

TOWNSHIP OF MONROE
Board of Fire Commissioners
Fire District No. 2
Minutes of the Reorganization and Regular Meeting
Wednesday, March 9, 2011

The Monroe Township Board of Fire Commissioners of District No. 2 met at the Monroe Township Fire District #2 & EMS building, 10 Halsey Reed Road, Monroe Township, New Jersey for an Agenda, Reorganization and Regular Meeting.

Chairman Mahler called the agenda meeting to order with a Salute to the Flag at 7:00 pm.

UPON ROLL CALL made by Commissioner Martin Berkowitz, the following members of the Monroe Township Board of Fire Commissioners of District No. 2 were present: Martin Berkowitz, Glenn Borsuk, Maurice Mahler, Ed Mitnowsky and Lawrence Reisch.

ALSO PRESENT: Board Attorney Richard J. Shaklee, Esquire.

There were two paid firefighters present: Chief Carbin and Firefighter Grande.

There were no volunteer firefighters present.

There were two members of the public present: Charlie DiPierro and Michael C. Konowicz.

Chairman Mahler announced that the meeting was being held in accordance with the Open Public Meeting Act, having been published in the newspaper, posted on the bulletin board of the Office of the Township Clerk, and notices sent to those requesting such.

AGENDA MEETING

Chairman Mahler announced a closed session will be needed tonight.

Chairman Mahler asked if there were any correction to the minutes. Commissioner Reisch and Borsuk had corrections to pages 7 & 8.

Chairman Mahler asked the board to review the claims against the board.

Commissioner Reisch questioned the \$56.95 Verizon long distance - is it for the new or old firehouse. Chief Carbin will research. Commissioner Borsuk mentioned the volunteers switched their phones to Comcast, so the \$250 bill from Verizon, will go to about \$100 a month with Comcast for the Applegarth phones. There is a one time install fee of \$123. Chief Carbin stated the \$56.95 is for the Applegarth firehouse.

Commissioner Reisch questioned sexual harassment courses and charges the board must pay. Attorney Shaklee stated every employer should provide these courses.

Commissioner Reisch asked if Board Accountant, Dan, voided the check for the poll taker that couldn't work (Carl Nolte). Chief Carbin will follow up with Dan Carlstrom.

7:16pm Dan Steadman arrived.

Commissioner Reisch questioned what the payment of \$2075 to grant writer was for. Chief Carbin stated the Grant was for programs/handouts for seniors and school kids, which is about a \$50,000 grant.

Commissioner Reisch stated the treasurer's report not available at this time.

Chairman Mahler asked if there was any correspondence. Commissioner Berkowitz reported on the following correspondence:

- 2/22 letter sent to Administrator of Middlesex county of election. Need to separate the list of voters to expedite and simplify the voting - two books rather than one
- 2/23 letter to NJ Election law-enforcement commissioner for manual
- 3/7 letter to NJ DCA for copies of retirement and pensions forms

7:21pm Tish O'Conner arrived.

Commissioner Reisch sent second page of D1 form. Commissioner Berkowitz has never had to complete the 2nd page, which is why Commissioner Berkowitz is looking for the manual to be in the firehouse.

Chairman Mahler asked for a motion to adjourn.

UPON MOTION MADE by Maurice Mahler and seconded by Glenn Borsuk, the agenda meeting was adjourned.

ROLL CALL: Aye Berkowitz
Aye Borsuk
Aye Mahler
Aye Mitnowsky
Aye Reisch

REGULAR MEETING

Chairman Mahler called the regular meeting to order with a Salute to the Flag at 7:30 pm. Chairman Mahler asked for a moment of silence for all firefighters, and military, who have died in the performance of their duties.

UPON ROLL CALL made by Commissioner Martin Berkowitz, the following members of the Monroe Township Board of Fire Commissioners of District No. 2 were present: Martin Berkowitz, Glenn Borsuk, Maurice Mahler, Ed Mitnowsky and Lawrence Reisch.

ALSO PRESENT: Board Attorney Richard J. Shaklee, Esquire.

There were two paid firefighters present: Chief Carbin and Firefighter Grande.

There were three volunteer firefighters present: Dan Steadman, Dennis Cronin and Tish O'Conner.

