



HMUA MINUTES

ANNUAL
MEETING OF

FEBRUARY 08, 2022

ADMINISTRATION BUILDING
424 Hurley Drive
Hackettstown, NJ



ANNUAL MEETING FEBRUARY 08, 2022

JACOB GARABED ADMINISTRATION BUILDING & VIRTUAL MEETING

The meeting was called to order by Chairperson Kuster at 6:00 P.M. over teleconference due to Executive Order No. 107 signed by NJ Governor Murphy and to promote the necessary social distancing to avoid the spread of COVID-19. Executive Director Corcoran announced that adequate notice of this meeting has been given to the area press and the Town of Hackettstown, and the meeting shall be convened and conducted in accord with the requirements of the Open Public Meetings Act.

Executive Director Corcoran acknowledged receipt of the resolution adopted by the Town of Hackettstown appointing Ciro Lala to the Authority for a term of office expiring on February 1, 2027.

Roll call indicated the following members in attendance: Kuster, Harper, Jerry DiMaio and John DiMaio.

Also attending: Counselor Zaiter, Accountant Robert McNinch, Executive Director Corcoran, Deputy Director Tuttle and Recording Secretary Lasch.

Chairperson Kuster led a salute of the United States Flag.

Executive Director Corcoran requested the Accountant to give his report for the Audit for Fiscal Year ended November 30, 2020 so as not to keep him through the entire meeting.

Rob thanked her and continued with his report by saying that 2020 was a great year for the Authority. He commented on the internal controls by saying that it the Authority has a good system in place, where there are now well designed checks and balances. There are no compliance issues and the staff does not hesitate to reach out when questions or issues arise. The audit report is very clean. There was some discussion about the pension funds and Rob stated funds are set aside in the budget and paid through an annual pension bill.

Rob mentioned that we need to send an affidavit, signed by board members, along with the audit report to Trenton. The affidavit can be individually signed by each member. Kathy thanked Rob for his report. Rob exited the meeting at 6:22pm.

Chairperson Kuster indicated approval of the January 10th, 2022 Regular Meeting to be the next agenda item. A motion to approve the minutes was made by Harper, being seconded by Jerry DiMaio.

Ayes: Kuster, Harper, Jerry DiMaio

Abstained: John DiMaio



Chairperson Kuster indicated that the election of officers for the ensuing year would be the next order of business and appointed Counselor Zaiter as Acting Chairperson to conduct the election. Upon hearing the request for nominations for the office of Chairperson for the Board Year 2022/2023, Harper nominated Kuster. Jerry DiMaio seconded the nomination. No further nominations were received. There being only one nomination, Kuster was elected as Chairperson.

Ayes: Kuster, Harper, Jerry DiMaio, and John DiMaio

Chairperson Kuster then declared nominations for the office of Vice Chairperson to be in order. Jerry DiMaio nominated Harper. John DiMaio seconded the nomination. No further nominations were received. There being only one nomination, Harper was elected as Vice Chairperson.

Ayes: Kuster, Harper, Jerry DiMaio, and John DiMaio

Chairperson Kuster stated the next agenda item was discussion and possible action to appoint the Risk Management Consultant.

After a brief discussion, the following Resolution #22-3637 was proposed by Jerry DiMaio who moved its adoption:

Resolution #22-3637

WHEREAS, the Hackettstown Municipal Utilities Authority has previously joined the New Jersey Utility Authorities Joint Insurance Fund, following a detailed analysis; and,
WHEREAS, the bylaws of said Fund requires that each Authority appoint a Risk Management Consultant to perform various professional services as detailed in the bylaws; and,
WHEREAS, the Authority has negotiated a reduced fee in the amount of \$4,000, which represents reasonable compensation for the services required for the duration of one year; and,
NOW, THEREFORE, be it resolved, the Hackettstown Municipal Utilities Authority does hereby appoint Otterstedt Insurance Agency as its Risk Management Consultant in accordance with the Fund's bylaws; therefore,
BE IT FURTHER RESOLVED, that the Governing Body hereby authorizes and directs the execution of the Risk Management Consultant's Agreement annexed hereto.

