

## REORGANIZATION MINUTES

### TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY

February 19, 2020

The Township of Hillsborough Municipal Utilities Authority met at a regular monthly meeting on Wednesday, February 27, 2019, with the following members present: Chairman Michael Avolio, Richard Nunn, Robert McCray, Robert Damiano, and Frank Scarantino. Also present were Engineer Agha Hasan and General Counsel Peter Cipparulo.

#### **Roll Call**

#### **Announcement of Compliance with Open Public Meetings Act**

In accordance with the provisions of the Open Public Meetings, Act, P.L 1975, c. 231, notice of this meeting was duly provided as part of the annual meeting notice on January 22, 2020.

#### **Election of Officers:**

Motion was made by Mr. Damiano, seconded by Mr. Nunn nominating Mr. Avolio as Chairman to serve until the reorganization meeting in February 2021.

The roll call vote was: Mr. Nunn – yes, Mr. McCray – yes, Mr. Avolio – yes, Mr. Damiano – yes, and Mr. Scarantino – yes.

Chairman Avolio then called for nominations for Vice-Chairman until the reorganization meeting in February, 2020.

Motion was made by Mr. Scarantino, seconded by Mr. Damiano nominating that Mr. Nunn to serve as Vice-Chairman until the reorganization meeting in February 2021.

The roll call vote was: Mr. Nunn – yes, Mr. McCray – yes, Mr. Avolio – yes, Mr. Damiano – yes, and Mr. Scarantino – yes.

Chairman Avolio then called for nominations for Secretary to serve until the reorganization meeting in February, 2021.

Motion was made by Mr. Nunn, seconded by Mr. McCray nominating that Mr. Scarantino to serve as Secretary until the reorganization meeting in February 2021.

The roll call vote was: Mr. Nunn – yes, Mr. McCray – yes, Mr. Avolio – yes, Mr. Damiano – yes, and Mr. Scarantino – yes.

Chairman Avolio then called for nominations for Treasurer to serve until the reorganization meeting in February, 2021.

Motion was made by Mr. Nunn, seconded by Mr. Scarantino nominating that Mr. Damiano to serve as Treasurer until the reorganization meeting in February 2021.

The roll call vote was: Mr. Nunn – yes, Mr. McCray – yes, Mr. Avolio – yes, Mr. Damiano – yes, and Mr. Scarantino – yes.

Chairman Avolio then called for nominations for Assistant Secretary-Treasurer to serve until the reorganization meeting in February, 2021.

Motion was made by Mr. Damiano, seconded by Mr. Nunn nominating that Mr. McCray to serve as Assistant Secretary / Treasurer until the reorganization meeting in February 2021.

The roll call vote was: Mr. Nunn – yes, Mr. McCray – yes, Mr. Avolio – yes, Mr. Damiano – yes, and Mr. Scarantino – yes.

### **Adoption of Order of Business**

Chairman Avolio introduced the following resolution and moved that it be adopted. Mr. Nunn motioned to add (e) Committee Reports in the Section of Reports, that motion was seconded by Mr. Damiano and the roll call vote was: Chairman Avolio – yes, Mr. Nunn – yes, Mr. McCray – yes, Mr. Damiano – yes, and Mr. Scarantino – yes.

**BE IT RESOLVED** that the order of business set forth below be adopted by The Township of Hillsborough Municipal Utilities Authority to govern the proceedings of the Authority at all meetings until the Organization Meeting in February, 2021.

