

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

April 7, 2015

A work Meeting and Agenda Conference of the Township of Ocean Sewerage Authority were held on the above date at the Authority Administration Building, 224 Roosevelt Avenue, Oakhurst, New Jersey.

Present: Bernhardt, Stubbs, Theodora, Villapiano
 Absent: Galvin
 Others: Attorney John Bonello, Engineer Timothy Shea,
 Executive Director Bill Schmeling,
 Superintendent Thomas Meholic

Vice Chairman Bernhardt called the meeting to order.

All recited The Pledge of Allegiance.

Mr. Bernhardt announced that the Meeting was being held in conformance with the Open Public Meetings Act of 1975 and that adequate notice had been duly posted where required and mailed to the Asbury Park Press in accordance with law.

Attorney Bonello swore in Ralph E. Stubbs for a term expiring January 31, 2020.

WORK SESSION

Executive Director's Report. Mr. Schmeling reported that he spoke with Dave Stanton who is providing the equipment for the Pump Station Communication Project. Mr. Stanton advised that the project is progressing well and he expects that all of the equipment will be in by the end of the month. The equipment will be used for a couple of months before the existing equipment is removed. The new system should be in full operation by the fall.

With regard to the Roseld Avenue NJEIT project, CME representatives spoke to the DEP about it and were advised that if we wish to change the scope of the project it would be necessary for TOSA to resubmit the environmental reports. This would essentially mean starting over, and Mr. Schmeling noted that it has already been two years since the project was approved.

The Executive Director reported that Auditor Kaplan will have the audit prepared and filed by the end of April and will present it at the May meeting.

There was discussion with regard to the outfall line replacement. Engineer Shea provided information on this project. Mr. Schmeling noted that in the past there was no schedule for inspections of the line, and suggested that going forward regular inspections should be made. Engineer Shea suggested that an inspection be made within a year after installation is completed.

Attorney's Report. Mr. Bonello reported that he has worked with the Executive Director on various matters. He indicated that the primary focus of his work consisted of work on the Interlaken Pump Station bid and specifications.

Engineer's Report. Mr. Shea reported on the VFD project advising that the contractor will not have the equipment until April 28. The contract completion date is April 30 and Mr. Shea said that he is going to advise the contractor that we will require a very tight schedule for the project completion.

He advised that the work on the outfall pipe is proceeding. He noted that when they took the pipe out of the ground they found a little more damage than was expected.

Superintendent's Report. Mr. Meholic provided a summary of his report.

Director Schmeling provided a review of the resolutions on the agenda.

Vice Chairman Bernhardt noted that prior to going into the Business Session the Board would like to recognize the guests who were in attendance.

Guests included Fenton Hudson, Sylvia Sylvia, Mr. Sylvia, Bob Angelini and Larry Mishkin. Sylvia Sylvia heads the Ocean Together team who is running in the Township of Ocean municipal election to be held in May.

Mrs. Sylvia thanked Executive Director Schmeling for meeting with her last week to provide her with an overview of the operations of the Authority. She recognized the efficiency of the Board, which has permitted the sewer charge to remain stable for several years.

Mr. Angelini and Mr. Mishkin, who are part of the Ocean Together team, also expressed their gratitude to the Board and staff.

BUSINESS SESSION

Mr. Villapiano offered a motion, seconded by Mr. Theodora and unanimously carried to approve the following minutes:

Regular Meeting

March 10, 2015

Note: Mr. Stubbs abstained due to his absence from the March 10, 2015 meeting.

A copy of the Plant Operator's Report for the month of March 2015 was received, a copy of which follows:

**April 7, 2015 Work/Agenda Meeting
THE TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
March, 2015 Operator's Report**

The March 2015 report shows the treatment plant and collection systems O.K. with some repairs to report.

The average daily flow to date was 6.03 MGD. The highest daily flow was 8.13 MGD on March 15th. The total precipitation to date was 5.64 inches for the month; the largest precipitation was 0.91 inches on March 14th.

