

MINUTES OF THE REGULAR MEETING OF THE
NEW YORK STATE BRIDGE AUTHORITY

HELD AT HEADQUARTERS, HIGHLAND, N.Y. ON
September 19, 2013

Business agenda documents/reports are mailed to the Board Members and General Counsel one week prior to the meeting. Board meetings are web cast and copy of the web cast is kept as part of the Board meeting files.

IN ATTENDANCE:

BOARD MEMBERS:

Gerentine, Richard A., Chairman
Ramaglia, Joseph, Vice Chairman
Higgins, Roger P., Commissioner
Lashua, C. Vane, Commissioner

Whitbeck, Carl G., Counsel

OFFICERS:

Ruggiero, Joseph, Secretary
Bushek, Brian, Treasurer

ABSENT:

Dressel, Roderick O., Commissioner

Chairman Gerentine called the meeting to order at 3:10 pm. As all Members of the Board of Commissioners are members of either the Finance Committee or the Audit Committee and, as both committee agendas are substantially similar and the entire Board will consider the recommendations of the committees at this same meeting, Executive Director Joseph Ruggiero recommended that the Board act as a Committee of the Whole in considering each committee's agenda. Without objection, Chairman Gerentine proceeded in this manner and noted that each committee's agenda and minutes will be individually documented for record keeping.

Chairman Gerentine called for a motion to adopt the minutes of the regular meeting of August 15, 2013. On motion of Commissioner Higgins, seconded by Vice Chairman Ramaglia, the minutes of the August 15, 2013 Regular Meeting were adopted unanimously.

ADMINISTRATION:

1) NYS OGS Fuel Contracts

Mr. Russo indicated to the Board that the NYS Office of General Services (OGS) recently awarded new, one-year contracts for the bulk purchase of fuel oil and diesel fuel to be used by all agencies and authorities. The Authority typically relies on the OGS contracts which provide the benefit of a volume discount. Mr. Russo recommended the Board adopt the use of the NYS OGS contracts for the purchase of fuel oil and diesel as needed based on the terms and daily pricing provisions described therein. A brief discussion followed relative to variation in prices due to regional locations. Chairman Gerentine called for a motion. On a motion of Vice Chairman Ramaglia, seconded by Commissioner Higgins, the following resolution was adopted unanimously:

NEW YORK STATE BRIDGE AUTHORITY
BOARD RESOLUTION

Resolution No.: 013-087

Resolution Date: September 19, 2013

WHEREAS the Board has established that it is necessary to procure fuel products to maintain its facilities and operate its equipment; and,

WHEREAS, the Authority has the opportunity to participate in the use of contracts negotiated by the NYS Office of General Services (OGS) for the procurement of heating fuel oil and diesel fuel at bulk quantity rates for all agencies and authorities; now therefore,

BE IT RESOLVED the Authority hereby adopts the following NYS OGS Fuel contracts and the terms and conditions defined therein for the procurement of fuel from the identified vendors as needed at the daily unit prices as calculated in accordance with the contract terms:

OGS Award 22684 Diesel Fuel Period: 8/16/2013 through 8/17/2014
Vendor(s): Heritage Energy Inc., Global Montello Group Corp. OGS Award
22685 Heating Fuel Oil Period: 8/23/2013 through 8/21/2014 Vendor(s):
Heritage Energy Inc.; and,

BE IT FURTHER RESOLVED that the Executive Director, or his designee, is hereby authorized and directed to take the necessary measures to implement this resolution.

IN WITNESS WHEREOF, this resolution has been duly adopted this 19th day of September 2013.

Joseph Ruggiero, Secretary

ENGINEERING:

1) MOU with SICK

Mr. Moreau reported to the Board that SICK, Inc., a manufacturer of traffic management equipment, has approached Frank Mazzella as a member of the E-ZPass interagency group, to consider allowing their use of the Newburgh-Beacon Bridge to test an automated vehicle classification system. Mr. Moreau explained that SICK will install and operate their prototype equipment for a six (6) month period and after debugging and evaluating the performance, plans to roll out this equipment on the open market. The Authority is looking for this type of equipment to assist in NYSBA's unmanned toll collection program. SICK has agreed to leave the equipment in place for use upon completion of their testing. Carl Whitbeck's office has prepared an MOU between SICK and the Authority for this cooperative effort and eventual equipment transfer. Frank and his crew will provide conduit, a control cabinet and access to our Ethernet for communication. Craig and the maintenance men at NBB will provide maintenance and protection of traffic. SICK will be responsible for the balance of the installation. A brief discussion followed indicating that the equipment will be gifted to the Authority after testing concludes. Chairman Gerentine called for a motion. On a motion of Vice Chairman Ramaglia, seconded by Commissioner Higgins, the following resolution was adopted unanimously:

