

**SOUTH JERSEY TRANSPORTATION AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
NOVEMBER 20, 2012**

The scheduled Board of Commissioners Meeting of the South Jersey Transportation Authority was held on November 20, 2012, commencing at 10:05 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**

Commissioner Jeffery A. April, Esq.  
 Commissioner Joseph W. Devine (via teleconference)  
 Commissioner Maurice B. Hill  
 Deputy Commissioner Joseph W. Mrozek (via video conference)  
 Commissioner Joseph Ripa  
 Commissioner Christine A. Roberts, EDA  
 Samuel L. Donelson, Acting Executive Director  
 Kerstin Sundstrom, Governor's Authorities Unit  
 Jean Cipriani, Esq., General Counsel  
 Susan Lubrano, Authority Board Secretary

**Absent**

Commissioner C. Robert McDevitt  
 Commissioner Louis Toscano  
 Commissioner Dianne Solomon

As Chairman Simpson was not able to participate in person, the Secretary requested a motion nominating another member of the Board to chair the meeting. Whereupon, Commissioner April was nominated to chair the meeting by motion of Commissioner Ripa, which motion was seconded by Commissioner Hill, with all Commissioners present being in favor.

**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 of the time, date and place of convening. Notice was posted at the Farley Service Plaza, the Atlantic City International Airport and the Authority's Atlantic City, New Jersey office as prescribed by law.

**Roll Call**

<b>Commissioner</b>	<b>Present</b>	<b>Absent</b>
Chairman James S. Simpson		X
Commissioner Jeffery A. April, Esq.	X	
Commissioner Joseph W. Devine	X	
Commissioner Maurice B. Hill	X	
Commissioner C. Robert McDevitt		X
Deputy Commissioner Joseph W. Mrozek	X	
Commissioner Joseph Ripa	X	
Commissioner Christine A. Roberts	X	
Commissioner Dianne Solomon		X
Commissioner Louis Toscano		X

One (1) member of the public attended this meeting.

**Approval of the Agenda**

Commissioner April called for a motion to approve the November 20, 2012 Agenda. Whereupon, motion was made by Commissioner Ripa, seconded by Commissioner Hill, approving the November 20, 2012 agenda. Commissioner April 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**

Commissioner April called for a motion to approve the October 17, 2012 Meeting Minutes. Whereupon, a motion was made by Commissioner Ripa and seconded by Commissioner Hill, approving the October 17, 2012 minutes. Commissioner April asked for questions on the motion. No questions were asked. A unanimous vote was taken adopting and approving the minutes.

### **Employee Awards**

Joseph Carter, of the Engineering and Operations Department was presented with the Annual Snow Plow Rodeo 1<sup>st</sup> Place Award.

### **Executive Session**

Commissioner April asked General Counsel if there was a need for an Executive Session. Ms. Cipriani responded affirmatively.

Mr. Donelson then presented Resolution 2012-123 to the Commissioners for the exclusion of the public to discuss pending personnel matters, specifically personnel actions contained in Resolution 2012-110. The public was advised that the minutes of this Executive Session will be disclosed to the public in accordance with State Law. Commissioner April called for a motion to move into Executive Session.

Whereupon, the motion was made by Commissioner Devine and seconded by Commissioner Ripa approving Resolution 2012-123. A unanimous vote was taken approving the resolution, adjourning the open portion of the meeting at 10:09a.m. A copy of Resolution 2012-123 is attached hereto and made a permanent part of these official Authority minutes. At the close of Executive Session, Commissioner April called for a motion to return to the open portion of the meeting.

Whereupon, motion was made by Commissioner Hill and seconded by Commissioner Ripa. The open portion of the meeting reconvened at 10:15 a.m. Commissioner April requested the Secretary call the roll.

