

# WARREN COUNTY (PEQUEST RIVER) MUNICIPAL UTILITIES AUTHORITY

## MINUTES September 21, 2021

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Chairwoman Napolitani called the regular meeting of the Warren County (Pequest River) Municipal Utilities Authority to order at 7:31 p.m. The meeting was held at the Authority's Administration building located at 199 Foul Rift Road, Belvidere, New Jersey.

Angelo Accetturo was appointed by the Warren County Commissioners. Mr. Tipton administered the oath of office and congratulated him.

Roll Call:

Laurel Napolitani, Chairwoman  
Everdina O'Connor, Vice Chairperson  
Chad Chamberlain, Secretary  
Angelo Accetturo  
Sidney Deutsch  
Joseph Kennedy  
Donald Niece  
Joseph Roth

Also, in attendance were, Brian Tipton, Esq., Authority Legal Counsel; and Susan Wright, Administrative Assistant.

Chairwoman Napolitani led everyone in the Pledge of Allegiance and then read the Introductory Statement.

Chairwoman Napolitani advised that as of October we will have a full Board, as on the September 22, 2021 Agenda of the Warren County Commissioners, Gerald Norton will be appointed as a WC(PR)MUA Commissioner.

### MINUTES

Mr. Kennedy moved, and Mr. Niece seconded to approve the minutes of the August 17, 2021 regular meeting, as presented. All in favor, except one abstention by Mr. Accetturo. The motion passed.

## CORRESPONDENCE

Mr. Chamberlain recapped the correspondence listed below:

1. Letter dated August 12, 2021 from Alex J. Lazorisak, Warren County Administrator, to Robert Nyland accepting his resignation from the Warren County Agriculture Development Board and Warren County (PR) Municipal Utilities Authority, and extending their gratitude for his services.
2. Letter dated August 12, 2021 from Alex J. Lazorisak, Warren County Administrator, to Angelo Accetturo, enclosing a resolution by the Warren County Board of Commissioners appointing him to the Warren County (PR) Municipal Utilities Authority Board.
3. Memorandum dated August 13, 2021 from Alex Lazorisak, Warren County Administrator advising all department/division heads of cancelled regular meeting of October 13, 2021.
4. Lost Control Report from Michael Thomson, Risk Control Consultant of J.A. Montgomery Consulting.
5. Application for a Letter of Interpretation dated September 7, 2021 from EcolSciences, Inc. on behalf of Foul Rift Solar, LLC in connection with Block 21, Lot 11.3, White Township.
6. Letter dated September 9, 2021 from Alex J. Lazorisak, Warren County Administrator, to Drew Kiszonak accepting his resignation from the Warren County (PR) Municipal Utilities Authority, and extending their gratitude for his services.
7. Email dated September 14, 2021 from Paul T. Hauch, P.E Bureau Chief, New Jersey Department of Environmental Protection regarding a Notice of Open Public Comment Period Clean Water State Revolving Fund Intended Use Plan.

Mr. Chamberlain discussed the inspection report from our Joint Insurance Fund for safety purposes. There were a couple recommendations, checking the fire extinguishers at the Belvidere plant and replace the missing eye guards on the bench grinder at Oxford plant. Chairwoman Napolitani will discuss the same with Operators M. Codis and R. Berger.

## ELECTION OF TREASURER

Chairwoman Napolitani opened nominations for Treasurer.

Ms. O'Connor nominated Angelo Accetturo for Treasurer. Mr. Chamberlain seconded. There were no other nominations. All in favor, motion carried.

Mr. Accetturo will now Chair the Finance Committee, along with Mr. Niece, Mr. Deutsch and Mr. Kennedy as members.

## CFO'S REPORT

Mr. Francisco was not in attendance.

Mr. Francisco's 2022 Budget Highlights report, which was discussed at the Finance Committee Meeting the week prior, was provided prior to the meeting and Chairwoman Napolitani summarized the same.

Chairwoman Napolitani advised that for the first time in seven years the service fees will be increased by 5%.

The Board had a lengthy discussion regarding the budget report and the capital improvements.

Chairwoman Napolitani summarized Mr. Francisco's monthly financial report. Revenues are at 75% and our Expenses are at 64%.

## GENERAL COUNSEL

Mr. Tipton had nothing to report

## ENGINEER'S REPORT

Mr. Donati was not in attendance; however, his report was included in the agenda packets.

Chairwoman Napolitani advised that she spoke with Mr. Donati and that there was nothing new to report regarding many of the sewer extensions/flow modifications.

Belvidere Pretreatment Tank Mechanical Screen: Chairwoman Napolitani advised that the screen delivery is further delayed due to Covid. Hoping that the screen will be delivered by November, 2021.