NEW YORK STATE BRIDGE AUTHORITY
BOARD RESOLUTION

Resolution No.: 013-088

Resolution Date: September 19, 2013

WHEREAS, the Board has reviewed the request from SICK, Inc. for a Memorandum of Understanding with respect to the use of the Newburgh-Beacon Bridge as a testing facility for its proprietary traffic sensing system; and,

WHEREAS, the Executive Office and Authority Directors have reviewed the MOU; and

WHEREAS, the Authority's Counsel has also reviewed the MOU; now therefore

BE IT RESOLVED that the details described in the Memorandum of Understanding are accepted; and,

BE IT FURTHER RESOLVED that the Executive Director, or his designee, is hereby authorized and directed to execute the MOU and take the necessary measures to implement this resolution.

IN WITNESS WHEREOF, this resolution has been duly adopted this 19th day of September, 2013.

Joseph Ruggiero, Secretary

2) Fuel Management System Bid Results

Mr. Moreau indicated to the Board a design-build project was advertised in the NYS Contract Reporter for a fully integrated fuel management and GPS vehicle tracking system. Five (5) vendors attended the pre-bid meeting, which involved site visits to all five facilities. All five vendors submitted proposals ranging from \$277,661.00 to \$771,000.00. Upon review of the proposal and information subsequently submitted by the low proposer American Petroleum, this proposal did not meet the performance specifications. One of the bid items required the Contractor to identify the annual operating cost, which was subsequently revised. American Petroleum originally bid \$9,800.00 per year but shortly after the bid opening advised us the annual operating cost would be approximately \$50,000.00. The second low bidder, Environmental & Fueling Systems (EFS) bid this item at \$8,846.00 per year. Since the useful life of this system should be ten to twenty years, the Authority looked at the total costs, initial plus operating, over a five year period.

Mr. Moreau noted that the initial installation savings realized by accepting the American Petroleum bid would be exceeded by the additional operating costs within the first five years. In addition, American Petroleum, is proposing an un-integrated pair of systems which requires a very high monthly operating fee for the GPS service. Mr. Moreau added that the Authority has been in contact with the GPS vendor who informed us that American Petroleum is not a certified reseller of their system. For these reasons Mr. Moreau feels EFS will provide the best overall value and a system fully compliant with our RFP. Mr. Moreau noted their bid price of \$452,846.00 is approximately \$100,000.00 below the quote the Authority received using the unit prices from the OGS contract. Accordingly, Mr. Moreau recommended awarding this design-build assignment to Environmental & Fueling Systems, LLC of Troy, New York. Chairman Gerentine called for a motion. A brief discussion followed explaining that the lowest bidder did not meet all of the specific specifications required. On a motion of Commissioner Lashua, seconded by Vice Chairman Ramaglia, the following resolution was adopted unanimously:

NEW YORK STATE BRIDGE AUTHORITY
BOARD RESOLUTION

Resolution No.: 013-089

Resolution Date: September 19, 2013

WHEREAS, bids were solicited through the New York State Contract Reporter for the design-build project entitled "System-Wide Fuel Management System ", bid as (BA2013-RE-111-DB) and five (5) bids were received on August 22, 2013, the low bidder being the firm of Environmental & Fueling Systems, LLC at a bid of \$452,846.00; and,

WHEREAS, an environmental review of this project has determined there is no significant negative impact; and,

WHEREAS, the Authority's Engineering Department has reviewed the cost proposal, it is recommended that a contract be awarded to the firm of Environmental & Fueling Systems, LLC; now therefore,

BE IT RESOLVED that a contract be awarded to Environmental & Fueling Systems, LLC of Troy, New York in the amount of \$ 452,846.00; and,

BE IT FURTHER RESOLVED that the Executive Director, or his designee, is hereby authorized and directed to take the necessary measures to implement this resolution.

IN WITNESS WHEREOF, this resolution has been duly adopted this 19th day of September, 2013.

