

**Housing Authority of the City of Ocean City**

**Regular Board of Commissioner Meeting Minutes  
August 15, 2017 – 5 p.m.**

The regular meeting of the Housing Authority of the City of Ocean City was held on August 15, 2017, at 5:00 p.m. at 204 4<sup>th</sup> Street, Ocean City, New Jersey 08226.

Chairman Barr read the Sunshine Law. The meeting was called to order by Chairman Barr and began with the Pledge of Allegiance.

Upon roll call those present were:

Commissioner Robert Halliday	
Commissioner Edmond Speitel	
Commissioner Portia Thompson	<i>(absent)</i>
Commissioner Paula McFarland	
Commissioner Patricia Jackson	<i>(arrived at 5:04 p.m.)</i>
Chairman Robert Barr	

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, VHA Assistant Executive Director, Charles W. Gabage, Esquire – Solicitor, Linda Cavallo – Accountant, Ron Miller, VHA Assistant Asset Manager – Operations and Sandy Velez, VHA Assistant Asset Manager -- Occupancy.

**Minutes**

Motion to approve the Regular Meeting minutes from March 21, 2017. A motion was made by Commissioner Speitel and seconded by Commissioner Halliday. Correction was made to the minutes – page 3 PHas changed to Phase. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Edmond Speitel	(Yes)
Commissioner Portia Thompson	(Absent)
Commissioner Paula McFarland	(Abstain)
Commissioner Patricia Jackson	(Yes)
Chairman Robert Barr	(Yes)

Motion to approve the Regular Meeting minutes from April 18, 2017. A motion was made by Commissioner Speitel and seconded by Commissioner Halliday. Corrections were made to the minutes – page 3 changed the word whole to hole and on page 6, regarding the motion to pay the bills changed to “A motion was made by Commissioner Speitel recognizing that the OCHA cannot pay all its bills - particularly to the City of Ocean City but that the operating expenses necessary for the safe and the continued occupancy of the residents should be paid and specifically, the two PILOT payments and the two FEMA reimbursements will not be paid to the City of Ocean City because of insufficient funds. Seconded by Vice Chairman Jackson.” The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Edmond Speitel	(Yes)
Commissioner Portia Thompson	(Absent)
Commissioner Paula McFarland	(Abstain)
Commissioner Patricia Jackson	(Yes)
Chairman Robert Barr	(Yes)

Motion to approve the Special Meeting minutes from April 25, 2017. A motion was made by Commissioner Halliday and seconded by Commissioner Speitel. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Edmond Speitel	(Yes)
Commissioner Portia Thompson	(Absent)
Commissioner Paula McFarland	(Abstain)
Commissioner Patricia Jackson	(Abstain)
Chairman Robert Barr	(Yes)

Motion to approve the Regular Meeting minutes from May 16, 2017. A motion was made by Commissioner Speitel and seconded by Commissioner Halliday. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Edmond Speitel	(Yes)
Commissioner Portia Thompson	(Absent)
Commissioner Paula McFarland	(Yes)
Commissioner Patricia Jackson	(Abstain)
Chairman Robert Barr	(Yes)

Motion to approve the Executive Meeting minutes from May 16, 2017. A motion was made by Commissioner Halliday and seconded by Commissioner Speitel. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Edmond Speitel	(Yes)
Commissioner Portia Thompson	(Absent)
Commissioner Paula McFarland	(Yes)
Commissioner Patricia Jackson	(Abstain)
Chairman Robert Barr	(Yes)

Motion to approve the Regular Meeting minutes from July 18, 2017. **Tabled for next month.** Mr. Gabage stated the OCHA Bylaws follows the statute. The Statute says there has to be four members for a quorum. A majority is needed to pass the resolution and motion. It then says there has to be four people to pass a resolution. It clearly states that four people have to affirmatively pass a resolution. A motion to table the July minutes was made by Commissioner Jackson and seconded by Commissioner McFarland. The vote was carried unanimously by the Board Members present.

Commissioner Halliday asked what happens if the board can't acquire enough votes to ever approve minutes and would it show up on the Authority's audit. Mr. Gabage stated it would not show up on the Authority's audit.

