Consultant Agreement between Dauphin County and Terry R. Haines for the year 2019.


GG. Approval to bind Excess Workers’ Compensation Coverage with Midwest Employers Casualty for a two-year (2 year) term rate guarantee of $.1038 for the period of 1/1/19-1/1/21.

HH. Fourth Amendment to Inmate Telephone Vending Agreement between Dauphin County (Prison) and DSI-ITI, Inc.

II. Training Packet.

It was moved by Mr. Hartwick and seconded by Mr. Pries that the Board approve Items A through II listed above under Matters Requiring Board Action.

Question: Mr. Haste – Aye (abstaining on Item AA); Mr. Pries – Aye and Mr. Hartwick – Aye; motion carried.

FORMER BUSINESS

Mr. Haste reported that NACo that been supportive of Early Childhood in getting the child on the right path prior to third grade.

NEW BUSINESS

There was none.

COMMISSIONERS’ DISCUSSION & ACTIONS

There was none.

CORRESPONDENCE

The following correspondence was received in the Commissioners’ Office and will be handled by the staff appropriately.

A. Receipt of a letter from the Commonwealth of PA, Department of Community & Economic Development advising that they have approved a grant in the amount of $191,736 for Dauphin County through the 2018 Emergency Solutions Grant Program.

B. Notification from the Federal Energy Regulatory Commission regarding a Notice of Existing Licensee’s failure to file a Notice of Intent to file a subsequent license application, and soliciting Notices of Intent to file a license application and pre-application

C. Notification from H.F. Lenz Company advising that Hawthorne SPE, LLC has applied to DEP for a NPDES Permit for stormwater discharges associated with the necessary earthwork, drainage, stormwater management, and construction of roadways, buildings, and parking lots for the development of a traditional neighborhood.

D. Notification from Reuther+Brown advising that the Pennsylvania State University, Milton S. Hershey Medical Campus is applying to DEP for a NPDES Permit for stormwater discharges associated with the construction and land development of an Innovation Project, including the building, removal of bituminous parking lots, site grading, pedestrian walkways, new handicap accessible parking lots, utility improvements, and appurtenance site features.

E. Notification from Energy Center Harrisburg LLC advising that they are applying to DEP for a NPDES Permit for reissuance of the discharge permit for Steam Heat Generating facility located in the City of Harrisburg.

F. Notification from Towne Square Engineering advising that Charter Homes at Laurel Hill, Inc. is applying to DEP for a NPDES Permit for the discharge of stormwater associated with the construction of a residential subdivision with 56 single family dwellings.

PUBLIC PARTICIPATION

There was none.

Mr. Haste noted that the Retirement Board will convene at 11:00.

ADJOURNMENT

There being no further business, it was moved by Mr. Hartwick and seconded by Mr. Pries that the Board adjourn; motion carried.

Transcribed by: Richie-Ann Martz