

**TOWNSHIP OF MANSFIELD  
BURLINGTON COUNTY  
MEETING MINUTES  
December 27, 2012  
Executive Session  
6:30 PM**

The regular executive session meeting of the Mansfield Township Committee was held on the above shown date with the following in attendance: **Mayor Arthur Puglia, Committeeman Sean Gable, Committeeman Alfred Clark, Committeewoman Janice DiGiuseppe, Solicitor Michael Magee, and Clerk Linda Semus.** Deputy Mayor **Robert Higgins** arrived at 6:07PM.

**Mayor Puglia** called the meeting to order followed by the following opening statement.

Public notice of this meeting pursuant to the Open Public Meetings Act NJSA 10:4-6 to 10:4-21 has been satisfied. Notice of this meeting was properly given in the annual notice, which was adopted by the Mansfield Township Committee on January 3, 2012. Said Resolution was transmitted to the Burlington County Times and the Trenton Times, filed with the Clerk of the Township of Mansfield, posted on the official bulletin board at the Municipal Complex, filed with the members of this body and mailed to each person who has prepaid any charge fixed for such service. All of the mailing, posting, and filing having been accomplished as of January 9, 2012.

A motion was offered by **Committeeman Clark** and second by **Committeewoman DiGiuseppe** to go into executive session by adoption of the following Resolution. Motion carried.

**RESOLUTION 2012-12-15**

**RESOLUTION AUTHORIZING CLOSED EXECUTIVE SESSION**

**WHEREAS**, Section 7 of the Open Public Meetings Act, Chapter 213, P.L. 1975 [NJSA 10:4-12(B)] 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 exists;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Mansfield, County of Burlington and State of New Jersey as follows:

1. The public shall be excluded from discussion of, action on and reviewing the Minutes of the hereinafter specified matters.
2. The general nature of the subject matter to be discussed is as follows: on-going litigation, contract negotiations and personnel.
3. It is anticipated at this time that the above subject matter will be made public when the matters have been resolved and approved for release by the Township Solicitor.

Regular Meeting  
7:30PM

The regular meeting of the Mansfield Township Committee was held on the above shown date with the following in attendance **Mayor Arthur Puglia, Deputy Mayor Robert Higgins, Committeeman Sean Gable, Committeeman Fred Clark, Committeewoman Janice DiGiuseppe, Engineer Tim Staszewski, Attorney Michael Magee, CFO Joseph Monzo, Clerk Linda Semus, and Deputy Clerk, Barbara Crammer.**

A motion was offered by **Committeewoman DiGiuseppe** and second by **Committeeman Clark** to come out of executive session. Motion carried.

**Attorney Magee** explained that matters discussed in executive session were contract negotiations, on going litigation, and personnel.

The regular meeting was opened by **Mayor Puglia** followed by the flag salute and a moment of silence.

### **ENGINEER'S REPORT**

**Engineer Staszewski** referred to a December 17, 2012 letter from Burlington County Community Development as a result of our request for an extension of the CDBG 2011 contract. The letter was a request for the township to sign and send it back in acknowledgement of the agreement. If we don't comply we lose up to 30% on next year's funding cycle. They have agreed to the extension. A motion was offered by **Committeewoman DiGiuseppe** and second by **Committeeman Clark** to authorize **Clerk Semus** to sign the document. Motion carried on a Roll Call Vote, recorded as follows:

**AYE: DIGIUSEPPE, CLARK, HIGGINS, PUGLIA**  
**NAY: NONE ABSENT: GABLE ABSTAIN: NONE**

**Engineer Staszewski** said there are two proposals to discuss at this meeting. The first was the Columbus Waste Water Treatment Plant and the Sewerage Collection System. The proposal had been revised to provide a breakdown of cost: survey, design of sewerage system, the plant, and environmental permitting fee. He asked the Committee if they had time to review the cost breakdown. Since they had just received it today, they will table this discussion tonight.