1. Roll Call
2. Announcement of Compliance with “Open Public Meetings Act”
3. Disposition of Minutes of Prior Meetings
4. Public Hearings on all matters scheduled pursuant to public notice, such as rate resolutions, bond resolutions, receipt of bids, etc.
5. Business from the floor
6. Reports of:
  - (a) Engineer
  - (b) Consulting Engineer
  - (c) Auditor
  - (d) Attorney
  - (e) **Committee Reports**
7. Consideration of Matters Requiring Action
8. Consideration of New Matters and Correspondence
9. Approval of Claims
10. Investments
11. Business from the Floor
12. Adjournment

Chairman Avolio then introduced the following resolutions and moved that they be adopted:

### **Resolution Re: Adoption and Publication of Annual Meeting Calendar:**

**BE IT RESOLVED** that in accordance with the provisions of the “Open Public Meetings Act”, (C, 321, P.L. 1975) the following schedule of public meetings shall be adopted for the year ending February 28, 2021; and

**BE IT FURTHER RESOLVED** that said schedule be posted on the Authority’s Web site, advertised in the Hillsborough Beacon and the Courier-News, and that copies of said schedule be posted on the bulletin board of the Authority and filed with the Township Clerk.

**TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY  
PUBLIC NOTICE**

In compliance with the “Open Public Meetings Act” (C, 321, P.L. 1975) of the State of New Jersey, **PLEASE TAKE NOTICE** that the Township of Hillsborough Municipal Utilities Authority will hold public meetings for the transaction of the Authority business in accordance with the following schedule:

March 25, 2020	September 23, 2020
April 22, 2020	October 28, 2020
May 27, 2020	November 24, 2020 (Tuesday)
June 24, 2020	December 16, 2020
July 22, 2020	January 27, 2021
August 26, 2020	February 24, 2021

**PLEASE TAKE FURTHER NOTICE** that all of the above listed meetings will commence at 8:00 P.M. at the offices of the Authority at 220 Triangle Road, Suite 234, in the Township of Hillsborough, County of Somerset, State of New Jersey.

Copies of this notice have been posted on the Authority’s Web site, at the offices of the Authority, filed with the Hillsborough Township Clerk, published in the Courier-News and the Hillsborough Beacon papers.

Tracie Hohnhorst, Acting Executive Director

**THE TOWNSHIP OF HILLSBOROUGH  
MUNICIPAL UTILITIES AUTHORITY**

**Resolution Re: Mailing of Meeting Notices and Fees:**

**BE IT RESOLVED** by The Township of Hillsborough Municipal Utilities Authority that the Executive Director is hereby directed to mail the annual meeting notice and all 48 hour notices to any person so requesting same upon payment to the Authority of the sum of \$10.00 which is hereby declared to be the reasonable sum for each mailing to be made hereunder; provided, however, that mailing to the newspapers shall be without charge.

**Resolution Re: Adoption of By-Laws:**

**BE IT RESOLVED** that the following By-Laws of The Township of Hillsborough Municipal Utilities Authority be adopted. (see attached by-laws)

**Resolution Re: Indemnification:**

**BE IT RESOLVED** by The Township of Hillsborough Municipal Utilities Authority this 19<sup>th</sup> day of February 2020, as follows:

Section 1. Except as hereinafter provided, The Township of Hillsborough Municipal Utilities Authority (“Authority”) shall, upon the request of any present or former official, employee or appointee of the Authority provide for the indemnification and legal defense of any civil action brought against said person or persons arising from an act or omission falling within the scope of their public duties with the Authority.

Section 2. The terms of this Resolution and the definition of official, employee and appointee are to be construed liberally in order to effectuate the purposes of this Resolution, except that these terms shall not mean a) any person who is not a natural person; b) any person while providing goods or services of any kind under any contract with the Authority, except an employment contract; c) any person while providing legal or engineering services for compensation unless said person is an employee of the Authority; and d) any person who as a condition of his or her appointment or contract is required to indemnify and defend the Authority and/or secure insurance.

Section 3. The Authority shall provide for defense of and indemnify any present or former official, employee or appointee of the Authority who becomes a defendant in a civil action if the person or persons involved a) acted or failed to act in a matter in which the Authority has or had an interest; b) acted or failed to act in the discharge of a duty imposed or authorized by law; and c) acted or failed to take action in good faith. For purposes of this Resolution, the duty and authority of the Authority to defend and indemnify shall extend to a cross-claim or counterclaim against said person.

