

WANAQUE VALLEY REGIONAL SEWERAGE AUTHORITY

February 28, 2024

Reorganization Meeting and Regular Meeting

ANNOUNCEMENT – 6:00pm

Chairman Covelli, read the following announcement:

This is meeting of the Wanaque Valley Regional Sewerage Authority, Wednesday, February 28, 2024, shall serve has both the Regular meeting and Re-organization meeting is in accordance to the Open Public Meetings Act, Chapter 231, P.L. 1975 adequate notice as defined by Section 3D of Chapter 231, P.L. 1975, and has been posted on the WVRSA website. A copy of said notice will be filed with the minutes of this meeting.

SALUTE TO THE FLAG

Chairman Covelli asked Mr. Roeder, to led the Authority in the Salute to the Flag.

Chairman Covelli asked for a roll call.

ROLL CALL

Commissioners Present – In-Person: Herb Allen, Ted Taukus, Frank Covelli

Commissioner Present via Zoom: Michael Gerst, Matthew Conlon

Commissioner Absent: Michael Levine

Also Present: Mr. John Eskilson – Business Consultant – Civitas of New Jersey, LLC (Zoom)
Michael Roeder–Interim Executive Director/Licensed Operator–WVRSA–Chapman ES
William Bailey, Esq. – Huntington Bailey, LLP
Giselle Diaz – Boswell Engineering
Elizabeth Parrinello – Recording Secretary
Justin Leslie – WVRSA Plant Operation Supervisor

Chairman Covelli stated under the proceedings of the Sine Die meeting, Chairman Covelli asked for a motion to approve the Regular meeting minutes and the Executive session minutes of January 24, 2024.

The following motion was made:

MOTION Moved by Mr. Conlon, 2nd by Mr. Allen approve and accept the Regular meeting minutes and the Executive session minutes of January 24, 2024.

Chairman Covelli asked for all those in favor to signify so by stating Aye.

Commissioners: Allen, Conlon, Gerst, and Covelli all stated Aye

Commissioner Taukus stated Abstain.

Commissioner Absent: Mr. Levine

CORRESPONDENCE LIST

Received From: NJDEP Annual Fee Report – Mr. Roeder gave a brief review of the report. Chairman

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Covelli asked Mr. Roeder once he as all the fee's he would like to have that added to the WVRSA website, for the public can see how much the State of New Jersey charges for permits.

Chairman Covelli stated that WVRSA was presented an award for fourteen years of no lost time accidents 2010 – 2023.

Chairman Covelli asked if there was any old business at this time. Seeing and hearing none.

Chairman Covelli stated that seeing no one from the public, Chairman Covelli asked for a motion to adjourn the Sine Die meeting, the following motion was made.

MOTION Moved by Mr. Taukus, 2nd by Mr. Allen to close the Sine Die portion.

Chairman Covelli asked for all those in favor to signify so by stating Aye.
Commissioners, Allen, Conlon, Gerst, Taukus and Covelli all stated Aye.
Commissioner Absent: Mr. Levine

MOTION CARRIED

Chairman Covelli stated he would like to turn the meeting over to Mr. Roeder for the purpose of electing the officers of the Authority. Mr. Roeder stated that the first order of business is to elect a chairman, once elected then the meeting can be turn back over to the elected Chairman.

Mr. Roeder read the following announcement:

This is meeting of the Wanaque Valley Regional Sewerage Authority, Wednesday, February 28, 2024, shall serve has both the Regular meeting and Re-organization meeting is in accordance to the Open Public Meetings Act, Chapter 231, P.L. 1975 adequate notice as defined by Section 3D of Chapter 231, P.L. 1975, and has been posted on the WVRSA website. A copy of said notice will be filed with the minutes of this meeting.

The record will reflect that all in Attendance at the Sine Die meeting are in attendance for the Regular Meeting and Re-organization meeting.

Mr. Roeder asked for a roll call.

Commissioners Present – In-Person: Herb Allen, Ted Taukus, Frank Covelli

Commissioner Present via Zoom: Michael Gerst, Matthew Conlon

Commissioner Absent: Michael Levine

Mr. Eskilson stated that should do the nomination for Board Officers, starting with the Chaiman position.

Mr. Bailey, Esq. stated that you can move as a group, has long as no one would like to nominate someone else, All commissions agreed with the present nominations.

Mr. Conlon stated he would like to put the recommendations on the record, Mr. Conlon read the following nominations.