**Engineer Staszewski** said he had met with Chief Mulhall, **Committeeman Higgins** and **Committeeman Gable** regarding the next phase of the Millennium Building, the Public Works and Police Department. That proposal is being provided for the Committee's consideration. **CFO Monzo** said it was his recollection from the last meeting that it was the Township's intention to do a RFP for this service instead of taking a proposal from the current engineer. **Committeewoman DiGiuseppe** agreed that this was discussed. **Engineer Staszewski** said, under the public contract's law, there is an exemption for professional services. However, **CFO Monzo** said that we have an ordinance that requires us to go out to RFP/RFQ for these types of services and that was his recommendation at the last meeting. **Engineer Staszewski** felt that his numbers are very generous and felt the Committee would only see higher costs if going to RFP. **Deputy Mayor Higgins** questioned whether this for public works or the sewerage treatment plant. **Engineer Staszewski** said this was specifically for the sewerage treatment plan which is what **CFO Monzo** was talking about but wondered if this would apply for all future proposals. **Deputy Mayor Higgins** said this is the first time he saw the proposal for the municipal complex and was disappointed in seeing that price. However, he felt, after making several phone calls, that the proposal for the sewer treatment plan is significantly below what he was told the cost would be. No action was taken at this meeting as more discussion is needed. **CFO Monzo** felt the sewer treatment plan should definitely be dealt with through the RFP. However, the contract could be extended with R&V for the police department design work. **CFO Monzo** asked if there is an estimated cost for the police area. **Engineer Staszewski** said the estimate would be \$900,000 for police and more for public works although he wasn't certain of this number.

**Engineer Staszewski** said he spoke with the DEP within the past two weeks who is still reserving their right to enforce any penalties as a result of the Administrative Consent Agreement signed in 2008. If we decided to go with the RFP process, he recommended we do it as soon as possible. **Attorney Magee** added that he had been informed that, they won't penalize us as long we are moving forward.

**Committeeman Clark** asked if we had heard from the turnpike. He was told not yet.

**Deputy Mayor Higgins** said he had met with Paul at the Millennium Building and has three or four concerns. The first on is the valve in the boiler room. The contractor needs to put down flooring and heat is needed. The question is who turned the valve. **Engineer Staszewski** said that there has been work done in the boiler room by Fasolin9o and there was also word done by Falasco who did the piping work. Evidentially there was mechanical valve closed and not allowing hot water to be

produced. No one seems to own up to closing the valve. Jef said that, if everyone denies it, he will get a quote to have the valve opened or activated. Facolino denies touching the valve. We are waiting to hear back from Falasco to see if they had touched it. **Mayor Puglia** said it worked before and that is the problem. How deep are our pockets. **Engineer Staszewski** said that, hopefully it is as simple as Falasco reinstalling the thermostat and turning it on. **Mayor Puglia** felt it is going to get cold and we will have broken pipes. We need to have it done right away. He noted that the Engineer is asking us for other things and we have a problem here. We have to be realistic and need to get one it..

**Deputy Mayor Higgins** referred to the counters which are all ADA. How are we dealing with this. **Engineer Staszewski** said he is doing research. The original specification showed the counter tops in the Clerk's Office, Land Use, etc. to be two tiered, one tier at desk height and the second level bar height to be able to pass papers back and forth to the public. **Mayor Puglia** asked if this is resolved. **Engineer Staszewski** said that, at one point, discussion was made to have an area to be made ADA accessible. As some point, that was interpreted to make everything ADA accessible. He said he was not happy with it. **Mayor Puglia** said his recommendation was to knock off the top plate and put sister 2 x 6's next to each one. **Engineer Staszewski** said that the problem is that the counter tops have already been fabricated. His thought that, since the counter tops are already fabricated, install them as is and then build on the existing counter top an extension of the bar type height. He was looking for a credit for that work but the credit was already given back in a previous deduction. **Mayor Puglia** questioned what the height was of the original counter top. **Engineer Staszewski** said they were to be two tiered with bar type height. **Mayor Puglia** felt the man installing the counter tops should have known and should have said something. **Committeewoman DiGiuseppe** question whether there will be a cost. to correct it. **Attorney Magee** said someone made a mistake. The town did not make the mistake and now they are being asked to pay again. This is clearly a mistake and we are not getting credit back because it was used on some other mistake. Why do we have to pay for someone's mistake? He felt the contractor should pay for the mistake, not the taxpayers. **Engineer Staszewski** said he will look into the issue to see who is at fault. **Deputy Mayor Higgins** said when we went from corian to formica,, additional space ate up the savings. This was not our fault but fault of the engineer. We are keeping track of the mistakes but they should be documented so we know the difference between the change order and the mistakes. We are not paying for the mistakes. **Mayor Puglia** felt the cabinet maker should have known. **Deputy Mayor Higgins** felt the fault lies with the professional.

