

**VILLAGE OF PALMETTO BAY  
COMMUNITY OUTREACH ADVISORY COMMITTEE  
AGENDA**

**Tuesday, May 3, 2016 - 5:30 p.m.  
Village Hall - 9705 East Hibiscus Street  
Palmetto Bay, FL 33157**

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1. Call to Order – Meeting called to order at 5:39  
Present – Liede, Chris, Eric Stern, Ed Silva, Karyn
2. Approval of Minutes  
Minutes Approved – Moved by Eric, 2<sup>nd</sup> by Chris
3. Public Comments – no public present
4. Discuss any takeaways from other committee sit-ins  
Eric - Parks & Recreation was cancelled due to lack of quorum  
Chris - was unable to attend Village Svcs meeting immediately after our meeting last month. No Village Svcs meeting in May  
Liede - going to stay tonight to attend Education Advisory

Discussed the welcome packet that is going to be addressed by Community Outreach - rather than Village Services...

General discussion points:

Liede trying to set up a plan to trigger an email alert when a new home is purchased in Palmetto bay

We all agreed that there would be a cost involved and Ed satiated that ultimately it will have to go to full council.

We should creat a plan and rough idea of cost and it would go to full council.

We discussed other ways to find new residents - Ed will try to see if there is a way to do this with the Post Office.

We asked who would get the info from Liede.

Content:

- (1) General Welcome Statement/Greeting (Liede to draft something for consideration for inclusion)
- (2) Top Line Items in the packet
  - Police Contact Info
  - Fire Contact Info
  - Village Hall
  - Hospitals & Emergency Rooms
  - Other Village Services
  - Parks/Hours/Web address for events
  - Village Council Introductions
- (3) Website and Misc Links to Village Services
- (4) Some reference about local transportation and where to find info on website
- (5) Events
  - Reference (6) big ones: (to include photos)
  - Annual Picnic
  - Murder Mystery Dinner
  - 4th of July
  - Movie Nights - Coral Reef Park
  - Holiday by the Bay
  - 5k Color Run
- (6) Links to Social Media Portals
  - Facebook
  - Instagram
  - Twitter
  - Other?!?

Other info discussed:

There were ~317 sales in the last 12 months in Palmetto Bay

There was a general discussion about advertisers, it was agreed by all that it would seem more like an official communication if it did not have advertisers. We discussed who would write the welcome - Liede will draft something for consideration.

Our goal would be to produce something costing less than \$3/per

We want to find out if there is a way to include a magnet with the MOST pertinent info that folks could put on their fridge.

We decided that a complete listing of schools was not necessary

5. Discuss next Palmetto bay Quarterly Publication:

General discussion:

We all liked the first publication.

**MUST HAVE LOGO ON EVERY PAGE**

Revisit photos and how web address prints due to degradation of quality when going onto print medium.

Karyn and others believed that the photos page was a bit heavy and that this was an excellent opportunity to include more information.

Our take on the next PBQ layout:

Page 1 - Statements from Councilwoman Siegel Lara and Councilman Schaffer, LOGO AT TOP, website at the bottom

Page 2 - LOGO AT TOP, Top half of page photos from recent events, bottom half recent council actions, website at very bottom

Page 3 - LOGO AT TOP, Top half of page an update on Veterans Park, bottom half a large update on Budget/Call to action article, there would likely be a graphic for this at the bottom as well, keep "Who you're gonna call", website at the very bottom

Page 4 - LOGO AT THE TOP, 3 month Calendar, website at the bottom.

6. Next Steps /Agenda

Next Meeting June 7 - moved to 6:30P

7. Schedule Future Meetings - recess in July, schedule August at June meeting.

8. Adjournment – Adjourned at 6:45P

Palmetto Bay Partnership Committee Minutes

Wed, May 11, 2016 – 6:30 @ Edward & Arlene Feller Community Room at Ludovici Park  
17641 Old Cutler Road, Palmetto Bay FL 33157

Peter England (Chairman) called the meeting to order at 7:01 p.m.

It should be noted that 6:30-7:00 p.m. was spent in sub-committee meetings with Hal Feldman sitting in the Business Retention sub-committee meeting, as per Peter England's request.

