



BAYSHORE REGIONAL SEWERAGE AUTHORITY

100 Oak Street, Union Beach, NJ 07735
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Robert C. Fischer
EXECUTIVE DIRECTOR

MINUTES FOR REGULAR MEETING MONDAY, SEPTEMBER 18, 2017

At 7:02 P.M. on Monday, September 18, 2017 Chairwoman McMullen called the meeting of the Bayshore Regional Sewerage Authority to order and makes the following announcement:

I hereby announce that pursuant to Section 5 of the Open Public Meetings Act, that adequate notice of this meeting has been sent to the Asbury Park Press and is on the BRSA Official Website. Notice has also been sent to the Clerks of Aberdeen, Hazlet, Holmdel, Keansburg, Keyport, Matawan, Union Beach and Marlboro and the Western Monmouth Utilities Authority. This notice is also posted in the lobby of the Bayshore Regional Sewerage Authority Administration Building.

Chairwoman McMullen asked all in attendance to stand for the Pledge of Allegiance and a Moment of Silence for the safety of US Troops all over the world.

Chairwoman McMullen requested a roll call of attendance

ROLL CALL

PRESENT: Commissioner Khachaturian, Pisano, Steiner, Sutton, Whalen and Chairwoman McMullen

Also in Attendance: Robert C. Fischer, Executive Director
Pete Canal, BRSA Staff Engineer
J. Michael Broyles, BRSA Superintendent
Manuel Ponte, Consulting Engineer
John Napolitano, Esq. BRSA Attorney
Susan DuBey, Admin. Assistant
Mark Tabakin, Esq. Labor Attorney
John Wojnas, Hazen & Sawyer
Ed Barboe, Hazen & Sawyer

REPORTS

Executive Directors Report, BRSA Projects, Special Reports & Connection Applications

Mr. Fischer Reported:

Disaster Recovery:

Phase I

- Contract 74S – Niro Incinerator – Stone Hill reported a completion date of September 29th with minor punch list items to be done.
- Contract 80S – Combined Blower Building – aeration tanks 1-4 are complete with new diffusers. Blower Building #1 is providing air to both Plant 1 & 2. Blower Building #2 mechanical being demolished.

- Stone Hill submitted payment request #27 in the amount of \$218,359.68 and Remsco submitted payment # 22 in the amount of \$15,717.24, both found acceptable by the Consulting Engineer.
- Combined cumulative phase I project payments excluding September payment totals \$24,473,704.78. Approximately \$1,100,000 will be needed to complete the two projects. Of the \$28,000,000 from the Trust short term loan allowance amount only \$26,000,000 will be needed.

NJEIT Phase II

- Stone Hill Construction-Contract 80S-Combined Blower Building-submitted payment application #12 is in the amount of \$121,520.00 and has been found acceptable by the Consulting Engineer.
- PKF Mark III-Contract 81S-Power Distribution System submitted payment application #2 in the amount of \$5,919.20 for zoning permit and underground exploration Blower Building (T3/T4). Metra Contracting completed the slip lining project installing a total of 3,500 feet of pipe & liner. They are completing the contract with minor repairs to manholes plus grouting between old & new pipes.

2018 BRSA BUDGET

Mr. Fischer and the Staff have had two meetings regarding the 2018 Budget. The Staff submitted their budget numbers and there will be a meeting on Friday, September 22 to review each line item of the Budget. A meeting with the Finance Committee is scheduled for Monday, October 9th at 5:30 PM to review the Budget in preparation for introduction on October 16th.

Staff Engineers

Pete Canal Reported:

