

MAYOR AND COUNCIL
BOROUGH OF CLOSTER

REGULAR MEETING MINUTES – MONDAY, NOVEMBER 25, 2013 - 7:30 P.M.

Council President, John C. Glidden, Jr., called the meeting to order at 8:10 p.m.

1. PROVISIONS OF OPEN PUBLIC MEETINGS ACT STATEMENT

This meeting is called pursuant to the provisions of the Open Public Meetings Act of the State of New Jersey, was included in the Notice of Meetings which was published in The Record and the Star Ledger issues of January 8, 2013, was posted on the Municipal Clerk's bulletin board and has remained continuously posted as the required notices under the Statute. In addition, a copy of the notice is and has been available to the public and is on file in the office of the Municipal Clerk.

2. ROLL CALL

The following persons were present:

Councilpersons John C. Glidden, Jr., Council President; Alissa Latner,
John Kashwick, David Barad and Arthur Dolson
Borough Administrator, Richard Sheola
Borough Attorney, Edward T. Rogan
Borough Clerk, Loretta Castano
Borough Engineer, Nick DeNicola
Chief of Police, Dennis Kaine

The following persons were absent:

Mayor Sophie Heymann
Councilwoman Victoria Amitai

3. MAYORAL APPOINTMENTS (*NON-SALARIED*) TO THE FOLLOWING
BOARDS/COMMISSIONS:

<u>OFFICE</u>	<u>APPOINTEE</u>	<u>TERM</u>	<u>EXPIRATION</u>
ENVIRONMENTAL COMMISSION			
Alt. No. 2	_____	2 Years	12/31/14

4a. VOTE ON CONSENT AGENDA ITEMS

Motion approving the Consent Agenda minus Item Nos. 5, 6 and, 12 was made by Councilman Kashwick, seconded by Councilwoman Latner and declared carried by Council President John C. Glidden, Jr. upon the affirmative vote of Councilpersons Latner, Kashwick, Barad and Dolson.

RESOLUTIONS

5. RESOLUTION AUTHORIZING DEPUTY TREASURER TO RELEASE AND RETURN REMAINING ZONING BOARD OF ADJUSTMENT LEGAL ESCROW FEES IN THE AMOUNT OF \$503.00 TO ROBERT & DOLORES WITKO FOR SUCCESSFUL COMPLETION OF SERVICES RENDERED FOR APPLICATION AT BLOCK 1710 LOT 7, 17 BOGERT STREET (Received from Deputy Treasurer 11/7/13) (Adjourned from RM 11/13/13)

6. RESOLUTION MEMORIALIZING THE DECISION OF THE COUNCIL (RM 11/13/13) REGARDING THE APPEAL BY RESIDENT OF 215 HIGH STREET OF THE RECOMMENDED FINES AND MITIGATION FOR VIOLATION OF THE TREE ORDINANCE (Received from Borough Attorney 11/19/13)

Councilman Kashwick referred to the agreement relative to the fine and the planting of trees in mitigation for the violation. Borough Attorney referred to the minutes of the meeting of November 13, 2013 indicating different recommended fines and requested that this item be removed from the Consent Agenda. No objections were expressed by Council members.

7. RESOLUTION AUTHORIZING DEPUTY TREASURER TO ISSUE A REFUND CHECK IN THE AMOUNT OF \$2,963.75 TO CORE LOGIC FOR BLOCK 1713 LOT 4, 22 CLARKE STREET DUE TO A TAX OVERPAYMENT (Received from Tax Collector 11/18/13)
8. RESOLUTION AUTHORIZING DEPUTY TREASURER TO ISSUE A REFUND CHECK IN THE AMOUNT OF \$5,510.94 TO DWL MONMOUTH, INC., C/O DANIEL CHO, CPA FOR BLOCK 1607 LOT 3.14, CLOSTER COMMONS UNIT B6 AND BLOCK 1607 LOT 3.15, CLOSTER COMMONS UNIT B5 DUE TO A TAX OVERPAYMENT (Received from Tax Collector 11/14/13)
9. RESOLUTION APPROVING THE SETTLEMENT OF A TAX APPEAL FOR THE YEARS 2012 & 2013: ESTATE OF GRACE MORITZ V. CLOSTER FOR BLOCK 1318, LOT 1, 444 HIGH STREET (Received from Borough Attorney 11/18/13)
10. RESOLUTION APPROVING THE SETTLEMENT OF A TAX APPEAL FOR THE YEARS 2012 & 2013: ESTATE OF HELEN MORITZ V. CLOSTER FOR BLOCK 1318, LOT 2, 450 HIGH STREET (Received from Borough Attorney 11/18/13)
- 10a. RESOLUTION REVISING APPROVAL OF AN ITEM OF REVENUE AND APPROPRIATION UNDER N.J.S.A. 40A: 4-87 FOR THE 2011 TONNAGE GRANT IN THE AMOUNT OF \$15,182.39

