

REGULAR MEETING OF THE MUSCONETCONG SEWERAGE AUTHORITY

Chairman Rattner called the meeting to order at 7:30 PM. Following the Pledge of Allegiance to the Flag, announcement was made that adequate notice of this meeting had been provided for as defined by the "Open Public Meetings Act".

MEMBERS PRESENT: James Benson, Andrew Cangiano, Michael Grogan, Melanie Michetti, Michael Pucilowski, Steven Rattner, Richard Schindelar, Joseph Schwab, John Sylvester

MEMBERS ABSENT: Donald Bates, Thomas Bruno, Brian McNeilly

OTHERS PRESENT: Patrick Dwyer Esq., Ceren Aralp PE, Debbie Palma QPA, James Schilling MSA Director, Susan Grebe Administrative Assistant

Chairman Rattner opened and closed the meeting to the public.

The regular meeting minutes of August 24, 2017 were approved on a motion offered by Mr. Pucilowski, seconded by Mr. Schwab. Roll Call:

Mr. Bates	Absent	Mrs. Michetti	Yes
Mr. Benson	Yes	Mr. Pucilowski	Yes
Mr. Bruno	Absent	Mr. Rattner	Yes
Mr. Cangiano	Abstain	Mr. Schindelar	Yes
Mr. Grogan	Yes	Mr. Schwab	Yes
Mr. McNeilly	Absent	Mr. Sylvester	Abstain

The closed session meeting minutes of August 24, 2017 were approved on a motion offered by Mr. Schwab, seconded by Mr. Benson. Roll Call:

Mr. Bates	Absent	Mrs. Michetti	Yes
Mr. Benson	Yes	Mr. Pucilowski	Yes
Mr. Bruno	Absent	Mr. Rattner	Yes
Mr. Cangiano	Abstain	Mr. Schindelar	Yes
Mr. Grogan	Yes	Mr. Schwab	Yes
Mr. McNeilly	Absent	Mr. Sylvester	Abstain

The closed session meeting minutes of August 24, 2017 are being retained by Patrick Dwyer, Esq. until negotiations are complete.

The Expenditures/Treasurer's Report of September 1, 2017 was accepted on a motion offered by Mr. Schwab, seconded by Mr. Sylvester and the affirmative roll call vote of members present.

Treasurer's Report- September 1, 2017
Operating Account

Balance as of August 1, 2017:		<u>\$ 980,137.59</u>
Receipts (August):		
Hospitalization	2,118.50	
Municipal Revenue	301,622.95	
		<u>\$ - 303,741.45</u>
		<u>\$ 1,283,879.04</u>
Disbursements (August):		

NJSHP (August health ins)	\$15,076.36
Administrative Salaries	\$5,943.95
Operating Salaries	\$25,847.46
Unemployment	\$73.60
Social Security	\$2,450.76
Administrative Salaries	\$5,943.95
Operating Salaries	\$23,242.26
Unemployment	\$74.50
Social Security	\$2,251.47
ADP	\$373.36
ATS Environmental	\$1,200.00
American Wear	\$591.30
Bearing & Drive Solutions	\$967.46
Blue Diamond Disposal	\$283.55
Cintas First Aid	\$82.60

Cleary Giacobbe	\$87.50
Communication Systems Inc.	\$1,125.00
Constellation New Energy	\$14,428.22
Coyne Chemical	\$4,568.60
D&V Landscaping	\$550.00
Eurofins QC	\$2,198.50
Grainger	\$66.69
Susan Grebe (mileage & petty cash)	\$109.88
Hach Company	\$115.52
Hayes Pump	\$2,156.00
Horizon Tool & Mold	\$155.00
Corey Jozowski (work boots reimb)	\$143.01
JCP&L	\$9,851.45
Lowe's	\$232.59
Municipal Maintenance	\$15,569.00
NJWEA Registrar	\$321.00
NJ American Water	\$799.43
Netcong Hardware	\$403.20
Nusbaum Stein	\$1,726.00
One Call Concepts	\$26.25
Polydyne	\$1,508.40
Pumping Services	\$4,192.30
R-D Trucking	\$25,056.00
R&R Pump & Controls	\$1,490.00
Reiner Pump Systems	\$310.00
Reuter & Hanney	\$900.00
Shell Fleet Plus	\$281.33
Staples	\$366.71
State Industrial Products	\$4,604.10
Treasurer, State of NJ	\$1,267.00
Treasurer, State of NJ	\$100.00
USA Bluebook	\$6,063.31
USALCO	\$5,998.32
Verizon	\$738.49
Verizon Communications	\$69.84
Verizon Wireless	\$225.20

