

**TOWNSHIP OF COLTS NECK  
TOWNSHIP COMMITTEE MEETING  
AUGUST 14, 2019, 7:30 P.M.  
TOWN HALL**

The meeting of the Colts Neck Township Committee was called to order at 7:30 p.m. by Mayor Orgo, who requested Lieutenant Todd Mayer lead the Salute to the Flag. The following statement was read by Township Administrator, Kathleen Capristo: "The notice requirements of the New Jersey Public Meetings Law have been satisfied by noticing the News Transcript on December 13, 2018 stating that a regular meeting of the Colts Neck Township Committee would be held on August 14, 2019 at 7:30 p.m., Town Hall. The notice was posted on the Township website, and a copy is on file in the office of the Township Clerk."

Roll call by Ms. Lindsey indicated the following:

Present: Mayor Thomas Orgo, Deputy Mayor Frank Rizzuto; Committeemen Michael Viola, Russell Macnow and J.P. Bartolomeo

Also Present: Township Administrator Kathleen Capristo; Municipal Clerk Trina Lindsey; and Township Counsel Meghan Ann Bennett, Esq.

Absent: None

- 1. APPROVAL OF MINUTES:** MEETING OF JULY 10, 2019. Mayor Orgo asked for comments. Hearing none, Mayor Orgo called for a motion to approve. Committeeman Bartolomeo made a motion to approve, seconded by Mr. Macnow and unanimously carried.

<b>RECORD OF VOTE</b>						
Committeeman	M	S	Yes	No	NV	Ab
Mayor Orgo			X			
Deputy Mayor Rizzuto			X			
Viola			X			
Macnow		S	X			
Bartolomeo		M	X			
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent						

- 2. MAYOR'S PROCLAMATION:**  
Committeeman Bartolomeo read and presented the proclamations for National Recovery Month September 2019, and Suicide Prevention Week September 8 – 14, 2019 to Anita Dedalis.
- 3. RESOLUTION 2019-129:** CONFIRMING THE APPOINTMENT TO THE LOCAL EMERGENCY PLANNING COMMITTEE. Mayor Orgo asked for comments, hearing none, Mayor Orgo called for a motion to approve.

<b>RECORD OF VOTE</b>						
Committeeman	M	S	Yes	No	NV	Ab
Mayor Orgo			X			
Deputy Mayor Rizzuto			X			
Viola		S	X			
Macnow		M	X			
Bartolomeo			X			
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent						

4. **OATH OF OFFICE: TYLER BADARACCO AND MICHAEL ROMANO**  
Committeeman Macnow stated that Mr. Badaracco was not present that evening. Mr. Macnow recognized Mr. Romano as a long-time volunteer member of the Colts Neck Fire Department. Committeeman Macnow read the Oath of Office. Mr. Romano received a round of applause.

5. **PRESENTATION:**

- **TREE CITY USA, 20 YEAR MEMBERSHIP – COMMITTEEMAN VIOLA**  
Committeeman Viola read a letter from Christopher H. Smith, Member of Congress and Dan Lambe, President of Arbor Day Foundation. These letters recognized Colts Neck Township as a 2018 Tree City USA and congratulated Colts Neck Township on this achievement and their dedication to effective urban forest management. Committeeman Viola presented a plaque, a banner and road signs.

6. **DISCUSSION ITEMS:**

- **MEMORIAL TREE PROGRAM**  
Committeeman Viola and Township Administrator Capristo spoke regarding bringing back the Memorial Tree Program. Committeeman Viola referenced the revised program as well as a sample of what can be done on the Township website at no cost. Committeeman Macnow commented asking how the Township would keep up the maintenance of the trees. A discussion ensued regarding the maintenance of the trees and where the trees would be planted. The Committee discussed the Shade Tree Commission being responsible for the trees in the early years of the trees being planted. Committeeman Bartolomeo suggested to the Committee to have a program where one tree was planted per year to memorialize all Colts Neck residents lost that year. That idea was well received by the Committee and will be further evaluated with the Shade Tree Commission.
- **TEMPORARY MOBILE RETAIL FOOD ESTABLISHMENT**  
Administrator Capristo reviewed the latest draft of the ordinance. The Committee discussed the number of trucks allowable at various locations. Committeeman Bartolomeo briefed members of the public on the discussion stating that the Township does not have an ordinance in place regarding food trucks and wishes to address local businesses that desire to have food trucks on their premises. Committeeman Bartolomeo further commented that it's important to ensure that Colts Neck does not become a wave of food trucks, as well as being certain that any food truck that is at a location in Colts Neck meets a standard.