### **Roll Call**

<b>Commissioner</b>	<b>Present</b>	<b>Absent</b>
Chairman James S. Simpson		X
Commissioner Jeffery A. April, Esq.	X	
Commissioner Joseph W. Devine	X	
Commissioner Maurice B. Hill	X	
Deputy Commissioner Joseph W. Mrozek	X	
Commissioner C. Robert McDevitt		X
Commissioner Joseph Ripa	X	
Commissioner Christine A. Roberts	X	
Commissioner Dianne Solomon		X
Commissioner Louis Toscano		X

### **Executive Report**

Commissioner April asked for the presentation of the Executive Report. Mr. Donelson presented the November 2012 Executive Report. A copy of the November 2012 Executive Report is attached hereto and made a permanent part of these official Authority minutes.

### **Committee Reports**

Commissioner April asked Mr. Donelson to present the Committee Reports. Mr. Donelson reported that all committees met on November 7th. During these meetings Commissioners were briefed on the resolutions being presented this morning as well as an update on the costs and repairs due to Hurricane Sandy, the year-to-date third quarter financials, the Authority's Build America Bonds, Wells Fargo Banking Services contract, the 2013 Operating and Capital Budgets and a Personnel Matter. Commissioners were also briefed on the Terminal Expansion Ribbon Cutting, United Airlines diversions, the Direct Connector Project, and grants received from the Department of Homeland Security, and the County of Camden.

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

Commissioner April then asked the public for comments on any of the agenda items. No comments were made.

### **Approval of Bills**

Commissioner April asked Mr. Donelson for the presentation of bills. Mr. Donelson stated that the bills had been sent to the Commissioners previously for their review and are being presented for their approval. Commissioner April called for a motion to approve the bills, however requested that prior to approval, the Cooper, Levenson, April, Niedelman & Wagenheim portion of the bill list be pulled due to his recusal of matters pertaining to this firm. The modification was so noted. Commissioner called for a motion to approve the modified bill list. Whereupon the motion was made by Commissioner Ripa and seconded by Commissioner Devine approving said bills. Commissioner April asked the Commissioners for questions on the motion. There being none, Commissioner April requested that 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>
Chairman James S. Simpson							X
Commissioner Jeffery A. April			X				
Commissioner Joseph Devine		X	X				
Commissioner Maurice B. Hill			X				
Deputy Commissioner Joseph W. Mrozek			X				
Commissioner C. Robert McDevitt							X
Commissioner Joseph Ripa	X		X				
Commissioner Dianne Solomon							X
Commissioner Louis Toscano							X

### **Resolutions and Motions:**

Commissioner April asked Mr. Donelson to present the resolutions. Mr. Donelson advised the Commissioners that he will be presenting a total of thirteen (13) resolutions for their approval. Mr. Donelson then presented Resolutions 2012-110 through 2012-122. Commissioner April called for a motion to approve Resolutions 2012-110 through 2012-122, the motion as presented, was moved by Commissioner Ripa and seconded by Commissioner Hill, approving said resolutions. Commissioner April asked for questions on the motion. No questions were asked. There being no further comment or discussion, Commissioner April asked the Secretary to 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>
Chairman James S. Simpson							X
Commissioner Jeffery A. April			X				
Commissioner Joseph Devine			X				
Commissioner Maurice B. Hill		X	X				
Deputy Commissioner Joseph W. Mrozek			X				
Commissioner C. Robert McDevitt							X
Commissioner Joseph Ripa	X		X				
Commissioner Dianne Solomon							X
Commissioner Louis Toscano							X

Copies of Resolutions 2012-110 through 2012-122 are attached hereto and made a permanent part of these official Authority minutes.

### **RESOLUTION 2012-110 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 2012-111 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE FINAL READOPTION OF THE ATLANTIC CITY EXPRESSWAY RULES AND REGULATIONS WITH AMENDMENTS**

The Commissioners have previously reviewed the Atlantic City Expressway Rules and Regulations and determined that they are necessary, reasonable and proper for the purposes for which they were originally promulgated and had proposed that N.J.A.C. 19:2 be readopted with certain amendments in the form attached hereto and incorporated herein as Schedule "A". Pursuant to the Administrative Procedure Act, the notice of proposed readoption was published on June 7, 2010, in 42 NJ Register 1008(a) and received no comments. Public hearings will be conducted at the conclusion of this process.

