

STATE OF CONNECTICUT
MUNICIPAL ACCOUNTABILITY REVIEW BOARD
REGULAR MEETING MINUTES

Meeting Date and Time: Thursday, May 16, 2024, 10:00 AM

Meeting Location: Legislative Office Building
300 Capital Avenue - Hearing Room 1D
Hartford, CT 06106

Meeting materials can be found at
<https://portal.ct.gov/OPM/Marb/Full-Board-Meetings-and-Materials>

Call-In Instructions: Telephone: 1-860-840-2075
Meeting ID: 188 007 603

Members in Attendance: Secretary Jeffrey Beckham, Thomas Hamilton, Stephen Falcigno, Lisa Hammersley, and Susan Weisselberg. TEAMS: Kevin Alvarez (State Treasurer’s-Designee), Sal Luciano, Mark Waxenberg and Robert White.

Municipal Officials in Attendance: Mayor Dorinda Borer, Michael Gormany, David Taylor, Rick Spreyer, and Julian Freund. TEAMS: Paul Dorsi, Matthew Cavallaro, Leigh Ann Rails, Leslie Torres-Rodriguez, and Maureen Colman.

Staff in Attendance: James Caley, Gareth Bye, John Mehr, Simon Jiang, and Lori McLoughlin. TEAMS: Kimberly Kennison, Bill Plummer, Michael Reis, Kathy Demsey, and Chris Collibee.

- I. Call to Order & Opening Remarks by Secretary Jeffrey Beckham and Kevin Alvarez (State Treasurer’s Designee)

The meeting was called to order at 10:03 a.m. The Secretary noted that this is a regularly scheduled meeting and welcomed the City of West Haven’s new Finance Director, Michael Gormany.

- II. Public Comment Period

There was no public comment.

- III. Approval of Minutes

- a. April 23, 2024, Special Meeting

Mr. Luciano made a motion to approve the Special Meeting Minutes of April 23, 2024, with a second from Mr. Hamilton. Motion carried.

- IV. City of Hartford

- a. Subcommittee Update

The Subcommittee held a virtual meeting on May 2, 2024. A meeting memorandum was included in the meeting package.

b. Review and Discussion: City and BOE Monthly Financial Report: March 2024

Mr. Freund stated that the City is projecting a year-end surplus of \$17.15 million. This is a result of favorability on the revenue side of just over \$15 million and just over \$2 million favorable on the expenditure side compared to the last report. Since the end of February, the projected surplus improved by just over \$3 million. The City has collected 86% of budgeted revenues compared to 84.4% for the same period last year. The revenue increase of \$1.5 million over the last month was attributable to continued collections and building-related permitting fees, along with modest increases in the projection for interest and investment income. On the expenditure side, expenses with encumbrances were at 65.5% of the budget, compared to 64.2% for the same period last year. The largest change in the projection was an improvement in payroll of about \$1.37 million is the result of one additional month of vacancy savings recognized and leveling off the in our overtime projections. Utilities projections were reduced with the conclusion of the heating season. The City continues to monitor property taxes, overtime, legal expenses, and health insurance claims.

Ms. Colman, Executive Director of Finance for Hartford Public Schools, reviewed the Board of Education financials. At the end of the third quarter, Hartford Public Schools (HPS) spent a total of \$320 million across all funding sources. Spending rose \$47.3 million through the end of February and was down sharply from the \$65.3 million spent in March 2023. The decline in year-over-year spending largely reflects the timing of the tuition payments made. She highlighted that non-certified severance nearly doubled in the past month and now stands at \$445,000 over budget. This is tempered by certified severance, which is running significantly lower than the budget but typically rises at the end of the fiscal year due to certified staff retirements. Fringe benefit costs are running very close to budget with healthcare claims trending below budget. Workers' compensation claims were well above budget for both February and March. The HPS is working with a third-party administrator to better understand if the claims are expected to be of short duration or if the claims will have a longer payment tail.

As mentioned, over the past few months paid and encumbered tuition costs continue to grow, and through the third quarter are currently \$4.8 million over budget. HPS expects that figure will continue to deteriorate through the end of the fiscal year as the final bills are submitted by our service providers. Encumbrances across all funding sources declined from \$72.1 to \$62.6 million at the end of February. About half of that decline was attributable to the tuition payments being made against our outstanding purchase orders. Encumbrances will be declining with the closing of requisitions in early April.