Mayor Orgo opined that local farms should not be subject to the number regulations stating that if a farm has 100 acres and would like to have several food trucks on their premises during pumpkin season, their numbers should not be regulated by the Township.

The Committee discussed the notion of food truck numbers being self-regulated by the number of parking spaces an establishment has on their premises, as well as the prohibition of business owners accepting rent from a food truck owner.

The Committee ultimately decided to edit the draft ordinance removing the restriction on the number of food trucks allowable, and directing Township Attorney, Meghan Bennett to investigate prohibiting land owners from receiving rent from food truck owners.

7. **ORDINANCE 2019-16: AN ORDINANCE OF COLTS NECK TOWNSHIP, COUNTY OF MONMOUTH, STATE OF NEW JERSEY ESTABLISHING CHAPTER 93 "CERTIFICATES OF CONTINUED OCCUPANCY" OF THE CODE OF COLTS NECK TOWNSHIP**  
Mayor Orgo read the ordinance for first reading by title and asked for any comments from the Committee. Hearing none, Mayor Orgo called for a motion.

On a motion by Deputy Mayor Rizzuto, seconded by Committeeman Viola, and a unanimous roll call vote, the ordinance was introduced as written and scheduled for second reading/public hearing at the September 11, 2019 meeting.

RECORD OF VOTE					
Committeeman	M S	Yes	No	NV	Ab
Mayor Orgo		X			
Deputy Mayor Rizzuto	M	X			
Viola	S	X			
Macnow		X			
Bartolomeo		X			
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

8. **ORDINANCE 2019-17: AN ORDINANCE AMENDMENT PROPERTY MAINTENANCE, CHAPTER 173**

Mayor Orgo read the ordinance for first reading by title and asked for comments from the Committee. Administrator Capristo commented that the changes being proposed allow residents to place brush and leaves curbside two (2) weeks in advance of a scheduled collection date versus one (1) week. Ms. Capristo noted that these changes are in sections 173:16 and 173:17 of the ordinance.

Committeeman Viola commented that this change will help in sections of the Township such as the Clover Hill section where there are sycamore trees that are already dropping leaves.

Committeeman Bartolomeo suggested that now that leaves will be out twice as long it would be a perfect opportunity to get some pictures and videos of how the leaves should be placed near the road not to create drainage issues; these pictures and videos will be on the Township website.

With no further comments from the Committee, Mayor Orgo called for a motion. On a motion by Committeeman Macnow, seconded by Deputy Mayor Rizzuto, the ordinance was introduced as written and scheduled for the second reading/public hearing at the September 11, 2019 meeting.

RECORD OF VOTE					
Committeeman	M S	Yes	No	NV	Ab
Mayor Orgo		X			
Deputy Mayor Rizzuto	S	X			
Viola		X			
Macnow	M	X			
Bartolomeo		X			
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

9. **RESOLUTION 2019-130: APPROVING AND AUTHORIZING THE EXECUTION OF A SHARED SERVICE AGREEMENT BETWEEN COLTS NECK TOWNSHIP AND THE FREEHOLD REGIONAL HIGH SCHOOL DISTRICT BOARD OF EDUCATION. (SPECIAL LAW ENFORCEMENT OFFICER III)**

Administrator Capristo commented that this resolution is the renewal of an annual agreement with the Freehold Regional High School District Board of Education for Special Police Officers on premises.

As there were no further comments, Mayor Orgo called for a motion to approve. On a motion by Committeeman Macnow, seconded by Committeeman Viola and a unanimous roll call vote, the resolution was adopted.

