

RAHWAY VALLEY SEWERAGE AUTHORITY

Summary of Minutes

Regular Meeting held December 15, 2016

- Communications
One OPRA request was received
Resignation letter from Scott Thompson, Woodbridge Commissioner.

- Minutes
October 20, 2016 Personnel and Finance Committee Meetings and Regular Meeting.
November 3, 2016 Special Meeting.
November 3, 2016 Engineering and Personnel Committee Meetings.
November 10, 2016 Personnel and Finance Committee Meetings and Regular Meeting.

- Treasurers Reports
None.

- Executive Director
Sewer Connections and the status of various contracts.

- Counsel
Overview of legal matters.

- Committee Reports
Reports were given by the Finance and Nominating Committees.

- Unfinished Business
None.

- New Business
Approved the following: Award Contract #1603 to Optimum Controls Corp. in an amount of \$45,253.04; Authorize Mr. Meehan to act on behalf of RVSA on Contract #173; Award Contract #173-CS to Hawkins, Delafield & Wood in an amount of \$50,000.00; Award Contract #178A to T. Slack Environmental Services in an amount of \$35,214.00; Award Contract #178B to T. Slack Environmental Services in an amount of \$38,509.00; Award Contract #178C to E.O. Habegger in an amount of \$54,615.02; Award Contract #179 to Heritage Industrial Services in an amount of \$29,000.00; Approve Mr. Meehan's Employment Contract; Approve 2017 Salary Increases; Approve 2017 staff realignment changes; Approve 2017 P.A.C.O.; Approve 2017 Late Budget to Trenton; Approve 2017 Banks; and Approve 2017 Authorization to Invest.

- Bills & Claims

OPERATING FUND	01	\$1,287,627.75
BUILDING & EQUIPMENT FUND	02	<u>\$103,249.30</u>
TOTAL OF ALL FUNDS:		<u>\$1,390,877.05</u>

RAHWAY VALLEY SEWERAGE AUTHORITY

Minutes of the Regular Meeting

December 15, 2016

The Chairman, Michael Furci, called the meeting to order at 7:10 p.m. The Chairman asked that the recorder be turned on and that everyone silence their cell phones.

The Chairman read the statement on “Open Public Meetings Law”.

“In accordance with the requirements of the Open Public Meetings Act, State of New Jersey, adequate notice of this meeting has been provided by the inclusion of the date, time and place in a Notice forwarded to The Star Ledger, the Home News Tribune and the Clerk of each of the eleven member municipalities on February 9, 2016.

If any member of this body believes that this meeting is being held in violation of the provisions of the Open Public Meetings Act, please state your objection and the reasons for same at this time.”

.... Hearing no objections, we shall proceed with our regularly scheduled meeting.

Roll Call

The following members were present:

Michael Furci	for the Township of Springfield
Stephen D. Greet	for the Borough of Garwood
Louis C. Lambe	for the Township of Cranford
Robert Rachlin	for the City of Rahway
Scott L. Thompson	for the Township of Woodbridge
John J. Tomaine	for the Borough of Mountainside

The following members were absent:

Allen Chin	for the Town of Westfield
Michael Connelly	for the Borough of Roselle Park
Robert B. LaCosta	for the Township of Scotch Plains
Richard J. LoForte	for the Borough of Kenilworth
Frank G. Mazzarella	for the Township of Clark

The following were also present:

James J. Meehan	Executive Director
Robert J. Materna	Secretary-Treasurer
Joanne Grimes	Board Secretary/Office Manager/QPA
Dennis Estis, Esq.	General Counsel, Greenbaum, Rowe, Smith
Dan Ward	Superintendent
John Buonocore	Chief Engineer
Anthony Gencarelli	Manager of Regulatory Compliance
Andrew Sasso	Operations Manager
Robert Poltz	MIS Manager
Wayne Baker	Westfield Leader

Communications

The following letter addressed to James Meehan, was received November 2, 2016 from Scott Thompson:

“I am writing to inform you that I am resigning my position as Commissioner for the Township of Woodbridge effective December 31, 2016. I have decided to retire from my position with Woodbridge Township on March 31, 2017 and will be moving out of the area. This will give our Mayor an opportunity to appoint a new commissioner to start off the New Year. Hopefully I will have an opportunity to meet with the new Commissioner and offer some guidance before he/she takes up their position.

It has been a pleasure working with you, the staff and all the Commissioners to help improve the quality of service our Authority provides to its customers. I truly believe under your guidance the Authority has made great strides to that end. Please extend my thanks to all the staff at the Authority who have helped to make my tenure such a pleasure.”

An OPRA request was received November 16, 2016 from Kaylin Mahoney regarding Industrial Users of the Authority. A response was sent to Ms. Mahoney on November 21, 2016 with the requested information.

Approval of Minutes

Mr. Tomaine made a motion, seconded by Mr. Thompson to approve the minutes of the Personnel and Finance Committee Meetings and Regular Meeting, held October 20, 2016. The motion was approved by those present, with the exception of Mr. Greet who abstained. Mr. Chin, Mr. Connelly, Mr. LaCosta, Mr. LoForte and Mr. Mazzarella were absent.

Mr. Lambe made a motion, seconded by Mr. Tomaine to approve the minutes of the Special Meeting held November 3, 2016. The motion was approved by those present, with the exception of Mr. Rachlin who abstained. Mr. Chin, Mr. Connelly, Mr. LaCosta, Mr. LoForte and Mr. Mazzarella were absent.

Mr. Tomaine made a motion, seconded by Mr. Lambe, to approve the minutes of the Engineering and Personnel Committee Meetings, held November 3, 2016. The motion was approved by those present, with the exception of Mr. Rachlin and Mr. Thompson who abstained. Mr. Chin, Mr. Connelly, Mr. LaCosta, Mr. LoForte and Mr. Mazzarella were absent.

Mr. Thompson made a motion, seconded by Mr. Greet, to approve the minutes of the Personnel and Finance Committee Meetings and Regular Meeting held November 10, 2016. The motion

was approved by those present. Mr. Chin, Mr. Connelly, Mr. LaCosta, Mr. LoForte and Mr. Mazzarella were absent.

Report of Treasurer

No report.

Report of Executive Director

Sewer Treatment Endorsements

The following is a list of Sewer Treatment Endorsements processed between 11/8/16 and 12/12/16. A copy of the log sheet with additional information related to these applications has been distributed for your reference.

