

KIM GUADAGNO Lt. Governor

# New Jersey Office of the Attorney General

Division of Consumer Affairs State Board of Professional Engineers and Land Surveyors 124 Halsey Street, 3<sup>rd</sup> Floor, Newark, NJ 07102 www.njconsumeraffairs.gov

STATE BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS Minutes of May 20, 2010

#### **Public Session**



THOMAS R. CALCAGNI Acting Director

Mailing Address: P.O. Box 45015 Newark, NJ 07101 (973) 504-6460 (973) 273-8020 FAX

# **CALL TO ORDER**

The meeting of the State Board of Professional Engineers and Land Surveyors was called to order by Board President Barry Jones at 9:00 a.m. at 124 Halsey Street, 3rd Floor, Union Conference Room, Newark, New Jersey. All parties were duly notified of the time, date and place, with all pertinent material being provided.

#### SUNSHINE LAW ANNOUNCEMENT

Board President Jones read the statement required by Chapter 231, Laws of 1975 known as the Open Public Meetings Act, and announced that notice of this meeting was prepared in the office of the Board and mailed to the Secretary of State, the Newark Star-Ledger, Trenton Times, the Camden Courier Post, Bergen Record, and the Atlantic City Press.

Present: James Purcell Lawrence Koo

> Robert Marshall Barry Jones Michael Angeline Perry Schwartz James Cleary James Valenti Richard Frantz **Edward Vernick**

Absent: None

Others: Arthur Russo, Executive Director, Michelle Albertson, Deputy Attorney General,

Joseph Grabowy, Assistant to the Executive Director, staff members Martha

Richardson, Yolanda Winston, and two members of the public.

#### **REVIEW OF THE MINUTES**

April 1, 2010

After reviewing the minutes of April 1, 2010, the Board on a motion by BM Marshall, second by BM Cleary, voted to approve them as amended.

#### REPORT OF THE EXECUTIVE DIRECTOR

#### **General Report**

Executive Director Russo informed the Board of the possibility that Richard Smith, PLS, has been nominated for appointment to the Board of Professional Engineers and Land Surveyors to succeed BM Angeline.

- ED Russo informed the Board of the Division's new Acting Director, Thomas R. Calcagni.
- On a motion by BM Angeline, second by BM Frantz, the Board voted to approve the Invoice for the Colonial States Boards of Surveyor Registration. The Board encouraged a land surveyor to act as liaison and to foster better communications with the Colonial States Boards. Previously, the Board approved payment of a \$6,500.00 invoice from NCEES which remains pending within Fiscal Operations.
- Update PCS Contract Amendment. While this matter remains under review the Board requested an update and roll-out schedule for the June meeting.
- BM Schwartz spoke about the recent NCEES Zone meeting in Tampa, Florida.
- The Board requested that all disciplinary actions taken against its licensees be posted to the NCEES Website.
- Continuing Education Units (CEUs) will be required by professional engineers effective January 17, 2011.
- The NCEES Annual Meeting will be held on August 18 21, 2010 in Denver,
  Colorado. VP Valenti will attend as the funded delegate and BM Purcell will also attend and present to the Law Enforcement panel.

#### **INCOMING CORRESPONDENCE**

Jerry Carter, NCEES April 13, 2010

Re: NCEES Standards Developed for Credentials Evaluation.

This correspondence was noted for the record.

George T. Lucas, II, Executive Director, GSLSA April 12, 2010

Re: Board Administrative Rules - Recommendations to the Board regarding current administrative rules.

The Board reviewed and acknowledged this correspondence.

James D. Sens, PLS, President, NJSPLS April 16, 2010

Re: Board Administrative Rules - Proposed recommendations for revisions to N.J.A.C. 13:40 et seq.

The Board reviewed and acknowledged this correspondence.

Barry Chalofsky April 1, 2010

Re: Licensing of Septic Inspectors by DEP

This correspondence was noted for the record, however the Board requested that Arthur Russo speak with Mr. Chalofsky.

John Fritz, PE April 7, 2010

Re: Mr. Fritz is requesting the Board's statement on a particular specification statement.

The Board reviewed this correspondence and concluded that this matter appears to be a contractual issue and as a private matter does not fall under its jurisdiction. However, the Board will remind Mr. Fritz that its regulations require that a Professional Engineer be in responsible charge of all work that he signs and seals, and will recommend that he seek advice from his legal Counsel.

