

**SOUTH JERSEY TRANSPORTATION AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
MAY 16, 2018**

This regularly scheduled Board of Commissioners Meeting of the South Jersey Transportation Authority was held on May 16, 2018, commencing at 9:02 a.m. at the South Jersey Transportation Authority Administration Building, Farley Service Plaza, Atlantic City Expressway, Milepost 21.3 in Elwood, New Jersey 08217.

**Present**

Chair Diane Gutierrez-Scaccetti  
 Vice Chairman Jeffery A. April, Esq.  
 Commissioner Bryan J. Bush  
 Commissioner Maurice B. Hill, Jr., DMD  
 Commissioner James J. McCullough  
 Commissioner C. Robert McDevitt  
 Commissioner Christopher M. Milam  
 Commissioner Joseph Ripa  
 Commissioner Donna T. Sullivan  
 Adam Sternbach, Esq., Governor’s Authorities Unit (via teleconference)  
 Stephen F. Dougherty, Executive Director  
 Lauren R. Staiger, Esq., General Counsel  
 Cynthia Blasberg, Board Secretary

**Absent**

All Commissioners participated in this meeting.

**Statement of Public Notice**

The meeting of the Board of Commissioners was opened advising the Commissioners and public that notice of the meeting was duly advertised in the Press of Atlantic City, Camden Courier Post, Newark Star Ledger and with the Secretary of the State of New Jersey as to the time, date and place of convening. Notice was also posted at the Farley Service Plaza, the Atlantic City International Airport, the Atlantic City Office and Blackwood Office as prescribed by law.

**Roll Call**

<b>Commissioner</b>	<b>Present</b>	<b>Absent</b>
Chair Diane Gutierrez-Scaccetti	X	
Vice Chairman Jeffery A. April, Esq.	X	
Commissioner Bryan J. Bush	X	
Commissioner Maurice B. Hill, Jr., DMD	X	
Commissioner James J. McCullough	X	
Commissioner C. Robert McDevitt	X	
Commissioner Christopher M. Milam	X	
Commissioner Joseph Ripa	X	
Commissioner Donna T. Sullivan	X	

Two (2) members of the public attended this meeting.

**Approval of the Agenda**

Chair Gutierrez-Scaccetti called for a motion to approve the May 16, 2018 agenda. Whereupon, a motion was made by Commissioner McCullough and seconded by Commissioner Milam approving said agenda. Chair Gutierrez-Scaccetti asked for questions on the motion. No questions were asked. A unanimous vote was taken adopting and approving the agenda. A copy of the agenda is attached hereto and made a permanent part of these official Authority minutes.

### **Approval of Meeting Minutes**

Chair Gutierrez-Scaccetti called for a motion to approve the April 18, 2018 meeting minutes. Whereupon, a motion was made by Commissioner Ripa and seconded by Commissioner Hill approving the April 18, 2018 meeting minutes. Chair Gutierrez-Scaccetti asked for questions on the motion. No questions were asked. All Commissioners in attendance voted, approving and adopting the minutes.

### **Executive Session**

Chair Gutierrez-Scaccetti asked General Counsel if an Executive Session was needed, to which General Counsel responded affirmatively.

Mr. Dougherty presented Resolution 2018-37 to the Chair and Commissioners for the exclusion of the public to discuss a litigation matter specific to SJTA v. Henebema, a contractual matter concerning the New Jersey Pinelands Commission and personnel matters pertaining to the Schedule "A," associated with Resolution 2018-30.

Whereupon, the motion was made by Commissioner Hill and seconded by Commissioner McDevitt approving Resolution 2018-37. A unanimous vote was taken approving the resolution, adjourning the open portion of the meeting at 9:05 a.m. The public was advised the minutes of this Executive Session would be disclosed to the public in accordance with State Law. A copy of Resolution 2018-37 is attached hereto and made a permanent part of these official Authority minutes.

At the close of Executive Session, Chair Gutierrez-Scaccetti called for a motion to return to the open portion of the meeting. Whereupon, a motion was made by Commissioner McCullough and seconded by Commissioner Hill. The open portion of the meeting reconvened at 9:36 a.m. Chair Gutierrez-Scaccetti then requested the Secretary call the roll.