RVSA Number					Date	Applicant's Name	Municipality
2020	-	16	-	CR	11/09/16	D. Villane Construction LLC	Cranford
2021	-	16	-	WF	11/09/16	D. Villane Construction LLC	Westfield
2022	-	16	-	WF	11/09/16	D. Villane Construction LLC	Westfield
2023	-	16	-	KW	11/09/16	Joe Rizzo	Kenilworth
2024	-	16	-	WF	11/15/16	Jon Gabriel	Westfield
2025	-	16	-	SF	11/16/16	Bob Hey - Longhorn Steakhouse	Springfield
2026	-	16	-	RW	11/16/16	Volker Marquardt	Rahway
2027	-	16	-	KW	11/17/16	DaSilva Homes	Kenilworth
2028	-	16	-	SP	11/22/16	Konstruk Enterprises Inc.	Scotch Plains
2029	-	16	-	WF	11/23/16	Sean McFadden / Michael Robert Construction LLC	Westfield
2030	-	16	-	KW	12/01/16	Antonio Maio	Kenilworth
2031	-	16	-	WF	12/05/16	1404 Boulevard LLC	Westfield
2032	-	16	-	WF	12/05/16	R&A Holdings LLC	Westfield
2033	-	16	-	WF	12/07/16	WGW1 LLC	Westfield
2034	-	16	-	WB	12/08/16	Bill Simcox / NBI Structures Inc.	Woodbridge
2035	-	16	-	RW	12/09/16	O. Camelote LTD.	Rahway
2036	-	16	-	CL	12/12/16	Ginesi Builders Inc.	Clark

Contract #1603 – Engineering and Computer Programming for PLC's

The Authority has been utilizing Optimum Controls Corporation to perform engineering and computer programming services of the Authority's Programmable Logic Controllers (PLC's) which specifically control the SCADA system. The work being done by OCC should have been done under a Professional Service Contract. This was brought to light in December when emergent work was required and put their services over the bidding threshold. A resolution has been prepared and is on the agenda this evening for action in order to correct this matter and an RFP is being drafted for their services for the 2017 calendar year.

Contract #1717 – Digester Gas Testing Services

An RFP was posted on the website for proposals from laboratories to provide Digester Gas Testing Services. Proposals were due on December 1, 2016, however, none were received. We did however, hear from one vendor that stated they could provide these services but this testing is not certified under the NJDEP as stated in the RFP. A motion is on the agenda to reject (none) and resolicit, and the RFP has been modified accordingly.

Mr. Greet asked if the Certification was necessary. Mr. Gencarelli stated it was not.

Contract #173CS – Codigestion/Liquid Waste Contract Oversight

A Request For Proposals for Contract Oversight Counsel Services was sent to Hawkins, Delafield & Wood LLP, based on a Non-Fair and Open Process in accordance with N.J.S.A. 19:44A-20.5, et seq. The following proposal was received.

Hawkins, Delafield & Wood LLP	\$325.00 Partners
Newark, NJ	\$245.00 Associates
	\$295.00 Blended Rate
	\$50,000.00 Not To Exceed

Hawkins, Delafield & Wood LLP has proposed the same rates since 2012. The not to exceed amount is based on the number of hours included in the RFP. Joanne Grimes found their proposal to be in order, and therefore, recommends award of this contract to Hawkins, Delafield & Wood LLP. Action is on the agenda under New Business.

Also, on the agenda is a resolution authorizing me to submit the loan application to the NJEIT.

Contracts #178A, 178B & 178C

As previously discussed with the Board, the Authority must remove the underground storage tanks (UST's). Originally we were going to have the Consulting Engineer prepare bid specifications for this work. However, John Buonocore became aware of Contracts solicited by the State of NJ that are available to Cooperatives as follows:

State Contract #A42266 – With T. Slack Environmental Services of Kenilworth, NJ, for the removal of underground storage tanks. Based on their rates in that contract, they have submitted a proposal to the Authority in the amount of \$35,214.00. Action is on the agenda to award this work under RVSA Contract #178A.

State Contract #A42266 – With T. Slack Environmental Services of Kenilworth, NJ, for the installation of Convault Tanks, Dispenser and Fuel Management System. Based on their rates in that contract, they have submitted a proposal to the Authority in the amount of \$38,509.00. Action is on the agenda to award this work under RVSA Contract #178B.

State Contract #A42261 – With E.O. Habhegger of Hammonton, NJ for them to provide the equipment, specifically a 2000 gallon special double wall steel convault storage tank package and related equipment in the amount of \$54,615.02. Action is on the agenda to award this purchase under RVSA Contract #178C.

Mr. Greet asked if it would be cheaper to go off site to acquire gas. Mr. Meehan stated it's not just a cost factor, but a convenience and there are several vehicles that are not registered to go off site.

Contract #179 – Demolition of Equipment in Headworks Building

Request For Quotations were sent to three companies for dismantling, rigging, loading and removal from site, all belt conveyors and screw augers, steel and platforms as per RVSA drawings, from the Headworks facility.

<u>Company</u>	<u>Amount</u>	<u>Documentation</u>
Heritage Industrial Services, Inc. Cream Ridge, NJ	\$29,000.00	Documents received
Expert Demolition Management Marlboro, NJ	\$38,000.00	No documents rec'd.
JR Enterprises, LLC Belleville, NJ	No quote	N/A

Note: JR submitted questions which were answered, however, they never responded.

Based on the foregoing, Robert Safchinsky, Maintenance Manager recommends awarding the contract to Heritage Industrial Services in the amount of \$29,000.00.

1044 East Hazelwood Avenue

John Buonocore is drafting specifications in order to solicit bids for the demolition work at the site. Fencing has been ordered and will be installed once it is received. The property has been added to the Authority's insurance policies.

Mr. Estis asked if all the buildings were being demolished. Mr. Meehan stated that only two of the three were being demolished.

Monthly Reports

The Operations, Engineering Bills & Claims, Litigation Cost and IPP reports have been received and were distributed to the Commissioners.

Report of Consulting Engineer

Howard Matteson, Consulting Engineer, from the firm CDM Smith, submitted his report for the month of November 2016.

A. Retainer Services

During the period, CDM Smith prepared the monthly report and attended the Engineering Committee meeting for November 2016.

B. Miscellaneous Engineering Services

During the period, CDM Smith performed the following:

- Began preparation of the 2016 Annual Report

C. Biosolids Hauling and Reuse Contract Assistance

No activity during the period.

