
**WASHINGTON TOWNSHIP MUA
REGULAR MEETING MINUTES
February 3, 2016**

The Regular Meeting of the W.T.M.U.A. was called to order at 7:36 PM on February 3, 2016. Adequate notice of this meeting of the W.T.M.U.A. was given to the Daily Record and the Courier News on February 12, 2015. Notice was also posted on the Municipal Building Bulletin Board.

Members Present: Messrs. Cullen, Napolitano, Akin*, Babb
Alt. Members Present: Messrs. None
Members Absent: Messrs. Popper
Alt. Members Absent: Messrs.
Staff Members Present: Executive Director (E.D.) Pucilowski, Executive Secretary Waller, Attorney Gregory

*left at 10:30 PM

REORGANIZATION MEETING

REAPPOINTMENT OF BOARD COMMISSIONERS

Mr. Babb was sworn into office by the Authority Attorney.

MUA BOARD APPOINTMENTS

RESOLUTION WTMUA BOARD APPOINTMENTS

No. 16-02-R1

WHEREAS, it is in the interest of the Authority to appoint a Chairman, Vice Chairman and Executive Secretary/Treasurer to the Washington Township Municipal Utilities Authority Committee; and
NOW, THEREFORE BE IT RESOLVED, by the Washington Township Municipal Utilities Authority in the County of Morris and in the State of New Jersey on this 3rd day of February 2016 the following appointments are hereby made:

1. Chairman: Walter Cullen
2. Vice Chairman: Mark Napolitano
3. Secretary/Treasurer: E. Jill Waller

INTRODUCED AND PASSED: February 3, 2016

Motion was made by Mr. Akin, and seconded by Mr. Napolitano, to approve Resolution 16-02-R1. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Akin, Babb
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

EXECUTIVE DIRECTOR

RESOLUTION WTMUA Executive Director Appointment

No. 16-02-R2

WHEREAS, it is in the interest of the Authority to appoint Michael P. Pucilowski as the Executive Director of the WTMUA; and

NOW, THEREFORE BE IT RESOLVED, by the Washington Township Municipal Utilities Authority in the County of Morris and in the State of New Jersey on this 3rd day of February 2016 the following appointments were made:

1. Upon the terms and conditions set forth on his appointment on February 2, 2011, Michael P. Pucilowski is hereby appointed as the Executive Director of the Washington Township Municipal Utilities Authority.
2. This resolution shall take effect according to law.

INTRODUCED AND PASSED: February 3, 2016

Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve Resolution 16-02-R2. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Akin, Babb
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

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CUSTODIAN OF GOVERNMENT RECORDS

**RESOLUTION
APPOINTING CUSTODIAN OF GOVERNMENT RECORDS**

No. 16-02-R3

WHEREAS, the Washington Township Municipal Utilities Authority ("Authority") is a public agency created by the Township of Washington; and

WHEREAS, the Open Public Records Act requires the Authority to designate, by formal action, a "Custodian of Government Records".

NOW, THEREFORE BE IT RESOLVED, by the Washington Township Municipal Utilities Authority in the County of Morris and in the State of New Jersey on this 3rd day of February 2016 as follows:

1. E. Jill Waller, is hereby designated as the Custodian of Government Records for the Authority.
2. This resolution shall take effect according to law.

INTRODUCED AND PASSED: February 3, 2016

Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve Resolution 16-02-R3. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Akin, Babb
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

PUBLIC AGENCY COMPLIANCE OFFICER

**RESOLUTION
DESIGNATING PUBLIC AGENCY COMPLIANCE OFFICER**

No. 16-02-R4

WHEREAS, all public agencies that award contracts are required to comply with N.J.S.A. 10:5-31 et seq. (Administering Equal Employment Opportunity in Public Contracts) and its implementing regulations at N.J.A.C. 17:27-1.1 et seq. (Equal Employment Opportunity and Affirmative Action Rules); and

WHEREAS, in accordance with N.J.A.C. 17:27-3.2, the Washington Township Municipal Utilities Authority ("Authority") must designate a Public Agency Compliance Officer as the person responsible for implementing the conditions of these regulations on behalf of the Authority.

NOW, THEREFORE BE IT RESOLVED, by the Washington Township Municipal Utilities Authority in the County of Morris and in the State of New Jersey on this 3rd day of February 2016 as follows:

Michael Pucilowski, WTMUA Executive Director, is hereby designated as the Public Agency Compliance Officer.

This resolution shall take effect immediately according to law.

INTRODUCED AND PASSED: February 3, 2016

Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve Resolution 16-02-R4. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Akin, Babb
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

JIF MUA COMMISSIONER

**RESOLUTION
APPOINTING COMMISSIONER
FOR THE
NEW JERSEY UTILITIES AUTHORITIES JOINT INSURANCE FUND**

No. 16-02-R5

WHEREAS, the Washington Township Municipal Utilities Authority (WTMUA) is a member of the New Jersey Utilities Authorities Joint Insurance Fund (Fund); and

WHEREAS, the bylaws of said Fund require that each member of the Fund is required to appoint a Fund Commissioner to represent the member concerning matters undertaken by the Fund.

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NOW, THEREFORE, BE IT RESOLVED by the Washington Township Municipal Utilities Authority in the County of Morris and in the State of New Jersey on this 3rd day of February, 2016 as follows:

1. The WTMUA does hereby appoint Michael Pucilowski, WTMUA Executive Director, as Fund Commissioner to the New Jersey Utilities Authorities Joint Insurance Fund.
2. The Secretary is directed to forward copies of this resolution to the New Jersey Utilities Authorities Joint Insurance Fund.