Scott D. Brown, PE/PLS May 3, 2010

Re: Mr. Brown questions the liability of signing plans between a PE and PLS.

In its review of this correspondence the Board noticed that an outgoing correspondence dated May 10, 2010 was already sent to Mr. Brown.

Mark S. Leber, PE April 27, 2010

Re: Mr. Leber is requesting an ethical clarification on projects with DEP.

The Board reviewed this correspondence and determined to inform Mr. Leber that this matter is outside of the Board's jurisdiction.

# **OUTGOING CORRESPONDENCE**

David C. Coleman, PLS May 10, 2010

Re: Request for clarification on signature requirements when submitting plans to NJ Board of Public Utilities.

This correspondence was noted for the record.

Steven A. Merz May 10, 2010

Re: Request for a Temporary Permit

This correspondence was noted for the record.

Paul J. Fletcher, PE, PP

May 10, 2010

Re: Request for Interpretation

This correspondence was noted for the record.

Nicholas T. Menas May 10, 2010

Re: Telecommunications Industry Exemption.

After reviewing this correspondence the Board requested that an mended letter be sent to accurately reflect the Board's position on the Telecommunications Industry Exemption.

> Keith M. Ludwig May 10, 2010 Re: Engineering Measurements

This correspondence was noted for the record.

Adnan Khan May 10, 2010 Re: Preparation of a Site Plan

This correspondence was noted for the record.

John L. Lagrosas May 10, 2010

Re: Continuing Education

This correspondence was noted for the record.

Kenneth G.B. Job May 10, 2010

Re: Continuing Education

At its July 10, 2010 meeting the Board will follow up on it's prior request to Mr. Job. This correspondence was noted for the record.

> Scott D. Brown May 10, 2010

Re: Signing and Sealing Documents

This correspondence was noted for the record.

John M. Becker, Esq. (Draft) April 15, 2010

Re: Cessation of Business by CMX

This draft letter will be revised accordingly and sent.

#### COMMITTEE REPORTS

# a. Standing Committees:

**Applications:** 

BM Marshall has revised the engineer-in-training reference form and it has been posted to the Board Website. A similar review of the PE reference form is underway.

# **Legislation & Regulations Committee:**

No report.

# Periodic Report on Legislation -

S936/A2297 was signed by the Governor and would require consumer complaints to licensing Boards of regulated professions to be resolved within 120 days. The report from Francis Flanagan was noted for the record.

# **Education Committee:**

On a motion by BM Cleary, second by BM Angeline, the Board voted to approve the following continuing education courses:

| SPONSOR                           | <u>COURSE</u>   | <u>PDH</u> |
|-----------------------------------|---|------------|
| Surveyors Assoc. Of West Jersey   | Elevation Certificates and Letters of Map<br>Amendment                  | 1          |
| Surveyors Assoc. Of West Jersey   | Grid to Ground Conversions  | 2          |
| NJ Society of Municipal Engineers | Municipal Land Use and Planning and Land Surveying -Administrative Code | 6          |
| Lorman Business Center Inc.       | A Primer on Land Surveys  | 1          |
| NY Association of Professional LS | Field to Finish using AutoCAD Civil 3D 2010                             | 8          |
| NY Association of Professional LS | Depicting Superior Descriptions of Properties                           | 8          |
| John S. Simmons                   | Trimble Express   | 8          |
| Garden State LS Alliance Inc.     | Internet Resources for the Land Surveyors                               | 2          |
| Garden State LS Alliance Inc.     | US Copyright Protection and the Land Surveyor                           | 2          |
| Garden State LS Alliance, Inc.    | The New Jersey Land Surveyor and ALTA/ACSM Land Title Survey Standard   | 2          |
| Garden State LS Alliance, Inc.    | Understanding How to Prepare the FEMA Elevation Certificate             | 2          |
| Garden State LS Alliance Inc.     | Preparation of Major Subdivision Maps for Filing                        | 2          |
| Garden State LS Alliance Inc.     | Preparation of Minor Subdivision Maps for Filing                        | 2          |

