

RAHWAY VALLEY SEWERAGE AUTHORITY

Engineering Committee Meeting

Minutes

October 8, 2015

Commissioner LoForte, Engineering Committee member, called the meeting to order at 7:01 p.m.

Commissioner LoForte 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 January 28, 2015.

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.

The Chairman requested that everyone stand to salute the Flag and a moment of silence.

Roll Call

The following members were present:

Allen Chin	for the Town of Westfield
Michael Furci	for the Township of Springfield
Robert B. LaCosta	for the Township of Scotch Plains
Richard J. LoForte	for the Borough of Kenilworth
Robert Rachlin	for the City of Rahway
Scott L. Thompson	for the Township of Woodbridge
Attilio S. Ventura	for the Borough of Roselle Park

The following members were absent:

Mark P. Dugan	for the Township of Cranford
Stephen D. Greet	for the Borough of Garwood
Frank G. Mazzarella	for the Township of Clark
John J. Tomaine	for the Borough of Mountainside

The following were also present:

James J. Meehan	Executive Director
Robert J. Materna	Secretary-Treasurer
Joanne Grimes	Purchasing Agent / Office Manager
Howard Matteson, PE	Cons. Engineer, CDM Smith, Inc.
Dennis A. Estis, Esq.	General Counsel, Greenbaum, Rowe, Smith & Davis
John Buonocore	Chief Engineer
Dan Ward	Manager, Plant Maintenance
Anthony Gencarelli	Manager of Regulatory Compliance

New Business**Contract #105F – Cogeneration Litigation**

Executive Director and/or Counsel may discuss recent activity on this matter in Closed Session.

Contract #105NE – Cogeneration Litigation Neutral Expert

Executive Director and/or Counsel may discuss recent activity on this matter in Closed Session.

Contract #173 – Codigestion/Liquid Waste

The Request For Proposals for a Public Private Partnership to Design, Build and Administer a Liquid Waste Receiving Enterprise was advertised. Proposals were received and are being reviewed. This matter may be discussed further, in Closed Session.

TWA Application – Town of Westfield

The Authority received a Treatment Works Application (TWA) from the Town of Westfield for property located at 333 Central Avenue in Westfield. The application is for a connection to serve a 70 unit, multi-story residential building including 35 one bedroom units and 35 two bedroom units, with an anticipated flow of 13,125 gpd (.013 mgd). The application was reviewed by John Buonocore, Chief Engineer, who found it to be in order and recommends endorsement.

TWA Application – Township of Woodbridge

The Authority received a Treatment Works Application (TWA) from the Township of Woodbridge for property located at 3 Ronson Road. The application is for the redevelopment of the Ronson property including a sewer connection to serve 5 buildings containing 72 one bedroom apartment units and 283 two bedroom apartment units, and 8600 sf of retail space, with an anticipated flow of 75,355 gpd (.075 mgd). The application was reviewed by John Buonocore, Chief Engineer, who found it to be in order and recommends endorsement.

Contract #1519A – Commodity Natural Gas

The Authority participated in a reverse online auction for the purchase of commodity natural gas. After the bidding was done, the low bidder refused to sign the necessary documentation. There were complications in executing a contract with the second bidder. The Authority then advised EMEX that we wished to reject the bids and rebid the contract. The rebid auction is schedule for the week of October 19th. Action will be on the October agenda to formally reject the bids received September 29th.

Contract #1600 – 2016 Litigation Counsel Services

A Request For Proposals for Litigation Counsel Services was sent to Weiner Lesniak 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.

<u>Company</u>	<u>Amount</u>
Weiner Lesniak, LLP	\$175.00 Partners
Parsippany, NJ	\$145.00 Associates
	\$75.00 Paralegals
	\$125,000.00 Not to Exceed

Weiner Lesniak has proposed the same rates as charged in 2015 with a not to exceed amount of \$125,000.00. If the Authority enters into Arbitration or Litigation on Contract #105, the amount of hours and related costs could exceed that amount. Their proposal was found to be in order and Joanne Grimes, QPA, recommends award of this contract to Weiner Lesniak, LLP.