Joseph Ruggiero, Secretary

3) 2014-2018 Capital Plan

Mr. Moreau presented the Capital Improvement Program to the Board, taking into account all seven Hudson River crossings under the Authority's jurisdiction. Mr. Moreau noted that the Newburgh-Beacon Deck project shows the largest cost for the first three years. Chairman Gerentine called for a motion. On a motion of Commissioner Higgins, seconded by Vice Chairman Ramaglia, the following resolution was adopted unanimously:

NEW YORK STATE BRIDGE AUTHORITY
BOARD RESOLUTION

Resolution No.: 013-090

Resolution Date: September 19, 2013

WHEREAS, the Board has reviewed the 2014 – 2018 Capital Program for scope and cost; and,

WHEREAS, the Authority Directors and Executive Office have prepared this plan upon recommendations from our General Consultant, Modjeski & Masters; now therefore

BE IT RESOLVED that the 2014 – 2018 Capital Program in the amount of \$146,555,000 be approved; and

BE IT FURTHER RESOLVED that the Executive Director, or his designee, is hereby authorized and directed to take the necessary measures to implement this resolution.

IN WITNESS WHEREOF, this resolution has been duly adopted this 19th day of September, 2013.

Joseph Ruggiero, Secretary

4) Jobs in Progress

Mr. Moreau advised the Board regarding the Engineering Jobs in Progress Report for the month of August, noting that the first deck panel is under construction for the Newburgh Beacon Bridge. Also mentioned was the steel project on the Walkway, which has been completed. Chairman Gerentine called for a motion. On a motion of Commissioner Higgins, seconded by Vice Chairman Ramaglia, the following resolution was adopted unanimously:

NEW YORK STATE BRIDGE AUTHORITY
BOARD RESOLUTION

Resolution No.: 013-091

Resolution Date: September 19, 2013

WHEREAS, the Board has reviewed the monthly Engineering Progress Report on Capital Project Status; and

BE IT RESOLVED that the Engineering Progress Report is accepted as an instrument documenting the Board's briefing of Capital Construction activities; and

BE IT FURTHER RESOLVED that the Executive Director, or his designee, is hereby authorized and directed to take the necessary measures to implement this resolution.

IN WITNESS WHEREOF, this resolution has been duly adopted this 19th day of September 2013.

Joseph Ruggiero, Secretary

FINANCIAL:

1) Investment Transaction Report

Mr. Bushek reviewed the Investment Report for the month of August noting five investments for the month. Mr. Bushek noted that the interest income and yields are consistent at .35%. Chairman Gerentine called for a motion. On a motion of Commissioner Higgins, seconded by Vice Chairman Ramaglia, the following resolution was adopted unanimously:

NEW YORK STATE BRIDGE AUTHORITY
BOARD RESOLUTION

Resolution No.: 013-092

Resolution Date: September 19, 2013

WHEREAS, the investment control procedures for the New York State Bridge Authority provide that the Board shall review and approve the report of investment transactions completed since the meeting of the Board on August 15, 2013; now therefore

BE IT RESOLVED the New York State Bridge Authority does hereby concur with and approve the investment report as filed with this body on this date for the purpose noted; and

BE IT FURTHER RESOLVED that the Executive Director, or his designee, is hereby authorized and directed to take the necessary measures to implement this resolution.

IN WITNESS WHEREOF, this resolution has been duly adopted this 19th day of September 2013.

Joseph Ruggiero, Secretary

2) Operating Budget

Mr. Bushek indicated to the Board that, as required by §2801 of the Public Authorities Law, the Authority must submit its operating budget to certain government officials. Toll revenues in 2013 are projected at \$54.0 million, up \$0.2 million or 0.3% over prior year. This increase is attributable to the toll increase that took effect on January 30, 2012 being in place for the full year in 2013 along with a small reduction in traffic. The toll increase is generating revenues slightly higher than expectations developed from the report of the traffic consultant completed in 2011. Traffic for year-to-date June was lower for all facilities at an average of 1.4%. Kingston-Rhinecliff had the largest decrease of 2.08% and Bear Mountain had the lowest at 0.67%. In 2014 the Authority projects revenues of \$54 million. The Operating budget anticipates stable traffic and revenue in the coming year.