Total Disbursements for August: \$ 192,206.42
Balance as of September 1, 2017: \$ 1,091,672.62

RENEWAL & REPLACEMENT ACCOUNT

Balance as of August 1, 2017: \$ 624,603.88
Receipts: 0.00
Disbursements: Reiner Pump Systems 29,600.00
Balance as of September 1, 2017: \$ 595,003.88

ESCROW ACCOUNT

Balance as of August 1, 2017: \$ 5,769.25
Receipts: Crownpoint Developers 1,500.00
Disbursements: 0.00
Balance as of September 1, 2017: \$ 7,269.24

CAPITAL IMPROVEMENT/RESERVE FOR RETIREMENT ACCOUNT

Balance as of August 1, 2017: \$ 1,230,423.85
Receipts: 0.00
Disbursements: 0.00
Balance as of September 1, 2017: \$ 1,230,423.85

ANALYSIS OF BALANCES:

Capital Improvement \$ 1,180,423.85
Reserve for Retirement \$ 50,000.00

EXPENDITURES REPORT - 2017 BUDGET

9/1/17

	2017	YEAR-TO-DATE	BALANCE	%
	BUDGET	EXPENDITURES		
Admin - Salaries and Wages	\$165,000.00	\$107,399.08	\$57,600.92	34.91%
Trustee Admin Fees	\$20,000.00	\$15,030.00	\$4,970.00	24.85%
Administrative - Other Expenses	\$40,000.00	\$18,497.13	\$21,502.87	53.76%
Legal	\$30,000.00	\$15,862.80	\$14,137.20	47.12%
Audit	\$10,000.00	\$0.00	\$10,000.00	100.00%
Engineer	\$30,000.00	\$3,150.13	\$26,849.87	89.50%

Pension	\$90,000.00	\$3,010.54	\$86,989.46	96.65%
Social Security	\$68,000.00	\$44,142.68	\$23,857.32	35.08%
Unemployment	\$7,000.00	\$0.00	\$7,000.00	100.00%
Hospitalization	\$228,500.00	\$128,401.80	\$100,098.20	43.81%
Disability Insurance	\$10,000.00	\$5,195.22	\$4,804.78	48.05%
Operating - Salaries and Wages	\$700,000.00	\$453,815.05	\$246,184.95	35.17%
Reserve for Future Retirement	\$0.00	\$0.00	\$0.00	100.00%
Telephone	\$20,000.00	\$9,755.66	\$10,244.34	51.22%
Electric	\$500,000.00	\$222,430.82	\$277,569.18	55.51%
Propane/Fuel Oil/ Gasoline	\$40,000.00	\$8,116.32	\$31,883.68	79.71%
Supplies/Chemicals	\$160,000.00	\$113,289.91	\$46,710.09	29.19%
Laboratory Supplies	\$12,000.00	\$2,308.26	\$9,691.74	80.76%
Office	\$25,000.00	\$13,893.72	\$11,106.28	44.43%
External Services	\$70,000.00	\$31,690.07	\$38,309.93	54.73%
Education/Training	\$20,000.00	\$5,762.82	\$14,237.18	71.19%
Laboratory Fees	\$30,000.00	\$8,475.86	\$21,524.14	71.75%
Maintenance/Repairs	\$150,000.00	\$98,923.06	\$51,076.94	34.05%
Insurance	\$110,000.00	\$97,149.97	\$12,850.03	11.68%
NJDEP Fees	\$25,000.00	\$21,507.07	\$3,492.93	13.97%
Permit/Compliance Fees	\$25,000.00	\$468.60	\$24,531.40	98.13%
Equipment	\$60,000.00	\$17,587.48	\$42,412.52	70.69%
Sludge Removal	\$700,000.00	\$412,200.00	\$287,800.00	41.11%
Contingency	\$25,000.00	\$0.00	\$25,000.00	100.00%
Capital Improvement	\$200,000.00	\$100,000.00	\$100,000.00	50.00%
Renewal and Replacement	\$200,000.00	\$100,000.00	\$100,000.00	50.00%
TOTAL	\$3,770,500.00	\$2,058,064.05	\$1,712,435.95	45.42%

Mr. Schwab noted that there was an errant number under Renewal and Replacement on the pending vouchers list that should be removed. The pending vouchers for the month of September were approved for payment on a motion offered by Mr. Schwab, seconded by Mr. Benson and the affirmative roll call vote of members present.

