

FEBRUARY 19, 2013

Regular Meeting of Mayor and Council was convened at 8:15 p.m. on February 19, 2013 in Council Chambers of Borough Hall with Council President Donovan presiding.

Council President Donovan stated that this meeting is being held in accordance with the Open Public Meetings Act of 1975 and that notice was given to the Coast Star and the Asbury Park Press on December 4, 2012.

Council President welcomed the audience and invited them to join in a moment of silent prayer and a salute to the Flag.

**ROLL CALL:** Present: Council Members Bossone, Sinneck, Donovan, Mangan, Olivera and McCarthy

Absent: None

Also present was Borough Attorney Mark Kitrick Borough and Administrator/CFO Joseph Delorio

Council Member McCarthy made a motion to add resolution 65-2013 to the consent agenda authorizing the Parks and Public Property committee to meet and prepare a letter supporting the Green Infrastructure Resiliency Planning conducted by the Conservation Fund, seconded by Council Member Mangan. Motion carried unanimously.

**PROCLAMATION:** Read Across America

**READ ACROSS AMERICA-NJ  
MARCH 1, 2013**

**WHEREAS**, the citizens of the Borough of Manasquan stand firmly committed to promoting reading as the catalyst for our students' future academic success, their preparation of America's jobs of the future, and their ability to compete in a global economy; and

**WHEREAS**, the Borough of Manasquan has provided significant leadership in the area of community involvement in the education of our youth, grounded in the principle that educational investment is the key to the community's well-being and long-term quality of life; and

**WHEREAS**, *NEA's Read Across America*, a national celebration of reading, will be conducted on March 1, 2013, which would have been the 109<sup>th</sup> birthday of Theodor Seuss Geisel, better known as Dr. Seuss; and

**WHEREAS**, *NEA's Read Across America* is being conducted statewide by the New Jersey Education Association, in partnership with the New Jersey State League of Municipalities, the New Jersey Library Association, and their local affiliates across the state to promote reading and adult involvement in the education of our community's students;

**NOW, THEREFORE, BE IT RESOLVED**, that I, George R. Dempsey, Jr., Mayor of the Borough of Manasquan, on behalf of the Borough Council and the good people of Manasquan to assure that every child is in a safe place reading together with a caring adult on March 1, 2013:

**AND BE IT FURTHER RESOLVED**, that this body enthusiastically endorses NEA's *READ ACROSS AMERICA* and recommitts our community to engage in programs and activities to make America's children the best readers in the world. Let true and official copies of the Proclamation be spread upon the minutes of the Borough Council meeting held on the 19th day of February, 2013.

**APPOINTMENT: Mr. Charles Rooney – Borough Engineer Report**

Mr. Charles Rooney read the Engineer's report dated February 19, 2013.

There was discussion on the emergency generator at borough hall and the lift stations emergency generator capabilities.

There was discussion on the sand sifting project and the machinery that will be used and the amount of people to be used to monitor the project.

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**APPOINTMENT:**

Council President Donovan made the following appointments on behalf of the Mayor.

Michael Simneck – Environmental Commission Member  
Unexpired Term – 01/01/2013-12/31/2015

Daniel Seitz – Environmental Commission Alternate #2  
Unexpired Term – 01/01/2012 – 12/31/2013

Mr. DeIorio reported that the borough was successful with a social media pilot program and FEMA has asked the borough to participate in a new pilot program which will have a truck in the area testing FEMA's ability to get real time data on elevations by driving the vehicle around. He stated that there is a resolution (61-2013) on the consent agenda to allow for the pilot program.

**CONSENT AGENDA**

**RESOLUTION  
55-2013**

**BE IT RESOLVED** by the Council of the Borough of Manasquan, County of Monmouth, State of New Jersey that:

**WHEREAS**, a refund of monies is due to the following:

NAME: BOARDWALK CONCESSIONS, LLC  
D/B/A SEA WATCH  
THEODORE FINTA  
561 BRADLEY BLVD.  
TOMS RIVER, NJ 08753

AMOUNT OF REFUND DUE: \$2,500.00

REASON FOR REFUND: BUILDING DESTROYED IN SUPER STORM  
SANDY. CONTRACT TERMINATED BY BOTH  
PARTIES.