Section 4. The Authority shall not indemnify any person against the payment of punitive damages, penalties, or fines, but may provide for the legal defense of such claims in accord with the standards set forth herein. The Authority may refuse to provide for the defense and indemnification of any civil action referred to herein if the Authority determines that a) the act or omission did not occur within the scope of a duty authorized or imposed by law; b) the act or failure to act was the result of actual fraud, willful misconduct or actual malice of the person requesting defense and indemnification; or c) the defense of the action or proceeding by the Authority would create a conflict of interest between the Authority and the person or persons involved.

Section 5. In any other action or proceeding, including criminal proceedings, the Authority may provide for the defense of a present or former official, employee or appointee, if the Authority concludes that such representation is in the best interest of the Authority and that the person to be defended acted or failed to act in accord with the standards set forth in this Resolution.

Section 6. Whenever the Authority provides for the defense of any action set forth herein and as a condition of such defense, the Authority may assume exclusive control over the representation of such persons defended and such person shall cooperate fully with the Authority.

Section 7. The Authority may provide for the defense pursuant to this Resolution by authorizing its General Counsel to act on behalf of the person being defended or by employing other counsel for this purpose or by asserting the right of the Authority under any appropriate insurance policy that requires the insurer to provide defense.

Section 8. This Resolution shall take effect immediately.

**Appointment of General Counsel**

**WHEREAS**, there exists a need for legal advice and professional legal services for The Township of Hillsborough Municipal Utilities Authority (hereinafter the “Authority”); and

**WHEREAS**, the Authority has determined and certified that the value of the contract may exceed \$17,500; and

**WHEREAS**, funds are available for this purpose, and

**WHEREAS**, the “New Jersey Pay to Play” Law, (N.J.S.A. 19:44A-20.4 et seq) requires that the resolution authorizing the award of contracts for “Professional Services” thru the ‘Fair and Open’ Process was publicly advertised;

**NOW, THEREFORE, BE IT RESOLVED** by The Township of Hillsborough Municipal Utilities Authority as follows:

1. The Chairman and Secretary be and they are hereby authorized and directed to execute a certain agreement dated February 19, 2020 and filed with the Acting Executive Director of the Authority between the Authority and **Law Offices of Peter Cipparulo**.
2. The contract is awarded as a “Professional Service” based on Qualifications and Proposals;
3. The Acting Executive Director shall publish a notice of award of said contract in the Courier News and Hillsborough Beacon in accordance with the provisions of the Local Public Contracts Law.

**Appointment of Auditor**

**WHEREAS**, there exists a need for professional auditing services for the Township of Hillsborough Municipal Utilities Authority (hereinafter the “Authority”); and

**WHEREAS**, the Authority has determined and certified that the value of the contract may exceed \$17,500; and

**WHEREAS**, funds are available for this purpose, and

**WHEREAS**, the “New Jersey Pay to Play” Law, (N.J.S.A. 19:44A-20.4 et seq) requires that the resolution authorizing the award of contracts for “Professional Services” thru the ‘Fair and Open’ Process was publicly advertised;

**NOW, THEREFORE, BE IT RESOLVED** by The Township of Hillsborough Municipal Utilities Authority as follows:

1. The Chairman and Secretary be and they are hereby authorized and directed to execute a certain agreement dated February 19, 2020 and filed with the Acting Executive Director of the Authority between the Authority and **Suplee, Clooney and Company**.
2. The contract is awarded as a “Professional Service” based on Qualifications and Proposals;

3. The Acting Executive Director shall publish a notice of award of said contract in the Courier News and Hillsborough Beacon in accordance with the provisions of the Local Public Contracts Law.