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Frank Covelli as Chairman
Matthew Conlon and Ted Taukus as Vice-Chairman
Michael Levine as Treasurer
Herb Allen as Secretary
Michael Gerst as Assistant Secretary

MOTION Moved by Mr. Conlon, 2nd by Mr. Allen to take the nominations made by Vice-Chair Conlon as the following:

Frank Covelli as Chairperson
Matthew Conlon and Ted Taukus as Vice-Chairperson
Michael Levine as Treasurer
Herb Allen as Secretary
Michael Gerst as Assistant Secretary

Mr. Roeder asked for all those in favor to signify so by stating Aye.

Commissioners, Allen, Conlon, Gerst, Taukus, Covelli all stated Aye.

MOTION CARRIED

Mr. Roeder stated he now will turn the meeting back over to the re-elected Chairman.

NOMINATION AND ELECTION OF OFFICERS – see attached motion and Resolutions.

Chairman Appointment – Frank Covelli -Resolution #24-04
Vice-Chairman Appointment – Theodore Taukus, Borough of Ringwood - Resolution #24-05
Vice-Chairman Appointment – Matthew Conlon, Township of West Milford - Resolution #24-05
Treasurer Appointment – - Michael Levine - Resolution #24-06
Secretary Appointment – Herb Allen - Resolution #24-07
Assistant Secretary Appointment – Matthew Conlon Resolution #24-08

Chairman Covelli thanked the Board for his nomination, Chairman Covelli asked Mr. Roeder if the Board can proceed to the appointment of Professional service contracts, Chairman Covelli asked if all agreements were submitted, Mr. Roeder replied yes. Chairman Covelli asked the board if they would like to move as a block, with Chairman Covelli reading each resolution. The Board agreed to move as one motion.

AWARD OF PROFESSIONAL SERVICE CONTRACTS – see attached motion and resolutions.

Contract for General Counsel Service – Resolution #24-09 – Huntington Bailey, LLP
Contract for Auditing Services – Resolution #24-10 – Wielkottz & Company
Contract for Engineering Services – Resolution #24-11 – Boswell Engineering
Contract for Risk Management Consulting – Resolution #24-12 – Skylands Risk Management, Inc
Contract for Bond Counsel Services – Resolution #24-13 – Hawkins, Delafield & Wood

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Contract of Licensed Operator – Resolution #24-14 – Chapman Environmental Services
Chairman Covelli asked for a motion on moving Resolutions 24-09 thru 24-14 Chairman Covelli explained that all appointments for Professional Service Contract will be for a one-year term beginning March 1, 2024 and end February 28,2025.

MOTION Moved by Mr. Conlon 2nd by Mr. Allen to accept and Appoint Professional Service Contracts Resolutions 24-09 thru 24-14

Chairman Covelli asked for all those in favor to signify so by stating Aye.
Commissioners, Allen, Conlon, Gerst, Taukus, and Covelli all stated Aye.

MOTION CARRIED

OTHER APPOINTMENTS – Resolutions #24-15 - #24-25 (Chairman Covelli read all Resolutions)

Resolution #24-15

Authorizing Contract with Chapman Environmental Services for Interim Executive Director Services as Non-Fair and Open Contract - Resolution #24-15 -see attached motion and resolution.

Resolution #24-16

Appointing Michael Roeder of Chapman Environmental Services as Interim Executive Director – Resolution #24-16 -see attached motion and resolution.

Chairman Covelli asked for a motion:

MOTION Moved by Mr. Conlon 2nd by Mr. Allen to accept and Resolutions 24-15 and 24-16 as read.

Chairman Covelli asked for all those in favor to signify so by stating Aye.
Commissioners, Allen, Conlon, Gerst, Taukus, and Covelli all stated Aye.

MOTION CARRIED

Chairman Covelli stated that he would like to discuss Resolution #24-17 and 24-37, regarding “Errors of Admission” coverage or Professional Liability coverage, Chairman Covelli explained that there isn’t a lot of exposure, and the the Authority could provide Civitas of NJ, QPA-Sharon Hoeland, and Kim DeVore, Webmaster with coverage if something did arise.

Chairman Covelli refer to the legal counsel, Mr. Bailey stated yes that would be possible to incorporate into the contracts/agreements. Chairman Covelli stated that with the approval of the Board he like to absolve them of any exposure.

Chairman Covelli stated he would like to take Resolution #24-17, and Resolution #24-37 with the amended language regarding “Errors of Admission” added into the Contract / Agreement.