MOTIONS

11. MOTION APPROVING THE FOLLOWING MINUTES (Distributed 11/22/13)
 NO ABSTENTIONS:
 - a. REGULAR MEETING HELD 11/13/13
 - b. WORK SESSION HELD 11/13/13

12. MOTION APPROVING APPOINTMENTS TO THE FOLLOWING BOARDS/COMMISSIONS:

<u>OFFICE</u>	<u>INCUMBENT</u>	<u>APPOINTEE</u>	<u>TERM</u>	<u>EXPIRATION</u>
BOROUGH HISTORIAN	<u>William Cahill</u> (non-acceptance)	_____	1 Year	12/31/13
IMPROVEMENT COMMISSION				
Member/HP Liaison	<u>Irene Stella</u> (resigned)	_____	2 years unexp. (Stella) to	12/31/13
Member	<u>Tina Stratton</u> (non-acceptance)	_____	2 Years	12/31/14
Member	<u>(Cherylin Clarke)</u> (resigned)	_____	2 Years unexp. (Clarke) to	12/31/13
Alt. No. 1	<u>Shiran Slutzky</u> (resigned)	_____	2 Years unexp. (Slutzky) to	12/31/13
Alt. No. 2	<u>Wilson Reimers</u> (non-acceptance)	_____	2 Years	12/31/14

- 12a. MOTION TO WAIVE THE REQUIREMENT OF A HOLD HARMLESS AGREEMENT AND INSURANCE FOR JOSEPH ADAMS FOR A BOROUGH SPONSORED SEMINAR FOR EMPLOYEES TO BE HELD ON DECEMBER 12, 2013

13. REPORTS

(None received at the time of preparation of this Agenda)

4b. VOTE ON ITEMS REMOVED FROM THE CONSENT AGENDA

At this time, Borough Attorney read the following Resolution which he had prepared during the meeting and will memorialize for the next Council meeting:

10b. “RESOLUTION AUTHORIZING A TOWNWIDE GARAGE SALE ORGANIZED BY THE CLOSTER FOOD AND ASSISTANCE BOARD AND WAIVING A PERMIT FEE FOR PARTICIPATION.

THE GOVERNING BODY IS CONSIDERING (ITEM NO. 5 ON THE MAIL LIST OF 11/14/13) WHICH IS A LETTER FROM THE CLOSTER FOOD AND ASSISTANCE BOARD REQUESTING PERMISSION TO ORGANIZE A TOWNWIDE GARGE SALE AS A FUND RAISER PLACING DATES 10/17/14 TO 10/19/14, AND THAT IT BE PLACED ON THE BOROUGH CLENDAR;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF CLOSTER THAT THE ACTION FOR AUTHORIZING THE TOWNWIDE GARAGE SALE SPONSORED BY THE CLOSTER FOOD AND ASSISTANCE BOARD AS A FUND RAISER BE PLACED ON THE BOROUGH’S 2014 CALENDAR; THAT THE EVENT TO TAKE PLACE ON 10/17/14 TO 10/19/14; AND BE IT FURTHER RESOLVED THAT THE FEES FOR PARTICIPATION SHALL BE WAIVED”

Motion of approval was made by Councilman Barad, seconded by Councilwoman Latner and declared carried by Council President Glidden upon the affirmative vote of Councilpersons Latner, Kashwick, Barad and Dolson.

At this time, Council President Glidden asked for a Moment of Silence on the passing of Jack McTigue, father of Detective Sergeant McTigue, on November 22, 2013. He said he was a long time resident of Closter, who was a member of the Knights of Columbus, served on the Closter Board of Ethics for more than 10 years, and was a Northern Valley Basketball Coach.