RECORD OF VOTE					
Committeeman	M S	Yes	No	NV	Ab
Mayor Orgo		X			
Deputy Mayor Rizzuto		X			
Viola	S	X			
Macnow	M	X			
Bartolomeo		X			
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

10. **RESOLUTION 2019-131:** APPROVING AND AUTHORIZING THE EXECUTION OF A SHARED SERVICE AGREEMENT BETWEEN COLTS NECK TOWNSHIP AND THE COLTS NECK TOWNSHIP SCHOOLS BOARD OF EDUCATION (SPECIAL LAW ENFORCEMENT OFFICERS III)

Administrator Capristo commented that this resolution is the renewal of an annual agreement with the Colts Neck Township School Board of Education to have Special Police Officers on the premises.

With no further comments, Mayor Orgo called for a motion. On a motion by Committeeman Bartolomeo, seconded by Committeeman Viola and a unanimous roll call vote, the resolution was adopted.

RECORD OF VOTE					
Committeeman	M S	Yes	No	NV	Ab
Mayor Orgo		X			
Deputy Mayor Rizzuto		X			
Viola	S	X			
Macnow		X			
Bartolomeo	M	X			
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

11. **RESOLUTION 2019-132:** CONFIRMING SHARED SERVICES AGREEMENT BETWEEN COLTS NECK TOWNSHIP AND COUNTY OF MONMOUTH FOR OPEN PUBLIC RECORDS SEARCH SYSTEM RECORDS INFORMATION MANAGEMENT MODULE (OPRS-RIM) THROUGH JUNE 30, 2024

Administrator Capristo commented that this resolution is to approve the agreement between Colts Neck Township and the County of Monmouth for the Open Public Records Management Search System (OPRS-RIM), which is the system the Township utilizes for records management.

With no further comments, Mayor Orgo called for a motion. On a motion by Committeeman Bartolomeo, seconded by Deputy Mayor Rizzuto, and a unanimous roll call vote, the resolution was adopted.

RECORD OF VOTE					
Committeeman	M S	Yes	No	NV	Ab
Mayor Orgo		X			
Deputy Mayor Rizzuto	S	X			
Viola		X			
Macnow		X			
Bartolomeo	M	X			
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

12. **RESOLUTION 2019-133:** AUTHORIZING THE EXECUTION OF A MUNICIPAL ASSISTANCE/SHARED SERVICES AGREEMENT BETWEEN THE TOWNSHIP OF HOWELL AND COLTS NECK TOWNSHIP

Administrator Capristo commented that this resolution is to renew the agreement with Howell Township to utilize their Department of Public Works laborers as well as equipment when deemed necessary. Ms. Capristo stated that last year was the first year Colts Neck Township entered into this agreement with Howell Township, which has proven to be mutually beneficial for both municipalities.

With no further comments, Mayor Orgo called for a motion. On a motion by Committeeman Macnow, seconded by Deputy Mayor Rizzuto, and a unanimous roll call vote, the resolution was adopted.

RECORD OF VOTE						
Committeeman	M	S	Yes	No	NV	Ab
Mayor Orgo			X			
Deputy Mayor Rizzuto		S	X			
Viola			X			
Macnow	M		X			
Bartolomeo			X			
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent						

**13. MOTION TO ADOPT A CONSENT AGENDA:**

All items listed on the "Consent Agenda" are considered routine by the Township and are adopted or approved collectively by a single motion and roll-call vote of a majority of the Township Committee. If discussion is desired on any item, it is considered separately.

**\*RESOLUTION 2019-134:** RESOLUTION APPROVING SHARED SERVICES AGREEMENT BETWEEN COLTS NECK TOWNSHIP AND MONMOUTH COUNTY BOARD OF HEALTH FOR PUBLIC HEALTH PREPAREDNESS, RESPONSE TO BIOTERRORISM, RESPONSE TO INFECTIOUS DISEASE AND OTHER PUBLIC HEALTH THREATS AND EMERGENCIES

**\*RESOLUTION 2019-135:** AUTHORIZING PARTICIPATION IN THE NEW JERSEY DEPARTMENT OF AGRICULTURE SURVEY OF GYPSY MOTH EGG MASSES