The monthly average effluent suspended solids concentrations, to date, 7 mg/l and for CBOD, the concentration was 3 mg/l. The average percentage removals for these same effluent parameters were 93% and 97% respectively. Our present NJPDES Permit has a suspended solids monthly average limitation of 30 mg/l and 25 mg/l for CBOD. For percent removals, it requires 85% removals on a monthly average basis for suspended solids and for CBOD. For plant flow, we are permitted 7.5 MGD average daily flow on a 30-day average quantity basis.

PLANT OPERATIONS AND MAINTENANCE

The treatment plant is operating OK with some maintenance to report.

The plant operated well with the recent cold and storms. We recorded a total of 8 inches of snow this month. The snowmelt added to the overall precipitation total.

In the Main Pump Building, Glen Henry, AJ Milmoie, and Bruce Olsen worked on a bar screen that had tripped out. They adjusted the brakes to solve the problem. The unit was returned to service. They also removed a process water pump that had leaking seals. The pump was removed and taken to Pilot Electric for repairs. Olsen also replaced a power supply (UPS) for the main pumps control system.

On our chlorine bleach analyzer system, Henry and Milmoie repaired a bleach hose. Chlorination was not disrupted. They repaired a city water line for the emergency shower and eyewash station that had frozen during one cold spell. They also checked all sump pumps in all buildings. At the shop they rebuilt two flush valves and repaired a flat tire on the portable generator.

On the Unox System they checked all air compressors cooling water lines and filters. They also checked the cooling tower and added cooling water treatment rust inhibitor.

In the Sludge Control Building, they replaced a hose on a thickened sludge pump. The unit was returned to service. They assisted Bruce Olsen, Scott Stedman and other staff with pumping out ground water from our electrical manholes.

Bruce is investigating what is needed to upgrade all of the electrical manholes on the plant site. They take on ground water when precipitation is heavy and the water table rises. We will need new watertight electrical outlets and wiring and sump pump replacement. This work will have to be done by a skilled electrical contractor under live and wet, electrical hazardous conditions.

Later we will need to seal the manholes to prevent further groundwater entry. Mark Wozczak Mechanical Contractors sealed two abandoned manholes at the Main Pump Building, which were leaking water into the basement. So far the repair has worked out OK.

Chris Pawlich, ITS was onsite for SCADA maintenance and troubleshooting the controls for the primary tank drives and thickened sludge pumps in the Sludge Control Building.

COLLECTION SYSTEM OPERATION AND MAINTENANCE

The collection system had the following work to report:

All routine pump station inspection and maintenance work was completed by Tom DiOrio, Ken Williamson, and Rich Roman.

Other pump station work for the month was as follows:

At Colonial Terrace Pump Station, Henry and Milmoie removed a pump that was clogged with rag material. They replaced a rebuilt flush valve. The pump was returned to service. They also checked a pump that had tripped out. They removed the pump for inspection and found it to be clean and returned it to service. It has been running fine since that time.

At Cedar Village PS, a similar situation occurred. They removed debris from the pump and replaced the flush valve with one they had rebuilt in our shop. The pump was returned to service and is running fine.

At Longview PS, Ken Williamson found a pump repeatedly going air bound. He concluded that the wet well was being pumped to a lower level than usual. Bruce Olsen adjusted the pump controls wet well program. The problem was solved.

Service or road calls were at the following locations:

At 80 Whalepond Rd., Tom DiOrio and AJ Milmoie used the jet truck to clear a sewer main blockage.

At 73 Wickapecko Dr. we also found a sewer main blockage.

At 32 Wardell PL, we found roots at the junction of the lateral and sewer main.

At 216 Belmont Ave., we also found a partially blocked lateral. We advised both homeowners to contact their plumbers.

At 1113 Hwy 35, we tried to investigate their lateral, but their cleanout was too close to the building and we advised the tenant or owner to get the cleanout relocated.

Closed Circuit TV Inspection work took place in the following locations:

The continuation of our work in Wanamassa Section mapping:

Vina Ave. from Sunset Ave. to Wickapecko Dr. 100 ft.

Garvin Ave. from South Wanamassa Dr. to Sunset Ave. 750 ft.

Unami Ave. from South Wanamassa Dr. to Sunset Ave. 800 ft.

This totals 1650 ft./mo. inspected for our sewer rehab mapping work.

