A regular meeting of the Little Egg Harbor Fire Commissioners, District No. 2 was called to order at 7:37 p.m. Chairman Norgard made the required public statement. "Adequate notice of this meeting has been provided in accordance with the Open Public Meetings Act by the adoption of a schedule of regular meetings and notice thereof being posted in the Municipal Building, Radio Road, Little Egg Harbor; being filed with the Municipal Clerk and being transmitted to the Atlantic City Press and the Times-Beacon and to all persons who have requested copies in accordance with statute.

Roll call was taken; Present: Mr. Maguire, Mr. Caronia, Mr. Gulbert, Ms. Gilton, Mr. Norgard.

Commissioner Gulbert announced the results of the election: Commissioner Norgard and Commissioner Gilton were re-elected, and the budget passed.

<u>Oath of Office</u> – Commissioner Gulbert administered the Oath of Office to Fire Commissioners Thomas Norgard and Christine Gilton.

<u>Closed Session</u> – Resolution #11-04 to go into closed session at 7:42 p.m. was introduced by Ms. Gilton, seconded by Mr. Caronia.

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Mr. Gulbert, Ms. Gilton, Mr. Norgard. Nay: None.

WHEREAS, PL-1975 Chapter 231 allows for meetings in closed session matters of personnel; and

WHEREAS, the Commissioners have matters to discuss concerning the positions to be held by each fire commissioner;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF FIRE DISTRICT NO. 2 IN THE TOWNSHIP OF LITTLE EGG HARBOR, COUNTY OF OCEAN go into closed session to discuss these matters as permitted by the open public act and that the results of this closed session be available to the general public upon the completion of the acceptance of the minutes at the next regular meeting and at such time as these matters in closed session are resolved.

A motion to resume regular session at 7:45 p.m. was offered by Mr. Gulbert, seconded by Ms. Gilton.

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Mr. Gulbert, Ms. Gilton, Mr. Norgard. Nav: None.

The Board decided that all commissioner positions will remain the same.

Minutes of the previous meeting — A motion was offered by Mr. Maguire, seconded by Ms. Gilton that the reading of the minutes of the previous meeting be waived and accepted as read provided that the minutes shall be made available for inspection by any member of the public during the meeting.

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Mr. Gulbert, Ms. Gilton, Mr. Norgard. Nay: None.

Secretary's report – Commissioner Gilton reported that she received a certified copy of the adopted budget. She reported that the Board would send it to Townhall and the

Tuesday, March 1, 2011

attorney. Commissioner Gilton reported that she has a list of 2010 LOSAP names of those who met the eligibility standards.

Resolution #11-05 Adoption of the Regularly Scheduled Meetings for the 2011-2012 year was introduced by Ms. Gilton, seconded by Mr. Maguire (attached).

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Mr. Gulbert, Ms. Gilton, Mr. Norgard. Nay: None.

Resolution #11-06 Appointment of WithumSmith+Brown as the Accountants was introduced by Ms. Gilton, seconded by Mr. Maguire (attached).

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Mr. Gulbert, Ms. Gilton, Mr. Norgard. Nay: None.

Resolution #11-07 Appointment of Richard M. Braslow, Esq. as Attorney was introduced by Ms. Gilton, seconded by Mr. Gulbert (attached).

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Mr. Gulbert, Ms. Gilton, Mr. Norgard. Nay: None.

Resolution #11-08 Appointment of WithumSmith+Brown as Auditors was introduced by Mr. Maguire, seconded by Mr. Caronia (attached).

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Mr. Gulbert, Ms. Gilton, Mr. Norgard. Nay: None.

Resolution #11-09 Designating the Official Newspapers as the Times-Beacon and The Press of Atlantic City was introduced by Ms. Gilton, seconded by Mr. Maguire (attached).

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Mr. Gulbert, Ms. Gilton, Mr. Norgard. Nay: None.

Resolution #11-10 Approval and Payment of Claims was introduced by Mr. Maguire, seconded by Mr. Caronia (attached).

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Mr. Gulbert, Ms. Gilton, Mr. Norgard. Nay: None.

Resolution #11-11 Designating Surety Bonding for all Commissioners in the amount of \$250,000 was introduced by Ms. Gilton, seconded by Mr. Caronia (attached).

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Mr. Gulbert, Ms. Gilton, Mr. Norgard. Nay: None.

Resolution #11-12 Adoption of Cash Management Plan was introduced by Ms. Gilton, seconded by Mr. Caronia (attached).