Council President Glidden asked for Moment of Silence on the passing of Glen Parsells’ mother Janette Parsells who passed away on November 7, 2013.

14. OPEN MEETING TO PUBLIC FOR ANY MATTER, PER N.J.S.A. 10:4-12 (a)
(Subject to 5-minute limit per By-Laws General Rule No.11)

Council President Glidden opened the meeting to the public. No one wishing to be heard, he closed the meeting to the public.

14a. Motion approving the following Closed Session Resolution at 8:20 p.m. was made by Councilman Dolson, seconded by Councilwoman Latner and declared carried by Council President Glidden on the affirmative vote of Councilpersons Latner, Kashwick, Barad and Dolson.

OMNIBUS OPEN PUBLIC MEETINGS ACT RESOLUTION authorizing the governing body pursuant to N.J.S.A. 10:4-12 to exclude the public from the next portion of the meeting in order to permit the governing body to discuss N.J.S.A. 10:4-12(b)(7) “Pending or anticipated litigation or contract negotiations” and that the items under discussion in the closed meeting would be disclosed to the public at the conclusion of contract negotiations and litigation which should be within 6 weeks.

Council President Glidden resumed the Regular Meeting at 8:34 p.m.

15. ANY OTHER MATTER WHICH MAY COME BEFORE THE GOVERNING BODY

16. ADJOURNMENT

Motion to adjourn the Regular Meeting at 8:34 p.m. was made by Councilman Dolson, seconded by Councilman Kashwick and declared unanimously carried by Council President Glidden.

Provided to the Mayor and Council
on December 6, 2013 for approval at the
Regular Meeting to be held
December 11, 2013.

Loretta Castano, RMC
Borough Clerk

Prepared by Carol A. Kroepke, RMC
utilizing recording and Borough Clerk's
notes

Approved at the Regular Meeting held December 11, 2013
Consent Agenda Item No. 21a.

MAYOR AND COUNCIL
BOROUGH OF CLOSTER

WORK SESSION NOTES – MONDAY, NOVEMBER 25, 2013 - 7:30 P.M.

The Mayor and Council of the Borough of Closter held a Work Session at Borough Hall on Monday, November 25, 2013. Council President, John C. Glidden, Jr. called the meeting to order at 7:32 p.m.

1. PLEDGE OF ALLEGIANCE

Council President Glidden invited all to join in the Pledge of Allegiance.

2. PROVISIONS OF OPEN PUBLIC MEETINGS ACT STATEMENT

This meeting is called pursuant to the provisions of the Open Public Meetings Act of the State of New Jersey, was included in the Notice of Meetings which was published in The Record and the Star Ledger on January 8, 2013, was posted on the Municipal Clerk's bulletin board and has remained continuously posted as the required notices under the Statute. In addition, a copy of the notice is and has been available to the public and is on file in the office of the Municipal Clerk.

3. ROLL CALL

The following persons were present:

Councilpersons John C. Glidden, Jr., Council President; Alissa Latner,
John Kashwick, David Barad and Arthur Dolson
Borough Administrator, Richard Sheola
Borough Attorney, Edward T. Rogan
Borough Clerk, Loretta Castano
Borough Engineer, Nick DeNicola
Chief of Police, Dennis Kaine

The following persons were absent:

Mayor Sophie Heymann
Councilwoman Victoria Amitai

4. REVIEW AND DISCUSSION OF COMMUNICATION ITEMS

a. MAIL LIST OF NOVEMBER 14, 2013 – Council President Glidden asked if any member of the Council wished to address any matter or provide any comments. Item No. 5 was removed by the Borough Clerk.

Item No. 5: Received 11/12/13, dated 11/08/13 from Annette Vasiloff, Chairperson, Food & Assistance Board re Request for permission to hold 2014 Town-Wide Garage Sale Weekend on Friday, October 17, 2014, Saturday, October 18, 2014, and Sunday, October 19, 2014 (Copy to Construction Official)

The Borough Clerk noted she would add this item to the Borough Administrator's 2014 Work Session Agenda for insurance follow through. The Borough Attorney informed he prepared

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a sample approving Resolution. Councilman Barad asked if this could be placed on the 2014 calendar because we have such advanced notice. Council President Glidden requested adopting the Resolution of approval this evening to enable same to be placed on the calendar.

b. MAIL LIST OF NOVEMBER 21, 2013 – Council President Glidden asked if any member of the Council wished to address any matter or provide any comments. Item No. 11 was removed by Councilman Kashwick; Item No. 1aII was removed by the Borough Clerk.