Belvidere WWTF Clarifier Project: Chairwoman Napolitani advised the Board that the project has come to a halt. Mr. Chamberlain and Mr. Kennedy attended the pre-construction meeting in August and advised that the project will be delayed until next spring because the necessary paint cannot be secured. There was a discussion regarding the issues surrounding the project.

In reference to the Beckett Development, Chairwoman Napolitani advised that she has spoken with Mr. Tipton and it was agreed that an escrow account will be set up in the amount of \$5,000.00 for the engineering.

## FINANCE

Ms. O'Connor moved that Resolution #21-40 (Certificate No. 421: \$76,084.12) be approved to pay all bills from the Operating Fund, as presented. Mr. Deutsch seconded. All in favor, except one abstention by Mr. Accetturo. The motion passed.

Mr. Chamberlain moved that Resolution #21-41 (Certificate No. 427: \$12,258.84) be approved to pay all bills from the Capital Improvements Fund as presented. Mr. Roth seconded. All in favor, except one abstention by Mr. Accetturo. The motion passed.

#### AUTHORITY CHAIRWOMAN

Computers: Chairwoman Napolitani included an email from Jean Paul Reece in the agenda packets, which provided his summary of what was delivered and completed and also, what still needs to be completed, specifically, the training for the Allmax software needs to be scheduled. Operator N. Codis did receive and complete his training in that software program. However, Chairwoman Napolitani advised that she did not purchase the Allmax software yet for the Oxford Plant, as she and Jean Paul discussed making sure the Belvidere Plant was 100% before making that purchase.

Diesel Tanks Oxford: The tanks were installed on September 20, 2021 and the project was completed the next day.

Personnel Policy: Personnel Committee met and went over the job description for the Executive Director, with the guidance of Mr. Tipton. The description was provided to all Board members for review and discussion.

Mr. Kennedy moved to accept the Executive Director job description, with amendments discussed, to incorporate in the Personnel Policy. Ms. O'Connor seconded. The motion passed unanimously on roll call vote.

#### UNFINISHED BUSINESS

There was no unfinished business.

#### NEW BUSINESS

There was no new business.

#### PUBLIC COMMENT

There was no public comment.

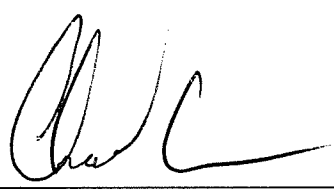
As there was no more business to come before the Authority, Ms. O'Connor moved that the meeting be adjourned. The meeting was adjourned at 8:21 p.m.

*Susan Wright*

Susan Wright  
Administrative Assistant

**RESOLUTION RE:** EXPENDITURES FROM THE OPERATING FUND DURING THE MONTHS OF AUGUST & SEPTEMBER 2021.

I HEREBY CERTIFY, that the bills listed on the attached Resolution of September 21, 2021, regarding payment of bills from the Operating Fund were for the operating expenses and were in accordance with the Authority's 2021 budget.



Chad Chamberlain, Secretary

  
Laurel Napolitani, Chairwoman

Certificate No. OP 421

Dated: September 21, 2021

Moved by: Ms. O'Connor

Seconded by: Mr. Deutsch

Yes 7

No 0

Abstain 1

Absent 0

**APPROVAL OF BILLS TO BE PAID FROM THE OPERATING FUND**

**Meeting: September 21, 2021**

**BE IT RESOLVED**, that the following bills are approved by the Authority for payment from the Operating Fund in accordance with the Authority's Bond Resolution:

| Vendor Invoices:    | Date:         |                    |
|---------------------|---------------|--------------------|
| Check #20491-20502: | 08/25/21      | \$30,127.99        |
| Check #20503-20543: | 09/20/21      | <u>\$45,956.13</u> |
|                     | <i>Total:</i> | <i>\$76,084.12</i> |