D. Digester Gas Treatment System Design – Construction Services

No activity during the period.

E. Digester Covers and Waste Gas Burner Replacement – Design, Bidding, and Construction

During the period, CDM Smith performed the following:

- Coordinated with staff and made revised submission of documents to the NJEIT in an effort to obtain the Authorization to Advertise.

Report of General Counsel

Dennis Estis of Greenbaum, Rowe, Smith & Davis submitted the following report for the period from November 10, 2016 through December 15, 2016.

1. General

A. Flow Rights

The metering year ended on September 30, 2016. Only two municipalities exceeded their flows during the last metering year, Clark and Springfield. I have sent letters to both municipalities and received a response from only Clark, but I need to obtain additional information. We need to discuss in closed session what, if any, actions should be taken.

B. Local Contracts Law/Open Public Meetings Act

I was consulted by Ms. Grimes with regard to issues relating to the Buy America regulations.

C. 1044 East Hazelwood Avenue

The closing took place last month and the Authority should be proceeding to fence in the area.

D. QDI Monitoring

No change.

2. Contract #105 - Cogeneration Facility
The only thing remaining to be done is for Brian Hak, Special Litigation Counsel, to file the final settlement paperwork with the Court.

3. Personnel Committee
Action will be taken tonight with regard to the resolution concerning Mr. Meehan’s contract.

4. Rahway Park
In closed session, we will discuss issues relating to the Union County Park located in Rahway because of attorney client privilege and possible litigation.

Committee Reports

Committee	Committee Chairman	2/2016-2/2017 Committee Members		
Engineering	Robert LaCosta	Allen Chin	Louis Lambe	Scott Thompson
Finance	Stephen Greet	Robert LaCosta	Robert Rachlin	John Tomaine
Legal	John Tomaine	Allen Chin	Stephen Greet	Richard LoForte
Personnel	Richard LoForte	Robert LaCosta	Frank Mazzarella	Scott Thompson
Insurance Review	Allen Chin	Stephen Greet	Frank Mazzarella	John Tomaine
Nominating	Frank Mazzarella	Michael Connelly	Louis Lambe	-
Public Relations	Robert Rachlin	Michael Connelly	Louis Lambe	-
Security	Scott Thompson	Michael Connelly	Richard LoForte	Robert Rachlin

Chairman: Are there reports from any of the following Committees:

Engineering Committee (Robert LaCosta, Chairman)

The Engineering Committee Meeting scheduled for December 8, 2016 was cancelled.

Finance Committee (Stephen Greet, Chairman)

Mr. Greet stated that a Finance Committee Meeting was held earlier this evening to review the Bills & Claims List. Action is on the agenda under Bills & Claims.

Legal Committee (John Tomaine, Chairman)

No report.

Personnel Committee (Richard LoForte – Chairman)

No report.

Insurance Committee (John Tomaine, Committee Member)

No report.

Nominating Committee (Frank Mazzarella, Chairman)

The Nominating Committee should meet in January to make its recommendations to the Board

for the February annual Reorganization.

Public Relations Committee (Robert Rachlin, Chairman)

No report.

Security Committee (Scott Thompson, Chairman)

No report.

Unfinished Business

None.

New Business

The following Resolution #16-64 was offered by Mr. Thompson, on motion of Mr. Thompson, seconded by Mr. Greet and approved by those present. Mr. Chin, Mr. Connelly, Mr. LaCosta, Mr. LoForte and Mr. Mazzarella were absent.

RESOLUTION #16-64

WHEREAS, the Rahway Valley Sewerage Authority (Authority) engaged Optimum Controls Corporation (OCC) 1044 MacArthur Road, Reading, PA 19605, for Contract #1603 Engineering and Computer Programming, for the Authority's Programmable Logic Controllers (PLC's) for the period through December 31, 2016; and

WHEREAS, pursuant to the Local Public Contracts Law N.J.S.A. 40A:11-5(dd), contracts of this nature may be awarded without bidding, however, require authorization of the Board; and

WHEREAS, the Authority had been utilizing OCC to provide these services by use of purchase orders, however, is taking the necessary action to correct the use of these services under 40A:11-5(dd) and solicited a proposal based on Non-Fair and Open process; and

WHEREAS, the Authority received a proposal from Optimum Controls Corporation reflecting and hourly billable rates of \$155.00 for Principal Engineer, \$125.00 for Electrical Engineer/Senior PLC Programmer, \$92.00 for Senior Instrument & Control Technician, and other rates as outlined in the proposal, with a total not to exceed amount of \$45,253.04 as identified in the request and proposal; and

WHEREAS, the Secretary-Treasurer of the Authority hereby certifies that the necessary funds for said contract will be budgeted for in the 2016 Annual Budget.

NOW, THEREFORE, BE IT RESOLVED that the Rahway Valley Sewerage Authority engage the firm of Optimum Controls Corporation to provide the services described in the request and herein, with a total estimated amount not to exceed \$45,253.04; and

BE IT FURTHER RESOLVED that said Contract must be executed by both parties within 90 days of award, in the event that the designated Party to this contract fails or refuses to sign said contract and all terms and conditions included therein, this Resolution shall be void and services shall be forthwith terminated; and

BE IT FURTHER RESOLVED that a “Notice of Award” be published in Accordance with law.

Mr. Thompson made a motion, seconded by Mr. Lambe, to reject proposals for Contract #1717 – Laboratory Services for Digester Gas Testing, as no proposals were received, the RFP was amended and will be resolicited for action at the January 19, 2017 meeting. The motion was approved by those present. Mr. Chin, Mr. Connelly, Mr. LaCosta, Mr. LoForte and Mr. Mazzarella were absent.

The following Resolution #16-65 was offered by Mr. Thompson, on motion of Mr. Thompson, seconded by Mr. Lambe and approved by those present. Mr. Chin, Mr. Connelly, Mr. LaCosta, Mr. LoForte and Mr. Mazzarella were absent.

RESOLUTION #16-65

Applicant - Rahway Valley Sewerage Authority

WHEREAS, the Rahway Valley Sewerage Authority intends to file an application with the New Jersey Department of Environmental Protection and the New Jersey Environmental Infrastructure Trust for the Contract #173 – Liquid Waste Receiving Enterprise.