**\*RESOLUTION 2019-136:** AUTHORIZING CANCELLATION OF 2019 TAXES ASSESSED TO COLTS NECK TOWNSHIP

**\*RESOLUTION 2019-137:** AUTHORIZING THE RELEASE OF THE PERFORMANCE GUARANTEE FOR ZONING BOARD APPLICATION NO. 950 NEW YORK SMSA D/B/A VERIZON WIRELESS

**\*RESOLUTION 2019-138:** AUTHORIZING THE REFUND OF PROPERTY TAX OVERPAYMENT FOR JOHN OKEEFE

**\*RESOLUTION 2019-139:** AUTHORIZING APPROVAL OF A-1 CONSENT FORM FOR NJDEP TREATMENT WORKS PERMIT FOR JTS LAND TRUST AND HOCKHOCKSON FARM – PLANNING BOARD APPLICATION NO. PB721

**\*RESOLUTION 2019-140:** AUTHORIZING THE RELEASE OF THE PERFORMANCE GUARANTEE FOR PLANNING BOARD APPLICATION NO. 629A, BLOCK 33, LOT 20, COUNTRY ROAD 537. APPLICANT: FLANCAUM

**\*RESOLUTION 2019-141:** AUTHORIZING ACCEPTANCE OF A TWO-YEAR MAINTENANCE GUARANTEE FOR BLOCK 33, LOT 20, COUNTY ROAD 537. APPLICANT: FLANCAUM

**\*RESOLUTION 2019-142:** AUTHORIZING ACCEPTANCE OF A SPECIAL PERFORMANCE GUARANTEE FOR BLOCK 33, LOT 20, COUNTY ROAD 537 TO ENSURE THE DEMOLITION OF THE WELL AND WELL HOUSE. APPLICANT: FLANCAUM

Mayor Orgo asked for comments for any item listed on the consent agenda, hearing none, Mayor Orgo called for a motion to approve. On a motion by Committeeman Bartolomeo, seconded by Deputy Mayor Rizzuto, and a unanimous roll call vote, the consent agenda was approved.

Committeeman Macnow noted that he is abstaining from Resolutions 140, 141 and 142.

RECORD OF VOTE					
Committeeman	M S	Yes	No	NV	Ab
Mayor Orgo		X			
Deputy Mayor Rizzuto	S	X			
Viola		X			
Macnow	M	X			
Bartolomeo		X			
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

14. **ADMINISTRATORS REPORT:**

Administrator Capristo reviewed her report with the Committee:

1. Administrator Capristo spoke about the July 22, 2019 storm commending First Responders and the Department of Public Works on their speedy response. Ms. Capristo stated that the Department of Public Works provided a storm related brush collection for the residents.
2. Administrator Capristo stated that the Pole Storage Barn project at Bucks Mill Park is almost completed. Ms. Capristo stated that the contractor has done a phenomenal job.
3. Administrator Capristo stated that she is continuously working with the Department of Public Works and the Township Engineer on road maintenance throughout the Township in terms of responding to and evaluating opportunities for the next road maintenance project. Ms. Capristo stated that she would like to address issues brought to the Township's attention by residents as well as assessments from the Engineer's office and will have more to report on this in the near future.

15. **MOTION TO APPROVE VOUCHERS:**

Mayor Orgo asked for comments. Committeeman Viola stated that he found all to be in order with the Bills List. With no further comments, Mayor Orgo called for a motion. On a motion by Committeeman Viola, seconded by Deputy Mayor Rizzuto, and a unanimous roll call vote, the vouchers were approved.

Deputy Mayor Rizzuto stated that he abstains from any vouchers related to the Fire Department.

RECORD OF VOTE					
Committeeman	M S	Yes	No	NV	Ab
Mayor Orgo		X			
Deputy Mayor Rizzuto	S	X			
Viola	M	X			
Macnow		X			
Bartolomeo		X			
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent					

16. **TOWNSHIP COMMITTEE REPORTS:**

**MAYOR ORGO**

- Mayor Orgo thanked the Chief of Police and the Lieutenant for National Night Out stating that it was a good showing of people and very successful.
- Mayor Orgo reminded residents to call JCP&L in the event of a power outage. The Mayor commented stating that JCP&L is not always made aware of power outages because most people assume their neighbors have made the call.
- The Mayor stated that Route 34 has been paved and striped. The Mayor stated that there are still some outstanding roads to be completed, however the County moved the Township back in their agenda. The Mayor stated that if any

residents note any streets within the Township that need care to send a Report A Concern note on the Municipal Website. [www.coltsneck.org](http://www.coltsneck.org)

- The Mayor commended the Department of Public Works on their efforts picking up the storm related brush.