**Deputy Mayor Higgins** questioned what is going on with the court and the rest of the building in regard to the IT. **Engineer Staszewski** said the IT was not in the contract. As far as the renovation. It was something the Township would have to get an outside quote for the installation. **Mayor Puglia** said that Doug Walker said that he was in the contract for that. **Engineer Staszewski** said that the only allowance in the contract was for conduit and rough in of the box for the IT. Doug's interpretation of the contract was that he owned the wire as well. **Engineer Staszewski's** advice to Sean was that, if Doug had wire in his bid, let him install it which would be a savings to the Township. This was the basis for moving forward with Doug. Networks Plus was asked for quotes for the IT portion of it and they started directing Mr. Walker to do additional things.

**Deputy Mayor Higgins** said we needed more drops than that which was in the initial proposal. **Engineer Staszewski** said his drops were based off the conceptual floor plan and the furniture location on that floor plan. He said that obviously the floor plan changed somewhat since that time. Maybe the staff that moved desks to a different location but that is what the rough-in locations are based on.

**Deputy Mayor Higgins** said that, now, we have one contractor running some wires and another contractor running additional wires. Does it make sense to let both of them run wires or should one person run all the wires because, sooner or later, denial of which wire was run by which contractor may pop up. **Engineer Staszewski** felt it makes sense to keep it all for one contractor. It does make sense to get quotes from both contractors. He said R&V is managing it. He also said that, for the additional drops, he felt Doug came in with the lower number. Therefore he was going to make a

recommendation to move forward with that. **Engineer Staszewski** said there was a 4 inch conduit that Verizon had required that Doug had proposed what he thought was an extreme high number. Jerry came in with a lower number so he went back to Doug to see why his number was so high. **Engineer Staszewski** said he believes Doug has come down on that so they will look to Doug for doing that. There was one other piece of information they are waiting for a number from Jerry before they make full recommendation to the Committee. Jerry has told us we need more drops. **Committeewoman DiGiuseppe** asked **Engineer Staszewski** if he concurred with that. **Engineer Staszewski** said he didn't know what that was based off of so he can't advise the Committee on the wires. **Mayor Puglia** felt that, if Jerry went out there and felt there were more drops needed, he is entitled to some type of compensation. **Engineer Staszewski** said he didn't know who directed him to do that or how he got that information. **Attorney Magee** asked who decided the number of drops to begin with. **Engineer Staszewski** said it depends on where the scope was. It wasn't in the contract for renovation. **Mayor Puglia** asked how Doug Walker got his direction to put the drops. **Engineer Staszewski** said there were locations for rough-ins, conduit and box locations only in the contract. Doug interpreted the contract to include the wires. **Mayor Puglia** felt everyone should sit down with Doug and find out who is right and who is wrong. **Committeewoman DiGiuseppe** said that Doug is the sub-contractor and, unless it is authorized by the contractor to do it, the interpretation of the contractor by you is what he should be doing. **Engineer Staszewski** said his recommendation was, if Doug had, in his number, the wire, that was essentially a benefit to the township and they recommended to the Committee to move forward with Doug with that since the township would essentially save money in the IT portion of it. Now we have a difference in how many drops we need. based on the conceptual floor plan as far as furniture location and what Jerry had determined which he didn't know where or why or how. **Clerk Semus** questioned the furniture placement. **Engineer Staszewski** said it was originally plan by the architect, where the furniture would best fit in the floor plan. The floor plan has changed and Land Use may have expanded their footprint. There may have been an additional desk or copy machine or phone system that could never have been anticipated. **Engineer4 Staszewski** said he didn't know how Jerry arrived at his numbers, or who directed Jerry to start the consulting. **Committeewoman DiGiuseppe** said that, if **Engineer Staszewski** is going to make the recommendation that the electrician do the work for the extra drops, then is he agreeing that the extra drops are required. **Engineer Staszewski** said he would have to do that research. **Deputy Mayor Higgins** said that, in speaking to the Township Committee, everyone agreed that we need a meeting between the Engineers, Networks Plus, the Contractor and the Electrician to make a determination who is doing what so we can move forward.