At 43 Peachtree Rd. we inspected a lateral with partial blockage that will have to have work done. We attempted to clean to the sewer main but were hitting a blockage or break at the main. We will have to investigate later with Wozczak construction. We opened

the lateral connection in the street and found a blockage problem with the drop stack at the main. There was a tee connection at the main that they replaced with a wye connection. The tee had caused a severe blockage of rag debris. We jetted the drop stack connection and broke through the rest of the blockage. Everything is running OK now.

Wozczak Construction also replaced the lateral and cleanout at 10 Arno St. and at 80 Whalepond Rd. They replaced the lateral, which was 6 ft. deep and a shear break at app. 4 ft. from the curb. The sewer main is 12 ft. deep at this location.

We also performed a TV inspection in Deal on Lawrence Ave. They were trying to locate a lateral in an empty lot. We could only go so far and give an approximate location. We also inspected two lines by their pool complex. They have a sinkhole developing but our inspection showed nothing to contribute to a sinkhole.

We opened the gate on the Deal Lake flume on March 13th. This was in anticipation of the rainstorms.

Attached you will find sludge and sodium hypochlorite information for operation and process review.

Our condolences go out to Bruce Olsen whose mother passed away in March.

Respectfully submitted,
Thomas G. Meholic, Superintendent
4/02/15

Mr. Villapiano made a motion to approve the Operator’s Report. The motion was seconded by Mr. Theodora and unanimously carried.

Resolution

Mr. Stubbs offered the following resolution and moved its adoption. Mr. Villapiano seconded the motion.

**RESOLUTION 15 - 38
BILL LIST**

BE IT RESOLVED by the Township of Ocean Sewerage Authority, in the County of Monmouth, New Jersey (not less than three (3) members affirmatively concurring) as follows:

1. All bills or claims as reviewed and approved by the Executive Director and as set forth in this Resolution are hereby approved for payment.
2. The authorized signers of checks are hereby authorized and directed to sign checks in the payment of bills and claims, which are hereby approved.

The computer printout of the list of bills will be on file in the Purchasing Agent’s Office.

CURRENT FUND	\$ 338,906.35
REVIEW and INSPECTION	621.00
EIT and CONSTRUCTION	2,960.90
RENEW and REPLACEMENT	_____
TOTAL BILLS PAYABLE	\$ 342,488.25

Roll Call: Bernhardt, Stubbs, Theodora, Villapiano
Yes Yes Yes Yes

Resolution

Mr. Villapiano offered the following resolution and moved its adoption. Mr.

Stubbs seconded the motion.

15 – 39

AUTHORIZING AWARD OF A TWO-YEAR CONTRACT FOR SUPPLYING LIQUID OXYGEN TO AIR LIQUIDE INDUSTRIAL U.S. LP IN THE AMOUNT OF \$0.63 PER 100 CUBIC FEET FOR YEAR 1 AND \$0.69 PER 100 CUBIC FEET FOR YEAR 2

WHEREAS, the Township of Ocean Sewerage Authority advertised for the receipt of bids for supplying Liquid Oxygen to the Authority; and

WHEREAS, bids were received, opened and announced by the Authority at its offices on March 26, 2015; and

WHEREAS, the Authority requested bids on both a one-year term and a two-year term of contract; and

WHEREAS, in accordance with law, the Authority intends to award a contract to the lowest responsible bidder meeting the bids specifications for the term that is most advantageous to the Authority; and

WHEREAS, Air Liquide Industrial U.S. LP was the lowest responsive responsible bidder for a two-year contract with a price of \$0.63 per one hundred cubic feet for the first year and \$0.69 per one hundred cubic feet for the second year; and

WHEREAS, the Authority’s Executive Director has certified that funds are available for this contract.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby award a two-year contract, beginning June 1, 2015, for supplying Liquid Oxygen to Air Liquide Industrial U.S. LP at \$0.67 per 100 cubic feet for the first year and \$0.69 per 100 cubic feet for the second year for a total maximum contract price of \$27,200.00; the total maximum contract price does not bind the Authority to the payment of any specific total, the amount to be paid under the contract shall be in accordance with the quantity of materials provided at yearly charge per 100 cubic feet; and

BE IT FURTHER RESOLVED that the Chairman and Secretary are hereby authorized and directed to execute the contract for the award on behalf of the Authority.