At this time, HPS is projecting a deficit of \$15.5 million, largely driven by tuition costs being over budget. There are several mitigating factors relative to this projection. First, the projection assumes all current encumbrances will be fully liquidated, which is not the typical practice. HPS usually end up closing with \$1.3 million remaining in open encumbrances that are repurposed. Second, current projection reflects billing for Medicaid, for third party insurance, and for special education are \$5.6 million short of the amount budgeted in fiscal 2023-24 revenues. HPS anticipate a significant increase in revenue in these areas in the fourth quarter but might fall short of the budget amount of \$8.1 million from these sources. Lastly, the fiscal year 2024 budget was built on the assumption that we would use up to \$9.2 million of the remaining ESSER ARPA funds to cover eligible expenses and mitigate the deficit.

Secretary Beckham asked about the outlook for the end of the fiscal year with one quarter to go. Ms. Colman stated HPS is projecting a deficit of \$15.5 million with the hope to mitigate most of the deficit.

Mr. Hamilton asked in terms of a shortfall, how is it going to be covered. Is there a reserve fund or carryover funds or will HPS be asking the City of Hartford to make HPS whole? Ms. Colman stated that they might have to use their non-lapsing account of \$5.6 million, but that will be determined closer to the fiscal year end. They do not expect to request a supplemental appropriation from the City.

c. Review and Discussion: BOE Budget FY 2025

At the Hartford Subcommittee on May 2, 2024, Mr. Foster presented the Hartford Public Schools (HPS) FY 2025 Budget and presented a 5-Year Budget Forecast. Superintendent Torres- Rodriguez provided a general overview by sharing the Executive Summary pages from the HPS Budget.

The Superintendent discussed the steps taken to develop the budget and the forecast four years. This process started in October to include meetings with school governance members, 12 bargaining unit leadership, community engagement and various stakeholders in multiple individual meetings with school leadership. The budget includes assumptions that projects revenue of \$429 million and propose expenditures of \$467 million. This is an equity-based starter budget developed several years ago that was modified this year to taking into account the sunsetting of pandemic relief funds.

The budget for fiscal 2025 has a \$38 million that needs to be addressed. There are several mechanisms listed for closing the gap that include the vacancy assumption at 5%, the ESSER offset, and the general education tuition CAP agreed to by the Legislature. This equals about \$11.5 million and utilizing the non-lapsing fund.

The Superintendent discussed some of the changes in positions across our district. Overall, the proposed budget in total does reflect the elimination of about 384 positions with 74 in central office and 310 across the schools. The total number of budgeted full-time equivalent positions that are being eliminated are not currently filled with the staff members. For example, there are 84 of these positions that are vacant, 65 educators intend to retire, and reductions through natural attrition, retirements, and resignations. In addition, there are positions that were funded through ESSER that were temporary.

Since the Board of Education adopted the budget, we are in the process of bringing positions back. Sixty-five (65) positions are being recalled as a result of an additional \$5 million from the State and an additional \$1 million from the City to pay for the crossing guards. Bringing back the 65 positions translates into 24 certified instructional team members at the high school level, 27 in the elementary and middle schools, 8 social workers and 6 safety officers.

Secretary Becham asked about right sizing that recently happened in the closure of some schools yet there seems to be some challenges in terms of structural budget issues. Is there additional right sizing that could happen in the near term to help HPS. The Superintendent response that she started looking into it before COVID but now is ready to engage the community and make recommendations to the Board that have the authority to close, to consolidate, and to right size. Hartford has at least nine schools with under 300 students. The last right sizing was done in 2016 leveraging studies that were completed in the past and with assistance of a consultant.

Secretary Beckham suggested that the MARB would discuss commissioning a new study to look into right sizing.

Ms. Weisselberg asked about media reports about different cities having an influx of multilingual learners from out of the country after October 1st each year and was wondering what Hartford's experience is and if you're seeing more of that than you had projected, and if so, where do the students get placed. Superintendent stated the HPS started the school year with 22% multilingual learners and now it's at 25%. HPS has magnet schools and neighborhood schools to place these students. After October 1st, students cannot be placed in magnet schools, so they are assigned to neighborhood schools in the City designed to address the needs of the multilingual learner.

