

01/22/09

Chairman Allmann called the meeting to order.

Flag Salute

Administrative Assistant read the following statement: "My name is Joan Haltigan, Administrative Assistant of the Jackson Township Municipal Utilities Authority. It is 5:30 p.m. and we will commence with the public portion of the regularly scheduled Public Meeting of January 22, 2009."

Chairman Allmann requested a roll call.

The January 22, 2009 Public Meeting of the Jackson Township Municipal Utilities Authority was called to order at 5:30 P.M. Present were Members Blake, Clayton, Rickabaugh and Chairman Allmann, Alternate Member Garofano, along with the Business Administrator, James Diaz, Administrative Assistant, Joan Haltigan, Executive Director, David Harpell and Principal Engineer, Earl Quijano. Also in attendance were Authority Engineer, Alan Dittenhofer and Authority Counsel, William Hierung. Members Borys and Lundy were absent.

As Administrative Assistant I publicly announce that in compliance with the provisions of the "Open Public Meetings Act," adequate notice of the Public Meeting has been advertised in the manner prescribed by law, and that this statement would be entered in the minutes of this meeting.

1. 2009 Rate Hearing

Chairman Allmann called the 2009 Rate Hearing to order.

Following the 2009 Rate Hearing, the January 22, 2009 Public Meeting of the Jackson Township Municipal Utilities Authority resumed at approximately 5:40.

2009-1 Resolution Adopting the 2009 Rate Schedule

Mrs. Rickabaugh made a motion to adopt 2009 Rate Schedule. Mrs. Blake seconded the motion and was passed unanimously.

2. Approval of the Minutes of the Open Session Public Meeting of December 11, 2008.

Mrs. Clayton made a motion to approve the minutes of the Open Session Public Meeting of the December 11, 2008. Mrs. Rickabaugh seconded the motion and was passed unanimously. Mrs. Blake abstained.

At this time, Chairman Allmann requested the record to reflect that Mr. Lundy has arrived.

3. Approval of the Minutes of the Closed Session Public Meeting of December 11, 2008.

Mrs. Clayton made a motion to approve the minutes of the Closed Session Public Meeting of the December 11, 2008. Mrs. Rickabaugh seconded the motion and was passed unanimously. Mrs. Blake abstained.

4. Questions/Comments from the Public

Chairman Allmann opened the floor to the public.

Mrs. Marilyn Hamburg, 11 London Drive had a question regarding the size of the new facility that is being built, noting she would like to believe that it would be the same size as the Hyson Road Water Treatment Plant. Mr. Harpell stated that it would be very similar to Hyson with some office space in the front of the building. Mrs. Hamburg stated that Hyson Road only has three parking spaces and the diagram for the new plant has many more. Mr. Harpell stated that the extra parking was for some of the field office staff. Mrs. Hamburg stated that this would generate more traffic, noting that the Hyson Road Plant does not. Chairman Allmann stated that everything is done by SCADA through our facility here. The staff does go to Hyson each day but the facility does not have to house a staff, therefore less traffic. Mrs. Hamburg questioned why alternate sites were not studied. Chairman Allmann replied that alternate sites were studied in order to transport the water from the well to the facility and this was the most feasible area. Mrs. Hamburg questioned why not utilize the Pop Warner Field, which was already cleared and move the goal posts. It could have been a practice field very close to Pop Warner and the children next store that do not have a playing field could have used that and there would have been an alternative access road to the new plant. Chairman Allmann stated that Township did want to give the MUA the fields and the MUA had to exchange property with the Township to readjust the property lines here. The Authority originally had a piece of property that went right through the center of the new playing field. Mrs. Hamburg questioned why the MUA did not contact the Nasto's who own the 22 acres which is totally landlocked and cannot do anything with. Mr. Harpell stated that MUA sought a shared service approach with the Board of Education and the Township. Mrs. Hamburg questioned why Glory's and Sambol got free water connections? Chairman Allmann replied there are no free connections to water in Jackson. Infrastructure was put in for a pump station and transmission lines at their costs not the Authority's or the ratepayers. At this time, Mrs. Hamburg displayed some photos taken today, noting that the road is in very bad shape and an accident waiting to happen. The first photo is of a little boy who came down the hill. She noted that kids love to sleigh ride, skateboard and bicycle on the road because of the incline. The second photo was of a school bus on the same road; again stating this is an accident waiting to happen. Chairman Allmann stated that the contractor has been notified of all the concerns on the roadway, the speed of the vehicles and how they are accessing the road. Things cannot be off the roadway just yet, so it is a bit more difficult work today. It is expected the clearing should take three days and the vehicles will be in and out of the location. Mrs. Hamburg stated that a dump truck came through the development and it was not supposed to happen.. Mr. Harpell stated that we have spoken to the Board of Education and the Township and all agree that we will try to use London Drive as a primary access road and we are in the process of finalizing that issue right now. Chairman Allmann stated that presently there is no way for the trucks to turn around at the site. This issue will change once the site is prepared. Mrs. Hamburg questioned why the plant couldn't be further back towards the existing facility and come through behind the Pop Warner Field. Chairman Allmann responded that this is already approved by the State, contracts are out and the location has been advertised since the beginning. Mrs. Hamburg stated the advertising was misleading, noting the Manhattan Street project near London Drive. Who would have attended a meeting if the new plant was located on Manhattan Street? Mrs. Hamburg made note that since this existing Board was elected, Mrs. Rickabaugh has been absent nine times and late once, Mrs. Borys has been absent eight times and late once and Mr. Lundy has been absent eight times and late one time. Since the Board only meets once a month, in private industry, you would have all been fired. Chairman Allmann noted that there are subcommittees that we go to through the Authority. Mrs. Hamburg replied that Chairman Allmann had missed one meeting. Mrs. Hamburg stated that no one from the Board was