NOW, THEREFORE, BE IT RESOLVED, that James J. Meehan, Executive Director, be and hereby is authorized to act as the Authorized Representative to represent the Rahway Valley Sewerage Authority in all matters related to the projects undertaken pursuant to the above referenced New Jersey Environmental Infrastructure Loan to be executed with the New Jersey Department of Environmental Protection and the New Jersey Environmental Infrastructure Trust; and

BE IT FURTHER RESOLVED that the Authorized Representative may be contacted at Rahway Valley Sewerage Authority, 1050 East Hazelwood Avenue, Rahway, New Jersey 07065, 732-388-0868 x 215.

The following Resolution #16-66 was offered by Mr. Thompson, on motion of Mr. Thompson, seconded by Mr. Greet and approved by those present. Mr. Chin, Mr. Connelly, Mr. LaCosta, Mr. LoForte and Mr. Mazzarella were absent.

RESOLUTION #16-66

WHEREAS, the Rahway Valley Sewerage Authority (Authority) engaged Hawkins, Delafield & Wood, LLP, One Gateway Center, Newark, NJ 07102, for Contract #173-CS Professional Services, to provide Contract Oversight on the PPP for the Design, Build,

and Administration of Liquid Receiving Enterprise for the period January 1, 2017 through December 31, 2017; and

WHEREAS, pursuant to the Local Public Contracts Law N.J.S.A. 40A:11-5, contracts of this nature may be awarded without bidding, however, the Authority solicited a proposal based on Non-Fair and Open process; and

WHEREAS, the Authority received a proposal from Hawkins, Delafield & Wood, LLP reflecting a blended hourly billable rate of \$295.00 and total not to exceed amount of \$50,000.00 as identified in the RFP and proposal; and

WHEREAS, the Secretary-Treasurer of the Authority hereby certifies that the necessary funds for said contract will be budgeted for in the 2017 Annual Budget.

NOW, THEREFORE, BE IT RESOLVED that the Rahway Valley Sewerage Authority engage the firm of Hawkins, Delafield & Wood, LLP, to serve as Special Counsel to the Authority and to perform the services described in the RFP and herein, with a total estimated amount not to exceed \$50,000.00; and

BE IT FURTHER RESOLVED that said Contract must be executed by both parties within 90 days of award, in the event that the designated Party to this contract fails or refuses to sign said contract and all terms and conditions included therein, this Resolution shall be void and services shall be forthwith terminated; and

BE IT FURTHER RESOLVED that a "Notice of Award" be published in Accordance with law.

Mr. Thompson made a motion, seconded by Mr. Lambe, to award Contract #178A-Removal of Underground Storage Tanks to T. Slack Environmental Services of Kenilworth, NJ, in an amount not to exceed \$35,214.00 based on their bid under NJ State Contract #A42266, as recommended by John Buonocore, Chief Engineer. The motion was approved by those present. Mr. Chin, Mr. Connelly, Mr. LaCosta, Mr. LoForte and Mr. Mazzarella were absent.

Mr. Thompson made a motion, seconded by Mr. Rachlin, to award Contract #178B-Installation of Convault Storage Tanks, Dispensers, Fuel Management System and related equipment to T. Slack Environmental Services of Kenilworth, NJ, in an amount not to exceed \$38,509.00 based on their bid under NJ State Contract #A42266, as recommended by John Buonocore, Chief Engineer. The motion was approved by those present. Mr. Chin, Mr. Connelly, Mr. LaCosta, Mr. LoForte and Mr. Mazzarella were absent.

Mr. Thompson made a motion, seconded by Mr. Greet, to award Contract #178C-Equipment to E. O. Habegger of Hammonton, NJ, specifically a 2000 gallon special double wall steel convault storage tank package and related equipment as outlined in their proposal dated December 5, 2016, in an amount not to exceed \$54,615.02 based on their bid under NJ State

Contract #A42261, as recommended by John Buonocore, Chief Engineer. The motion was approved by those present. Mr. Chin, Mr. Connelly, Mr. LaCosta, Mr. LoForte and Mr. Mazzarella were absent.

Mr. Thompson made a motion, seconded by Mr. Lambe, to award Contract #179 – Demolition of Equipment in the Headworks Building to Heritage Industrial Services, Inc. of Cream Ridge, NJ, in an amount not to exceed \$29,000.00, as outlined in the Authority’s RFQ and Heritage’s proposal dated November 15, 2016 and recommended by Robert Safchinsky. The motion was approved by those present. Mr. Chin, Mr. Connelly, Mr. LaCosta, Mr. LoForte and Mr. Mazzarella were absent.

The following Resolution #16-67 was offered by Mr. Thompson, on motion of Mr. Thompson, seconded by Mr. Lambe and approved by those present. Mr. Chin, Mr. Connelly, Mr. LaCosta, Mr. LoForte and Mr. Mazzarella were absent.

RESOLUTION #16-67

WHEREAS, James Meehan (“Meehan”) has served as Executive Director of the Rahway Valley Sewerage Authority (“RVSA”) since November 2010; and

WHEREAS, Meehan entered into a Contract with RVSA dated as of November 27, 2013 (Agreement”); and

WHEREAS, the Agreement expired on or about November 27, 2016 and the Board of Commissioners wishes to enter into a new Agreement with Meehan and Meehan, in turn, wishes to enter into a new Agreement with RVSA; and

WHEREAS, the parties have reached agreement as to the form of the “New Agreement”.

NOW, THEREFORE, BE IT RESOLVED, by the RVSA that the Chairman of the RVSA, Michael Furci, and the Secretary, Robert Materna, are authorized to execute the New Agreement with Meehan, retroactive to November 27, 2016, and running through November 26, 2019, in the form attached as Exhibit A.

A motion and Resolution #16-68 were removed from the agenda. (See after closed session).

The following Resolution #16-69 was offered by Mr. Thompson, on motion of Mr. Thompson, seconded by Mr. Greet and approved by those present. Mr. Chin, Mr. Connelly, Mr. LaCosta, Mr. LoForte and Mr. Mazzarella were absent.

RESOLUTION #16-69

WHEREAS, the Rahway Valley Sewerage Authority is required by the State of New Jersey, Department of the Treasury, Division of Contract Compliance and Equal Employment Opportunity Public Contracts, to annually appoint a Public Agency Compliance Officer (P.A.C.O.); and

WHEREAS, said Officer shall be the official liaison with the Department of the Treasury, Division of Contract Compliance for matters concerning Public Law 1975, c. 127 (N.J.A.C. 17:27) and shall have the authority to recommend the appropriate procedural corrections to the Rahway Valley Sewerage Authority; and

WHEREAS, Robert J. Materna, Secretary-Treasurer, presently serves the Authority as its Equal Employment Opportunity Officer and Public Agency Compliance Officer (P.A.C.O.) and is familiar with the regulation of P.L. 1975, c. 127.

