

PENNSYLVANIA LIQUOR CONTROL BOARD
MEETING MINUTES

WEDNESDAY, APRIL 19, 2017

NORTHWEST OFFICE BUILDING, CONFERENCE ROOM 117, HARRISBURG, PA

Tim Holden, Chairman
Mike Negra, Board Member
Michael Newsome, Board Member
Charlie Mooney, Executive Director
John Stark, Board Secretary

[Office of Chief Counsel](#)
[Bureau of Licensing](#)
[Bureau of Human Resources](#)
[Bureau of Accounting & Purchasing](#)

[Office of Retail Operations](#)
[Bureau of Product Selection](#)
[Financial Report](#)
[Other Issues](#)

PUBLIC MEETING – 11:00 A.M

Board Secretary John K. Stark indicated that a quorum of the Board was present and Chairman Holden called the meeting to order.

CALL TO ORDER *Chairman Holden*

Pledge of Allegiance to the Flag

Employee Recognition *Chairman Holden*

The Board recognized and thanked Jeffery Lawrence, Assistant Director, Bureau of Licensing, for his 40 years of Commonwealth Service. Mr. Lawrence was presented with a commemorative, framed certificate from the Board.

OLD BUSINESS..... *Secretary Stark*

A. Motion to approve the previous Board Meeting Minutes of the April 5, 2017 meeting.

Motion Made: Board Member Negra
Seconded: Board Member Newsome

Board Decision: Unanimously approved (3-0 vote) previous Board Minutes.

PUBLIC COMMENT ON AGENDA ITEMS

There was no public comment on the printed agenda items.

Note: Board Minutes are not officially approved until all required signatures are affixed.

NEW BUSINESS

From the Office of Chief CounselRodrigo Diaz, Chief Counsel

- 1. Borough of Highspire**
Case No. 17-NE-04

Municipal Petition for Exemption from the Statute Regarding Amplified Sound

Motion Made: Board Member Negra
Seconded: Board Member Newsome

Board Decision: Unanimously agreed (3-0 vote) to Approve Noise Exemption from April 19, 2017 to April 19, 2022.

*From the Bureau of LicensingTisha Albert, Director of Regulatory Affairs
Barbara Peifer, Director, Bureau of Licensing*

- (1) 201 Main Street, LLC**
t/a Davio’s
R-132 (LID No. 84240) Case No. 17-9017
200 Main Street
King of Prussia Town Center
Upper Merion Township
King of Prussia, Montgomery County

“Mixed-Use” Double Transfer – Restaurant

Motion Made: Board Member Negra
Seconded: Board Member Newsome

Board Decision: Unanimously agreed (3-0 vote) to Approve Application.

- (2) 2126 E. Carson St. Building, LLC**
R-6441 (LID No. 72689) Case No. 16-9097
2126 East Carson Street
Pittsburgh, Allegheny County

Person-to-Person Transfer – Restaurant

Motion Made: Board Member Negra
Seconded: Board Member Newsome

Board Decision: Unanimously agreed (3-0 vote) to Approve Transfer.

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- (3) **Anjon, Inc.** Request for Hearing After
D-3809 (LID No. 25237) Case No. 17-9005 Administrative Cancellation –
5008-10-12-14 Lancaster Avenue Notice of Change in Business
Philadelphia, Philadelphia County Structure – Distributor

Motion Made: Board Member Negra
Seconded: Board Member Newsome

Board Decision: Unanimously agreed (3-0 vote) to Affirm Administrative Cancellation of the Notice of Change in Business Structure.

- (4) **Ben Franklin’s Beer Barn, LLC** Extension of License & Requests
t/a Ben Franklin’s Beer Barn For Interior Connections with
E-5185 (LID No. 72116) Other Businesses & to Conduct
4270 US 422 Another Business on the
Slippery Rock Township Licensed Premises – Eating Place
New Castle, Lawrence County Malt Beverage

Motion Made: Board Member Negra
Seconded: Board Member Newsome

Board Decision: Unanimously agreed (3-0 vote) to Approve Extension and Requests for Interior Connections with Other Businesses and to Conduct Another Business on the Licensed Premises.