present for the December 17, 2008 meeting. It was stated that Chairman Allmann is present at several meetings a week at the Authority. Chairman noted that he did miss the November 2007 Public Meeting because of a visit to his son in the Marine Corp. Mr. Harpell stated that the reason for the December 17th Meeting was to introduce the residents to our project manager, Drew, so that if there were issues or concerns you knew who to reach out to. We felt there was no need for the Board to attend. It was more for the staff to be present to answer any questions regarding the new plant. Chairman noted that is why notices were sent out so neighbors would be informed of what is going on. Mrs. Rickabaugh stated that Mrs. Hamburg makes a good point that she was absent nine times and noted that the reason for her absences was due to her sister's illness. Mrs. Rickabaugh's sister received stem cells and Mrs. Rickabaugh stayed to take care of her. Mrs. Rickabaugh stated that it was important to know why people do not attend the meetings and that the Board has reasonability and she takes that very seriously but also takes her sister's life very seriously. Mrs. Hamburg stated that the absences were not continuous and Mrs. Rickabaugh stated that her absences were all due to her sister's illness and appreciates Mrs. Hamburg's inquiry. Chairman Allmann stated that Mr. Borys was absent due to some very serious medical problems. In response to Mrs. Hamburg question, Mr. Borys did not call into tonight's meeting.

Mrs. Christine Kus, 38 Birmingham Drive stated that her main concern are the chemicals that will be present at the new plant, noting that caustic soda is extremely toxic that you have to be suited up just to touch this chemical or go near it, also noting it is behind an elementary school. Mrs. Kus stated that Mr. Harpell had mentioned potassium permanganate may be eliminated. Mrs. Kus asked the Board if they would like their children to attend Lucy Holman School with this water treatment plant in the back or be at the residence of Flair and have this plant right in the back yard. Mr. Harpell noted that caustic soda is a dangerous chemical if you are working directly with the chemical but it is not a concern for an off-site release. The benefit of both chemicals used at the plant is that they are not airborne. If there were ever a release, it would not go into the neighborhood. Certain chemicals such as gaseous chlorine, if it is to be released it can be an atmospheric hazard but that is not the case with liquid chlorine or caustic soda. Mrs. Kus heard it is very harmful to the environment if it is spilled. What do you do if this occurs? Do you spray water on it? Mr. Harpell stated that you bring the pH down as caustic soda has a high pH, so you remove any soil and neutralize the pH. Again, Mrs. Kus asked the Board how they would like their children or grandchildren to attend this school with this plant in the back yard, 300 feet. Chairman Allmann stated that the same chemicals are being used at this time at the present water treatment plant. Mr. Harpell stated that we use gaseous chlorine at the existing Manhattan Street WTP and the new plant will be much safer. Chairman stated that he feels it is safe and that he lives four houses from the Hyson Road Plant. Mrs. Hamburg questioned how the caustic soda is being transported to the plant, by tanker truck also noting that the road will not hold up. Mr. Harpell responded than normally small tanker trucks would transport the chemicals. Mrs. Kus asked how much the small tanker trucks weigh as opposed to big tanker trucks. Mr. Harpell stated the on road limit is 80,000 lbs Chairman Allmann stated these trucks are smaller and would probably be approximately 32,000 lbs. Mrs. Kus asked how are these chemicals stored? Mr. Harpell stated that secondary containment has been provided which is in excess of what is required by the NJDEP. If there is ever a spill, it goes to the second tank. The chlorine is stored in the building in a secondary container for even more protection. Mr. Harpell stated that the project was funded by the DEP who has had a lot of oversight which is why there was a threatened endangered studies noting that when the DEP is involved, they want to look at a lot of different issues.