**RESOLUTION 2012-112 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING PARTICIPATION IN THE NEW JERSEY CLEAN ENERGY PROGRAM AND USE OF AVAILABLE ENERGY EFFICIENCY INCENTIVES UNDER THE NEW JERSEY SMARTSTART BUILDINGS' DIRECT INSTALL PROGRAM**

In order to support the Authority's Energy Savings Program along with the State of New Jersey's Energy Master Plan, the Authority participated in the NJ Office of Clean Energy's Direct Install Incentive Program Assessment. The Assessment revealed ten (10) roadway locations where substantial energy savings could be realized by upgrading lighting, HVAC and other outdated operational equipment to more energy saving alternatives, known as retrofitting, with a 30% cost responsibility to the Authority. The total cost of upgrades at the ten (10) Authority facilities is \$297,086.45. The total incentive paid directly to the provider is \$207,960.52, leaving a total remaining cost to the Authority of \$89,125.94. The Authority desires to enter into a contract with South Jersey Energy Service Plus, of Hammonton, New Jersey, to upgrade the designated locations listed in an amount not to exceed Eighty Nine Thousand, One Hundred and Twenty Five Dollars and Ninety Four Cents (\$89,125.94).

**RESOLUTION 2012-113 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AWARDED A CONTRACT TO KAPSCH TRAFFICCOM IVHS INC. (FORMERLY MARK IV), OF STERLING, VIRGINIA, AS THE ELECTRONIC TOLL EQUIPMENT VENDOR AS SELECTED BY THE INTERAGENCY GROUP**

The Authority has been, by direction of the Commissioners, an active participant of the Interagency Group, now known as the E-ZPass Group, which is comprised of twenty-four (24) member agencies operating toll facilities in the northeastern United States. An RFP was issued on March 30, 2008, by the Metropolitan Transportation Authority/ Triborough Bridge & Tunnel Authority (MTA-TBTA) on behalf of all IAG members for ETC Components and Services for the operation of the E-ZPass System. On December 2, 2008, four (4) proposals were received in response to this RFP. The proposals were reviewed by the IAG Technical and Non-Technical Evaluation Committees and based on this review, a shortlist of the two (2) highest ranked proposals were selected for the validation testing and negotiation/BAFO portion of the procurement. On July 21, 2011, the final Selection Committee meeting was held at the MTA offices and Kapsch TrafficCom IVHS, Inc., of Sterling, Virginia (formerly Mark IV) was selected as the successful Proposer by the IAG Executive Management Committee as recommended by the IAG Next Generation Technology Selection Committee. The term of this contract will be for a period of Ten (10) years, with a four (4) year exclusivity period requiring all equipment to be purchased from Kapsch Inc., of Sterling, Virginia.

**RESOLUTION 2012-114 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE EXECUTION OF AN AGREEMENT BETWEEN THE AUTHORITY AND LINE SYSTEMS INC., OF VOORHEES, NEW JERSEY, FOR THE PROVISION OF TELECOMMUNICATIONS SERVICES TO THE AUTHORITY**

On October 5<sup>th</sup> and October 6<sup>th</sup> 2012, the Authority publicly advertised a Request for Proposals for Telecommunication Services at Authority facilities. On October 26, 2012, the Authority received two (2) responses to the Request for Proposals. On November 2, 2012, the Authority's Consultant Selection Committee met to review and rank the proposals and determined that Line Systems Inc., of Voorhees, New Jersey provided the most competitive, cost effective proposal. Line Systems, Inc. will be able to accommodate the changing service requirements as we migrate to an all VoIP telephony system across the Authority's private fiber optic network, as well as recommend/provide modified services from multiple providers as the Authority's network infrastructure and needs develop. The term of this contract shall be for four (4) years.