ADP	\$463.75
Accurate Waste	\$1,825.00
American Wear	\$881.12
AmeriGas Propane	\$731.93
Nicholas Barbato (license renewal & mileage reimb)	\$125.55
BioTriad	\$3,400.00
Blue Diamond Disposal	\$595.40
Cintas First Aid	\$77.95
Coastal Technical Sales	\$286.38
Robert Colabella (mileage reimbursement)	\$32.64
Robert Colabella (dental reimbursement)	\$487.92
Constellation New Energy	\$13,599.28
Keith DeFazio (license renewal reimbursement)	\$50.00
Keith DeFazio (work boot reimbursement)	\$149.95
Edible Arrangements	\$118.88
Eurofins QC Labs	\$2,111.00
Frank's Trattoria	\$300.00
Grainger	\$924.19
Susan Grebe (mileage and petty cash reimb)	\$79.79
Hayes Pump	\$3,076.00
JCP&L	\$9,498.30
Lowe's	\$244.53
MSA Payroll 8/25/17	\$30,452.93
MSA Payroll 9/8/17	\$32,297.23
MSA Payroll 9/22/17	\$36,242.71
Maryland Biochemical	\$3,732.17
Mission Communications	\$3,787.80
Mott MacDonald	\$1,838.46
Municipal Maintenance	\$4,130.00
NJSHBP	\$13,501.02
NJ American Water	\$799.43
NJ Bureau of Fire Code Enforcement	\$199.99
Netcong Hardware	\$815.54
Nusbaum Stein	\$1,205.00
One Call	\$27.50
PCS Pump	\$2,200.00
PMZ Landscaping	\$1,500.00
Parkhurst Distributing	\$3,614.80

Passaic Valley Sewerage Commission	\$33,120.00
Pumping Services	\$5,492.00
R-D Trucking	\$16,704.00
R&J Controls	\$942.00
R&R Pump & Control Svs	\$1,150.00
Reiner Pump Systems	\$1,869.37
Roxbury Township Water Dept.	\$134.94
James Schilling (dental & mileage reimb)	\$364.26
Shell Fleet	\$362.65
Staples	\$291.05
State Chemical Solutions	\$1,040.40
David Stracco (dental reimbursement)	\$271.00
USA Blue Book	\$180.66
United Federated Systems	\$3,744.50
Unum Life Insurance	\$1,342.31
Verizon (phone & internet)	\$740.75
Verizon Communications	\$69.50
Verizon Wireless	\$225.20
WEF	\$172.00

The following correspondence for the month of September was received and filed on a motion offered by Mr. Pucilowski, seconded by Mr. Cangiano and the affirmative vote of members present.

- A. 8/30/17 NJDOT - Letter transmitting MSA signed Agreement for ADA North, Contract 1 with Completed Buy America Commitment Letter
- B. 9/15/17 Ceren Aralp, PE - Contract #260 Payment #1 and Change Order #1

Chairman Rattner suggested that the commissioners discuss the preliminary budget plan for the MSA 2018 Operating Budget that Mr. Schilling had prepared. The commissioners discussed the budget plan along with some of the increases and decreases for 2018. Mr. Schilling briefly discussed the budget reduction for wages and salaries. Administrative salaries were based on 2017 assumptions. Mr. Pucilowski noted that there were a lot of projects planned for 2018 and suggested some extra funding should be considered. Chairman Rattner discussed that funds available in the Capital Improvement Account could be utilized along with the Renewal and Replacement and Contingency Accounts. Funding for the projects was discussed and the possibility of obtaining an NJEIT loan. Chairman Rattner discussed self funding vs an NJEIT loan. Mr. Schilling noted that most of the funding for projects being completed and considered comes out of the Renewal and Replacement Account and suggested that more funds be put into that account for funding of the projects being considered in 2018 and less funds should be put into Capital Improvement. The commissioners discussed using Renewal and Replacement funds and Capital Improvements funds.

