

BURLINGTON COUNTY BRIDGE COMMISSION

MEETING MINUTES

September 9, 2014

Chairman Comegno called the meeting to order. The Compliance Statement was read by the Secretary.

“This meeting is to be conducted in accordance with notice requirements of P.L. 1975, CH. 231. A ‘Notice of Meeting’ was posted in a public place on November 14, 2013 at the entrance to the Administration Building, Headquarters of this Commission, with copies of such notice being delivered to the Camden Courier Post and Burlington County Times for publication and posted on the Burlington County Bridge Commission Website.”

Commissioners Present: Chairman John B. Comegno II
Vice-Chairman James D. Fattorini
Commissioner Troy Singleton

Others Present: John D. Jeffers, Executive Director
Christine J. Nociti, Chief Financial Officer
Kathleen M. Wiseman, Secretary
Elizabeth Verna, Director of Communications
Constance Borman, Human Resource Director
Robert Rein, Director of Tolls
James Fletcher, Manager, Tacony-Palmyra Bridge
Phillip Adams, Manager, Burlington-Bristol Bridge
Stanley Ozalis, Manager, Technical Operations
Russell Adams, Maintenance Superintendent
Dave Leh, Accountant
Michelle Chiemiego, Procurement Officer
Ellen Brennan, Health and Benefits Coordinator
Sascha Harding, Pennoni Engineering
Larry Egan, Pennoni Engineering
John Zarsky, Pennoni Engineering

Chairman Comegno led the flag salute followed by a moment of silence.

APPROVAL OF THE MINUTES

Commissioner Singleton moved to adopt the minutes of August 27, 2014. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

DISBURSEMENTS LIST

Vice-Chairman Fattorini moved to approve disbursements made from August 28, 2014 through September 9, 2014 as included in the list as presented. Commissioner Singleton seconded the motion. The motion passed with the following abstentions:

Vice-Chairman Fattorini abstained from Voucher Number 14-00092; and Commissioner Singleton abstained from Voucher Numbers 14-00090, 14-02108, 14-02117, 14-02119, and 14-02214.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Jeffers asked the Commission to consider the following resolutions.

RESOLUTION NO. 2014-74

RESOLUTION ADOPTING THE 2015 BUDGET FOR THE FISCAL YEAR PERIOD: OCTOBER 1, 2014 TO SEPTEMBER 30, 2015.

WHEREAS, the Annual Budget and Capital Budget Program for the Burlington County Bridge Commission ("Commission") for the fiscal year period beginning October 1, 2014 and ending September 30, 2015 has been presented for adoption before the governing body of the Commission at its meeting of September 9, 2014; and

WHEREAS, the Annual Budget and Capital Budget Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$30,978,000; Total Appropriations of \$32,378,000 and Total Unrestricted Net Assets utilized of \$1,400,000; and

WHEREAS, the Capital Budget Program as presented for adoption reflects Total Appropriations of \$25,902,000 and Total Unrestricted Net Assets planned to be utilized as funding thereof, of \$2,245,000:

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Commission, at an open public meeting held on September 9, 2014, that the Annual Budget and Capital Budget Program of the Commission for the fiscal year period beginning October 1, 2014 and ending September 30, 2015, is hereby adopted and shall constitute an appropriation for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

 Kathleen M. Wiseman, Secretary

September 9, 2014

 (date)

Recorded Vote

Member	Aye	Nay	Abstain	Absent
John B. Comegno II	X			
James D. Fattorini	X			
Troy E. Singleton			X	

Vice-Chairman Fattorini moved to approve. Chairman Comegno seconded the motion.

VOTE:	Yeas	-- Comegno
		Fattorini
	Abstain	Singleton

RESOLUTION NO. 2014-75

RESOLUTION AWARDING YEAR TWO OF THE ANNUAL CONTRACT FOR STRUCTURAL IMPROVEMENTS TO A.P. CONSTRUCTION, INC.

WHEREAS, the Burlington County Bridge Commission (“Commission”) requires an electrical contractor to provide maintenance on all bridges and facilities; and

WHEREAS, bids were solicited by the Commission for a contract entitled “Structural Improvements (BCBC-201402)” for the partial first year ending September 30, 2014 with options for the periods October 1, 2014 to September 30, 2015 and October 1, 2015 to September 30, 2016 pursuant to N.J.S.A. 40A:11-15(6); and accepted and opened said bids on February 4, 2014; and

WHEREAS, the Commission is satisfied that A.P. Construction, Inc. (“A.P.”) was the lowest of three bidders and has submitted a satisfactory and responsive bid, and has the required knowledge and expertise to perform such services; and

WHEREAS, the Consulting Engineer has recommended to the Commission that the Commission award the contract for Option Year Two to A.P., based upon satisfactory performance during the previous year; and

WHEREAS, the Chief Financial Officer of the Commission has determined that sufficient funds are available for payment for said services, as evidenced by the Certificate of Availability of Funds attached hereto and made a part hereof.