- (5) **Gerrity’s Supermarket, Inc.** “Intermunicipal” Double
t/a Gerrity’s Supermarket Transfer & Requests for Interior
R-1889 (LID No. 83036) Connections with Another
100 Old Lackawanna Trail Business, to Conduct Another
Clarks Summit, Lackawanna County Business on the Licensed
Premises & for Dual Employment
-
Restaurant

Motion Made: Board Member Negra
Seconded: Board Member Newsome

Board Decision: Unanimously agreed (3-0 vote) to Approve Transfer and Requests for Interior Connections with Another Business, to Conduct Another Business on the Licensed Premises, and Dual Employment.

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- (6) **Omni Hotels Management Corporation**
t/a Omni Bedford Springs Resort
H-6204 (LID No. 69976)
2138 Business Route 220
Bedford Township
Bedford, Bedford County
- Extension of License &
Requests for an Interior
Connection with Another
Business & to Conduct Another
Business on the Licensed
Premises – Hotel

Motion Made: Board Member Negra
Seconded: Board Member Newsome

Board Decision: Unanimously agreed (3-0 vote) to Approve Extension of License and Requests for an Interior Connection with Another Businesses and to Conduct Another Business on the Licensed Premises.

- (7) **Prickett Hospitality Group, LLC**
t/a Red Caboose Motel
(LID No. 84282)
312 Paradise Lane
Paradise Township
Ronks, Lancaster County
- New with Secondary Service
Area & Request to Conduct Other
Businesses on the Licensed
Premises – Hotel

Motion Made: Board Member Negra
Seconded: Board Member Newsome

Board Decision: Unanimously agreed (3-0 vote) to Approve New Hotel with Secondary Service Area and Request to Conduct Other Businesses on the Licensed Premises.

- (8) **The Blackhorse Steak House at the Brown, LLC**
t/a Brown Hotel
H-3278 (LID No. 67602)
103 North 6th Street
Indiana, Indiana County
- Conditional Licensing Agreement
Renewal – District 6

Motion Made: Board Member Negra
Seconded: Board Member Newsome

Board Decision: Unanimously agreed (3-0 vote) to Approve Renewal with Conditional Licensing Agreement.

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(9) **Bootie, Inc.** Renewal & Amusement Permit –
R-20009 (LID No. 65505) Case No. 2016-65505 District 2
3008 South Queen Street
York Township
Dallastown, York County

Motion Made: Board Member Negra
Seconded:

Board Decision: Hold by Board Member Negra for a Conditional Licensing Agreement.

(10) **George John Risha** Renewal – District 6
t/a Esther’s Tavern
R-12206 (LID No. 15389) Case No. 2016-15389
56 Austin Street
Uniontown, Fayette County

Motion Made: Board Member Negra
Seconded:

Board Decision: Hold by Board Member Negra for a Conditional Licensing Agreement.

*From the Bureau of Human Resources Jason Lutcavage, Director of Administration
Jennifer Haas, Director, Bureau of Human Resources*

There were 16 personnel actions presented for consideration.

- (1) **Bruce Bryk – Thirty Calendar Day Suspension**
- (2) **Angela Burton – Affirm Removal**
- (3) **Anthony Derkotch – Removal**
- (4) **Nicole Giranda - Removal**
- (5) **Neil Gossett – Affirm Removal**
- (6) **Rainey Jones – Removal**
- (7) **Samantha Juliana – Removal**
- (8) **Barbara Kenney – Removal**
- (9) **David Keppel – Removal**
- (10) **Felecia Lennon – Affirm Removal**

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- (11) **Angelique McCoy – Removal**
- (12) **James Mollick – Removal**
- (13) **Gabriel Robertson – Removal**
- (14) **Erich Sheaffer – Affirm Removal**
- (15) **Jeanette White – Affirm Removal**
- (16) **Karen White – Removal**

Motion Made: Board Member Negra
Seconded: Board Member Newsome

Board Decision: Unanimously agreed (3-0 vote) to Approve all Personnel Actions, with one exception—the Board unanimously agreed to change the sixth proposed action involving R.J. from a removal to a suspension with time served and no back pay.

*From the Bureau of Accounting & PurchasingOren Bachman, Director of Finance
Koppolu Ravindraraj, Director, Bureau of Accounting & Purchasing*

- (1) **Philadelphia Distribution Center (DC1) Dock Repair** – Provide repairs to the loading dock area of DC1 where trailers are staged for loading/unloading. Over time, the size and weight of the trailers has caused the asphalt surface to become uneven and deteriorate which is causing safety loading issues. Removal of the old asphalt and subsequent replacement with concrete is required for safe & efficient warehouse operations.