### **Roll Call**

<b>Commissioner</b>	<b>Present</b>	<b>Absent</b>
Chair Diane Gutierrez-Scaccetti	X	
Vice Chairman Jeffery A. April, Esq.	X	
Commissioner Bryan J. Bush	X	
Commissioner Maurice B. Hill	X	
Commissioner James J. McCullough	X	
Commissioner C. Robert McDevitt	X	
Commissioner Christopher M. Milam	X	
Commissioner Joseph Ripa	X	
Commissioner Donna T. Sullivan	X	

Following roll call Ms. Staiger, Esq., advised, for the record, an additional matter was discussed during Executive Session subject to attorney-client privilege regarding the Airport HVAC Bid.

### **Executive Report**

Chair Gutierrez-Scaccetti asked for the presentation of the Executive Report. Mr. Dougherty presented the May 16, 2018 Executive Report: a copy of which is attached hereto and made a permanent part of these official Authority minutes.

Chair Gutierrez-Scaccetti thanked Mr. Dougherty for his report and noted that the Meals-on-Wheels Program is a phenomenal program and deserves a lot of credit. Chair Gutierrez-Scaccetti also noted the Bring Your Child to Work Day is another good program which allows children not only to see what their parents do but also encourages careers in transportation.

### **Committee Reports**

Chair Gutierrez-Scaccetti asked Mr. Dougherty to present the Committee Reports. Mr. Dougherty reported all Committees met on May 2, 2018. During these meetings, Commissioners were briefed on the resolutions being presented this morning as well as a briefing on the Quarterly Budget Review, a new Airline Charter Agreement, the T.B.I. Airport Management sale and the Pinelands Bird Mitigation Project. Commissioners received the schedule of upcoming projects, the EO-8 Report, and Airport statistics.

### **Public Response to Agenda Items**

Chair Gutierrez-Scaccetti asked the public for comments on any of the agenda items. Robert Gadsby from the Sheet Metal Workers Union introduced himself to the Board. Mr. Gadsby asked to comment on Gaudelli Brothers stating he has a list of over thirty (30) violations issued to Gaudelli Brothers from the New Jersey Department of Labor. Mr. Gadsby noted a violation issued for using an unregistered sub-contractor and another for failure to pay prevailing wage as just a few of the thirty (30) violations listed.

No additional comments were made.

### **Approval of Bills**

Chair Gutierrez-Scaccetti asked Mr. Dougherty for the presentation of bills. Mr. Dougherty stated the bills have been sent to the Commissioners previously for their review and are being recommended for approval. Chair Gutierrez-Scaccetti called for a motion to approve the bill list. Whereupon the motion was made by Commissioner Milam and seconded by Commissioner McDevitt, approving said bill list. Chair Gutierrez-Scaccetti asked the Commissioners for questions on the motion. Being none, Chair Gutierrez-Scaccetti requested the Secretary call the roll.

### **Roll Call**

<b>Commissioner</b>	<b>Motion</b>	<b>2<sup>nd</sup></b>	<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>	<b>Recused</b>	<b>Absent</b>
Chair Diane Gutierrez-Scaccetti			X				
Vice Chairman Jeffery A. April, Esq.			X				
Commissioner Bryan J. Bush			X				
Commissioner Maurice B. Hill, Jr., DMD			X				
Commissioner James J. McCullough			X				
Commissioner C. Robert McDevitt		X	X				
Commissioner Christopher M. Milam	X		X				
Commissioner Joseph Ripa			X				

\*Vice Chairman April approved all bills; however, abstained from voting on the bills from the firm Cooper Levenson.

### **Resolutions and Motions:**

Chair Diane Gutierrez-Scaccetti asks Mr. Dougherty to present Resolution 2018-33 to be voted on separately. Mr. Dougherty presented Resolution 2018-33. Chair Gutierrez-Scaccetti called for a motion to approve said resolution. The motion as presented, was moved by Commissioner April and seconded by Commissioner Hill, approving said resolution.