This Resolution was seconded by John DiMaio and upon roll call vote carried:

Ayes: Kuster, Harper, Jerry DiMaio, and John DiMao

Chairperson Kuster then indicated that appointments of Authority professionals be the next several agenda items. Chairperson Kuster continued by stating the first appointment will be for the Authority's Auditor.



After a brief discussion, the following Resolution #22-3638 was proposed by Harper who moved its adoption.

Resolution #22-3638

WHEREAS, the Town of Hackettstown Municipal Utilities Authority has a need to retain professional services of an Auditor as a non-fair and open contract pursuant to the provision of N.J.S.A. 19:44A-20.5; and,

WHEREAS, pursuant to N.J.S.A. 40:A-11-5, professional services for the Authority may be retained without public bidding; therefore,

BE IT RESOLVED, by the Board Members of the Town of Hackettstown Municipal Utilities Authority as follows:

- 1- That the appointment of Wielkotz & Company as the Authority's Auditor and retaining them to perform audits and other support services in accordance with their 2022 proposal is herewith authorized without public bidding.
- 2- The term of said appointment shall be to February 15, 2023, or until their successor has been appointed and qualified.
- 3- That the Executive Director of the Authority is hereby authorized and directed to publish this Resolution in the Daily Record pursuant to N.J.S.A. 40A:11-5 (1) (a) (i).

This Resolution was seconded by Jerry DiMaio and upon roll call vote carried:

Ayes: Kuster, Harper, Jerry DiMaio and John DiMaio

The next agenda item was the discussion and possible action to appoint the Authority's Counselor. After a brief discussion, the following Resolution #22-3639 was proposed by Jerry DiMaio who moved its adoption:

Resolution #22-3639

WHEREAS, the Town of Hackettstown Municipal Utilities Authority has a need to retain professional services of a Counselor as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

WHEREAS, pursuant to N.J.S.A. 40:A-11-5, professional services for the Authority may be retained without public bidding; therefore,

BE IT RESOLVED, by the Board Members of the Town of Hackettstown Municipal Utilities Authority as follows:

- 1- That the appointment of the firm Broscious, Fischer & Zaiter as the Authority's Counselor and retaining them to render legal services to the Authority in accordance with their proposal dated January 6, 2022 is herewith authorized without public bidding.
- 2- The term of said appointment shall be to February 15, 2023, or until their successor has been appointed and qualified.
- 3- That the Executive Director of the Authority is hereby authorized and directed to publish this Resolution in the Daily Record pursuant to N.J.S.A. 40A:11-5 (1) (a) (i).

This Resolution was seconded by John DiMaio and upon roll call vote carried:



Ayes: Kuster, Harper, Jerry DiMaio and John DiMaio.

The next item was the discussion and possible action to appoint the Authority's Consulting Engineer as noted by Chairperson Kuster.

The following Resolution #22-3640 was proposed by Harper who moved its adoption:

Resolution #22-3640

WHEREAS, the Town of Hackettstown Municipal Utilities Authority has a need to retain professional services of a Consulting Engineer as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

WHEREAS, pursuant to N.J.S.A. 40:A-11-5, professional services for the Authority may be retained without public bidding; therefore,

BE IT RESOLVED, by the Board Members of the Town of Hackettstown Municipal Utilities Authority as follows:

- 1- That the appointment of Mott MacDonald as the Authority's Consulting Engineer and retaining them to render engineering service to the Authority in accordance with their proposal dated January 26, 2022 is herewith authorized without public bidding.
- 2- The term of said appointment shall be to February 15, 2023 or until their successor has been appointed and qualified.
- 3- That the Executive Director of the Authority is hereby authorized and directed to publish this Resolution in the Daily Record pursuant to N.J.S.A. 40A:11-5 (1) (a) (i).

The Resolution was seconded by Jerry DiMaio and upon roll call vote carried:

Ayes: Kuster, Harper, Jerry DiMiao and John DiMaio.