There were two members of the public present: Charlie DiPierro and Michael C. Konowicz.

Chairman Mahler announced that the meeting was being held in accordance with the Open Public Meeting Act, having been published in the newspaper, posted on the bulletin board of the Office of the Township Clerk, and notices sent to those requesting such.

REORGANIZATION MEETING

Chairman Mahler polled board if members would like to stay in remaining position. Members of the Board were in agreement to stay in remaining positions.

Chairman Mahler asked Board Attorney Shaklee to swear in the re-elected commissioners. Board Attorney Shaklee swore in the re-elected Commissioners Martin Berkowitz and Lawrence Reisch.

Motion on consent agenda for item numbered 7-27, of the agenda.

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, to do a consent agenda for all Resolutions on board positions, to name and list position: Chairman-Maurice Mahler; Vice Chairman-Glenn Borsuk; Secretary-Martin Berkowitz; Treasurer-Lawrence Reisch; Assistant Secretary/Treasurer-Edward Mitnowsky.

ROLL CALL: Aye Berkowitz

Aye Borsuk

Aye Mahler

Aye Mitnowsky

Aye Reisch

Commissioner Berkowitz announced the results of the election for the budget- 289 Yes; 142 No. Attached as Appendix B.

Chairman Mahler announced that nominations were in order for the position of Board Attorney.

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, Richard J. Shaklee, Esquire, of the firm McLaughlin, Gelson, D'Apollito Stauffer, Shaklee & Curtis, for the term expiring 2012.

ROLL CALL: Aye Berkowitz
Aye Borsuk
Aye Mahler
Aye Mitnowsky
Aye Reisch

Chairman Mahler announced that nominations were in order for the position of Recording Secretary.

UPON MOTION MADE by Martin Berkowitz and seconded by Glenn Borsuk, a Resolution was adopted appointing Valerie Cier as Recording Secretary of the Board of Fire Commissioners of Fire District No. 2 for a term expiring at the 2012 reorganization meeting.

ROLL CALL: Aye Berkowitz
Aye Borsuk
Aye Mahler
Aye Mitnowsky
Aye Reisch

Chairman Mahler announced that nominations were in order for the position of Board Accountant/Auditor.

UPON MOTION MADE by Lawrence Reisch and seconded by Martin Berkowitz, a Resolution was adopted appointing Furey and Company, P.C. as Board Accountant/Auditor for the Board of Fire Commissioners of District No. 2 for a term expiring at the 2012 reorganization meeting.

ROLL CALL: Aye Berkowitz
Aye Borsuk
Aye Mahler
Aye Mitnowsky
Aye Reisch

Chairman Mahler informed the Board of the need to establish official Board newspapers.

UPON MOTION MADE by Glenn Borsuk and seconded by Lawrence Reisch, a Resolution was adopted establishing the Cranbury Press, and the Home News and Tribune as the official newspapers of the Board of Fire Commissioners of District 2, expiring at the 2012 reorganization meeting.

ROLL CALL: Aye Berkowitz

Aye Borsuk

Aye Mahler

Aye Mitnowsky

Aye Reisch

Chairman Mahler informed the Board of the need for designating official depositories of monies and funds of the Board of Fire Commissioners of District No. 2.

UPON MOTION MADE by Lawrence Reisch and seconded by Martin Berkowitz, a Resolution was adopted designating Hudson City Savings Bank, in Monroe Township, and any other institution deemed necessary by the Treasurer, as the official depositories of monies and funds of the Board of Fire Commissioners of District No. 2, expiring at the 2012 reorganization meeting.

ROLL CALL: Aye Berkowitz

Aye Borsuk

Aye Mahler

Aye Mitnowsky

Aye Reisch

Chairman Mahler informed the Board of the need for establishing compensation for members of the Board of Fire Commissioners of District 2.

UPON MOTION MADE by Lawrence Reisch and seconded by Martin Berkowitz, a Resolution was adopted establishing compensation for members of the Board of Fire Commissioners of District No. 2, expiring at the 2012 reorganization meeting.

ROLL CALL: Aye Berkowitz

Aye Borsuk

Aye Mahler

Aye Mitnowsky

Aye Reisch

Chairman Mahler informed the Board of the need to adopt a Resolution authorizing the Board Treasurer to establish, close and maintain bank accounts.