**RESOLUTION 2012-115 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE ENTRY INTO AN AGREEMENT WITH CELLCO PARTNERSHIP D/B/A VERIZON WIRELESS, OF BASKING RIDGE, NEW JERSEY FOR THE INSTALLATION OF TELECOMMUNICATIONS EQUIPMENT, COLLECTIVELY REFERRED TO AS IN BUILDING RADIO DISTRIBUTION DEVICES**

There is a need to improve and enhance the Verizon Wireless cellular network coverage in and around the Atlantic City International Airport terminal area and parking garage. Verizon Wireless has agreed to install telecommunications equipment, collectively referred to as "In Building Radio Distribution Devices", also known as Distributed Antennae System and maintain said telecommunications equipment at their cost, which will provide reliable network call coverage to all Verizon Wireless network users at the Atlantic City International Airport, including the traveling public, Authority employees, Airport Law Enforcement and Fire Department personnel and other tenants/users of the Airport. This equipment will be installed on the Atlantic City International Airport Parking Garage rooftop and will communicate with existing local cellular towers. This antenna will be connected to four equipment hubs located in existing IT closets in the garage and terminal via new fiber optic cables run through existing conduits. Approximately 30 ceiling mounted antennas will be installed to receive individual cellular device signals throughout the Airport terminal and Parking Garage area. To effectuate this installation, the Authority shall enter into an Agreement with Cellco Partnership d/b/a Verizon Wireless, of Basking Ridge, New Jersey in a similar form as attached hereto as Schedule "A" for a term of five years with four automatic 5-year renewal terms, unless written notice of the intent to terminate is provided by either party at least thirty (30) days prior to the end of the then current term.

**RESOLUTION 2012-116 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE AWARD OF A CONTRACT TO TECHNAPRO ELECTRIC, LLC, OF MT. LAUREL, NEW JERSEY FOR ACY AIRPORT OPERATIONS AREA (AOA) GATE REPLACEMENT PROJECT**

On September 12<sup>th</sup> and 13<sup>th</sup>, 2012, the Authority publicly advertised a request for bids for the ACY Airport Operations Area (AOA) Gate Replacement Project. On October 10<sup>th</sup>, 2012, three (3) bids were received, opened and tabulated. Techna-Pro Electric, LLC, of Mt. Laurel, New Jersey was deemed the lowest responsive, responsible bidder in an amount not to exceed \$138,463.00. Work to be completed under this project shall include the removal of existing gate elements and the installation of new gate equipment including gate operations, controls, detection equipment, CCTV systems, and communication links at Gate 21. In addition, work shall include installation of light fixtures and the installation of card readers at Gates 26 and 29. The existing AOA security boundary shall be maintained throughout all stages of construction. Work shall also include communication devices necessary for the operation of gate access control system and the CCTV system to be controlled at the control center.

**RESOLUTION 2012-117 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE AWARD OF A CONTRACT TO SOUTH STATE, INC., OF BRIDGETON, NEW JERSEY FOR CONSTRUCTION OF THE ATLANTIC CITY EXPRESSWAY THIRD LANE WESTBOUND WIDENING PROJECT, MILEPOST 25.0 TO 31.8**

On September 13<sup>th</sup> and 14<sup>th</sup>, 2012, the Authority publicly advertised a request for bids for the construction of the Atlantic City Expressway Widening, Milepost 25.0 to 31.8. On October 11<sup>th</sup>, 2012 six (6) bids were received, opened and tabulated. South State, Inc., of Bridgeton, New Jersey was deemed the lowest responsible bidder in an amount not to exceed \$15,397,907.64. Major work items include and are not limited to the approximately 19-foot widening of the westbound corridor of the Atlantic City Expressway along its southern (median) side, from Milepost 25.0 to 31.8, in the Township of Hamilton, Atlantic County, and the Township of Winslow, Camden County, New Jersey. The project also includes the widening of the bridge structure over Johns Brook, construction of three cantilever sign structures, the replacement of safety walks and parapets at structures over Route 73, Piney Hollow Road, Conrail and Route 54, the milling and resurfacing of the existing westbound roadway, the reconstruction of headwalls, and the installation of storm water treatment units.

