

MINUTES OF THE BOARD OF TRUSTEES MEETING OF MAY 23, 2020 HELD WITHOUT A PUBLIC MEETING SPACE DUE TO THE COVID-19 PANDEMIC AND PURSUANT TO THE GUIDANCE OF GOVERNOR CUOMO'S EXECUTIVE ORDER TO ALLOW PUBLIC HEARINGS AND MEETINGS TO BE CONDUCTED EXCLUSIVELY VIA VIDEO AND/OR TELECONFERENCE, WHICH WAS ACHIEVED FOR THIS MEETING WITH REMOTE ATTENDANCE, PARTICIPATION AND OBSERVATION VIA AN AUDIO/VIDEO CONNECTION TO THE INTERNET, AND TRANSCRIPTION.

Mayor Zaccaro called the Public Hearing and Board of Trustees meeting to order at 9:00 a.m., and the following were in attendance via video or phone connection:

John A. Zaccaro Jr, Mayor
Hillary Richard, Deputy Mayor
Frank Wolf, Trustee
Hugh O'Brien, Trustee
Nat Oppenheimer, Trustee
Mario Posillico, Administrator & Clerk
Donna Lyudmer, Village Treasurer
And 0 attendees observed through internet connection

ADJOURN INTO EXECUTIVE SESSION

Trustee O'Brien made a motion at 9:01 a.m. that the Board adjourn into Executive Session to discuss information relating to current and future investigation and or prosecution of offenses in the Village, litigation strategy in pending or future litigation, and personnel matters as described in Public Officers Law Section 105(f). The motion was seconded by Trustee Wolf and on call it was approved according to the following vote:

Motion: Trustee O'Brien
Seconded: Trustee Wolf
In Favor: Trustee Wolf, Trustee O'Brien, Trustee Richard, Trustee Oppenheimer
Abstain: None
Against: None

Joseph W. Prokop, Village Attorney and Meagan Leppicello, Deputy Village Clerk Treasurer arrived remotely into Executive Session at 9:01 a.m.

Scott Rosenblum, Counselor to the Board arrived remotely into Executive Session at 9:25a.m.

RE-ADJOURNMENT INTO PUBLIC SESSION

Trustee Richard made a motion to re-adjourn into public session at 9:59 a.m. The motion was seconded by Trustee Oppenheimer and on call it was approved according to the following vote:

Motion: Trustee Richard
Seconded: Trustee Oppenheimer
In Favor: Trustee Wolf, Trustee O'Brien, Trustee Richard, Trustee Oppenheimer
Abstain: None
Against: None

Mayor Zaccaro called the meeting to order and the following were in attendance:

John A. Zaccaro Jr, Mayor
Hillary Richard, Deputy Mayor
Frank Wolf, Trustee
Hugh O'Brien, Trustee
Nat Oppenheimer, Trustee
Scott Rosenblum, Counselor to the Board
Joseph W. Prokop, Village Attorney
Mario Posillico, Administrator & Clerk
Donna Lyudmer, Village Treasurer
Meagan Leppicello, Deputy Village Clerk Treasurer
And 42 attendees observed through internet connection

MOMENT OF SILENCE

Mayor Zaccaro led those in attendance in a moment of silence in observance of Memorial Day for all of those service men and women who have paid the ultimate sacrifice as well those who are currently serving today in defense of and service to the United States and the freedoms that all citizens enjoy; and for the recently deceased residents of the Village of Saltaire.

COVID UPDATE BY MAYOR ZACCARO

Mayor Zaccaro thanked all the Village Staff, Village Attorney Joseph Prokop and the Medical Advisory Committee for all of their hard work and dedication in assisting the Board manage the community through the COVID 19 crisis. He then provided a status report on the current state of preparedness of the Village Administration to manage the present level of population in the Village, which at the time of the meeting stood at approximately 125 households (including year-rounders), as well as the anticipated increase in population as the summer approaches. He then provided a department by department overview of the planning process to create standard operating procedures for both employee safety and provision of resident services, and that overview was supported by the respective Trustees in charge of those areas.

Mayor Zaccaro then allowed for a 5-minute respite at 11:10 a.m. to allow the Board members and the transcriber to take a break.

The meeting reconvened at 11:15 a.m.

CAPITAL PROJECT REPORT

Mayor Zaccaro provided a summary report regarding the following projects:

- Lighthouse Promenade: Phase 2 of the project is complete, and the contractor Chesterfield Associates has demobilized from the Village. Installation and connection of all new water mains has been completed and service is operational, and the boardwalk is complete from East to West walks. Mayor Zaccaro thanked Chesterfield Associates for professionally performing and completing the very logistically difficult project, made even more difficult by the COVID-19 crisis.
- 14 Bay Promenade Reconstruction: The project planning phase has been interrupted by the management of the COVID-19 crisis, and Mayor Zaccaro stated that the planning would recommence as soon as practical.