Item No. 11: Received 11/21/13, dated 11/21/13 from Tim Adriance, Chair, Closter Historic Preservation Commission, to boroclerk@closterboro.com re Moving the Lustron House within Closter

Councilman Kashwick wished to call this item to everyone's attention; and informed he would discuss it further during his Committee Report.

Item No. 1aII: Received 11/21/13, dated 11/21/13 from William G. Dressel, Jr., Executive Director, NJS League of Municipalities, to Borough Clerk re January 11 Human Trafficking Awareness Day – (Proclamation from City of Elizabeth attached)

The Borough Clerk informed the Mayor requested this Proclamation be placed on the Regular Meeting Agenda of December 11, 2013.

5. REVIEW AND DISCUSSION OF CONSENT AGENDA ITEMS FROM REGULAR MEETING
(Refer to Regular Meeting Agenda of November 25, 2013)

Council President Glidden asked if any member of the Council wished to discuss any item on this evening's Consent Agenda. Councilman Dolson referred to Item No. 5

5. RESOLUTION AUTHORIZING DEPUTY TREASURER TO RELEASE AND RETURN REMAINING ZONING BOARD OF ADJUSTMENT LEGAL ESCROW FEES IN THE AMOUNT OF \$503.00 TO ROBERT & DOLORES WITKO FOR SUCCESSFUL COMPLETION OF SERVICES RENDERED FOR APPLICATION AT BLOCK 1710 LOT 7, 17 BOGERT STREET (Received from Deputy Treasurer 11/7/13) (Adjourned from RM 11/13/13)

Councilman Dolson noted there was supposed to be some follow-through on this item. The Borough Attorney reminded the Borough Engineer requested the adjournment of this item for further investigation. Mr. DeNicola explained it was brought to his attention by someone from the Zoning Board and they should be contacted to obtain information.

At this time, the Borough Administrator requested the addition of a Resolution approving the 2011 Recycling Tonnage Grant which changes our previously reported award amount because the recalculations reduce our award by about \$35.00. The Borough Clerk informed this item would be added as Item No. 10a:

RESOLUTION REVISING APPROVAL OF AN ITEM OF REVENUE AND APPROPRIATION UNDER N.J.S.A. 40A: 4-87 FOR THE 2011 TONNAGE GRANT IN THE AMOUNT OF \$15,182.39 (Hand delivered by Borough Administrator 11/25/13)

6. COMMITTEE REPORTS

Council President Glidden asked the following individuals to provide their Committee Reports:

A. FINANCE AND TECHNOLOGY - DOLSON (GLIDDEN/KASHWICK)

1) STATUS REPORT RE CLOSTER WEBSITE - Councilman Dolson reported he had a brief conversation with Kevin Whitney (IT Coordinator) who informed him they are making progress with the Borough website and the email conversion from titles to employee names. They expect a trial run within a week or so.

2) REPORT – Councilman Dolson reported the Board of Health had their meeting last Thursday and they introduced an ordinance to amend their one day licensing fees for one-day vendors subject to their licensing such as a farmer’s market, sidewalk sale, street fair or town-wide events. They would like to lower the fees so that will be an incentive and benefit to all those involved. Mr. Dolson noted a member of the audience had suggested that all Boards of Health in the Northern Valley send out information about the symptoms of substance abuse to increase awareness. It was conveyed that even though there has been a lot of talk about abuse and drug testing recently but a lot of people may not know what it really is. The person in the audience thought based on the publicity that there was a lot of abuse going on, which he said is a shame because that may not be the case. The Board of Health took the suggestion under advisement.

Councilman Dolson reported the Zoning Board of Adjustment is current with their Agenda and they have three (3) new pending applications.

Regarding Finance, Councilman Dolson reported he reviewed the Budget for the year and the mid-November figures are at about 80% so he feels that is a very good showing for the year that they constructed a good budget and are managing the finances of the Borough well.

At this time, Council President Glidden noted the Zoning Board has several appointments coming up at the end of the year. Councilman Dolson said Chairman Bianco, Alternate Joan Marks and Alternate Philip Kwon all have terms expiring at the end of the year.

