

**MINUTES  
COMMISSIONERS OF BRIDGEVILLE  
NOVEMBER 14, 2011 – 6:00 P.M.**

**I. CALL TO ORDER**

The meeting was called to order by President Pat Correll at 6:00 P.M. Present: Commissioners Paul Kovack, Steve McCarron, Jay Mervine, Lawrence Tassone, Town Manager Merritt Burke IV and Town Solicitor Dennis Schrader.

**II. EXECUTIVE SESSION – PERSONNEL MATTERS**

Commissioner Tassone made a motion to go into Executive Session to discuss personnel matters. Commissioner Mervine seconded the motion. Motion carried. The open session recessed at 6:01 P.M.

**III. RECONVENE OPEN SESSION**

Commissioner Kovack made a motion to re-convene the open session. Commissioner McCarron seconded the motion. Motion carried. Commission President Correll re-convened the open session at 7:00 P.M. The Commission discussed personnel matters during the Executive Session and no votes were taken.

The open session began with the Flag Salute and the Lord's Prayer. President Correll requested that all veterans stand to be recognized, as Veterans Day was celebrated last Friday, November 11<sup>th</sup>. The veterans present were honored with a round of applause to show appreciation for their service to our country.

**IV. QUORUM PRESENT**

President Correll reported a quorum was present to conduct the business of the Town of Bridgeville.

**V. APPROVAL OF AGENDA**

Commissioner Tassone made a motion to approve the Agenda as presented. Commissioner McCarron seconded the motion. Motion carried.

**VI. APPROVAL OF MINUTES**

Commissioner Kovack made a motion to approve the Minutes from the October 10, 2011 Commission meeting. Commissioner Mervine seconded the motion. Motion carried.

**VII. APPLE SCRAPPLE APPRECIATION**

President Correll recognized Mrs. Bonnie Workman for her leadership of the Apple Scrapple Festival over the past 20 years. Mrs. Workman has been on the committee for 20 years and Chairman for the past 17 years. A special Proclamation was presented to Mrs. Workman at the 2011 Apple

Scapple Festival Opening Ceremonies on October 14<sup>th</sup>; however, President Correll wanted the opportunity for the Commissioners of Bridgeville to express their appreciation, as well. Mrs. Workman will mentor a new chairman for the 2012 festival. On behalf of the committee, Mrs. Workman thanked the Town for their tremendous support of the festival. They originally planned a little festival for a couple hundred people and it grew tremendously. Without the Town's financial and behind-the-scenes assistance, the festival would not have been possible. Commissioner McCarron commented "job well done" to Mrs. Workman and is sorry to see her step down from the chairmanship. Commissioner Tassone agreed and said "big job well done." Town Manager Burke talked with a Seaford resident about how fantastic the festival is and asked the individual why they think it is so successful. The individual replied it is because the government stays out and it is run by the community itself with the support of the Town government. Town Manager Burke stated the committee runs a great festival. He congratulated them for being chosen as one of the Top 100 Events in North America by the American Bus Association.

### **VIII. CORRESPONDENCE**

Town Manager Burke advised the Town has received a small grant application from the Delaware Preservation Fund, Inc. They are inviting the Town government or Town residents who are involved in a preservation project to apply for this grant. For more information the website is [preservationde.org](http://preservationde.org).

The Town has received correspondence from the National Fish and Wildlife Foundation concerning the approval of a \$75,000 grant for the Town's Land Use Master Plan. Matching contributions will be necessary to qualify for this grant. Later in this meeting the Commission will be voting on this grant.

A letter has been received from the Delaware Nature Society requesting permission to present a powerpoint presentation on Delaware's water quality at a future Commission meeting. He recommends that the Commission invite the group to make its presentation.