NOW, THEREFORE, BE IT RESOLVED by the Burlington County Bridge Commission as follows:

- 1. The Burlington County Bridge Commission hereby awards a contract for Structural Improvements as set forth above to A.P., and the Executive Director and the Secretary of the Bridge Commission are hereby authorized to execute a contract with A.P.
- 2. The maximum amount of this contract shall not exceed One Million, One Hundred Ninety-Nine Thousand, Two Hundred Twenty-Six Dollars (\$1,199,226.00), and the contract shall extend from October 1, 2014 to and until September 30, 2015.
- 3. The Commission will determine in the next subsequent year whether to exercise its option for Year Three.

Vice-Chairman Fattorini moved to approve. Chairman Comegno seconded the motion.

VOTE:	Yeas	-- Comegno
		Fattorini
	Abstain	Singleton

RESOLUTION NO. 2014-76

RESOLUTION AMENDING THE CONTRACT WITH MASER CONSULTING P.A. FOR THE CONSTRUCTION INSPECTION SERVICES FOR THE BURLINGTON-BRISTOL BRIDGE LADDER SYSTEM REHABILITATION PROJECT.

WHEREAS, the Burlington County Bridge Commission (“Commission”) has determined that it requires the services of an engineering firm capable of performing construction inspection services related to the Burlington-Bristol Bridge ladder system rehabilitation project; and

WHEREAS, pursuant to Resolution No. 2012-84, the Commission entered into a contract with Maser Consulting P.A. (“Maser”) to provide those construction inspection services; and

WHEREAS, additional construction inspection services as well as continued construction administration and annual bridge inspection services under this contract are required for the completion of the project, it is necessary to increase the appropriation for such services by an additional Thirty-Five Thousand Dollars (\$35,000.00).

NOW, THEREFORE, BE IT RESOLVED by the Burlington County Bridge Commission as follows:

1. The terms, conditions and duties outlined in Resolution No. 2012-84 appointing Maser are incorporated herein by reference, and for the reasons hereinabove expressed, an additional sum of thirty-Five Thousand Dollars (\$35,000.00) be and hereby is appropriated to pay the fees, expenses and costs pursuant to the existing contract between the Commission and Maser.

2. Sufficient funds are available for payment for those services as evidenced by the Certificate of Availability of Funds, attached hereto.

Vice-Chairman Fattorini moved to approve. Chairman Comegno seconded the motion.

VOTE:
**Yeas -- Comegno
Fattorini**
Abstain Singleton

RESOLUTION NO. 2014-77

RESOLUTION EXTENDING THE CONTRACT WITH INTELLIGENT INFRASTRUCTURE SYSTEMS LLC (NO ADDITIONAL APPROPRIATION).

WHEREAS, the Burlington County Bridge Commission (“Commission”) has determined that it requires the services of a firm capable of designing and developing an asset management system with implementation tools; and

WHEREAS, pursuant to Resolution No. 2012-93, the Commission entered into a contract with Intelligent Infrastructure Systems, LLC (“IIS”) to provide those professional engineering services, with the work to be performed in an orderly series of phases; and

WHEREAS, additional engineering services under this contract have been required for Phase 4 of the project; and it is necessary to extend the contract to and until September 16, 2015.

NOW, THEREFORE, BE IT RESOLVED by the Burlington County Bridge Commission as follows:

1. The terms, conditions and duties outlined in Resolution No. 2012-93 appointing IIS are incorporated herein by reference, and for the reasons hereinabove expressed, the contract is hereby extended to and until September 16, 2015.

2. Notice of adoption of this Resolution shall be published in the Courier Post, as required by law.

Vice-Chairman Fattorini moved to approve. Chairman Comegno seconded the motion.

VOTE: **Yeas -- Comegno**
 Fattorini
Abstain Singleton

RESOLUTION NO. 2014-78

RESOLUTION AWARDDING A CONTRACT FOR DEICING PRODUCT TO CARGILL, INC.