### **Roll Call**

<b>Commissioner</b>	<b>Motion</b>	<b>2<sup>nd</sup></b>	<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>	<b>Recused</b>	<b>Absent</b>
Chair Diane Gutierrez-Scaccetti			X				
Vice Chairman Jeffery A. April, Esq.	X		X				
Commissioner Bryan J. Bush				X			
Commissioner Maurice B. Hill, Jr., DMD		X					
Commissioner James J. McCullough			X				
Commissioner C. Robert McDevitt			X				
Commissioner Christopher M. Milam				X			
Commissioner Joseph Ripa			X				

\*Vice Chairman April voted yes to Resolution 2018-33 noting that he urges anyone with comments on the Resolution to notify the Treasury Department to take further steps to correct the items being discussed.

\*Commissioner Hill voted yes to the Resolution and commented he is in agreement with Vice Chairman April's statement.

\*Commissioner McCullough voted yes to the Resolution with the comment he is concerned with the past performance of the vendor and also agrees with Vice Chairman April's comments.

\*Commissioner McDevitt voted yes regretfully to the Resolution and agrees with previous comments made by the Board.

Chair Gutierrez-Scaccetti asked Lauren R. Staiger, Esq., for the record, if Gaudelli Brothers is prequalified and currently clear to do the work under New Jersey rules. Lauren R. Staiger, Esq., stated that the vendor is prequalified and meets all requirements of the State of New Jersey and of the bid specifications.

Chair Gutierrez-Scaccetti noted for the record Resolution 2018-33 did move favorably and therefore moves forward.

**Resolutions and Motions:**

Chair Gutierrez-Scaccetti asked Mr. Dougherty to present the resolutions. Mr. Dougherty advised the Chair and Commissioners he would be presenting a total of nine (9) resolutions for their consideration. Mr. Dougherty presented Resolutions 2018-28 through 2018-32 and Resolutions 2018-34 through 2018-37. Chair Gutierrez-Scaccetti called for a motion to approve said resolutions. The motion as presented, was moved by Commissioner McCullough and seconded by Commissioner Hill, approving said resolutions.

Chair Gutierrez-Scaccetti asked for questions on the motion. There being no comments or discussion, Chair Gutierrez-Scaccetti asked the Secretary to call the roll.

**Roll Call**

Commissioner	Motion	2 <sup>nd</sup>	Yea	Nay	Abstain	Recused	Absent
Chair Diane Gutierrez-Scaccetti			X				
Vice Chairman Jeffery A. April, Esq.			X				
Commissioner Bryan J. Bush			X				
Commissioner Maurice B. Hill, Jr., DMD		X	X				
Commissioner James J. McCullough	X		X				
Commissioner C. Robert McDevitt			X				
Commissioner Christopher M. Milam			X				
Commissioner Joseph Ripa			X				

**RESOLUTION 2018-28 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE FINAL EXTENSION OF A CONTRACT FOR CASH AND CREDIT CARD PROCESSING, BANKING AND ARMORED CAR SERVICES WITH WELLS FARGO BANK, N.A., OF TOMS RIVER, NEW JERSEY**

The purpose of this resolution is to authorize the extension of the contract with Wells Fargo, N.A., of Toms River, New Jersey for the provision of Cash and Credit Card Processing, Banking and Armored Car Service. On October 23<sup>rd</sup> and 24<sup>th</sup>, 2014 the Authority advertised a request for proposals for cash and credit card processing, banking and armored car services. On December 2, 2014 two proposals were received in response said advertising. On December 11, 2014 a Consultant Selection Committee meeting was held and based on the selection criteria outlined in the RFP it was determined that Wells Fargo Bank, N.A., of Toms River, New Jersey submitted the highest ranked proposal. A decision was made to enter into contract negotiations with Wells Fargo. Resolution 2015-01 approved further negotiations and the entry into a contract with Wells Fargo which was executed on July 2, 2015, for a term of one (1) year with three (3) one-year renewal options by mutual agreement. The Authority exercised the first renewal option via Resolution 2016-47 and the second renewal option via Resolution 2017-29. The Authority and Bank now desire to exercise the third and final one-year renewal option at the same pricing, terms and conditions as the current term.