Secretary Beckham said that the budget, enacted by the General Assembly, made changes to the magnet school tuition liability of the sending districts that is worth \$11.5 million to Hartford.

Ms. Hammersley asked about the right sizing savings when HPS closed schools in 2016. The Superintendent said that over a three-year period the savings were about \$11 million.

d. Review, Discussion and Action: Mayor's Recommended Budget

At the Hartford Subcommittee on May 2, 2024, Mayor Arulampalam provided an overview of the City FY2025 Budget and indicated the goals of the Budget. The Subcommittee did recommend the Mayor's FY 2025 Recommended Budget to the Full MARB for approval. As a reminder, the MARB has approval authority of certain elements of the annual budget of Tier II municipalities that encompasses state revenues, property tax revenues and new obligation issuances. Ms. Kennison stated that the MARB does have the authority in its judgement to approve the financial condition of the municipality. Mr. Freund provided the MARB with an update of the City of Hartford FY 2025 Proposed Budget.

Mr. Freund stated that the budget the Mayor submitted is a 0.75 percent increase over the current year's budget with the mill rate being kept flat at the current mill rate of 68.95 mills. The Mayor included the following strategic initiatives in the budget; starting with a standalone youth sports and recreation function, the creation of a one stop office to support small businesses, the creation of an office of violence prevention, and a housing liaison function.

On the revenue side, there has been a year over year decrease in the grand list, that has been driven largely by tax appeals along with a reduction in motor vehicle values. The City is budgeting for increasing investment revenues. Another significant change in revenues is the additional State Municipal Aid in the form of the PILOT payments, which increased by \$3.4 million. On the expenditure side, an increase of \$4.28 million to salaries is the largest expense driver while having a reduction in the benefits category. In the non-personnel category, legal expenses increased \$830,000. The Capital Improvement Plan is just under \$23 million and is being funded by a combination of current year surplus, by a contribution from the General Fund, and the City's LoCIP allowances from the State. Mr. Freund mentioned the memo prepared by OPM staff that covered the handful of factors that are approved by the MARB, specifically the revenue assumptions or mill rate collection rate and state aid.

Ms. Kennison asked about the announcement by the Mayor relating to the crossing guards after the Subcommittee meeting not being included in the budget. Mr. Freund stated that the budget was built with a large contingency. Some reallocations would occur, but overall, no change in the bottom line

to the budget.

Ms. Hammersley made a motion to approve the City of Hartford FY2025 Budget Agreement with a second by Mr. Hamilton. The motion passed unanimously.

e. Review, Discussion and Possible Action: 5-Year Plan

At the Hartford Subcommittee on May 2, 2024, Mr. Freund provided an overview of City's 5-Year Plan and presented a FY 2025 – FY 2029 and presented a Mitigation Plan. Subcommittee members advised the City to modify its 5-Year Plan to include the projected fund balances after the mitigation measures and include a plan to assist with the additional BOE funding because this plan has flat funding. The subcommittee requested the City of Hartford modify the 5-Year Plan to be presented to the Full MARB for approval.

Mr. Freund provided an update on the 5-year plan covering the periods of fiscal year 2025 to 2029 based on the feedback received at the Sub-committee meeting. The plan was built with essentially the same assumptions used in prior 5-year plans but with two significant exceptions. First is built in an attrition factor into the baseline forecast based on historical averages. In previous periods over several years, the City had used extremely conservative assumptions on its payroll forecast. An adjustment was made this time to the baseline forecast to build an attrition factor right into the forecast. Second, the City updated the projected impact of the 2026 revaluation that would affect the fiscal year 2028 budget and the prior 5-year plan. The Assessor last year forecast was based entirely on observations of sales data at the time the Grand List could safely assume an increase about 3.25% in the 2026 revaluation. The Assessor updated his forecast based on sales data being observed now with significant increases in residential and apartment buildings values. Even with declines in large office buildings' property values, the projection in an increase in excess of 10% for the Grand List.

In the 5-year plan there are three revaluation scenarios that would increase to the Grand List. Scenario one is an increase of 3.25%, the second is an increase of 10.86%, and the third is in the middle of one and two with an increase of 7.05%. Based on the higher two scenarios of the revaluations, the City would be in balance throughout the entire forecast period with the breakeven point being around 5.6%. Other long-term mitigation initiatives being looked at are pension liabilities, and energy efficiency at city and school facilities.