INTRODUCED AND PASSED: February 3, 2016

Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve Resolution 16-02-R5. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Akin, Babb

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

GOV CONNECT OFFICIAL

RESOLUTION APPOINTING OFFICIAL FOR GOVCONNECT

No. 16-02-R6

WHEREAS, the State of New Jersey has developed an Internet site, known as GovConnect, to facilitate interaction and the exchange of information between and among State government and local authorities;

WHEREAS, in order to participate in GovConnect, the Washington Township Municipal Utilities Authority ("Authority") must designate an Authority Official as the person responsible for accessing the GovConnect system and receiving email on behalf of the Authority.

NOW, THEREFORE BE IT RESOLVED, by the Washington Township Municipal Utilities Authority in the County of Morris and in the State of New Jersey as follows:

1. E. Jill Waller, WTMUA Executive Secretary, is hereby designated as the District Official to be enrolled in the GovConnect program.
2. Upon enrollment, the designated Authority Official agrees to accept and uphold GovConnect usage policies on behalf of the Authority.
3. This resolution shall take effect immediately according to law.

INTRODUCED AND PASSED: February 3, 2016

Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve Resolution 16-02-R6. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Akin, Babb

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

REGULAR MEETING SCHEDULE

RESOLUTION Regular Meeting Schedule

No. 16-02-R7

BE IT RESOLVED that the regular meetings of the Washington Township Municipal Utilities Authority be held, per the attached schedule, at 7:30 p.m. at the Washington Township Municipal Utilities Authority Administration Building at 46 East Mill Road, Long Valley, New Jersey, for the year of 2016.

NOTICE OF SCHEDULED MEETINGS FOR THE YEAR 2016

PLEASE TAKE NOTICE, that the Washington Township Municipal Utilities Authority will meet to discuss or take formal action upon business at 7:30 p.m. on each of the dates set forth below, at the Washington Township Municipal Utilities Authority Administration Building, 46 East Mill Road, Long Valley, New Jersey:

March 2, 2016	August 3, 2016	November 2, 2016
April 6, 2016	September 7, 2016	November 16, 2016
May 4, 2016	September 21, 2016	December 7, 2016
June 1, 2016	October 5, 2016	December 14, 2016
July 6, 2016	October 19, 2016	January 4, 2017
		February 1, 2017

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Notice of any additions to the above schedule, or changes in the time, date or place of any scheduled meeting, will be posted in this location and delivered to the Daily Record and Courier News in advance, as required by law. Advanced notice will not be provided for qualified emergency meetings as per the provisions of N.J.S.A. 10:4-9.

INTRODUCED AND PASSED: February 3, 2016

Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve Resolution 16-02-R7. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Akin, Babb

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

OPEN PUBLIC MEETINGS ACT

RESOLUTION

Open Public Meetings Act

No. 16-02-R8

WHEREAS, Chapter 231 of the Public Laws of the State of New Jersey for 1975, known as and hereinafter designated as the "Open Public Meetings Act", requires notification of meetings of public bodies, as therein defined, in the amount therein set forth;

NOW, THEREFORE, BE IT RESOLVED by the Washington Township Municipal Utilities Authority, for purposes of compliance with the "Open Public Meetings Act" aforesaid, the Washington Township Municipal Utilities Authority hereby makes the following designations:

(1) The Daily Record and Courier News are hereby designated as the newspapers to receive notice of meetings as required by any and all sections of the Open Public Meetings Act, it appearing that those newspapers are more likely to inform the local public of such meetings.

(2) The notice of meetings shall be prominently posted in a space reserved for such posting in the Washington Township Municipal Building, 43 Schooley's Mountain Road, Long Valley, New Jersey.

(3) The notice of meetings shall be filed with the clerks of the Township of Washington, Chester Township and the Township of Tewksbury.

(4) The sum of \$15.00 is hereby fixed as the amount to be paid by any person requesting individual notice of meetings as provided in Section 14 of the Open Public Meetings Act.

INTRODUCED AND PASSED: February 3, 2016

Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve Resolution 16-02-R8. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Akin, Babb

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

AUDITING SERVICES CONTRACT

RESOLUTION

AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT
FOR AUDITING SERVICES

No. 16-02-R9

WHEREAS, the Washington Township Municipal Utilities Authority ("Authority") has a need to acquire Auditing Services for fiscal year ending 2012; and,

WHEREAS, Nisivoccia & Company has submitted a proposal dated December 8, 2014 indicating they will provide the Auditing Services for the not to exceed price of \$28,535 for fiscal year 2014, attached hereto as Schedule A; and,

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of a contract for "Professional Services" without competitive bids and the contract for said services must be made available for public inspection; and,

WHEREAS, this is an award of a non-fair and open contract in accordance with N.J.S.A. 19:44A-20.5 and as required thereby: (1) the Executive Director has determined and hereby certifies in writing that the value of the contract is anticipated to exceed \$17,500, (2) Nisivoccia & Company has submitted a Business Entity Disclosure Certification which certifies that Nisivoccia & Company has not made any reportable contributions to a political or candidate

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committee in Township of Washington in the previous year, and (3) the Contract will prohibit Nisivoccia & Company from making any reportable contributions through the term of the contract; and

WHEREAS, the Executive Director hereby certifies that adequate funds are available for these purposes; and,
WHEREAS, the term of this contract is one year.