- Contract #96-Primary Clarifiers 1 & 2 – resolution to close out the contract and accept the Maintenance Bond.
- On Sept. 7th received 2 bids for Security Services for a two year period. Award contract to the lowest bidder being Motivated Security Services in the amount not to exceed \$93,139.20.
- Authorize advertisement of bids for the Ash Basin Valve replacement & New Chamber project.
- Authorization to advertise for RFQ for Landscaping Improvement to the treatment plant.
- Holmdel Realty (Saker) of Holmdel seeking developer application approval for 8 EDU commercial space in a renovated/change of use building.
- Stone Hill Contractors – Combined Blower Building-Contract 80S – to award Change Order #1 in the amount not to exceed \$230,300.55 or 3.7%.
John Wojnas & Ed Barboe of Hazen and Sawyer presented the modifications, additions and upgrades to the Combined Blower Building 1 & 2 contract. FEMA reimbursement \$50,768.79 and non-FEMA totals \$179,531.76 – Biggest part of C/O is new influent gates on all 8 tanks.
- Metra – Collection System Rehab– project complete, working on punch list items. Metra & Gannett Fleming meeting Sept. 20th to discuss open claims and possible Change Orders for October meeting.

Consulting Engineer – R3M

Manuel Ponte Reported:

- Various Plant Building- all the Change Orders have to be approved by the Trust, DEP & FEMA. Change Order # is a credit in the amount of \$62,624.00.
- Headworks Odor Control – September 1st system was operating with the existing scrubber and fans. The new fans are expected to be delivered in mid-October.
- Emergency Repair to the Matawan Force Main – work essentially done however Pete said that

curb to curb in the whole area where the requirement is one foot past the repair area.

Superintendents Report

Mike Broyles Reported:

- Flow for August is still under 7mgd.
- The effluent quality is meeting the permit requirements.
- There were a number of odor complaints in the month of August. A number of aeration tanks were emptied and cleaned out. Also Primary Clarifier # 5 & 6 were taken down, cleaned and inspected. There was also a problem with some excavated dirt that gave off some odors which the contractor spread lime and covered it with a tarp. Most of the work in the treatment plant is Sandy related restoration and mitigation and the final contract is mobilizing in October.
- Have a difficult time getting Plant #1 to run right and had some foaming issues. Decided too many aeration tanks were on line. Took 2 tanks down and cleaned them out, effluent now looking much better.
- Incineration is operating very well.
- IFCO performed a test on the Venturi Scrubber to determine the effect of cooling water loss in the event of a power failure or other incident. IFCO reported that the temperatures without cooling are tolerable provided the fluidized blower is off line.
- IPP- DEP in Trenton had a meeting with all IPP Coordinators to locate all non-registered dental facilities – guidelines will be issued.

MOTION (by Chairwoman McMullen) – to accept the Treasurers Report

TREASURER’S REPORT

STATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTS

TD BANK	Balance
TRUSTEE ACCOUNTS	August 31, 2017
<u>2010 NJEIT BONDS</u>	
Revenue	\$ 0.00
Construction	\$ 1,357,857.90
Bond Service	\$.05
Total 2010 Accounts	\$ 1,357,857.95
TD BANK	
NJEIT Project Fund	\$ 4,885,613.46
NJEIT Project Fund #2	\$ 1,079,867.03
Incoming Revenue Account	\$ 492,485.43
Operating Regular Account	\$ 1,747,606.30
Operating Reserve Account	\$ 9,842,498.04
Operating Payroll Account	\$ 740,704.77
TOTAL AUTHORITY ACCOUNTS	\$28,788,775.03
TOTAL	\$20,146,632.98

Detail of the Trustee accounts, receipts and disbursements, including investment activity, are on file in the Administrative Office of the Bayshore Regional Sewerage Authority.

SCHEDULE OF ACCOUNTS RECEIVABLE

SERVICE CHARGES:	Balance August 31, 2017
Hazlet Township Sewerage Utility	\$ 0.00
Township of Holmdel	\$ 0.00
Borough of Union Beach	\$ 0.00
Borough of Keyport	\$ 0.00
Borough of Keansburg	\$ 0.00
Borough of Matawan	\$ 0.00
Western Monmouth Utilities Authority	\$ 0.00
Township of Aberdeen	\$ 0.00
TOTAL	\$ 0.00
OUTFALL AUTHORITY CHARGES	
Hazlet Township Sewerage Authority	\$ 0.00
Township of Holmdel	\$ 0.00
Borough of Union Beach	\$ 0.00
Borough of Keyport	\$ 0.00
Borough of Keansburg	\$ 0.00
Borough of Matawan	\$ 0.00
Western Monmouth Utilities Authority	\$ 0.00
Township of Aberdeen	\$ 0.00
TOTAL	\$ 0.00
Balance of Rent Reserve Accounts as of August 31, 2017	
Hazlet Township Sewerage Utility	\$ 754,648.68
Township of Holmdel	\$ 319,210.13
Borough of Union Beach	\$ 194,946.46
Borough of Keyport	\$ 272,661.21
Borough of Keansburg	\$ 303,803.09
Borough of Matawan	\$ 323,611.75
Western Monmouth Utilities Authority	\$ 94,622.81
Township of Aberdeen	\$ 455,865.99
TOTAL	\$ 2,719,370.12

