

March 29, 2007

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 4:30 p.m. and we will commence with the public portion of the regular scheduled Public Meeting of March 29, 2007."

Chairman Allmann requested a roll call.

The March 29, 2007 Public Meeting of the Jackson Township Municipal Utilities Authority was called to order at 4:30 P.M. Present were Members Blake, Clayton, Rickabaugh and Chairman Allmann, Alternate Member Lundy along with the Business Administrator, James Diaz, Administrative Assistant, Joan Haltigan, Executive Director, David Harpell and Principal Engineer, Peter Canal. Also in attendance were Authority Engineer, Alan Dittenhofer, and Authority Counsel, William Hiering. Member Borys and Alternate Member Garofano were absent.

Administrative Assistant stated that this meeting was in compliance with the provisions of the "Open Public Meetings Act," with adequate notice of the Public Meeting having been advertised in the manner prescribed by law, and that this statement would be entered in the Minutes of this meeting.

1. Approval of the Minutes of the Open Session Public Meeting of February 22, 2007

Mr. Lundy made a motion to approve the minutes of February 22, 2007. Mrs. Blake seconded the motion and was passed unanimously. Mrs. Clayton and Mrs. Rickabaugh abstained.

2. Approval of the Minutes of the Closed Session Public Meeting of February 22, 2007

Mrs. Blake made a motion to approve the minutes of February 22, 2007. Mr. Lundy seconded the motion and was passed unanimously. Mrs. Clayton and Mrs. Rickabaugh abstained.

3. Questions / Comments from the Public

Chairman Allmann opened the floor to the public.

With no questions from the public. Mr. Allmann closed the public portion of the meeting.

4. Review of

- Executive Director's Report
- Engineering Committee Report
- Public Relations Committee Report
- Administrative Committee Report

Mr. Harpell discussed the following items on the Executive Director's Report:

- Bennetts Mills Road Residential Connections. In August 2006 the Authority notified 30 potential commercial users that they had to connect to the water main on Bennetts Mills Road. We have only had five connections. We are going to send out a second round of letters next month to get some more commercial users connected to the water main. Mr. Harpell stated there were also 39 residences on the water main.
- Jackson Colonial Arms. We have communicated with Mr. Monjoy regarding connection fees and their issues with the connection. We reevaluated the connection fees, which would have been in excess of \$90,000.00 using the NJDEP figures. Our Engineering Department looked at the actual usage for their facility and connection fees were \$26,000.00. We think it is a very fair connection fee and expressed this to Mr. Monjoy. Basically, Mr. Monjoy does understand it is a fair connection fee but would like to look at other ways to finance it and extend payment terms. Mr. Harpell informed him that we would discuss this matter with the Board and get back to him. Mr. Harpell also discussed the possibility of making some amendments to the ordinance, which would help to extend the payments. Mr. Monjoy is aware of this and Jackson Colonial Arms will not be included in the second round of letters regarding connections on Bennetts Mills Road. Mr. Harpell referred to Mr. Monjoy's inquiry as to other community water systems on the Bennetts Mills Road water main. The only other community system is Doves Mills Apartments.
- Mr. Harpell discussed the accident that took place on March 8, 2007. One of the MUA employees ran into the gate. Damages to the vehicle and gate are approximately \$5,000.00. It was claimed that the brakes failed on the vehicle. The brakes are presently being evaluated at a GM facility. We are waiting for results from GM.
- Ocean County Utilities Authority. The OCUA has had a problem with one of their metering stations since 2005. There was a meeting with the OCUA on March 21st to discuss this issue and annual flows/bills that have never been reconciled. Mr. Harpell stated that we could potentially have some liability with the OCUA as far as old reconciliation's and excess usage for 2005 & 2006. The OCUA will get back to us in April with some more information and what they think the actual usage should be at this metering station.
- Mr. Harpell discussed our water allocation permit, which Mr. Dittenhofer will also touch on in his report this evening. The DEP is moving well with the permit, and hopefully we will have the permit by May or June before the peak summer demands. Mr. Harpell stated it was critical for the MUA to obtain a permit before the July and August periods where there was an issue last year exceeding the monthly allocation.
- Mr. Harpell discussed an article distributed on Howell Township mandating separate house meters for irrigation purposes. There were issues last year in Howell when some new homes had some large quarterly water bills due to irrigation usage. We are not proposing that Jackson adopt this, just to keep everyone informed on what other towns are doing on the issue of irrigation meters. We recommended second meters to some customers in the past.