Procured via DGS Job Order Contracting (JOC) Program – VENDORS: SJ Thomas Company and The Gordian Group Inc. – **\$76,719.91 estimated cost. SJ Thomas Company repair cost - \$69,266.80, The Gordian Group Inc. Administrative and Construction Management fees - \$7,453.11.**

- (2) **Philadelphia Distribution Center (DC1) Expansion Joints Repair** – Provide repairs to the expansion joints at DC1 which are the areas between separate concrete pours when the warehouse was being built. The joints permit the separated segments of the structural frame to expand and contract in response to varying temperatures to maintain overall building integrity and they require a covered metal system which are hinged to span uneven floors. The joints and covers require repairs and/or replacement to ensure the structural integrity of the warehouse as well as to maintain an environment that is conducive to safety plus minimize damage to product being transported within the warehouse.

Procured via DGS Job Order Contracting (JOC) Program – VENDORS: SJ Thomas Company and The Gordian Group Inc. – **\$213,525.59 estimated cost. SJ Thomas Company repair cost - \$192,782.22, The Gordian Group Inc. Administrative and Construction Management fees - \$20,743.37.**

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- (3) **Microsoft True-Up** – The Microsoft Enterprise Agreement requires an annual true-up by the PLCB to account for any increase in software licenses and this year’s true-up covers the 215 additional desktops that were deployed to the stores.

Procured via DGS Statewide Contract #4400007199 – VENDOR: **Dell – \$122,098.50 estimated cost.**

Motion Made: Board Member Negra
Seconded: Board Member Newsome

Board Decision: Unanimously agreed (3-0 vote) to Approve all Purchasing and Contracting Actions.

From the Office of Retail Operations..... Carl Jolly, Director of Retail Operations

- 1. **#0280 – 2800 Robinson Boulevard, Pittsburgh Amendment**
- 2. **#1520 – 2910 Conestoga Road, Glenmoore Amendment**
- 3. **#2006 – 19017 Park Avenue Plaza, Meadville Amendment**
- 4. **#4606 – 1925 Norristown Road, Maple Glen Amendment**
- 5. **#5169 – 1935 Fairmont Avenue, Philadelphia Amendment**
- 6. **#3915 – 2289 Schoenersville Road, Bethlehem Rebrand / Expansion**
- 7. **#06XX – 1895 New Holland Road, Kenhorst New Store / Relocation (to replace #0610)**

Motion Made: Board Member Negra
Seconded: Board Member Newsome

Board Decision: Unanimously agreed (3-0 vote) to Approve all Retail Operations Actions.

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*From the Bureau of Product SelectionDale Horst, Director of Marketing & Merchandising
Tom Bowman, Director, Bureau of Product Selection*

1. Regular New Items Accepted

<u>BRAND NAME AND SIZE</u>	<u>REASON</u>
<u>Constellation Brands Inc</u> SVEDKA Citron Vodka 750 ML	8
<u>McCormick Distilling Co Inc</u> Hussong's Reposado Tequila 750 ML	10

RECOMMENDED ACTION: We recommend the Board approve this action

2. Regular New Items Accepted Revision

<u>BRAND NAME AND SIZE</u>	<u>REASON</u>
RETAIL PRICING	
<u>Bacardi USA Inc</u> Bacardi Gold Rum 200 ML	3

RECOMMENDED ACTION: We recommend the Board approve this action

3. Regular PA Spirits New Items Accepted

<u>BRAND NAME AND SIZE</u>	<u>REASON</u>
<u>Barrel 21 Distillery and Dining</u> Barrel 21 Distillery and Dining Light Rum 750 ML	8
Barrel 21 Distillery and Dining Vodka Distilled from Rye Mash 750 ML	8
Barrel 21 Distillery and Dining Spiced Rum 750 ML	8

RECOMMENDED ACTION: We recommend the Board approve this action

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New Items – Recommended Listings

Reason Codes

1. Strong marketing support
2. High brand recognition
3. Line/Size extension of successful brand
4. Trade up opportunity
5. Growing category
6. Growing segment
7. National rollout
8. Niche item / Limited distribution
9. High dollar profit potential
10. Trade out
11. High quality for the value
12. Innovative product/flavor
13. High sales through other PLCB channels (Luxury, Online, SLO)
14. Underrepresented category/segment
15. Hole in selection – consumer/store requests