Concerns were raised about assumptions and the 5-year plan contribution to education remaining flat over the forecasted period. Mr. Freund said we are working with the school administration on strategies that can mitigate costs in the short run and some larger initiatives to help in the long run like right sizing. The City anticipates being able to bring back a revised plan to the Subcommittee.

Secretary Beckham and Ms. Kennison discussed approving the 5-Year plan today. It does need some more work that will take time to complete. With no objections from the MARB, this item will be taken up at a later meeting.

V. City of West Haven

a. Subcommittee Update

The Subcommittee met virtually on May 9, 2024. A meeting memorandum was included in the meeting package. The Subcommittee meeting focused on the West Haven FY2025 Budget and the 5-year plan.

b. Mayor's Executive Summary

Mayor Borer introduced Michael Gormany, West Haven's new Finance Director. For 26 years, Mr. Gormany worked for the City of New Haven holding various positions including internal auditor, budget director, and controller. The City has hired an Economic Development Director that comes from the City of New Haven and also hired a project manager in a position that will work with the Director. The Facilities Manager has been hired as a promotion from within. The City has completed hiring for the accountant positions in the Finance Department that brings the total hired to 16. Positions still open are the Grants Director, the Planner, and the Superintendent for Water Public Control (WPC). The City is also planning to sell some City owned properties that are non-revenue producing and not functional. The former Stiles School was put on the market with nine interested parties attending the walk through with bids due back by May 24th. After a year of reconstruction, the long-awaited re-opening of Beach Street, a major economic development project, is scheduled for next week. The City continues to close out grants, drawing down about \$2.4 million.

c. Review and Discussion: City and BOE Monthly Financial Report: March 2024

Mr. Gorman provided an update on the City March Financials. The City has expended 75% of the fiscal year 2023-2024 budget and is estimating around \$4 million as a surplus. On the revenue side, tax collections are at 96.5% and projecting to collect the budgeted amount for the year. The City received 59% excess from the State in the Municipal Revenue Sharing grant. Investment income and building permits are projected above budget. On the expenditure side, there are two areas of concern: overtime and vacancies. We are looking at exceeding the overtime budget within the City of West Haven but looking to supplement with the vacancy savings from the aggressive hiring by the City. Looking at a slight savings on the debt service account with the City most recent bonding in February. The Sewer Operations has 95% of the sewer fees being collected and the Allingtown Fire Department District is estimated to have a \$800,000 surplus.

Mr. Cavallaro provided an update on the March BOE Financials. The BOE is running favorable as compared to last year and expects to be on budget at year end. Excess cost reimbursement for special education tuition is being tracked in a separate grant fund this year as recommended by the auditors. Working with the City on the large increase in property and liability insurance. Starting to clean up the budget and looking to have budget transfers to the Board of Education within the next meeting. Mr. Hamilton encourages getting the budget transfers done as it is getting close to year end.

d. Review, Discussion and Action: Mayor's Revised FY 2025 Budget with City Council's Recommendations

The West Haven City Council at its Special Meeting on May 2, 2024, approved the City's Budget for Fiscal Year July 1, 2024 to June 30, 2025. At the West Haven Subcommittee on May 9, 2024, the Mayor and Mr. Taylor went over the City Council Budget adjustments. The Subcommittee recommended the Mayor's Revised FY 2025 Budget, including the City Council's Recommendations, to the full MARB for approval. An updated list of adjustments that were made by the City Council to the Mayor's FY2025 Budget were provided to the MARB.

Mr. Luciano made a motion to approve the Revised FY 2025 Budget with City Council's recommendations, with a second by Ms. Weisselberg. The motion passed unanimously.

Ms. Kennison commented that this is the first year that the City of West Haven's Budget has been approved on time. Congratulations to the City for the hard work and the progress that has been made.

e. Review, Discussion and Possible Action: Revised 5-Year Plan

The West Haven City Council at its May 2, 2024, Special Meeting, approved the City's 5 Year Plan for FY25 to FY29. At the West Haven Subcommittee meeting on May 9, 2024, Mayor Borer and Mr. Taylor reviewed the 5-Year Plan with the Subcommittee members. The Subcommittee recommended moving the 5-Year Plan for FY2025 – 2029 to the full MARB contingent upon providing information on the two fire districts' mill rates and updating the schedule of repayments to the MARB.