OFFERED BY: Commissioner Whalen, SECONDED BY: Commissioner Steiner, and carried by a unanimous voice vote recorded as follows:
 AYES: Commissioners Khachaturian, Pisano, Steiner, Sutton, Whalen and Chairwoman McMullen

PAYMENT OF BILLS

MOTION (by Chairwoman McMullen) - for payment of the following:

Operating Fund Req. No.P201 (Payroll)	\$ 204,233.57
Operating Fund Req. No. 551 (Regular)	\$ 633,261.97
NJEIT Project Fund Req. #PF-28	\$ 250,392.34

NJEIT Project Fund II Req. #02-13 \$ 169,804.87
Wire Transfer SAIL INTEREST to NJEIT #WT-20 \$ 187,494.30

OFFEDER BY: Commissioner Sutton, SECONDED BY: Commissioner Steiner, and carried by a unanimous voice vote recorded as follows:
AYES: Commissioners Khachaturian, Pisano, Steiner, Sutton, Whalen and Chairwoman McMullen

APPROVAL OF MINUTES

MOTION (by Chairwoman McMullen) - to approve the following Minutes:

Regular Meeting of August 21, 2017
Closed Session of August 21, 2017

OFFEDER BY: Commissioner Steiner, SECONDED BY: Commissioner Pisano, and carried by a unanimous voice vote recorded as follows:
AYES: Commissioners Khachaturian, Pisano, Steiner, Sutton, Whalen and Chairwoman McMullen

PUBLIC PORTION

ANNOUNCEMENT (by Chairwoman McMullen): This portion of the meeting is now open to the public for comments or questions related to Agenda items only. The public is reminded; only questions or comments specific to the scope of the Agenda items are to be addressed at this time. As a courtesy to all, please be mindful of limiting your comments to 5 minutes.

Mr. Lauro, 9th Street, Union Beach-Odors on Dock Street complained of odors on someone else's street. Mr. Fischer said the recently installed Headworks odor project is near completion but working. He also indicated that right now activated sludge tanks are being taken down and cleaned out as part of our rehabilitation project after Sandy. He said there are three more tanks to be taken down and slight odors are expected to exist.

Charles Hoffman, Florence Avenue, Hazlet had a question about Resolution 101/17. He asked if we previously had security in the plant until the automation system was repaired.
Mike Broyles said yes however due to the construction security from midnight to 7AM is deemed necessary.

RESOLUTIONS

RESOLUTION NO. (100/17): To Secure Flood Insurance for the Authority Buildings Eligible For National Flood Insurance Program Coverage

WHEREAS, the Bayshore Regional Sewerage Authority ("Authority") owns several buildings at the Treatment Plant located at 100 Oak Street in Union Beach, NJ; and

WHEREAS, the buildings further identified as the Laboratory Office Building and Fire Water Pump Station are eligible for flood insurance under the National Flood Insurance Program (NFIP); and

WHEREAS, the Selective Insurance Company will provide total coverage of \$808,400 for Building and \$175,000 for Contents for a total premium of \$4,357.00 with a \$15,000 deductible; and

WHEREAS, as a condition of FEMA funding the Authority is required to obtain and maintain flood insurance on all eligible buildings; and

WHEREAS, the quoted premiums and coverages have been reviewed by the Authority Risk Management Consultants, Conner Strong & Buckelew who has recommended binding these coverages; and

WHEREAS, these additional buildings require renewal, one building is being converted and allowed to flood and the remainder of the Authority buildings contain more than 50% of the building value below ground elevation and are therefore ineligible for flood insurance protection under the NFIP; and

WHEREAS funds are available for this purpose in the Authority insurance line item.