WHEREAS, the Burlington County Bridge Commission (“Commission”) requires a vendor to provide deicing product with corrosion/scaling inhibitors for use in inclement weather; and

WHEREAS, bids were received and opened by the Purchasing Agent on September 4, 2014; and

WHEREAS, the only bid received for this solicitation was from Cargill, Inc. (“Cargill”) in the amount of Two Hundred Three Dollars and Thirty-Four Cents (\$203.34) per ton, and it has been determined that Cargill’s product meets all technical characteristics and criteria of the required product; and

WHEREAS, the maximum amount of this contract shall be One Hundred, Twenty Five Thousand Dollars (\$125,000.00), and sufficient funds are available for payment for this commodity as evidenced by the Certificate of Availability of Funds, attached hereto.

NOW, THEREFORE, BE IT RESOLVED by the Burlington County Bridge Commission as follows:

1. The Commission hereby awards a contract for Deicing Product with Corrosion/Scaling Inhibitors (BCBC-201406) to Cargill, and the Executive Director and the Secretary of the Commission are hereby authorized to execute a contract with Cargill.
2. The maximum amount of this contract shall not exceed One Hundred, Twenty Five Thousand Dollars (\$125,000.00) for deicing product with corrosion/scaling inhibitors provided in accordance with the awarded contract.
3. The contract shall extend from October 1, 2014 to and until September 30, 2015.

Vice-Chairman Fattorini moved to approve. Chairman Comegno seconded the motion.

VOTE:	Yeas	-- Comegno
		Fattorini
	Abstain	Singleton

RESOLUTION NO. 2014-79

RESOLUTION EXTENDING THE CONTRACT WITH COMCAST (NO ADDITIONAL APPROPRIATION).

WHEREAS, the Burlington County Bridge Commission (“Commission”) has determined that it requires the services of a firm to provide various data and internet communication services for the Commission; and

WHEREAS, pursuant to Resolution No. 2011-61, the Commission entered into a contract with Comcast to provide data and internet communication services; and

WHEREAS, additional data and internet communication services under this contract are required and it is therefore necessary to extend the contract to and until December 31, 2014.

NOW, THEREFORE, BE IT RESOLVED by the Burlington County Bridge Commission as follows:

1. The terms, conditions and duties outlined in Resolution No. 2011-61 appointing Comcast are incorporated herein by reference, and for the reasons hereinabove expressed, the existing contract between the Commission and Comcast is hereby extended to and until December 31, 2014.

2. Notice of adoption of this Resolution shall be published in the Courier Post, as required by law.

Vice-Chairman Fattorini moved to approve. Chairman Comegno seconded the motion.

VOTE:	Yeas	-- Comegno
		Fattorini
	Abstain	Singleton

RESOLUTION NO. 2014-80

RESOLUTION AMENDING THE CONTRACT WITH NETCARRIER FOR VOICE SERVICES.

WHEREAS, the Burlington County Bridge Commission (“Commission”) has determined that it requires the services of a firm to provide various voice communication services for the Commission; and

WHEREAS, pursuant to Resolution No. 2011-60, the Commission entered into a contract with NetCarrier to provide these voice communication services; and

WHEREAS, additional voice communication services under this contract are required, it is necessary to increase the appropriation for such services by an additional Fourteen Thousand Dollars (\$14,000.00) and extend the contract to and until December 31, 2014.

NOW, THEREFORE, BE IT RESOLVED by the Burlington County Bridge Commission as follows:

1. The terms, conditions and duties outlined in Resolution No. 2011-60 appointing NetCarrier are incorporated herein by reference, and for the reasons hereinabove expressed, the contract is hereby extended to and until December 31,

2014 and an additional sum of Fourteen Thousand Dollars (\$14,000.00) be and hereby is appropriated to pay the fees, expenses and costs pursuant to the existing contract between the Commission and NetCarrier.

2. Sufficient funds are available for payment for those services as evidenced by the Certificate of Availability of Funds, attached hereto.

3. Notice of adoption of this Resolution shall be published in the Courier Post, as required by law.

Vice-Chairman Fattorini moved to approve. Chairman Comegno seconded the motion.

VOTE:	Yeas	-- Comegno
		Fattorini
	Abstain	Singleton

RESOLUTION NO. 2014-81

RESOLUTION AWARDED A CONTRACT TO PSX, INC. FOR THE SUPPORT AND MAINTENANCE OF CERTAIN PROPRIETARY COMPUTER EQUIPMENT RELATED TO VARIOUS COMMISSION SECURITY SYSTEMS.