4. Regular Recommended Delist Retail Reductions May 2017

<u>BRAND NAME AND SIZE</u>	<u>CODE</u>
<u>McSweet LLC</u>	
McSweet Pickled Cocktail Onions Each	30127
<u>Park Street Imports LLC</u>	
New Liberty Unaged White Whiskey 115 Proof 750 ML	1029
New Liberty Unaged White Whiskey 80 Proof 750 ML	1028
<u>Southern Wine Spirits PA</u>	
Clos du Val Cabernet Sauvignon 750 ML	6196

EFFECTIVE DATES: The transference to closeout will become effective April 24, 2017

RECOMMENDED ACTION: We recommend the Board approve this action

Motion Made: Board Member Negra
Seconded: Board Member Newsome

Board Decision: Unanimously agreed (3-0 vote) to Approve all Bureau of Product Selection / Marketing Actions.

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FINANCIAL REPORT *Michael J. Burns, Comptroller Operations, Office of Budget*
 The Financial Report was presented by Paul Jones from the Office of Budget.

**Commonwealth of Pennsylvania
 Pennsylvania Liquor Control Board
 State Stores Fund
 Comparative Statement of Net Position
 (Unaudited)**

	<u>March 31, 2017</u>	<u>March 31, 2016</u>
<u>ASSETS</u>		
Current assets:		
Cash	\$ 43,119,317	\$ 21,281,967
Investments - short term	208,915,864	268,662,166
Accounts and claims receivable, net	1,106,772	1,236,032
Due from other funds - Note 8	-	-
Merchandise inventories, net	259,283,344	229,091,268
Operating supplies	177,219	1,003,220
Prepaid expenses	1,978,034	1,073,830
Total current assets	514,580,550	522,348,483
Non-current assets:		
Non-depreciable capital assets:		
Land	322,973	322,973
Depreciable capital assets:		
Building	19,557,620	19,557,620
Leasehold improvements	864,825	757,962
Machinery and equipment	47,245,612	50,375,308
Intangibles - internally generated software	28,333,610	22,710,632
Less: accumulated depreciation	59,216,052	54,539,848
Net depreciable capital assets	36,785,615	38,861,674
Total non-current capital assets	37,108,588	39,184,647
Total assets	\$ 551,689,138	\$ 561,533,130
Total deferred outflows of resources - Note 4	\$ 104,261,449	\$ 48,138,538
<u>LIABILITIES</u>		
Current liabilities:		
Trade accounts payable	\$ 247,175,811	\$ 248,993,352
Other accounts payable	25,701,454	12,602,655
Accrued expenses	20,361,140	18,743,642
Self-insurance, workers' compensation - Note 6	12,271,964	12,316,604
Due to other funds - Note 8	3,336,191	5,418,265
Due to fiduciary funds - Note 8	2,345,767	1,804,078
Due to other governments - Note 8	712,114	645,153
Total current liabilities	311,904,441	300,523,749
Non-current liabilities:		
OPEB - Note 5	102,778,113	86,552,554
Self-insurance, workers' compensation - Note 6	39,287,287	42,109,251
Net pension liability - Note 4	479,055,699	388,785,050
Compensated absences - Note 1	19,506,861	20,092,247
Total non-current liabilities	640,627,960	537,539,102
Total liabilities	\$ 952,532,401	\$ 838,062,851
Total deferred inflows of resources - Note 4	\$ 7,346,121	\$ 4,802,223
<u>NET POSITION</u>		
Net investment in capital assets	\$ 37,108,588	\$ 39,184,647
Deficit	(341,036,523)	(272,378,053)
Total net position	\$ (303,927,935)	\$ (233,193,406)

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**Commonwealth of Pennsylvania
Pennsylvania Liquor Control Board
State Stores Fund
Comparative Statements of Revenues, Expenses, and Changes in Net Position
For The Month Ending March 31, 2017 and March 31, 2016
(Unaudited)**