Chairperson Kuster stated the next agenda item was discussion and possible action to appoint the Executive Director, Secretary and Treasurer. The following Resolution #22-3641 was proposed by John DiMaio who moved its adoption:

Resolution #22-3641

WHEREAS, N.J.S.A. 40:14b-18 provides that the positions of Executive Director, Secretary and Treasurer of a Municipal Utilities Authority are appointed positions; and,

WHEREAS, the members of the Authority are desirous of appointing Kathleen Corcoran to fill the positions of Executive Director, Secretary and Treasurer; therefore,

BE IT RESOLVED, that Kathleen Corcoran is hereby appointed Executive Director, Secretary and Treasurer of the Town of Hackettstown Municipal Utilities Authority; and,

BE IT FURTHER RESOLVED that the term of said appointment shall be to February 15, 2023 or until her successor has been appointed and qualified.

This Resolution was seconded by Jerry DiMaio and upon roll call vote carried:

Ayes: Kuster, Harper, Jerry DiMaio and John DiMaio



Chairperson Kuster opened the meeting to public participation and noted that no members of the public announced their presence.

Chairperson Kuster stated the next agenda item was discussion and possible action regarding any project change orders. Director Corcoran explained there was a \$0 change order proposed related to extending the project schedule for the UV project and she recommends approval.

The following Resolution #22-3642 was proposed by Harper who moved its adoption:

Resolution #22-3642

WHEREAS, an extension of time for the completion of the UV project is necessary due to supply issues; and
WHEREAS, an additional 73 days is required at no cost to the Authority; therefore
BE IT RESOLVED that Executive Director Corcoran is authorized to grant a 73 day extension of time for the UV project.

This Resolution was seconded by Jerry DiMaio and upon roll call vote carried:

Ayes: Kuster, Harper, Jerry DiMaio and John DiMaio

Chairperson Kuster stated that Resolutions pertaining to financial transactions were the next order of business. The following Resolution #22-3643 was proposed by John DiMaio who moved its adoption:

Resolution #22-3643

BE IT RESOLVED, that the following Operations Expense Requisitions be formally approved:

Dated:	January 14, 2022	OEA-1228	SL-04	\$115,942.97
Dated:	January 28, 2022	OEA-1229	SL-05	<u>\$ 97,855.08</u>
		Total		\$213,798.05

This Resolution was seconded by Harper and upon roll call vote carried:

Ayes: Kuster, Harper, Jerry DiMaio and John DiMaio

The following Resolution #22-3644 was proposed by Harper who moved its adoption:

Resolution #22-3644

BE IT RESOLVED, that the following Renewal and Replacement Fund Requisition #RR-290 be formally approved:



REQUISITION #RR-290

DeMaio Electrical Company.	Contract 51S	\$ 219,725.80
Evonik Active Oxygens, LLC	PAA & Equip. Lease	14,250.00
Foley, Incorporated	Generator Rental	4,200.00
KeyTech	Concrete-UV System	596.00
Mott MacDonald	Professional Engineering	<u>28,463.50</u>
	Total	\$ 257,235.30

The Resolution was seconded by John DiMaio and upon roll call vote carried:

Ayes: Kuster, Harper, Jerry DiMaio and John DiMaio

The following Resolution #22-3645 was proposed by Jerry DiMaio who moved its adoption.

Resolution #22-3645

BE IT RESOLVED, that the following General Fund Requisition #GF-16 be formally approved:

REQUISITION #GF-16

Mott MacDonald	1.0 MG Water Tank/Water Main	<u>\$ 5,748.21</u>
	Total	\$ 5,748.21

This Resolution was seconded by Harper and upon roll call vote carried:

Ayes: Kuster, Harper, Jerry DiMaio and John DiMaio

The following Resolution #22-3646 was proposed by Harper, who moved its adoption:

Resolution #22-3646

BE IT RESOLVED, that the following Escrow Subaccount Requisition #ESR-321 be formally approved:

REQUISITION #ESR-321

Diocese of Metuchen	Return of Escrow	\$9,966.21
Hackettstown MUA	HOGS/Pump Station Alarm	987.82
Hackettstown MUA	Cons. Monitor/Woodmont	1,347.14
Mott MacDonald	Woodmont at Independence	<u>766.00</u>
	Total	\$ 13,067.17

The Resolution was seconded by John DiMaio and upon roll call vote carried:

Ayes: Kuster, Harper, Jerry DiMaio and John DiMaio

Chairperson Kuster stated the next agenda item was approval of the proposed Annual Meeting Schedule for the period of March 2022 through February 2023. After a brief discussion, the following Resolution #22-3647 was proposed by Jerry DiMaio who moved its adoption:



Resolution #22-3647

BE IT RESOLVED: by the Board Members of the Town of Hackettstown Municipal Utilities Authority as follows:

- 1- The following schedule for the regular meetings of the Authority for the period commencing March 08, 2022 and concluding February 15, 2023 is hereby adopted:
March 08, 2022
April 12, 2022
May 10, 2022
June 14, 2022
July 12, 2022
August 09, 2022
September 13, 2022
October 11, 2022
November 08, 2022
December 13, 2022
January 10, 2023
February 15, 2023
- 2- All regular meetings will be held at the Jacob Garabed Administration Building at 424 Hurley Drive at 7:00P.M.
- 3- In accordance with Executive Order No. 107 signed by NJ Governor Murphy in February 2020 and to promote the necessary social distancing to avoid the spread of COVID-19, meetings of the HMUA will be held virtually at 3:30PM on the meeting dates above until Executive Order No. 107 is revoked or modified by the Governor.
- 4- A copy of the meeting schedule shall be prominently posted in the Jacob Garabed Administration Building lobby and also be published in the official newspaper of the Authority.

The Resolution was seconded by John DiMaio and upon roll call vote carried:

Ayes: Kuster, Harper, Jerry DiMaio and John DiMaio

The next agenda item as noted by Chairperson Kuster was the discussion and possible action to designate the official newspapers for the Authority. The following Resolution #22-3648 was proposed by Harper who moved its adoption:

Resolution #22-3648

WHEREAS, the Authority desires to designate official newspapers in which to publish official public notices;

NOW, THEREFORE, BE IT RESOLVED, by the Town of Hackettstown Municipal Utilities Authority that the Express Times, Daily Record and New Jersey Herald are the official newspapers of the Authority.

The Resolution was seconded by Jerry DiMaio and upon roll call vote carried:



Ayes: Kuster, Harper, Jerry DiMaio and John DiMaio

Chairperson Kuster stated the next agenda item was discussion and possible action to readopt the Cash Management Plan. The following Resolution #22-3649 was proposed by John DiMaio who moved its adoption:

Resolution #22-3649

WHEREAS, it is in the best interests of the Hackettstown Municipal Utilities Authority to earn additional revenue through the investment and prudent management of its cash receipts; and,
WHEREAS, N.J.S.A. 40A:5-14 requires each local government unit to readopt the Cash Management Plan; therefore,
BE IT RESOLVED, the Board Members of the Town of Hackettstown Municipal Utilities Authority hereby readopts the Cash Management Plan as presented.

This Resolution was seconded by Harper and upon roll call vote carried:

Ayes: Kuster, Harper, Jerry DiMaio and John DiMaio

Chairperson Kuster stated the next agenda item was discussion and possible action to designate depositories for Authority Revenue Funds. After a brief discussion, the following Resolution #22-3650 was proposed by Harper who moved its adoption:

Resolution #22-3650

WHEREAS, the Authority desires to designate a financial institution as the depository for Authority revenues; and,
WHEREAS, said revenues are to be transferred from the depository to the Trustee, currently U.S. Bank, for deposit into the Revenue Fund and subsequent distribution and investment in other Funds as designated by HMUA's Bond Resolution.
NOW, THEREFORE, BE IT RESOLVED, that the Town of Hackettstown Municipal Utilities Authority does herein formally authorize and direct the Authority revenues be deposited into an interest bearing account in First Hope Bank, said bank being designated as the official depository of Authority revenues and further authorizes the Chairperson or Executive Director to direct the Trustee to make investments in securities as previously approved by the Authority or to authorize transfers to other Authority accounts.