Contract #1601 – 2016 General Counsel Services

A Request For Proposals for General Counsel Services was sent to Greenbaum, Rowe, Smith & Davis, 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.

<u>Company</u>	<u>Amount</u>
Greenbaum, Rowe, Smith & Davis	\$210.00 Partners (3% inc.)
Woodbridge, NJ	\$160.00 Associates (5% inc.)
	\$100.00 Paralegals (0% inc.)
	\$35.00 Paraclerks (0% inc.)
	\$140,200.00 Not To Exceed
	\$9,700.00 Retainer

Greenbaum, Rowe, Smith has proposed the slightly higher rates for Partners and Associates as indicated above. The total not to exceed is based on the number of hours included in the RFP as projected by the Authority and is \$140,200.00. Please note that in 2015 they have been paid \$28,839.60 to date. Their proposal was found to be in order, and Joanne Grimes, QPA, recommends award of this contract to Greenbaum, Rowe, Smith & Davis.

Contract #1602 – 2016 Labor Counsel Services

A Request For Proposals for Labor Counsel Services was sent to Schwartz, Simon, Edelstein & Celso, LLC, 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.

<u>Company</u>	<u>Amount</u>
Schwartz, Simon, Edelstein & Celso, LLC	\$165.00 Partners
Whippany, NJ	\$150.00 Associates
	\$100.00 Paralegals
	\$46,850.00 Not To Exceed

Schwartz, Simon, Edelstein & Celso, LLC has proposed the same rates as 2014 and 2015. The total not to exceed is slightly higher than 2015 based on the hours included in the RFP. Additional hours were included as the Union Contract is up for renewal in 2016. Please note that

in 2015 they have been paid \$14,699.00 to date. Their proposal was found to be in order, and Joanne Grimes, QPA, recommends award of this contract to Schwartz, Simon, Edelstein & Celso, LLC.

Contract #1604 – 2016 Bond Counsel Services

A Request For Proposals for Bond 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.

<u>Company</u>	<u>Amount</u>
Hawkins, Delafield & Wood LLP	\$325.00 Partners
Newark, NJ	\$245.00 Associates
	\$95.00 Paralegal
	\$295.00 Blended Rate
	\$48,750.00 Not To Exceed

Hawkins, Delafield & Wood LLP has proposed the same rates as 2014 and 2015. The not to exceed amount is based on the number of hours included in the RFP. Please note that in 2015 they have been paid to date, \$33,827.60 related to the gas cleaning. Their proposal was found to be in order, and Joanne Grimes, QPA, recommends award of this contract to Hawkins, Delafield & Wood LLP.

Contract #1605 – 2016 Financial Advisory Services

A Request For Proposals for Financial Advisory Services specifically related to Facility Upgrades and a Public Private Partnership, was sent to NW Financial Group, LLC, 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.

<u>Company</u>	<u>Amount</u>
NW Financial Group, LLC	\$190.00 Principal
Hoboken, NJ	\$185.00 Managing Director
	\$180.00 Sr. VP
	\$170.00 VP
	\$150.00 Analyst
	\$19,000.00 Not To Exceed

NW Financial Group, LLC has proposed the same rates as 2014 and 2015. The not to exceed amount is based on the number of hours included in the RFP. Please note that their proposal for 2015 was for a not to exceed \$19,000.00, to date they have billed \$925.00. The proposal was found to be in order, and Joanne Grimes, QPA, recommends award of this contract to NW Financial Group, LLC.

Contract #1606 – 2016 Accountant Services

A Request For Proposals for Account Services specifically related to 2015 Audit, was sent to

Suplee Clooney & Co., 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.