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, a Resolution was adopted authorizing the Board Treasurer to establish, close and maintain bank

accounts for the Board of Fire Commissioners of District No. 2, expiring at the 2012 reorganization meeting.

ROLL CALL: Aye Berkowitz
Aye Borsuk
Aye Mahler
Aye Mitnowsky
Aye Reisch

Chairman Mahler informed the Board a Resolution was needed designating the polling locations of the 2012 Annual Election.

UPON MOTION MADE by Martin Berkowitz and seconded by Glenn Borsuk, a Resolution was adopted designating the polling locations for the 2012 Annual Election.

ROLL CALL: Aye Berkowitz
Aye Borsuk
Aye Mahler
Aye Mitnowsky
Aye Reisch

Chairman Mahler informed the Board of the need for a Resolution recognizing Applegarth Volunteer Engine Company No. 1, Inc. as supplement to the paid fire fighters for Fire District No. 2.

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, a Resolution was adopted recognizing Applegarth Volunteer Engine Company No. 1, Inc. as supplement to paid fire fighters for Fire District No. 2, expiring at the 2012 reorganization meeting.

ROLL CALL: Aye Berkowitz
Aye Borsuk
Aye Mahler
Aye Mitnowsky
Aye Reisch

Chairman Mahler informed the Board of a need to adopt a Resolution establishing date, time and place of monthly meetings for Fire District No. 2.

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, a Resolution was adopted establishing date, time and place of monthly meetings for Fire District No. 2.

ROLL CALL: Aye Berkowitz
Aye Borsuk
Aye Mahler
Aye Mitnowsky
Aye Reisch

Chairman Mahler informed the Board of the need for a Resolution designating signatures on bond for Fire District No. 2.

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, a Resolution was adopted designating signatures on the bond for Fire District No. 2, expiring at the 2012 reorganization meeting.

ROLL CALL: Aye Berkowitz

Aye Borsuk

Aye Mahler

Aye Mitnowsky

Aye Reisch

Chairman Mahler informed the Board of the need for a Resolution establishing compensation for the Board Attorney.

UPON MOTION MADE by Glenn Borsuk and seconded by Lawrence Reisch, a Resolution was adopted for the compensation of Board Attorney Richard Shaklee, of McLaughlin, Gelson, D'Apolito, Stauffer, Shaklee & Curtis, for the term expiring 2012.

ROLL CALL: Aye Berkowitz

Aye Borsuk

Aye Mahler

Aye Mitnowsky

Aye Reisch

Chairman Mahler informed the Board of the need for a Resolution establishing compensation for the Board Accountant/Auditor.

UPON MOTION MADE by Lawrence Reisch and seconded by Glenn Borsuk, a Resolution was adopted for the compensation of Board Accountant/Auditor, Furey and Company, P.C., with amended yearly fee of \$31,800, for the term expiring 2012.

ROLL CALL: Aye Berkowitz

Aye Borsuk

Aye Mahler

Aye Mitnowsky

Aye Reisch

Chairman Mahler informed the Board of the need to adopt a Resolution authorizing Board Treasurer and/or Assistant Board Treasurer to make timely payments.

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, a Resolution was adopted authorizing the Board Treasurer and/or Assistant Board

Treasurer to make timely payments.

ROLL CALL: Aye Berkowitz

Aye Borsuk

Aye Mahler

Aye Mitnowsky

Aye Reisch

Chairman Mahler asked for a motion on adopting a Resolution fixing the charges for mailing agendas and meeting notices, and establishing fees for Electronic copies. Fees will be amended to be consistent with OPRA fees.

UPON MOTION MADE by Martin Berkowitz and seconded by Maurice Mahler, a Resolution was adopted fixing the charges for mailing agendas and meeting notices, and establishing fees for copies, base on OPRA fees.

ROLL CALL: Aye Berkowitz

Aye Borsuk

Aye Mahler

Aye Mitnowsky

Nay Reisch

Chairman Mahler informed the Board of the need to adopt a Resolution requesting district taxes.

UPON MOTION MADE by Lawrence Reisch and seconded by Glenn Borsuk, a Resolution was adopted requesting district taxes for Fire District No. 2.