1) Roll Call/Attendance:

Juan Alayo	Y	Suzanne Gottlieb-Calleja	Y	Ben Powell	N
Peter England	Y	Eric Haas	N	Courtney Reeder	Y
Eddie Escobar	Y	Susan Hotzman	Y	Dan Yglesias	Y
Hal Feldman	Y	Edward Joffe	Y		
Anthony Gorman	Y	Rick Lujan	N		

Attorney Dexter Lehtinen	N	Clerk Meighan Alexander	N
Manager Ed Silva	N	Planning & Zoning Darby Desalle	Y

Mayor Flinn attended as a member of the public

2) Approval of Minutes:

Motioned: Edward J.

Seconded: Courtney

Approved:

Unanimous	X	In favor	X	Opposed	
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3) Public Comments:

- a) Eugene Flinn attended as a member of the public. New rules allow for this.
- b) Eugene reminded everyone that this was now active budget season and workshops were active. Encouraged Partnership members to attend.
- c) Stated he wanted to focus Park Programs on Special Needs individuals, seeing a deficit in this area.

4) Chairman's Report:

- a) Peter reiterated his involvement and communication with the Beacon Council. Expects their help and recognition via frequent interaction.
- b) Asked Darby to speak about zoning. Darby said:
  - i) Exciting and new zoning focusing on market-based responsive flexibility was now in place. Allows for business-friendly development within a master set of code compliance.
  - ii) Village expects a project of 273 living units and around 7000sf of retail space to come to light in June. Also expects a charter school project in the same time frame.
- c) Peter shared an article in the Economist (April 30 edition) talking about building mini-downtowns outside of a main metropolis. He felt it poignant that they selected and wrote about Miami. Article stressed doing a Downtown with a Village feel. Mixed-use should match goals of Village.
- d) Hal asked about involving Beacon Council at every Palmetto Bay Partnership meeting. Peter responded by saying that was requested, but their community liaison had left and a replacement would soon fill that role.

- e) Regarding busway, Peter stated that in our economy business thrives when they can find an educated workforce. Second factor to successful business is sustainability and transportation of the workforce to the job. Mayor Flinn stated the "Gang of 6" was moving forward in unity to bring light rail and better public transportation forward on the County agenda.
- f) Eddie Escobar brought up the Miami-Dade County Public Schools and how we needed them to assist in improving traffic and transportation. Mayor Flinn stated that he felt they were on opposite ends of the issue at many of the events and meeting he attended.
- g) Peter concluded his report by reporting Jackson South had been approved as a trauma center and this was a very positive thing for Palmetto Bay residents and businesses.

## 5) Sub-Committee Reports

### a) Charter Review Sub-Committee

- i) Edward Joffe reported Alexander Montessori had just won against the Village regarding Charter Section 10.1, which was ruled unconstitutional.
- ii) Edward Joffe stated Partnership recommended removal of Section 7.6a regarding lobbying. Alternatively, the Charter Revision Committee suggested language change to specify the section only apply to "registered lobbyist".
- iii) Edward Joffe stated Partnership recommended easing voting rules in regards to annexation. He further reported an unnamed Council member was on record opposing and stating it should be "difficult" to annex.
- iv) Edward Joffe stated sub-committee recommended limiting campaign periods to a far shorter time frame. Members generally agreed.
- v) Regarding Council seat districting, it was discussed and generally agreed that it was a bad idea to have single member districts, whereas Village voters are limited to only voting for candidates in their district. Instead, Partnership generally agreed Council members vote on things that effect everyone in the Village; therefore, Villagers should elect ALL Council members, regardless of their geographic district.

### b) Business Retention & Communication Sub-Committees

- i) Committees reported together because they worked together prior to the general meeting.
- ii) Hal stated Business Retention believes Village should recognize new, expanded or changed businesses. Village should also have concierge service to help incoming businesses.
  - (1) Two triggers need to be established. First, upon first application with the Village, a liaison gets in touch to offer services. Business can choose to engage or not engage as needed.
    - (a) Liaison services would include helping business understand how to interface and apply for various licenses, permits, etc., including those that are not Village-specific, such as FPL, DERM, etc.
  - (2) Second trigger occurs upon issuance of Certificate of Use or Occupancy. It involves a "Welcome Package"
    - (a) Assigned Council Member would proactively reach out and introduce themselves to the new business.
    - (b) Village would offer ribbon cutting or other grand opening event.