A motion was offered by **Deputy Mayor Higgins** and second by **Committeeman Clark** to accept the Engineer's Report. Motion carried.

**BILL LIST**

**CFO Monzo** said that Check #1123 to Networks Plus for \$16,700 is pulled since he had not had a chance to review the bill list before it went out. The work has not yet been completed so the check is to be void. When the work is completed and we get a bill for services, it will be on the bill list for January or February. A motion was offered by **Deputy Mayor Higgins** to approve the bill list with the exception of Check #1123 in the amount of \$16,700. **Committeewoman DiGiuseppe** questioned the bill from E & J Termites. **Mayor Puglia** explained that there was an incident at the Pine Motel. Two residents were brought in the police department and the department, cars and uniforms were contaminated. An exterminator was needed. After the first of the year, **Mayor Puglia** said he wanted to speak to the Committee a bout an ordinance about having people stay too long at a motel. Other towns do it. This was an unforeseen expense we had to take care of.

The motion was second by **Committeewoman DiGiuseppe** and carried on a Roll Call Vote, recorded as follows:

**AYE: HIGGINS, DIGIUSEPPE, CLARK, PUGLIA**  
**NAY: NONE ABSENT: GABLE ABSTAIN: NONE**

**RESOLUTIONS**

**RESOLUTION 2012-12-16**

**RESOLUTION FOR THE TRANSFER OF FUNDS IN THE CURRENT  
FUND IN THE  
TOWNSHIP OF MANSFIELD FOR THE BUDGET YEAR 2012**

**BE IT RESOLVED** on this 26th day of December, 2012 by the Township Committee for the Township of Mansfield, County of Burlington, that from the surplus balance in the 2012 budget appropriations transfers be made as follows:

**CURRENT FUND: Inside the CAP to Inside the CAP**  
**Operating Expenses and Salaries & Wages**

<u>Title</u>			<b>Transfer To</b>
Salary and Wage Adjustments	SW		27,000.00
Tax Collector	SW		1,500.00
Land Use	SW		180.00
Zoning	SW		250.00
Police	SW		950.00
Code: Fire	SW		156.00
Streets and Roads	SW		770.00
Solid Waste	SW		340.00
Recycling	SW		185.00
Finance	OE		235.00
Solid Waste	OE		1,160.00
Vehicle Maintenance	OE		2,925.00
Street Lighting	OE		2,800.00
OCE: Fire	OE		500.00
Admin	OE	300.00	
Clerk	SW	725.00	
Planning	OE	1,500.00	
Land Use	OE	600.00	
Zoning Enforcement	OE	500.00	
Condo Services	OE	28,000.00	
Building	OE	2,000.00	
Group Insurance	OE	5,000.00	
Streets and Roads	OE	326.00	
	<b>TOTAL</b>	<b>\$ 38,951.00</b>	<b>\$ 38,951.00</b>

A motion was offered by **Committeewoman DiGiuseppe** and second by **Committeeman Clark** to approve Resolution 2012-12-16. Motion carried on a Roll Call Vote, recorded as follows:

**CFO Monzo** said this is the third transfer to make sure there are sufficient funds in the budgetary accounts.

**AYE: DIGIUSEPPE, CLARK, HIGGINS, PUGLIA**  
**NAY: NONE ABSENT: GABLE ABSTAIN: NONE**

**RESOLUTION 2012-12-17**

**RESOLUTION FOR THE CANCELLATION OF APPROPRIATIONS IN THE UTILITY  
FUND IN THE  
TOWNSHIP OF MANSFEILD FOR THE BUDGET YEAR 2012**

**BE IT RESOLVED** on this 26th day of December, 2012 by the Township Committee for the Township of Mansfield, County of Burlington, that from the surplus balance in the 2012 budget appropriations the following balances be cancelled to fund balance:

**UTILITY FUND**  
**Operating Expenses and Salaries & Wages**

**CFO Monzo** said that, when you adopt a budget, any balances left over in that budget year are available in the following year. After the second year, they turn into township fund balance. However, if you know you are not going to have expenses

against a given line item in the following year, you can take the money and cancel it directly to surplus. This amount on the resolution cancels that amount directly to the utility fund surplus and makes it available in next year's budget when we do the 2013 utility budget instead of having to wait until 2014. The total amount was \$4,000.