**NOW, THEREFORE, BE IT RESOLVED** that the Chief Financial Officer is hereby authorized and directed to draw a warrant in the said amount to the above listed refunds with said warrant to be charged against the General Ledger.

**RESOLUTION  
56-2013**

**RESOLUTION OF THE OF BOROUGH OF  
MANASQUAN AUTHORIZING AN INCREASE OF THE  
BID THRESHOLD TO \$36,000**

**WHEREAS**, in accordance with Finance Notice LFN 2011-27, the State of New Jersey has adjusted the bid threshold for awarding contracts pursuant to the Local Public Contract Law and has given local contracting units the ability to increase the bid threshold up to \$36,000 with a Qualified Purchasing Agent; and

**WHEREAS**, the Borough of Manasquan has appointed Joseph DeIorio, Qualified Purchasing Agent in accordance with N.J.A.C. 5:34-5 et seq.; and

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**WHEREAS**, the Borough of Manasquan desires to take advantage of the increased bid threshold and quotation threshold.

**NOW, THEREFORE BE IT RESOLVED** by the Borough Council of the Borough of Manasquan that it does hereby authorize the increase of bid threshold to \$36,000 in accordance with N.J.A.C. 5:34-5 et seq.

### **RESOLUTION 57-2013**

**BE IT RESOLVED** by the Council of the Borough of Manasquan, County of Monmouth, State of New Jersey that:

**WHEREAS**, a refund of monies are due to the following:

NAME: ATLANTIC HOME MODULARS  
50 TAYLOR AVE  
MANASQUAN, NJ 07506

AMOUNT OF REFUND DUE: \$500.00

REASON FOR REFUND: SECURITY DEPOSIT TRAILER STORAGE

**NOW, THEREFORE, BE IT RESOLVED** that the Chief Financial Officer is hereby authorized and directed to draw a warrant in the said amount to  
the above listed refunds with said warrant to be charged against the General Ledger.

### **RESOLUTION 58-2012**

**WHEREAS**, the through Executive Order 104 (October 27, 2012), the State of New Jersey declared a State of Emergency as a result of the impact of Hurricane Sandy and the aftermath; and

**WHEREAS**, the Borough of Manasquan had also declared a local State of Emergency; and,

**WHEREAS**, the State of New Jersey Local Public Contracts Law 40A:11-6 allows municipalities to approve emergency contracts; and

**WHEREAS**, the bid threshold for the Borough of Manasquan is \$26,000; and

**WHEREAS**, the section states "*Any contract may be negotiated or awarded for a contracting unit without public advertising for bids and bidding therefore, notwithstanding that the contract price will exceed the bid threshold, when an emergency affecting the public health, safety or welfare requires the immediate delivery of goods or the performance of services*"; and

**WHEREAS**, the Local Public Contracts Law also requires quotes for an amount of 15% of the bid threshold; and

**WHEREAS**, the purchasing agency has been notified that an emergency exists for the purpose of providing debris removal for emergency protective measures and recovery measures and that noticed has satisfied the purchasing agent; and

**WHEREAS**, through Executive Order #104, the Governor as executed a cooperative Hurricane Sandy clean-up contract on November 2, 2012 and Special Notice provision under the Department of Treasury with Arcadis U.S. Inc., 17-17 Route 208, Fair Lawn NJ 07410, for the purposes of addressing an emergent need contract under EO 104 for monitoring the sand sifting operation and monitor the truck hauling the sifted debris to the TDMA from State or Local Government entity roads and properties preparation of FEMA reimbursement; and

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**NOW THEREFORE BE IT RESOLVED**, that the Borough of Manasquan authorizes the Mayor to sign and execute an agreement with Arcadis U.S. Inc. under the Special Notice of the NJ Department of Treasury for an amount not to exceed \$12,540; and

**BE IT FURTHER RESOLVED**, that the Chief Financial Officer and Purchasing Agent is authorized to execute an agreement with said company and certify funds under the provisions of an emergency contract under 40A:11-6 and N.J.S.A. 40A: 4-46 to pay for the costs associated with the hurricane that exceed the cost of providing services under non-emergency conditions, the deferred charge to be raised in the following year's budget will be excluded from the cap pursuant to the same exceptions; for the N.J.S.A. 40A: 4-45.3bb (municipal), 4-45.4(g) if necessary.