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Chairman Covelli asked for a motion:

MOTION Moved by Mr. Conlon 2nd by Mr. Allen to accept Resolutions #24-17 and #24-37 as read with the amendments discussed. (see attached motions and resolutions)

Chairman Covelli asked for all those in favor to signify so by stating Aye.
Commissioners, Allen, Conlon, Gerst, Taukus, and Covelli all stated Aye.

MOTION CARRIED

NJUA-JIF Fund Commissioner and Alternate– Resolution #24-18 -see attached motion and resolution.

BMED Fund Commissioner and Alternate– Resolution #24-19 -see attached motion and resolution.

Liaison to the Borough of Wanaque – Resolution #24-20 -see attached motion and resolution.

Liaison to the Borough of Ringwood – Resolution #24-21 -see attached motion and resolution.

Liaison to the Township of West Milford – Resolution #24-22 -see attached motion and resolution.

Certifying Officer – Resolution #24-28-see attached motion and resolution.

Open Public Records Act Custodian of Records–Resolution #24-29 -see attached motion & resolution.

Public Agency Compliance Officer – Resolution #24-29 – see attached motion and resolution.

Chairman Covelli asked for a motion on moving Resolutions 24-18 thru 24-25 all at once.

MOTION Moved has a block by Mr. Taukus, 2nd by Mr. Allen to accept Resolutions 24-18 - 24-25

Chairman Covelli asked for all those in favor to signify so by stating Aye.
Commissioners, Allen, Conlon, Taukus, and Covelli all stated Aye.

Commissioner Gerst lost internet service and dropped off.

MOTION CARRIED

Commissioner Gerst has regained internet service and is present.

COMMITTEE APPOINTMENTS – Chairman Covelli stated Committee appointments for FY24 will stay the same unless any Commissioner has an objection with the Committee they are on.

MISCELLANEOUS RESOLUTIONS – See attached motions and resolutions #24--26 - #24-40.

Chairman Covelli read titles of each Resolutions:

Designation Official Depositories and Signatories – Resolution #24-26

Designating Official Newspaper – Resolution #24-27 (The Record)

Establishing Meeting Dates of the WVRSA Board of Commissioners- Resolution #24-28

Adopting Miscellaneous Fees - Resolution #24-29

Adopting Various Rates - Resolution #24-30

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Authorizing the Issuance of Purchase Orders in Compliance with N.J.S.A.19:44A-20 et. Seq (Pay to Play Law) for Various Services - Resolution #24-31

Adopting Defense and Indemnification Policy - Resolution #24-32

Approving and Continuing Section 125 Plan - Resolution #24-33

Establishing Policy Relative to Emergency Purchases - Resolution #24-34

Establishing a Policy Regarding Payment of Bills – Resolution #24-35

Documenting compliance with Certain Employment Practices of the Equal Employment Opportunities Commission (EEOC) – Resolution #24-36

Establishing Remote Meeting Procedures - Resolution #24-38

Authorizing purchases from Pumping Services, Inc through the North Jersey Wastewater Cooperative Pricing System – Resolution #24-39

Amending the Personnel Policy and Procedure Manual and Eliminating the Employee Handbook -

Chairman Covelli asked for a motion on moving Resolutions 24-26 thru 24-36 and #24-38 - 40 all at once.

MOTION Moved has a block by Mr. Allen 2nd by Mr. Gerst to accept Resolutions 24-26 through 24-36 and #24-38 - 40.

Chairman Covelli asked for all those in favor to signify so by stating Aye.

Commissioners, Allen, Conlon, Gerst, Taukus, and Covelli all stated Aye.

MOTION CARRIED

Resolution #23-42 and Resolution #23-43 go together with one another, Mr. Roeder explained each.

Chairman Covelli asked for a motion Resolution's 23-42 and 23-43

FINANCIAL

Resolution #24-41 - Adopting Cash Management Plan

Resolution #24-42 – Accepting Audit Report for FY 2022 and 2021 (**HOLD UNTIL MARCH 27, 2024**)

Resolution #24-43 – Accepting and Authorizing Corrective Action Report for Findings of Audit of FY 2022 and 2021 (**HOLD UNTIL MARCH 27, 2024**)

Resolution #23-50 - Authorizing Payment of Bills in the amount of \$477,557.89 (Mr. Levine stated he reviewed the Bills, and all are in order)

Chairman Covelli asked for a motion on Resolution #24-41 – Adopting Cash Management Plan

MOTION Moved by Mr. Conlon, 2nd by Mr. Allen to accept and approve Resolutions #24-41 Adopting Cash Management Plan

Chairman Covelli asked for all those in favor to signify so by stating Aye.