### **IX. APPROVAL OF FINANCIAL STATEMENTS AND BILLS PAYABLE**

Finance Director Savage directed the Commission to the Balance Sheet for the period ending October 31<sup>st</sup>. The General Fund balance was \$605,356 and reserve accounts totaled \$386,711, for a total balance of \$1,232,000. Concerning Accounts Receivable, we have invoices outstanding of \$69,491, the majority of which are reimbursables from the energy and RBC projects. The outstanding, delinquent property taxes total \$13,413, which is approximately 3% of total taxes due. The Town is contacting owners concerning their delinquent balance. On the Budget Report we are four months into the budget year and should be at 33% of the budget. Concerning State of Delaware grants, we are \$7,300 over budget due to an increase in municipal street aid. The first quarterly billing for Greenwood wastewater services was mailed today in the amount of \$35,000. It is significantly lower than was budgeted and is based on their decreased percentage of our total flow. Total income stands at \$1.1 million and is 44% of our budget. It is a 7% increase over last month. Concerning Expenses, the Town is at 30% of the budget, or \$775,000. In Accounts Payable we have received bills in the amount of \$52,637, \$612 of which is refundable through miscellaneous projects. Expected expenses, including health insurance, payroll and utilities are \$115,000, for a total amount to be approved of \$167,637.

Finance Director Savage advised that workman's compensation premiums will be increasing, due to claims the Town has submitted in the past several years. Commissioner Tassone made a motion to pay the bills as presented. Commissioner Mervine seconded the motion. Motion carried.

## **X. DEPARTMENT HEAD REPORTS**

Town Manager Burke reported the Town has hired a new Water Superintendent, who will be introduced later in the meeting. Street Superintendent Passwaters will be supervising our new employee until he learns our water system. The Street Department will be receiving a new truck; this is a budgeted item for this fiscal year.

In the Wastewater Department the Rotating Biological Contactors (RBC) project is complete. This was a several hundred-thousand dollar project that has taken almost a year to complete.

Greenwood's percentage of wastewater flow stands at 20%, which is due to drier weather. The normal average is 34%.

There were no NPDES violations during the month of October, thanks to the efforts of Wastewater Department employees Jeff Collins and Phillip Mowbray. Commission President Correll questioned whether Greenwood's flow increased after a large rain event at the end of last month and Finance Director Savage advised the flow did not increase. President Correll believes Greenwood must have fixed some of their I&I (Inflow and Infiltration – i.e. leaky pipes) problems. A lot of the problem involves stormwater run-off. Normal I&I is 5-15%; both Towns are running higher than those percentages. Town Manager Burke advised our plant is designed to have 600,000 gallons of wastewater through our system and we had 1.8 million gallons go through the system during that rain event. Both Towns have I&I problems and the Department of Natural Resources and Environmental Control (DNREC) will be providing financial assistance to fix the problems.

Commissioner Tassone questioned the two sewer blockages. Town Manager Burke advised they were haphazard and simply occur from time to time. Sometimes it is due to leaves in the drain. The current sewer line leak is being fixed and is expected to cost several thousand dollars. Town Manager Burke added that later in the meeting he will be requesting the Commission's consideration of applying for a \$700,000 DNREC low interest loan to replace 6,600 linear feet of pipe from the wastewater plant to the discharge location on Redden Rd. Town Manager Burke advised over the last year the sewer line has developed 3-4 minor leaks.

Commissioner Mervine questioned the replacement of sidewalk on N. Cannon St. (This is the area washed out in the hurricane and which habitually washes out in large storms.) Town Manager Burke advised that repair costs will be reimbursed. The culvert has not been completely fixed; it has been repaired. The entire road and culvert need to be replaced; however, no funding is available at the current time for the permanent fix. The culverts need to be widened and are falling down underneath the roadway. Our engineer is currently working on a design solution for that area. Large water flows take out the sidewalk, the culvert, the road and the banks during large storms; this has been a recurring problem over many years.

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Town Manager Burke advised Code Enforcement Official Butler has been very busy with rental inspections. There is also some light construction taking place in Town.

Police Chief Longo advised the Bridgeville Police Department collected 99 pounds of drugs during the second Prescription Drug Take-Back Initiative, in partnership with the Bridgeville Fire Company.

Police Chief Longo has nominated PFC Ryan Hogan for the annual Crowe-McGroyst Award, which honors an officer who has exhibited professionalism. Officer Hogan is the officer who pulls cars out of snow banks and changes flat tires in the rain. He also single-handedly solved a burglary at a local business recently.

Chief Longo reported the Police Department sent out thank you letters to all of the police officers/chiefs who supported Bridgeville during the Apple Scrapple Festival.

The Police Department has received several positive reports concerning cooperation, communication and partnership between the Delaware State Police (DSP), Chief Longo and the Bridgeville Police Department. Included was a response from Colonel Coupe of the DSP.