NOW, THEREFORE, BE IT RESOLVED by the Washington Township Municipal Utilities Authority:

1. The Executive Director is hereby authorized and directed to accept the proposal of Nisivoccia & Company as the form of Professional Services Contract ("Contract") not to exceed \$28,535 for 2014 Auditing Services
2. A copy of this Resolution and the Contract engaging Nisivoccia & Company shall be kept on file and available for public inspection at the office of the WTMUA, PO Box 226, 46 East Mill Road, Long Valley, New Jersey.
3. This contract are made without competitive bidding as a "professional service" in accordance with N.J.S.A. 40:22-5(1)(a)(i) of the Local Public Contracts Law, because it involves the services of recognized professionals.
4. A notice of this action shall be printed in the Authority's Official Newspaper within ten (10) days of the passage of this resolution.

CERTIFIED AS TO CONTRACT VALUE AND FUNDS AVAILABILITY

Michael P. Pucilowski

Executive Director

INTRODUCED AND PASSED: February 3, 2016

Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve Resolution 16-02-R9. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Akin, Babb

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

LEGAL SERVICES CONTRACT

RESOLUTION

AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT
FOR LEGAL SERVICES

No. 16-02-R10

WHEREAS, the Washington Township Municipal Utilities Authority ("Authority") has a need to acquire Legal Services; and

WHEREAS, Gregory of Gregory & Reed has submitted a proposal dated February 1, 2016 indicating they will provide the Legal Services in accordance with the rate schedule submitted; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of a contract for "Professional Services" without competitive bids and the contract for said services must be made available for public inspection; and,

WHEREAS, this is an award of a non-fair and open contract in accordance with N.J.S.A. 19:44A-20.5 and as required thereby: (1) the Executive Director has determined and hereby certifies in writing that the value of the contract is anticipated to exceed \$17,500, (2) Gregory & Reed has submitted a Business Entity Disclosure Certification which certifies that Gregory & Reed has not made any reportable contributions to a political or candidate committee in Township of Washington in the previous year, and (3) the Contract will prohibit Gregory & Reed from making any reportable contributions through the term of the contract; and

WHEREAS, the Executive Director hereby certifies that adequate funds are available for these purposes; and,
WHEREAS, the anticipated term of this contract is one year.

NOW, THEREFORE, BE IT RESOLVED by the Washington Township Municipal Utilities Authority:

1. The Executive Director is hereby authorized and directed to execute a form of professional services contract with Gregory & Reed for legal services as approved by our attorney, attached hereto as Schedule A.
2. A copy of this Resolution and the Contract engaging Gregory & Reed shall be kept on file and available for public inspection at the office of the WTMUA, PO Box 226, 46 East Mill Road, Long Valley, New Jersey.

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3. This contract are made without competitive bidding as a "professional service" in accordance with N.J.S.A. 40:22-5(1)(a)(i) of the Local Public Contracts Law, because it involves the services of recognized professionals.
4. A notice of this action shall be printed in the Authority's Official Newspaper within ten (10) days of the passage of this resolution.

CERTIFIED AS TO CONTRACT VALUE AND FUNDS AVAILABILITY

Michael P. Pucilowski

Executive Director

INTRODUCED AND PASSED: February 3, 2016

Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve Resolution 16-02-R10. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Akin, Babb

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

ENGINEERING SERVICES CONTRACT

RESOLUTION

AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT
FOR ENGINEERING SERVICES

No. 16-02-R11

WHEREAS, the Washington Township Municipal Utilities Authority ("Authority") has a need to acquire Engineering Services; and

WHEREAS, David J. Egarian, P.E. of D.J. Egarian & Associates, Inc. has submitted a proposal dated January 27, 2016 indicating they will provide the engineering services in accordance with the rate schedule submitted; and,

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of a contract for "Professional Services" without competitive bids and the contract for said services must be made available for public inspection; and,

WHEREAS, this is an award of a non-fair and open contract in accordance with N.J.S.A. 19:44A-20.5 and as required thereby: (1) the Executive Director has determined and hereby certifies in writing that the value of the contract is anticipated to exceed \$17,500, (2) D.J. Egarian & Associates, Inc has submitted a Business Entity Disclosure Certification which certifies that D.J. Egarian & Associates, Inc has not made any reportable contributions to a political or candidate committee in Township of Washington in the previous year, and (3) the Contract will prohibit D.J. Egarian & Associates, Inc from making any reportable contributions through the term of the contract; and

WHEREAS, the Executive Director hereby certifies that adequate funds are available for these purposes; and,

WHEREAS, the anticipated term of this contract is one year; and

NOW, THEREFORE, BE IT RESOLVED by the Washington Township Municipal Utilities Authority:

1. The Executive Director is hereby authorized and directed to execute a form of professional services contract with David J. Egarian, P.E. of D.J. Egarian & Associates, Inc. for engineering services as approved by our attorney, attached hereto as Schedule A.
2. A copy of this Resolution and the Contract engaging David J. Egarian, P.E. shall be kept on file and available for public inspection at the office of the WTMUA, PO Box 226, 46 East Mill Road, Long Valley, New Jersey.
3. This contract are made without competitive bidding as a "professional service" in accordance with N.J.S.A. 40:22-5(1)(a) of the Local Public Contracts Law, because it involves the services of recognized professionals.
4. A notice of this action shall be printed in the Authority's Official Newspaper within ten (10) days of the passage of this resolution.

CERTIFIED AS TO CONTRACT VALUE AND FUNDS AVAILABILITY

Michael P. Pucilowski

Executive Director

INTRODUCED AND PASSED: February 3, 2016

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Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve Resolution 16-02-R11. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Akin, Babb
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

OFFICIAL NEWSPAPER

RESOLUTION Official Newspaper

No. 16-02-R12

BE IT RESOLVED that the official newspaper of the Washington Township Municipal Utilities Authority for the year 2016 shall be the Daily Record.