- New Jersey Business and Industry Association. The MUA is a part of this association and they are hosting breakfast meetings with state officials. If any Commissioners are interested in attending, please let us know.

Engineering Committee Report

Mr. Canal discussed the Engineering Committee Report. The following items were discussed at the Engineers Committee Meeting on March 27, 2007 for action tonight.

Bennetts Mills Road Water Transmission Main, Contract No. 05-113. Approve Change Order No. 1 - B and B Construction Company, LLC, in the amount of \$79,495.51. In past discussions, there were 58 claims with the contractor totaling over \$300,000. We worked long and hard to reach this settlement and feel it is a very fair settlement for the scope they did perform. We are recommending payment contingent upon all the subcontractors and vendors being paid in full and if they are not paid in full by the time the payment goes through, we will issue two party checks. We are also looking to have all punch list work completed in 30 days. Mr. Allmann stated that this finalizes the contract. There is no litigation, the job is completed and we can move on.

Bennetts Mills Road Water Transmission Main, Contract No. 05-113. Approve Change order No. 2 – Final. B and B Construction Company, LLC, in the credit amount of (\$174,457.33). There were some cost savings on the project where all of the contract work was not necessary to perform, due to some value engineered field changes yielding a final quantities credit of (\$174,457.33).

Citadel Drive Reconstruction by Jackson Township – Authorizing Reimbursement Jackson Township, in the amount of \$4,566.74. The Township of Jackson has awarded a contract to Earle Asphalt Company for the reconstruction of Citadel Drive. Earle Asphalt Company has submitted a bid to reset 22 manhole castings and to reset 10 valve boxes. It is necessary for the Authority to reimburse the Township in the total amount of \$4,566.74 in connection with the resetting of the castings and valve boxes. Mrs. Clayton requested further explanation and Mr. Canal explained that they are overlaying the road, so it's changing the height of the manholes and valve boxes. This needs to be raised so we have some joint sharing with the Township contractor who will raise them up so there are no conflicts between the MUA and Township contractor. It is easier to incorporate into their contract to ensure there are no delays, claims or other problems.

GIS Database Maintenance, Contract No. C7-00018 – Award Professional Services to Hatch Mott MacDonald in an amount not to exceed \$9,500.00. Mr. Canal referred to the GIS mapping booklets displayed on the table this evening. The MUA started the GIS Maintenance map and are also using this for the field staff. The Authority wants to continue and update. Hatch Mott MacDonald has helped develop these maps and their assistance is needed to continue in that fashion.

Hampshire Hills Pump Station Renovations, Contract No. C7-00014 Award of Professional Services to O'Donnell, Stanton & Associates, Inc. in an amount not to exceed \$56,000.00. This is for design and construction management and full time inspection. Previously, pumping equipment has failed and needs to be modified. We are trying to get it

repaired correctly. The station has been oversized and needs to be reevaluated, resized and the proper pumps installed. This contract will allow for this.

Hyson Water Treatment Plant Expansion, Contract No. 03-105B – Contract Closeout and Performance Bond Release to Clyde Lattimer & Son Construction Company, Inc. Our Consulting Engineer, O'Brien & Gere Engineers, Inc. has indicated that all contract work has been completed and the closeout documents have been submitted. Therefore, we are recommending contract closeout and performance bond release pending approval by legal counsel, specifically with regards to the outstanding claim by one of their sub-contractors, Hungerford and Terry, Inc. We have received a lien from them and basically this resolution is to allow us to release the performance bond and accept the maintenance bond pending approval by our legal counsel.

Lakeland Shores Water and Sanitary Sewer Systems, Contract No. 05-139. Approve Change Order No. 1 to Stacey Contracting, Inc. in the amount of \$3,644.28. This change order is to upgrade the fan blower in the wet well in the Lakeland Shores Pump Station, which is necessary for the safe entrance into the wet well by our maintenance personnel.