<u>Company</u>	<u>Amount</u>
Suplee Clooney & Co.	\$150.00 Principal
Westfield, NJ	\$135.00 Supervisor
	\$105.00 Sr. Staff
	\$85.00 Staff Accountant
	\$26,250.00 Audit – Lump Sum (.001% inc.)
	\$2,000.00 Single Audit
	\$5,400.00 Misc. Other
	\$33,650.00 Not To Exceed

Suplee Clooney & Co. has proposed the same rates as (2014 and) 2015 with the exception of a \$250.00 increase for the 2015 audit. The “Single Audit” is a new requirement related to a Grant, and therefore is an added task on the RFP. Please note that their proposal for 2015 was for a not to exceed amount of \$31,400.00, to date they have billed \$26,000.00. The proposal was found to be in order, and Joanne Grimes, QPA, recommends award of this contract to Suplee Clooney & Co.

Contract #1607 – 2016 Engineering Services

A Request For Proposals for Consulting Engineering Services was sent to CDM Smith, Inc. 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.

<u>Company</u>	<u>Amount</u>
CDM Smith, Inc.	\$205.00 Sr. Engineer (1.5% inc.)
Edison, NJ	\$100.00 Jr. Engineer (2.1% inc.)
	\$171.00 Proj. Mgr. (1.8% inc.)
	\$89.00 Secretary (2.3% inc.)
	\$16,000.00 Retainer (3.5% inc.)
	\$71,875.00 Not To Exceed

CDM Smith has proposed slight increases in all of their rates. The 2016 RFP combined both the Engineering Services and the Biosolids Administration Contracts into one contract. Please note that their proposals for the 2015 contracts were for a not to exceed amounts of \$62,018.00 + \$4,900.00, to date they have billed \$21,309.00 + \$0.00. The 2016 Not To Exceed amount is based on a number of hours proposed by the Authority for proposal/budgetary purposes. The proposal was found to be in order, and Joanne Grimes, QPA, recommends award of this contract to CDM Smith, Inc.

Contract #1608 – 2016 Special Counsel Services

A Request For Proposals for Special Counsel Services specifically related to the potential Facility Upgrades and a Public Private Partnership, 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.

<u>Company</u>	<u>Amount</u>
Hawkins, Delafield & Wood LLP	\$325.00 Partners
Newark, NJ	\$245.00 Associates
	\$295.00 Blended Rate
	\$42,750.00 Not To Exceed

Hawkins, Delafield & Wood LLP has proposed the same rates as 2015. Please note that their proposal for 2015 was for a not to exceed \$42,750.00, plus \$105,000 for Special Counsel Services related to the potential Facility Upgrades and a Public Private Partnership. To date, they have billed \$99,992.23 related to the PPP and nothing on the original contract. The proposal was found to be in order, and Joanne Grimes, QPA, recommends award of this contract to Hawkins, Delafield & Wood LLP.

Contract #1609 – 2016-2017 Air Permit Compliance Services

A Notice to Bidders was posted on the Authority website and advertised in the Star Ledger. One company obtained a bid package and on October 1, 2015, the following bid was received:

<u>Company</u>	<u>Amount</u>
Environmental Compliance Asst.	\$50,500.00
Basking Ridge, NJ	

The sole bidder, Environmental Compliance Assistance of Basking Ridge, NJ, has provided these services in the past. Joanne Grimes, QPA, found the sole bid to be in order and recommends award to Environmental Compliance Assistance in an amount of \$50,500.00 for a two year period.

Contract #1610 – 2016 Metering System Sampling and Analysis

A Request For Proposals for Metering System Sampling and Analysis was sent to Lyons Environmental Services, LLC 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.

<u>Company</u>	<u>Amount</u>
Lyons Environmental Services, LLC	\$1,275.00/Ea. Total \$33,150.00
Neptune, NJ	

Lyons Environmental Services, LLC has proposed the same rates as 2015. Their proposal was found to be in order, and Joanne Grimes, QPA, recommends award of this contract to Lyons Environmental Services, LLC.

Contract #1611 – 2016 Laboratory Services – SQAR Testing

A Request For Proposals for Laboratory Services - SQAR was sent to QC Laboratories 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.