Interest income on investments will decrease in 2013 as the Authority expends the proceeds from the 2012 series bonds. Income on those funds is projected continued to be low due to the country's economic situation that continues to keep rates on interest bearing bank accounts, as well as U.S. Treasuries, at historic lows. Income on investments forecasted at \$475,000 in 2013, is expected to fall \$75,000 in 2014 as the Authority further expends proceeds from the 2012 series bonds.

In 2013, the Authority expects to complete the Port Security Grant from the Federal Department of Homeland Security for \$0.6 million. This grant reimbursed expenditures for security cameras and related systems. The Authority matches 25%, or \$1.150 million, on a \$4.6 million total agreement. We have already received the balance due (\$0.6 million). In 2014 the Authority is expecting the receipt of a \$475 thousand Federal Grant to provide for navigation lights and other work on the Walkway Over the Hudson.

The Authority implemented two programs to generate non-toll revenue under Miscellaneous Income. It began a program to advertise on its facilities in 2011. The Authority also invested in its own dark fiber infrastructure and began leasing excess capacity. It is currently working to expand both opportunities to their full potential. Only revenues under contract are considered in the budget.

The above results mean total operating revenues in 2013 decreased by \$0.6 million, or 1% compared to 2012 and declined by a further \$0.2 million, or 0.3% in 2014 as a result of the reduction in grant programs.

The Authority's overall operating expenses, which were \$28.1 million in 2012, are expected to rise 0.6%, or \$1.7 million, and total \$29.8 million in 2013. In 2014, the Authority projects costs of \$30.6 million, an increase of \$0.8 million, or 2.7%

Note that there are significant differences between the budget filed under Public Authorities Law and the document filed with the Trustee, which shows expenses as per provisions of the General Revenue Bond Resolution. The Trustee budget does not indicate either the cost of equipment or depreciation. Included in depreciation are the cost of buildings depreciated over a 30-year period and all pieces of equipment costing over \$5,000.

In addition, the Bond Resolution's definition of operating expenses, in speaking to expenses for pension, retirement, group life insurance, health and hospitalization or other employee benefit funds, defines this expense specifically as the payment to these

funds. After discussions with our bond counsel, it was determined that this definition was not intended to include accruals in these expenses, such as the one we make for the future health insurance benefits of our current and future retirees.

Chairman Gerentine called for a motion. On a motion of Vice Chairman Ramaglia, seconded by Commissioner Higgins, the following resolution was adopted unanimously:

NEW YORK STATE BRIDGE AUTHORITY
BOARD RESOLUTION

Resolution No.: 013-093

Resolution Date: September 19, 2013

WHEREAS, §2801 of the Public Authorities Law requires that budget information for fiscal years 2013 and 2014 shall be prepared, adopted, and forwarded in report form to the offices cited in §2801, Public Authorities Law; now therefore

BE IT RESOLVED, that the Authority hereby adopts the proposed 2013 and 2014 budgets; and

BE IT FURTHER RESOLVED that the Executive Director, or his designee, is hereby authorized and directed to take the necessary measures to implement this resolution.

IN WITNESS WHEREOF, this resolution has been duly adopted this 19th day of September 2013.

Joseph Ruggiero, Secretary

3) Bridge System Net Revenues

Mr. Bushek indicated to the Board that as required by §7.13 of the Bond Resolution, the Authority must submit its bridge system net revenues to the Trustee for the bondholders. The summarized documents are the same as the Operating Budget except for noted differences, which shows expenses as per provisions of the General Revenue Bond Resolution. The Trustee budget does not indicate either the cost of equipment or depreciation. Equipment is defined as items costing between \$100 and \$5,000. Included in depreciation are the cost of buildings depreciated over a 30-year period and all pieces of equipment costing over \$5,000.

Mr. Bushek noted the Estimated 2013 and 2014 Bridge System Net Revenues that the net revenue requirement is \$19.736 million in 2013 and \$19.735 million in 2014. This is determined by multiplying the total debt service (principal and interest on outstanding bonds) for the year by 1.75. In our Bond Resolution, the Authority has covenanted that, upon annual review, current and next succeeding year's net revenues (revenues less operating expenses) will provide for the net revenue requirement.