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Mr. Gulbert, Ms. Gilton, Mr. Norgard. Nay: None.

Resolution #11-13 to Award the Bid for the Fire Truck to Ferrara Fire Apparatus was introduced by Ms. Gilton, seconded by Mr. Maguire (attached).

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Mr. Gulbert, Ms. Gilton, Mr. Norgard. Nay: None.

Resolution #11-14 Authorizing the Cancellation of Unexpended Balances of Improvement Authorizations was introduced by Ms. Gilton, seconded by Mr. Gulbert (attached).

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Mr. Gulbert, Ms. Gilton, Mr. Norgard

Nay: None.

Resolution #11-15 Appointment of Darlene Gargano as Secretary/Bookkeeper was introduced by Ms. Gilton, seconded by Mr. Gulbert (attached).

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Mr. Gulbert, Ms. Gilton, Mr. Norgard Nay: None.

Resolution #11-16 Authorizing the Application to be sent to the Local Finance Board for Financing of the Fire Truck was introduced by Ms. Gilton, seconded by Mr. Caronia (attached).

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Mr. Gulbert, Ms. Gilton, Mr. Norgard.
Nav: None.

<u>Treasurer's report</u> – Treasurer Gulbert gave the treasurer's report. A motion was offered by Mr. Maguire, seconded by Ms. Gilton to approve the payment of bills (attached). Each commissioner abstains to his voucher, if any.

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Mr. Gulbert, Ms. Gilton, Mr. Norgard. Nay: None.

<u>Chief's Report</u> – Chief Hewitt gave the chief's report. He reported that they had seven calls for February 2011, and a total this year of 18. Chief Hewitt reported that they had a problem with 7205 leaking, and it was fixed. Chief Hewitt requested 3 nozzles for 7211 from First Strike Technologies, Inc. at \$2,694.85.

A motion was offered by Mr. Gulbert, seconded by Ms. Gilton to approve Mystic Island Fire Company's request for 3 nozzles for 7211 from First Strike Technologies, Inc. at approx. \$2,694.85.

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Mr. Gulbert, Ms. Gilton, Mr. Norgard. Nay: None.

New Business:

<u>Boat Slip</u> - Commissioner Caronia asked if the Board was keeping the boat and slip. The Board said they are keeping the slip.

Open to public – A motion was offered by Mr. Gulbert, seconded by Ms. Gilton to open the meeting to the public.

Roll call vote; Aye: Mr. Maguire, Mr. Caronia Mr. Gulbert, Ms. Gilton, Mr. Norgard. Nay: None.

Chief Hewitt offered his congratulations to the re-elected fire commissioners.

Commissioner Maguire thanked the fire company for the flowers sent to his wife while she was ill.

<u>Close to public</u> – A motion was offered by Mr. Gulbert, seconded by Ms. Gilton to close the meeting to the public.

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Mr. Gulbert, Ms. Gilton, Mr. Norgard. Nay: None.

Adjournment - A motion to adjourn the meeting was offered by Mr. Gulbert, seconded by Ms. Gilton.

Roll call vote; Aye: Mr. Maguire, Mr. Caronia, Mr. Gulbert, Ms. Gilton, Mr. Norgard. Nay: None.

The meeting was adjourned at 8:04 p.m..

Respectfully submitted,

Christine A. Gilton Clerk

NO PHYSICAL CHIEF'S REPORT FOR MARCH 2011

THE COMMISSIONERS OF FIRE DISTRICT NO. 2 IN THE TOWNSHIP OF LEAD, COUNTY OF CLEAN

Resolution # 11-04

Authorizing Regular Meeting Schedule for the 2011-2012 Year

WHEREAS, Public Law 1975, Chapter 231, Section 13, requires a public body to post and maintain posted, to distribute to designated newspapers, and to further file with the Municipal Clerk for the purpose of public inspections, a schedule of the regular meetings of such public body to be held during the calendar year; and,

WHEREAS, such schedule of regular meetings is required to contain the location of each meeting, to the extent that it is known, and the time and date of each meeting; and,

WHEREAS, Public Law 1975, Chapter 231, Section 3-D, provides that where the annual notice or revisions thereof, in compliance with sections of the subject act, set forth the location, time and date of any meeting, no further action shall be required for such meeting.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. \supseteq in the Township of \bot EH, County of \bigcup CEA, as follows:

- (1) All regular meetings of the Commissioners shall take place on the 15T

 TUES day of every month at 7:30 p.m. with caucus meetings to be held at 7:00 p.m. at the MYSTIC ISLAND. Firehouse, 827 RADIO ROAD. LEH, New Jersey.