PROCUREMENT POLICY UPDATES

Mayor Zaccaro stated that during the audit and review process of the Village's federally reimbursable projects, the Village was notified by its auditor that the federal government is requiring that grant recipients formally adopt certain federal procurement policies. After discussion, and all having a chance to be heard, Trustee Richard made a motion to adopt the following resolutions:

INCORPORATED VILLAGE OF SALTAIRE RESOLUTION OF THE BOARD OF TRUSTEES ADOPTING THE VILLAGE CONFLICT OF INTEREST POLICY AS TO AWARDS OF FEDERAL FUNDING

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire are required to adopt or formulate a policy and procedure regarding prevention and addressing potential conflicts of interest in the receipt, administration and payment of Federal grants and awards of Federal Funds; is therefore

RESOLVED, that the Village of Saltaire does hereby adopt the following policy as to preventing and addressing potential conflicts of interest in the receipt, administration and payment of Federal grants and awards of Federal Funds as follows:

Prohibition of conflicts of interest of employees, officers, officials and agents of the Village of Saltaire

A. Prohibition

In addition to the prohibitions of conflicts of interest that are contained in New York State and Federal Law, no employee, officer or agent may participate in the selection, award or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.

B. Conflict of Interest

A conflict of interest shall include but not necessarily be limited to an employee, officer, official or agent who may participate in the selection, award or administration of a contract supported by a Federal award where that employee, officer, official or agent has an ownership, financial or contractual interest in an entity or with a person that is the recipient or beneficiary of a contract or purchase involving Federal awards. For purposes of determining a conflict of interest, the guidelines of family relationships as set forth in New York State General Municipal Law § 800-812 shall apply, and reference to the employee, officer, official, and agent shall include the employer, family, spouse, partner or other persons in a family relationship with the employee, officer, official or agent.

C. Gratuities and Gifts Prohibited

All employees, officers, officials and agents of the Village of Saltaire, whether that person participates in the selection, award, or administration of a contract supported by a Federal awardee prohibited from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or parties to contracts or subcontracts.

D. Prohibition of the Actions of the Village of Saltaire

The Village of Saltaire shall not participate in any contract or bid that is supported by a

Federal award where an employee, officer, official or agent of the Village of Saltaire has a legal or financial interest in a contractor or subcontractor receiving Federal funds or being awarded a contract that is supported by Federal Funds.

E. Disclosure

Any employee, officer, official or agent of the Village of Saltaire who has or becomes aware of a conflict of interest or the potential of a conflict of interest as defined above must immediately disclose that conflict of interest by written notice to the Village Clerk of the Village of Saltaire.

F. Discipline and Penalty

Any employee, officer, official or agent of the Village of Saltaire who violates any provision of this Conflict of Interest policy shall be subject to termination by a vote of the Board of Trustees. If the employee or agent in violation of this policy has rights under the New York State Civil Service Law or any other applicable law, then the procedure for that termination shall be in accordance with those rights. An officer or official in violation of this policy, in addition to any other civil or criminal penalties, shall be deemed to have committed a violation of the Code of Ethics of the Village of Saltaire and be subject to penalties thereunder and as provided in the New York State General Municipal Law and Public Officers Law.

**INCORPORATED VILLAGE OF SALTAIRE
RESOLUTION OF THE BOARD OF TRUSTEES
ADOPTING THE VILLAGE INTERNAL CONTROLS
POLICY AS TO AWARDS OF FEDERAL FUNDING**

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire are required to adopt or formulate a policy and procedure regarding internal controls regarding awards and contracts of projects involving the receipt, administration and payment of Federal grants and awards of Federal Funds; it is therefore

RESOLVED, that the Village of Saltaire hereby adopts the guidelines and policies set forth in the Standards for Internal Control in the Federal Government as stated in the Government Accountability Office, by the Comptroller General of the United States; and it is further

RESOLVED, that the Village of Saltaire does hereby adopt the following policy establishing internal controls as to the receipt, administration and payment of Federal grants and projects involving the awards of Federal Funds:

I. Control Environment

A. The Board of Trustees and the Village Administrator, Village Clerk and staff shall demonstrate a commitment to integrity and values including tone at the top, standards of conduct and adherence to standards of conduct.

B. The Mayor and Board of Trustees shall oversee the Village of Saltaire's internal control system by developing an oversight structure, an oversight for the internal control system, and input for the remediation of deficiencies.