This Resolution was seconded by Jerry DiMaio and upon roll call vote carried:

Ayes: Kuster, Harper, Jerry DiMaio and John DiMaio

Chairperson Kuster stated the next agenda item was discussion and possible action to designate depositories of the Authority's Construction Aid Fund. The following Resolution #22-3651 was proposed by Harper who moved its adoption:



Resolution #22-3651

WHEREAS, there exists a continuing need for the Town of Hackettstown Municipal Utilities Authority to reinvest funds which have been deposited in financial institutions; and, WHEREAS, the Authority desires to designate a financial institution as the depository for the Construction Aid Fund and to designate additional financial institutions for investment of funds so the Authority can obtain the most favorable investment rates; NOW, THEREFORE, BE IT RESOLVED, by the Town of Hackettstown Municipal Utilities Authority that:

1. The Authority does herein formally designate First Hope Bank as the official depository for the Construction Aid Fund.
2. The Authority also formally designates Ameriprise Financial, Bank of America, Chase Bank, Edward Jones, First Hope Bank, M&T Bank, Fulton Bank, State of New Jersey Cash Management Fund, PNC Bank, Raymond James Financial Services, TD Bank, U.S. Bank, Valley National Bank, and Wells Fargo Bank as financial institutions which the Chairperson or Executive Director are authorized to make deposits and transfer funds for investment in the Securities as previously approved by the Authority.

This Resolution was seconded by John DiMaio and upon roll call vote carried:

Ayes: Kuster, Harper, Jerry DiMaio and John DiMaio

Chairperson Kuster stated the next agenda item was discussion to authorize the Purchasing Agent and Assistant Purchasing Agent to implement the requirements of the HMUA purchasing manual. Director Corcoran recommended that Thomas Carroll be designated as the Purchasing Agent and Kathleen Corcoran as Assistant Purchasing Agent. The following Resolution #22-3652 was proposed by Jerry DiMaio who moved its adoption:

Resolution #22-3652

WHEREAS, it is necessary to authorize the Purchasing Agent and Assistant Purchasing Agent to implement the requirements of the HMUA Purchasing Manual; and WHEREAS, the Authority is desirous of designating Thomas Carroll as Purchasing Agent and Kathleen Corcoran as Assistant Purchasing Agent; BE IT RESOLVED, by the Town of Hackettstown Municipal Utilities Authority that Thomas Carroll is designated as HMUA's Purchasing Agent and Kathleen Corcoran is designated as HMUA's Assistant Purchasing Agent.

This Resolution was seconded by Harper and upon roll call vote carried:

Ayes: Kuster, Harper, Jerry DiMaio and John DiMaio

Chairperson Kuster noted the next agenda item was discussion and possible action to designate the Public Agency Compliance Officer. After some discussion, the following Resolution #22-3653 was proposed by Harper who moved its adoption:



Resolution #22-3653

WHEREAS, in accordance with N.J.A.C. 17:27-3.3, each public agency shall designate an individual to serve as its Public Agency Compliance Officer.

WHEREAS, the members of the Authority are desirous of designating Richard Tuttle to serve as its Public Agency Compliance Officer; therefore,

BE IT RESOLVED, by the Town of Hackettstown Municipal Utilities Authority that Richard Tuttle is designated as HMUA's Public Agency Compliance Officer.

This Resolution was seconded by John DiMaio and upon roll call vote carried:

Ayes: Kuster, Harper, Jerry DiMaio and John DiMaio

Chairperson Kuster stated the next agenda item was discussion and possible action to authorize the check signers of all authority checks. After some discussion, the following Resolution #22-3654 was proposed by John DiMaio who moved its adoption:

Resolution #22-3654

WHEREAS, the Authority has avoided the cost of new check stamps each year by utilizing prior stamps as long as the Board member continues on the Authority Board; therefore,

BE IT RESOLVED, William Harper, Jr. and Executive Director Kathleen Corcoran are the Authority's check signers.

This Resolution was seconded by Jerry DiMaio and upon roll call vote carried:

Ayes: Kuster, Harper, Jerry DiMaio and John DiMaio

Chairperson Kuster stated the next agenda item was discussion and possible action to Certify Review of the Annual Audit Report for Fiscal Year ended November 30, 2020. The following Resolution #22-3655 was proposed by John DiMaio who moved its adoption.