 VOLUNTEER CO. (List Dates of Meeting) * SEE AHACHED.
 - (2) A summary of this resolution shall be mailed to the TOCKER-TON BEACON and the
 - (3) A summary of this resolution shall be posted and shall be maintained on the official bulletin board of the Township of LEH, shall be posted on the official bulletin board of the Commissioners, and shall also be kept on file by the Municipal Clerk for purposes of public inspection.

COMMISSIONERS MEETING SCHEDULE FOR 2011

Tuesday, March 1, 2011

Tuesday, April 5, 2011

Tuesday, May 3, 2011

Tuesday, June 7, 2011

Tuesday, July 5, 2011

Tuesday, August 2, 2011

Tuesday, September 6, 2011

Tuesday, October 4, 2011

Tuesday, November 1, 2011

Tuesday, December 6, 2011

Tuesday, January 3, 2012

Tuesday, February 7, 2012

Tuesday, March 6, 2012

THE COMMISSIONERS OF FIRE DISTRICT NO. 2 IN THE TOWNSHIP OF LIHLE LA HAB COUNTY OF OCEAN

Resolution # 11-05

Authorizing Appointment of Accountant for the 2011-2012 Year

WHEREAS, there exists a continuing need for certain accounting services to be
provided to the Commissioners of Fire District No. 2 in the Township of LEH,
County of <u>CEAN</u> , concerning various responsibilities undertaken by said
Commissioners; and
WHEREAS, the Commissioners are desirous of making an appointment to this
position as referenced above for the 2011-2012 year; and
WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., provides that
a governing body may award a contract without public advertising for competitive bidding
where the nature of said contract is in the form of a professional service; and,
WHEREAS, the subject resolution providing for the awarding of this contract relative
to professional services, and the notice of award of said contract shall be made available for
public inspection; and,
WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), provides
that a notice of the award of said contract be published in a newspaper, said advertisement
stating the nature, duration and amount of the contract.
NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No
in the Township of LEH, County of OCEAN, as follows:
(1) Withum Smith Beaux is hereby appointed to provide accounting services
to the Commissioners. This appointment is made pursuant to the proposal as submitted and
attached hereto.
(2) This resolution and the notice of award of contract shall be available for public
inspection.
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THE COMMISSIONERS OF FIRE DISTRICT NO. 2. IN THE TOWNSHIP OF LEH , COUNTY OF OCEAN

Resolution # # 11-06

Authorizing Appointment of Attorney for the 2011-2012 Year

WHEREAS, there exists a continuing need for legal services to be provided to the Commissioners of Fire District No. <u>A</u> in the Township of <u>LEH</u>, County of <u>CCEAN</u> concerning various responsibilities undertaken by the Commissioners; and,

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the year of 2011-2012; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and,

WHEREAS, the subject resolution providing for the awarding of a contract relative to professional services and the notice of the award of contract shall be available for public inspection; and,

WHEREAS, the Local Public Contract Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract shall be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No.2 in the Township of LEH, County of QUEAR as follows:

- (1) Richard M. Braslow, Esq., is hereby appointed to provide legal services to the Commissioners relative to any and all issues presented to the Commissioners pursuant to any of its obligations or responsibilities. This appointment is made pursuant to the proposal attached hereto and made a part hereof.
- (2) This resolution and the notice of award of contract shall be available for public inspection.

THE COMMISSIONERS OF FIRE DISTRICT NO. 2 IN THE TOWNSHIP OF LEH, COUNTY OF OCEAN

Resolution # 11-07

Authorizing Appointment of Auditor for the 2011-2012 Year

WHEREAS, there exists a continuing need for certain auditing services to be provided to the Commissioners of Fire District No. and in the Township of LEAR, County of COEAR concerning various responsibilities undertaken by said Commissioners; and,

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for the 2011-2012 year; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.*, provides that a governing body may award a contract without public advertising for competitive bidding where the nature of said contract is in the form of a professional service; and,

WHEREAS, the subject resolution providing for the awarding of this contract relative to professional services, and the notice of award of said contract shall be made available for public inspection; and,

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i), provides that a notice of the award of said contract be published in a newspaper, said advertisement stating the nature, duration and amount of the contract.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2_in the Township of _LEH_, County of OCEAN, as follows:

- (1) With Month Recuis) hereby appointed to provide auditing services to the Commissioners together with assistance in preparation of the 2012 budget and for establishment and maintenance of the necessary documentation consistent with the requirements and the regulations of the Department of Community Affairs and with the New Jersey statutes. This appointment is made pursuant to the proposal as submitted and attached hereto.
- (2) This resolution and the notice of award of contract shall be available for public inspection.