INTRODUCED AND PASSED: February 3, 2016

Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve Resolution 16-02-R12. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Akin, Babb
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

OFFICIAL DEPOSITORIES

RESOLUTION Official Depositories
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No. 16-02-R13

BE IT RESOLVED by the Washington Township Municipal Utilities Authority that the following be designated as official depositories for the Authority's funds for the year 2016:

PNC Bank, N.A.
U.S. Bank

INTRODUCED AND PASSED: February 3, 2016

Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve Resolution 16-02-R13. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Akin, Babb
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

MEL PERSONNEL ADMINISTRATOR

RESOLUTION DESIGNATION of a MEL PERSONNEL ADMINISTRATOR
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No. 16-02-R14

WHEREAS, the Washington Township Municipal Utilities Authority (the Authority) has insurance coverage through New Jersey Utility Authorities Joint Insurance Fund (JIF); and,

WHEREAS, JIF coverage for Personnel Practices Risk Control is provided through the New Jersey Municipal Excess Liability System (MEL); and,

WHEREAS, MEL requires that all members designate a Personnel Administrator to assist the Executive Director in the implementation of personnel practices; and,

WHEREAS, E. Jill Waller has, as part of her duties as the Executive Secretary, been assigned human resource responsibilities; and,

WHEREAS, it is the best interest of the Authority to appoint E. Jill Waller as the MEL Personnel Administrator.

NOW, THEREFORE, BE IT RESOLVED by the Washington Township Municipal Utilities Authority, that:

1. E. Jill Waller hereby appointed as the Authority's MEL Personnel Administrator.
2. This Resolution shall take effect as provided by law.

INTRODUCED AND PASSED: February 3, 2016

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Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve Resolution 16-02-R14. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Akin, Babb
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

PAYMENT OF BILLS EXCEPTION

RESOLUTION

Authorization of Bills Exception

No. 16-02-R15

WHEREAS, the Washington Township Municipal Utilities Authority requires goods and services, and commitment for payment for such goods and services at various times during any given month; and,

WHEREAS, it is to the benefit of the Authority to secure the goods and services on a timely basis, and thereby committing payment for such goods and services, in order to maintain the operations of the Authority.

NOW, THEREFORE, BE IT RESOLVED by the Washington Township Municipal Utilities Authority, that:

1. The Executive Director is authorized to commit the Authority's financial resources for certain goods and services prior to review by the MUA Committee except hiring decisions which shall not be made without MUA Board approval.
2. To qualify authorization of funds prior to Committee review, vouchers for such goods and services shall be:
 - Less than \$5,000 in the aggregate, and in accordance with applicable law,
 - Covered by a contract previously approved by the Committee,
 - For goods or services received from regulated utilities (e.g. - Electricity or Telephone) and required in the ongoing operation of the sewer and water systems, or
 - Sludge removal and disposal.

INTRODUCED AND PASSED: February 3, 2016

Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve Resolution 16-02-R15. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Akin, Babb
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

RESOLUTION

Payment of Bills Exception

No. 16-02-R16

WHEREAS, the Washington Township Municipal Utilities Authority receives goods and services, and invoices for such goods and services at various times during any given month; and,

WHEREAS, it is to the benefit of the Authority to make payments for goods and services on a timely basis to retain good relations with vendor, avoid interest amounts on overdue payments, and to take advantage of discounts.

NOW, THEREFORE, BE IT RESOLVED by the Washington Township Municipal Utilities Authority that the Executive Secretary is authorized to make payments for certain goods and services, with voucher approval from the Executive Director or MUA Chairman and authorized staff, prior to review by the MUA Committee.

INTRODUCED AND PASSED: February 3, 2016

Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve Resolution 16-02-R16. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Akin, Babb
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

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APPOINT NJ SUSTAINABLE ENERGY MEETING REPRESENTATIVE

**RESOLUTION
APPOINTING OFFICIAL REPRESENTATIVE FOR
NEW JERSEY SUSTAINABLE ENERGY MEETING**

No. 16-02-R17

WHEREAS, the New Jersey Sustainable Energy Meeting (NJSEM) was formed as a joint meeting for the joint procurement of natural gas, electricity and other forms of energy as permitted by N.J.S.A. 40A:65-14 et seq, and;

WHEREAS, the Authority became a member of the NJSEM on April 15, 2011, and;

WHEREAS, in order to participate in the NJSEM, the Washington Township Municipal Utilities Authority ("Authority") must designate an NJSEM Representative as liaison for all communication between the NJSEM and the Authority.

NOW, THEREFORE BE IT RESOLVED, by the Washington Township Municipal Utilities Authority in the County of Morris and in the State of New Jersey as follows:

1. Christine Kattermann, Authority Billing/Bookkeeping Clerk, is hereby designated as the Official Representative for the NJSEM.
2. Upon enrollment, the designated Authority Official Representative agrees to act as liaison between the Authority and the NJSEM advising both parties of pertinent communications with regard to the procurement of natural gas, electricity and other forms of energy.
3. This resolution shall take effect immediately according to law.