### **Treasurer's Report**

Linda Cavallo reviewed the Financial Report for the ten months ended July 31, 2017. Motion to approve the Treasurer's Report made by Commissioner Halliday and seconded by Commissioner Speitel. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Edmond Speitel	(Yes)
Commissioner Portia Thompson	(Absent)
Commissioner Paula McFarland	(Yes)
Commissioner Patricia Jackson	(Yes)
Chairman Robert Barr	(Yes)

### **Executive Director's Report**

Mrs. Jones spoke about the cash projection she worked on with the Finance Committee and its projection through the end of the fiscal year, which is September 30, 2017. The OCHA will be close to a \$100,000 loss for this year. This is of great concern, but a greater concern right now is the OCHA's cash situation. The Authority is very, very low on cash through the end of this month (August). The Authority has not received its Capital Funds from HUD of \$117,000, and hopefully the Authority will receive it by the end of September. The reason the Capital Funds are so late this year is because the federal budget did not get approved on time, which is not unusual. Normally, Capital Funds are received around March of any budget year, but this year these funds were substantially late.

There are some resolutions tonight to update the lease and if there is any questions regarding the updates they can be discussed during Sandy's report. The lease is being updated to be in conformance with federal and state law. The personnel policy will also be updated and there are some adjustments to it. These updates can be discussed in the resolution section. There is also a resolution to approve the Violence Against Women Policy, which needed to be updated to conform with federal regulations. The most recent change to this policy was to implement an emergency transfer policy if anyone was a victim of domestic violence. It is not that the Authority necessarily would have a unit to provide an emergency transfer, but the Authority must at least have policy for this situation.

The Back to School BBQ is scheduled for Wednesday, August 30<sup>th</sup> from 4 – 7 p.m. and everyone is invited to attend. This event was organized by the Ocean City Police Department. The Patrolmen's Benevolent Association is actually sponsoring the BBQ for all the residents.

The Authority received the final PHAS score for the year-end 2016. The Authority's score is an 84 with a point loss in the financial area. For 2017 this may change once again based on cash situation, accounts payable and PILOT owed etc.

Mr. Gabage stated he reviewed the PHAS score. He was completely flabbergasted when he saw the OCHA was given 25 points for management out of 25 points. Mr. Gabage asked if there was any explanation for that. Mrs. Jones stated the best explanation for the management section is occupancy. Occupancy has a lot to do with those 25 points, meaning there were not a lot of vacancies during the year-end 2016 that stayed vacant. There is not a lot of turnover of units in Ocean City. Right now there are 7 vacancies and there were 8 a couple of months ago. They have been vacant for a many months. In 2016, this was not the case. In 2016, there were no vacancies that were vacant for a long period of time. Mr. Gabage stated there were about 15 findings in the audit and asked wouldn't that have anything to do with management scores. Mrs. Jones stated those findings

are what gave the Authority a point deduction under audit penalties. The local field office does not have anything to do with the scoring.

Commissioner Jackson spoke in reference to the 8 units that have been available for a few months and she is aware the authority has a long waiting list. She has received a few calls and messages from people saying they received a call that a unit is available. They were ready to move in. Commissioner Jackson called the office so she could provide them with some direction. Commissioner Jackson asked what she should tell them. Mrs. Jones stated the best thing for them to do is to contact the office directly. Commissioner Jackson stated they have called the office and have been unsuccessful. Mrs. Jones stated Sandy can answer this in more detail. Typically, what happens is the Authority calls several applicants on the waiting list to begin the verification process. The process is the applicants are called in for an interview appointment and they are given a list of items to bring. Everything needs to be verified. Applicants are told the OCHA anticipates a vacancy. Applicants are not offered a unit over the phone all of the applicants data must be verified. Sandy stated to direct the calls to her. It was found that the OCHA was maintaining a waiting list by date and time. It should have been maintained by preferences with Ocean City residents having first preference. The same list is being used and applicants are being added since the OCHA opened the waiting list.

Wendy Hughes provided an update in the financial area. Filing all the financial records is a work in progress. The calculation of leave time continues to be worked on for accuracy for current and former employees. The security deposit disposition and the outstanding tenant balances are also still being reviewed for accuracy.