**RESOLUTION 2012-118 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING THE AWARD OF A CONTRACT TO JOSEPH JINGOLI AND SON, INC., OF LAWRENCEVILLE, NEW JERSEY, FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES OF THE ATLANTIC CITY EXPRESSWAY THIRD LANE WESTBOUND WIDENING PROJECT, MILEPOST 25 TO 31.8**

On September 4<sup>th</sup> and 5<sup>th</sup>, 2012, the Authority publicly advertised a request for proposals for Construction Management and Inspection Services for the Atlantic City Expressway Third Lane Westbound Widening Project, Milepost 25 to 31.8. On September 28<sup>th</sup>, 2012 nine (9) proposals were received. The Consultant Selection Committee met on October 4, 2012, to review the received proposals and determined a second meeting would be necessary for the purpose of ranking and scoring said proposals. On October 10, 2012, the Consultant Selection Committee met again to rank and score the reviewed proposals. Joseph Jingoli and Son, Inc., of Lawrenceville, New Jersey was deemed to have had submitted the highest ranked proposal. After negotiations, a cost, not exceed One Million, Three Hundred and Sixty-Five Thousand, Seven Hundred and Sixty-Nine Dollars (\$1,365,769.00) was agreed upon. Work to be performed shall include construction management and inspection services of the Atlantic City Expressway Third Lane Westbound Widening Project. This project consists of widening the westbound Atlantic City Expressway to provide a third lane from milepost 25.0 to 31.8. The scope of work includes the oversight of construction activities and schedules to ensure project quality and maintenance of operations during construction.

**RESOLUTION 2012-119 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING A MODIFICATION TO THE CONTRACT WITH PARSONS BRINCKERHOFF OF PRINCETON, NEW JERSEY FOR THE DESIGN OF THE WIDENING OF THE ATLANTIC CITY EXPRESSWAY MILEPOST 7.8 TO 31.0 WESTBOUND**

The purpose of this contract modification is for Parsons Brinckerhoff to provide Construction Administration Services for the Atlantic City Expressway Westbound Widening project during the construction of Contract #3, widening of the westbound Expressway from milepost 25.0 to 31.8. The scope-of-work consists of shop and working drawing reviews, office and field consultation, and field survey or site visits. Parsons Brinckerhoff was awarded the design contract for this project in September 2007. Parsons Brinckerhoff was selected to perform this work in the original solicitation but the cost for these services was not included in the initial authorization due to the fact that it was not possible to adequately estimate what the cost would be. Additionally, funding for these services was not available in 2007. It is necessary to use Parsons Brinckerhoff to perform these construction administrative support services as they are the designer-of-record for the Widening Project. No other firm should legally review/approve shop and working drawings, issue change of plans as necessary, prepare as-builts, etc.

**RESOLUTION 2012-120 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING AWARD OF A CONTRACT TO PETERS CHEMICAL COMPANY, OF HAWTHORNE, NEW JERSEY FOR THE PURCHASE AND DELIVERY OF POTASSIUM ACETATE, SOLID SODIUM FORMATE AND SOLID SODIUM ACETATE FOR USE AT THE ATLANTIC CITY INTERNATIONAL AIRPORT**