Roll Call: Bernhardt, Stubbs, Theodora, Villapiano
Yes Yes Yes Yes

Resolution

Mr. Villapiano offered the following resolution and moved its adoption. Mr. Theodora seconded the motion.

15 - 40

AUTHORIZING AWARD OF A ONE-YEAR CONTRACT FOR SUPPLYING SODIUM HYPOCHLORITE TO W.R. NEUMANN CO., INC. t/a MIRACLE CHEMICAL COMPANY IN THE AMOUNT OF \$0.993 PER GALLON

WHEREAS, the Township of Ocean Sewerage Authority advertised for the receipt of bids for supplying Sodium Hypochlorite to the Authority; and

WHEREAS, bids were received, opened and announced by the Authority at its offices on March 26, 2015; and

WHEREAS, the Authority requested bids on both a one-year term and a two-year term of contract; and

WHEREAS, in accordance with law, the Authority intends to award a contract to the lowest responsible bidder meeting the bids specifications for the term that is most advantageous to the Authority; and

WHEREAS, W.R. Neumann Co., Inc. t/a Miracle Chemical Company was the lowest responsive responsible bidder for a two-year contract with a price of \$0.993 per gallon for year 1 and \$1.063 per gallon for year 2; and

WHEREAS, the Authority’s Executive Director has certified that funds are available for this contract.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority awards a two-year contract, beginning June 1, 2013, for supplying Sodium Hypochlorite to W.R. Neumann Co., Inc. t/a Miracle Chemical Co. in the amount of \$0.993 per gallon for year 1 and \$1.063 per gallon for year 2 for a total maximum contract price of \$84,787.50; the total maximum contract price does not bind the Authority to the payment of any specific total, the amount to be paid under the contract shall be in accordance with the quantity of materials provided at prevailing per gallon charge; and

BE IT FURTHER RESOLVED that the Chairman and Secretary are hereby authorized and directed to execute the contract for the award on behalf of the Authority.

Roll Call: Bernhardt, Stubbs, Theodora, Villapiano
Yes Yes Yes Yes

Resolution

Mr. Bernhardt offered the following resolution and moved its adoption. Mr. Theodora seconded the motion.

15 - 41

AUTHORIZING AWARD OF A TWO-YEAR CONTRACT FOR DISPOSAL OF SEWAGE SCREENINGS AND DRIED GREASE TO WASTE MANAGEMENT OF NEW JERSEY, INC. IN THE AMOUNT OF \$1,575 PER LOAD

WHEREAS, the Township of Ocean Sewerage Authority advertised for the receipt of bids for disposal of sewage screenings and dried grease; and

WHEREAS, bids were received, opened and announced by the Authority at its offices on March 26, 2015; and

WHEREAS, the Authority requested bids on both a one-year term and a two-year term of contract; and

WHEREAS, in accordance with law, the Authority intends to award a contract to the lowest responsible bidder meeting the bids specifications for the term that is most advantageous to the Authority; and

WHEREAS, Waste Management of New Jersey, Inc. was the lowest responsive responsible bidder for a two-year contract with a price of \$1,575 per load; and

WHEREAS, the Authority’s Executive Director has certified that funds are available for this contract.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby awards a two-year contract for the disposal of sewage screenings and dried grease to Waste Management of New Jersey, Inc. at a price of \$1,575 per load; and

BE IT FURTHER RESOLVED that the Chairman and Secretary are hereby authorized and directed to execute the contract for the award on behalf of the Authority.

Roll Call: Bernhardt, Stubbs, Theodora, Villapiano
Yes Yes Yes Yes

Resolution

Mr. Theodora offered the following resolution and moved its adoption. Mr. Villapiano seconded the motion.