NOW, THEREFORE, BE IT RESOLVED by the Rahway Valley Sewerage Authority, that it hereby appoints Robert J. Materna, to again serve as its Public Agency Compliance Officer (P.A.C.O.) for the year 2017 and that said appointment shall be confirmed to the State of New Jersey, Department of the Treasury, by January of each ensuing year as required by law.

The following Resolution #16-70 was offered by Mr. Greet, on motion of Mr. Greet, seconded by Mr. Lambe and approved by those present. Mr. Chin, Mr. Connelly, Mr. LaCosta, Mr. LoForte and Mr. Mazzarella were absent.

RESOLUTION #16-70

WHEREAS, the Rahway Valley Sewerage Authority previously approved Resolution #16-52 stating that the Authority will not be able to approve the Year 2017 budget for submission to Trenton until after its meeting scheduled for November 10, 2016; and

WHEREAS, the 2017 Budget hasn't yet been submitted to the Commissioners for approval and as such the Authority will not be able to approve the Year 2017 budget for submission to Trenton until after its meeting scheduled for January 19, 2017; and

WHEREAS, the State of New Jersey, Department of Community Affairs, Division of Local Government Services, requires that a budget be filed with them by November 1st of each year.

NOW, THEREFORE, BE IT RESOLVED that the Rahway Valley Sewerage Authority hereby requests a postponement of the submission of its 2017 Budget from November 1, 2016, to as soon as possible after its January 19, 2017 meeting.

The following Resolution #16-71 was offered by Mr. Greet, on motion of Mr. Greet, seconded by Mr. Thompson and approved by those present. Mr. Chin, Mr. Connelly, Mr. LaCosta, Mr. LoForte and Mr. Mazzarella were absent.

RESOLUTION #16-71

WHEREAS, the State of New Jersey Statutes provide that a Resolution be adopted by Public Bodies each year designating depositories for funds.

NOW, THEREFORE, BE IT RESOLVED by the Rahway Valley Sewerage Authority that the following banks and any other qualified bank hereafter named, be designated as the depository of funds of the said organization for the year 2017:

Wells Fargo
Short Hills, NJ

Chase Bank
Fairfield, NJ

Investors Savings Bank
Clark, NJ

NJ Cash Management Fund
Trenton, NJ

Provident Bank
Clark, NJ

Two River Community Bank
Middletown, NJ

The following Resolution #16-72 was offered by Mr. Greet, on motion of Mr. Greet, seconded by Mr. Thompson and approved by those present. Mr. Chin, Mr. Connelly, Mr. LaCosta, Mr. LoForte and Mr. Mazzarella were absent.

RESOLUTION #16-72

WHEREAS, the Rahway Valley Sewerage Authority (Authority) is a corporate public body created pursuant to N.J.S.A. 40:14A-1 et seq.; and

WHEREAS, the Local Fiscal Affairs Law, N.J.S.A. 40A:5-1 et seq., permits public entities including sewerage authorities to invest monies in their possession by the purchase of certain types of securities as described in N.J.S.A. 40A:5-15.1; and

WHEREAS, N.J.S.A. 40A:5-15.1 requires that no securities be purchased unless authorized by the Authority; and

WHEREAS, the Authority seeks to empower its Secretary-Treasurer annually with the power to make such purchases, i.e. investments that are in the best interest of the Authority and are permitted by New Jersey law.

NOW, THEREFORE, BE IT RESOLVED by the Rahway Valley Sewerage Authority that it hereby authorizes the Secretary-Treasurer of the Authority to make investments on behalf of the Authority by only purchasing securities permitted to be purchased under N.J.S.A. 40A:5-15.1, Sections 105, 508, and utilizing monies that are in the possession of the Authority and available for such purpose of the applicable items; and

BE IT FURTHER RESOLVED that this resolution shall be for the period January 1, 2017 through December 31, 2017.

Bills and Claims

Mr. Greet made a motion, seconded by Mr. Thompson, that the following bills and claims previously audited by the Finance Committee be ordered paid. The motion was approved by those present. Mr. Chin, Mr. Connelly, Mr. LaCosta, Mr. LoForte and Mr. Mazzarella were absent.

BILLS AND CLAIMS LISTING

BUILDING & EQUIPMENT FUND

<u>CHECK</u>	<u>DATE</u>	<u>VENDOR</u>	<u>LINE/ACCT</u>	<u>AMOUNT</u>
3039	12/15/16	CDW GOVERNMENT, INC.	125	3,255.76
3040	12/15/16	CLARK EQUIPMENT COMPANY	127	36,127.72
3041	12/15/16	GREENBAUM, ROWE, SMITH & DAVIS	140.1	730.80
3042	12/15/16	HAWKINS, DELAFIELD & WOOD LLP	140.2	18,137.22
3043	12/15/16	NATIONWIDE AUTO GROUP	136	18,189.00
3044	12/15/16	NATIONAL OFFICE FURNITURE, INC	140.5	226.80
3045	12/15/16	ROUTE 23 AUTO MALL	136	26,582.00

Total Building & Equipment Fund Checks: 7

Total Void Checks: 0

Total Void Check Amount: \$0.00

Total Building & Equipment Fund Checks Paid: \$103,249.30

OPERATING FUND - MANUAL

<u>CHECK</u>	<u>DATE</u>	<u>VENDOR</u>	<u>LINE/ACCT</u>	<u>AMOUNT</u>
280	12/05/16	NJ STATE HEALTH BENEFITS	03/04	125,136.62

Total Operating Fund Manual Checks: 1

Total Void Checks: 0

Total Void Check Amount: \$0.00

Total Operating Fund Manual Checks Paid: \$125,136.62

OPERATING FUND

<u>CHECK</u>	<u>DATE</u>	<u>VENDOR</u>	<u>LINE/ACCT</u>	<u>AMOUNT</u>
46690	11/14/16	CITY OF RAHWAY - UNITED WATER	33	5,469.66
46691	11/14/16	ELIZABETHTOWN GAS	22	3,739.84
46692	11/14/16	ELIZABETHTOWN GAS	22	43,045.47
46693	11/14/16	MIDDLESEX WATER COMPANY	33	6,806.62
46694	11/14/16	PSE&G COMPANY	19	444.28
46695	11/14/16	THE BANK OF NEW YORK MELLON	09	6,600.00
46696	11/14/16	UNITED PARCEL SERVICE	48	58.24