NOW THEREFORE BE IT RESOLVED, the Commissioners of the Bayshore Regional Sewerage Authority hereby authorize the payment of the above stated premiums to secure flood insurance for the named Authority Buildings for a one year term according to the building renewal date and direct the Executive Director to execute all necessary documentation to secure this coverage.

OFFERED BY: Commissioner Sutton, SECONDED BY: Commissioner Khachaturian, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Khachaturian, Pisano, Steiner, Sutton, Whalen and Chairwoman McMullen

RESOLUTION NO. (101/17): To Award the Security Services, C.99-O to Motivated Security Associates Inc. of Somerville, NJ, for a two year period for an amount not to exceed \$93,139.20

WHEREAS, the Bayshore Regional Sewerage Authority ("Authority") buildings and processes were severely damaged from Hurricane Sandy on October 29, 2012; and

WHEREAS, the Authority has a need for security services at the treatment plant during the period of construction of these buildings and processes; and

WHEREAS, the security services will monitor the plant site, buildings and alarm system during the night shift for 8 hours per day, 7 days per week; and

WHEREAS, the existing Contract with U.S. Security Associates, Inc. from Woodbridge, N.J. is expiring; and

WHEREAS, in accordance with Local Public Contract Law, the Bayshore Regional Sewerage Authority had advertised for Security Services for a two year period; and

WHEREAS, on September 7, 2017 at 1:00 P.M. two sealed bids were received and publicly opened, those bids being from U. S. Security Associates, Inc. in the amount of \$94,144.96 and Motivated Security Services in the amount of \$93,139.20 for a two year period; and

WHEREAS, the Authority Engineer, Purchasing Agent and Attorney reviewed the bids and are recommending award of the Contract to Motivated Security Services, Inc. of Somerville, NJ in the amount not to exceed \$93,139.20 for a two year period; and

WHEREAS, the funds are available for this purpose in the Authority Service Contract line item.

NOW THEREFORE BE IT RESOLVED, the Commissioners of the Bayshore Regional Sewerage Authority hereby authorize award of the Contract for Security Services for a two year period to Motivated

Security Services, Inc. of Somerville, NJ in the amount of \$93,139.20 in accordance with the terms and conditions of the contract documents.

BE IT FURTHER RESOLVED, the Chairman and Executive Director are hereby authorized to execute the contract to Motivated Security Services, Inc. of Somerville, NJ, in the amount of \$93,139.20 for Security Services for a two year period.

OFFEDER BY: Commissioner Steiner, SECONDED BY: Commissioner Sutton, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Khachaturian, Pisano, Steiner, Sutton, Whalen and Chairwoman McMullen

RESOLUTION NO. (102/17): To Approve Close-Out of the Project for Primary Clarifier 1 & 2 Rehabilitation, Contract No. 96

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) needs to perform repairs to Primary Clarifier tank numbers 1 & 2; and

WHEREAS, in accordance with Local Public Contracts Law, BR Welding was awarded Contract No. 96, Primary Clarifier 1 & 2 Rehabilitation in the amount of \$407,950.00 by Resolution No. 115/16; and

WHEREAS, a credit change order in the amount of \$12,040.21 was awarded by Resolution No. 95/17 decreasing the final contract value to \$395,909.79; and

WHEREAS, all work is completed and the Authority Staff is recommending acceptance of the Maintenance Bond and closeout of the Contract.

NOW THEREFORE BE IT RESOLVED the Commissioners of the Bayshore Regional Sewerage Authority approve acceptance of the Maintenance Bond and closeout of Primary Clarifier 1 & 2 Rehabilitation Project, Contract No. 96.

BE IT FURTHER RESOLVED, the Executive Director is hereby authorized to execute any necessary documents to approve closeout of the project.