Mr. Sylvester suggested that a slight increase should be considered for the 2018 Budget. The commissioners discussed the suggestion of a slight increase and the overall preliminary budget prepared by Mr. Schilling.

Chairman Rattner noted the letter received from the Auditor indicating that budgeting for auditing should be increased for 2018. Mr. Schwab asked about any recent billing from the MSA Auditor. Mr. Schilling noted that there could be a conflict between auditing and accounting services. He suggested to try using a separate firm for just accounting consulting services. Mr. Schwab suggested that the Authority should put out a request for proposals for auditing for 2018. Chairman Rattner indicated it could be added to the agenda for discussion at the next month's meeting. He also suggested that transfers could be made for auditing services if fees were increased, as the Authority has done in the past for legal and engineering consulting services. Mr. Schwab indicated that the budget numbers prepared by Mr. Schilling were acceptable. The 2018 MSA Budget will be on the October 26th meeting agenda for approval.

Mr. Schwab asked for Mrs. Palma's advice about the MSA dump truck purchase by the Borough of Netcong and if the agreement was handled properly. Mrs. Palma saw no problem with the agreement that was made between the MSA and the Borough of Netcong. Chairman Rattner asked Mr. Dwyer about the agreement made between the MSA and Netcong to sell the dump truck to Netcong. Mr. Dwyer indicated that that none of the other municipalities showed any interest in purchasing the truck so he believed there were no issues in the sale. Mr. Sylvester indicated that Netcong would like to purchase the truck for \$2,500.00. Chairman Rattner asked the commissioners if any of their municipalities were interested in purchasing the truck. There were no other interests. Mr. Sylvester indicated that Netcong DPW would pick up the truck within approximately 30 days.

Resolution No. 17-30 Authorizing the Sale of Personal Property (1993 Dump Truck)
 By the MSA, was moved by Mr. Pucilowski, seconded by Mr. Canglano and the affirmative roll call vote of members present. Roll Call:

Mr. Bates	Absent	Mrs. Michetti	Yes
Mr. Benson	Yes	Mr. Pucilowski	Yes
Mr. Bruno	Absent	Mr. Rattner	Yes
Mr. Canglano	Yes	Mr. Schindelar	Yes
Mr. Grogan	Yes	Mr. Schwab	Yes
Mr. McNeilly	Absent	Mr. Sylvester	Abstain

**Resolution no. 17-30
 Resolution authorizing the sale of
 Personal property (a 1993 dump truck) by the
 Musconetcong sewerage authority**

WHEREAS, the Musconetcong Sewerage Authority ("MSA") is the owner of certain personal property, namely, a 1993 Ford F700 dump truck bearing VIN # 1FDNK74C8PVA15206 (the "Truck"); and

WHEREAS, the Musconetcong Sewerage Authority has determined that the Truck is no longer needed for MSA's purposes for public use; and

WHEREAS, N.J.S.A. 40A:11-36(2) authorizes the sale of personal property not needed for public use by a contracting unit to another contracting unit without advertising for bid; and

WHEREAS the Commissioners were advised that the Truck was available for purchase and only one Member Municipality, namely, the Borough of Netcong, expressed an interest in purchasing;

NOW, THEREFORE, be it resolved by the Commissioners of the Musconetcong Sewerage Authority that the Musconetcong Sewerage Authority as a contracting unit hereby authorizes the sale of the Truck to the Borough of Netcong as a contracting unit for the sum of Two Thousand Five Hundred (\$2,500) Dollars; and

BE IT FURTHER RESOLVED that the Truck is sold in "as-is, where-is" condition. The Borough of Netcong shall tender payment and remove the Truck from MSA's facility by no later than 45 days from the date hereof.

Mrs. Palma left the meeting at approximately 8:15 PM.

Mr. Schilling asked if the commissioners had the opportunity review his monthly report and if anyone had any questions. Chairman Rattner asked about the decrease in sludge gallonage. Mr. Schilling explained all the different factors that could have contributed to the decrease. He was also conducting a chemical trial that could have contributed to the decrease. He further explained that the completion of the train cleanouts will contribute to the decrease. He also noted he anticipated that the use of polyaluminum chloride will decrease the amount of sludge.

Mr. Schilling reported that he had completed the cleanout of Train #3 that day. The cleanout will have a good impact on the hydraulic capacity.