Sandy Velez reported unit inspections were conducted during the month of May. Seven units are schedule for re-inspections on August 29, 2017, for continued monitoring. Management is recommending bi-annual inspections in order to ensure compliance with the terms of the lease for housekeeping habits and potential lease infractions.

The waiting list was opened effective July 10, 2017, and will close on August 30, 2017. Applications are being accepted by mail only. To date, the OCHA has received 60 applications by mail and has received several requests for applications via telephone. The waiting list is now being maintained by order of preference, date and time.

There are currently 190 applications entered into PHA Web. Twelve (12) applications are currently being processed for the current seven vacancies.

The interim recertification process was started in July. There were 28 residents who did not comply with the intake process and final intake was scheduled for July 27, 2017. Sandy explained the intake process and mentioned there was some resistance and difficulty obtaining documentation. It has also come to management's attention that the OCHA also has unqualified residents living in its EDH housing. Three residents have been identified as not being elderly, disabled nor handicapped. It is unsure how this can be rectified.

Two matters were referred to legal for possession of units due to non-payment of rent. Both matters were resolved prior to the court date and the OCHA was able to collect all the balances in full.

Last month, Sandy reported that Truth in Renting Booklets would be ordered and distributed to all residents. The NJ Department of Community Affairs no longer prints the booklets for purchase. The booklets are being printed at the Vineland Housing Authority and will be distributed to the OCHA residents at their interim certifications in October.

Several neighbors have provided written and verbal complaints regarding three basketball hoops that are located along the alleys. Management has not been able to identify the owner of the hoop located in the alley on the right side of the administrative building. The main source of complaints were due to the vocabulary and activity occurring during the evening hours. Owners of two of the three hoops have been identified. They will be notified in writing to remove them from the premises. The remaining hoop was secured and relocated to the gated area of the administrative office. Mrs. Jones stated Chairman Barr also received complaints regarding this issue. Chairman Barr obtained the ordinance on playing basketball and playing basketball on the street is prohibited.

A review of the current lease indicated the need to update the lease and attachments to comply with State and Federal Regulations requirements. The updated lease is included as part of the board packet in the resolution section.

Management is currently working on the remediation of several infestations identified by the exterminator. Seven units have been inspected using the box treatment to validate the presences of bedbugs and as a precautionary measure to ensure that they have not spread beyond the units. Of the seven units inspected, three had visible evidence of infestation. The three units were at Bayview Manor. Two of the units have been treated and the resident of the third unit refused to allow the contractor in. This particular unit has refused treatment three times as reported by the contractor and noted on the billing documents. This resident has been verbally combative and refusing entry into the unit due to her insistence that there was no evidence of bedbugs. Additional inspection of the unit revealed the presence of bedbugs on the bed. The resident was informed of the new treatment date and she continues to refuse to cooperate. The Authority continues to be billed for these appointments. She will be served with a notice to cease for failure to comply with the terms of the lease.

A brief discussion was held regarding the recertification. Sandy stated there is not a clear picture yet, but her random sampling indicates the rents will increase. Management will know better at the end of the month.

Ron Miller updated the Board regarding maintenance issues. The office located at 204 4<sup>th</sup> Street is waiting on a quote from the vendor for the roof. The elevator project at Bayview Manor has been completed. Exterminating Services is still pending as far as getting a contract. Lead based paint testing at Bayview Manor was completed and submitted to HUD on August 9, 2017. The landscaping at Bayview Manor was completed. The playground at Pecks Beach Village was completed on July 25, 2017. There were two vacant units at Bayview Manor completed since the last Board meeting and three remaining vacant units that are incomplete. Ron anticipates one additional unit completed by the next meeting. There were 40 work orders completed last month with 246 outstanding. Professional Services RFP's are currently advertised and are due on August 29, 2017. The intercom at Bayview Manor is scheduled for repair. Pricing is being obtained from vendors for cleaning services at Bayview Manor. Chairman Barr asked about the issues with lights being out. Wendy Hughes reported her last contact with Atlantic City Electric stated they were a little behind because of flooding. She will be contacting them again tomorrow to follow up. Brief discussion regarding the elevator repairs. Commissioner Halliday asked if the lease document is consistent with the other Authorities. Sandy stated yes. Brief discussion regarding the outstanding work orders. The OCHA work order system is currently a multi-task system, therefore there are multiple tasks on a single work order. The OCHA will move to a single work order system soon. The OCHA is also down one maintenance employee. Mrs. Jones stated another issue regarding maintenance is the entire population of the OCHA has the maintenance repairer's phone number. We believe he receives calls during the day and night and these work order requests are not being documented. This is not the proper way for it to be handled. An on-call service is being researched for nights, weekends and holidays. The single work order system discussed. The Vineland maintenance staff is filling in to work on the vacancies. Mrs. Jones stated from now through the end of this fiscal year the OCHA will probably not hire anyone. For the new fiscal year on