INTRODUCED AND PASSED: February 3, 2016

Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve Resolution 16-02-R17. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Akin, Babb

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

AUTHORIZING PURCHASES UNDER PURCHASE COOPERATIVES AND NJSEM

**RESOLUTION
AUTHORIZING PURCHASES UNDER
THE NJ COOPERATIVE PURCHASING PROGRAM, THE MORRIS COUNTY COOPERATIVE COUNCIL
(MCCC), THE SOMERSET COUNTY COOPERATIVE PRICING SYSTEM (SOCCP) and THE NEW JERSEY
SUSTAINABLE ENERGY JOINT MEETING (NJSEM)**

No. 16-02-R18

WHEREAS, the Washington Township Municipal Utilities Authority (the "Authority"), pursuant to N.J.S.A. 40A:11-10 – 40A:11-12 and N.J.A.C. 5:34-7 may by resolution and without advertising for bids, purchase goods or services under the State of New Jersey Cooperative Purchasing Program, the Morris County Cooperative Council ("MCCC"), the Somerset County Cooperative Pricing System (SOCCP) and the New Jersey Sustainable Energy Joint Meeting (NJSEM) for any contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of Treasury, the MCCC, the SOCCP and the NJSEM; and,

WHEREAS, The Authority has the need on a timely basis to purchase goods or services utilizing State, MCCC, SOCCP and NJSEM contracts; and

WHEREAS, The Authority intends to enter into contracts with State Division of Purchase and Property, MCCC, SOCCP and NJSEM contract vendors through this resolution and properly executed purchase orders.

NOW, THEREFORE, BE IT RESOLVED that the Authority authorizes the purchase of goods and services from the New Jersey State contract, MCCC, SOCCP and NJSEM vendors, pursuant to all the conditions of the individual contracts; and

BE IT FURTHER RESOLVED that the Authority intends to authorize the purchase of the following items as indicated below:

1. New Jersey State Contract:
 - a. ultra low sulfur diesel and biodiesel fuel (T1845)
 - b. office supplies & equipment (M0052)
 - c. environmental testing instruments (T0983)
 - d. automotive parts & accessories (G8022)

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- e. auctioneering services: internet auctions to sell surplus property (T2581)
- f. NJDEP laboratory analysis of drinking water samples (T2688)
- g. Light duty trucks and cargo vans (T2754)
- h. industrial MRO supplies (M0002)
- 2. MCCC
 - a. #2 fuel oil (for heating) (C-2)
 - b. #2 ultra low sulfur diesel fuel (C-12)
 - c. catch basins & manhole castings (C-14)
 - d. utility vehicles (C-15c)
 - e. office supplies (C-16)
 - f. water treatment chemicals (C-17)
 - g. tree removal/trimming/stump grinding services (C-18)
 - h. DPW uniforms/work shoes/boots (C-22)
 - i. janitorial supplies (C-25)
 - j. pest control services (buildings) (C-29)
 - k. office paper supplies (C-30)
 - l. calcium chloride bags (C-31)
 - m. light bulbs (C-35)
- 3. SOCCP
 - a. Industrial & Commercial Equipment & Supplies – Catalog Sales
- 4. NJSEM
 - a. natural gas
 - b. electricity
 - c. other forms of energy

- i. WSCA computer contract (M0483)
- j. vehicles, trucks, class 2, pickup/ utility, with snow plow option (T2100)
- k. preventative maintenance and testing of emergency standby generators (T2848)
- l. walk-in building supplies (M8001)
- n. preventive maintenance/repair of communications equip. (radios) (C-38)
- o. personal protection items & equip. for Emergency personnel (C-40)
- p. purchase of communications equipment (radios) (C-41)
- q. propane gas (C-43)
- r. septic pumping/sludge removal & disposal services (C-45)
- s. preventive maintenance/repair of emergency generators (C-46)
- t. water meters/data recorders & radio frequency meter interface units (C-47)
- u. fencing materials & install (C-53)
- v. fire equipment services (C-13)

BE IT FURTHER RESOLVED that, pursuant to the N.J.A.C. 5:30-5.5(b), the certification of available funds shall be completed by the Authority's Chief Financial Officer prior to placing an order for goods and services from the New Jersey State contract, SOCCP and MCCC vendors and said certification shall be in the form of an authorized purchase order; and

BE IT FURTHER RESOLVED that the duration of this authorization shall be until February 28, 2017.

INTRODUCED AND PASSED: February 3, 2016

Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve Resolution 16-02-R18. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Akin, Babb

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

APPOINT RISK MANAGER

**RESOLUTION
APPOINTING A RISK MANAGER**

No. 16-02-R19

WHEREAS, the Washington Township Municipal Utilities Authority (Authority) is a member of the New Jersey Utilities Authorities Joint Insurance Fund (Fund); and,

WHEREAS, members of the Fund typically appoint a Risk Management Consultant to perform insurance consultations services as outlined in the proposed form of Agreement attached hereto; and

WHEREAS, the standard rate utilized by the Fund's for consultation services is six percent (6%) of the Authority's assessment, payable by the Fund; and

WHEREAS, the Local Public Contracts Law allows for the retention insurance consultants without competitive bidding recognizing that it is impracticable to undertake competitive bidding for insurance consultants; and,

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WHEREAS, *Stanford Risk Management Services, Inc.* of Lafayette, New Jersey has provided Risk Management Consultant's services to the Authority for several years.

NOW, THEREFORE, BE IT RESOLVED by the *Washington Township Municipal Utilities Authority*, that:

- (1) The firm of *Stanford Risk Management Services, Inc.*, 10 Thomas Rd., Lafayette, NJ be appointed as its Risk Management Consultant.
- (2) That the Executive Director is hereby authorized and directed to execute the Risk management Consultant's Agreement annexed hereto.
- (3) This contract is awarded without competitive bidding in accordance with 40A:II-5(m) of the Local Public Contracts Law.
- (4) A copy of this resolution shall be published in the Authority's Official Newspaper as required by law within ten (10) days of its passage.