ROLL CALL: Aye Berkowitz

Aye Borsuk

Aye Mahler

Aye Mitnowsky

Aye Reisch

Chairman Mahler informed the Board of the need to adopt a Resolution certifying the amount of money voted on at the 2011 election be sent to Township Clerk and the Tax Assessor of the Township of Monroe.

UPON MOTION MADE by Lawrence Reisch and seconded by Glenn Borsuk, a Resolution was adopted certifying the amount of money voted on at the 2011 election be sent Township Clerk and the Tax Assessor of the Township of Monroe.

ROLL CALL: Aye Berkowitz
Aye Borsuk
Aye Mahler
Aye Mitnowsky
Aye Reisch

Chairman Mahler announced the need to appoint a Liaison to the paid department and Commissioner Berkowitz will remain in this position.

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, a Resolution was adopted appointing a liaison to the paid department and what the liaison is empowered to do.

ROLL CALL: Aye Berkowitz
Aye Borsuk
Aye Mahler
Aye Mitnowsky
Aye Reisch

Chairman Mahler announced the reorganization portion of the meeting has been completed and the regular meeting would continue.

MINUTES

A Motion was considered on the Minutes, with corrections stated in the agenda meeting.

UPON MOTION MADE by Glenn Borsuk and seconded by Lawrence Reisch, a motion was adopted to approve the minutes, as amended, of the February 9, 2011 agenda and regular meeting.

ROLL CALL: Aye Berkowitz
Aye Borsuk
Aye Mahler
Aye Mitnowsky
Aye Reisch

CLAIMS AGAINST THE BOARD

Chairman Mahler asked for the motion on the claims against the board.

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, claims against the Monroe Township Board of Fire Commissioners of District No. 2 were approved in the amount of \$178,543.00.

ROLL CALL: Aye Berkowitz
Aye Borsuk
Aye Mahler
Aye Mitnowsky
Aye Reisch

Commissioner Reisch noted a voided check of \$90 is not reflected in the claims.

TREASURY REPORT

Chairman Mahler asked for the treasury report. Commissioner Reisch stated the Treasurer's report is not available.

CORRESPONDENCE

Chairman Mahler asked if there was any correspondence to be read. Commissioner Berkowitz stated there was no additional correspondence to be read.

FIRE PREVENTION BUREAU REPORT

Chief Carbin reviewed the Fire Prevention Bureau and Paid Department, distributed to the Board for review. Chief Carbin mentioned:

- New businesses going up in the area
- Reviewed incidents
- Incident run analysis is down from last month

- Firefighter Whalen responded to 27 calls
- 570 new command vehicle is in - traded in the old one
- Routine maintenance on the other items
- Keyfob is in and operational, more on order
- Patriots Path presentation cancelled due to weather

Chairman Mahler stated:

- Encore presentation date may be April 27th or it may be May 26th
- Haven't heard back from Stonebridge
- Ponds doesn't have a new manager yet

Chief Carbin reported:

- February 11th the tanker was in a minor MVA. Information was sent to insurance. It occurred when firefighter was making a right hand turn and a car tried to pass the firetruck on the right
- Firefighter cut his hand - 2 stitches, notified insurance, missed 1 ½ tours
- Firefighter out on disability for 4 weeks, not work related
- 4 per diems on list finished paperwork
- Annual office of emergency management meeting was yesterday
- First responder reorganization meeting - Chief Carbin is now Vice Chairman; April 7th is an Educational meeting at Holiday Inn
- JIF (joint insurance fund) started with 9 members. Currently at 24 members, with 3 or 4 new members (Plainsboro/toms river) joining

Commissioner Reisch mentioned there is a need to reduce the cost of electricity. Chief Carbin has a call out to the company. Commissioner Reisch asked Chief Carbin to look into Dominion resources (DOM.com).

BUILDING REPORT

Chairman Mahler stated a letter was sent to Santorini. He offered an extension for 6 months on guarantee/warrantee in contract. For the leaks in vents/sheathing, it will cost \$4,400, with first payment of \$2,200, from Breeze heating and air conditioning.