The Authority projected excess over the net revenue requirement. The excess, \$10.583 million and \$9.506 million in 2013 and 2014, respectively. Chairman Gerentine called for a motion. On a motion of Commissioner Higgins, seconded by Vice Chairman Ramaglia, the following resolution was adopted unanimously:

NEW YORK STATE BRIDGE AUTHORITY
BOARD RESOLUTION

Resolution No.: 013-094

Resolution Date: September 19, 2013

WHEREAS, §713(c) of the Bridge System Revenue Bond Resolution adopted December 19, 1996, requires a review of the financial condition of the New York State Bridge Authority for the purpose of estimating whether the Net Revenues less investment earnings on amounts held in the General Fund and the Construction Fund for each year and for the next succeeding year will be sufficient to provide all the payments specified in subsection (b) of §713; now therefore

BE IT RESOLVED, that the Authority has completed such a review and has determined the Net Revenues less investment earnings on amounts held in the General Fund and the Construction Fund for the years 2013 and 2014 will be sufficient to provide all of the payments specified by subsection (b) of §713; and

BE IT FURTHER RESOLVED that the Secretary is directed to provide the Trustee with a certified copy of this resolution together with a certificate setting forth a reasonably detailed statement of actual and estimated Revenues and Operating Expenses and other pertinent information upon which such determination was made.

IN WITNESS WHEREOF, this resolution has been duly adopted this 19th day of September 2013.

Joseph Ruggiero, Secretary

4) 2013 Internal Auditor Engagement

Mr. Bushek reported to the Board that on September 21, 2011, the Authority advertised in the NYS Contract Reporter and our website for a contract internal auditor to assist in compliance with the Public Authorities Accountability Act of 2005 as amended by the Public Authorities Reform Act of 2009. In addition to other requirements, these Acts require all public authorities to complete an annual assessment of the effectiveness of their internal control structure and procedures within ninety days after the end of its fiscal year. The role of the internal auditor is to assist the Authority in completing its annual assessment of the effectiveness of its internal control structure and policies, and to assist the Authority in maintaining a program of internal control review. The Authority structured the request for proposal to require three one year contracts. In November 2011, the Authority awarded three one year contracts to the lowest responsible bidder, Tronconi, Segarra, & Associates. The engagement letter which must be signed references the 2013 pricing as indicated in the original proposal of \$21,100. The 2013 engagement will continue to execute the program of internal control review as provided to the Board and Audit Committee in November 2011. Based on the Authority's satisfaction with the services provided by Tronconi, Segarra, & Associates Mr. Bushek recommended to the Audit Committee and the Board to approve the engagement letter for the second year of the contract to Tronconi, Segarra & Associates. A brief discussion followed relative to estimated hours and services being reasonably priced. Chairman Gerentine called for a motion. On a motion of Vice Chairman Ramaglia, seconded by Commissioner Higgins, the following resolution was adopted unanimously:

NEW YORK STATE BRIDGE AUTHORITY
BOARD RESOLUTION

Resolution No.: 013-095

Resolution Date: September 19, 2013

WHEREAS, the Board has reviewed the report relative to the contract for internal auditor services; now therefore

BE IT RESOLVED the New York State Bridge Authority does hereby approve the engagement for the third year of the three one year contracts for internal auditor services to Tronconi, Segarra & Associates at a not to exceed cost of \$21,100 for the year ending December 31, 2013; and

BE IT FURTHER RESOLVED that the Executive Director, or his designee, is hereby authorized and directed to take the necessary measures to implement this resolution.

IN WITNESS WHEREOF, this resolution has been duly adopted this 19th day of September 2013.

Joseph Ruggiero, Secretary

HUMAN RESOURCES:

1) The Workplace – Amended Contract for 2013

Ms. Hritz-Seifts indicated to the Board that currently, the Authority maintains a three-year contract with The WorkPlace which requires re-authorization by the Board annually. After reviewing the contract, it would be of benefit to the Authority to re-negotiate its terms. A “not-to-exceed” clause was added to maintain control over expenditures and prevent ancillary testing from being performed without the authorization of the Executive Director. Ms. Hritz-Seifts explained that if it is determined that those services are required; the Authority will need to provide written authorization at that time. The increase in spending from the previous year can be attributed to a greater turnover in the labor force (resulting in the need for more pre-employment physicals) and the Authority’s Return to Work policy, which necessitates a comprehensive physical prior to an injured employee’s return to unrestricted duty. Since the average of the past three (3) years of annual expenditures to The WorkPlace amounted to \$33,066.33, it would seem that, going forward, \$35,000 would be adequate to meet the current needs of the Authority. Ms. Hritz-Seifts requested that the Board approve the amount of \$35,000 for services rendered by The WorkPlace Occupational Health Solutions in 2013. Chairman Gerentine called for a motion. On a motion of Commissioner Higgins, seconded by Vice Chairman Ramaglia, the following resolution was adopted unanimously:

NEW YORK STATE BRIDGE AUTHORITY
BOARD RESOLUTION

Resolution No.: 013-096

Resolution Date: September 19, 2013

WHEREAS in 2011, the Authority approved a three-year contract with The WorkPlace Occupational Health Solutions of Saint Francis Hospital for Employee Assistance Services, Annual Physicals and Random Drug Testing; and

WHEREAS, the Authority has deemed it prudent to amend that contract in order to specify the scope of services requiring advanced authorization; and

WHEREAS the Authority, in light of the increase in testing’s, physicals, and other required services, has found it necessary to raise the previous not-to-exceed amount of \$30,000 to provide for these services, now therefore

BE IT RESOLVED that the Board of Commissioners hereby authorizes the revised scope of services and not-to-exceed amount of \$35,000 for the year 2013; and

BE IT FURTHER RESOLVED that the Executive Director, or his designee, is hereby authorized and directed to take the necessary measures to implement this resolution.

IN WITNESS WHEREOF, this resolution has been duly adopted this 19th day of September, 2013.

Joseph Ruggiero, Secretary

OPERATIONS:

1) New York State Thruway Authority

In Mr. Ferguson's absence Mr. Hanlon reported that Mr. Ferguson and Mr. Savosky have reviewed the invoice from the New York State Thruway Authority for 2nd quarter 2013 Bridge Authority E-ZPass expenses for the period April 1, 2013 through June 30, 2013 and as such, find them to be true and accurate recommended that they be paid in the amount of \$868,653.17. Chairman Gerentine called for a motion. On a motion of Commissioner Higgins, seconded by Commissioner Lashua, the following resolution was adopted unanimously:

NEW YORK STATE BRIDGE AUTHORITY
BOARD RESOLUTION

Resolution No.: 013-097

Resolution Date: September 19, 2013

WHEREAS, §2801 of the Public Authorities Law requires that budget information for fiscal years 2013 and 2014 shall be prepared, adopted, and forwarded in report form to the offices cited in §2801, Public Authorities Law; now therefore

BE IT RESOLVED, that the Authority hereby adopts the proposed 2013 and 2014 budgets; and

BE IT FURTHER RESOLVED that the Executive Director, or his designee, is hereby authorized and directed to take the necessary measures to implement this resolution.

IN WITNESS WHEREOF, this resolution has been duly adopted this 19th day of September 2013.

Joseph Ruggiero, Secretary

REPORTS TO BOARD:

1) Monthly Activity Report of the Executive Director

The Monthly Activity Report was submitted by Executive Director Joseph Ruggiero and no expenditures were noted in the month of August.

2) August 2013 Traffic and Revenue Analysis

Year to date Bridge Authority's traffic numbers are down 341,626 from last year's traffic count, a decrease of 0.87%. While overall traffic numbers have been trending downward, the Kingston-Rhinecliff Bridge has seen an increase in traffic for the last five month, the Bear Mountain Bridge has seen an increase in traffic for the last five months, and the other three bridges have seen an increase in traffic during four of the last five months. No action was required by the Board.

3) August 2013 E-ZPass Sales Analysis

The Authority sold 1,257 tags in August 2013, compared to 67 sold in August of 2012. Year-to-date 2013 tag sales are 7,844, compared to 495 sold year to date 2012, an increase of 1,485%. No action was required by the Board.

Chairman Gerentine noted that the next Board of Commissioner's meeting is scheduled for October 17th and requested that the Board convene at the Newburgh-Beacon Bridge to facilitate a site review of the Authority's re-decking project. Mr. Ruggiero said that appropriate accommodations will be made and Chairman Gerentine requested that public notice be made at the appropriate time once arrangements are confirmed.

This concluded the regular meeting. Chairman Gerentine asked for a motion to adjourn the meeting. On a motion of Vice Chairman Ramaglia, seconded by Commissioner Lashua and approved unanimously, the regular meeting adjourned at 3:38 P.M.