15 - 42

AUTHORIZING PAYMENT IN THE AMOUNT OF \$206,549.70 TO ATLANTIC SUBSEA, INC. FOR OCEAN OUTFALL DIFFUSER PIPELINE REPAIRS AND OCEAN OUTFALL DIFFUSER WYE REPLACEMENT PROJECTS

WHEREAS, the Township of Ocean Sewerage Authority awarded a contract to Atlantic Subsea, Inc. in the amount of \$333,503.00 for the Ocean Outfall Diffuser Pipeline Repairs Project; and

WHEREAS, the Authority awarded a contract to Atlantic Subsea, Inc. in the amount of \$279,600.00 for the Ocean Outfall Diffuser Wye Replacement Project; and

WHEREAS, Atlantic Subsea has performed certain work for the projects; and

WHEREAS, Atlantic Subsea has submitted requests for payment in the amount of \$122,665.00 for the Ocean Outfall Diffuser Pipeline Repairs Project and \$88,100.00 for the Ocean Outfall Diffuser Wye Replacement Project; and

WHEREAS, the Authority’s engineer has recommended payment in the amount of \$120,211.70 for the Ocean Outfall Diffuser Pipeline Repairs Project and \$86,338.00 for the Ocean Outfall Diffuser Wye Replacement Project.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority authorizes payment in the total amount of \$206,549.70 to Atlantic Subsea, Inc. for the Ocean Outfall Diffuser Pipeline Repairs and Ocean Outfall Diffuser Wye Replacement Projects.

Roll Call: Bernhardt, Stubbs, Theodora, Villapiano
Yes Yes Yes Yes

Resolution

Mr. Villapiano offered the following resolution and moved its adoption. Mr. Stubbs seconded the motion.

15 - 43

AUTHORIZING ACCOUNT NUMBER 18519-0 TO BE BILLED AS A RESIDENTIAL PROPERTY INSTEAD OF A COMMERCIAL PROPERTY

WHEREAS, 262 Norwood Avenue, account number 18519-0, was billed an excess usage charge of \$1,216.80 for 2014 adjustment and \$418.95 per quarter for 2015; and

WHEREAS, 262 Norwood Avenue is a residential property and should be billed \$460.00 annually.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority authorizes account number 18519-0 to be billed at residential rates; and

BE IT FURTHER RESOLVED that the 2014 adjustment be deleted and the 2015 quarterly payments be adjusted to \$115.00.

Roll Call: Bernhardt, Stubbs, Theodora, Villapiano
Yes Yes Yes Yes

Resolution

Mr. Theodora offered the following resolution and moved its adoption. Mr.

Bernhardt seconded the motion.

**RESOLUTION 15-44
AUTHORIZING EXECUTION OF AGREEMENT WITH
HOMESERVE USA CORP.**

WHEREAS, the Authority is not responsible for the maintenance and repair of sewer lines from a structure to the property line (this “Work”); and

WHEREAS, the Authority often is questioned as to whether insurance is available for this Work; and

WHEREAS, HomeServe USA Corp. offers insurance covering this Work; and

WHEREAS, the Authority has held discussions with HomeServe about offering insurance for this Work; and

WHEREAS, the Authority and HomeServe are desirous of entering into an agreement whereby HomeServe will provide insurance for this Work at no cost to the Authority.

NOW, THEREFORE BE IT RESOLVED by the Township of Ocean Sewerage Authority that the Authority hereby enters into an agreement with HomeServe USA Corp. on the terms and conditions attached hereto; and

BE IT FURTHER RESOLVED that the Chairman, Secretary and Executive Director are authorized to sign any and all agreements required to effectuate this Resolution.

Roll Call: Bernhardt, Stubbs, Theodora, Villapiano

Yes Yes Yes Yes

Resolution

Mr. Stubbs offered the following resolution and moved its adoption. Mr. Villapiano seconded the motion.