Mrs. Hamburg, asked if bonds were paying for this project. Mr. Harpell responded that these are low interest bonds. Mrs. Hamburg stated that the ratepayers will eventually be paying for this, and Mr. Harpell responded as with any capital improvement, yes, noting that the Authority

is trying to minimize bonding and presently has very low rates and we do not want to incur any more debt service at this point.

Mrs. Andrienne Sinski, 35 Buckingham Drive. Mrs. Sinski wanted to know why she only found out about the new water treatment plant a couple of weeks ago. Mrs. Sinski wanted to know why it was not advertised in the Asbury Park Press and if it was how big was the ad, noting that when the sewer lines are being flushed, it is a big ad. Mrs. Sinski again stated that she never saw an ad regarding the project. Mr. Harpell responded that we did have two legal notices and would have to look back to see the actual size of the notices. Mrs. Sinski stated that it easy to build something in a development where you do not live.

At this time Chairman closed the public portion of the meeting.

5. Review of Executive Director's Report
Engineering Committee Report
Public Relations Committee Report
Administrative Committee Report

Mr. Harpell discussed the following items from the Executive Director's report.

- Mr. Harpell discussed the Ocean County Utilities Settlement Agreement. The Authority has been trying to address some apparent billing discrepancies for about a year. Per their December 6, 2009 letter, OCUA is offering the Authority \$560,187.74 as a credit for the 2005-2007 period. This is a good settlement and clears up some of the original billing issues. The Authority is also working with OCUA to insure we have equitable billing going forward. Mr. Harpell also stated that he mentioned to the Personnel Committee this evening that the Authority may conduct a flow study with OCUA to make sure the meters are working property at the station on Villanova Drive.
- Mr. Harpell discussed the surplus of truck #3. In May 2008 the Authority was going to surplus truck #8 when the new vehicles arrived. Repairs have been made on truck # 8 and truck #3 has developed some serious mechanical problems. At this point, our mechanic is recommending we keep truck #8 and surplus #3. The Authority will hold a surplus sale in the very near future.
- Mr. Harpell discussed some roofing problems occurring this winter at all three facilities at Manhattan Street, noting a significant leak at the field office. The Authority has received a price from Albert Lee to repair the roof at a price of \$2,400. The Authority will obtain some additional pricing for the Administration Building and the water plant due to the cost of the improvements. It was noted that costs may be available for next month's meeting.
- Mr. Harpell discussed a proposed Monmouth Park Racetrack day for the employees. Mr. Harpell stated that this would be funded by the employees and thought it was an inexpensive day off work. The price is \$8.00 per person, kids are free but we need to guarantee 45 people to reserve picnic area. The tentative date is Sunday, May 17th.
- Mr. Harpell stated that subsequent to our conversations tonight, the Authority is working with the Board of Education and the Township to clear up the access issue on London Drive so to make it a little more agreeable for all parties involved. We hope to finalize this by next week.

Engineering Committee Report

The Engineering Committee met on Tuesday, January 20, 2009 and Mr. Quijano discussed the following items this month.