Manhattan Street Water Treatment Plant – Cultural Resources Assessment, Contract No. C7-00020 – Award Professional Services to Maser Consulting, PA, in an amount not to exceed \$12,040.00. This is part of our Manhattan Relocation Water Treatment Plant Project that we have in for the trust loan. The state requires this work be performed as part of the loan. This contract is basically to be in compliance, looking for any historic properties within the area. Maser has also performed the survey work on site for O'Brien & Gere and are also approved by the NJDEP for this type of work.

Metedeconk Interceptor Force Main Air Release Valve Upgrades, Contract No. C6-00133A – Approve Change Order No. 1 to D&D utility Contractors, Inc., in the amount of \$28,500.00. Basically we added to their scope of work to install odor control tanks and pumps on the Metedeconk Interceptor Force Main. This is something that we were initially looking to do as a pilot study but we decided to do this in-house and we added this scope to D&D Utility's contract. Originally, they wanted \$45,000.00 but were able to negotiate down to \$28,500.00. This should help with the odors in Lake Enno. So far, we have some temporary measures there now, but this will be more of a permanent fix.

New Mexico Water Storage Tank Rehabilitation, Contract No. 05-126 – Approve Change Order No. 3 to Magnum Painting Co., Inc. in the amount of \$3,400.00. This change in scope was to rebuild the valves in the Altitude Control Chamber, which are necessary for proper operations of the Water Storage Tank levels.

2003 Water/Sewer Emergency Repairs and Service Work, Contract No. 03-108 – Approve Contract Closeout and Performance Bond Release to Henkels & McCoy. This was our prior emergency repair contractor. All work has been completed and the closeout documents have been submitted in accordance with the contract documents. We are recommending contract closeout, Performance Bond Release and final retainage payment of \$6,450.81.

Well No. 15 Redevelopment, Contract No. C7-00019 – Award Professional Services to Demicco & Associates, Inc. in an amount not to exceed \$12,500.00. This is basically to oversee the redevelopment work on Well #15. There have been some issues with how it was

drilled with Uni-Tech and have reached a settlement with that contractor and would like to hire Demicco & Associates, Inc. to oversee that work specifically to make sure that we corrected the problem and do not have any further problems. They have also asked that we TV the well and today we received a request for \$4,400.00, which we discussed in the Engineering Committee Meeting and would like to proceed with that.

Mr. Canal stated that the SCADA Controls Project was pulled from the agenda this evening. This was discussed in the Engineering Committee Meeting and we are going to look at some other options and hopefully present it again next month.

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

Mr. Alan Dittenhofer of Remington, Vernick & Vena Engineers discussed the following two development applications for this evening and requesting approval from the Board. Mr. Dittenhofer noted that the applications on the agenda this evening are on the map in blue if there are any questions.

Wiggles World Amusement at Six Flags Great Adventure, Block 1, Lot 27.01. The applicant is proposing to redevelop a section of the Looney Tunes Seaport creating a Wiggles World children's area at the amusement park. The applicant is applying for preliminary and tentative utility services at this time. We recommended this approval in our March 12, 2007 letter to the Board and will connect to the Authority's existing system. We recommended tentative approval as per our March 12, 2007 letter to the Board.

EKE Realty Corporation. The applicant is proposing to construct a 6,200 square foot dental office building on the west side of Brewers Bridge, south of County Line Road. The applicant proposes to connect to the existing water main on Brewers Bridge and install water service and fire hydrants to site. The applicant proposes an off-site septic system for the project. We recommended this approval in our letter dated March 12, 2007 to the Board.

Mr. Dittenhofer discussed the Authority projects that RVV are currently working on. One is the water allocation permit modification that Mr. Harpell referred to earlier this evening. We do anticipate having this permit issued prior to the peak water usage season in July and August. The second project is the rehabilitation of Wells 1-13 & 15. The contracts have been processed and we had the pre-construction meeting. We will be ready to start next week.

Mr. Dittenhofer discussed three items for Authority approvals this evening. They are release of performance bonds for the Elkes Center, Willow Point at Vista Center and Michael Court. RVV has recommended all these releases in our various correspondences to the Board.

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

Mr. Diaz stated that the Public Relations Committee and Administrative Committee did not meet this month.