CHECK	DATE	VENDOR	LINE/ACCT	AMOUNT
46697	11/22/16	BARTELL FARM & GARDEN SUPPLY	32	320.00
46698	11/22/16	CANON FINANCIAL SERVICES, INC.	16	450.88
46699	11/22/16	DIRECT ENERGY BUSINESS	19	14,817.22
46700	11/22/16	DIRECT ENERGY BUSINESS	22	37,795.62
46701	11/22/16	ELIZABETHTOWN GAS	22	958.63
46702	11/22/16	FEDEX	48	72.50
46703	11/22/16	PSE&G COMPANY	19	4,975.33
46704	11/22/16	VERIZON	11	1,787.69
46705	11/22/16	VERIZON WIRELESS	11	905.75
46706	11/30/16	A.C. NEWMAN & COMPANY	17	2,700.00
46707	11/30/16	INTELLIGENT ENERGY	22	4,016.25
46708	11/30/16	RAHWAY VALLEY SEWERAGE AUTH.	01/02	376,763.94
46709	11/30/16	STAPLES CREDIT PLAN	27/32	280.87
46710	11/30/16	VERIZON CONFERENCING	11	153.29
46711	12/01/16	BGIA, INC.	17	43,141.00
46712	12/01/16	DELTA DENTAL OF NEW JERSEY INC	03	7,286.95
46713	12/01/16	HOME DEPOT CREDIT SERVICES	32	1,334.29
46714	12/01/16	THE LINCOLN NATIONAL LIFE	03	1,182.57
46715	12/01/16	NJ MANUFACTURERS INSURANCE CO.	17	16,200.00
46716	12/01/16	VISION SERVICE PLAN	03	1,241.76
46717	12/01/16	WAGE WORKS	03	75.00
46718	12/08/16	ELIZABETHTOWN GAS	22	2,050.36
46719	12/08/16	NJ MOTOR VEHICLE COMMISSION	35	431.00
46720	12/08/16	PSE&G COMPANY	19	463.73
46721	12/08/16	THE BANK OF NEW YORK MELLON	09	2,200.00
46722	12/08/16	VERIZON	27	4,294.58
46723	12/09/16	JAMES J. MEEHAN	15/49	3,164.44
46724	12/15/16	MICHAEL F. CONNELLY	49	120.00
46725	12/15/16	MICHAEL FURCI	49	500.00
46726	12/15/16	STEPHEN D. GREET	49	300.00
46727	12/15/16	ROBERT LaCOSTA	49	450.00
46728	12/15/16	LOUIS LAMBE	49	450.00
46729	12/15/16	RICHARD LoFORTE	49	634.41
46730	12/15/16	FRANK G. MAZZARELLA	49	450.00
46731	12/15/16	ROBERT I. RACHLIN	49	300.00
46732	12/15/16	SCOTT THOMPSON	49	300.00
46733	12/15/16	JOHN TOMAINE	49	300.00
46734	12/15/16	A TOUCH OF ITALY	49	221.00
46735	12/15/16	ADP, LLC.	16	2,620.67
46736	12/15/16	AIROYAL COMPANY	34	15,113.68
46737	12/15/16	AIRMATIC COMPRESSOR SYSTEMS	28	3,306.23
46738	12/15/16	ALL AMERICAN SEWER SERVICE INC	42	2,731.30
46739	12/15/16	ALLIED ELECTRONICS INC.	32	290.62
46740	12/15/16	AMERICAN INDUSTRIAL SUPPLY	32	39.40
46741	12/15/16	AMERICAN WEAR	31/32	1,454.54
46742	12/15/16	APPLIED ANALYTICS, INC.	31/32	18,270.00

CHECK	DATE	VENDOR	LINE/ACCT	AMOUNT
46743	12/15/16	ASSOCIATED AUTO PARTS	28/35	301.60
46744	12/15/16	ATLANTIC ANALYTICAL LAB.	41	1,610.00
46745	12/15/16	B & B DISPOSAL	32	675.00
46746	12/15/16	ALEXANDER BIEL	04	314.70
46747	12/15/16	RILEY BLAKE	31	116.25
46748	12/15/16	BOWCO LABORATORIES, INC.	32	126.00
46749	12/15/16	JOHN BUONOCORE	13/15/31	342.59
46750	12/15/16	CANON USA INC.	16	444.18
46751	12/15/16	HECTOR L. CARTAGENA	04	314.70
46752	12/15/16	JAMES CASSELLA	04	314.70
46753	12/15/16	CHARLES F. CONNOLLY DIST. CO.	32	357.00
46754	12/15/16	ALLEN CHIN	49	105.00
46755	12/15/16	JASON CHIRONNA	31	65.97
46756	12/15/16	CITY OF RAHWAY - UNITED WATER	33	13,795.70
46757	12/15/16	CITY OF RAHWAY	32	289.00
46758	12/15/16	ACCSES NJ INC. CNA SERVICES	32	3,059.08
46759	12/15/16	COOPER ELECTRIC SUPPLY CO.	32	3.35
46760	12/15/16	DONNA CORRIS	15	181.32
46761	12/15/16	CRYSTAL SPRINGS	13	1.98
46762	12/15/16	CSL SERVICES, INC.	30	12,870.00
46763	12/15/16	CYCLE CHEM INC.	40	925.36
46764	12/15/16	ANDREA DeCARLO	15	173.93
46765	12/15/16	GARY DEGROAT	04	314.70
46766	12/15/16	BARBARA DERKACK	04	629.40
46767	12/15/16	DIVITA BALANCE SERVICE CO. LLC	40	985.00
46768	12/15/16	PAUL DYMYD	31	59.98
46769	12/15/16	EARTHCARE - A WIND RIVER COM.	26	3,691.25
46770	12/15/16	EDMUNDS & ASSOCIATES, INC.	27	7,403.00
46771	12/15/16	ENVIRONMENTAL COMPLIANCE	41	5,050.75
46772	12/15/16	ENVIRONMENTAL RESOURCE ASSOC.	40	198.10
46773	12/15/16	ELIZABETHTOWN GAS	22	18,871.58
46774	12/15/16	GREGORY EVELYN	04	440.70
46775	12/15/16	EVOQUA WATER TECHNOLOGIES, LLC	40	887.00
46776	12/15/16	EDWARD FARYNA	04	314.70
46777	12/15/16	IEP TECHNOLOGIES, LLC	28	2,100.00
46778	12/15/16	FISHER SCIENTIFIC	40	4,523.94
46779	12/15/16	FLEXLINE	32	207.86
46780	12/15/16	NAIM FRANKLIN	31	65.01
46781	12/15/16	FREDERICK T. GEARDINO	04	314.70
46782	12/15/16	COYNE CHEMICAL	32	1,300.00
46783	12/15/16	GLOBAL INDUSTRIAL EQUIPMENT	13	272.82
46784	12/15/16	GOVCONNECTION, INC.	27	2,405.69
46785	12/15/16	GRAINGER	32/42	4,920.89
46786	12/15/16	GREENBAUM, ROWE, SMITH & DAVIS	07	2,877.90
46787	12/15/16	JOANNE GRIMES	15	164.32
46788	12/15/16	HACH COMPANY	32	23,648.47