THE COMMISSIONERS OF FIRE DISTRICT NO. 2. IN THE TOWNSHIP OF LEH, COUNTY OF OCEAN

Resolution # 11-68

Designation of Official Newspapers for Publications for the 2011-2012 Year

WHEREAS, the Commissioners of Fire District No. 2 in the Township of LEH, County of (MEAN), must, by statutory law, publish various items in order to comply with said requirements of statutory law; and

WHEREAS, the Commissioners are desirous of designating various newspapers as official newspapers in which the Commissioners may publish its various items during the 2011-2012 year.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2, in the Township of LEH, County of Oreal, as follows:

(1) The official newspapers in which the Commissioners will publish all required notices or other items during the 2011-2012 year pursuant to New Jersey statutes shall be Atlanticity tress and/or Tuckerton Report, unless said New Jersey statutory law otherwise mandates that a newspaper other than those as referenced herein be used for said publications.

THE COMMISSIONERS OF FIRE DISTRICT NO. 2 IN THE TOWNSHIP OF LEA, COUNTY OF CEAL

Resolution # 11-09

Authorizing Approval and Payment of Claims

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 4, Section 5:31-4.1(e) provides that payment of claims by the fire district shall be by check on the fire district and signed by the governing body chairman, the chief financial officer and countersigned by such other officer or officials as designated by resolution; and

WHEREAS, Subchapter 4, Section 5:31-4.2 further provides that the Commissioners, at their reorganizational meeting, designate, by resolution, the individuals whose signatures shall appear on checks drawn upon the treasury of the Commissioners; and

WHEREAS, Subchapter 4, Section 5:31-4.1(f) provides that the Commissioners shall, by resolution passed by not less than the majority of the full membership, further designate the manner in which the time in which salaries, wages or other compensation for services shall be paid.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2, in the Township of LEH, County of Ocean, as follows:

- (1) The checks as issued by the Commissioners for payment of claims shall be signed by the President, Treasurer and countersigned by one other Commissioner in order that the Commissioners comply with the rules and regulations as promulgated by the Local Finance Board and as set forth herein.
- (2) No more than one stamp facsimile shall be used on any particular check in place of a handwritten signature.
- (3) The manner in which and the time in which compensation for services rendered by employees of the Commissioners shall be paid shall be in accordance with individual employment contracts. The Commissioners' salaries shall be paid as determined by the Commissioners.

THE COMMISSIONERS OF FIRE DISTRICT NO. \nearrow IN THE TOWNSHIP OF \bot COUNTY OF \bigcirc

Resolution # 11 - 16

Designating Surety Bonding for Commissioners

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 6, Section 5:31-6.1 provides that the fire district shall, by resolution, designate employees and officials required to furnish surety bonds and determine minimum bonds for each such employee and official; and

WHEREAS, the Commissioners of Fire District No. 2 in the Township of LEH, County of Ocean deem it necessary to provide bonding for the Commissioners.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. in the Township of LEH, County of Ocean as follows:

(1) All Commissioners shall be bonded in the amount of approximately \$250,000.00

THE COMMISSIONERS OF FIRE DISTRICT NO. 2 IN THE TOWNSHIP OF LEH, COUNTY OF CLEAR

Resolution # ||- ||

Adoption of Cash Management Plan

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and,

WHEREAS, Subchapter 3, Section 5:31-3.1(a) provides that the governing body shall, by resolution passed by not less than a majority of the full membership, adopt a cash management plan, which shall include the designation of a depository, the State of New Jersey Cash Management Fund or a public depository or depositories.