**RESOLUTION 2018-29 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE AWARD OF A CONTRACT TO THE BANK OF NEW YORK MELLON TRUST COMPANY, N. A. OF NEW YORK, NEW YORK FOR OTHER POST EMPLOYMENT BENEFITS (OPEB) TRUSTEE AND SAFEKEEPING SERVICES TO THE AUTHORITY**

There exists a need for the Establishment of a Trust and to provide Administrator and Safekeeping Services for Other Post Employment Benefits (“OPEB”) Trust in accordance with Internal Revenue Code 115. On April 3, 2018 and April 4, 2018, the Authority publicly advertised a Request for Proposals for Other Post Employment Benefits (OPEB) Trustee and Safekeeping Services. On April 18, 2018, in response to said advertising, the Authority received three (3) proposals for Other Post Employment Benefits (OPEB) Trustee and Safekeeping Services. On April 20, 2018 the Consultant Selection Committee (“CSC”) meeting was held and based on the selection criteria outlined in the RFP it was determined that The Bank of New York Mellon Trust Company, N.A. of New York, New York submitted the highest ranked proposal that would best serve the interest of the Authority. As part of The Bank of New York Mellon Trust Company, N.A.’s response, a Fee Schedule was included in their proposal The Acting Director of Finance believes it to be in the best interest of the Authority and

recommends awarding a contract with The Bank of New York Mellon Trust Company, N.A. of New York, New York a contract for Other Post Employment Benefits (OPEB) Trustee and Safekeeping Services for a term of (3) years with two mutually agreeable (1) year renewal options

**RESOLUTION 2018-30 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING CERTAIN PERSONNEL ACTIONS**

Pursuant to the Authority By-Laws, the Personnel Committee shall advise the Board on issues related to organization structure, equal employment opportunity, labor negotiations, employment practices and personnel actions affecting an individual's employment status or compensation. This resolution seeks Board approval for personnel actions as specified in the "Schedule A" attached to this resolution.

**RESOLUTION 2018-31 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE ENTRY INTO AN OUTDOOR ADVERTISING LEASE AND MANAGEMENT AGREEMENT WITH GARDEN STATE OUTDOOR, LLC FOR THE DEVELOPMENT OF A BILLBOARD AT MILEPOST 3.0**

The Authority publicly advertised a Request for Proposals ("RFP"), for Out-of-Home Advertising Development and Management on September 21 and September 22, 2017. In response to said RFP, three (3) proposals were submitted by Garden State Outdoor, LLC ("Garden State") of Atlantic City New Jersey and received by the Authority on October 12, 2017. The Authority's Consultant Selection Committee met on November 8, 2017 and concluded that Garden State met the requirements of the RFP. Commissioners of the Authority authorized negotiations of said agreement, with Garden State of Atlantic City, New Jersey for the Out-of-Home Advertising Development and Management via resolution 2017-93. One of the proposals submitted by Garden State was to develop a billboard located at MP 3.0. The Authority currently has an agreement to develop a static at M.P. 3.0 that was authorized via resolution 2014-39. However, due to impact of the local economic conditions on the out of home advertising industry, the billboard at M.P. 3.0 has not been constructed. That agreement originally was with East Coast Outdoor Advertising, LLC ("East Coast"). Effective December 31, 2016, East Coast officially merged its operations with Garden State and ceased to exist. To better reflect the current market conditions and to ensure a billboard is constructed, the Authority and Garden State have agreed to terminate the existing agreement and replace it with a new agreement, as provided in similar form as to the Outdoor Advertising Lease and Management Agreement attached hereto as Exhibit "A" ("Lease Agreement").

**RESOLUTION 2018-32 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE EXECUTION OF AMENDMENT NO. 1 TO THE AMENDED AND RESTATED OPERATING E-ZPASS OPERATIONS INTERAGENCY AGREEMENT**

The Authority is currently an active Full Member of the E-ZPass Interagency Group (IAG). The Authority, via Resolution 2015-112, authorized the Amended and Restated Operating Agreement which incorporated all previous approved amendments. The IAG Membership has determined it to be necessary and in the best interests of the parties to modify member classification by adding a Sponsored Affiliate Membership category and removing the National Affiliate Membership Category.