INTRODUCED AND PASSED: February 3, 2016

Motion was made by Mr. Babb, and seconded by Mr. Akin, to approve Resolution 16-02-R18. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Akin, Babb

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

REGULAR MEETING

CLOSED SESSION – 7:53 PM

RESOLUTION CLOSED SESSION

No. 16-02-B

WHEREAS, it is necessary for the Washington Township Municipal Utilities Authority to discuss a matter relating to Personnel and Contract Negotiations which is permitted by Section 7.6 of the Open Public Meetings Act (Chapter 231 of the Public Laws of the State of New Jersey for 1975) to be discussed in closed session in the absence of the Public; and

WHEREAS, the Washington Township Municipal Utilities Authority has determined that it is necessary in the public interest that the matter in fact be discussed in closed session, and has estimated that, as nearly as can be ascertained, the results of the discussion can be disclosed to the public when formally acted upon.

NOW, THEREFORE, BE IT RESOLVED by the Washington Township Municipal Utilities Authority, in the County of Morris and State of New Jersey, that the public be excluded from the closed portion of this meeting, during which only the aforesaid matter will be discussed.

INTRODUCED AND PASSED: February 3, 2016

Motion was made by Mr. Napolitano, and seconded by Mr. Babb, to approve Resolution 16-02-B. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Akin, Babb

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

OUT OF CLOSED - 8:21 PM

LVSTP OPERATOR

The Executive Director advised because both plants have a S-2 designation the DEP does not require the Operator to be here 5 days, 8 hours a day. The DEP will only have an issue if there is a problem with one of the facilities. They may then suggest that the Operator must focus on only one plant to get it running affectively. Both Les and Bob feel that there needs to be a full time operator at both plants. This would only be the case if it was a S-3 Plant. The form that Bob signed was incorrect because it did say that Bob was Operator of Record for the Long Valley Plant full time. The increased salary from an Assistant Operator to Operator was discussed. In addition to running the Plant the Operator needs to check pump stations and do mark outs pulling him outside the Plant Operations. It was recommended by the Executive Director that the Administrative Hourly Stipend would be removed. One option is to

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have another level in between the Assistant Operator and the Operator. The ED currently works directly with both employees.

It was suggested that Dustin has the licenses and could be the backup for Sewer. It was also suggested that he could be in the position to become a Sewer Operator as well as Water Operator when the current Water Operator retires.

The two sewer plants are very different. There are very few plants in New Jersey like the Long Valley Plant. The Executive Director feels that the best thing for the Authority is to have everyone know both the water and sewer side. It has been suggested that the Assistant Water Operator is too busy to add sewer responsibilities. A recommendation is to have all six employees take ownership over all operations.

It is fair to say that Les has more responsibility than the other Assistant Operator. Another consideration is that the current Water Operator could retire at any time making it important to have the Assistant Water Operator's focus be on the water operations. The ED has previously suggested to the Meter Reader that he could move into the sewer operations. He hasn't been able to focus on getting his licenses in order to pursue this opportunity.

It was recommended that the decision should not be put off much longer since it has been a discussion point since July. A request was made for the Executive Director to provide, at the next meeting, his recommendation on how to utilize the current and future staff. The Authority needs to determine who will secede the current Operators. The ED recommends a new hire to split between water and sewer and move Lester to Senior Assistant Operator. It was suggested to switch Bob and Les.

It was suggested that the organization issues need to be addressed and another emergency meeting could be added. The emergency meeting could be added to the current schedule that was agreed to earlier tonight.

Motion was made by Mr. Akin, and seconded by Mr. Napolitano, to amend Resolution 16-02-R7 to add a meeting on February 17, 2016 meeting. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Akin, Babb
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

ADMINISTRATIVE STAFF 2016 SALARY

This topic has been tabled until next meeting. Salary histories were requested.

69 SCHOOLEY'S MOUNTAIN – WATER BOOSTER PUMP

The water pressure at the home is not consistent and on the low side of what the Authority is required to provide. Historically the homeowners were responsible for purchasing and maintaining pressure pumps. The Authority Rules and Regulations speaks to new developments required to providing booster pumps if pressure is too low. The Authority doesn't want to raise the pressure on the main line because it might cause more main breaks on the main line. It was suggested that a booster pump is not an Authority responsibility unless the pressure at the home is under 20psi. The Executive Director will take more pressure readings in the spring.

GARDEN CLUB FLOWER SALE

The need for a Hold Harmless release was discussed. The Attorney suggests consulting the insurance rep that this activity is covered. If it is covered then the Hold Harmless is probably not necessary.

Motion was made by Mr. Napolitano, and seconded by Mr. Akin, to approve the Garden Club's use of the property for the Flower Sale. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Akin, Babb
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

DIRECTOR'S REPORT

- WMCHS owes the Authority money for Bartley Pump Station from before 2009. The School Attorney advised that they will pay the bill but, since the Pump Station was not officially accepted, the 10 year period of the agreement doesn't start until now. The Authority has additional expenses since the billing and if the agreement doesn't begin until 2016, these expenses will be the responsibility of the School.
- The Capital water planned improvements list was provided. At the March meeting the sewer capital planned improvements will be provided. Additional financing may need to be discussed to fund the needs.

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- RBC building purlins are in and the roof weathered the snow storm.
- Cucinella school easements are being reviewed.
- Operations Employee Performance Reviews have not been completed.
- The Authority is waiting for the DEP to remove of inadequate water supply restrictions from Water Allocation Permit.
- New Jersey Water Supply Agreement should be ready for a vote from the Board at the next meeting. This is a five year agreement.
- There is a tentative bid date of March 10th for Excavation bid.
- The small building on Camp Washington Rd was demolished when the spring building was removed.