CAPITAL PROJECTS

- 1-MG Elevated Storage Tank, NJEIT Project No. 1511001/005, Contract No. C7-00016 Approving Change Order No. 1 to Caldwell Tank, Inc. in the credit amount of (\$197,800.00). After previous negotiations with the contractor, the Authority did some value-engineering credits we are pleased to report that the contract price will be reduced by (\$197,800.00). The Authority is requesting approval from the Board this evening for this change order.
- Radio Meter Conversion Program, Phase I Contract C8-00045 Approving Change Order No. 1 to In-Line Services, Inc., in an amount not to exceed \$4,200.00. The project specification did not specify Certified Exit Testing and disposal of the same. In-Line services came with a price of \$3.50 for each meter with a total of \$4,200.00. The Authority is requesting approval from the Board this evening for this change order.

Action Items

- Pollina Commercial Building, Block 7309, Lots 8 & 9 (f/k/a Block 123.01, Lots 8 & 9) Granting a Cash Maintenance Guarantee Release. The Authority approved a Performance Bond Release upon submittal of a two year Maintenance Bond. The Authority is recommending that the Maintenance Guarantees be released to Rosario and Rose Pollina.

With no questions, Mr. Quijano concluded the Engineering Report.

DEVELOPER PROJECT

Mr. Alan Dittenhofer of Remington, Vernick & Vena Engineers stated there were four developer applications on the agenda this evening. Mr. Dittenhofer noted that all the locations are noted on the map if anyone should have a question as to the location of the projects.

- County Line Plaza, Block 8401, Lot 6. The applicant Hopkin Properties is proposing to build a 4,500 square foot two-story bank and medical office building at the intersection of Bartley Road and North County Line Road. The applicant will connect to the existing water main for water services for domestic and fire. The applicant also proposes to connect to the existing sewer main. We are recommended tentative water and sewer approval as per our review letter dated January 12, 2009.
- County Line Shoppes, LLC. The applicant is County Line Realty, LLC and is proposing to build a 5,400 square foot bank and 17,600 sq foot retail building on the north side of East County Line Road, West of Harmony. The applicant is applying for tentative approval at this time and proposes to connect to the existing water and sewer mains located along East County Line Road. We recommended tentative approval in our January 12, 2009 to the Board.

- Harmony Bank, Final Water & Sewer. The applicant CLSP Associates is proposing to construct an 8,340 sq foot bank on the north side of West County Line Road. The applicant is applying for final approval at this time and proposes to connect to the existing water main located along County Line Road and will connect to a sanitary lateral from the sewer main. We recommended this approval in our January 12, 2009 letter to the Board.
- New Prospect Plaza. This is a revised water and sewer application. The applicant, 271 South Prospect Road, LLC is proposing to construct an 8,000 sq foot two-story medical office building at the intersection of Bethel Church Road and Prospect Road. The applicant is applying for final approval at this time and proposes to connect to the existing water main along Bethel Church and install water service for the building. The applicant also proposes to install an on-site pump station and force main that will connect to the Authority's gravity system. We recommended this approval in our January 12, 2009 letter to the Board.
- Westgate On-site. The applicant, Vaughn Larsen is proposing to construct a 14,400 square office and warehouse space on the north side of Herman Road. The applicant is applying for water and sewer service at this time and proposes to connect to the water and sewer mains as part of the Westgate On-site development. We recommended this approval in our January 12, 2009 letter to the Board.
- Swanborne Subdivision Phase I is applying for a preliminary and tentative sewer application review. The applicant, Swanborne, LLC, is proposing to construct Phase I of a major subdivision consisting of 17 units off South Hope Chapel Road. A total of 171 units are proposed for this entire subdivision. The applicant proposes to service a subdivision with a gravity system that will connect to an off-site pump station. Mr. Dittenhofer noted that the pump station is not included as part of this approval. We recommended this approval in our January 12, 2009 letter to the Board.

Public Relations Committee Report

Mr. Harpell stated that the Public Relations Committee did not meet this month.

Administrative Committee Report

Mr. Harpell stated that the Administrative Committee did not meet this month.

6. Business Administrator's Report
Finance Committee Report
Personnel Committee

Mr. Diaz stated that the Auditors have started their preliminary audit for 2008 this week. They have completed the preliminary fieldwork today. They will be back in the middle of February. Mr. Diaz did not provide the Commissioners with the December Statement of Revenue and Expenses and Balance Sheet and will provide these once the year has been closed out. Mr. Diaz stated that he has distributed two Cash Management Reports, November and December 2008.