	<u>March 2016-17</u>	<u>March 2015-16</u>
Sales net of taxes	\$ 165,270,091	\$ 155,693,509
Cost of goods sold	(113,636,380)	(107,283,862)
Gross profit from sales	51,633,711	48,409,647
Operating (expenses):		
Retail operations	(33,830,070)	(32,154,327)
Marketing & merchandising	(1,373,606)	(1,013,254)
Supply chain	(1,031,156)	(936,396)
Wholesale operations	(62,181)	-
Information technology services	(2,817,036)	(2,407,355)
Regulatory affairs	(1,753,195)	(1,708,375)
Administration	(1,284,818)	(1,282,599)
Finance	(342,663)	(400,149)
Board & secretary	(525,060)	(402,680)
Legal	(272,117)	(278,300)
Commonwealth provided services - Note 2	(1,304,064)	(1,008,123)
Total	<u>(44,595,966)</u>	<u>(41,591,558)</u>
Operating profit	7,037,745	6,818,089
Other operating revenues (expenses):		
Enforcement fines	87,485	148,775
License fees	3,678,410	1,357,080
Miscellaneous	251,435	105,506
Administrative law judge	(230,289)	(206,422)
Total	<u>3,787,041</u>	<u>1,404,939</u>
Total operating income	10,824,786	8,223,028
Non-operating revenues (expenses):		
Interest income	175,498	96,885
Other	-	-
Total	<u>175,498</u>	<u>96,885</u>
Income before operating transfers	11,000,284	8,319,913
Operating transfers out:		
PSP enforcement - Note 3	(2,173,889)	(1,946,904)
Income after enforcement/before other transfers	<u>8,826,395</u>	<u>6,373,009</u>
Other operating transfers out:		
General fund - Note 3	(48,300,000)	(25,000,000)
Drug and alcohol programs - Note 3	-	-
Total	<u>(48,300,000)</u>	<u>(25,000,000)</u>
Change in net position	(39,473,605)	(18,626,991)
Total net position - beginning	<u>(264,454,330)</u>	<u>(214,566,415)</u>
Total net position - ending	<u>\$ (303,927,935)</u>	<u>\$ (233,193,406)</u>
Liquor tax	29,746,837	28,062,626
State Sales Tax	11,695,861	10,929,428
Local Tax	777,641	717,089
Taxes remitted to Dept.of Revenue PTD	<u>\$ 42,220,339</u>	<u>\$ 39,709,143</u>

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Commonwealth of Pennsylvania
Pennsylvania Liquor Control Board
State Stores Fund
Comparative Statements of Revenues, Expenses, and Changes in Net Position
For The Nine Months Ending March 31, 2017 and March 31, 2016
(Unaudited)

	<u>2016-17</u>	<u>2015-16</u>
Sales net of taxes	\$ 1,521,297,290	\$ 1,467,732,825
Cost of goods sold	<u>(1,049,156,726)</u>	<u>(1,009,870,270)</u>
Gross profit from sales	472,140,564	457,862,555
Operating (expenses):		
Retail operations	(300,721,771)	(280,875,056)
Marketing & merchandising	(11,597,338)	(10,191,939)
Supply chain	(7,546,612)	(6,062,583)
Wholesale operations	(885,413)	-
Information technology services	(25,932,884)	(24,394,314)
Regulatory affairs	(16,964,380)	(15,432,074)
Administration	(10,782,593)	(10,011,624)
Finance	(2,825,692)	(3,842,646)
Board & secretary	(4,694,996)	(3,989,102)
Legal	(2,280,004)	(2,613,543)
Commonwealth provided services - Note 2	<u>(10,425,480)</u>	<u>(12,251,699)</u>
Total	<u>(394,657,163)</u>	<u>(369,664,580)</u>
Operating profit	77,483,401	88,197,975
Other operating revenues (expenses):		
Enforcement fines	945,238	1,500,880
License fees	20,719,424	9,933,196
Miscellaneous income	1,049,156	2,129,302
Administrative law judge	<u>(1,980,877)</u>	<u>(1,880,577)</u>
Total	<u>20,732,941</u>	<u>11,682,801</u>
Total operating income	98,216,342	99,880,776
Non-operating revenues (expenses):		
Interest income	1,697,260	531,028
Other	<u>(45,023)</u>	<u>(11,381)</u>
Total	<u>1,652,237</u>	<u>519,647</u>
Income before operating transfers	99,868,579	100,400,423
Operating transfers out:		
PSP enforcement - Note 3	(20,709,213) <u>(20,709,213)</u>	(19,886,575) <u>(19,886,575)</u>
Income after enforcement/before other transfers	79,159,366	80,513,848
Other operating transfers out:		
General fund - Note 3	(144,908,937)	(75,000,000)
Drug and alcohol programs - Note 3	-	-
Total	<u>(144,908,937)</u>	<u>(75,000,000)</u>
Change in net position	(65,749,571)	5,513,848
Total net position - beginning	<u>(238,178,364)</u>	<u>(238,707,254)</u>
Total net position - ending	<u>\$ (303,927,935)</u>	<u>\$ (233,193,406)</u>
Liquor tax	273,992,345	263,755,072
State Sales Tax	107,367,194	102,761,580
Local Tax	6,817,603	6,560,612
Taxes remitted to Dept.of Revenue YTD	<u>\$ 388,177,142</u>	<u>\$ 373,077,264</u>