<u>Company</u>	<u>Amount</u>
QC Labs Southampton, PA	\$32,015.00

QC Labs has proposed rate increases on 16 of the 26 different tests they perform for the Authority, reflecting an overall increase of 7%. Please note that their proposal for 2015 was for a not to exceed amount of \$29,921.00, of which they have billed \$16,947.50 to date. The proposal was found to be in order, and Joanne Grimes, QPA, recommends award of this contract to QC Labs.

Contract #1612 – 2016 Laboratory Services – Bioassay Testing

A Request For Proposals for Laboratory Services - Bioassay was sent to QC Laboratories 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.

<u>Company</u>	<u>Amount</u>
QC Labs Southampton, PA	\$6,200.00

QC Labs has proposed the same rates as 2015. Please note that their proposal for 2015 was for a not to exceed amount of \$6,200.00, of which they have billed \$1,400.00 to date. The proposal was found to be in order, and Joanne Grimes, QPA, recommends award of this contract to QC Labs.

Contract #1613 – 2016-2017 Equipment Rental and Sewer Line Inspection Services (Trunk Sewer)

A Notice to Bidders was advertised in the Star Ledger and was posted on the Authority's website. Four companies purchased bid packages and on October 1, 2015 three bids were received:

<u>Company</u>	<u>Amount</u>
All American Sewer Lodi, NJ	\$31,947.60
Residuals Management Verona, NJ	\$52,970.00
National Water Main Kearny, NJ	\$66,994.00

The contract for 2014-2015 for these services was awarded in an amount of \$27,140.00, of which \$6,111.50 was spent.

Joanne Grimes, QPA, reviewed the low bid, found it to be in order and recommends award of Contract #1613 to All American Sewer for a two year period in the amount of \$31,947.60.

Contract #1614 – 2016-2017 Sewer Cleaning Equipment Rental and Pipeline Inspections (Plant)
Notice to Bidders was advertised in the Star Ledger and was posted on the Authority’s website. Four companies purchased bid packages and on October 1, 2015 two bids were received:

<u>Company</u>	<u>Amount</u>
All American Sewer Lodi, NJ	\$162,750.00
EarthCare/Wind River Verona, NJ	\$294,000.00

The contract for 2014-2015 for these services was awarded in an amount of \$157,850.00, of which \$68,846.40 was spent.

Joanne Grimes, QPA, reviewed the low bid; found it to be in order, and therefore recommends award of Contract #1614 to All American Sewer for a two year period.

Contract #1615 – 2016-2017 Grit & Screening Removal and Disposal
Notice to Bidders was advertised in the Star Ledger and was posted on the Authority’s website. Three companies purchased bid packages and on October 1, 2015 two bids were received:

<u>Company</u>	<u>Amount</u>
Spectraserv, Inc. S. Kearny, NJ	\$118.00/ton - \$236,000.00
Residuals Management Verona, NJ	\$125.00/ton - \$250,000.00

The contract for 2014-2015 for these services was awarded in an amount of \$206,000.00, of which \$65,789.50 was spent.

Joanne Grimes, QPA, reviewed the bids. The low bid submitted by Spectraserv, Inc. failed to include the required Iran Disclosure Form which must be submitted at the time of the bid. The second bid submitted by Residuals Management was found to be in order and therefore, Joanne Grimes recommends award of Contract #1615 to Residuals Management, the lowest responsive and responsible bidder, for a two year period.

Contract #1616 – 2016-2017 Furnish & Deliver Emulsion Polymer
Notice to Bidders was advertised in the Star Ledger and was posted on the Authority’s website. Two companies purchased bid packages and on October 1, 2015 two bids were received:

<u>Company</u>	<u>Amount</u>
Polydyne, Inc. Riceboro, GA	\$0.845/lb x 14.9603178/lb WT = \$159,282.50 \$0.845/lb x 65/lb DT = \$159,282.50
Coyne Chemical Croydon, PA	\$0.9805/lb x 5.75/lb = \$71,037.225 \$0.9805/lb x 25 lb = \$71,086.25

Joanne Grimes, QPA, reviewed the bids. The both bids failed to provide an executed Exhibit I. After reviewing the quantities and expenditures from the previous contract, it was determined that the quantities included in the bid document were incorrect and therefore, we have decided to reject the bids and rebid this contract. Action will be on the October 15, 2015 agenda.