The Police Department received a commendation email from the SALLE/EIDE coordinator concerning positive interaction and partnership between the Bridgeville Police Department and her office over the past year.

The Police Department has also received positive feedback from the middle and high school administrators on police performance when the schools call for assistance or have questions.

The Police Department has received a \$3,700 grant from the Office of Highway Safety for 23 DUI patrols in Town.

Chief Longo reported the Police Department saved over \$19,600 on equipment by purchasing through military surplus.

Total grants and acquisitions for the month of October are \$23,300. Total grants and acquisitions year-to-date are \$75,309. President Correll questioned the military surplus equipment; she wanted to make sure all equipment purchases pass through Finance Director Savage for inventory purposes. Chief Longo assured her that he works with the Finance Director on all acquisitions.

## **XI. TOWN MANAGER'S REPORT**

Town Manager Burke advised the Town has been working with the Government Information Center (GIC) to devise a new website design. It would have cost \$7,000 to have the website designed in the marketplace.

The Bridgeville Water Superintendent Search Committee, consisting of Commission President Correll, Wastewater Superintendent Collins, Street Superintendent Passwaters and Town Manager Burke, met with several candidates for the position and has hired a competent water operator from

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Kent County, Mr. Scott Kimball. Mr. Kimball started work today and was introduced to those in attendance.

The 20<sup>th</sup> Annual Apple Scrapple Festival was a success, as 25,000 visitors toured the Town and enjoyed the activities. Credit goes to all members of the Public Works Department for their hard work and overtime. Senator Carper and new Sussex County Administrator, Todd Lawson, won the scrapple tossing trophies as they bested a talented group of over 25 local politicians. President Correll advised it was actually a shuffleboard-type event this year. Senator Carper won a small pig trophy. President Correll told him to take it to Washington D.C. with him so that every time he saw it he would think of Sussex County agriculture. She has seen a picture that documents the pig trophy is in Senator Carper's D.C. office. Apparently, Senator Carper is going to move the trophy back to Delaware at the 6-month point in the year. President Correll believes it is the largest turnout they have had of federal, state and county officials. She appreciates the assistance of several Commissioners for the event.

President Correll and Town Manager Burke attended the Sussex County Outdoors Summit held at Trap Pond State Park in Laurel. Governor Markell announced the release of several million dollars for parks and recreation. Town Manager Burke is pursuing some of those funds for Bridgeville to provide connectivity through-out Town. The goal of the summit was to bring attention to childhood obesity and how local Towns can offer more parks and recreation opportunities.

Executive Director of Delaware Greenways, Mr. Mark Chura, and Town management scheduled a public workshop in Bridgeville on October 19<sup>th</sup> to discuss the Bay-to-Bay trail. Senator Booth and Representative Wilson also attended. Mr. Chura shared information on this eco-tourism initiative to bring tourists through our smaller towns on their way to the beach. The Town has a brochure about the program for those interested in more information.

President Correll, Finance Director Savage and Town Manager Burke attended the Sussex County Today and Tomorrow conference at Del Tech Community College on October 26<sup>th</sup>, sponsored by the Sussex County Council. This year the theme was manufacturing and the local economy. We are not generally aware of how many jobs manufacturing companies are created in our locale by companies such as O.A. Newton and Miller Metalworks. Our own downtown could use revitalization (more businesses on Market and Main Sts.) and Commissioner Tassone has led community workshops on economic development. Commissioner Kovack has also been working with the school to upgrade the park.

Town Manager Burke and Commissioner McCarron attended a meeting with DNREC officials on October 27<sup>th</sup> to discuss future funding sources for wastewater treatment facility upgrades. There are new environmental regulations coming from the federal government that will affect our Town. We want to have a good working relationship with DNREC to avoid fines when our wastewater lines leak.

President Correll and Commissioner Tassone led a group of volunteers to beautify downtown Bridgeville by planting winter pansies in the Town Center District. Their pictures made it into The Seaford Star newspaper. He appreciates both of them for coordinating the event and rounding up volunteers.

The Town was approved for a \$75,000 grant by the U.S. Fish and Wildlife Foundation. The funds will be spent on a Master Plan, as well as other planning type functions for future wastewater facility development.