Mr. Diaz stated that the Finance Committee met on Tuesday, January 20, 2009, discussing and recommending approval of items on the agenda this evening. Mr. Diaz stated that there are two separate reports this evening. The first is the second bill list for December to be ratified this

month. The total dollars presented on the bill list was \$49,615.75. The funds were drawn from the following accounts:

1. Capital Reserve Fund in the amount of \$27,277.58 for Capital Projects;
2. Revenue General Fund in the amount of \$22,338.17 for Operating Expenses.

The bill list presented for these evening, totals \$1,208,322.05 being drawn from the following accounts:

1. Capital Reserve Fund in the amount of \$714,579.17 for Capital Projects;
2. NJEIT Project Fund in the amount of \$14,639.40 for Bond Projects;
3. Escrow Funds in the amount of \$46,557.58 for Developer Work;
4. Revenue General Fund in the amount of \$432,545.90 for Operating Expenses.

Mr. Diaz stated that the operating transfer of \$432,545.90 includes \$150,000.00 for funding the Payroll account.

- Mr. Diaz discussed the purchase of new computer equipment under JTMUA Contract No. C9-00022 from Hewlett Packard Company, which is a state contract in the amount of \$11,425.00. This is to replace out our aging desktops and computers for all the employees.
- The next purchase discussed was from United Computers Sales and Services, Contract No. C9-00021, in the amount of \$15,124.00. This contract is for United Computers to provide us with the additional computer equipment, including two new switches to replace the existing failing one, which handles all of the cabling for the network system as well as the installation of all the new computer equipment.
- The next item discussed is a purchase from RIO Supply, Inc. d/b/a SLC Meter East, which is our Neptune meter supplier, JTMUA Contract No. C9-00020 in the amount of \$7,000.00. This is for purchase of a laptop to be used as our mobile unit for reading the Neptune Meters. As everyone is aware, we are doing a project at Crystal Brook, 60 Acres and Three Pence to convert over from the present meters to Neptune. This will allow our meter readers to read by vehicle unit instead of a handheld unit.
- Annual Budget Line Adjustment for 2008. Mr. Diaz stated that he provided the Board with a list of the proposed adjustments. This has a zero net effect on the budget and is just cleaning up the 2008 budget lines.
- Renewal of Drug and Alcohol Testing under Contract No. C9-00018 from Conner Strong Risk Management. This is mandated for our CDL Drivers. They do random drug testing for those who have a CDL License and is usually 17 tests per year. They have requested a 3% increase, which the Finance Committee finds to be reasonable.

PERSONNEL

Mr. Diaz stated that there were no action items for Personnel this month.

7. Consent Resolutions 2009-02 to 2009-10

2009-2 Resolution Ratifying Cash Management Report for November 2008

- 2009-3 Resolution Ratifying Cash Management Report for December 2008.
- 2009-4 Resolution Granting Final Sewer and Water Approval to Vaughn Larsen, Block 2301, Lot 10 (Formerly Block 147.02, Lot 38) on the Tax Map of the Township of Jackson
- 2009-5 Resolution Granting Tentative Sewer and Water Approval County Line Shoppes, Block 4801, Lot 18.01 on the Tax Map of the Township of Jackson
- 2009-6 Resolution Granting Preliminary & Tentative Sewer Approval to Swanborne Major Subdivision Phase I, Block 20701, Lot 3 and Block 20801 Lots 1, 9, 10, 11, 12, 1, 17, 18 and 28 on the Tax Map of the Township of Jackson.
- 2009-7 Resolution Granting Tentative Sewer and Water Approval to County Line Plaza, Block 8401, Lot 6 on the Tax Map of the Township of Jackson.
- 2009-8 Resolution Granting Final Sewer & Water Approval to Harmony Bank, Block 6507, Lots 11 & 12 on the Tax Map of the Township of Jackson.
- 2009-9 Resolution Granting Final Sewer & Water Approval to New Prospect Plaza, Block 6801, Lot 37 on the Tax Map of the Township of Jackson.
- 2009-10 Resolution Granting a Cash Maintenance Guarantee Release to Pollina Commercial Building, Block 7309, Lots 8 & 9 (formerly Block 123.01 Lots 8 & 9)

Mrs. Rickabaugh made a motion to approve Resolutions 2009-02 to 2009-10. Mrs. Garofano seconded the motion and it was passed unanimously. Chairman Allmann abstained from Resolutions 2009-04 and 2009-07.