OFFEDER BY: Commissioner Sutton, SECONDED BY: Commissioner Steiner, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Khachaturian, Pisano, Steiner, Sutton, Whalen and Chairwoman McMullen

RESOLUTION NO. (103/17): To Approve Sanitary Sewer Connection Application for Holmdel Reality Development, LLC, Developer for Saker at Holmdel

WHEREAS, Holmdel Reality Development, LLC (“Developer”), is the project developer of Saker at Holmdel, located at BJ Route 35 and Centerville Rd., further designated as Block 50.31, Lot 76.01 in the Township of Holmdel, an 8 Equivalent Dwelling Units (“EDU’s”) Renovation Project; and

WHEREAS, the Developer has indicated they have received all local approvals including local sanitary sewer approval; and

WHEREAS, the project is expected to generate an additional 1,665 gallons per day of wastewater; and

WHEREAS, the Developer plans to add a 11,935 sf bakery under a separate application; and

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) Chief Engineer has reviewed the Developers application and is recommending sanitary sewer connection approval; and

WHEREAS, the Developer has paid the review fee of \$84.08 and connection fee of \$40,008.

NOW THEREFORE BE IT RESOLVED the Commissioners of the Bayshore Regional Sewerage Authority that Holmdel Reality Development, LLC is hereby granted a sanitary sewer approval for the above referenced project.

BE IT FURTHER RESOLVED the Developer must properly maintain its sanitary sewer system in accordance with the Bayshore Regional Sewerage Authority Rules and Regulations; and

BE IT FURTHER RESOLVED that this approval is good for a one-year period.

OFFEDER BY: Commissioner Steiner, SECONDED BY: Commissioner Sutton, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Khachaturian, Pisano, Steiner, Sutton, Whalen and Chairwoman McMullen

RESOLUTION No. (104/17): To Authorize Advertisement for Bids on the Ash Basin Valve Replacement and New Chamber Project, Contact No. 100

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) owns and operates an incineration system that includes three Ash Basins and associated valves; and

WHEREAS, the valves that operate the Ash Basins are buried, inaccessible and are not functioning properly; and

WHEREAS, the Authority Engineering Staff is developing a contract to replace the valves and install new valve chambers with access hatches at each basin; and

WHEREAS, the funds are available for this purpose in the Authority unrestricted net position.

NOW THEREFORE BE IT RESOLVED the Commissioners of Bayshore Regional Sewerage Authority authorize the Chief Engineer and Qualified Purchasing Agent to advertise for bids for the Ash Basin Valve Chamber Project, Contract No. 100, in the Authority Official Newspaper and on the Authority Website.

OFFEDER BY: Commissioner Sutton, SECONDED BY: Commissioner Whalen, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Khachaturian, Pisano, Steiner, Sutton, Whalen and Chairwoman McMullen

RESOLUTION No. (105/17): To award Change Order No. 1, in the amount of \$230,300.55 to Stone Hill Contracting Company, Inc. for Contract No. 80-S, Combined Blower Building

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) needs to perform repairs & mitigation on the blower buildings due to damages caused by Hurricane Sandy; and

WHEREAS, in accordance with Local Public Contract Laws, Contract 80-S Combined Blower Building was awarded to Stone Hill Contracting Company, Inc. (“SHC”) on May 23, 2016 for a total price of \$6,158,180 via Resolution 67/16; and

WHEREAS, there is a need to amend the Contract and perform additional work necessary for the completion of the project, including: FEMA REIMBURSABLE MITIGATION @ \$50,768.79 (PCO 01 – Deletion of Process Air Header Drain @ (679.87), PCO 02 – CBB Flood Gate Sill Modifications to Landing and Loading Dock Slabs @ \$28,551.66, PCO 03 – Surge Protection for Existing Blowers @ \$19,539.00 and PCO 04 – Curb Modifications for CBB Southeast Landing Floodwall @ \$3,358.00), NON-FEMA REIMBURSABLE UPGRADES @ \$179,531.76 (PCO 70 – Actuator Stall Protection Wiring and I/O Connections @ \$10,931.00, PCO 71 – Combined Blower Building FRP Door Upgrade @ \$10,818.00, PCO

73 – Train 1 Aeration Tank Repairs @ \$40,792.76, PCO 74 – Aeration Tank Influent Sluice Gates @ \$116,990.00); and

WHEREAS, SHC has submitted a proposal for Change Order No.1 to amend the contract work, in the amount of \$230,300.55; and

WHEREAS, the BRSA staff and our consulting engineer, Hazen & Sawyer have reviewed the proposal and are recommending Change Order No.1, in the amount of \$230,300.55; and

WHEREAS, Change Order No.1 will be submitted to New Jersey Environmental Infrastructure Trust for review and approval.