Bridgeville executed a solid waste and recycling contract with Waste Management (WM) for \$13.25 per month, per residential customer. Town trash rates will remain the same - \$14.00 per month. He is currently exploring the possibility of WM providing smaller carts for recycling. Residents may call April Buckler at Town Hall to express their interest in smaller carts.

Commissioner Mervine jokingly commented on several Town government personnel (Town Manager Burke, Finance Director Savage and Commissioner McCarron) growing beards and Commissioner Mervine not having the opportunity to be included. Town Manager Burke light-heartedly advised it is white-tailed deer season and beards are an effort at camouflage.

## **XII. CITIZEN'S PRIVILEGE**

Mr. Leo Lynch from 106 Emily's Pintail Dr. questioned whether Railroad Ave., from T.G. Adams Mill to the football field, is Town or state-maintained. It is state-maintained. He advised it is very dangerous to ride a bicycle in that area due to potholes. He asked that the state be advised of the dangerous situation at that location. Mr. Lynch also asked if there are any efforts to modernize the delivery/payment of water bills. Town Manager Burke stated the Town has discussed modernization in the way of wireless, smart phones and electronic point-of-sales systems, credit cards, etc.; at this point no decisions have been made. We could convene a public workshop on modernization of technology at Town Hall. It is important to note that new technology means increased costs. Mr. Lynch mentioned the current system of sending two postcards per month, one of which includes charges for an irrigation system that is turned off for six months. He believes there must be a better way. He believes electronic billing is cheaper and it should be considered. Finance Director Savage advised he has checked into changes several times. It all comes down to the cost and we don't have a huge consumer base, which figures into the decision, as well. It would be up to the Commission as to how much they would be willing to pay for a new system. Commissioner Kovack noted that credit card transactions cost 3-1/2 % or more; costs would need to be passed on to the residents. Mr. Lynch is speaking specifically about electronic banking.

Mrs. Jacqueline Vogle from 124 Widgeon Way questioned why the Town doesn't bill on a quarterly basis. Finance Director Savage advised, with recent budgets, we may be able to consider billing quarterly; however, in the past, our budgets have been so lean that monthly billing was essential. Mrs. Vogle also questioned the new \$700,000 sewer line. She remembers a referendum to replace the sewer line on Walnut St. less than a year ago and wonders why that replacement required a referendum and this replacement would not. President Correll advised this replacement would also require a referendum. Mrs. Vogle also questioned delinquent taxes. If a property is in foreclosure, does the bank pay the taxes or does the Town have to absorb the loss as a write-off? Solicitor Schrader advised the taxes are recovered as a part of the Sheriff's sale.

Mr. Larry Skala from 108 Whistling Duck Dr. advised men are wearing mustaches in the month of November in support of prostate cancer awareness, similar to women wearing pink in support of breast cancer awareness.

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Ms. Dottie Harper from Heritage Shores, per the advice of Town Manager Burke, wanted to give the Commissioners an opportunity to schedule a meeting with her to discuss LSV's (low speed vehicles). She would be glad to discuss any issues or answer any questions, if they so desire. Town Manager Burke advised he is an advocate for public workshops to discuss important issues in further detail. Currently, per state code, LSV's are allowed on roads with posted speed limits of 35 mph or less. Carts manufactured as golf carts are not allowed on Town streets. Ms. Harper advised the LSV resembles a golf cart, but is different. The LSV is structured to meet all of the Delaware requirements because it must be registered by the state. Commissioner Kovack advised an LSV requires DMV registration, driver's license, insurance and can be operated on streets only. Ms. Harper expressed concern that LSV's cannot be driven on streets over 35 mph, although most streets in Bridgeville are 25 mph. It would be illegal for an LSV to operate on Wilson Farm Rd. or on Route 13. Commissioner McCarron questioned the possibility of a road between Heritage Shores and Bridgeville. Ms. Harper commented there has been talk of revisiting the idea of completing the trails between Heritage Shores and the Town; perhaps the trails could be a proper place for the LSV's. Commissioner Kovack does not believe LSV's could operate on trails, only streets; however, he believes S. Cannon St. is a straight shot to Heritage Shores, should it be lengthened. Ms. Harper advised she would have to investigate how the S. Cannon St. option compares with the future development plans in that area. Commissioner Tassone questioned whether the LSV's can operate on the golf course pathways. Ms. Harper advised Western Golf has concerns about the tires and whether they are destructive to the course. She is waiting to hear back from them. Personally, she believes it is going to be cost prohibitive for residents to participate in the LSV program. The developer wants to add it as an amenity; however, it is not a cheap vehicle. Ms. Harper further explained their proposal by saying that in most resort/active adult communities there is a program that allows homeowners to own an LSV that they can drive to and from the clubhouse, pool and can carry their golf clubs from home to play a round of golf using their LSV rather than a golf cart. Currently, Western Golf is considering whether these LSV's can be used on the golf course. The LSV's must follow all motor vehicle requirements, i.e. seatbelts and other requirements mentioned earlier in this discussion. President Correll suggested to Ms. Harper that a meeting would be appropriate after the holidays. Town Manager Burke suggested a public workshop on this and every Heritage Shores issue in the future, with the intent that correct information be communicated to all. He apologized to Ms. Harper and the Commissioners for his early uncertainty concerning LSV's when they were first mentioned, as it was difficult to determine what they were and what was allowed.