B. PUBLIC SAFETY - GLIDDEN (LATNER/BARAD)

1) REPORT - Council President Glidden informed he had no report this evening and invited Chief Kaine to report on any Public Safety issues.

Chief Kaine reported the two (2) new vehicles are fully operational and in service. He reported the two (2) new Patrolmen are scheduled to graduate from the academy December 20, 2013 at 3:00 p.m. and they will then be in a field training program for 12 weeks. Council President Glidden requested the Chief bring them to the Council to be recognized once they are ready to go on duty.

C. PUBLIC WORKS - LATNER (DOLSON/GLIDDEN)

1) REPORT – Councilwoman Latner reported the Public Works Committee met a couple of weeks ago and they are looking forward to going out to bid in January for July of next year.

6. COMMITTEE REPORTS (Continued)

C. PUBLIC WORKS - LATNER (DOLSON/GLIDDEN) (Continued)

Councilwoman Latner reported the Library Board of Trustees met last week. She voiced her understanding that the personnel manual (for the Library) was completed. The Borough Attorney informed he spoke to Ruth Rando (Library Director) and he feels there were two items that needed to be brought up to JIF compliance but the rest of it is fine. Mrs. Latner reported in mid-December the public will be able to utilize the new apps to check out periodicals and magazines online.

Councilwoman Latner reported there is a School Board meeting at Northern Valley Regional High School this evening and they will be discussing Judge Doyne's ruling dated 11/7/13 regarding the OPRA request by parents of students that determined the request was not overly broad. The school is trying to compile all of the information that has been requested. Regarding the turf field, they are still getting the dollar amount from the finance committee but they are still looking to get 40% of the funding from the State and 40% from debt service. Nothing is moving forward with this regarding a referendum. In answer to Council President Glidden, she voiced her understanding that the total cost will be between \$7M-\$8M for two baseball fields. The Junction will be included in this project as well so they are trying to break it down. On a surprising note, the State denied the request for a generator at the High School which is designated as an emergency shelter. The school is still looking into technology but they are unable to make any recommendations at this time.

D. ORDINANCES - BARAD (KASHWICK/AMITAI)

1) REPORT RE ORDINANCE COMMITTEE MEETINGS – Councilman Barad reported this is a quiet time of the year because they cannot introduce anything now to be passed this year. He voiced his sentiments that the committee accomplished a lot this year and most of the ordinances were introduced and already voted on. The committee will wait until 2014 to move ahead with anything new.

E. HUMAN RESOURCES - KASHWICK (DOLSON/LATNER)

1) REPORT RE PERSONNEL COMMITTEE MEETINGS – Councilman Kashwick reported the Human Resources Committee met two weeks ago and they discussed revisions to the Personnel handbook which will result in some policy changes. Once we have a draft ready, it will be circulated to the Council for review and discussion. Some items might conflict with the personnel ordinance; and should there be anything, it will be forwarded to the Ordinance Committee.

2) REPORT - Councilman Kashwick reported the Shade Tree Commission plantings should have been completed including Ruckman Park. Pruning should be completed in District 2 in December. The Commission is currently finalizing their 5 year Forestry Management Plan which they hope to vote on in early December to send to the State.

Councilman Kashwick reported he was unable to attend the last Environmental Commission meeting because he was at the League Conference.

The Historic Preservation Commission voted to endorse the relocation of the Lustron House via the letter sent to the Council in the Mail List (11. M.L. 11/21/13). The Administrator informed there have been complications finding a house moving company with all of the work still going on at the shore, but the Mayor is working on it; and the last plan he is aware of calls for moving the Lustron House to the eastern side of Schauble Park right off of Knickerbocker Road. He said it would be great if it could go across the street but that area is wetlands.

6. COMMITTEE REPORTS (Continued)

F. LAND USE AND CONSTRUCTION – AMITAI (BARAD/DOLSON)

1) REPORT – Councilwoman Amitai was not present this evening; therefore, no report was provided.

7. OLD BUSINESS

a. TELECOMMUNICATIONS TOWER (Requested by Councilman Barad at WS 11/13/13)

Borough Administrator reported that he had sent an e-mail to the Crown Castle Representative and he is still waiting for the lease information. Borough Attorney said that communication should be initiated with the provider before the end of the year. Councilman Dolson advised that a Zoning Board member advised that AT&T is trying to erect a tower in Alpine but was turned down. Borough Administrator noted that AT&T has replaced the existing cabinetry; and Borough Attorney noted that Crown Castle was looking to purchase AT&T.