**RESOLUTION 2018-33 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE AWARD OF A CONTRACT TO GAUDELLI BROTHERS, INC., OF MILLVILLE, NEW JERSEY FOR THE ATLANTIC CITY INTERNATIONAL AIRPORT RESCUE AND FIRE FIGHTING (ARFF) HVAC UPGRADES PROJECT**

On February 21<sup>st</sup> and 22<sup>nd</sup>, 2018, the Authority publicly advertised for bids for the Atlantic City International Airport Aircraft Rescue and Fire Fighting (ARFF) HVAC Upgrades Project. Work associated with this project includes, but is not limited to, the installation of new duct mounted reheat coils, hydronic piping and controls. In addition, the existing building automation system will be replaced, and the new system will integrate control of all existing and new equipment. The building will be re-commissioned, including all mechanical systems. On March 20, 2018, three (3) bids were received, opened and tabulated with Gaudelli Brothers, Inc., of Millville, New Jersey being deemed the lowest responsive, responsible bidder in an amount not to exceed \$261,200.00. The Authority desires to enter into a contract with Gaudelli Brothers, Inc., of Millville, New Jersey in an amount not to exceed \$261,200.00.

**RESOLUTION 2018-34 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING AWARD OF A CONTRACT TO ROHRER ENTERPRISES, INC. DBA/ ROHRER BUS SALES, OF TRENTON, NEW JERSEY FOR THE PURCHASE AND DELIVERY OF 2018 OR CURRENT PRODUCTION YEAR 20 PASSENGER HEAVY-DUTY BUS WITH WHEELCHAIR LIFT OR EQUAL**

On March 29<sup>th</sup> and 30<sup>th</sup>, 2018, the Authority publicly advertised for Bids for the purchase and delivery of 2018 or Current Production Year 20 Passenger Heavy-Duty Bus with Wheelchair Lift or Equal. As part of this solicitation, the Authority sought bids for the Base Bid as describe above as well as Alternate Bid No. 1 which allows for the purchase of two (2) 2018 or Current Year 20 Passenger Heavy-Duty Buses with Wheelchair Lift or equal. The selection of the Base Bid or Alternate Bid No. 1 are contingent upon the availability of funds. On April 17<sup>th</sup>, 2018, two (2) bids were received, opened and tabulated. Rohrer Enterprises, Inc., DBA/Rohrer Bus Sales, of Trenton, New Jersey was deemed the sole responsible bidder in an amount not to exceed One Hundred Thirty-Six Thousand, Seven Hundred Ninety-Four Dollars (\$136,794.00) for the desired Alternate Bid No. 1 for the Purchase and Delivery of two (2) 20 Passenger Heavy-Duty Buses with Wheelchair Lift or Equal. The Director of Transportation Services believes it to be in the best interest of the Authority and recommends entering into a contract with Rohrer Bus Sales, of Trenton, New Jersey for the desired Alternate Bid No. 1 for the Purchase and Delivery of two (2) 2018 or Current Production Year 20 Passenger Heavy-Duty Buses or Equal, in an amount not to exceed \$136,794.00.

**RESOLUTION 2018-35 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING AWARD OF A CONTRACT TO ROHRER ENTERPRISES, INC. DBA/ ROHRER BUS SALES, OF TRENTON, NEW JERSEY FOR THE PURCHASE AND DELIVERY OF 2018 OR CURRENT PRODUCTION YEAR 32 PASSENGER HEAVY-DUTY BUS WITH WHEELCHAIR LIFT OR EQUAL**

On March 29<sup>th</sup> and 30<sup>th</sup>, 2018, the Authority publicly advertised for Bids for the purchase and delivery of 2018 or Current Production Year 32 Passenger Heavy-Duty Bus with Wheelchair Lift or Equal. As part of this solicitation, the Authority sought bids for the Base Bid as describe above as well as Alternate Bid No. 1 which allows for the purchase of two (2) 2018 or Current Year 32 Passenger Heavy-Duty Buses with Wheelchair Lift or equal and Alternate Bid No. 2 which allows for the purchase of three (3) 2018 or Current Year 32 Passenger Heavy-Duty Buses with Wheelchair Lift or equal. The selection of the Base Bid and or Alternate Bids are contingent upon the availability of funds. On April 17<sup>th</sup>, 2018, two (2) bids were received, opened and tabulated. Rohrer Enterprises, Inc., DBA/Rohrer Bus Sales, of Trenton, New Jersey was deemed the sole responsible bidder in an amount not to exceed Four Hundred One Thousand, Nine Hundred and Ten Dollars (\$401,910.00) for the desired Alternate Bid No. 2 for the Purchase and Delivery of three (3) 32 Passenger Heavy-Duty Bus with Wheelchair Lift or Equal. The Director of Transportation Services believes it to be in the best interest of the Authority and recommends entering into a contract with Rohrer Bus Sales, of Trenton, New Jersey for the desired Alternate Bid No. 2 for the Purchase and Delivery of three (3) 2018 or Current Production Year 32 Passenger Heavy-Duty Bus or Equal, in an amount not to exceed \$401,910.00.