| Garden State LS Alliance Inc.  | Preparation of General Property Parcels Maps for Filing  | 2 |
|--------------------------------|--|---|
| Garden State LS Alliance Inc.  | Preparation of Condominium Maps for Filing   | 2 |
| Garden State LS Alliance Inc.  | Preparation and Maintenance of Tax Maps  | 2 |
| Garden State LS Alliance Inc.  | Title Blocks and Seals for Professional Engineers And Land Surveyors   | 2 |
| Garden State LS Alliance Inc.  | The Professional Land Surveyors and the Division of Responsibility in Submission of Site Plans & Subdivision Plats | 2 |
| Garden State LS Alliance Inc.  | Organizing/Scheduling Property Survey Requests   | 2 |
| Garden State LS Alliance Inc.  | Insurance Principles and Professional Practice Standards   | 2 |
| Garden State LS Alliance Inc.  | Ethics for Land Surveyors  | 8 |
| Garden State LS Alliance Inc.  | Fundamentals of Real Property Boundary Law For Land Surveyors  | 8 |
| Garden State LS Alliance Inc.  | The Land Surveyor and the Construction of<br>Professional Contracts; Responsibility and Liability                  | 8 |
| Garden State LS Alliance Inc.  | The Liability Environment for Land Surveyors   | 8 |
| Garden State LS Alliance Inc.  | Professional Responsibility Contracts and Liability For Land Surveyors   | 8 |
| Garden State LS Alliance Inc.  | The Land Surveyor's Role as an Expert Witness In a Civil Litigation  | 8 |
| Garden State LS Alliance Inc.  | Professional Ethics & Licensing Board Actions For Land Surveyors   | 8 |
| Garden State LS Alliance Inc.  | Land Boundary Retracement Practice & Procedure For Land Surveyors  | 8 |
| Geographic Information Systems | Basic Law of Water Boundaries  | 8 |
| Geographic Information Systems | Fundamentals of Non-Conventional Cadastral Surveys   | 8 |
| Geographic Information Systems | Fundamentals of Property Rights and Boundaries   | 8 |
| Geographic Information Systems | Establishment of Calibration Base Lines  | 8 |
| Geographic Information Systems | Wetlands Delineation Manual  | 8 |
| Geographic Information Systems | Glossary of BLM Surveying and Mapping Terms  | 8 |
|                                |  |   |

# **Meetings Committee**

No report.

# **Joint Committee of Architects & Engineers:**

No report. The next scheduled meeting is on June 1, 2010.

#### b. Ad Hoc Committees:

No report.

# **Sunset Regulations:**

No report. Handouts of proposed regulation changes prepared by DAG, Deborah Shane Held, were distributed for review at the June meeting.

# **NCEES 2013 NE Zone Meeting**

BM Purcell informed the Board that he received a verbal acknowledgment from NCEES for its 2013 meeting to be held in Cape May, NJ. The NCEES staff will make all arrangements with the necessary hotels.

# **REVIEW OF APPLICATIONS**

#### a. Licensure

The Board, on a motion by BM Angeline, second by VP Valenti, voted unanimously to approve the following applications as indicated:

| <u>Name</u>            | Application # | Comity/Exam. | <b>Decision</b>      |
|------------------------|---------------|--------------|----------------------|
| Abboud, Najib N.       | 1482461       | Comity       | <b>Grant License</b> |
| Aiello, Gregory R.     | 1486778       | Exam.        | AIN                  |
| Alexander, Kenneth     | 1482316       | Comity       | AIN                  |
| Alley, David           | 1463871       | Comity       | AIN                  |
| Baraka, Inor           | 1348236       | Exam.        | Take FE              |
| Bazan - Arias, Norma   | 1478305       | Comity       | <b>Grant License</b> |
| Berkheimer, Michael A. | 1457440       | Comity       | AIN                  |
| Bhagavathula, Vinaya   | 1447714       | Exam.        | Take P               |
| Bibaoui, Ramzy         | 1408435       | Comity       | <b>Grant License</b> |
| Bondar, Joseph         | 1448536       | Comity       | <b>Grant License</b> |
| Brown, David J.        | 1489964       | Comity       | <b>Grant License</b> |
| Brzozowski, Andrzej    | 1473312       | Comity       | <b>Grant License</b> |
| Buddhani, Kumpol       | 1442685       | Exam.        | Take P               |
| Burchette, William, B. | 948518        | Comity       | AIN                  |
| Campbell, Christopher  | 1419148       | Exam.        | AIN                  |
| Casabona, Gregory A.   | 1391016       | Exam.        | <b>Grant License</b> |
| Castro, Alvaro         | 1404617       | Comity       | <b>Grant License</b> |
| Chatterjee, Sabyasachi | 1455199       | Exam.        | AIN                  |