C. The Mayor and Board of Trustees shall establish the Structure of Internal Control System, assign responsibility, and delegate authority to achieve the Village of Saltaire's objectives including the documentation of the Internal Control System.

D. The Mayor and Board of Trustees shall demonstrate a commitment to recruit, develop, and retain competent individuals including expectation of competence, recruitment, development and retention of competent people, and to develop succession and contingency plans and preparation.

E. The Mayor and Board of Trustees shall evaluate performances and hold individuals, accountable for their internal control responsibilities through enforcement of accountability and consideration of excessive pressures.

II. Risk Assessment

A. The Mayor and Board of Trustees working with the Clerk and Treasurer should define objectives clearly to enable the identification of risks and define objectives by defining objectives and the risk tolerances.

B. The Mayor and Board of Trustees working with the Clerk and Treasurer shall identify, analyze and respond to risks related to achieving the defined objectives by identification of risks, analysis of risks and response to risks.

C. The Mayor and Board of Trustees should consider the potential for fraud when identifying, analyzing and responding to risks including the type of fraud, the fraud risk factors and response to fraud risks.

D. The Mayor and Board of Trustees working with the Clerk and Treasurer shall identify, analyze, and respond to significant changes that could impact the internal control system of the Village of Saltaire, including the identification of a change and the analysis of and development of a response to the change by the Village of Saltaire.

III. Control Activities

A. The Mayor and Board of Trustees working with the Clerk and Treasurer shall design control activities to achieve objectives and respond to risks to the internal controls of the Village of Saltaire by identifying and developing the response to objectives and risks, the design of appropriate types of control activities, the design of control activities at various levels and the segregation of duties.

B. The Mayor and Board of Trustees working with the Clerk and Treasurer shall design the Village of Saltaire's information system and related control activities, by considering the Village's defined information requirements, and by evaluating the information system processes objectives and design of Security Management.

C. The Mayor and Board of Trustees working with the Clerk and Treasurer shall implement control activities in the Village of Saltaire through documentation of responsibilities through policies, and periodic review of control activities.

IV. Information and Communication

A. The Mayor and Board of Trustees in conjunction with the Clerk and Treasurer should use quality information to achieve the Village's objectives by identification of the Village's information requirements, by using relevant data from reliable sources and processing data into quality information.

B. The Mayor and Board of Trustees in conjunction with the Clerk and Treasurer shall communicate internally throughout the Village, by using appropriate methods of communication in order to achieve the Village's objectives.

C. The Mayor and Board of Trustees in conjunction with the Clerk and Treasurer shall communicate externally with and obtains information from external parties through appropriate methods of communication that will be determined by the Mayor and the Board of Trustees in conjunction with the Clerk and Treasurer.

V. Monitoring

A. The Mayor and Board of Trustees in conjunction with the Clerk and Treasurer shall establish and operate monitoring activities to monitor the internal control systems and evaluate the results by establishing a baseline, and through internal control system monitoring and evaluation of results to determine internal control issues.

B. The Mayor and Board of Trustees in conjunction with eth Clerk and Treasurer shall remediate identified internal control deficiencies on a timely basis by the reporting, evaluation of issues and development and completion of corrective actions.

**INCORPORATED VILLAGE OF SALTIRE
RESOLUTION OF THE BOARD OF TRUSTEES
ADOPTING A POLICY AS TO THE METHOD FOR CONDUCTING
TECHNICAL EVALUATIONS OF PROPOSALS
RECEIVED AND SELECTING RECIPIENTS**

WHEREAS the Mayor and Board of Trustees of the Incorporated Village of Saltaire are required to adopt or formulate a policy and procedure as to the method for conducting technical evaluations of proposals received and selecting recipients regarding awards and contracts of projects involving the receipt, administration and payment of Federal grants and awards of Federal Funds; and

WHEREAS the Village of Saltaire already has a Procurement Policy that meets the requirements of New York State law, and the Federal Guidelines under 2 CFR § 200.320(d)(3) contain procedural guidelines for evaluating bids but which financial thresholds exceed those under which the Village of Saltaire is required to comply under New York State Law, it is therefore

RESOLVED, that the Village of Saltaire hereby adopts the guidelines and policies stated in the OMB Guidance for procurement and regulations under 200.320 as outlined below as the policy and procedure as to the method for conducting technical evaluations of proposals received and selecting recipients regarding awards and contracts of projects involving the receipt, administration and payment of Federal grants and awards of Federal Funds of the Village of Saltaire as stated in order to supplement the Procurement Policy of the Village of Saltaire, and provided that the methods of procurement so adopted are not in violation of New York State Law or the procurement policy of the Village of Saltaire, and that the dollar amounts under New York State Law shall be followed so that

compliance with the Federal guidelines does not result in a violation of New York State law as follows:

“200.320 Methods of procurement to be followed.