Councilman Kashwick referred to the vote to eliminate grass pickup; and Janet Lukach contacted him objecting to same indicating the lack of assistance by the DPW when she attempted to dump the grass.

8. NEW BUSINESS

Borough Administrator referred to a scheduled presentation at a staff meeting in December by Joe Adams on OPRA and OPMA and questioned if an insurance certificate would be needed. He said that his assistant had contacted the Risk Manager who said same would not be needed if approved by the governing body. Motion of Approval was approved for inclusion in the Regular Meeting Agenda.

Councilman Kashwick reported on a Social Networking session that he attended at the League Conference; and he felt the Borough should look into same. Councilman Glidden reported attending a session on Shared Services which was quite interesting but noted that completion of same is very difficult.

9. OPEN MEETING TO THE PUBLIC FOR ANY MATTER PER NJSA 10:4-12(A) (SUBJECT TO A 5-MINUTE LIMIT PER GENERAL RULE NUMBER 11) EXCEPT FOR ITEMS SCHEDULED FOR PUBLIC HEARING AT THE REGULAR MEETING

Steve Isaacson, 97 Columbus, commented that the Regional School shares services and he did not understand why the Borough could not do the same. He said that the AT&T towers in Alpine would service the Parkway and basically it is a hot spot for towers. He referred to the vegetative waste pick up and questioned how much money would be saved. He cited a phone call he had received from Janet Flotard Lukach, who cannot afford to hire a landscaper, and he said that the governing body should be more considerate. Councilwoman Latner said if there are special circumstances, it can be reviewed; and Mr. Isaacson referred to the procedure for picking up white goods whereby the resident schedules the pickup and is charged for same. Borough Administrator noted that part of the impetus for making this change is to encourage residents to use mulching blades; and there would be a savings on truck overhead plus man-hours for each pickup. Mr.

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Isaacson referred to the recommendations made by the trash collection committee, noting that same are not being paid attention to; but if you are giving away the trash collection, then there is time to pick up the vegetative waste.

Mr. Isaacson referred to Councilman Dolson’s remark about the symptoms of drug abuse and agreed that parents should be aware of same but so should the paid professionals in the schools. He supported suspicion based testing rather than random testing. Councilman Dolson expressed support for community awareness and the Board of Health is responsible for health in the Borough. Mr. Isaacson said that the teachers should also be tested; and noted that the union is protecting its employees. Councilwoman Latner said there are stories of drug use out there; but unless they are substantiated and there are specifics, it would create grounds for a lawsuit and would not be worth pursuing.

In answer to Mr. Isaacson, Councilman Dolson said that the Board of Health has introduced an ordinance to lower the public health license fees for the participants in the Farmers Market. Borough Administrator said there are no other Borough fees for the market. Mr. Isaacson referred to Councilman Kashwick’s remarks at the last meeting against changing the bus routes and noted that moving the bus route further down Vervalen Street would create move visibility for the shopping center and a better pickup and drop off location. Councilman Kashwick noted that this would require the passengers to cross four lanes of traffic; and he gave his opinion on the bus route change but he would not be researching usage of the bus route. He said as a rider of the bus he knows who rides same; and he is not willing to make it inconvenient for Closter residents.

- 10. DISCUSSION OF PUBLIC COMMENTS, IF APPROPRIATE
- 11. ANY OTHER MATTER WHICH MAY PROPERLY COME BEFORE THE GOVERNING BODY
- 12. ADJOURNMENT

Motion to adjourn the Work Session at 8:10 p.m. was made by Councilman Barad, seconded by Councilwoman Latner and declared unanimously carried by Council President Glidden.

Provided to the Mayor and Council
on December 6, 2013 for approval at the
Regular Meeting to be held
December 11, 2013

Loretta Castano, RMC
Borough Clerk

Prepared by Carol A. Kroepke, RMC
and Arlene M. Corvelli, RMC
utilizing recording and Borough Clerk’s
notes

Approved at the Regular Meeting held December 11, 2013
Consent Agenda Item No. 21b.