October 1<sup>st</sup>, there is an additional part-time position in the budget for maintenance. The OCHA currently has one full-time maintenance person. The HUD standard is one maintenance person per 100 units. The OCHA can also fill in with Vineland staff if needed and some items can be completed by contractors as well.

With no further discussion, motion to accept the Executive Director's Report made by Commissioner Halliday and seconded by Commissioner Speitel. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Edmond Speitel	(Yes)
Commissioner Portia Thompson	(Absent)
Commissioner Paula McFarland	(Yes)
Commissioner Patricia Jackson	(Yes)
Chairman Robert Barr	(Yes)

### **Committee Reports**

**Development Committee Report** – Commissioner Speitel reported the committee has met a couple of times since the last Board Meeting trying to kick off the project for the 20 replacement units hopefully to be located at the site of the Bayview Manor & the parking lot. It will be somewhere between a 2-4 story building. The particulars are unknown yet. The Authority's Architect and Civil Engineer are working on the project at the present time and trying to establish a time schedule of when the Authority will be able to break ground. The project is moving in the right direction. The pre-application loan has been settled and funds are there to pay the professionals.

**By Law Committee Report** – Commissioner Halliday reported the committee met and reviewed the By Laws. The By Laws will be revised. Copies will be circulated for everyone's review and for approval for new By Laws. The revisions consist of the telephone language as well as absenteeism. Mr. Gabage stated the way the By Laws read now it looks as if someone has a certain number of absences, the Board is suppose take action. Mr. Gabage pointed out to the committee that the State of New Jersey statute states that only the appointing authority can take action. The By Laws will be changed accordingly to follow the statute. The Commissioners should be receiving the copies of the suggested By Law revision by next week because the current By Laws require a three week notice and the intention is to get it on the September Board meeting agenda. The three week notice will also be changed to seven days in the revision. Mr. Gabage discussed the state statute regarding a quorum. Chairman Barr advised the Board that once they receive the By Laws if they have any feedback to let the Committee know.

### **Old Business** – None

**New Business** – Parking lot usage for Block Party Parking at Bayview Manor. Mrs. Jones stated that twice a year (1<sup>st</sup> Saturday in May/1<sup>st</sup> Saturday in October) there is a group of tenants at Bayview that asks all the residents to move all of the cars out of the parking lot and they rent parking spots for attendees of the Block Party. This topic was added to tonight's agenda for discussion out of concern for this activity. Particularly the liability exposure to the OCHA. The other point is that if there is money being made from this activity, the money must go to the property. Right now the current management is not aware of where this money is going. Chairman Barr stated he does not feel residents should be asking other residents to move their cars and the Board has no idea where the accounting of this money has gone or has gone in the past. Chairman Barr believes this practice should end. Mr. Gabage stated this came up a couple of years ago and he does not recall how the discussion ended. It started because a few residents complained to the Administration about not being able to park. As far as the legality is concerned, if the Board is going to permit this there has to be a certificate of insurance provided by whomever is giving the event naming the Authority as the insured and the Authority's insurance company should probably be notified of the event as well. It is a very scary liability. Mr. Gabage does not recommend

allowing this practice. Mrs. Jones does not know all the individuals involved. The Board agrees the Block Party Parking should be discontinued. Mrs. Jones will take of this matter.

With no other discussion in related matters the Chairman moved to the Resolutions.