### **Appointment of Special Counsel**

**WHEREAS**, there exists a need for Special Counsel for The Township of Hillsborough Municipal Utilities Authority (hereinafter the “Authority”); and

**WHEREAS**, the Authority has determined and certified that the value of the contract may exceed \$17,500; and

**WHEREAS**, funds are available for this purpose, and

**WHEREAS**, the “New Jersey Pay to Play” Law, (N.J.S.A. 19:44A-20.4 et seq) requires that the resolution authorizing the award of contracts for “Professional Services” thru the ‘Fair and Open’ Process was publicly advertised;

**NOW, THEREFORE, BE IT RESOLVED** by The Township of Hillsborough Municipal Utilities Authority as follows:

1. The Chairman and Secretary be and they are hereby authorized and directed to execute a certain agreement dated February 19, 2020 and filed with the Acting Executive Director of the Authority between the Authority and **John Napolitano, Esq., of Cleary, Giacobbe, Alfieri & Jacobbs, LLC.**
2. The contract is awarded as a “Professional Service” based on Qualifications and Proposals;
3. The Acting Executive Director shall publish a notice of award of said contract in the Courier News and Hillsborough Beacon in accordance with the provisions of the Local Public Contracts Law.

### **Appointment of Consulting Engineer:** (taken separately)

**WHEREAS**, there exists a need for the services of a Consulting Engineering firm for The Township of Hillsborough Municipal Utilities Authority; and

**WHEREAS**, funds are available for this purpose, and

**WHEREAS**, the Authority has determined and certified that the value of the contract will exceed \$17,500 thus requiring this contract is to be awarded under a process that does not permit certain political contributions be made pursuant to the provisions of the Pay-To-Play Law (N.J.S.A. 19:44A-20.5), and;

**WHEREAS**, a Business Entity Disclosure Certification has been submitted which certifies that **CME Associates and Van Note-Harvey Associates** will not make any reportable contributions to a candidate committee, joint candidates committee; or political party committee representing the elected officials of the Township of Hillsborough as defined pursuant to N.J.S.A.19:44A-3(p), (q) and (r) and;

**WHEREAS**, the “New Jersey Pay to Play” Law, (N.J.S.A. 19:44A-20.4 et seq) requires that the resolution authorizing the award of contracts for “Professional Services” thru the ‘Fair and Open’ Process was publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED** by The Township of Hillsborough Municipal Utilities Authority as follows:

1. The Chairman and Secretary be and they are hereby authorized and directed to execute a certain agreement dated February 19, 2020 and filed with the Acting Executive Director of the Authority between the Authority and **Jerome A. Harris, P.E., P.P. of CME Associates and Van Note-Harvey Associates.**
2. The contract is awarded as a “Professional Service” based on Qualifications and Proposals.
3. The Acting Executive Director shall publish a notice of the award of said contract in the Courier News and Hillsborough Beacon in accordance with the provisions of the Local Public Contracts Law.

**Appointment of Professional Engineer:**

**WHEREAS**, there exists a need for the services of a Professional Engineer by The Township of Hillsborough Municipal Utilities Authority (hereinafter the “Authority”), and

**WHEREAS**, funds are available for this purpose, and;

**WHEREAS**, the Authority has determined and certified that the value of the contract will exceed \$17,500 thus requiring this contract is to be awarded under a process that does not permit certain political contributions be made pursuant to the provision of the Pay to Play Law (N.J.S.A. 19:44A-20.5), and;

**WHEREAS**, the “New Jersey Pay to Play” Law, (N.J.S.A. 19:44A-20.4 et seq) require that the resolution authorizing the award of contracts for “Professional Services” thru the ‘Fair and Open’ Process was publicly advertised.

**NOW, THEREFORE, BE IT RESOLVED** by The Township of Hillsborough Municipal Utilities Authority as follows:

1. The Chairman and Secretary be and they are hereby authorized and directed to execute a certain agreement dated February 19, 2020 and filed with the Acting Executive Director of the Authority between **Jerry Harris, P. E., P.P. of CME Associates** and the Authority.
2. The contract is awarded is awarded as a “Professional Service” based on Qualifications and Proposals.
3. The Acting Executive Director shall publish a notice of the award of said contract in the Courier News and the Hillsborough Beacon in accordance with the provisions of the Local Public Contracts Law.