Mr. Schilling updated the commissioners on the progress of Contract #265. Construction will start in mid November, but the contractor will be starting the demolition prior to the arrival of the new parts. His goal is to have all four trains rehabilitated and back on line before the Christmas holiday.

Mr. Schilling reported on a NJSMUAESA meeting that he attended for electricity bids for May 2018. The bid opening for the larger account at the MSA main plant will be on November 8th. He will have a resolution prepared for the October meeting. He further explained about the NJSMUAESA and the NJSEM along with the benefits of each consortium.

The Director's Report, and Repairs and Maintenance Report, for the month of September were accepted on a motion offered by Mr. Sylvester, seconded by Mr. Schindelar and the affirmative vote of members present.

Mrs. Aralp reported to the commissioners that there has been little change on the facilities planning and permitting assistance.

Mr. Aralp also reported that Mott MacDonald met with the Authority regarding the headworks facilities. Mott MacDonald has provided the Authority with updated conceptual cost estimates for the headworks facility project.

Mrs. Aralp also reported on the progress of Contract #260. The project is almost complete. Mott MacDonald has reviewed and submitted a change order in the amount of \$9,720.00 for the commissioners approval. The change order was for some unforeseen conditions discovered during the construction. With that installation, the project will be closed out.

Mrs. Aralp also reported regarding Contract #265. Mott MacDonald has reviewed all the shop drawings. Equipment is being delivered mid November. The Contractor believes the project will be complete before the end of the year.

The Engineer's Report for the month of September was accepted on a motion offered by Mr. Schindelar, seconded by Mr. Cangiano and the affirmative vote of members present.

Resolution No. 17-32 Authorizing the MSA Director to Receive Bids for Sludge Hauling to the Passaic Valley Sewerage Authority, was moved by Mr. Sylvester, seconded by Mr. Schwab and the affirmative roll call vote of members present.

**Resolution no. 17-32
Resolution of the Musconetcong Sewerage Authority
Authorizing the Director to Receive Sealed Proposals for
Contract SH-18 to Pump and to Transport Sludge from the
Musconetcong Sewerage Treatment Plant to the Passaic Valley Sewer Authority
treatment facility located at 600 Wilson Avenue, Newark, NJ
on October 25, 2017 at 11:00 a.m. in the Office of the Authority's
Water Pollution Control Facility**

WHEREAS, a need exists to pump sewage sludge from Musconetcong Sewerage Authority (hereinafter "MSA") sewage treatment plant on a periodic basis and transport and unload the sludge in compliance with all appropriate regulations to the Passaic Valley Sewerage Authority treatment facility located at 600 Wilson Avenue, Newark, New Jersey; and

WHEREAS, funds are available for said Contract;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that the Director is hereby authorized to receive sealed proposals for Contract SH-18, to pump sewage sludge from the MSA and transport and unload the sludge at 600 Wilson Avenue, Newark, NJ, as described in the Technical Specifications on October 25, 2017 at 11:00 a.m. at the office of the Authority's Water Pollution Control Facility, located at 110 Continental Drive, Budd Lake, New Jersey. At that time and place, the sealed bids will be opened publicly and read aloud.

Copies of the Contract Specifications are on file at the Office of the Musconetcong Sewerage Authority at the Water Pollution Control Facility, 110 Continental Drive, Budd Lake, New Jersey. The Contract Specifications may be obtained by contacting the Authority's Office at 973-347-1525.

Proposals, bid documents and specifications for polyaluminum chloride were briefly discussed by Mr. Schilling and the commissioners.

Resolution No. 17-33 Authorizing the MSA Director to receive bids for Polyaluminum Chloride, was moved by Mrs. Michetti, seconded by Mr. Pucilowski and the affirmative roll call vote of members present.

**Resolution No. 17-33
Resolution of the Musconetcong Sewerage Authority
Authorizing the Director to Receive Proposals for
the Purchase of Polyaluminum Chloride**

WHEREAS, the MSA has determined a need to purchase polyaluminum chloride in connection with the operation of its wastewater treatment facility at 110 Continental Drive North, Budd Lake, NJ; and

WHEREAS, funds are available for said Contract;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Musconetcong Sewerage Authority that the Director is hereby authorized to receive sealed proposals for Contract PC-18, to purchase polyaluminum chloride as described in the Technical Specifications on October 25, 2017 at 11:30 a.m. at the office of the Authority's Water Pollution Control Facility, located at 110 Continental Drive, Budd Lake, New Jersey. At that time and place, the sealed bids will be opened publicly and read aloud.