**RESOLUTION  
59-2013**

**RESOLUTION AUTHORIZING CONTRACTS WITH CERTAIN  
APPROVED STATE CONTRACT VENDORS FOR CONTRACTING  
UNITS PURSUANT TO N.J.S.A. 40A:11-12a**

**WHEREAS**, the Borough of Manasquan, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

**WHEREAS**, the Borough of Manasquan has the need on a timely basis to purchase goods or services utilizing State contracts for the purpose of the acquisition of a 2012 Ford Explorer Police Interceptor; and

**WHEREAS**, the Borough of Manasquan intends to enter into contracts with: CHERRY HILL WINNER FORD, located at 250 Berlin Road, Cherry Hill, NJ 08034 through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts;

**NOW THEREFORE BE IT RESOLVED**, that the Borough of Manasquan authorizes the Purchasing Agent to purchase certain goods or services from said contractor by approved New Jersey State Contract A79113/T2789, pursuant to all conditions of the individual State contracts, in the amount of \$35,645.50; and

**BE IT FURTHER RESOLVED**, that the governing body of the Borough of Manasquan pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer; and

**RESOLUTION  
60-2013**

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WHEREAS, the Borough of Manasquan has the need to purchase two (2) copy machines for the Police Department and Finance Department; and

WHEREAS, the five quotes requested for this purchase, are as follows:

Konica Minolta Bizhub 363 Image Systems	<u>\$4,400.00</u>
Ricoh Option A MP4002SP Ricoh, USA	<u>\$6,059.00</u>
Ricoh Option B MP 3352SP Ricoh, USA	<u>\$5,570.00</u>
Sharp MXM363N Shore Business Solutions	<u>\$6,007.00</u>
Xerox WC5335P Xerox Corporation	<u>\$6,036.00</u>

WHEREAS, the Borough of Manasquan's bid threshold per resolution 251-11 is \$26,000; and

WHEREAS, as a result the Borough of Manasquan intends to enter into contract with: Xerox Corporation through this resolution and properly executed contracts, which shall be subject to all the conditions applicable; and

WHEREAS, the specifications based on energy efficient costs, price per copy, service maintenance and work load requirements, it has been recommended that Xerox WC5335P be awarded.

NOW THEREFORE BE IT RESOLVED, that the Borough of Manasquan authorizes the

Purchasing Agent to purchase certain goods or services from said contractor by approved New Jersey State Contract #071823801, pursuant to all conditions, in the amount of \$6,036.00; and

#### RESOLUTION 61-2013

WHEREAS, the Borough of Manasquan was selected by FEMA for a social media pilot program to assist residents in emergencies; and

WHEREAS, the use of social media during Superstorm Sandy proved invaluable; and

WHEREAS, representatives of FEMA have selected Manasquan for a pilot program called RAMPP: Risk Assessment, Mapping and Planning Partners, to identify innovative ways to collect and utilize elevation data to assist in the Post Sandy recovery in New Jersey and New York; and

WHEREAS, RAMPP will develop remotely sensed estimates of first-floor elevations (FFE) for approximately 355 structures in the Borough of Manasquan, a community severely impacted by Hurricane Sandy; and

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**WHEREAS**, this effort will take place on Tuesday February 26, 2013 and involves driving a vehicle with 'remotely sensed' elevation data acquired using GPS receivers, lasers and other specialized equipment; and

**WHEREAS**, the RAMP team will not require access to any property to collect this data and will be limited to public roadways and right of ways; and

**WHEREAS**, RAMP will also present the results of this pilot project to FEMA as an example of how such data can be leveraged for risk assessment and analysis in other Sandy-affected communities; and

**WHEREAS**, RAMP research and development initiative is not connected to any FEMA project and is funded entirely by RAMP; and

**NOW BE IT RESOLVED**, that the Governing Body of the Borough of Manasquan authorize RAMP to conduct this pilot program to obtain data through new and emerging technology.