The Town's new Water Superintendent, Mr. Scott Kimball, was introduced. He advised he has been working in the area of water for the past 20+ years – drinking water/wastewater/plumbing. He is currently working on a degree in the subject. He is glad to be here and is looking forward to working with the Town employees and its residents. Town Manager Burke presented a picture of Scott standing next to the Town sign on his first day of employment.

Mrs. Ruth Skala from 108 Whistling Duck Dr. advised the Friends of the Library will be presenting the First State Harmonizers in a holiday program on Tuesday, December 6<sup>th</sup>. She added that she applied for a grant from the Mid-Del Foundation and has received some monies from that organization to assist the Friends with their community cultural programs.

### **XIII. OLD BUSINESS**

#### **A. National Fish & Wildlife Foundation (NFWF) / Chesapeake Bay Small Watershed Grant – Mr. Bryan Hall**

Town Manager Burke advised the Commission will have the opportunity to vote on accepting this grant after Mr. Bryan Hall's presentation. Mr. Hall from the Office of State Planning Coordination advised he and DNREC have been working diligently with Bridgeville to address its wastewater issues, with regard to its additional user, the Town of Greenwood, and the infrastructure challenges within the existing plant. There have been a variety of meetings with various state agencies that boil down to planning for future growth while dealing with infrastructure challenges and the funding to accomplish necessary improvements. Mr. Hall is offering a grant in the amount of \$75,000 plus an additional \$25,000 to match these federal monies. The intent of the grant is (1) update/review/revise planning documents concerning the wastewater treatment facility infrastructure; (2) promote quality control of effluent from the plant; and (3) allow for continued expansion and allow new growth in the future. A regional land use plan is also a part of this project. They will be looking at land use and build-out, infrastructure planning and investment and reaching out to Greenwood to solve I&I issues. The Town does not have to accept this grant; however, Mr. Hall hopes we will accept it. The \$37,500 match is already accounted for: (1) \$25,000 from the state; (2) time contribution of Town staff; matching agreements from county staff; (3) free time from the state "in kind." No cash money will be necessary from the Towns of Bridgeville or Greenwood. Last month was the vote to apply for the grant; tonight is the vote to accept the grant. There will be no money out of our pocket. The design for the Redden Rd. sewer line replacement is also a part of this grant. Commissioner Tassone made a motion to accept the NFWF grant. Commissioner Kovack seconded the motion. Motion carried. The vote was unanimous.

Mr. Ed Lewandowski, a Bridgeville resident, was introduced. He has left the Center for Inland Bays and is now working for the University of Delaware Cooperative Extension, through the Coastal Community Initiatives program. He will be assisting Bridgeville and Greenwood in the master planning effort. He is pleased to work with his own town in this master plan process.