Commissioners, Allen, Conlon, Gerst, Taukus, and Covelli all stated Aye.

Chairman Covelli stated we will hold Resolutions #'s 24-42 and 24-43 until our March 27, 2024 Public Meeting.

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Resolution 23-72- Accepting and Authorizing Payment of Bills Resolution #24--44

MOTION Moved by Mr. Taukus, 2nd by Mr. Allen to approve and accept Resolution #24-44 in the amount of \$ \$541,667.96.

Chairman Covelli asked for all those in favor to signify so by stating Aye.
 Commissioners: Allen, Conlon, Gerst, Taukus all stated Aye

MOTION CARRIED

Chairman Covelli thanked the Commissioners, and stated that we have completed the Re-organization portion of this meeting. Chairman Covelli turned the meeting over to Mr. Roeder, to proceed with the report portion.

Mr. Conlon dropped off Zoom.

REPORTS

INTERIM EXECUTIVE DIRECTOR

Mr. Roeder reported overall payroll remains on target with budget. Mr. Roeder stated the Mr. Leslie is doing a great job of keeping overtime to a minimum.

Budget	\$ 769,900.00				
Average Payroll					\$ 29,580.32
Payrolls remaining					15
Projected Payroll Cost for Balance of Year Based on Average					\$ 769,088.25
<i>Variance Projected Year End vs Actual Budget</i>					<i>\$ (811.75)</i>
%					-0.1%

Mr. Roeder reported we have been reporting unusually low bills for the main plant for the past six months extending back into FY23. On average, the monthly cost for the last six months was approximately \$5K, which should have been approximately \$20K/month. The utility company has corrected the anomaly with a 95K bill. Unfortunately, all of the bill will be charged to FY24 which will negatively impact the electric line item for this Fiscal Year.

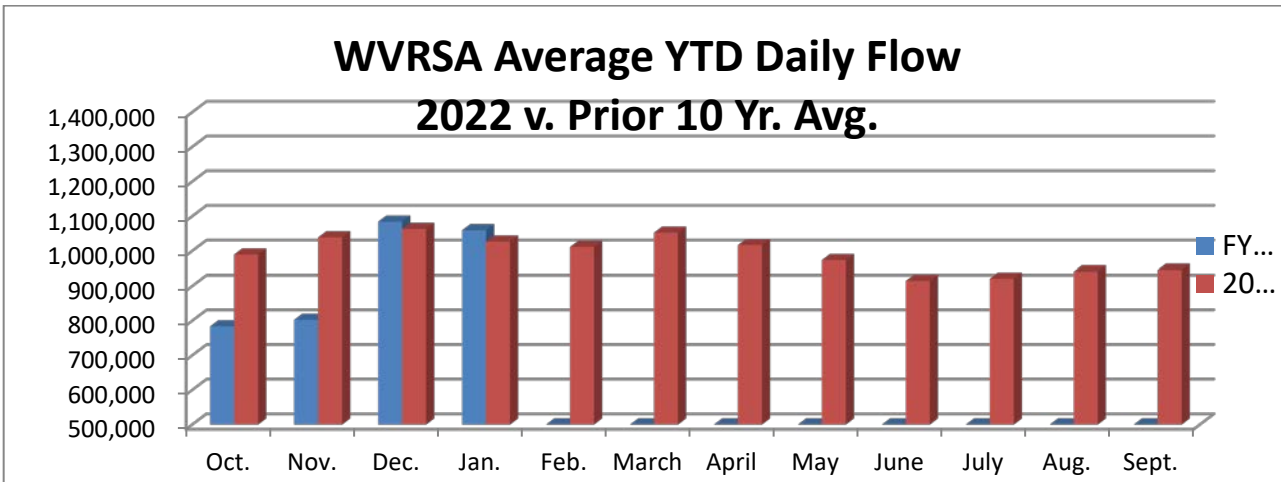
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TOTAL YTD Main Plant + HPS	\$ 117,708.96
YTD AVG	\$ 29,427.24
YR END PROJECTION	\$ 353,126.88
FY 2024 BUDGET	\$ 250,000.00
\$ VARIANCE	\$ 103,126.88
% VARIANCE	41.3%

Mr. Roeder reported the average daily flow in January remained over 1.3+ mgd, Mr. Roeder said we have had a significant amount of rain, the plant is handling it ok. (Discussion continued)



Mr. Roeder stated that the sludge disposal did drop last month, but we are running about the same as last Fiscal Year to date.