CHECK	DATE	VENDOR	LINE/ACCT	AMOUNT
46789	12/15/16	HAYES PUMP INC.	32	2,895.00
46790	12/15/16	ROY HERMAN	04	629.40
46791	12/15/16	WILLIAM HIGGINS	31	72.01
46792	12/15/16	JOHN V. HRUSKA	04	629.40
46793	12/15/16	IDEXX DISTRIBUTION INC.	40	309.05
46794	12/15/16	IMPACT COMPUTERS & ELECTRONICS	27	773.40
46795	12/15/16	INTELLIGENT ENERGY	22	578.74
46796	12/15/16	INFOR (US), INC.	32	2,411.00
46797	12/15/16	INTELEPEER CLOUD COMM.	11	431.15
46798	12/15/16	INTERNATIONAL TIRE & PARTS	35	1,140.00
46799	12/15/16	JCI JONES CHEMICALS, INC.	29	3,090.01
46800	12/15/16	JERSEY ELEVATOR COMPANY INC.	32	994.54
46801	12/15/16	THE JG PRESS, INC.	18	49.00
46802	12/15/16	WALTER JORDAN	04	629.40
46803	12/15/16	EDWARD KOCHICK	31	119.28
46804	12/15/16	LABCHEM INC.	40	792.61
46805	12/15/16	LOWES BUSINESS ACCOUNT	32	473.10
46806	12/15/16	LYONS ENVIRONMENTAL SERVICES	42	2,550.00
46807	12/15/16	ALICIA MACKIN	04	730.80
46808	12/15/16	MAFFEY'S SECURITY GROUP	32	1,599.60
46809	12/15/16	ROBERT J. MATERNA	15	455.80
46810	12/15/16	MCMASTER-CARR SUPPLY CO.	32/34	3,497.27
46811	12/15/16	MARCOS MELENDEZ	31	125.00
46812	12/15/16	MID-AMERICAN SALT, LLC.	32	1,404.28
46813	12/15/16	MIDDLESEX WATER COMPANY	33	6,958.07
46814	12/15/16	MILLER MECHANICAL CORPORATION	32	1,075.00
46815	12/15/16	MOTION INDUSTRIES, INC.	32	1,988.88
46816	12/15/16	ROBERT MRASZ	04	629.40
46817	12/15/16	MRI SERVICES	32	1,601.34
46818	12/15/16	NAVITEND	27	43.75
46819	12/15/16	COLOGIX	11	294.00
46820	12/15/16	NJ ADVANCE MEDIA	12	189.51
46821	12/15/16	NORTHEAST INDUSTRIAL TECH, INC	32	4,884.14
46822	12/15/16	NW FINANCIAL GROUP, LLC	09	370.00
46823	12/15/16	OPTIMUM CONTROLS CORP.	32	1,138.75
46824	12/15/16	ONE CALL CONCEPTS, INC.	32	42.50
46825	12/15/16	MARIO PASQUALICCHIO	31	121.17
46826	12/15/16	DAVID PATRICK	31	119.99
46827	12/15/16	EDMUND PETROSKY	04	314.70
46828	12/15/16	ROBERT POLTZ	15/31	157.66
46829	12/15/16	POLYDYNE INC.	23	28,800.00
46830	12/15/16	PRAXAIR DISTRIBUTION, INC.	32	498.39
46831	12/15/16	MARLON PRIVADO	31	120.00
46832	12/15/16	PUMPING SERVICES, INC.	32	10,673.30
46833	12/15/16	EUROFINS QC, INC.	41	3,456.00
46834	12/15/16	QUALITY CONTROLS, INC.	28/34	10,310.00

CHECK	DATE	VENDOR	LINE/ACCT	AMOUNT
46835	12/15/16	RADWELL INTERNATIONAL, INC.	32	486.50
46836	12/15/16	RARITAN VALVE & AUTOMATION	28/32	3,464.00
46837	12/15/16	MICHAEL ROGERS, SR.	04	314.70
46838	12/15/16	RAHWAY VALLEY SEWERAGE AUTH.	01/02	224,995.40
46839	12/15/16	PETTY CASH	14	152.96
46840	12/15/16	RYAN HERCO FLOW CONTROL SYS.	32	1,844.32
46841	12/15/16	ROBERT SAFCHINSKY	15	24.80
46842	12/15/16	SAKER SHOPRITES, INC.	13/49	126.11
46843	12/15/16	COLONEL SATTERWHITE	04	314.70
46844	12/15/16	SCHWARTZ SIMON EDELSTEIN	08	4,432.50
46845	12/15/16	SCHWING BIOSSET, INC.	28	2,112.24
46846	12/15/16	SCIENTIFIC WATER CONDITIONING	32	780.00
46847	12/15/16	SIMPLEX GRINNELL LP	31	495.20
46848	12/15/16	SKC INC.	41	1,154.45
46849	12/15/16	JOSEPH SOWA	04	629.40
46850	12/15/16	SPECTRASERV INC.	25	33,041.94
46851	12/15/16	DONALD STUART	04	314.70
46852	12/15/16	TAYLOR OIL CO., INC.	24	1,335.60
46853	12/15/16	JANICE TEIXEIRA	15	342.98
46854	12/15/16	RICHARD P. TOKARSKI	04	632.10
46855	12/15/16	TURTLE & HUGHES INC.	32	890.86
46856	12/15/16	UNITED STATES PLASTIC CORP.	40	637.36
46857	12/15/16	U.S. HEALTHWORKS MEDICAL	31	92.00
46858	12/15/16	USA BLUEBOOK	32	4,015.00
46859	12/15/16	ROBERT VALENT	04	365.40
46860	12/15/16	JOHN VANTUH	31	125.00
46861	12/15/16	VERITEXT NEW JERSEY	08	420.10
46862	12/15/16	WATER ENVIRONMENT FEDERATION	52	430.00
46863	12/15/16	WB MASON COMPANY, INC.	13	295.98
46864	12/15/16	WEINER LESNIAK LLP	08	875.00
46865	12/15/16	WHIPPS, INC.	34	1,330.00
46866	12/15/16	WIDMER TIME RECORDER CO., INC.	13	397.20
46867	12/15/16	WINDSTREAM COMMUNICATIONS	11	684.06
46868	12/15/16	WOODBIDGE MACHINE & TOOL INC.	32	2,668.00
46869	12/15/16	ARTHUR M. WRIGHT, JR	04	629.40
46870	12/15/16	ZINKAN ENTERPRISES INC.	28	10,360.00