|                                   |         | •      |                |
|-----------------------------------|---------|--------|----------------|
| Chiappa, Joseph D.                | 1460427 | Comity | Grant License  |
| Clippinger, Christopher K.        | 1356368 | Comity | Grant License  |
| Cogswell, Theodore, M.            | 1480977 | Comity | Grant License  |
| Collins, III, Samuel              | 1411266 | Comity | Grant License  |
| Collns, Wiliam J.                 | 1333547 | Comity | AIN            |
| Converse, Thomas, E.              | 1485142 | Comity | AIN            |
| Cujdik, William                   | 1479416 | Comity | Grant License  |
| Cujdik, William                   | 1478294 | Comity | Grant License  |
| Cunningham, Robert                | 1432203 | Comity | Grant License  |
| Cuoco, Nicolangelo                | 1463033 | Comity | Grant License  |
| Davis, Jefferson H.               | 1463571 | Comity | AIN            |
| De Santiago, Eduardo              | 1394315 | Comity | Grant License  |
| Dember, Philip                    | 1469319 | Exam.  | Take FLS & PLS |
| Doelp, Gregory                    | 1470102 | Comity | Grant License  |
| Doherty, Rick                     | 1486752 | Comity | Grant License  |
| Drake, Kathryn                    | 1480967 | Comity | AIN            |
| Drefuss, Miryam                   | 1475443 | Exam.  | AIN            |
| Ehrlich, Gary E.                  | 1352720 | Comity | Grant License  |
| Estefanos, Hany                   | 1471497 | Exam.  | AIN            |
| Feldman, Marc W.                  | 1457840 | Comity | AIN            |
| Ferguson, Colin S.                | 1355172 | Comity | Grant License  |
| Fralinger, John                   | 1440450 | Exam.  | Take P         |
| Frey, Karl                        | 1459608 | Comity | Grant License  |
| Gaffney, George                   | 1467569 | Comity | Grant License  |
| Garrity, John P.                  | 1477271 | Exam.  | Take FE        |
| Gavin, Charles                    | 1128299 | Exam.  | AIN            |
| Gavin, Chanes<br>Gelisen, Giokhan | 1237994 |        | Grant License  |
| •                                 |         | Comity | AIN            |
| Gibert, Ryan                      | 1470315 | Comity |                |
| Gomba, Stephen                    | 1414141 | Exam.  | Take P         |
| Grunau, Andrea                    | 1465839 | Exam.  | AIN            |
| Gulyas, Edward                    | 1342581 | Exam.  | AIN            |
| Hahn, Eric                        | 1470285 | Comity | Grant License  |
| Haines, Robert                    | 1490680 | Comity | Grant License  |
| Harkey, Michael                   | 1457941 | Comity | AIN            |
| Hartman, Jan                      | 1465841 | Comity | Grant License  |
| Hasz, Juston                      | 1304615 | Comity | Grant License  |
| Hawley, Harmonie                  | 1465830 | Exam.  | Take P         |
| Heiser, James                     | 1470384 | Exam.  | Take PLS       |
| Henry, James F.                   | 1482508 | Exam.  | AIN            |
| Hessel, Paul                      | 1426000 | Comity | AIN            |
| Hobden, John                      | 1370532 | Comity | Grant License  |
| Holz, Richard G.                  | 1477545 | Comity | Grant License  |
| Hosier, Eric S.                   | 1459684 | Comity | Grant License  |
| Howell, III, Jefferson            | 1470400 | Comity | Grant License  |
| Howll, Wayne                      | 1477544 | Comity | Grant License  |
| Jaclyn Peranteau                  | 1473339 | Comity | Grant License  |
| Jiratatprasot, Pornchai           | 1231089 | Exam.  | AIN            |
| Joanis, Michael                   | 980501  | Exam.  | AIN            |
| Jocelyn, Daniel                   | 1470050 | Comity | Grant License  |
| Jones, Curtis                     | 1275914 | Comity | Grant License  |
| Jones, Paul G.                    | 1480426 | Comity | AIN            |
| Joy, Nitish                       | 1477563 | Comity | Grant License  |
| Kavanagh, Edward P.               | 1470110 | Exam.  | Take P         |
| Keene, Joseph F.                  | 1270135 | Comity | Grant License  |
| ·                                 |         | •      |                |
|                                   |         |        |                |