A motion was offered by **Committeeman Clark** and second by **Committeewoman DiGiuseppe** to adopt Resolution 2012-10-17. Motion carried on a Roll Call Vote, recorded as follows:

**AYE: CLARK, DIGIUSEPPE, HIGGINS, PUGLIA**  
**NAY: NONE ABSENT: GABLE ABSTAIN: NONE**

**RESOLUTION 2012-12-18**

**RESOLUTION FOR EMERGENCY APPROPRIATION- STORM CLEANUP**

**WHEREAS**, an emergency has arisen with respect to *Hurricane Sandy* and, no adequate provision was made in the 2012 budget for Mansfield Township for the aforesaid purpose, and

**WHEREAS**, NJS 40A:4-46 provides for the creation of an emergency appropriation for the purpose mentioned above, and

**WHEREAS**, the total amount of the emergency appropriations created, including the appropriation to be created by this resolution is \$ 6,500.00 and three (3) percent of the total operating appropriations in the budget for 2012 is \$ 204,100 and

**WHEREAS**, the foregoing appropriation together with prior appropriations does not exceed three (3) percent of the total operating appropriations (including utility operation appropriations) in the budget for 2012,

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of Township of Mansfield, County of Burlington, State of New Jersey in accordance with NJS 40A:4-46:

1. An emergency appropriation is hereby made for *Hurricane Sandy* in the amount of \$ 6,500. That said emergency appropriation shall be provided for in full in the 2013 budget,
2. That two (2) certified copies of this resolution be filed with the Director of the Division of Local Government Services

**CFO Monzo** explained that this is the last chance to do the emergency appropriation to cover all the funds we expended for the Hurricane Sandy emergency. This amount of money will be included in next years budget. We will hope to have an offset from FEMA for, hopefully, 75% of our expenses. If we don't do the emergency, we have no way to pay for the cost incurred during that period.

A motion was offered by **Committeewoman DiGiuseppe** and second by **Committeeman Clark** to adopt Resolution 2012-12-18. Motion carried on a Roll Call Vote, recorded as follows:

**AYE: DIGIUSEPPE, CLARK, HIGGINS, PUGLIA**  
**NAY: NONE ABSENT: GABLE ABSTAIN: NONE**

**RESOLUTION 2012-12-19**

**RESOLUTION AUTHORIZING THE AWARD OF TOWING CONTRACTS IN THE TOWNSHIP OF MANSFIELD, COUNTY OF BURLINGTON, STATE OF NEW JERSEY**

**WHEREAS**, there is a need for the Township Of Mansfield to have a list of towers to be utilized in the Township of Mansfield; and

**WHEREAS**, pursuant to Township Ordinance 2012-10 a maximum number of Towers to be approved is seven (7), should any of the first towing companies be disqualified for any reason or withdrawn by the applicant, the township will move down the list to maintain its total of seven (7) towers; and

**WHEREAS**, the Chief of Police has reviewed and submitted the names of the applicants that were deemed eligible; and

**WHEREAS**, the listed applicants will be called on a rotating basis.

**NOW, THEREFORE, BE IT REOLVED** by the Township Committee of the Township of Mansfield, County of Burlington, and State of New Jersey, that:

The Mansfield Township Committee hereby awards contract with below listed applicants effective January 1, 2013:

Bill's Auto Body Shop  
Flynn's Towing, Inc.  
Haines Towing, Inc.  
Merrill's Auto Body and Towing  
Tumino's Towing, Inc.  
USA Towing, Inc.  
2001 Towing and Recovery, Inc.

**BE IT FURTHER RESOLVED** that the Mayor and Township Clerk are hereby authorized and directed to execute an agreement for said towing services for the 2013 calendar year.

**BE IT FURTHER RESOLVED**, that applications for the next contract period shall be received no later than October 1, 2013.

**Committeewoman DiGiuseppe** questioned whether Lynch will get their money back as they weren't finalized. . She was told yes.