Chairman Mahler asked Spiezle to help pay since it's due to the design and they will not pay or contribute. Chairman Mahler asked Attorney Shaklee to send a letter to Scott Downey since their design caused the leaks. Chief Carbin stated they will say it was an engineering problem. The engineer required it, not the architect. The engineering firm, CMX, is out of business.

Chairman Mahler stated there was a problem with solar monitor. It was fixed, but now it's down again. Jason Martin will be coming in to look at it, and Jason is doing a great job with the website. Chairman Mahler stated another SREC was sold and get a check in

April. Each month the check may be larger with the upcoming months.

Chairman Mahler asked Attorney Shaklee to send a letter to the Township for the money owed to the district. The township owes close to \$58,000 and the board has been pursuing for 4 months. The letter was sent to George Lang, CLO. Chairman Mahler stated Wayne Hamilton is concerned he hasn't been part of discussions. Mr. Hamilton went to the township attorney, Peg Shaffer. Attorney Shaklee sent a letter to her and she will see if she can expedite payment. Commissioner Reisch stated the township owes the district for the liability and builders risk for 2010. Chief Carbin has an amount of \$7,568.33 is the third of what the township owes; Commissioner Reisch has an amount of \$7508.33. February 22nd is the last letter Attorney Shaklee sent to the township.

APPLEGARTH VOLUNTEER FIRE COMPANY REPORT

President Cronin reported:

- 3 potential member's Deputy Chief Davis is showing around the fire academy
- Continuing recruitment efforts- going into the communities
- Upcoming event which Tish O'Connor will explain.
- Need the support of the commissioners to operate as a volunteer organization, feel the volunteers can increase their membership
- Pool of recruits in East Windsor and District 3; District 1 already offers a good package for volunteers.
- Questioned the old computers at firehouse- Chief Carbin will go through them.

Tish O'Connor mentioned that the fire company is doing a breakfast and the proceeds will go to the food pantry. The breakfast is March 20th, from 9am to 1pm. They are not collecting non-perishable items, since there is a chance they may be expired, therefore they will give them the proceeds. The volunteers are working with the senior center.

Dan Steadman reported that there was a good turnout with training and recruitment. New members are doing hands on training. On Saturday and Sunday, they had work detail from 9-4pm. Good turnout and positive attitude; volunteers look forward to doing events in the communities as well.

OPEN TO THE BOARD

Chairman Mahler received an email regarding Woodbridge hiring a consultant for consolidation. Commissioner Borsuk stated there is not enough in the article to give all the information, only that one board to be dissolved and one board remain. It was based on a 3 year study. It was only stating recommendations. Commissioner Berkowitz stated Woodbridge doesn't have as large of an area to cover. Commissioner Borsuk said they have a large population and commercial area. Mike Konowicz mentioned there is a crew

working in the Hess facility too.

Chairman Mahler stated Wayne Hamilton took offense when he asked for OPRA on consolidation. Commissioner Reisch questioned when the board should go on the offense pertaining to consolidation. Chairman Mahler stated the board can ask Brian Valentine. Commissioner Mitnowsky stated the board should wait for the report to come out. Commissioner Borsuk agrees. Chairman Mahler stated it may look bad if the board attacks offensively.

Commissioner Reisch had no problem speaking to Clearbrook on their TV station and give pertinent information as to why consolidation should not occur. The TV disc was shown in Concordia as well. There should be no problems relaying to the public thoughts on consolidation. The board will wait for the report.

Commissioner Berkowitz stated people have inquired about the consolidation, but the township hasn't come out with the report, therefore there is nothing to fight yet. Commissioner Reisch stated administration is considering consolidation of district 2 and district 3 and not touching district 1. Taxpayers in district 2 will be penalized and the tax rate will go up. Commissioner Berkowitz stated that the communities have a president of the committees and he keeps them abreast of the situation. You have an amorphous and there is nothing solid to latch on to since the township is taking their time coming out with their answer. Chairman Mahler may need another meeting when the report is released; after March 31st, and include Brian Valentine in the meeting.