Contract #1617 – 2016-2017 Furnish & Deliver Sodium Hypochlorite

Notice to Bidders was advertised in the Star Ledger and was posted on the Authority's website. Four companies purchased bid packages and on October 1, 2015 four bids were received:

<u>Company</u>	<u>Amount</u>
JCI Jones Chemicals Warwick, NY	\$0.77/gal. \$77,000.00
Univar Middletown, PA	\$0.834/gal. \$83,400.00
Miracle Chemical Co. Farmingdale, NJ	\$0.849/gal \$84,900.00
Kuehne Chemical S. Kearny, NJ	\$1.05/gal. \$105,000.00

The contract for 2014-2015 for these services was awarded in an amount of \$82,000.00, of which \$24,568.73 was spent.

Joanne Grimes, QPA, reviewed the low bid and found it to be in order, and therefore, recommends award to JCI Jones Chemicals in an amount of \$77,000.00 for a two year period.

Contract #1618 – 2016-2017 Furnish & Deliver UV Parts

Notice to Bidders was advertised in the Star Ledger and was posted on the Authority's website. Two companies purchased bid packages and on October 1, 2015 two bids were received:

<u>Company</u>	<u>Amount</u>
First Light Energy Poultney, VT	\$245,414.80 (Items 1, 2, 3, 7, and 30)

Xylem
Charlotte, NC

\$466,410.31 (30 Items)

The contract for 2014-2015 awarded to First Light was in an amount of \$205,732.80, of which \$112,600.00 was spent. The contract for 2014-2015 awarded to Xylem was in an amount of \$231,593.00, of which \$3,928.00 was spent.

Joanne Grimes, QPA, reviewed the bids. The bid from First Light was found to be in order. Their prices for the items bid were the same as the prices bid by Xylem and therefore, recommends awarding the contract to First Light for those five items. The bid from Xylem was found to have incurable defects and therefore must be rejected. Joanne Grimes recommends that the Authority reject Xylem's bid and rebid the contract for all but the five items being awarded to First Light.

Engineering Bills:

Contractor	Contract Number	Contract Name	Invoice Amount
CDM Smith	1507	Consulting Engineer Retainer - August 2015	1,289.00
	1507	General Consulting - Miscellaneous - August 2015	2,280.00
	171	Digester Gas Cleaning System - August 2015	1,242.00
	175	Digester Lids Replacement & Waste Gas Burner - August 2015	25,886.50
Greenbaum, Rowe, Smith	1501	Retainer - September 2015	792.00
	1501	General Counsel - August 2015	204.00
	1501	US Healthworks - August 2015	1,376.70
	1501	Occidental Tierra Solutions - August 2015	163.20
	1501	RVSA vs JH Reid - August 2015	224.40
Spectraserv	171	Digester Gas Cleaning System - thru September 30, 2015	106,971.90
Weiner Lesniak	1500	Special Counsel - Caterpillar Foley - July 2015	1,907.50
Weiner Lesniak	1500	Special Counsel - Caterpillar Foley - August 2015	2,688.06

Report of Consulting Engineer

Howard Matteson of CDM Smith, Inc. submitted the following report covering the period of September 2015.

A. Retainer Services

During the period, CDM Smith prepared the monthly report and attended the September Board Meeting.

B. Miscellaneous Engineering Services

No activity during the period.

C. Biosolids Hauling and Reuse Contract Assistance

No activity during the period.

D. Digester Gas Treatment System Design – Construction Services

During the period, CDM Smith performed the following:

- Attended a progress meeting
- Coordinated with staff on technical issues and Requests for Information.
- Performed Shop Drawing review.

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

During the period, CDM Smith performed the following.

- Coordinated with Authority staff regarding NJEIT funding requirements.
- Compiled information for the Title V modification and met with the subconsultant.
- Prepared the 90% design drawings and specifications.