#### **DEPUTY MAYOR RIZZUTO**

- Thanked all involved in the efforts of National Night Out noting that the event was well attended and at a great location.
- Deputy Mayor Rizzuto reported that the Building Committee met several times over the last month to discuss logistics on transitioning the Police Department to another location while the current building is demolished and rebuilt.
- Deputy Mayor Rizzuto stated that he will be making a presentation to the Historic Preservation Committee for the cost of restoring the George Washington picture that belongs in the Meeting Room at Town Hall. The cost is \$5,000, and Mr. Rizzuto would like to ask the Historic Preservation Committee to use their funds to cover the cost.
- Deputy Mayor Rizzuto congratulated the Library on the success of their summer programs.

#### **COMMITTEEMAN VIOLA**

- Committeeman Viola thanked the Police Department, First Aid Squad, Alliance Team, Anita Dedalis, Sgt. Brian Caswell, and all others involved in the success of National Night Out.
- Committeeman Viola commended the Department of Public Works on cleaning and removing brush from an inlet on Tulip Lane after receiving a video from a concerned resident.
- Committeeman Viola handed out cards for two Colts Neck Business Association events coming up. The first is the Annual Day at the Races on August 23, 2019 at Trump National Golf, the other is the Annual Pig Roast at Huddy's Inn on September 18, 2019. Cards with specific information regarding these events can be found at Town Hall.
- Committeeman Viola urged residents to be mindful of the deer while driving and to use caution.
- Committeeman Viola stated that the Women's Club Sale will be on September 20<sup>th</sup> and 21<sup>st</sup> from 9:00am – 4:00pm at the Community Center at Buck's Mill Park.

#### **COMMITTEEMAN MACNOW**

- Committeeman Macnow stated that the Emergency Management System is a team effort of the Township Committee, Police Department, Fire Department, First Aid Squad, etc. who meet to discuss the response to emergency situations such as storms, trees down, power outages etc. Committeeman Macnow commented that the response to the July storm went very well, noting that emergency services had roads opened within 3 hours from the time the storm hit. The First Aid Squad building was set up for residents to be able to come their and take showers, charge their phones, etc. if needed.

#### **COMMITTEEMAN BARTOLOMEO**

- Committeeman Bartolomeo reported that the Planning Board met the prior evening, August 13<sup>th</sup>, they discussed the Kling subdivision application which was ultimately approved to be subdivided, however the applicant chose not to extend the road.
- Committeeman Bartolomeo stated that the Special School Election is coming up on September 24, 2019. Information regarding the referendum can be found on the school website.
- Committeeman Bartolomeo commended everyone on their efforts related to the July storm stating that it was under control in short order. Committeeman Bartolomeo commented that the statistic of all roads that did not have down wires or hazardous conditions being opened within 3 hours is very impressive.
- Committeeman Bartolomeo reported that the Music in the Park Program did as best they could this year and has some different ideas in mind for next year.

- Committeeman Bartolomeo reported that he received an email from the School stating that Opening Day for Soccer is Saturday, September 7, 2019

17. **COMMENTS FROM THE PUBLIC**

Judy Laufer of Colts Neck – Ms. Laufer thanked Deputy Mayor Rizzuto and Committeeman Viola for helping remove a large deer from her yard. Ms. Laufer reported that she has been receiving spam phone calls from someone claiming to be a Microsoft employee; Ms. Laufer warned other seniors to be aware of these phone calls that are an attempt to spam senior citizens.

Chief of Police, Paul Santucci replied to Ms. Laufer stating that the amount of scamming phone calls is limitless, and it is impossible to check all the phone numbers because they are re-routed.