Mr. Taylor addressed the adjusting of the schedule of repayments to the MARB so that it agrees with the MOU. He provided the mill rates for each of the two fire districts. The MARB did have a discussion on looking at benchmarking by the City, addressing the OPEB liabilities and the OPEB Trust Fund, the phasing in overtime contributions to the OPEB Trust to reduce the OPEB liability, requirements for West Haven to exit supervision, and the two other fire districts.

Mr. Luciano made a motion to approve the City of West Haven 5-Year Plan for FY2025 – 2029 with a second by Mr. Alvarez. The motion passed unanimously.

f. Review, Discussion and Actions: Labor Contracts

i. City of West Haven and West Haven City Employees, Local 681, Council 4 AFSCME AFL-CIO.

The term of this Agreement is from July 1, 2023 to June 30, 2026, for the 94 positions in highway, parks, building and maintenance departments, clerical in the police department, and city hall departments. Two Tentative Agreements were provided. The first one was a clean copy but was not signed by the City and the Union. The second was a redline-like Tentative Agreement that was not signed by the City and the Union. The labor contract package includes the two unsigned tentative agreements, the summary of the cost impact with steps and wage rate increases, wage increase comparable to other municipalities, and a clean copy of the July 1, 2023 to June 30, 2026 labor agreement that is signed by both the City and the Union on May 14, 2024. Not included is a copy of the redlined labor contract. The West Haven City Council approved this labor agreement at its May 13, 2024, Council meeting.

The Mayor said this labor agreement was negotiated before her arrival. It was negotiated in good faith by both parties and upon her review, there was nothing causing any concerns. Mr. Taylor said there are 2.5% raises on an annual basis, changes in the step program, and an increase in employee health care premium share. The City got a concession to switch to bi-weekly payroll. The contractual impact of this agreement is covered in the unallocated contingencies in the budget.

Mr. Luciano made a motion to approve the City of West Haven and West Haven City Employees, Local 681, Council 4 AFSCME AFL-CIO Tentative Agreement with a second by Mr. Alvarez. The motion passed unanimously.

- ii. City of West Haven and West Haven 911 Dispatchers, International Association of Fire Fighters and UPFFA of CT, Local 5127

The term of this Agreement is from July 1, 2023 to June 30, 2026, for the sixteen (16) 911 dispatch positions. A Tentative Agreement was provided that was signed by the previous Mayor on November 7, 2023, and by the Union on November 1, 2023. The labor contract package includes the signed tentative agreement, the summary of the cost impact with steps and wage rate increases, wage increase comparable to other municipalities, and a clean unsigned copy of the July 1, 2023 to June 30, 2026 labor agreement. A copy of the redlined labor contract has not been provided. The West Haven City Council approved this labor agreement at its May 13, 2024, Council meeting. The Mayor said this labor agreement was negotiated in late Fall before her arrival. It was negotiated in good faith by both parties and it's a good contract. The dispatchers work hard and are considered first responders. The first-year salary increase is 2.75%, the second is 2.5% and the third year is 2.25%. The contractual impact of this agreement is covered in the unallocated contingencies in the budget.

Mr. Luciano made a motion to approve the City of West Haven and West Haven 911 Dispatchers, International Association of Fire Fighters and UPFFA of CT, Local 5127 Tentative Agreement with a second by Mr. Falcigno. The motion passed unanimously.

- g. Review, Discussion and Possible Actions: Non-Labor Contracts

- i. East River Energy – Purchase of Unleaded Gasoline and Diesel Fuel

The City of West Haven, the Allingtown Fire Department, and the Board of Education are seeking to lock in the per gallon price for regular unleaded gasoline, midgrade unleaded gasoline, and diesel fuel with East River Energy of Guilford, CT. East River has a State Contract. The Board of Education is locking in 100,000 gallons of diesel at \$2.79 per gallon and 16,000 gallons of regular unleaded at \$2.99 per gallon. Allingtown Fire Department is locking in 9,000 gallons of midgrade unleaded at \$3.15 per gallon. The City is locking in 38,000 gallons of diesel at \$2.79 per gallon and 117,000 gallons of regular unleaded at \$2.99 per gallon. The contract period would be from July 1, 2024 to June 30, 2025.