WHEREAS, the Burlington County Bridge Commission ("Commission") has established and implemented various security systems at Commission facilities; and

WHEREAS, an annual contract for the support and maintenance of such security systems is required; and

WHEREAS, the award of such contract is permissible without public advertising for bids upon the adoption of a resolution by the Commission pursuant to N.J.S.A. 40A:11-5(dd); and

WHEREAS, PSx Inc. ("PSx") has submitted a proposal that provided favorable contract terms and conditions for the Commission; and

WHEREAS, the Commission is satisfied that PSx has the required knowledge and expertise to perform the requisite support and maintenance services; and

WHEREAS, the maximum amount of this contract is One Hundred Twenty Four Thousand, Nine Hundred Dollars (\$124,900.00), and sufficient funds are available for

payment for those services as evidenced by the Certificate of Availability of Funds, attached hereto; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of such services and the contract itself must be made available for public inspection:

NOW, THEREFORE, BE IT RESOLVED by the Burlington County Bridge Commission as follows:

1. The Executive Director and Secretary of the Commission are hereby authorized to execute an Agreement with PSx.
2. This contract is awarded pursuant to N.J.S.A. 40A:11-5(dd).
3. The amount of the contract shall not exceed One Hundred Twenty Four Thousand, Nine Hundred Dollars (\$124,900.00), and the contract shall extend for the period of one year, from October 1, 2014 to and until September 30, 2015.

Vice-Chairman Fattorini moved to approve. Chairman Comegno seconded the motion.

VOTE:	Yeas	-- Comegno
		Fattorini
	Abstain	Singleton

HUMAN RESOURCES

Director Constance Borman reported on the following personnel issues for Commission approval.

<u>NEW HIRES – Require Commission Approval</u>	<u>Effective</u>
Ryan Rubright	P/T Tolls 8/27/14
Brent Staiger	P/T Police 9/8/14
Warren Smith	P/T Tolls 9/10/14

Chairman Comegno moved by block. Commissioner Singleton moved to approve. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

Executive Director Jeffers requested to keep his report open until after Executive Session.

OLD BUSINESS

Chairman Comegno called for any old business to come before the Commission.

NEW BUSINESS

Chairman Comegno called for any new business to come before the Commission.

PUBLIC COMMENT

Chairman Comegno called for any additional public comment to come before the Commission.

Chairman Comegno asked for a motion to convene executive session.

RESOLUTION NO. 2014-82

RESOLUTION TO CONVENE EXECUTIVE SESSION MEETING.

WHEREAS, the Burlington County Bridge Commission (“Commission”) is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq.; and

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

WHEREAS, it is necessary for the Commission to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

- (1) Matters Required by Law to be Confidential: Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.
- (2) Matters Where the Release of Information Would Impair the Right to Receive Funds: Any matter in which the release of information would impair a right to receive funds from the Government of the United States.
- (3) Matters Involving Individual Privacy: Any material, the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any

- educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to, information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.
- (4) Matters Relating to Collective Bargaining Agreements: Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.
 - (5) Matters Relating to the Purchase, Lease or Acquisition of Real Property or the Investment of Public Funds: Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.
 - (6) Matters Relating to Public Safety and Property: Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection. Any investigations of violations of possible violations of the law.
 - (7) Matters Relating to Litigation, Negotiations and the Attorney-Client Privileges. Any pending or anticipated litigation or contract negotiation in which the public body is, or may become, a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.
 - (8) Matters Relating to the Employment Relationship: Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.
 - (9) Matters Relating to Potential Imposition of a Penalty: Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the

suspension or loss of a license or permit belonging to the responding party bears responsibility.

NOW, THEREFORE, BE IT RESOLVED by the Burlington County Bridge Commission, County of Burlington, State of New Jersey, assembled in public session, that an Executive Session closed to the public shall be held in the Administration Building of the Commission, 1300 Route 73 North, Palmyra, New Jersey, for the discussion of matters relating to the specific items designated above.

It is anticipated that the deliberations conducted in executive session may be disclosed to the public upon the determination of the Commission that the public interest will no longer be served by such confidentiality.

Vice-Chairman Fattorini moved to approve. Commissioner Singleton seconded the motion. The motion passed unanimously.

MOTION TO RETURN TO PUBLIC SESSION

Chairman Comegno asked for a motion to return to public session. Commissioner Singleton moved to approve motion to return to public session. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

HUMAN RESOURCES

As discussed in Executive Session, Director Constance Borman reported on the following personnel issues for Commission approval.