CLOSED SESSION – 10:09PM

RESOLUTION CLOSED SESSION

No. 16-02-F

WHEREAS, it is necessary for the Washington Township Municipal Utilities Authority to discuss a matter relating to Personnel and Contract Negotiations which is permitted by Section 7.6 of the Open Public Meetings Act (Chapter 231 of the Public Laws of the State of New Jersey for 1975) to be discussed in closed session in the absence of the Public; and

WHEREAS, the Washington Township Municipal Utilities Authority has determined that it is necessary in the public interest that the matter in fact be discussed in closed session, and has estimated that, as nearly as can be ascertained, the results of the discussion can be disclosed to the public when formally acted upon.

NOW, THEREFORE, BE IT RESOLVED by the Washington Township Municipal Utilities Authority, in the County of Morris and State of New Jersey, that the public be excluded from the closed portion of this meeting, during which only the aforesated matter will be discussed.

INTRODUCED AND PASSED: January 6, 2016

Motion was made by Mr. Babb, and seconded by Mr. Napolitano, to approve Resolution 16-02-F. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Akin, Babb
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

OUT OF CLOSED – 10:44 PM

APPROVAL OF MEETING MINUTES

Motion was made by Mr. Babb, and seconded by Mr. Napolitano, to approve January 6, 2016 Open Meeting Minutes.

Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Babb
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

JANUARY CHECKBOOK REGISTER

Motion was made by Mr. Babb, and seconded by Mr. Napolitano, to approve the Checkbook Register as presented.

Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Babb
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

DECEMBER BILLING ADJUSTMENTS

The leak adjustment for 4 Elm Court was reviewed. The Authority's Leak / Unaccounted For Water Policy was also discussed.

Motion was made by Mr. Napolitano, and seconded by Mr. Babb, to approve the presented Billing Adjustments. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Babb
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

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VOUCHERS OVER \$5,000

Motion was made by Mr. Babb, and seconded by Mr. Napolitano, that the vouchers for Samuel Stothoff dated 1/7/16 for \$6,958.88, DJ Egarian dated 12/31/15 for \$11,902.90, Rio Supply dated 12/31/15 for \$99,289.00 and HD Supply dated 1/13/16 for \$7,757.05 be approved for payment and authorized by the signature of the proper official.

Motion was carried by the following vote:

AYES: Messrs. Cullen, Napolitano, Babb
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

OUTSTANDING BALANCES

It was noted that the outstanding balances have increased. The Executive Director advised that he is currently working with remaining issues from the first round of shut offs. Additionally, he is putting off generating shut offs until the weather improves so curb stops can be checked and customers are not shut off during the winter months. Notices have included with the bills. Letters will go out soon.

ADOPTION OF 2016 APPROVED BUDGET

**RESOLUTION
2016 AUTHORITY WATER AND SEWER UTILITY ADOPTED BUDGET
WASHINGTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPERATING and CAPITAL BUDGETS
for the
FISCAL YEAR: from JANUARY 1, 2016 to DECEMBER 31, 2016**

No. 16-02-D

WHEREAS, the Annual Budget and Capital Budget/Program for the Washington Township Municipal Utilities Authority for the fiscal year period beginning January 1, 2016 and ending December 31, 2016, has been presented for adoption before the Commissioners of the Authority at its open public meeting of February 4, 2016 and,

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and,

WHEREAS, the Annual Budget as introduced reflects Total Anticipated Revenues of \$4,205,098, Total Appropriations, including any Accumulated Deficit if any, of \$4,205,098 and Total Unrestricted Net Assets utilized to Balance Budget of \$0; and,

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$2,517,500 and Total Unrestricted Net Assets planned to be utilized as funding thereof, of \$2,517,500; and,

NOW, THEREFORE BE IT RESOLVED, by the Commissioners of the Washington Township Municipal Utilities Authority, at an open public meeting held on February 3, 2016 that the Annual Budget and Capital Budget/Program of the Washington Township Municipal Utilities Authority for the fiscal year period beginning January 1, 2016 and ending December 31, 2016 is hereby adopted and shall constitute an appropriation for the purposes stated; and,

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

INTRODUCED AND PASSED: February 3, 2016

Motion was made by Mr. Napolitano, and seconded by Mr. Babb, to approve Resolution 16-02-D. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Babb
NAYS: Messrs.: None
ABSTAIN: Messrs.: None

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ADMINISTRATIVE STAFF 2016 SALARY

This topic has been tabled until the February 17th meeting. Resolution of this item prior to the end of March will avoid having to report salary changes to the pension system retroactively.

NJWSA CONTRACT

This topic was tabled.

PROPOSED AMENDMENT TO EXCESSIVE UNACCOUNTED FOR WATER USE/BILL POLICY

<p>RESOLUTION EXCESSIVE UNACCOUNTED FOR WATER USE / BILL POLICY REVISED</p>
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No. 16-02-C

WHEREAS, the Washington Township Municipal Utilities Authority (the Authority) approved Resolution 14-12-F on December 3, 2014; and

WHEREAS, it is in the Authority's best interest to amend the policy; and

WHEREAS, this Resolution replaces Resolution 14-12-F; and

WHEREAS, the Washington Township Municipal Utilities Authority (Authority) occasionally finds that customers have used an abnormally large quantity of water for which there is, or is claimed to be, no known immediate explanation or is attributed to a leak; and,

WHEREAS, billing for such Excessive Unaccounted for Water Use is often disputed by the customer; and,

WHEREAS, it is the best interest of the Authority to have a policy that will allow administrative disposition of such disputed bills in a uniform manner.