### **XIV. NEW BUSINESS**

#### **A. DE Water Pollution Control Revolving Loan Application Solicitation Approval (Wastewater Treatment Plant Effluent Line Replacement)**

Town Manager Burke advised the Town received an October 21, 2011 letter from the Office of the Secretary of the Delaware Water Pollution Control Revolving Loan Fund. The current funding list includes our wastewater treatment plant effluent line replacement, approximately 6,600 linear feet from the treatment plant down Redden Rd. to the discharge location. The total price for the project is listed as \$721,886; however, it will likely come in under budget. Town Manager Burke needs the Commission's approval to make application for this project. It must go to public referendum, should the funding be granted. The pipe is 20 years old and has cost the Town several thousand dollars in the recent past. Currently, money is cheap through DNREC and we are already receiving a grant from the federal government for design work. If we do not move forward with this project and continue to fix leaks, the enforcement section of DNREC will begin fining us because we are discharging in a non-

permitted location. Fines vary from several thousands of dollars to hundreds of thousands of dollars. Town Manager Burke's recommendation is to move forward to replace this pipe. Finance Director Savage advised the Town has spent close to \$50,000 to repair the pipe in the past year; it is well-worth applying for these funds for the replacement project. This 6,600 feet of pipe is approximately 100% of the effluent line to the discharge location and is approximately 50% of the effluent line to the spray field. When the Town is able to spray discharge, the effluent goes all the way out to the Tatman farm. When it is less than 32 degrees, the effluent goes into a stream through our NPDES permit. This discharge is permitted; our current permit expires in January 2012. We have been working with DNREC for the last six months to make sure that the new permit is written strategically for the Town. The Town may get out of the stream entirely in the future and have 100% spray and eventually expand/renovate our 1964 wastewater treatment plant. Residential and commercial growth has drastically reduced; therefore, we need to find creative ways to finance these projects in an incremental basis, so that the full cost is not on the Town all at once.

Mrs. Vogle is concerned that the general community is not here tonight and is not aware of the necessity of this project. She is concerned that they will automatically work to defeat the referendum. The residents need to understand the ramifications of not replacing this pipe (fines/consequences) and she is not sure of the best way to do that. Town Manager Burke agrees that community outreach will be vital. Commissioner Mervine made a motion to submit a loan application to the DE Water Pollution Control Revolving Loan Fund for the replacement of our effluent line. Commissioner Kovack seconded the motion. Motion carried 5-0.

## **B. NEW WEBSITE PRESENTATION**

Finance Director Savage advised the new website is not changing content, but is aligning the Town with the state's system. The Government Information Center (GIC) has assisted us in preparing our new website. The new web address is [www.bridgeville.delaware.gov](http://www.bridgeville.delaware.gov). The website should be available as of tomorrow and is more user-friendly for the Town to add information. The GIC will continue to assist us in the future. Our previous website will re-direct visitors to the new website until June. The Town will do its best to keep the website current; it is time-consuming. Agendas and approved Minutes will be placed on the website, when available. We could use volunteers for material input. Mr. George Blake asked if the state website links to the municipalities. Finance Director Savage is uncertain whether that is possible.

## **C. Introduction – New Water Superintendent**

This agenda item was addressed earlier in the meeting.

## **D. Planning and Zoning Commission Reappointments (Tull, Atwood)**

President Correll advised two Planning and Zoning Commission appointment terms are up in December. Ms. Ruth Ann Tull and current Chairman, Mr. Bill Atwood, are willing to serve another 3-year term. Commissioner Kovack made a motion to reappoint Ms. Ruth Ann Tull and Mr. Bill Atwood to the Planning and Zoning Commission. Commissioner Tassone seconded the motion. Motion carried 5 to 0.

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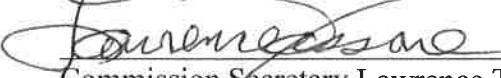
President Correll advised the Town of Georgetown has instituted a plaque in their lobby to honor military service personnel. She is requesting permission for Commissioner Tassone to look into the expense and viability of pursuing something similar for Bridgeville. All five Commissioners agreed to have Commissioner Tassone look into the matter. Town Manager Burke advised he will contact Georgetown and look into it further for the Commissioners.

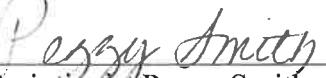
President Correll reiterated the needs of the reading rewards program at Woodbridge Elementary School. The school will gladly accept small prizes for students who reach prescribed reading goals. Prizes must be received by January and May to be awarded this school year. They will also accept money for prizes in lieu of prizes themselves.

**XV. ADJOURNMENT**

Commissioner McCarron made a motion to adjourn the meeting. Commissioner Mervine seconded the motion. Motion carried. The meeting was adjourned at 8:25 P.M.

Respectfully submitted,

  
Commission Secretary Lawrence Tassone

  
Transcriptionist Peggy Smith