**Resolution #2017-54**  
**Resolution to Approve Monthly Expenses**

Chairman Barr called for a motion to approve the monthly expenses. A motion was made by Commissioner Speitel; seconded by Commissioner Jackson. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Edmond Speitel	(Yes)
Commissioner Portia Thompson	(Absent)
Commissioner Paula McFarland	(Yes)
Commissioner Patricia Jackson	(Yes)
Chairman Robert Barr	(Yes)

**Resolution #2017-55**  
**Resolution Adopting the Public Housing Lease**

A motion was made by Commissioner Speitel; seconded by Commissioner Halliday. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Edmond Speitel	(Yes)
Commissioner Portia Thompson	(Absent)
Commissioner Paula McFarland	(Yes)
Commissioner Patricia Jackson	(Yes)
Chairman Robert Barr	(Yes)

**Resolution #2017-56**  
**Resolution Amending the Personnel Policy & Employee Manual  
to include updated Policies and Procedures for Employment Practices**

A motion was made by Commissioner Speitel; seconded by Commissioner Halliday. Changes were discussed in regards to Attendance Policy, Accumulation of Vacation Time, Holidays and Calculation of Sick Leave for employees hired after 8/15/2017. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Edmond Speitel	(Yes)
Commissioner Portia Thompson	(Absent)
Commissioner Paula McFarland	(Yes)
Commissioner Patricia Jackson	(Yes)
Chairman Robert Barr	(Yes)

**Resolution #2017-57**  
**Resolution to Authorize the Preparation**  
**of the Rental Assistance Demonstration (RAD) Program Application**

A motion was made by Commissioner Halliday; seconded by Commissioner Speitel. Mrs. Jones stated when she spoke with Rick Ginnetti of the Brooke Group he is hoping this application can be done in conjunction with the predevelopment of Pecks Beach so this cost can be absorbed by the predevelopment funds and not a burden on the operating budget. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Edmond Speitel	(Yes)
Commissioner Portia Thompson	(Absent)
Commissioner Paula McFarland	(Yes)
Commissioner Patricia Jackson	(Yes)
Chairman Robert Barr	(Yes)

**Resolution #2017-58**  
**Approval of Adopt a Violence Against Women Act Policy (VAWA)**

A motion was made by Commissioner Jackson; seconded by Commissioner McFarland. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Edmond Speitel	(Yes)
Commissioner Portia Thompson	(Absent)
Commissioner Paula McFarland	(Yes)
Commissioner Patricia Jackson	(Yes)
Chairman Robert Barr	(Yes)

Chairman Barr stated the Board will need to go into Executive Session to discuss matters related to personnel. Prior to going into Executive Session he requested any additional comments from Board Members at this time.

Commissioner Jackson stated she wanted to inform all the Board Members that she received a phone call from one of the council members in regards to her attendance, which kind of upset her. The council person informed her that a Commissioner had questioned her commitment to the residents. This was concerning to her. She spoke to the Commissioner and explained to him no one called her to see even why she was not at a meeting. She has been on the Board longer than everyone here and obviously she is committed to the residents. Commissioner Jackson receives a phone call when it is time to vote for something that they think is important then why didn't anyone call to see why she wasn't at the meeting. Usually, if she is not coming to a meeting she calls to let the Board know. Commissioner Jackson stated she does have another job other than her business and it conflicts with the schedule. She knows in the past the Board changed the schedule for others so she is hoping the meetings can be changed back to 7 p.m. to accommodate her to be able to attend the meetings. Chairman Barr stated this requested change can be discussed amongst the Board Members. Chairman Barr asked for any comments. No comments at this time. Further dialog on this can be discussed at the next Board meeting. Meetings are scheduled and advertised for the next year in December, but it would also be a By Law change. Commissioner Jackson stated she cannot guarantee the Board that she will not miss another meeting and she does not want to receive the same phone call. She told the councilman not to call her again advising her what a Commissioner stated because she feels a Commissioner can her themselves. If she had an issue, question or a concern with anyone on the Board she would call or email them. She hopes to make the next meeting, but there are no guarantees.



Chairman Barr requested comments from the public.