(c) Village would explain how business can participate on other PR opportunities with the Village.

(d) Explain ways to get content onto WBAY, website, Facebook, etc.

- iii) Business Retention suggests liaison either be a "second hat" position or potentially a budgeted FTE.
- iv) Regarding Communications, Hal stated he felt that with the development to the north and south of us, we needed to expedite our recommendations and interactions with Council or risk becoming a "fly-over" state. Members generally agreed. There was reference to us being the donut hole, but Mayor Flinn quickly added his plan was to be the jelly, not the hole.
- v) Regarding Village events, Hal suggested that the Partnership recommend a "less is more" approach. Five to six major events a year will draw more attention to the Village and promote business rather than dozens of small events. Discussion ensued.
- vi) Partnership agreed that both official Village events and those put on by others within Village should be on a unified calendar on the Village website.
- vii) Edward Joffe suggested the Village may want a better insignia. General discussion occurred. No particular position was established.

c) Economic Development Sub-Committee

- i) Eddie Escobar stated we needed to understand the voids in our business sector that Downtown needs to fill and protect existing businesses who are already established, but not in the Downtown District.
- ii) Eddie Escobar stated he had lightly explored the online FPL database, but needed to figure out how to use it to steer businesses to needs and vice versa. A work in progress.
- iii) Eddie Escobar stated he felt a multi-modal building owned by the Village was essential to spark development. Felt if Village could attract a higher education partner to help pay for the building, they could be rewarded by artificially lower rent going forward. Higher education and housing for staff and students is a good path to starting a Downtown community.
- iv) Darby chimed in that in almost all urban development it is residential units that then fuels commercial development.

6) New Business

- a) Peter recommended, as per Hal's idea, that the Communications sub-committee have a new assigned role: write and take results of Partnership recommendations to the Council. In effect, Communications will be the official channel to communicate all recommendations to Council.

Motioned: Edward Joffe

Seconded: Anthony

Approved:

Unanimous	X	In favor	X	Opposed	
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- b) Peter recommended Hal to present orally all Partnership recommendations at the June 6 Council meeting.

Motioned: Edward Joffe

Seconded: Juan Alayo

Approved:

Unanimous	X	In favor	X	Opposed	
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7) Next Meeting Date(s):

a) Committee meeting June 8 at 6:30 p.m. at the Edward & Arlene Feller Community Room at Ludovici Park.

8) Adjournment:

Motioned: Edward J.

Seconded: Eddie E.

Approved:

Unanimous	X	In favor	X	Opposed	
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Peter England (Chairman) called the meeting adjourned at 8:12 p.m.



Minutes signed by Secretary



**VETERAN'S PARK ADVISORY COMMITTEE  
MEETING MINUTES FROM MEETING ON  
MONDAY, MAY 23, 2016  
7:00PM AMERICAN LEGION POST 133**

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**ADVISORY BOARD MEMBERS PRESENT:**

Paul Amato, Beth Adler, Richard Dorn, Thomas Frank, Paul Harrington, Beatriz Herrman, Cesar Lastra, Don Pybas, William Richards and Pam Tabor

Ex-officio member, Councilmember Tim Schaffer was also present

**ADVISORY BOARD MEMBERS ABSENT:**

Dana Pezoldt

**STAFF PRESENT:**

Chief Gadyaces Serralta

**PUBLIC PRESENT:**

Lou Clark

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- I. Roll Call, Pledge of Allegiance – 7:00 PM**
- II. Amendment Agenda-**
  - a. Public comments to be item IV, Housekeeping item V, Old Business item VI
- III. Approval of Minutes**
  - a. Brief review of last meeting's minutes
  - b. Motion made for minutes to be approved, motion seconded, minutes approved
- IV. Chairman's Report**
  - a. Ceremony for Miami-Dade/South Florida Fallen Officers' Memorial
  - b. Invitation made for Memorial Day Ceremony at Post 133
  - c. Meeting set for 9<sup>th</sup> of June, Paul Harrington and Commissioner Diaz to discuss committee

**V. Open floor for public comments**

- a. Chief Gadyaces Seralta addressed Village Council meeting today regarding all village parks
  - A. Discussed a map of Village Parks, existing or proposed, containing a rendering of the Veterans Park. The map was for a Village Council Meeting. It was taken down before the meeting. Chief Seralta stressed that the rendering was innocently done. Committee discussed the implications of having a visual rendering of something that has not been discussed by the Committee put in public view. Ms. Herman did not agree that this was something to worry about.
  - B. The Committee agreed that the Village Staff or Council Committees should, as a courtesy, make the Veterans Park Committee aware of any plans to discuss or present visual media in a public forum prior to that discussion or presentation. The belief is that, intended or not, once the public sees or hears information it becomes reality. We are nowhere near the stage at which we can discuss possible scenarios for the Park.