Deputy Mayor Rizzuto commented as well stating that the people who attempt these scams can reroute a phone number so that it shows up as a different phone number such as the Colts Neck Police Department. Mr. Rizzuto stated that the people attempting these scams go on websites and get the names of employees and use those names in their scam attempt. Mr. Rizzuto stated that people should never conduct business over the phone.

Ms. Melinda Martin of Colts Neck – Ms. Martin commented in support of the Memorial Tree Program stating that it is a program that will bring the town together. Ms. Martin stated that there are a lot of people within the Township who are interested in environmental programs, and if they are pushed hard enough these programs will receive a lot of support. Ms. Martin stated that in reference to the concern of the trees being maintained; there are volunteers who are currently doing the maintenance work at Town Hall, and she is certain these trees would be maintained as well.

Chief of Police Paul Santucci – Chief Santucci commented that National Night Out is an event where the Police Department can connect with the public, and the connection this year was amazing. Chief Santucci stated that he couldn't have achieved this success without the help and support of Anita Dedalis and the Drug Alliance team. Chief Santucci commended his staff and the various volunteer departments who were a part of the success of that night, as well as thanked the community.

Ms. Elaine Mann of Colts Neck – Ms. Mann commented that she was surprised to see a Brooklyn postage stamp on her tax bill when she received it.

Ms. Mann questioned the number of employees the Department of Public Works has on staff since the department was cut. Mayor Orgo responded five (5) employees. Ms. Mann commented that she is surprised that we have only five Public Works employees, however the Township spent \$404.00 on T-shirts.

Ms. Mann also questioned why money is still being spent on the walking path and questioned if the project is complete. Township Attorney Meghan Bennett responded explaining that the cost Ms. Mann was referencing is a soft cost, not a hard cost.

Mr. Fulton Wilcox of Colts Neck – Mr. Wilcox asked if the audit report has been approved and commented that he did not see it on the Township website. Administrator Capristo commented that the audit is complete, and she would ensure it is placed on the website.

Mr. Wilcox asked if the Police Department would be relocating to the park during the demolition of the current building. Deputy Mayor Rizzuto replied stating that they are exploring various options to ensure operational and cost effectiveness.

Ms. Sue Fitzpatrick of Colts Neck – Ms. Fitzpatrick congratulated all involved in the success of National Night Out.

As there were no further comments or questions from the public, Mayor Orgo called for a motion to close public comments. On a motion by Committeeman Macnow, seconded by Committeeman Viola, and a unanimous roll call vote, public comments were closed.

RECORD OF VOTE						
Committeeman	M	S	Yes	No	NV	Ab
Mayor Orgo			X			
Deputy Mayor Rizzuto			X			
Viola		S	X			
Macnow	M		X			
Bartolomeo			X			
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent						

18. **RESOLUTION 2019-143: EXECUTIVE SESSION**

Mayor Orgo called for a motion to go into Executive Session. On a motion by Committeeman Macnow, seconded by Committeeman Viola and a unanimous roll call vote, the Governing Body went into Executive Session at 8:54pm.

19. **RESOLUTION 2019-144: CONFIRMING AWARD OF BID FOR RECYCLING SERVICES TWO YEAR AWARD FOR 2020 AND 2021 WITH A THIRD YEAR OPTION FOR 2022 TO SAKOUTIS BROTHERS DISPOSAL COMPANY**

Mayor Orgo asked for comments, hearing none, Mayor Orgo called for a motion to approve. On a motion by Committeeman Viola, seconded by Committeeman Bartolomeo and a majority roll call vote, the resolution was adopted.

RECORD OF VOTE						
Committeeman	M	S	Yes	No	NV	Ab
Mayor Orgo			X			
Deputy Mayor Rizzuto			X			
Viola	M		X			
Macnow					X	
Bartolomeo		S	X			
M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent						

20. **MOTION TO ADJOURN:** Mayor Orgo called for a motion to adjourn. On a motion by Committeeman Bartolomeo, seconded by Deputy Mayor Rizzuto, and a majority voice vote, the meeting adjourned at 9:29pm. Mayor Orgo advised the next Township Committee Meeting is scheduled for September 11, 2019, 7:30 p.m. at Town Hall



Trina Lindsey, RMC  
Municipal Clerk

**APPROVED: 9/11/2019**