| Kelley, Jr., John T.     | 1485338 | Comity | Grant License        |
|--------------------------|---------|--------|----------------------|
| Kenyon, Elizabeth        | 1470404 | Exam.  | Take P               |
| Knott, Stephen           | 1473337 | Comity | Grant License        |
| Konicki, William P.      | 1480543 | Comity | AIN                  |
| Krause, Scott E.         | 1482448 | Comity | Grant License        |
| Kucirka, Mark J.         | 1480539 | Comity | Grant License        |
| Lamartina, William       | 1478278 | Comity | Grant License        |
| Larsen, Jerry O.         | 1485150 | Comity | Grant License        |
| Leo, Robert              | 1457433 | Comity | Grant License        |
| Leon, Jorge              | 1467099 | Comity | Grant License        |
| Leone, David             | 1329144 | Comity | Grant License        |
| Lescarbeau, Michael      | 1473327 | Comity | Grant License        |
| Liebert, Gregory         | 1463560 | Comity | Grant License        |
| Liu, Jian                | 1332190 | Exam.  | AIN                  |
| Loukas, Efstathios       | 1465615 | Exam.  | Take FE              |
| Malinowski, Christian J. | 1470073 | Comity | AIN                  |
| Malkin, Ella             | 1231674 | Comity | Grant License        |
| Mangindin, Lawrence P.   | 1467192 | Comity | Grant License        |
| Manning, Carmen          | 1409608 | Comity | Grant License        |
| Markell, Kevin P.        | 1320243 | Comity | Grant License        |
| McClure, Roland          | 1473286 | Comity | AIN                  |
| Michaud, Christopher     | 1463531 | Comity | AIN                  |
| Miller, Denis, J.        | 1463553 | Comity | Grant License        |
| Miller, Dennis, L.       | 1361606 | Comity | Grant License        |
| Mingle, Joseph           | 1414842 | Exam.  | Take F & P           |
| Moecki, Eric             | 1463592 | Comity | AIN                  |
| Mohan, Sita              | 1192265 | Exam.  | AIN                  |
| Monroe, Luis             | 1440376 | Comity | AIN                  |
| Morin, Kevin D.          | 1411906 | Comity | Grant License        |
| Moser, Adam              | 1379273 | Comity | Grant License        |
| Naumcherski, Ljupcho     | 52261   | Comity | Grant License        |
| Nienstedt, Edward        | 1473262 | Exam.  | Take FE              |
| Norman, Dennis J.        | 1446544 | Comity | Grant License        |
| O'Connor, Neil           | 1256690 | Comity | AIN                  |
| Oppel, Jeanne            | 1467171 | Exam.  | AIN                  |
| Orndorff, Eric           | 1469315 | Comity | AIN                  |
| Pantelis, John Jr.       | 1480540 | •      | AIN                  |
| Paradis, Lance           | 1485666 | Comity | Grant License        |
| ,                        | 1473318 | Comity |                      |
| Patel, Gaurav            |         | Comity | Grant License<br>AIN |
| Patel, Valnach           | 1473487 | Exam.  |                      |
| Patel, Kalpesh           | 1472811 | Exam.  | Take FE              |
| Patel, Mayur             | 1483862 | Exam.  | Take P               |
| Patel, Mitul             | 1448429 | Comity | Grant License        |
| Pereira, Jose            | 1473303 | Comity | AIN                  |
| Perera, Withanage        | 1467895 | Exam.  | Take P               |
| Petroski, Daren V.       | 1473279 | Comity | Grant License        |
| Pierga, John C.          | 1482319 | Comity | AIN                  |
| Poirrier, Philip         | 1434905 | Comity | AIN                  |
| Powell, Jr., Carl        | 1477561 | Comity | Grant License        |
| Reinoso, Gabriel         | 1473909 | Exam.  | AIN                  |
| Reynolds, Peter          | 1473308 | Comity | Grant License        |
| Riley, Todd              | 1483863 | Comity | Grant License        |
| Samulis, Patrick         | 1467644 | Exam.  | Take P               |
| San Clemente, Joseph L.  | 1461815 | Comity | Grant License        |
|                          |         |        |                      |