**VI. Old Business**

- a. Beth addressed PR Test practice station incorporated in park, potential Eagle Scout project
  - A. Cesar, did not believe this complies with intention of keeping Veteran's Park a "passive" park

**VII. Tonight's Meeting/New Business:**

- a. Discussion for layout and views of plan for park
- b. Cesar makes motion to table discussion for layout (item 6 on Agenda) and items to be included in park for one future meeting
  - A. Tom seconds motion
    - 1. William "Billy" opposes, Paul Amato agrees
      - a. Motion is denied
- c. Paul Amato makes motion for each member of the committee to give oral presentation of park vision and then present that vision, in writing, to include images at a future meeting. Discussion to be held off until all presentations have been completed, and then presentations will be reviewed by committee and discussed
  - A. Time limit for oral presentations is 5 minutes
  - B. Billy seconds motion
    - 1. Motion is passed, unanimously

**VIII. Oral presentations from committee members-**

**Tom Frank**

Each of World Wars, Korea, Vietnam, & War on Terror displayed on walkway (with pavers, which can be purchased by the public in honor of known veterans)

**Billy** – Pass

**Cesar**- All seals of all armed forces and names on benches

**Richard** - Monument with landscaping, area for PT, picnic areas for national holidays such as Memorial Day, etc.

**Don** -Central managed monument of some kind that signifies all conflicts that American veterans have experienced with some kind of ancillary components

**Beth** - Wants something up high that stands out, and can be used to provide shading in a meaningful way, plots that can be bought to commemorate veterans, something exercise oriented such as fitness stations. Use the built environment as part of shade

**Pam**-Envisions something in the center with all flags from all services, perhaps some sort of water structure like a fountain, reflection pool, etc. Display of all emblems and can purchase pavers to commemorate based on each designated branch of service, stemming from armed walkways that lead to main monument. Benches along each one of the pathways for people to sit

**Beatriz** – Pass

**Paul Amato** - Entrance with walkway into higher area with different flags, and Gold Star family memorial, believes park should be “dual-purposed” and active instead of solely passive. Wall of honor with Medal of Honor recipients. A place where students and teachers are welcome for field trips to be taught about Americanism and patriotism. Involve community in park, involve children –bands can come play and celebrate and commemorate veterans and holidays – Veteran’s Day, Memorial Day, Armed Forces Day

**Paul Harrington** voicing request by **Dana** for Walking path, Artist designed piece, meditation area, park website linked to areas within park for respective branches, heroes, etc. **Paul**-pass until next meeting.

- IX.** - New Business
- a. Don: some kind of program to approach businesses within community with opportunity to become sponsors, to help cover costs of planning, renderings, etc.
  - b. When is South Motors going to begin construction? Can we have head of South Motors to attend a committee meeting?
  - c. Next meeting will allow those who passed at this meeting to present their visions for the park.
  - d. Future meeting will include written descriptions/presentations, to include images/pictures, from members to elaborate on their personal visions for the park. From there we will refine recommendations for presentation.

**X.** Next Meeting: Monday, June 13<sup>th</sup> at 7pm at American Legion

**XI.** Motion to adjourn meeting – seconded  
Motion passed  
Mtg. adjourned

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Approved by \_\_\_\_\_ Paul Harrington, Chair

VILLAGE OF PALMETTO BAY  
EDUCATION ADVISORY COMMITTEE AGENDA  
Tuesday, June 7, 2016 at 6:30 p.m.  
9705 E. Hibiscus Street  
Palmetto Bay, FL 33157

Members Present: Orestes Mayo, Chair; Liliana Murphy; Diane Quick; Erica Watts  
Elected Officials: Mayor Eugene Flinn, Council Liaison  
Attendees: Ed Silva, Village Manager