Joyce Sigers, Pecks Beach Village, #429 – She has been a resident at the OCHA for over 25 years and she noticed every time money is embezzled out of the Authority there is a call for reevaluation on the rent. She does not understand if a resident just recently had an evaluation why are they having another one. Is the Board trying to evaluate the people that were put in charge and when the tenant's rent portion goes up is the Board trying to get back the money that was taken from the Authority? Mrs. Jones stated that one of things that was discovered during the audit was that the resident rents were not calculated properly and in some cases it was in favor of the residents and in some cases it was not. Management's objective is to make sure that the rent calculations are properly calculated according to the regulations - however that comes out. In the past, the rent calculations were not being properly done. Management's job is to make sure it is done properly. As far as recouping any funds that may have been taken that is not on Mrs. Jones radar screen and is not where the money would be recouped from. It would not be from the tenants. There is an insurance policy that would cover that. Sandy Velez stated the resident's annual recertification are completed May 1<sup>st</sup> of every year and Ms. Sigers is correct that an evaluation was recently completed. Unfortunately, the recertifications completed in May were very incomplete. The rents were not properly calculated and the proper documents were not obtained as required. Many required documents such as birth certificates, social security cards, photo ID's etc. are not in resident files. Management is requesting the cooperation of residents to obtain these documents to enable them to complete an interim adjustment to bring the files up to code to be in compliance with federal regulations and continue receiving subsidy. The staff performing the re-certifications are staff from the Vineland Housing Authority. They are trained and certified in their positions.

Rachelle Pando, Pecks Beach Village, #435 – Would like to address the issue regarding a basketball hoop. Ms. Pando states she was at work at the time the gentleman came to her apartment in regards to the basketball hoop. She stated she was not given a notice that they were not supposed to have a basketball hoop. She checked her lease and nowhere on the lease does it state she cannot have one. Ms. Pando stated the gentleman did not identify himself and was just walking around picking up basketball hoops throwing them in the back of a truck. The person who was home with her children addressed the issue and asked him why he was taking it. Ms. Pando is unsure what was said, but if a thief is coming on my property why did he not identify himself. Ms. Pando would like to know why she wasn't informed. Ron Miller stated he was out at Pecks Beach Village property to collect the basketball hoops. He stated in Ms. Pando's case, the basketball court was outside of the fenced in area. The gentlemen that was home came outside and was very nice. They had a short conversation where Ron did introduce himself as an employee of the Housing Authority noting he drives a municipal vehicle. Ron explained to the gentlemen the Authority was going around collecting the basketball hoops and locking them up in the back at the OCHA office. Ron stated the basketball hoop was not in Ms. Pando's yard. There has been an ongoing investigation trying to identify who the basketball hoops belong to and it has been unsuccessful. A decision was made today to collect them due to all the feedback from the residents in the area. Chairman Barr stated playing basketball in the alley way is against the city ordinance. Ms. Pando's main concern is that she was not notified. The last memo she ever received was that they were not allowed to play basketball after 9 p.m. Chairman Barr stated he is not aware of that, but they shouldn't have been allowed to play at all in the alley way due to City ordinance. Ron Miller stated there is going to be a notice that will be sent out to all residents banning basketball court hoops for the entire OCHA properties. If a resident has a dispute about it they are more than welcome to dispute it in writing. This is a liability for the OCHA. Commissioner Jackson asked if it was possible to put a basketball hoop where the playground equipment is located. Mrs. Jones stated it is still a liability issue and secondly there is no budget to do anything like that at this time. Commissioner Jackson asked if it can be incorporated with the redevelopment. The Board can further discuss and look into the liability issue.

Marion Bowman, Bayview Manor, #401 – Ms. Bowman would like to know if the residents can be educated about the trash units because they are throwing trash into the recycling bins. Mrs. Jones stated a notice can be sent out.

Chairman closed the public comments portion of the meeting.

**Resolution #2017-59**  
**Executive Session**

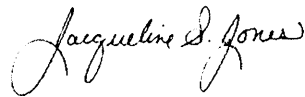
A motion was made by Commissioner Speitel; seconded by Commissioner Halliday. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Edmond Speitel	(Yes)
Commissioner Portia Thompson	(Absent)
Commissioner Paula McFarland	(Yes)
Commissioner Patricia Jackson	(Yes)
Chairman Robert Barr	(Yes)

Regular Meeting was adjourned to go into Executive Session at 6:39 p.m.

Regular Meeting was opened at 6:46 pm. With no further business to discuss, Chairman Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Halliday; seconded by Commissioner Speitel. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 6:46 p.m.

Respectfully submitted,



Jacqueline S. Jones  
Secretary/Treasurer