#### **RESOLUTION 62-2013**

#### **RESOLUTION AUTHORIZING EXTENTION OF THE WAIVING OF FEES FOR PERMITS AND INSPECTIONS RELATING TO DAMAGE FROM SUPER STORM SANDY**

**WHEREAS**, many property owners in the Borough of Manasquan have experienced substantial damage as a result of Super Storm Sandy; and

**WHEREAS**, many property owners will need to obtain permits and inspections to address the damage caused by Super Storm Sandy; and

**WHEREAS**, the State of New Jersey by letter of November 2, 2012 from the Director of Division of Codes and Standards has advised municipalities that if the municipal fees for permits and inspections to repair damage from Super Storm Sandy are waived that the State will also waive State permit surcharge fees; and

**WHEREAS**, the Borough of Manasquan wished to memorialize the waiver of Borough fees for permits and inspections of emergency repair damage from Super Storm Sandy upon proof from the property owner that the repair work is related to damage from Super Storm Sandy which will also permit the waiver of the State permit fees, and waiver of fees be effective from October 29, 2012 through February 28, 2013.

**WHEREAS**, the Borough of Manasquan is desirous of granting an extension to waiving permit fees from February 28, 2013 to March 28, 2013 for the following permits:

- 1) Storm related fees that are not new construction
- 2) Demolition fees

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Borough Council of the Borough of Manasquan that it does hereby authorize the Construction Official to waive the Borough fees for permits and inspections to repair damage from Super Storm Sandy upon proof from the property owner that the repair is related to damage from Super Storm Sandy and the waiver of fees be effective through March 28, 2013.

#### **RESOLUTION 63-2013**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Manasquan, in the County of Monmouth, that the resignation of John J. Mahoney, from the position of Police Officer is hereby accepted.

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The date of resignation will be determined by the intergovernmental sending and receiving jurisdictions which will be no later than April 15, 2013; and

**BE IT FURTHER RESOLVED** that the Municipal Clerk be and is hereby authorized to file the appropriate paperwork for the intergovernmental transfer for John J. Mahoney; and

**BE IT FURTHER RESOLVED** that the Chief of Police be and is hereby authorized to seek a replacement for the vacancy in the police department.

**RESOLUTION  
65-2013**

**WHEREAS**, the Borough of Manasquan is interested in the Green Infrastructure Resiliency Planning Conducted by the Conservation Fund; and

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Manasquan that the Parks and Public Property Committee draw up a letter for the mayor's signature in favor of Green Infrastructure Resiliency Planning conducted by the Conservation Fund.

**RESOLUTION  
64-2013**

**BE IT RESOLVED BY THE BOROUGH COUNCIL OF THE BOROUGH OF MANASQUAN, IN THE County of Monmouth, New Jersey** (not less than three (3) members thereof affirmatively concurring) as follows:

1. All bills or claims as reviewed and approved by the Administration & Finance Committee and as set forth in this Resolution are hereby approved for payment.
2. The Mayor, Municipal Clerk and Chief Financial Officer are hereby authorized and directed to sign checks in payment of bills and claims which are hereby approved.

The computer print-out of the list of checks will be on file in the Clerk's Office.

Current Fund	723,010.16
Water/Sewer Fund	30,512.07
Beach Fund	20,471.39
General Capital Fund	605.46
Water/Sewer Capital Fund	1,833.89
Beach Capital Fund	12,410.50

Council Member Mangan made a motion to approve the Consent Agenda, seconded by Council Member McCarthy. Motion carried by the following vote "yes" Council Member Bossone, Sinneck, Donovan, Mangan, Olivera, and McCarthy, "no" none.

**ORDINANCES**

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The Borough Attorney read the title of ordinance 2131-13 for second reading and final hearing.

**ORDINANCE AMENDING CHAPTER 4 (GENERAL LICENSING)  
SECTION 4-16 (TAXICABS, AUTOCABS) OF THE BOROUGH OF  
MANASQUAN CODE IN THE BOROUGH OF MANASQUAN, COUNTY  
OF MONMOUTH, STATE OF NEW JERSEY**

Council Member Mangan made a motion to open the hearing to the public, seconded by Council Member McCarthy. Motion carried unanimously.