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OTHER ISSUES

Interagency Billings.....Oren Bachman, Director of Finance

The Office of Comptroller Operations provides numerous financial shared services including financial statement preparation, accounting, internal audit, payroll and accounts payable.

The third quarter billing of \$1,123,259 has been received for review and processing for the Fiscal Year 2016-17:

	<u>3rd Quarter Billings</u>	<u>FYTD thru 3rd Quarter</u>
Fiscal Year 2016-17	\$1,123,259	\$3,426,252
% Change	-5.9%	2.3%
Fiscal Year 2015-16	\$1,194,304	\$3,350,764
Fiscal Year 2014-15	\$1,282,925	\$3,631,011
Fiscal Year 2013-14	\$1,229,057	\$3,301,551

The Bureau of Financial Management and Analysis has performed its review of the Fiscal Year 2016-17 quarterly billing and determined that the third quarter billing of \$1,123,259 is reasonable based on billing methodology and previous experience.

Board Member Negra expressed his support for matters such as this being presented at public meetings so that the public can be made aware of how much financial support the PLCB provides to other agencies.

Board Member Newsome agreed with Board Member Negra, noting that the PLCB has provided nearly \$3.5 million in financial support to the Office of Comptroller Operations this fiscal year.

Motion Made: Board Member Negra
Seconded: Board Member Newsome

Board Decision: Unanimously agreed (3-0 vote) to Accept Billing Request.

Transfer of Lottery Funds.....Oren Bachman, Director of Finance

In accordance with Section 207 (I) of Act 39 of 2016, this authorization request is for the transfer of \$136,622 from the State Stores Fund to the General Fund. The funds will satisfy the requirement of Act 39 which requires “all proceeds retained by the Board as compensation for the sale of tickets, including incentive awards or bonuses, as well as credit for direct payment of prizes, shall be deposited into the General Fund” by transferring the commissions quarterly during the fiscal year.

Motion Made: Board Member Negra
Seconded: Board Member Newsome

Board Decision: Unanimously agreed (3-0 vote) to Approve Transfer of Lottery Funds.

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Transfer to General Fund.....Oren Bachman, Director of Finance

The Office of Budget requests the transfer of \$23,200,000 in May 2017 from the State Stores Fund to the General Fund.

The transfer of this prescribed amount of \$23,200,000 will be processed, as authorized in Expenditure Symbol Notification Number 16-085.

Motion Made: Board Member Negra
Seconded: Board Member Newsome

Board Decision: Unanimously agreed (3-0 vote) to Approve the Requested Transfer to the General Fund.

Board Member Negra asked Oren Bachman, Director of Finance, for an update as to the total dollar amount of transfers to the General Fund for this fiscal year.

Mr. Bachman responded by indicating that, with the transfer that was just approved, the total dollar amount transferred to the General Fund for the current fiscal year is now \$191.6 million.

CITIZEN COMMENT/BUSINESS FROM THE FLOOR

None

NEXT BOARD MEETING

The next meeting of the PLCB will be a formal meeting on Wednesday, May 3, 2017 beginning at 11:00 A.M. Prior to the public meeting, there will be an Executive Session to discuss matters of personnel and to engage in non-deliberative informational discussions, some of which are regarding actions and matters which have been approved at previous public meetings.

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ADJOURNMENT

On a motion by Board Member Negra, seconded by Board Member Newsome, the meeting was adjourned.

The foregoing actions are hereby officially approved.

Chairman

Member

Member

ATTEST:

Secretary