Commissioner Reisch doesn't want to spare any expense in fighting the administration. Commissioner Berkowitz asked if there has been any comment from the township about fire districts. Chairman Mahler stated there has been no comments. What are the steps the township would take to consolidate. Attorney Shaklee stated before dissolving a fire district, there needs to be a petition of 10% of total population. The statute doesn't clarify if it's the population of township or district. Attorney Shaklee believes it is probably the district. The petition is presented to the governing body of municipality ;dissolution occurs by ordinance. There is also a law governing local authorities, the fire district is a local authority, before they can be dissolved, it must go to the local finance board, to determine who is going to assume the debt.

Commissioner Reisch questioned what legal means does the board have to delay or fight consolidation. Attorney Shaklee stated if they don't follow the procedural steps you can inform local finance board or take them to court. Chairman Mahler asked Attorney Shaklee to email the statute to the members of the board. Attorney Shaklee believes there are only two within the fire district statutes.

MEETING OPEN TO THE PUBLIC

Chairman Mahler opened the meeting to the public.

Charlie DiPierro congratulated the elected commissioners and on the budget approval. The Board congratulated Mr. DiPierro as well. Mr. DiPierro went to the district 3 meeting and questioned why they were shoveling hydrants since the township had ordinance since the 70's. Hasn't received a valid response.

Mike C Konowicz stated he lives in district 3, and had some questions:

-Did you get letter from county to certify the election. Thought it had to be certified by county election board. Board sent certification to DCA.

-Is the fire district, paid department, chartered by the state?

Commissioner Berkowitz stated the state refers to the district being formed for public safety. Attorney Shaklee stated that under the law, a fire district is a body corporate and public in the NJ statute. Paid positions are created and incorporated by resolution NJSA. 40:15.

-During the election there are different places to vote.

Commissioner Mahler stated that each gated community has polling locations; all others are voted at the firehouse. Commissioner Borsuk stated voting locations also depend on the voting population also. Stonebridge; Renaissance are gated communities, but not guarded communities.

-Are paid firefighters in pension plan and health insurance

Yes

-Are board members in pension or getting paid medical

No. Commissioner Borsuk stated the board members are in a public employee pension. Commissioners are in PERS, which you need to be in it 10 years to get a pension.

Chairman Mahler asked Mr. Konowicz to ask district 3 commissioners why they hired a Chief that doesn't have to appear at the scene of a fire. Firefighter Grande stated that has been that way in District 3 for the past 15 years.

Mr. Konowicz thanked the board for supporting the volunteers and would like join the fire police. Mr. Konowicz stated that district 2 postcards went to district 3, which made voting very confusing. Chairman Mahler stated Monroe post office doesn't do bulk mail. Board had to go to Freehold to do bulk mailing.

Mr. Konowicz asked who sets the district lines, need to set logical boundaries.

Commissioner Reisch stated the districts were formed in 1979. Mrs. O'Connor said when they formed the districts, District 3 complained they didn't have ratables in their area and then they got Rossmoor. Commissioner Reisch asked Mrs. O'Connor to get square miles, since she has history on fire department.

Commissioner Borsuk said the district lines are kept 500 feet from one side of the road so both sides of the same road are in the same district, rather than running a district line down the middle. Worked well until the communities began to be built, and were crossing roads.

Commissioner Reisch believes district 2 is 16 miles and would like those figures from years back, the square mileage of each district. Commissioner Reisch has been treasurer for 12 years and district 3 ratables have been \$100 million more than our ratables.

CLOSED SESSION

Chairman Mahler announced the need to hold an executive session at 9:24 pm for the purpose of collective bargaining contract negotiations.

UPON MOTION MADE by Glenn Borsuk and seconded by Martin Berkowitz, to hold an executive session for the purpose of contract negotiations.

ROLL CALL: Aye Berkowitz
Aye Borsuk
Aye Mahler
Aye Mitnowsky
Aye Reisch

ADJOURN

Chairman Mahler asked for a motion to adjourn.

UPON MOTION MADE by Maurice Mahler and seconded by Martin Berkowitz, the meeting was adjourned.

ROLL CALL: Aye Berkowitz
Aye Borsuk
Aye Mahler
Aye Mitnowsky
Aye Reisch

MARTIN BERKOWITZ
Board Secretary

MAURICE MAHLER
Chairman

APPROVED:

NOTE: Appendixes can be obtained upon request from the Board Secretary.

PREPARED BY: Valerie J. Cier