Mr. Diaz stated that the Finance Committee met on Tuesday, March 27, 2007, discussing and recommending approval of items on the agenda this evening, as well as the Total Voucher list amount submitted this evening in the amount of \$924,568.31 with the funds being drawn against the following accounts:

1. Capital Reserve Fund in the amount of \$482,183.19 for capital projects;
2. Escrow Funds in the amount of \$78,530.39 for developer work;
3. Revenue General Fund in the amount of \$366,854.73 for operating expenses.

Mr. Diaz stated that the total operating expenses of \$366,854.73 includes \$160,000.00 for funding the Payroll account and \$5,890.43 is to be reimbursed from the Township.

- 1- The next item discussed deals with the January 31, 2007 Cash Management Report. There was an error on last month's report that has been corrected. This was under the cash management fund's Western Main Extension Account. Mr. Diaz has made the correction and resubmitted a new Cash Management Report for approval this evening.
- 2- The Jackson Township 2006 Fuel Charges. We received a total amount for 2006 from of \$25,469.09. We have reviewed this against our own records and find that the charges are reasonable and are looking for approval this evening to pay that bill. This will close out 2006. The Township's new billing system seems to be working well and will work on getting a monthly bill going forward.
- 3- Emergency Purchase – An emergency repair occurred on February 1, 2007 at the Cedar Knolls Lift Station pump #1. While evaluating the problem, pump #2 failed causing an emergency replacement. The company that performed the work is Pumping Services, Inc. for \$2,477.00.
- 4- Lawn Service for 2007. The Authority has been in contact with the Township regarding this shared service. It does not look like this will happen this year. Given the timing and season coming up so quickly, we received two proposals from two different companies. This was discussed with the Finance Committee. We are looking to award this evening to T&J Landscaping for a contract not to exceed \$6,500.00. We will look at sharing lawn services with the Township in 2008. In the meantime, we will be looking to share computer services with the Township for this year. This will also add to the shared services we presently have such as Legler and the Fuel Charges.
- 5- Capital Purchase – There is a need to replace pump #2 at the Susan Drive Lift Station. The lift station has been in existence for over 30 years. The pump was repaired on many occasions and it time to replace it. We have received two proposals and are looking to award the contract to Gayle Corporation for a not to exceed \$4,616.00.
- 6- Custodian of Records - This is usually assigned to the Authority's Executive Assistant in this case it would be Joan Haltigan. There is an additional pay for this that has been budgeted which is \$750.00 and we are looking for approval this evening on this.
- 7- Annual Rate Hearing. – Mr. Diaz stated that the connection fee calculation. has been completed and has submitted a proposed rate schedule for this year. There has been a change to the connection fees. The water connection fee is proposed to increase by

\$16.00 and the sewer connection fee is proposed to decrease by \$156.00. The MUA is looking for permission to advertise for a rate hearing for the April Public Meeting, which would be held at the beginning of meeting, followed by the regular meeting. If there is no objection, we would like to go ahead and submit the advertisement to the newspaper. There were no objections from the Board.

- 8- 2006 Audit – Our Auditors will be back at the Authority next Monday to continue the 2006 audit.

At this time, Mr. Lundy questioned the time of day the accident that Mr. Harpell discussed earlier took place. Mr. Diaz confirmed it was approximately 7 or 8:00 pm. Discussion confirmed the location of the gate and Mr. Harpell stated that the employee has been informed pending the outcome of the brake investigation, there will be further disciplinary action if the brakes are not proven to have failed. Mr. Lundy questioned if the employee was still with the Authority and it was confirmed that he was. Mr. Allmann questioned whether a drug or alcohol test was performed. Mr. Harpell stated that it hasn't been done as a matter of course and maybe something we have to consider. Mr. Harpell confirmed that a police investigation was conducted and at that time they could have administered a test if thought necessary. The question was raised how far away the gate is from the road, which is approximately 20-30 feet. Mr. Harpell stated that he informed the employee that regardless of what happened he was going too fast. It is also an aluminum gate which is not as strong. The vehicle has been locked up since the accident pending the investigation.

Personnel

The Personnel Committee met on Tuesday, March 27th. Mr. Diaz stated there are no items on the agenda for action this evening just some updates.