Report of General Counsel

Greenbaum Rowe Smith & Davis submitted the following report covering the period from September 17, 2015 through October 7, 2015.

1. General

A. Flow Rights

Based upon the meter reading during the past metering year, determinations will have to be made as to which municipalities will have to participate in hearings in accordance with the RVSA Agreement with all of the municipalities. It appears clear that Clark and Springfield will. Mr. Estis added that the Authority will utilize averages without flow violations for the month of September.

B. Treatment of Organic Waste

No change.

C. Local Contracts Law

I was consulted by the Authority as it relates to several different matters. The first involved when a Certification of No Iranian Investments was required to be submitted. The second involved the ability of the Authority to negotiate a price once bids have been opened. I determined that a public entity cannot renegotiate once bids are received for the first time and the Iran Certification had to be submitted with the bid. Additional questions have arisen as to whether one of our professionals satisfied the political requirements of the political contribution law. I am reviewing this issue so that appropriate action can be taken, if required. A final issue arose as to whether a certain surety was authorized to do business in New Jersey and whether we could accept its form of performance bond. I determined that the surety was authorized in New Jersey and that we could accept its form. Because Joanne Grimes is a qualified purchasing agent, the threshold for which we must put purchases or services out for bid has been increased from \$36,000 to \$40,000.

D. OPRA

An OPRA request was filed with the Authority seeking documents concerning properties located at 38, 44, 46 and 52 East Cherry Street in Rahway. The Authority advised the individual that it did not own these properties nor did the Authority have any records regarding those properties. It appears that the person requesting the documents thought that the Authority was the same as the City of Rahway and the response from Ms. Grimes explained to the person that RVSA was not part of the City.

E. US Healthworks

We will discuss this under closed session.

F. Telephone Contract

My office is in the process of reviewing the various contract documents required to purchase the new telephone system. We may need to negotiate certain portions of these documents.

G. Copyright

A question was asked regarding the ability of the Authority to utilize portions of a video which did not belong to the Authority on the Authority's website. Copyright laws prohibit such use.

H. QDI Monitoring

Almost a year ago, I provided comments with regard to an Access Agreement submitted by the environmental engineer for our neighbor, Quala, in order to perform certain testing on RVSA's property. We heard nothing from this company until approximately three weeks ago when a revised agreement was forwarded to the Authority. I am reviewing the revised Agreement.

2. Contract #105 - Cogeneration Facility

We will discuss this matter in closed session.

3. NJDEP v. Occidental Chemical

We have come to the end of our ability to get any further reimbursement from Zurich or Nationwide. There is still one check that we expect to receive from Zurich in the amount of \$5,120.25. Apparently, the check was originally issued three or four weeks ago, but instead of being sent to the Authority, it went to an entity called the Rahway Auto body. Zurich will be sending a new check. I cannot recommend expending any more effort to try and convince the insurance companies to pay more money since such efforts are fruitless.

Report of Litigation Counsel

No report.

Closed Session

Mr. LaCosta made a motion to go into closed session at 7:36 p.m. for discussion of legal matters, specifically the Contract #105 – Cogeneration Facility Litigation, Occidental Litigation, acquisition of the US Healthcare property, and the potential PPP. The motion was seconded by Mr. Chin and unanimously approved by those present. Mr. Dugan, Mr. Greet, Mr. Mazzarella and Mr. Tomaine were absent.

Regular Order of Business

Mr. LaCosta made a motion, seconded by Mr. Rachlin, to return to the Regular Order of Business at 7:53 p.m. The motion was unanimously approved by those present. Mr. Dugan, Mr. Greet, Mr. Mazzarella and Mr. Tomaine were absent.

Adjournment

As there was no further business, on motion of Mr. LaCosta, seconded by Mr. Chin, the meeting adjourned at 7:54 p.m. The motion was unanimously approved by those present. Mr. Dugan, Mr. Greet, Mr. Mazzarella and Mr. Tomaine were absent.

Chairman

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