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MONTH	FY 2024	FY 2023	Prior Month	Prior Month	2023-2024	2023-2024	FY 2022	FY 2021	FY 2020
Oct.	404,900	370,800	8,400	2.1%	34,100	9.2%	360,700	432,000	374,000
Nov.	387,900	342,900	(17,000)	-4.2%	45,000	13.1%	421,200	378,000	315,000
Dec.	335,200	396,600	(52,700)	-13.6%	(61,400)	-15.5%	345,000	349,000	297,000
Jan.	249,500	305,300	(85,700)	-25.6%	(55,800)	-18.3%	311,000	370,000	355,300
Feb.	-	262,300	(249,500)	-100.0%	(262,300)	-100.0%	269,500	216,000	277,100
March	-	374,600	-	#DIV/0!	(374,600)	-100.0%	411,400	353,000	359,000
April	-	472,600	-	#DIV/0!	(472,600)	-100.0%	345,800	441,000	429,000
May	-	491,600	-	#DIV/0!	(491,600)	-100.0%	384,500	435,500	443,000
June	-	581,800	-	#DIV/0!	(581,800)	-100.0%	461,600	493,400	447,000
July	-	387,800	-	#DIV/0!	(387,800)	-100.0%	399,800	376,600	415,000
Aug.	-	475,200	-	#DIV/0!	(475,200)	-100.0%	424,300	380,000	278,000
Sept.	-	396,500	-	#DIV/0!	(396,500)	-100.0%	366,822	341,300	377,000
TOTAL YTD	1,377,500	1,415,600			(38,100)	-2.7%	1,437,900	1,529,000	1,341,300
TOTAL	1,377,500	4,858,000			(3,480,500)	-71.6%	4,501,622	4,565,800	4,366,400
MIN.	249,500	305,300			(55,800)	-18.3%	269,500	216,000	277,100
MAX.	404,900	581,800			(176,900)	-30.4%	461,600	493,400	447,000
AVG. YTD	376,000	356,850			19,150	5.4%	390,950	405,000	344,500

Mr. Roeder reported on the septage hauler revenue is still projected to exceed what we budgeted.

Mr. Roeder did explain more about the illegal dump, explaining that it was very costly to clean up the plant. (Discuss ensued)

Month	FY 2024	Change	% Change	FY 2023	Change	% Change	FY 2022	FY 2021	FY 2020	FY 2019	FY 2018
		Prior Month	Prior Month		2023 to 2024	2023 to 2024					
October	\$ 103,611	\$ 8,654	8.4%	\$ 74,847	\$ 28,763	38.4%	\$ 79,566	\$ 85,561	\$ 75,964	\$ 79,756	\$ 84,344
November	\$ 92,645	\$ (10,965)	-10.6%	\$ 74,773	\$ 17,872	23.9%	\$ 74,160	\$ 58,207	\$ 76,495	\$ 57,473	\$ 87,462
December	\$ 86,573	\$ (6,072)	-7.0%	\$ 69,717	\$ 16,856	24.2%	\$ 76,614	\$ 71,451	\$ 55,438	\$ 58,690	\$ 63,500
January	\$ 70,692	\$ (15,881)	-18.3%	\$ 57,373	\$ 13,319	23.2%	\$ 40,950	\$ 52,271	\$ 52,475	\$ 42,560	\$ 41,755
February	\$ -	\$ (70,692)	-100.0%	\$ 50,880	\$ (50,880)	-100.0%	\$ 61,027	\$ 29,457	\$ 52,665	\$ 33,549	\$ 65,212
March	\$ -	\$ -	#DIV/0!	\$ 74,381	\$ (74,381)	-100.0%	\$ 70,465	\$ 81,576	\$ 67,454	\$ 46,088	\$ 53,993
April	\$ -	\$ -	#DIV/0!	\$ 91,583	\$ (91,583)	-100.0%	\$ 82,468	\$ 98,821	\$ 92,709	\$ 78,881	\$ 83,174
May	\$ -	\$ -	#DIV/0!	\$ 102,490	\$ (102,490)	-100.0%	\$ 84,306	\$ 80,217	\$ 88,973	\$ 82,634	\$ 91,902
June	\$ -	\$ -	#DIV/0!	\$ 110,793	\$ (110,793)	-100.0%	\$ 78,220	\$ 97,800	\$ 94,764	\$ 86,054	\$ 81,855
July	\$ -	\$ -	#DIV/0!	\$ 112,564	\$ (112,564)	-100.0%	\$ 74,760	\$ 90,447	\$ 74,088	\$ 70,609	\$ 69,541
August	\$ -	\$ -	#DIV/0!	\$ 108,412	\$ (108,412)	-100.0%	\$ 63,185	\$ 72,725	\$ 72,980	\$ 71,798	\$ 73,796
September	\$ -	\$ -	#DIV/0!	\$ 94,957	\$ (94,957)	-100.0%	\$ 70,071	\$ 80,437	\$ 76,602	\$ 76,658	\$ 66,385
Total	\$ 353,521			\$ 1,022,771			\$ 855,790	\$ 898,970	\$ 880,606	\$ 784,750	\$ 862,920
Total YTD	\$ 353,521			\$ 276,711	\$ 76,810	27.8%	\$ 271,289	\$ 267,490	\$ 260,372	\$ 238,479	\$ 277,062
Avg Monthly YTD	\$ 88,380			\$ 69,178	\$ 19,202	27.8%	\$ 67,822	\$ 66,873	\$ 65,093	\$ 59,620	\$ 69,265
Total Projected FY 2024 =				\$ 1,060,564.17							
FY 2024 Anticipated Budget Revenue =				\$ 830,000.00							
Difference				\$ 230,564.17							
%				27.8%							