<u>RESIGNATIONS – Require Commission Approval</u>	<u>Effective</u>
Kathleen Holler	F/T Tolls 9/3/14
Donna Ott	F/T Tolls 9/3/14
John Gannon	F/T Police 9/19/14

Chairman Comegno moved to approve the resignation of Kathleen Holler. Vice-Chairman Fattorini seconded the motion.

VOTE: **Yeas** -- **Comegno**
 Fattorini
Abstain **Singleton**

Chairman Comegno moved to approve the resignation of Donna Ott. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

Commissioner Singleton moved to approve the resignation of John Gannon. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

EXECUTIVE DIRECTOR'S REPORT

As discussed in Executive Session, Executive Director Jeffers asked the Commission to consider the following resolutions.

RESOLUTION NO. 2014-83

**RESOLUTION REGARDING THE RETIREMENT OF
MARILYN M. YACONA**

WHEREAS, Marilyn M. Yacona has been a regular employee of the Burlington County Bridge Commission ("Commission") for Nine (9) years and Ten (10) months during which time she has served in the Toll Department as a Toll Collector at both the Tacony Palmyra and Burlington Bristol Bridges; and

WHEREAS, Marilyn Yacona has been a good, loyal and faithful employee of the Commission; and

WHEREAS, Marilyn Yacona has requested the Burlington Commission for permission to retire effective September 1, 2014.

NOW, THEREFORE, BE IT RESOLVED that the retirement of Marilyn Yacona be granted at the September 9, 2014 meeting effective September 1, 2014 with the benefits requested by Ms. Yacona and which may be allowed by law and Commission policies and procedures; and

BE IT FURTHER RESOLVED that each Commissioner and member of the Commission staff joins in wishing Ms. Yacona a safe, healthy, and prosperous retirement and the best in all future endeavors.

Chairman John B. Comegno, II _____

Vice-Chairman James D. Fattorini _____

Commissioner Troy E. Singleton _____

Commissioner Singleton moved to approve. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2014-84

**RESOLUTION REGARDING THE RETIREMENT OF
FRANK D. GENOVESE**

WHEREAS, Frank D. Genovese has been a regular employee of the Burlington County Bridge Commission (“Commission”) for Twenty-Six (26) years during which time he has served in the Maintenance Department as a Maintenance Utility person at both the Tacony-Palmyra and Burlington-Bristol Bridges; and

WHEREAS, Frank Genovese has been a good, loyal and faithful employee of the Commission; and

WHEREAS, Frank Genovese has requested the Burlington Commission for permission to retire effective October 1, 2014.

NOW, THEREFORE, BE IT RESOLVED that the retirement of Frank Genovese be granted at the September 9, 2014 meeting effective October 1, 2014 with the benefits requested by Mr. Genovese and which may be allowed by law and Commission policies and procedures; and

BE IT FURTHER RESOLVED that each Commissioner and member of the Commission staff joins in wishing Mr. Genovese a safe, healthy, and prosperous retirement and the best in all future endeavors.

Chairman John B. Comegno, II _____

Vice-Chairman James D. Fattorini _____

Commissioner Troy E. Singleton _____

Vice-Chairman Fattorini moved to approve. Commissioner Singleton seconded the motion. The motion passed unanimously.

RESOLUTION NO. 2014-85

**RESOLUTION REGARDING THE RETIREMENT OF
WILLIAM H. DEGROFF**

WHEREAS, William H. DeGross has been a regular employee of the Burlington County Bridge Commission (“Commission”) for Thirty-Two (32) years and Six (6) months during which time he has served in the Police Department as a First Sergeant at both the Burlington-Bristol and Tacony-Palmyra Bridges; and

WHEREAS, William DeGross has been a good, loyal and faithful employee of the Commission; and

WHEREAS, William DeGross has requested the Burlington Commission for permission to retire effective September 1, 2017.

NOW, THEREFORE, BE IT RESOLVED that the retirement of William DeGross be granted at the September 9, 2014 meeting effective September 1, 2017 with the benefits requested by Mr. DeGross and which may be allowed by law and Commission policies and procedures; and

BE IT FURTHER RESOLVED that each Commissioner and member of the Commission staff joins in wishing Mr. DeGross a safe, healthy, and prosperous retirement and the best in all future endeavors.

Chairman John B. Comegno, II _____

Vice-Chairman James D. Fattorini _____

Commissioner Troy E. Singleton _____

Commissioner Singleton moved to approve. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

Chairman Comegno asked for a motion to adjourn the meeting. Commissioner Singleton moved to approve. Vice-Chairman Fattorini seconded the motion. The motion passed unanimously.

Respectfully submitted,

Kathleen M. Wiseman
Secretary