1. Call to Order
  - a. Mr. Mayo, Chair, called the meeting to order at 6:40 p.m.
2. Approval of Minutes
  - a. The minutes for the May 19<sup>th</sup> meeting were approved.
3. Public Comments
  - a. No public comments were given at the meeting
4. Planning of Town Hall Meeting
  - a. Location
    1. Ms. Murphy suggests Perrine Elementary as a location for the Town Hall meeting
      - a. Mr. Mayo asks about the procedure required to hold a Village meeting at a public elementary school. Ms. Watts explains that several forms need to be completed by the school principal in advance of the meeting
      - b. Mr. Mayo states that he will contact Perrine Elementary to inquire about holding the meeting at the school.
  - b. Time
    1. Ms. Watts suggests starting the meeting at 7:00 p.m. to ensure that traffic will not be an issue. She also recommends that childcare be provided which will include a reading room and snacks such as pizza and juice.
    2. Mr. Mayo recommends having a suggested end time of 8:00 p.m. Ms. Murphy recommends 8:30 p.m. as she does not view an hour as long enough for a productive meeting. Mr. Mayo states that he will note 8:30 p.m. as the tentative end time for the meeting.

c. Date

1. Proposed date is Thursday, September 8<sup>th</sup>. Mr. Mayo believes there could be a conflict with District open houses at the Village schools
2. Ms. Watts suggests moving the meeting to October to avoid conflicts with potential open houses. Mayor Flinn and Ms. Quick both agree with the idea to moving date to October. Ms. Watts recommends holding the meeting on a Wednesday because it is an early dismissal day.
3. Mr. Mayo proposes that the Town Hall meeting be moved to Wednesday, October 5<sup>th</sup>. Ms. Murphy motions to move the date, Ms. Watts seconds the motion. The new date is approved by the Committee.

d. Agenda (general)

1. Mr. Mayo asked Eva Regueira of the District Intergovernmental Office to attend the Committee's August and September meeting.
2. Mr. Mayo wants to set an agenda that is feasible and will garner support from all involved parties. Mr. Flinn concurs and recommends choosing three to four attainable goals. Ms. Murphy recommends creating a skeleton outline of up to 8 topics from which the Committee can work on and that Ms. Regueira can comment on during the next meetings.
3. Mr. Mayo recommends that the results of the Town Hall meeting be presented during the State of the Village meeting in October. Mr. Mayo suggests making a presentation at the October 3<sup>rd</sup> council meeting.
4. The purpose of the Town Hall is to obtain feedback from Village residents on the proposed goals of the Committee.
  - a. Mr. Mayo asked whether the four goals discussed during the last meeting were presented and addressed by the Village Council during its last meeting. Mayor Flinn noted that this discussion was moved and will be addressed at the next Village Council meeting.
5. Ms. Quick asks whether Committee should provide an agenda to attendees listing points to be presented and other relevant information.

e. Advertising

1. Ms. Murphy will create a flyer for dissemination. Information should be disseminated through the following sources:
  - a. Local newspaper
  - b. Village social media
  - c. WBAY
  - d. Schools (flyers and social media)
  - e. Any school open houses that take place prior to the Town Hall date

f. Costs

1. Ms. Murphy asks whether the Village will provide funds for the meeting or whether funds will need to be donated.
2. Ms. Watts states that a request can be sent to the County PTA organization which will then disseminate to the feeder pattern PTAs to request that funds be gathered.
3. The Committee notes the following costs will be associated with holding the meeting at Perrine Elementary:
  - a. Custodial
  - b. Security
  - c. Food
4. Other possible costs that arise will be addressed at next Committee meeting.

g. Equipment

1. Mayor Flinn asks what equipment the Village can share with the schools, not only for the Town Hall but for other events held by the school and PTAs. Equipment would include microphones, podiums and other related items.

h. Invitations

1. Lawrence Feldman (School Board Representative)
2. Eva Regueira (District Representative)
3. Ana Rodriguez (South Region Representative)

i. Agenda (specific goals)

1. Cooperation on traffic improvement between Village, District and County
  - a. Centralized drop off/pick up as proposed by the District. Ms. Murphy recommends that Ms. Regueira provide information on this proposal to share with attendees.
  - b. Promote carpools
  - c. Traffic study being completed by the County. This would not be a point for discussion but it should be presented for information purposes.
  - d. Open discussion with residents on traffic, drop off/pick up and other transportation related issues at Village schools
2. Collaboration between the Village and local schools
  - a. Mr. Mayo mentions the Million Orchard Project with BioTech High School. Ms. Watts states that the focus should be on Village schools. Ms. Quick notes that the Committee should use this project as a success story and model for future collaboration with Village schools; however, residents attending the Town Hall will want to hear how the local schools will benefit.