Mr. Spreyer discussed this with the fleet manager and East River. They all agreed it was a good time to lock in fixed prices. The price savings are \$0.015 per gallon on gasoline and \$0.09 per gallon on diesel.

Mr. Luciano made a motion to approve the contract for unleaded gas and for diesel fuel with a second by Ms. Weisselberg. The motion passed unanimously.

- ii. BL Companies – Environmental Consulting / Licensed Environmental Professional (LEP) Services

The City of West Haven is looking to hire the BL Companies of Meriden CT to conduct Environmental Consulting and Licensed Environmental Professional (LEP) Services for multiple properties in West Haven. The current arrangement would be for five (5) properties at a maximum cost of \$217,650. BL Companies has a State contract. This purchase will be funded by an Environmental Protection Agency (EPA) Cooperative Agreement.

Mr. Spreyer said the City went out for bids and received three respondents. The BL Companies proposal was the lowest responsible bidder and has a State contract. This is for Phase One, Phase Two, and Phase Three hazardous material assessments for five properties throughout the city.

Mr. Luciano made a motion to approve the contract for environmental services with a second by Mr. Hamilton. The motion passed unanimously.

iii. West Chester Tractor, Inc. – Purchase of Kubota Tractor with Heavy Duty Flailer

The City of West Haven is looking to purchase a Kubota tractor with a heavy duty flailer for the Department of Public Works at a delivery price of \$207,681. The vendor is West Chester Tractor, Inc, of Brewster, NY., which is part of the Sourcewell contract, a purchasing type co-op used by the City of West Haven. This purchase will be funded through Capital Bonding.

Mr. Luciano made a motion to approve the purchase of a Kubota Tractor and the flailer with a second by Ms. Weisselberg. The motion passed unanimously.

iv. Greater Bridgeport Regional Solid Waste Interlocal – Membership Agreement Retroactive to February 2017

In June 2014, municipalities in the New Haven / Fairfield County area formed the Greater Bridgeport Regional Solid Waste Interlocal Committee (Committee) to deal with municipal solid waste. In February 2017, the City of West Haven was voted in by the Committee to join but the contract was never formalized and executed with the Committee. West Haven has been benefiting from reduced tipping fees for solid waste since 2017. The Committee is currently negotiating with a contractor for a new 5-year tipping fee contract. West Haven needs to execute the contract to be part of the negotiations. The West Haven City Council discussed this topic at its May 13, 2024, Council meeting and approved the signing of the agreement retroactive.

The Committee is asking West Haven to sign its agreement retroactive to February 2017 as it has been receiving benefits since then. Attorney Bye said the issue is indemnification of liabilities that may not be known. The agreement should be reviewed because it might be more than just rates. Attorney Dorsi said he briefly reviewed the agreement. His understanding is the City has been operating as if it is a signed that agreement from years ago. With respect to known liabilities relating to the retroactive part of the agreement, he is not aware of any.

Mr. Luciano made a motion to table, perhaps for the Subcommittee to take a look at. Secretary Beckham said to table this till the next MARB meeting and maybe the Subcommittee can work with the City on this issue.

h. Tier IV Action Plan Update:

i. Organizational Assessment – Whittlesey

The City of West Haven's Assessment Status Report from Whittlesey was provided in the packet for review.

ii. Finance Manager – Protiviti

The City of West Haven’s Status Report, prepared by Protiviti, was provided in the packet for review.

VI. Discussion: New Legislation

OPM staff provided an update on legislation that passed the State House and Senate this past session which will affect the MARB and is now awaiting the Governor’s signature.

VII. Other Business

a. Discussion regarding Independent Fire Districts and ARPA Funding

The members discussion focuses on the West Shore and Center Fire Districts, and on the use of ARPA funds for building improvements and hazard pay. The City of West Haven has an end of year deadline to meet on how it’s going to spend the ARPA money allotment. The MARB needs to provide guidance to the City on how the members feel about the use of this ARPA funding and decide whether the municipality can give an independent district its ARPA funding. ARPA funds were also to be used to create a master plan of the delivery of fire service for the City. The Mayor has met with the Fire Chiefs, the Union, and the Commissioners about hazard pay. She has given them a number to take back to their union and is looking to provide a proposal at the next meeting in June.

VIII. Adjourn

Mr. Falcigno made a motion to adjourn, seconded by Mr. Hamilton. Motion passed. The meeting was adjourned at 12:24PM.