There being none Council Member Sinneck made a motion to close the public portion, seconded by Council Member Mangan. Motion carried unanimously.

Council Member Sinneck made a motion to pass and publish ordinance 2131-13 according to law, seconded by Council Member McCarthy. Motion carried by the following vote; "yes" Council Member Bossone, Sinneck, Donovan, Mangan, Olivera, and McCarthy, "no" none.

**APPROVAL OF MINUTES**

Work Session and Regular Minutes December 3, 2012  
(Absent None)

Council Member Mangan made a motion to approve the minutes, seconded by Council Member Bossone. Motion carried unanimously with Council Members Sinneck and Olivera abstaining.

Work Session and Regular Minutes December 17, 2012  
(Absent Mangan)

Council Member Bossone made a motion to approve the minutes, seconded by Council Member McCarthy. Motion carried unanimously with Council Members Sinneck, Mangan, and McCarthy.

Special Meeting Minutes December 27, 2012  
(Absent Connolly and Jacobson)

Council Member Bossone made a motion to approve the minutes, seconded by Council Member McCarthy. Motion carried unanimously with Council Members Sinneck and Olivera abstaining.

**COMMITTEE REPORTS**

Beach Committee – Council Member Bossone reported that the badge and parking pass sales will begin April 1 until April 6, 2013, Monday through Saturday, 10 a.m. to 2 p.m. at the Rec Annex on Atlantic Avenue. He reported on the sand sifting and the raking of the beach.

There was discussion on how much sand and how many properties are in need of sand removal on their property.

Law and Code Committee – Council Member Sinneck reported that there were 72 non storm related permits which generated \$4,626.10 and 58 storm related permits of which 6 were for demolitions. He reported that the law and code committee is anticipating a substantial increase in work loads and the committee is taking action to stream line the process. He went over some of the changes that will be implemented in the code department.

Administration and Finance Committee – Council Member Mangan reported that there is a schedule budget meeting this Saturday, February 23, 2013 and that the committee will be meeting before then to discuss the expenditures of the various departments that will be discussed.

Public Property & Parks Committee – Council Member Olivera reported that the committee met and discussed the condition of the bulkhead and docks post Sandy and the committee is requesting that the governing body authorize the borough engineer to provide a detailed assessment of the condition of the Perine Blvd. and Fourth Avenue municipal docks.



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Council Member Olivera made a motion to have the borough engineer provide a detailed assessment of the condition of the municipal docks, seconded by Council Member Mangan. Motion carried unanimously.

Council Member Olivera continued with his report. He reported on the SBLSS and the process that is needed to get the building repaired since it is a historic site. He reported on the balloon release issue and he advised that the committee researched the environmental affect with balloon releasing. He reported that the findings are not clear cut and that there is debate on both sides and he advised that the Borough should not take any action at this time against biodegradable balloons releasing. He reminded everyone that the boat slip lottery applications must be received between February 18 and March 19, 2013.

Public Safety & Recycling – Council Member McCarthy reported on the resignation of Officer Mahoney and he advised that it is the recommendation of the committee to look into the option of a lateral hire. He also reported that there was a retirement of a records clerk in the police department and the committee is recommending hiring a part-time employee to fill the vacant clerk's position. He reported on the drills that will be taking place at the schools due to the recent school shootings in Connecticut. He reported on the planning board meetings post storm.

Public Works Committee – Council Member Donovan reported that the public works department is still making repairs and cleaning up from the storm including storm drains. He reported that the debris site in Pompano parking lot should be completely cleaned up by April 29, 2013. He reported that the committee is recommending hiring a part time clerk for the public works department. He stated that the public works department is putting together a list of damaged curb boxes or sewer caps that were damaged during the debris removal. He thanked the two individuals that resigned from the Environmental Commission for their service to the borough and wished them well in their future endeavors and he welcomed the new member and the returning member to the commission. He reported that a rain barrel workshop will be conducted at the Rec Annex on Thursday, March 21, 2013 and information can be found on the borough website and the Rutgers website and the commission will be conducting beach sweeps on April 27, 2013 and October 19, 2013. He recommended that the borough have another town wide garage sale for two days on the first weekend in May. He stated that he has received calls regarding water meters being damaged in the beachfront area because of the storm where the water was shut off at the curb and the meters froze and when the homeowner went to get a disconnect the meters need to be turned in and they are being charged \$200 for the damaged meter. He asked that council consider waiving these fees for the properties that were not occupied because of damage due to the storm where meters froze.