8. Resolutions Offered:

- 2009-11 Resolution Authorizing Payment of Vouchers, Deposit Refunds & Payroll.

Mrs. Clayton made a motion to approve Resolution 2009-11. Mrs. Blake seconded the motion and it was passed unanimously. Mrs. Blake abstained from Check No. 14130

- 2009-12 Resolution Authorizing Payment of Vouchers, Deposit Refunds & Payroll

Mrs. Rickabaugh made a motion to approve Resolution 2009-12. Mrs. Blake seconded the motion and it was passed unanimously.

- 2009-13 Resolution Authorizing a Settlement for the Years 2005 Through and Including 2007 as to the Volume of Wastewater Discharged by the JTMUA into the Ocean County Utilities Authority System.

Mrs. Clayton made a motion to approve Resolution 2009-13. Mrs. Blake seconded the motion and it was passed unanimously.

2009-14 Resolution Authorizing the Execution of an Amendment to Agreement Between the Authority and the Jackson Township Board of Education Dated December 3, 2008.

Mrs. Blake made a motion to approve Resolution 2009-14. Mrs. Garofano seconded the motion and it was passed unanimously.

2009-15 Resolution Approving Change Order No. 1 to Caldwell Tanks, Inc. for 1 MG Elevated Water Storage Tank, Contract No. C7-00016 Providing for a Reduction in the Amount of \$197,800.00

Mrs. Blake made a motion to approve Resolution 2009-15. Mrs. Clayton seconded the motion and it was passed unanimously.

2009-16 Resolution Approving Change Order Number 1 to In Line Services, Inc. for Radio Meter Conversion Program Phase I, Contract No. C8-00045 Providing an Increase in the Amount of \$4,200.00.

Mrs. Blake made a motion to approve Resolution 2009-16. Mrs. Garofano seconded the motion and it was passed unanimously.

2009-17 Resolution Authorizing the Purchase of New Computer Equipment from Hewlett Packard Company Pursuant to State Contract No. WSCAII Contract No. A70262 and under Authority Contract C9-00022 for the Total Sum of \$11,425.00.

Mrs. Clayton made a motion to approve Resolution 2009-17. Mrs. Blake seconded the motion and it was passed unanimously.

2009-18 Resolution Authorizing Contract C9-00021 with United Computer Sales and Service, Inc. for the Installation of New Computer Equipment and Additional Hardware/Software Purchase for the Total Sum of \$15,124.00.

Mrs. Clayton made a motion to approve Resolution 2009-18. Mrs. Blake seconded the motion and it was passed unanimously.

2009-19 Resolution Awarding Contract No. C9-00020 to Rio Supply, Inc. d/b/a/ SLC Meter East for a Neptune Water Meter Laptop in the Amount of \$7,000.00.

Mrs. Blake made a motion to approve Resolution 2009-19. Mrs. Clayton seconded the motion and it was passed unanimously.

2009-20 Resolution Authorizing Conner Strong Risk Management to Provide Mandatory Drug & Alcohol Testing Services for JTMUA Contract No. C9-00018

Mrs. Blake made a motion to approve Resolution 2009-20. Mrs. Garofano seconded the motion and it was passed unanimously.

2009-21 Resolution Authorizing the Approval of Line Item Adjustments to 2008 Sewer/Water Operating Budget

Mrs. Rickabaugh made a motion to approve Resolution 2009-21. Mrs. Clayton seconded the motion and it was passed unanimously

2009-22 Resolution Authorizing a Public Auction for Surplus Personal Property No Longer Needed for Authority Use.

Mrs. Clayton made a motion to approve Resolution 2009-22. Mrs. Blake seconded the motion and it was passed unanimously.

2009-23 Resolution Awarding a Contract to Albert Lee Construction, Inc. for Labor and Material for Roof Repair on Field Office of the Authority in an Amount Not To Exceed \$2,500.00, Contract No. C9-00019

Mrs. Clayton made a motion to approve Resolution 2009-23. Mr. Borys seconded the motion and it was passed unanimously.

There was no closed session.

9. Other Matters

With no further matters to discuss, Mrs. Rickabaugh made a motion to adjourn. Mr. Borys seconded the motion and it was passed unanimously. Chairman Allmann declared the January 22, 2009 Public Meeting adjourned.

End of Minutes