Mr. Diaz discussed the request for verbal authorization to post and hire for Assistant Superintendent. This has been discussed in the past and it is in the budget. Looking for permission to post and hire prior to the April Public Meeting at which time will be ratified. With no objections, Mr. Diaz discussed the next item, which was one resignation for a dual title. We will be looking to fill this position in-house. The next item is authorization to hire a laborer, which is a vacant position, prior to April's Meeting at which time will be ratified.

Mr. Lundy questioned the position of the employee involved in the accident at the gate. It was confirmed it is a triple title position.

Mr. Harpell also stated that the resignation was an employee who was recently issued a notice of disciplinary action for 50+ absences since December 1st. A hearing was scheduled for today but the employee came in to resign so he would leave in good standing.

- 6. Consent Resolutions 2007-58 to 2007-64:

2007-58 Resolution Ratifying Cash Management Report for February 2007

2007-59 Resolution Revising Cash Management Report for January 2007

- 2007-60 Resolution Granting A Performance Bond Release to Majestic Contracting for Michael Court, Block 144.01, Lots 2.03 through 2.07 on the Tax Map of The Township of Jackson.
- 2007-61 Resolution Granting Performance Bond Releases to Conifer-LeChase Construction for Willow Point at Vista Center Block 135.01, Lots 1.01 through 1.24, and Block 135.24, Lots 5 through 12 on the Tax Map of the Township of Jackson
- 2007-62 Resolution Granting a Performance Bond Release to Edison & Masters, Inc. for Elkes Center (Five Corners Plaza), Block 130.02, Lot 1.01 on the Tax Map of The Township of Jackson.
- 2007-63 Resolution Granting Preliminary & Tentative Sewer & Water Approval to Six Flags Great Adventure, Block 1, Lot 27.01 on the Tax Map of the Township of Jackson
- 2007-64 Resolution Granting Preliminary Sewer & Water Approval to EKE Realty Corp, Block 75.01, Lot 13.01, on the Tax Map of the Township of Jackson.

Mrs. Rickabaugh made a motion to approve Resolutions 2007-58 through 2007-64. Mrs. Blake seconded the motion and it was passed unanimously. Mr. Allmann abstained on Resolution 2007-60, confirming that he had conducted business with the developer some years back.

7. Resolutions Offered:

- 2007-65 Resolution Authorizing Payment of Vouchers, Deposit Refunds & Payroll

Mrs. Rickabaugh made a motion to approve Resolution 2007-65. Mrs. Blake seconded the motion and it was passed unanimously

- 2007-66 Resolution Approving Change Order No 1 To B and B Construction Company, LLC for Bennetts Mills Road Water Transmission Main, Contract No. 05-113, in the Amount of \$79,495.51.

Mrs. Blake made a motion to approve Resolution 2007-66. Mrs. Clayton seconded the motion and it was passed unanimously.

- 2007-67 Resolution Approving Change Order No. 2 Final Quantities, to B and B Construction Company, LLC for Bennetts Mills Road Water Transmission Main, Contract No. 05-113, in the Credit Amount of (\$174,457.33).

Mrs. Blake made a motion to approve Resolution 2007-67. Mrs. Clayton seconded the motion and it was passed unanimously.

2007-68 Resolution Approving Change Order No. 1 to D & D Utility Contractors, Inc. for the Metedeconk Interceptor Force Main Air Release Valve Upgrades, Contract No. C6-00133A, in the Amount of \$28,500.00.

Mrs. Rickabaugh made a motion to approve Resolution 2007-68. Mr. Lundy seconded the motion and it was passed unanimously.

2007-69 Resolution Approving Change Order No. 1 to Stacey Contracting Inc., for Lakeland Shores Water & Sanitary Sewer Systems Contract No. 05-139, in the Amount of \$3,644.28.

Mrs. Blake made a motion to approve Resolution 2007-69. Mr. Lundy seconded the motion and it was passed unanimously.

2007-70 Resolution Approving Change Order No. 3 to Magnum Painting Company, Inc. for New Mexico Water Storage Tank Rehabilitation, Contract No. 05-126 in the Amount of \$3,400.00.