NOW THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of LEH, County of Colombia as follows:

THE COMMISSIONERS OF FIRE DISTRICT NO. 2 IN THE TOWNSHIP OF LITTLE EGG HARBOR, COUNTY OF OCEAN

Resolution # 11-12

Authorizing Award of Contract Relative to Firetruck Bid

WHEREAS, the Fire District advertised for bids relative to purchase of a firetruck; and

WHEREAS, the apparent low bid was submitted by Smeal Fire Apparatus, however, the bid did not comply with the detailed bid documentation and there were substantial deviations from the bid requirements; and

WHEREAS, the substantial non-compliance referenced is more specifically set forth on the attachment hereto and incorporated herein by reference; and

WHEREAS, as a result of this substantial non-compliance the bid of Smeal Fire Apparatus is hereby rejected and the award of contract is made to Ferrara Fire Apparatus which did comply with the bid requirements.

NOW, THEREFORE, BE IT RESOLVED BY THE Commissioners of Fire District No. 2 in the Township of Little Egg Harbor, County of Ocean, as follows:

- (1) An award of contract is hereby made to Ferrara Fire Apparatus for the providing of the firetruck.
- (2) This award of contract is contingent upon the providing of the appropriate performance bond.

RESOlution 11-13

Cancellation of Unexpended Balances of Improvement Authorizations

March 1, 2011

WHEREAS, the Fire Commissioners of Little Egg Harbor, District No. 2 did adopt the Repair/Replacement of Tank on the Pumper Tanker Truck project on December 18, 2007 and the Command Vehicle project on August 4, 2009; and

WHEREAS, all purchases and agreements have been completed and there remains unexpended balances of \$31,618 for the Repair/Replacement of Tank on Pumper Tanker Truck project and \$4,365.51 for the Command Vehicle project;

NOW, THEREFORE, BE IT RESOLVED by the Fire Commissioners of Little Egg Harbor, District No. 2 that the unexpended balances of the Repair/Replacement of Tank on Pumper Tanker Truck project and the Command Vehicle project be cancelled as follows:

Project Purpose	Canceled to Or Against	Amount
2008-1 Repair/Replacement of Tank on Pumper Tanker Truck	Capital Improvement Fund	\$31,618.00
2009-1 Command Vehicle	Capital Improvement Fund	\$4,365.51

RESOLUTION # 11-15

APPOINTMENT OF BOOKKEEPER/SECRETARY FOR FIRE DISTRICT NO. 2 LITTLE EGG HARBOR TOWNSHIP OCEAN COUNTY, NEW JERSEY

WHEREAS, there exists a need for bookkeeping/secretarial services for the Commissioners of Fire District No. 2 in the Township of Little Egg Harbor, County of Ocean, and

WHEREAS, funds are available or will be available for the purpose of obtaining such services; and

WHEREAS, the Local Public Contracts Law (N.J.S.A.40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "professional services" without competitive bids and the contract itself must be available for public inspection;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF FIRE DISTRICT NO. 2, LITTLE EGG HARBOR TOWNSHIP, as follows:

- 1. Darlene Gargano is hereby appointed as bookkeeper/secretary for the Little Egg Harbor Township Fire District No. 2 for the period of March 1, 2011 through February 28, 2012.
- 2. This contract is awarded without competitive bidding as a "professional service" in accordance with N.J.S.A.40A:11-5(1)(a) of the Local Public Contracts Law.
- 3. Darlene Gargano shall be compensated at the rate of \$725 per month for the following services:
 - a. Prepare Vouchers and Invoices for Payment
 - b. Prepare Checks
 - c. Enter Cash Receipts and Banking Transactions into Computer
 - d. Prepare Bill List
 - e. Prepare Bank Reconciliation
 - f. Prepare Itemized Budgetary Report

- g. Prepare Spreadsheet of Account Balances
- h. Prepare Balance Sheet for General Fund
- i. Prepare Balance Sheet for Capital Fund
- j. Prepare Statement of Changes
- k. Prepare List of Resolutions
- l. Attend Meetings to take Minutes
- m. Prepare Minutes
- n. Copy bill list, all financial statements, budgetary reports, and minutes for all commissioners, attorney, and auditor
- o. Send checks to vendors
- p. Send vouchers to vendors whose signatures were missing from vouchers
- q. Advertise Notices of Election
- r. Advertise Public Hearing on Budget
- s. Prepare Election Ballot information
- 4. A notice of this action shall be printed once in the Press of Atlantic City.
- 5. A certified copy of this resolution shall be directed to Darlene Gargano.

CERTIFICATION

I hereby certify that the above is a true copy of a resolution duly adopted by the Commissioners of Little Egg Harbor Township, District No. 2, in the County of Ocean and State of New Jersey, at its meeting held on the day of , 2011.

Christine A. Gilton Clerk