Resolution #22-3655

WHEREAS, N.J.S.A. 40A:5A15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended November 30, 2020 has been completed and filed the Director of the Division of Local Government Services pursuant to N.J.S.A. 40A:5A15, and

WHEREAS, N.J.S.A. 40A:5A17 requires the governing body of each Authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the



annual audit report entitled “General Comments” and “Recommendations” in accordance with N.J.S.A. 40A:5A17,

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Town of Hackettstown Municipal Utilities Authority hereby certified to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended November 30, 2020, and specifically has reviewed the sections of the audit report entitled “General Comments” and “Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

This Resolution was seconded by Harper and upon roll call vote carried:

Ayes: Kuster, Harper, Jerry DiMaio and John DiMaio

Chairman Kuster requested Executive Director Corcoran to proceed with her report. Executive Director Corcoran started by explaining that the owner of 3-2 Hastings Commons has asked for relief of a large water/sewer bill due to the fact that it was empty during COVID and, during a showing with a realtor, the toilet was left running resulting in a large bill. HMUA contacted the owner after the meter was read, alerting her to the high usage. The owner had a plumber come out to fix the toilet and contacted the new tenant to be on the lookout to make sure that the toilet is not running. There was some discussion and it was decided that Director Corcoran would do some additional research, collaborate with the attorney and present that a recommendation at the next board meeting.

Executive Director Corcoran continued with her report by stating that Woodmont Independence has continued with its sewer installation. Victoria Mews is moving fast with their planning and design, and remediation work. No changes on the other projects.

On the sewer side, Director Corcoran continued by stating that Art Klein passed his S-2 exam. The sewer department has been busy investigating blockages at 1803 Scarlett Drive and 122 Valentine Street. They both resulted to be the homeowner’s responsibility and a mini camera was run at 1803 Scarlett after the line was cleared. They repaired their snow blower and have also been attending JIF safety webinars. A leaky water valve on the Jet pump was also replaced in house. They continue with mainline camera investigations for infiltration/inflow and portable flow metering in the collection system. Yearly equipment pump oil changes were performed. The sewer jet had the boom suction tube replaced by Jack Doheny due to the old tubing rusting out.

The UV disinfection project has been moving along nicely. As part of HMUA’s responsibility for the project, the sewer utility assisted Fisher Electric with wiring modifications at the UV, setting up for connection of the new system by DeMaio Electric.



On the water side, Director Corcoran reported that January water usage was less compared to last year and pre-Covid 2019, with the daily average for January 2022 being 1.895 MGD compared to 2021 usage of 1.968 MGD. The water utility has had five (5) water main breaks since the last board meeting with one being private on Heath Village property.

Leak detection continues with the deployment of correlators every night. The water utility cleaned up snow and ice from several storms. The seals in the pistons on the old backhoe were repaired in house. Well #4 has had an oil change and greased, and we have now been running it regularly on an intermittent basis to keep it functional. A boiler inspection was completed at the WFP and passed. Two of the new operator trainees are practicing for their CDL.

The 1.0 Tank design work continues and the permit applications have been submitted. Highlands has recommended approval to NJDEP. Currently we are working on the planning document for the IBank, which will incorporate the lead service line replacement project. Director Corcoran stated that she joined a Jersey Water Works Lead Service Line (LSL) collaboration group and is on the communications and compliance subcommittee. The group includes key figures from large and small private and public water systems. Key topics discussed are how to explain the LSL law to the public, a model ordinance for accessing private property, and state legislation on road opening moratoriums.

Currently the administrative team is working on preparing the lead service line notifications that will be sent certified. Notifications will also be translated into Spanish as more than 10% of the population is Hispanic.

Chairman Kuster thanked Director Corcoran for her report.

Chairperson Kuster, requested Consulting Engineer Klemm to proceed with his report. Director Corcoran stated that Engineer Klemm will not be attending, but she can answer any questions from his report that the board received. There were no questions.

Chairperson Kuster requested Counselor Zaiter to proceed with his report. Counselor Zaiter stated there was nothing to report.

Chairperson Kuster asked whether anyone had business of a general nature to discuss with no response.

Chairperson Kuster declared a motion to adjourn would be in order and was so moved by John DiMaio and seconded by Jerry DiMaio and followed by a unanimous voice vote.

Time –7:24 P.M.

Kathleen Corcoran
Executive Director & Secretary