NOW, THEREFORE, BE IT RESOLVED by the Washington Township Municipal Utilities Authority, that:

- I. The policy for the reduction of certain water bills for excessive water use from leaks or unknown causes shall be as follows:
 - a. At the discretion of the Authority and guided by the policies set forth below, a water bill may be adjusted when a customer claims there was unaccounted for water use or water use caused by a leak and the amount of water used was excessive when compared to historic use during similar seasonal billing periods. Upon the receipt of a claim, the Authority shall re-read the meter to confirm that water meter readings are accurate and determine if the use of water was "excessive" by examining actual meter readings for past water use during similar seasonal periods. If excessive water use is confirmed and it is demonstrated that the excessive use is no longer occurring; and, a radio-read meter is installed at the property; and, the customer's account is current notwithstanding the billing quarter in question, a billing adjustment may be offered to the customer for one quarter only, and in the case of more than one affected quarter only the highest billing quarter will be adjusted, under the following options:
 - i. If the Customer has a water meter located in a pit at the end of the property and the excess usage is a result of a service line leak, the bill may be adjusted by a reduction to an amount based on 125% of the water use for the same billing quarter of the previous year provided the customer repairs the service line leak and signs a certification (see below) confirming the existence of the leak and that an appropriate repair has been made. Additionally, the customer must certify to the following:
 - (1) That customer made diligent efforts to repair the leak once discovered or was unaware of the leak or excess usage until alerted by the MUA or through review of his/her bill, and
 - (2) That there was a service line leak found between the meter pit and the pipe entry point to the home, but that it was reasonably beyond their knowledge or control to have discovered the service line leak, and
 - (3) Customer shall attach and certify receipts for repairs from a contractor, or, in the case of a do-it-yourself repair, receipts for materials purchased confirming that the leak has been repaired.
 - ii. In the event the customer contends that there was a leak within the home, including any water lines extended beyond the home (i.e. hose bibs, irrigation systems, accessory buildings, etc.) or there is no known explanation for the excessive use, the customer may have their bill adjusted

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one time only during the period of their residency in the home. This reduction shall be based on 150% of the water use for the same billing period of the previous year but in no case shall exceed \$600.00 without extraordinary circumstances and Board approval. To be eligible to receive this type of billing adjustment, the Customer must also certify to the following:

- (1) That customer made diligent efforts to repair the leak once discovered or they were unaware of the excess water usage until alerted by the MUA or through review of his/her bill, and
 - (2) They acknowledge that such settlement shall be a onetime adjustment for one quarter only and no further adjustments under this provision shall be available during the Customer's occupancy of the premises.
- b. The customer may have the meter replaced and tested. The customer shall sign an agreement providing that:
- i. If the meter is found to be operating properly or reading less flow than acceptable for such equipment, the customer will be responsible for the total amount of the disputed bill and the cost associated with replacing and testing the original meter, or
 - ii. If the meter is found to be reading flow at a rate greater than acceptable for such equipment, the disputed bill will be adjusted, in the next regular billing cycle, to account for the excess rate indicated by the testing. In which case, the Authority will be responsible for the cost associated with replacing and testing the original meter.
- c. In the event that the contested bill is not resolved under the options set forth above, the full amount of the bill shall be due, with accumulated interest, at the next regular billing cycle. If unpaid, it shall be treated as a delinquent account.
- II. This Resolution replaces Resolution 14-12-F, Resolution Excessive Unaccounted for Water Use / Bill Policy.
- III. This Resolution applies to all identified leak situations after the date of this Resolution.

This Resolution shall take effect as provided by law.

INTRODUCED AND PASSED: February 3, 2016

Motion was made by Mr. Napolitano, and seconded by Mr. Babb, to approve Resolution 16-02-C. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Babb

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

2015 BUDGET AMENDMENT

**RESOLUTION
AMEND WTMUA 2015 FISCAL BUDGET**

No. 16-02-E

WHEREAS, N.J.A.C. 5:31-2.8 provides that the Director, Division of Local Government Service may approve the amendment of the budget of any Authority when there are increases in budgeted costs with corresponding increases in budgeted revenue; and

WHEREAS, the Washington Township MUA has amendments to the 2015 budget and seeks approval of the Director for said amendments;

NOW, THEREFORE, BE IT RESOLVED by the Washington Township Municipal Utilities Authority, in the County of Morris and State of New Jersey, hereby request the Director of Local Government Service to approve the amendment to the 2015 budget as follows:

Adjust Water Appropriations as follows:

	<u>From</u>	<u>To</u>	<u>Difference</u>
Sewer Fringe Benefits	130,978	125,978	(5,000)
Sewer Operating Wages	276,897	281,897	5,000
	407,875	407,875	0

BE IT FURTHER RESOLVED, two certified copies of this budget amendment shall be transmitted to the Director within 3 days of the adoption of this Resolution.

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INTRODUCED AND PASSED: February 3, 2016

Motion was made by Mr. Babb, and seconded by Mr. Napolitano, to approve Resolution 16-02-E. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Babb

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

JOB DESCRIPTIONS

This topic was tabled.

REVISION TO PERSONNEL POLICIES AND PROCEDURES MANUAL

This topic was tabled.

WEST MORRIS CENTRAL HIGH SCHOOL SEWER SERVICE AGREEMENT

This topic was tabled.

ADJOURNMENT

Motion was made by Mr. Babb and seconded by Mr. Napolitano, to adjourn the meeting. Motion was carried by the following vote:

AYES: Messrs.: Cullen, Napolitano, Babb

NAYS: Messrs.: None

ABSTAIN: Messrs.: None

Meeting Adjourned: 11:17 PM

Respectfully Submitted,
E. Jill Waller
Secretary