Mr. Delorio stated that this would have to be done by a formal resolution.

#### AUDIENCE PARTICIPATION

Council Member Mangan made a motion to open meeting to the public, seconded by Council Member Sinneck. Motion carried unanimously.

Carl Straub, 27 Willow Way voiced his opinion on the lack of discussion on the water issues and the water treatment plant. He wanted to know who he can speak to to get answers to all the professional reports that have been submitted and when the work will begin.

Council President referred Mr. Straub to the borough attorney for his response.

Mr. Kirtick stated that there was a resolution adopted at the February 9, 2013 which extends the scope of services for Black and Veatch and in the body of the resolution includes a number of activities that Black and Veatch would be performing. He read the list of items that are on the resolution for Mr. Straub.

Mr. Straub wanted to know who would be working with Black and Veatch and who would have the feedback to the residents as to the success.

Mr. Delorio stated that the Superintendent of Public Works has been working with Black and Veatch. He stated that there is information on the work that was done on Willow Way which is in a report by Black and Veatch which is marked draft and it has been requested that this report be marked as final since a draft report it is not subject to the Open Public Records Act (OPRA).

Mary Ryan, 113 Beachfront inquired about the sand sifting and the area west of the beach walk that is borough property. She wanted to know if that area is going to be milled.

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Borough Engineer Charles Rooney stated that the 10 feet west of the walk way the company will go down 12" and sifting the sand.

Ms. Ryan wanted to know what is going to be done to enforce dog owners to clean up after their dogs.

Council Member Bossone stated that most of the signs are down but even when they were up the same thing happened. He stated that this has been in discussion for years to try and get this to stop.

Council Member McCarthy stated that Officer Rooney has been issuing summonses to dog owners who do not have their dog on a leash or clean up after the.

There was discussion on ways to try and get the dog owners aware of the ordinance and to get them to clean up after them or to keep the dogs on leashes.

Pat Straub, 27 Willow Way stated that she is baffled that money is being spent on beautification of the Plaza after Hurricane Sandy and all the other money that has to be spent to get this town in shape while she has lived with the water problem for 10 months. She wanted to know when the end date will be. She suggested hooking the area up to Wall Township and pay Wall Township and she does not understand why this can not happen. She voiced her opinion on T&M and their involvement with the water treatment project. She stated that she does not go to any restaurant in Manasquan because she will not drink the water.

Council President Donovan stated that it is not beautification that it is infrastructure repair because the culvert under the road is about to collapse. He stated that he believes that the town has done quite a bit for the Willow Way area and that they are working with one of the premier companies to try and fix the problem.

There was discussion on the process of hiring Patock Construction and T&M Associates and which roles each company has in the building of the water treatment plant.

Ms. Straub wanted to know who messed up.

Mr. Kitrick stated that no one can offer an opinion at this time because there is a claim with the Bond Company for Patock Construction as Patock Construction was in default under the contract. He advised that the council has extended the contract with Black and Veatch to perform some of the work that is in the resolution that was discussed earlier.

Ms. Straub wanted to know that if by June 1 nothing has changed will they be hooked up to Wall Township water.

Council President Donovan stated that they will look into this to see if it is a possibility.

Council Member McCarthy went over what has been done and that things will continue to happen to find a solution to the problem and get it fixed. He stated that the borough has been working on this and will continue to work on this until the problem is resolved. He reiterated that there is limited discussion because of possible litigation.

Council Member Mangan made a motion to close the public portion, seconded by Council Member McCarthy. Motion carried unanimously.

Council Member Mangan made a motion to close the regular meeting at 9:20 p.m., seconded by Council Member Bossone. Motion carried unanimously.

Respectfully submitted,

*B. Blawie*

Barbara J. Blawie  
Municipal Clerk

DATE APPROVED 5-16-2013