3. Mr. Mayo asks each member of the Committee come to the July meeting with a list of proposed topics for the agenda. Rest of agenda will be fleshed out at July meeting.

5. Next Meeting(s) Date/Time

a. Next meeting will take place on July 12<sup>th</sup> at 6:30 p.m.

6. Adjourn

a. Meeting was adjourned at 7:59 p.m.

**VILLAGE OF PALMETTO BAY  
PARKS & RECREATION ADVISORY COMMITTEE  
&  
COMMUNITY OUTREACH COMMITTEE  
AGENDA**

**Tuesday, August 16, 2016 - 6:00 p.m.  
Village of Palmetto Bay Municipal Center  
9705 E. Hibiscus Street, Palmetto Bay, FL 33157**

The Parks and Recreation Advisory Committee and the Community Outreach Committee were merged on July 11, 2016 via Ordinance No. 2016-17.

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**MINUTES**

**1. Call to Order**

The Meeting was called to order by Director Carmona at approximately 6:05 p.m.

Committee Members Present:

- Liede Devaldivielso
- Chris Olson
- Dr. Edward Feller

Staff Members Present:

- Fanny Carmona, Parks and Recreation Director
- Missy Arocha, Village Clerk

Members of the Public Present: None.

**2. Public Comments**

There were no public comments.

**3. Discussion of the Village's application for the Florida Department of Environmental Protection's 2016-17 grant program.**

Director Carmona explained the purpose of the Village's application for the Florida Department of Environmental Protection's 2016-17 grant program. She described the different project tasks and deliverables of the grant program such as the miracle league field, the sensory garden, ADA accessible playground equipment, and picnic facilities at Coral Reef Park.

Director Carmona demonstrated a copy of the boundary map area of the project to the committee. She also disclosed the financial information of the grant such as the grant match ratio, which is 50% state share and 50% grantee share.

All members present at the meeting were in favor of the grant application.

Member Feller expressed that he is happy to know of the opportunities that will derive from this project such as allowing ADA accessible playground equipment at the park.

Director Carmona answered all questions related to the grant application.

**4. New Business for future Agenda**

Member Feller mentioned that at the next meeting he would like the committee to discuss all the pending projects that are remaining to date established by the Parks and Recreation Committee and the Community Outreach Committee. He would like to see a list of this at the next meeting.

Clerk Arocha suggested the idea that the Committee consider discussion on the reorganization and structure of the two committees that were joined via Ordinance No. 2016-17 at their next scheduled meeting.

Member Devaldivielso stated that she would like the Village to offer a "New Comers Package" to the new residents of the community. She explained that this would be a good item for the Committee to consider and present to the Village Council in the future. All the members of the Committee that were in attendance expressed an interest in the New Comers Package idea.

Member Devaldivielso would like to talk about what items should be included in the New Comers Package during the next meeting.

Member Olson expressed that the New Comers Package also be made available on the Village's website. The Village Council should consider a section on the website that pertains to new residents in the community.

Member Feller would like the Village to provide him with a list of new home purchases in the community. He also stated that he is willing to give up his current position of Chairman for the efforts of allowing someone a new opportunity.

Clerk Arocha provided the Committee with a copy of Ordinance No. 2016-17, which relates to the merge of the Parks & Recreation Committee with the Community Outreach Committee.

Clerk Arocha referenced Section 2-55 (Boards and Committees and Missions and Scopes Identified) of Ordinance No. 2016-17, which describes the corresponding objectives of the committee.

## **5. Adjournment**

By consensus, the Board agreed to meet on Thursday, September 8, 2016 at 6:30 p.m. and agreed to have the Village Clerk prepare the agenda and post the notice for the next meeting scheduled in September.

The meeting was adjourned at 6:35 p.m.