**RESOLUTION 15 - 45
AUTHORIZATION TO FINANCE SEWER IMPROVEMENT PROJECTS
THROUGH THE NEW JERSEY ENVIRONMENTAL INFRASTRUCTURE
TRUST’S FY2015 CAPITAL IMPROVEMENT PROGRAM, DETERMINING THE
ESTIMATED COST THEREOF AND DETERMINING TO ISSUE BONDS AND
PROJECT NOTES TO FINANCE THE COST THEREOF**

WHEREAS, the Township of Ocean Sewerage Authority, in the County of Monmouth, New Jersey (the “Authority”) has determined to finance sewer improvement projects for the reconstruction of the Interlake Pump Station (the “Interlaken Pump Station Project”) and an upgrade of the Collection System (the “Collection System Upgrade Project”, and together with the Interlaken Pump Station, the “Projects”) through the New Jersey Environmental Infrastructure Trust’s FY2015 Capital Improvement Program; and

WHEREAS, the Authority has determined to finance the Projects through the issuance of Bonds and no interest Interim Notes to the New Jersey Environmental Infrastructure Trust and the State of New Jersey in order to finance the Projects at the lowest possible cost to the Authority.

NOW THEREFORE, BE IT RESOLVED by the Members of the Township of Ocean Sewerage Authority, as follows:

Section 1. The Authority hereby determines to undertake the Projects as described above. The estimated cost of the Interlake Pump Station Project is \$3,630,000 and the estimated cost of the Collection System Upgrade Project is \$4,550,000. The

Authority hereby determines to issue Bonds and Interim Notes in an amount not to exceed \$8,180,000.

Section 2. The Authority hereby determines that the Bonds and Interim Notes for the Projects will be sold to the New Jersey Environmental Infrastructure Trust (the "Trust") and the State of New Jersey (the "State") in accordance with the procedures established for the sale of Bonds and Interim Notes to the Trust and the State. The Bonds and Interim Notes will be issued as subordinated indebtedness as permitted by the Authority's General Bond Resolution adopted June 14, 1985, as amended and supplemented.

Section 3. In anticipation of the issuance of Bonds, the Authority may issue project notes/Interim Notes to provide funds for the cost of the Projects.

Section 4. The Chairman, Vice Chairman and Executive Director each are hereby authorized to award the Bonds or Interim Notes to the Trust and State on the terms and in the amounts as determined by each of them in accordance with the procedures referred to in Section 2.

Section 5. A copy of this Bond Resolution shall be filed and published in accordance with the provisions of N.J.S.A. 40:14A-14.

Section 6. This resolution shall take effect immediately.

Roll Call: Bernhardt, Stubbs, Theodora, Villapiano
Yes Yes Yes Yes

Resolution

Mr. Theodora offered the following resolution and moved its adoption. Mr. Stubbs seconded the motion.

**RESOLUTION 15-46
AUTHORIZING APPOINTMENT OF DAVISON, EASTMAN & MUNOZ, P.A.**

WHEREAS, the Township of Ocean Sewerage Authority has a need for bond counsel services to assist the Authority with its applications in the amount of \$4,550,000 and \$3,630,000 with the New Jersey Environmental Infrastructure Trust Fund; and

WHEREAS, the Authority appointed Kerry Morgan of the firm Gluck Walrath as bond counsel on December 2, 2014; and

WHEREAS, Kerry Morgan has left the firm of Gluck Walrath to join the firm Davison, Eastman & Munoz, P.A. as of April 6, 2015.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority hereby appoints the firm of Davison, Eastman & Munoz, P.A. as Bond Counsel for the Authority in accordance on the same terms and conditions as Kerry Morgan's previous appointment for the period April 6, 2015 to October 31, 2015.

Roll Call: Bernhardt, Stubbs Theodora, Villapiano
Yes Yes Yes Yes

Resolution

Mr. Stubbs offered the following Resolution and moved its adoption. Mr. Theodora seconded the motion.

RESOLUTION DECLARING CLOSED SESSION

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances, and

WHEREAS, this public body is of the opinion that such circumstances presently exist.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority as follows:

1. The Public shall be excluded from discussion of and action upon the hereinafter-specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:

Personnel

3. It is anticipated at this time that the above stated subject matter would be made public when matters are resolved.

This resolution shall take effect immediately.

Roll Call: Bernhardt, Stubbs, Theodora, Villapiano
 Yes Yes Yes Yes

Following the closed session, there being no further business to come before the Authority, Mr. Stubbs moved that the meeting be adjourned. Mr. Villapiano seconded the motion and all voted in favor of adjournment.

Respectfully submitted,

RALPH E. STUBBS, Secretary