NOW THEREFORE BE IT RESOLVED the Commissioners of Bayshore Regional Sewerage Authority approve Change Order No.1 for Stone Hill Contracting Company, Inc., in the amount of \$230,300.55, increasing the total Contract value to \$6,388,480.55.

BE IT FURTHER RESOLVED, the Executive Director is hereby authorized to execute any necessary documents to approve this Change Order.

OFFEDER BY: Commissioner Steiner, SECONDED BY: Commissioner Sutton, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Khachaturian, Pisano, Steiner, Sutton, Whalen and Chairwoman McMullen

RESOLUTION No. (106/17): To Authorize Advertisement for Request for Quotation for RFQ 2017-04 Landscape Services

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) desires to upgrade the landscaping around the facility and curb appeal; and

WHEREAS, the Authority intends to plant skip laurel shrubs and other miscellaneous landscaping features; and

WHEREAS, a Request for Quotes (RFQ 2017-04) has been developed by the Authority Engineering staff; and

WHEREAS, the funds are available for this purpose.

NOW THEREFORE BE IT RESOLVED the Commissioners of Bayshore Regional Sewerage Authority authorize the Chief Engineer and Qualified Purchasing Agent to advertise for quotes for the Landscape Services Project on the Authority Website.

OFFEDER BY: Commissioner Sutton, SECONDED BY: Commissioner Khachaturian, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Khachaturian, Pisano, Steiner, Sutton, Whalen and Chairwoman McMullen

PUBLIC PORTION

ANNOUNCEMENT (by Chairwoman McMullen) – This portion of the meeting is OPEN TO THE PUBLIC to discuss any BRSA matters the public may care to address. The public is reminded, only questions or comments not previously addressed; and/or specific to the scope of BRSA’s operations or projects will be addressed. As a courtesy to all members of the public wishing to speak, please be mindful of limiting your comments to 3 minutes.

Charles Hoffman, Florence Avenue, Hazlet asked if Saker of Holmdel was Shop Rite and are they building in Holmdel. Pete said they are renovating a building/changing its use in Dearborn. Pete said it is a mass producing bakery for their stores.

EXECUTIVE SESSION

MOTION (by Chairwoman McMullen) - to go into Closed Session at 7:50 P.M. in accordance with Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permitting the exclusion of the public from a meeting in certain circumstances. This action will be taken to discuss matters falling within attorney-client privileges, specifically, pending or anticipated litigation and matters of employment of public employees. It is anticipated at this time that the above stated subject matter shall be made public at such time as the need for non-disclosure no longer exists.

OFFERED BY: Commissioner Steiner, SECONDED BY: Commissioner Khachaturian, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Khachaturian, Pisano, Steiner, Sutton, Whalen and Chairwoman McMullen

ALL EXECUTIVE SESSION MINUTES ARE RECORDED SEPARATELY

MOTION (by Chairwoman McMullen) - to end Closed Session and Re-Open the Regular Meeting @ 9:02 PM.

OFFERED BY: Commissioner Steiner, SECONDED BY: Commissioner Whalen, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Khachaturian, Pisano, Steiner, Sutton, Whalen and Chairwoman McMullen

ADJOURNMENT

ANNOUNCEMENT (by Chairwoman McMullen)

The next Regular Meeting of the Bayshore Regional Sewerage Authority will be held on Monday, October 16, 2017. All meetings are held at 7:00 PM in the Administration Building at 100 Oak Street, Union Beach, NJ.

MOTION (by Chairwoman McMullen) to adjourn the meeting @ 9:04 PM.

OFFERED BY: Commissioner Sutton, SECONDED BY: Commissioner Steiner, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Khachaturian, Pisano, Steiner, Sutton, Whalen and Chairwoman McMullen

Respectfully Submitted,

Susan A. DuBey
Administrative Assistant