**Appointment of Risk Management Consultant:**

**WHEREAS**, the Township of Hillsborough Municipal Utilities Authority is a member of the New Jersey Utility Authorities Joint Insurance Fund, and

**WHEREAS**, the bylaws of said fund require that each Authority appoint a Risk Management Consultant to perform various professional services as detailed in the bylaws; and

**WHEREAS**, the judgmental nature of a Risk Management Consultant's duties renders comparative bidding impractical; and

**WHEREAS**, the Authority has determined and certified that the value of the contract may exceed \$17,500; and

**WHEREAS**, funds are available for this purpose, and

**WHEREAS**, the "New Jersey Pay to Play" Law, (N.J.S.A. 19:44A-20.4 et seq) requires that the resolution authorizing the award of contracts for "Professional Services" thru the 'Fair and Open' Process was publicly advertised;

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Hillsborough Municipal Utilities Authority as follows:

1. The Chairman and Secretary be and they are hereby authorized and directed to execute a certain agreement dated February 19, 2020 and filed with the Acting Executive Director of the Authority between the **Danskin Insurance Agency**, as its Risk Management Consultant in accordance with the bylaws of the New Jersey Utility Authorities Joint Insurance Fund.
2. The Acting Executive Director shall publish a notice of the award of said contract in the Courier News and Hillsborough Beacon in accordance with the provisions of the Local Public Contracts Law.

**Designation of Acting Executive Director as "Authority Officer"**

**BE IT RESOLVED**, by the Township of Hillsborough Municipal Utilities Authority, that the Acting Executive Director of the Township of Hillsborough Municipal Utilities Authority, Tracie Hohnhorst, be and is hereby authorized to perform acts and execute documents as "Authority Officer" in accordance with the provisions and definition of "Authority Officer" in Section 105 (9) of the General Bond Resolution adopted on April 26, 1983.

**Appointment of Public Agency Compliance Officer:**

**BE IT RESOLVED**, in accordance with N.J.A.C. 17:27-3.5, Tracie Hohnhorst, Acting Executive Director, is hereby designated the Public Agency Compliance Officer for The Township of Hillsborough Municipal Utilities Authority.

**Establishment of Office Hours and Holiday Schedule:**

**BE IT RESOLVED** that the offices of the Authority shall be open from 9:00 A.M. until 4:00 P.M. daily Monday through Friday; and



**BE IT FURTHER RESOLVED** that the offices of the Authority shall be closed in observance of the following holidays as well as such other holidays as may be declared from time to time by resolution of the Authority:

- |                        |                      |
|------------------------|----------------------|
| New Year’s Day         | Columbus Day         |
| Martin Luther King Day | General Election Day |
| Lincoln’s Birthday     | Veteran’s Day        |
| Presidents Day         | Thanksgiving Day     |
| Good Friday            | Thanksgiving Friday  |
| Memorial Day           | Christmas Day        |
| Independence Day       | Day after Christmas  |
| Labor Day              |                      |

**Designation of Official Newspaper:**

**BE IT RESOLVED** that the Hillsborough Beacon and the Courier News be and are hereby designated the official newspapers of the Authority.

**Adoption of Cash Management Plan:**

**BE IT RESOLVED** that the following Cash Management Plan be adopted by the Township of Hillsborough Municipal Utilities Authority and the Executive Director be authorized to implement said plan:

1. All funds received by the Authority shall be deposited in designated depositories within 24 hours of receipt.
2. All funds shall be deposited in interest bearing accounts.
3. The Acting Executive Director is hereby authorized to negotiate the purchase and sale of U.S. Government obligations, or to invest in time open accounts or certificates of deposit, whichever shall provide the most favorable rates of interest.
4. All claims shall be approved for payment by a majority of the members and checks shall be issued in payment of said claims in accordance with the authorization for disbursements adopted by the Authority.

**Designation of Official Depositories:**

**BE IT RESOLVED** that the following banks be designated as Depositories for funds of The Township of Hillsborough Municipal Utilities Authority until the organization meeting in February, 2021.