Total Operating Fund Checks: 181
 Total Void Checks: 0
 Total Void Check Amount: \$0.00
 Total Operating Fund Checks Paid: \$1,162,491.13

OPERATING FUND	01	\$1,287,627.75
BUILDING & EQUIPMENT FUND	02	<u>\$103,249.30</u>
TOTAL OF ALL FUNDS:		\$1,390,877.05

Open the floor to the Public for questions or comments

None.

Closed Session

Mr. Tomaine made a motion to go into closed session at 7:32 p.m. for discussion of pending and/or anticipated legal matters, specifically the Rahway Park Siphon, the PPP, Excess Flows, IT and personnel matters. The motion was seconded by Mr. Rachlin and approved by those present. Mr. Chin, Mr. Connelly, Mr. LaCosta, Mr. LoForte and Mr. Mazzarella were absent.

Regular Order of Business

Mr. Lambe made a motion, seconded by Mr. Thompson, to return to the Regular Order of Business at 8:35 p.m. The motion was approved by those present. Mr. Chin, Mr. Connelly, Mr. LaCosta, Mr. LoForte and Mr. Mazzarella were absent.

The Chairman asked if there is any action based on the discussion in closed session. Mr. Thompson stated that the Commissioners present would like to take action on the two items previously removed from the agenda.

Mr. Tomaine made a motion, seconded by Mr. Rachlin, to take action on two items previously removed from the agenda, being acted on out of order. The motion was approved by those present. Mr. Chin, Mr. Connelly, Mr. LaCosta, Mr. LoForte and Mr. Mazzarella were absent.

New Business

Mr. Rachlin made a motion, seconded by Mr. Lambe, to approve a pool for salary increases for 2017 in an amount of \$46,000.00 which amount equals 2.5% of the 2016 base salaries of all Executive, Administrative and Supervisory Staff ("Salaried Staff") excluding the Executive Director, from which salary increases ranging from 2.0 to 3.0 percent shall be allocated by the Executive Director to the Salaried Staff effective January 1, 2017, utilizing in part each Staff member's 2016 performance evaluation, as recommended by the Executive Director and the Personnel Committee.

The Chairman requested a roll call vote:

Commissioner	Ayes	Nays	Abstain	Absent
Clark				X
Cranford	X			
Garwood	X			
Kenilworth				X
Mountainside	X			
Rahway	X			
Roselle Park				X
Scotch Plains				X
Springfield			X	
Westfield				X
Woodbridge			X	

As the vote was 4 to 0 with 2 abstentions, the motion was approved.

The following Resolution #16-68 was offered by Mr. Rachlin, on motion of Mr. Rachlin, and seconded by Mr. Tomaine.

RESOLUTION #16-68

WHEREAS, the Executive Director is vested with the Rahway Valley Sewerage Authority (Authority) regarding appointment, promotion and discharge of employees of the Authority; and

WHEREAS, the Executive Director has conferred with the Personnel Committee and Board of Commissioners of the Authority regarding a realignment of the Executive, Administrative and Supervisory staff of the Authority; and

WHEREAS, the 2017 Staff Realignment Plan is being implemented due to the reallocation of duties, increased responsibilities, updated processes in the treatment plant and/or the anticipation of certain staff members retiring; and

WHEREAS, the realignment plan includes the creation of one new title, one title and salary grade change, and salary adjustments; and

WHEREAS, the title being created is Human Resource, Safety & Security Manager; and

WHEREAS, the following change is included in the realignment plan, Janice Teixeira will be promoted to Human Resource, Safety & Security Manager, Salary Grade J, with a salary increase of \$10,000.00, Daniel Ward with a salary increase of \$5,000; and Andrea DeCarlo, Accounts Payable Coordinator with a salary increase of \$3,500.00; and

WHEREAS, the position and title of Health, Safety & Security Coordinator shall be abolished; and

WHEREAS, that an additional \$12,500.00 (total pool of \$31,000.00) is hereby approved to be allocated by the Executive Director at his discretion; and

WHEREAS, these matters were discussed with the Personnel Committee and Board Members and the Personnel Committee concurred with the aforementioned recommendations made by the Executive Director.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Rahway Valley Sewerage Authority that they hereby approve this Resolution, and that the Title change, Salary Grade change and salary increases all become effective on January 1, 2017.

The Chairman requested a roll call vote.

<u>Commissioner</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>	<u>Absent</u>
Clark				X
Cranford	X			
Garwood	X			
Kenilworth				X
Mountainside	X			
Rahway	X			
Roselle Park				X
Scotch Plains				X
Springfield			X	
Westfield				X
Woodbridge			X	

As the vote was 4 to 0 with 2 abstentions, the resolution was approved.

Adjournment

As there was no further business, on motion of Mr. Lambe, seconded by Mr. Tomaine, the meeting adjourned at 8:44 p.m. The motion was approved by those present. Mr. Chin, Mr. Connelly, Mr. LaCosta, Mr. LoForte and Mr. Mazzarella were absent.

Chairman

Robert J. Materna
Robert J. Materna, Secretary-Treasurer

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Attachments