**RESOLUTION 2018-36 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE AWARD OF A CONTRACT PSX INC., OF KENNETT SQUARE, PENNSYLVANIA FOR DESIGN-BUILD UPGRADE REPLACEMENT OF THE EXISTING PARKING ACCESS AND REVENUE CONTROL SYSTEM (PARCS) AT ATLANTIC CITY INTERNATIONAL AIRPORT**

On March 7<sup>th</sup> and March 8<sup>th</sup>, 2018, in accordance with certain specifications, the Authority publicly advertised a Request for Proposals (RFP) for Design-Build Upgrade Replacement of the Existing Parking Access and Revenue Control System (PARCS) at the Atlantic City International Airport (ACY). The scope of work for this project consists of the complete design and construction of a new Parking Access and Revenue Control System (PARCS) to replace the existing PARCS at the Atlantic City International Airport. The scope includes all professional architectural, engineering and design services as well as all labor, materials, equipment and services necessary for the replacement of the existing system. The

PARCS include the garage and short term, economy and overflow surface lots as well as the commercial lane. On April 3, 2018 in response to said advertising, the Authority received three (3) proposals for Design-Build Upgrade Replacement of the Existing Parking Access and Revenue Control System (PARCS) at the Atlantic City International Airport (ACY). Two proposals were deemed non-responsive.

On April 10, 2018, the Consultant Selection Committee met to review the proposal submitted by PSX Inc., of Kennett Square, Pennsylvania and determined that said proposal is technically qualified and the fee proposal was deemed reasonable for the size and scope of the project. The Director of Transportation Services believes it to be in the best interest of the Authority and recommends entering into a contract with PSX Inc., of Kennett Square, Pennsylvania for Design-Build Upgrade Replacement of the Existing Parking Access and Revenue Control System (PARCS) at the Atlantic City International Airport (ACY), in an amount not to exceed \$1,158,380.00.

**RESOLUTION 2018-37 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS AWARDED BY THE NEW JERSEY DEPARTMENT OF TRANSPORTATION (NJDOT) WHEN IN THE BEST INTEREST OF THE AUTHORITY**

The New Jersey Department of Transportation (NJDOT), as a sister agency with similar procurement processes, is in agreement with allowing SJTA to benefit from their significant buying power by “piggybacking” on existing contracts. The Acting Director of Finance advises that this is similar to the present program of purchase under New Jersey State contract and will be an effective way to save time and money through the use of joint purchasing power to obtain the best pricing and terms. This Resolution shall be read in connection with Resolution 2018-18 approved on April 18, 2018, as it sets forth additional parameters for the approval given therein. The Acting Director of Finance recommends that the Authority be permitted to purchase from the New Jersey Department of Transportation contracts without the necessity of Authority Commissioners authorizing each such transaction, up to the amount set forth in N.J.S.A 52:34-7, when in the best interest of the Authority to do so.

**Petitions or Communications, Unfinished Business and New Business**

Chair Gutierrez-Scaccetti asked if there were any petitions or communications, unfinished or new business. Mr. Dougherty responded all petitions and communications were mailed prior to the meeting or are at the Commissioners’ place.

**General Comment**

Chair Gutierrez-Scaccetti asked the public for any general comments. No comments were made by the public.

**Adjournment**

There being no further business, Chair Gutierrez-Scaccetti called for a motion to adjourn the meeting. Whereupon, the motion was made by Commissioner McCullough and seconded by Commissioner McDevitt to adjourn the meeting. A unanimous voice vote was taken adjourning the meeting at 9:48 a.m.

Submitted by:

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Cynthia A. Blasberg, Board Secretary

**Note: An Executive Session was held during this meeting.**