Mr. Roeder did explain more about the illegal dump, explaining that it was very costly to clean up the plant. (Discuss ensued)

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Mr. Bailey, Esq., stated that he is in the process of drafting a letter to the hauler, and will follow up with Mr. Roeder once the hauler receives the letter.

Chairman Covelli asked the Board if they had any questions for Mr. Roeder regarding the reports he gave.

Plant Operation Supervisor

Mr. Leslie reported that the plant is running well. Mr. Leslie stated that the maintain team is working well together, we have been able to complete more preventive maintenance.

ENGINEERING REPORT

Ms. Diaz reported that, she and Mr. Roeder had another meeting with the NJIB, everything seems to be on schedule, they are waiting for some technical comments and then we will address them. Ms. Diaz stated that she received an email from Passaic County regarding the Highland Trail Act, which is the in the area of Rainbow Lake. Ms. Daiz said she will forward the email to Mr. Roader.

LEGAL REPORT

Mr. Bailey of Huntington Bailey, LLP, stated that he had nothing to report.

PUBLIC COMMENT

Chairman Covelli stated seeing that we have a guest from the public, we will open for public comment.

Chairman Covelli asked if they would step forward and state your name and address for the record.

Joyce Hartman – Building #10, Wanaque Reserve

Ms. Hartman thanked Justin for getting the information pertaining to the chemicals that WVRSA has on site. Ms. Hartman asked Mr. Roeder if he heard anything from the Borough regarding the critical response team information. Mr. Roeder said he had not heard anything yet but will make a trip over to Borough Hall sometime in the next couple of days.

Ms. Hartman inquired about tours for the Wanaque Reserve residents, Mr. Roeder stated yes, we can do that.

Chairman Covelli asked for a motion to close the public portion, the following motion was made.

MOTION Moved by Mr. Taukus, 2nd by Mr. Gerst to close the public portion.

Chairman Covelli asked for all those in favor to signify so by stating Aye.
Commissioners, Allen, Gerst, Levine, and Covelli all stated Aye.
Commissioner Absent: Conlon – dropped of zoom

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MOTION CARRIED

OLD BUSINESS - NONE

NEW BUSINESS

Chairman Covelli stated he would like to have laptops for the Commissioners for the purposed of eliminating paper copies, Chairman Covelli asked the Board for approval, all approved. Mr. Roeder stated he will move forward with getting laptops for the Commissioners.

ADJOURNMENT

Motion was made to adjourn the meeting.

MOTION Moved by Mr. Taukus, 2nd by Mr. Allen to adjourn this portion of the meeting.

Chairman Covelli asked for all those in favor to signify so by stating Aye.
Commissioners, Allen, Conlon, Gerst. and Covelli all stated Aye.
Commissioner Absent: Levine

MOTION CARRIED

The meeting was adjourned at 7:10PM

Minutes respectfully submitted by,

Elizabeth Parrinello

Elizabeth Parrinello, Recording Secretary

MOTION CARRIED

APPROVED 03-27-242 REGULAR MEETING

Commission	Motion	Second	Ayes	Nays	Abstain	Absent
Allen		X	X			
Conlon			X			
Levine					X	
Gerst			X			
Taukus	X		X			
Covelli						X