- |                            |                                          |
|----------------------------|------------------------------------------|
| Affinity Credit Union      | Amboy National Bank                      |
| Bank of America            | Chase Bank                               |
| Constitution National Bank | Financial Resources Federal Credit Union |
| Fulton Bank                | Peapack Gladstone Bank                   |
| PNC Bank                   | Provident Bank                           |
| TD Bank                    | Valley National Bank                     |

Wells Fargo Bank NA

Unity Bank

**BE IT FURTHER RESOLVED** that the Treasurer be and is hereby authorized to assign the various accounts of the Authority to any of the above named depositories.

**Authorization for Disbursements:** (taken separately)

**BE IT RESOLVED** that all disbursements of The Township of Hillsborough Municipal Utilities Authority Operating Fund, Construction Fund, General Fund, and Inspection Trust Fund shall be made by checks signed by any two members of the Authority and countersigned by the Executive Director.

**BE IT FURTHER RESOLVED** that all disbursements of The Township of Hillsborough Municipal Utilities Authority Petty Cash Account be made by checks signed by the Executive Director of the Authority; and

**BE IT FURTHER RESOLVED** that all disbursements of The Township of Hillsborough Municipal Utilities Authority Revenue Fund transmitting revenues to the Trustee be made by checks signed by any one of the following:

- |                           |                           |
|---------------------------|---------------------------|
| Chairman                  | Vice-Chairman             |
| Secretary                 | Treasurer                 |
| Asst. Secretary/Treasurer | Acting Executive Director |

**Authorization for Payroll Disbursements:** (taken separately)

**BE IT RESOLVED** that salaries and wages be paid by checks disbursed from the payroll account on a biweekly, monthly or quarterly basis as elected by the employees, said checks to be signed by any one of the following:

- |                           |                           |
|---------------------------|---------------------------|
| Chairman                  | Vice-Chairman             |
| Secretary                 | Treasurer                 |
| Asst. Secretary/Treasurer | Acting Executive Director |

**Authorization for Investments:**

**BE IT RESOLVED** that the Acting Executive Director is hereby authorized to negotiate the purchase and sale of U.S. Government obligations, or to invest in time open accounts or certifications of deposit, whichever is the most favorable to achieve the best program for the investment of Authority funds; and

**BE IT FURTHER RESOLVED** that all such transactions shall be reported to the following regular meeting of the Authority.

The above listed resolutions were put forth for consideration by Chairman Avolio, which the exception of the three that were indicated to be taken separately. Mr. Damiano motioned, seconded by Mr. McCray and the roll call vote was Chairman Avolio –yes, Mr. McCray - yes, Mr. Nunn – yes, Mr. Scarantino – yes and Mr. Damiano - yes.

**Resolutions taken separately:****Appointment of Consulting Engineer:** (taken separately)

Confirmation regarding adding the second consulting engineer as listing in the resolution (CME Associates and Van Note-Harvey Associates).

Motion by Mr. Nunn, seconded by Mr. Damiano and the roll call vote was Chairman Avolio –yes, Mr. McCray - yes, Mr. Nunn – yes, Mr. Scarantino – yes and Mr. Damiano - yes.

**Authorization for Disbursements:** (taken separately)**Authorization for Payroll Disbursements:** (taken separately)

Discussion regarding “any one signature” on both of the above resolutions to ensure all were in consensus.

Motion by Mr. Nunn, seconded by Mr. Damiano and the roll call vote was Chairman Avolio –yes, Mr. McCray - yes, Mr. Nunn – yes, Mr. Scarantino – yes and Mr. Damiano - yes.

**Approval of Minutes:**

Mr. Damiano moved that the meeting minutes of February 8, 2020 be approved as recorded by the Acting Executive Director. The motion was seconded by Mr. Nunn, and the roll call vote was: Mr. Nunn – yes, Mr. Scarantino – yes, and Mr. Damiano – yes, and Chairman Avolio and Mr. McCray – abstained.

**BUSINESS FROM THE FLOOR**

There was no business from the floor.

**MATTERS FOR CONSIDERATION**

Chairman Avolio mentioned that he has a piece of equipment that clears brush and the market value is \$400. It would be a conflict of interest for the Authority to purchase it. It could be considered to be donated and then written off.