Mrs. Blake made a motion to approve Resolution 2007-70. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2007-71 Resolution Awarding Water & Sewer Utilities GIS Database Maintenance Pursuant to Contract No. C7-00018 to Hatch Mott MacDonald in an Amount Not To Exceed \$9,500.00.

Mrs. Clayton made a motion to approve Resolution 2007-71. Mr. Lundy seconded the motion and it was passed unanimously.

2007-72 Resolution Granting a Closeout & Performance Bond Release to Henkels & MCCoy, Inc for 2003 Water/Sewer Emergency Repairs & Service Work, Contract No. 03-108.

Mrs. Rickabaugh made a motion to approve Resolution 2007-72. Mrs. Blake seconded the motion and it was passed unanimously.

2007-73 Resolution Authorizing Reimbursement to Jackson Township for Resetting of Castings and Valve Boxes for the JT Reconstruction of Citadel Drive Project in the Amount of \$4,566.74.

Mrs. Blake made a motion to approve Resolution 2007-73. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2007-74 Resolution Authorizing The Payment of \$25,469.09 To The Township of Jackson as Final Payment of the 2006 Fuel Charges.

Mrs. Blake made a motion to approve Resolution 2007-74. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2007-75 Resolution Authorizing the Award of Professional Services Agreement to Maser Consulting, PA for Cultural Resource Assessment For Proposed Water Storage Tank and Water Treatment Plant, Storm Water Management Basin and Access Road Pursuant to Contract No. C7-00020, In the Amount Not to Exceed \$12,040.00.

Mr. Lundy made a motion to approve Resolution 2007-75. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2007-76 Resolution Authorizing the Award of a Professional Services Agreement to Demicco & Associates, Inc. for Hydrogeologic Consulting Services in Connection with the Redevelopment of Well No. #15 Pursuant to Contract No. C7-00019, in the Amount Not to Exceed \$12,500.00.

Mr. Lundy made a motion to approve Resolution 2007-76. Mrs. Blake seconded the motion and it was passed unanimously.

2007-77 Resolution Authorizing Contract Closeout for the Hyson Water Treatment Plant Expansion, Contract No. 03-105B to Clyde Lattimer & Son Construction Co., Inc.

Mrs. Rickabaugh made a motion to approve Resolution 2007-77. Mrs. Blake seconded the motion and it was passed unanimously.

2007-78 Resolution Authorizing the Awarding Hampshire Hills Pump Station Renovation, Contract No. C7-00014 to O'Donnell, Stanton & Associates, In An Amount Not to Exceed \$56,000.00.

Mrs. Clayton made a motion to approve Resolution 2007-78. Mr. Lundy seconded the motion and it was passed unanimously.

2007-79 Resolution Awarding Cedar Knolls Lift Station Repairs, Contract No.C-00022 to Pumping Services, Inc. in the Amount of \$2,477.00.

Mr. Lundy made a motion to approve Resolution 2007-79. Mrs. Rickabaugh seconded the motion and it was passed unanimously.

2007-80 Resolution Awarding The Susan Drive Lift Station Emergency Replacement Contract to Gayle Corporation, Contract No. C7-00023, in the Amount of \$4,616.00.

Mrs. Blake made a motion to approve Resolution 2007-80. Mr. Lundy seconded the motion and it was passed unanimously.

2007-81 Resolution Authorizing General Powers & Duties to Executive Director

Mrs. Rickabaugh made a motion to approve Resolution 2007-81. Mrs. Blake seconded the motion and it was passed unanimously.

2007-82 Resolution Appointing Joan Haltigan "Custodian of Records".

Mrs. Rickabaugh made a motion to approve Resolution 2007-82. Mr. Lundy seconded the motion and it was passed unanimously.

2007-83 Resolution Authorizing Contract No. C7-00021 to T&J Landscaping for JTMUA Lawn Services, in an Amount Not to Exceed \$6,500.00.

Mrs. Clayton made a motion to approve Resolution 2007-83. Mrs. Blake seconded the motion and it was passed unanimously.

8. Other Matters

With no further matters to discuss, Mrs. Rickabaugh made a motion to adjourn. Mr. Lundy seconded the motion and it was unanimously passed. Chairman Allmann declared the March 29, 2007 Public Meeting adjourned.

End of Minutes

/jh