Copies of the Contract Specifications are on file at the Office of the Musconetcong Sewerage Authority at the Water Pollution Control Facility, 110 Continental Drive, Budd Lake, New Jersey. The Contract Specifications may be obtained by contacting the Authority's Office at 973-347-1525.

Mr. Schwab explained about the Change Order for Contract #260. During construction the beams for the baffles were discovered to be corroded and will need to be replaced. Also, the existing handrails needed to be extended. This additional work and materials required an increase in Contract #260 of \$9,720.00. Mr. Schwab suggested that the change order be approved so that the project can be completed in a timely manner. The final amount of Contract #260 would be \$78,220.00. A motion was made by Mr. Schindelar, seconded by Mrs. Michetti, to approve the Change Order in the amount of \$9,720.00 for Contract #260. The motion was approved by the affirmative roll call vote of members present.

Mr. Pucilowski updated the commissioners on the headworks project. The Engineering Committee met and decided they would like to proceed with the headworks project without a building at this time. However, they would like to include the foundation in the event that a building would be needed in the future. At some point and time a temporary building could be constructed for the equipment, although that detail has not been worked out. Chairman Rattner asked about the cost for a real structure and a temporary structure. Mr. Schilling indicated that the cost estimates for the total structure portion of the project ranged from \$250,000.00 to \$600,000.00 depending on the scenario. Mrs. Aralp explained some of the different structures that could be considered. A smaller building would be approximately \$90,000.00 and a larger building would be \$112,000.00. These costs did not include electricity or HVAC, etc. Mrs. Aralp further estimated the total projected costs to the commissioners. The commissioners discussed the need for permanent structure over a temporary structure for the project. Maintenance for the building was briefly discussed. Funding for the project was also discussed. Mr. Schilling would set up a meeting with the Finance Committee and the Engineering Committee to further discuss the headworks project and other projects to be included in the 2018 Budget.

Mrs. Aralp left the meeting at approximately 8:35 PM.

Motion made by Mr. Schwab, seconded by Mr. Schindelar and the affirmative roll call vote of members present for the commissioners to go into closed session at 8:35 PM:

WHEREAS, Section 8 of the Open Public Meetings Act (N.J.S.A. 10:4-12 (b) (1-9) permits the exclusion of the public from meeting in certain circumstances;

WHEREAS, the Commissioners of the Musconetcong Sewerage Authority are of the opinion that such circumstances exist.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Musconetcong Sewerage Authority as follows:

1. The public shall be excluded from discussion and action of the closed session of the Musconetcong Sewerage Authority;
2. The general nature of the subject matter to be discussed is as follows: Personnel

The above subject matter will be made public once negotiations are complete and it is deemed to be in the public interest.

Motion to reopen the meeting to the public at 8:55 PM was offered by Mr. Schindelar, seconded by Mr. Schwab and the affirmative vote of members present.

Mr. Schindelar left the meeting at approximately 8:56 PM.

Mr. Sylvester explained that the commissioners were not prepared to finalize Mr. Schilling's salary increase that evening. He apologized to Mr. Schilling, the Personnel Committee failed to complete a certain procedure required in the evaluation process. He explained to Ms. Grebe that she would receive a \$1.00 an hour salary increase for 2017. A motion was made by Mrs. Michetti, seconded by Mr. Cangiano to increase Ms. Grebe's salary by \$1.00 an hour retroactive to January 2017. Mr. Dwyer will prepare a formal resolution. Roll call:

Mr. Bates	Absent	Mrs. Michetti	Yes
Mr. Benson	Yes	Mr. Pucilowski	Yes
Mr. Bruno	Absent	Mr. Rattner	Yes
Mr. Cangiano	Yes	Mr. Schindelar	Absent
Mr. Grogan	Yes	Mr. Schwab	No
Mr. McNeilly	Absent	Mr. Sylvester	Yes

Motion made by Mr. Cangiano, seconded by Mr. Grogan and the affirmative vote of members present, Chairman Rattner adjourned the meeting at 9:05 PM.

Respectfully Submitted:



Susan Grebe,
Administrative Assistant