A motion was offered by **Committeewoman DiGiuseppe** and second by **Committeeman Clark** to adopt Resolution 2012-12-19. Motion carried on a Roll Call Vote, recorded as follows:

**AYE: DIGIUSEPPE, CLARK, HIGGINS, PUGLIA**  
**NAY: NONE ABSENT: GABLE ABSTAIN: NONE**

**RESOLUTION 2012-12-20**

**A RESOLUTION AUTHORIZING THE TREASURER'S OFFICE  
TO CANCEL OUTSTANDING CHECKS**

**WHEREAS**, the Township of Mansfield had a General account with the Beneficial Bank, and  
**WHEREAS**, in this account there are a number of checks, totaling \$ 16,102.13 which have been outstanding for varying amounts of time, and said checks can no longer be cashed, and;

**WHEREAS**, it is the desire of the Township Council of the Township of Mansfield, County of Burlington, State of New Jersey that said outstanding checks be canceled.

**NOW, THEREFORE BE IT RESOLVED** on this 26<sup>th</sup> day of December, 2012, by the Township Council of the Township of Mansfield, County of Burlington, State of New Jersey, that the Township Treasurer is hereby authorized to cancel the checks as listed below in the amounts specified.

5796 Petroleum Traders	5,828.79
5826 Burlington County Fire Marshals	40.00
7247 Robin Lord	10,000.00
7927 Columbus Vet	75.00
8114 Sherwin Williams	158.34

**Total \$16,102.13**

**CFO Monzo** said there are several outstanding checks the Township has authorized over the years. The checks were not cashed nor would they be any good. The outstanding checks are being cancelled back to our township current surplus. We have investigated the checks. Either the funds were paid on a subsequent purchase order or the payment is no longer required. The largest payment of \$10,000 was in escrow and was no longer necessary to be held by the attorney.

A motion was offered by **Committeeman Clark** and second by **Committeewoman DiGiuseppe** to approved Resolution 2012-12-10. Motion carried on a Roll Call Vote, recorded as follows:

**AYE: CLARK, DIGIUSEPPE, HIGGINS, PUGLIA**  
**NAY: NONE ABSENT: GABLE ABSTAIN: NONE**

**MINUTES: December 12, 2012**

A motion was offered by **Committeewoman DiGiuseppe** and second by **Committeeman Clark** to approve the minutes of the December 12, 2012 meeting. Motion carried on a Roll Call Vote, recorded as follows:

**AYE: DIGIUSEPPE, CLARK, HIGGINS, PUGLIA**  
**NAY NONE ABSENT: GABLE ABSTAIN: NONE**

**REPORTS**

**Clerk, Court, Construction, Zoning, COAH, Fire, Police, EMS, Finance**

A motion was offered by **Deputy Mayor Higgins** and second by **Committeeman Clark** to accept the reports as submitted. Motion carried.

**DISCUSSION/ACTION**

**a. Application of Membership for the Franklin Fire Company:  
Jarrod S. Foster**

A motion was offered by **Committeewoman DiGiuseppe** and second by **Committeeman Clark** to approve the application for Jarred S. Foster. Motion carried on a Roll Call Vote, recorded as follows:

**AYE: DIGIUSEPPE, CLARK, HIGGINS, PUGLIA**  
**NAY: NONE ABSENT: GABLE ABSTAIN: NONE**

**PUBLIC COMMENT**

There was no public comment

**MAYOR AND COMMITTEE COMMENTS:**

**Committeewoman DiGiuseppe** thanked all for coming and wished them a Happy New Year.

**Deputy Mayor Higgins** said he received several phone calls this week regarding a billboard in front of the school building. There were two mascots there which led to a story in the local newspaper and possibly the school paper about mascots. Unfortunately, they showed a red devil and the greyhounds. The phone calls expressed concern over a devil the day after Christmas. It was not a malicious intent since the red devil represents Rancocas Valley but he felt it was a poor decision to have them out there. **Deputy Mayor Higgins** said he tried to address the phone calls the best he could.

**Mayor Puglia** thanked everyone for coming to the meeting and wished everyone a Happy New Year.

**Clerk Semus** announced the reorganization meeting to be held on Thursday, January 3, 2013 at 7:30. The first regular meeting will be January 9 at 7:30.

**MOTION FOR ADJOURNMENT**

A motion was offered by **Committeeman Clark** and second by **Committeewoman DiGiuseppe** to adjourn.

PREPARED BY:

RESPECTFULLY SUBMITTED BY:

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Barbara A. Crammer  
Deputy Clerk

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Linda Semus, RMC  
Municipal Clerk