**CORRESPONDENCE**

None at this time.

**DISCUSSION ITEMS**

- Update on Royce Brook Trunk Line – Southern section new pipe to old pipe, no diversion without new pipe. Manholes would need to be raised to prevent water from leaking but it has to be determined how high they need to be raised. Only the first two manholes are leaking. There was an examination of the plans and a discussion of how many in the area in question.
- Sewer Capacity analysis was provided by Engineer Mr. Agha Hasan. Discussion regarding the rebuilding or replacing the pump station as well as verifying the location of the flows. There will be an assessment of the trunk system to determine the capacity. It was also determined that it would take approximately 12-18 months for permits. Need to further review the current design with the future growth projects. Campus Associates meeting is 2/25/2020 to discuss access. Route 206 DOT to meet at the site in two week to potentially realign the area. If it is day work then it is a very small work window, therefore it will most likely be at night. Mr. Hasan left the meeting at 8:39 pm.

- Look First Proposals – There exists the need to get the work stations up on Windows 10 as well as newer versions of Office, replacement desktops needed. Look First is a turnkey solution.

Motion made by Mr. Damiano, seconded by Mr. McCray to move forward with Look First as a technology solution and the roll call vote was Chairman Avolio –yes, Mr. McCray - yes, Mr. Nunn – yes, Mr. Scarantino – yes and Mr. Damiano - yes.

- New Employee for Maintenance Department – needs to be confirmed that position was advertised and posted.
- New Employee for I/I Program – Motion made by Mr. Damiano, seconded by Mr. McCray to hire with contingencies, and assuming a notice had been posted to employees; and the roll call vote was Chairman Avolio –yes, Mr. McCray - yes, Mr. Nunn – yes, Mr. Scarantino – yes and Mr. Damiano - yes.
- Personnel Discussion – interviews have been held for the vacant Executive Director Position. The job advertisement will be re-written and re-advertised.

The following subcommittees are established:

**I/I and GIS:** Mr. Nunn and Mr. McCray: Motion by Mr. Nunn, seconded by Mr. Damiano and the roll call vote was Chairman Avolio –yes, Mr. McCray - yes, Mr. Nunn – yes, Mr. Scarantino – yes and Mr. Damiano - yes.

**Finance:** Mr. Damiano and Mr. Scarantino: Motion by Mr. Nunn, seconded by Mr. Damiano and the roll call vote was Chairman Avolio –yes, Mr. McCray - yes, Mr. Nunn – yes, Mr. Scarantino – yes and Mr. Damiano - yes.

**Personnel:** Mr. Damiano and Mr. Scarantino: Motion by Mr. Nunn, seconded by Mr. McCray and the roll call vote was Chairman Avolio –yes, Mr. McCray - yes, Mr. Nunn – yes, Mr. Scarantino – yes and Mr. Damiano - yes.

**Engineering / Facilities:** Mr. Scarantino and Mr. McCray: Motion by Mr. Scarantino, seconded by Mr. Nunn, and the roll call vote was Chairman Avolio –yes, Mr. McCray - yes, Mr. Nunn – yes, Mr. Scarantino – yes and Mr. Damiano - yes.

### **SVSA Report**

No report at this time.

### **Claims List Approval**

Mr. Damiano introduced the following resolution and moved that it be adopted:

Be IT RESOLVED that the following claims lists dated February 19, 2020 be approved and the Treasurer be authorized to issue checks in payment of said claims.

Operating Fund	-	February 19, 2020	\$1,237,472.87
General Fund	-	February 19, 2020	\$ 226,161.71

The motion and resolution were seconded by Mr. McCray and the roll call vote was: Chairman Avolio – yes, Mr. McCray – yes, Mr. Nunn – yes, Mr. Scarantino – yes, and Mr. Damiano – yes.

**Adjournment**

There being no further business to come before the meeting, Mr. Damiano moved that the meeting be adjourned. The motion was seconded by Mr. McCray and the roll call vote was unanimous for adjournment at 9:34 pm.