| Sawchuk, Ernest A.     | 1460502 | Comity | AIN           |
|------------------------|---------|--------|---------------|
| Schnakofsky, Alejandro | 1471443 | Exam.  | Take FE       |
| Schwartze, Charles R.  | 1479461 | Comity | AIN           |
| Sen, Krishna C.        | 984491  | Comity | Grant License |
| Serbest, Oguz          | 1432018 | Exam.  | Take FE       |
| Shah, Jignesh          | 1371029 | Exam.  | Take P        |
| Showler, John E.       | 1490713 | Comity | AIN           |
| Skrelja, George        | 1464492 | Comity | Grant License |
| Small, Garrett D.      | 1453518 | Comity | AIN           |
| Snyder, Jason          | 1391262 | Comity | Grant License |
| Snyder, Jr., Franklin  | 1478173 | Comity | AIN           |
| Staley, Barton W.      | 1482453 | Comity | Grant License |
| Standish, Benjamin     | 1473335 | Comity | Grant License |
| Stanley, George        | 1440345 | Comity | Grant License |
| Stickles, David        | 1480955 | Comity | AIN           |
| Sutherland, Peter E.   | 1477558 | Comity | AIN           |
| Taylor, Andrew S.      | 1493410 | Comity | Grant License |
| Thorn, Charles K.      | 1479454 | Comity | Grant License |
| Tofani, Glenn D.       | 1480565 | Comity | Grant License |
| Truman, Andrew J.      | 1485153 | Comity | Grant License |
| Urlaub, Jeffrey A.     | 1470111 | Comity | Grant License |
| Van Zelst, Jason M.    | 1485329 | Comity | Grant License |
| Vargas, Carlos A.      | 1456376 | Comity | AIN           |
| Vatovec, Milan         | 1199609 | Comity | Grant License |
| Warner, Tres           | 1493396 | Comity | Grant License |
| Webemeyer, Stephen J.  | 1477555 | Comity | AIN           |
| Weiskopf, John D.      | 1470367 | Comity | Grant License |
| White, Donald          | 1453623 | Comity | Grant License |
| Youtsey, Jack          | 1463880 | Comity | Grant License |
| Zimmerman, Jamison     | 1432163 | Exam.  | AIN           |

A.I.N - Additional Information Needed

# **FULL BOARD REVIEW**

# **CERTIFICATES OF AUTHORIZATION**

The Board on a motion by BM Frantz, second by BM Cleary, voted to approve the following companies for a Certificate of Authorization:

| ZENGA DESIGNS, LLC    | TELEGENT ENGINEERING, INC. |
|-----------------------|----------------------------|
| 313 East Broad Street | 1718 W. Jarrettsville Road |
| Palmyra, NJ 08065     | Jarrettsville, MD 21084    |
| Application #1509722  | Application #1509729       |
|                       |                            |

#### **ELITE LAND SURVEYING, LLC**

20 Fordham Road Somerset, NJ 08873 Application # 1509739

# C & B CONSULTING ENGINEERS LIMITED LIABILITY COMPANY

133 Evergreen Court Mount Royal, NJ 08061 Application # 1509744

# **APEX COMPANIES, LLC**

15850 Crabbs Branch Way, Ste. 200 Rockville, MD 20855 Application # 1505849

#### **INFORMATIONAL/DISCUSSION ITEMS**

a. Licensure Exchange - Four year degree becoming the standard for surveying licensure.

This correspondence was noted for the record.

# **PUBLIC COMMENTS**

Charles Blumeling, PE, PLS, stated that while professional engineers can design septic systems and waste water treatment plants, they cannot operate them without a separate DEP license.

#### MOVE TO EXECUTIVE SESSION

The Board, on a motion by BM Frantz, second by BM Angeline, unanimously voted to enter into Executive Session to review disciplinary matters.

#### **RETURN TO PUBLIC**

On a motion contained in the Executive Session minutes, the Board re-entered into Public Session to adjourn.

# **ADJOURNMENT**

On motion by BM Frantz, second by BM Angeline, the Board unanimously voted to adjourn the meeting at 3:00pm.

#### **APPROVED BY:**

| Barry Jones, PLS | Arthur Russo              |
|------------------|---------------------------|
| President        | <b>Executive Director</b> |