The Village of Saltaire must use one of the following methods of procurement.

(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited, and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

(i) A complete, adequate, and realistic specification or purchase description is available;

(ii) Two or more responsible bidders are willing and able to compete effectively for the business; and

(iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

(i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids: for local and tribal governments, the invitation for bids must be publicly advertised;

(ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

(1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(2) Proposals must be solicited from an adequate number of qualified sources;

(3) The Village of Saltaire shall have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

(4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(e) [Reserved]

(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

(1) The item is available only from a single source;

(2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

(3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or

(4) After solicitation of a number of sources, competition is determined inadequate.

**INCORPORATED VILLAGE OF SALTAIRE
SUPPLEMENTAL PROCUREMENT POLICY FOR PROJECTS INVOLVING
FUNDING BY FEDERAL AWARDS**

WHEREAS, General Municipal Law 104-b requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS the Village of Saltaire had previously adopted a procurement policy for the Village, which is reviewed annually, and

WHEREAS the United States Government requires that the Village of Saltaire adopt and maintain supplemental procurement requirements that conform with 2 CFR 200.318(c) for projects involving the funding by Federal awards, it is therefore;

RESOLVED, that the Village of Saltaire does hereby adopt the following supplemental procurement requirements which are mandatory for the Village to follow in projects involving funding from a Federal award as follows:

Procedures in compliances with 2 CFR § 200.318 - General procurement standards.

(a) The Village of Saltaire shall use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part.

(b) The Village of Saltaire shall maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)(1) The Village of Saltaire must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the Village of Saltaire has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the Village of Saltaire must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the Village of Saltaire is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The Village of Saltaire's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the Village of Saltaire is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

(f) The Village of Saltaire is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The Village of Saltaire is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The Village of Saltaire shall award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also § 200.213 Suspension and debarment.

(i) The Village of Saltaire shall maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)(1) The Village of Saltaire may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the Village of Saltaire in awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The Village of Saltaire alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, State, or Federal authority having proper jurisdiction.

The motion to adopt the four above written policies was seconded by Trustee Wolf, and the motion was carried according to the following vote:

Motion: Trustee Richard

Seconded: Trustee Wolf

In Favor: Trustee Wolf, Trustee O'Brien, Trustee Richard, Trustee Oppenheimer

Abstain: None

Against: None

APPROVAL OF MINUTES

Draft copies of the minutes of the meeting of April 30, 2020 had previously been presented to the Board and posted in draft form on the Village website. Following discussion, Trustee O'Brien made a motion to adopt the minutes as presented with minor non-substantive corrections. The motion was seconded by Trustee Wolf and on call it was carried according to the following action:

Motion: Trustee O'Brien

Seconded: Trustee Wolf

In Favor: Trustee Wolf, Trustee O'Brien, Trustee Richard, Trustee Oppenheimer

Abstain: None

Against: None

ABSTRACT AUDIT

Mayor Zaccaro stated that the following Abstracts, having been distributed to all in attendance and posted on the Village website, were presented for approval by the Village Administrator and the Village Treasurer:

Capital Fund Checking No. 12A in the amount of \$111,244.40

General Fund Checking No. 12A in the amount of \$61,149.63

After discussion and opportunity for questions, Trustee Wolf made a motion that the above-listed abstracts be approved as presented and that the Mayor be authorized to execute the warrants. The motion was seconded by Trustee Richard, and on call it carried according to the following vote:

Motion: Trustee Wolf

Seconded: Trustee Richard

In Favor: Trustee Wolf, Trustee O'Brien, Trustee Richard, Trustee Oppenheimer

Abstain: None

Against: None

CLOSE OF MEETING

After all having had a chance to be heard and there being no further business before the Board, Trustee Oppenheimer made a motion to close the meeting and to hold the next Board of Trustees meeting according to the following schedule:

- To be determined by the Board at a later date

[Clerk's Note: The next Board Meeting was subsequently scheduled for June 27, 2020 at 9:00AM, without a central location and by remote connection only.]

The motion was seconded by Trustee Richard and on call it was approved according to the following vote:

Motion: Trustee Oppenheimer

Seconded: Trustee Richard

In Favor: Trustee Wolf, Trustee O'Brien, Trustee Richard, Trustee Oppenheimer

Abstain: None

Against: None