On September 19<sup>th</sup> and September 20<sup>th</sup>, 2012, the Authority publicly advertised for bids for the purchase and delivery of Potassium Acetate, Solid Sodium Formate, and Solid Sodium Acetate for use at the Atlantic City International Airport. On October 11, 2012, one (1) bid was received opened and tabulated. Peters Chemical Company of Hawthorne, New Jersey was deemed the sole responsive, responsible bidder in the amount of Eighteen Thousand, One Hundred and Sixty Dollars (\$18,160.00) per delivery for liquid potassium acetate (4,000 Gallons), Forty-Eight Thousand, Five Hundred Dollars (\$48,500.00) per delivery of Solid Sodium Acetate (20 metric ton super sacks) and Six Thousand, Eight Hundred and Fifty Two Dollars (\$6,852.00) per delivery for Solid Sodium Acetate (80 – 55lb. poly bags). Peters Chemical Company did not bid on the Solid Sodium Formate, which is used as an alternate dry chemical. The runway winter chemicals will primarily be utilized on the runways, taxiways and ramps during winter snow/ice storms. These chemicals are necessary to maintain a safe operation and keep the Airport open during the winter season.

**RESOLUTION 2012-121 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING AWARD OF A CONTRACT TO WINNER FORD, OF CHERRY HILL, NEW JERSEY FOR THE PURCHASE AND DELIVERY OF A 2013 FORD E-250 CARGO VAN OR EQUAL FOR THE ATLANTIC CITY INTERNATIONAL AIRPORT**

On September 24, and September 25, 2012 the Authority publicly advertised for bids for the purchase and delivery of a 2013 Ford E-250 Cargo Van or Equal for use at the Atlantic City International Airport. On October 16, 2012 one (1) bid was received, opened and tabulated. Winner Ford of Cherry Hill, New Jersey was deemed the sole responsible bidder in an amount not to exceed \$28,805.00 for one (1) 2013 Ford E-250 Cargo Van or Equal. This 2013 Ford E-250 Cargo Van or Equal is being purchased to replace a 1999 Dodge Van with 93K miles, which is expected to be taken out of service in the near future and sold at auction.

**RESOLUTION 2012-122 OF THE SOUTH JERSEY TRANSPORTATION AUTHORITY AUTHORIZING AWARD OF A CONTRACT TO WINNER FORD OF CHERRY HILL, NEW JERSEY FOR THE PURCHASE AND DELIVERY OF A 2013 FORD F-350 DUAL WHEEL 4X4 PICKUP TRUCK WITH LIFT GATE AND PLOW OR EQUAL FOR THE ATLANTIC CITY INTERNATIONAL AIRPORT**

On September 24, and September 25, 2012, the SJTA publicly advertised for bids for the Purchase and Delivery of a 2013 Ford F-350 Dual Rear Wheel 4x4 Pickup Truck with Lift Gate and Plow or Equal for the Atlantic City International Airport. On October 16, 2012, one bid was received, opened and tabulated. Winner Ford, of Cherry Hill, New Jersey was deemed the sole responsive, responsible bidder, in an amount not to exceed Thirty Five Thousand, Six Hundred and Fifty Three Dollars (\$35,653.00). The 2013 Ford F-350 Dual Rear Wheel 4 x 4 Pick-Up Truck with Lift Gate and Plow or Equal will be utilized in landside winter operations for plowing and moving winter chemicals to needed locations more efficiently and safely. This truck will replace a 1995 Jeep Cherokee with 112K miles which is expected to be taken out of service in the near future and sold at auction.

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

Commissioner April asked if there were any petitions or communications, unfinished or new business. Mr. Donelson responded that all petitions & communications have been mailed to the Commissioners prior to this meeting. Mr. Donelson advised that the commendation letters mentioned in his Executive Director's Report have been provided to the Commissioners at their place. He suggested that the Commissioners review these letters at their convenience. Mr. Donelson stated that we have no new or unfinished business to discuss.

**General Comment**

Commissioner April asked for general comments. No comments were made.

**Adjournment**

There being no further business, Commissioner April called for a motion to adjourn the meeting. Whereupon, the motion was made by Commissioner Ripa and seconded by Commissioner Devine to adjourn the meeting. A unanimous voice vote was taken adjourning the meeting at 10:28 a.m.

Submitted by:

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

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Susan Lubrano, Authority Board Secretary