PENTAMATION  
 DATE: 08/24/2021  
 TIME: 14:29:40

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER

PAGE NUMBER: 1  
 VENCHKLI  
 ACCOUNTING PERIOD: 8/21

FUND - MUA01 - MUN UTILITY AUTH GEN FUND

| CHECK NUMBER | CASH ACCT | DATE ISSUED | VENDOR                   | ACCT | DESCRIPTION             | AMOUNT    |
|--------------|-----------|-------------|--------------------------|------|-------------------------|-----------|
| 20491        | 10101     | 08/25/21    | ADT COMMERCIAL LLC       | 5026 | FRNT DR SECUR 3 MNTHS   | 60.00     |
| 20492        | 10101     | 08/25/21    | CENTURYLINK              | 5076 | 0309373198              | 37.92     |
| 20492        | 10101     | 08/25/21    | CENTURYLINK              | 5076 | 0309801924              | 9.95      |
| 20492        | 10101     | 08/25/21    | CENTURYLINK              | 5076 | 0310260175              | 19.90     |
|              |           |             | TOTAL CHECK              |      |                         | 67.77     |
| 20493        | 10101     | 08/25/21    | COMCAST                  | 5076 | 8499052660035827        | 40.98     |
| 20494        | 10101     | 08/25/21    | COMCAST                  | 5076 | 8499052660035835        | 254.69    |
| 20495        | 10101     | 08/25/21    | COMCAST                  | 5076 | 8499052650021506        | 325.36    |
| 20496        | 10101     | 08/25/21    | HANNA INSTRUMENTS USA    | 5024 | USA40058502-I           | 49.08     |
| 20497        | 10101     | 08/25/21    | JCP&L                    | 5071 | 100004188262            | 11,441.84 |
| 20497        | 10101     | 08/25/21    | JCP&L                    | 5071 | 100004911044            | 8,315.67  |
|              |           |             | TOTAL CHECK              |      |                         | 19,757.51 |
| 20498        | 10101     | 08/25/21    | JCP&L                    | 5071 | FLOW METER              | 3.10      |
| 20499        | 10101     | 08/25/21    | JEFCO EQUIPMENT SUPPLIES | 5024 | MISC. EQUIP ITEMS       | 647.60    |
| 20500        | 10101     | 08/25/21    | RUSSELL REID INC.        | 5024 | VACUUM TRUCK            | 772.20    |
| 20501        | 10101     | 08/25/21    | SPECTRASERV INC          | 5079 | EMERGENCY TANK CLEANING | 7,978.50  |
| 20502        | 10101     | 08/25/21    | VERIZON WIRELESS         | 5076 | MOBILE PHONES & OCC     | 171.20    |
|              |           |             | TOTAL FUND               |      |                         | 30,127.99 |
|              |           |             | TOTAL REPORT             |      |                         | 30,127.99 |

PENTAMATION  
 DATE: 09/15/2021  
 TIME: 12:22:22

MUNICIPAL UTILITY AUTHORITY  
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FUND - MUA01 - MUN UTILITY AUTH GEN FUND

| CHECK NUMBER | CASH ACCT | DATE ISSUED | VENDOR                    | ACCT | DESCRIPTION           | AMOUNT   |
|--------------|-----------|-------------|---------------------------|------|-----------------------|----------|
| 20503        | 10101     | 09/20/21    | BERGER, RUSSELL           | 5710 | REIMBURSE C-1 LICENSE | 50.00    |
| 20504        | 10101     | 09/20/21    | BILL HODGE ELECTRICAL CON | 5024 | UV SYSTEM             | 3,926.45 |
| 20505        | 10101     | 09/20/21    | C & M AUTO PARTS          | 5025 | POWERRATED BELT       | 68.62    |
| 20506        | 10101     | 09/20/21    | CENTRAL JERSEY EQUIPMENT  | 5024 | JOHN DEERE MOWER DECK | 1,406.41 |
| 20507        | 10101     | 09/20/21    | CENTURYLINK               | 5076 | 0309480336            | 37.23    |
| 20507        | 10101     | 09/20/21    | CENTURYLINK               | 5076 | 0309538602            | 54.87    |
| 20507        | 10101     | 09/20/21    | CENTURYLINK               | 5076 | 0310189069            | 43.95    |
|              |           | TOTAL CHECK |                           |      |                       | 136.05   |
| 20508        | 10101     | 09/20/21    | CINTAS CORPORATION        | 5043 | 4091967319            | 39.53    |
| 20508        | 10101     | 09/20/21    | CINTAS CORPORATION        | 5043 | 4091967568            | 51.30    |
| 20508        | 10101     | 09/20/21    | CINTAS CORPORATION        | 5043 | 4092638511            | 39.53    |
| 20508        | 10101     | 09/20/21    | CINTAS CORPORATION        | 5043 | 4092638719            | 51.30    |
| 20508        | 10101     | 09/20/21    | CINTAS CORPORATION        | 5043 | 4093294960            | 39.53    |
| 20508        | 10101     | 09/20/21    | CINTAS CORPORATION        | 5043 | 4093295268            | 51.30    |
| 20508        | 10101     | 09/20/21    | CINTAS CORPORATION        | 5043 | 4093958104            | 39.53    |
| 20508        | 10101     | 09/20/21    | CINTAS CORPORATION        | 5043 | 4093958478            | 51.30    |
|              |           | TOTAL CHECK |                           |      |                       | 363.32   |
| 20509        | 10101     | 09/20/21    | CODIS, MICHAEL            | 5710 | C-2 LICENSE REIMB     | 50.00    |
| 20509        | 10101     | 09/20/21    | CODIS, MICHAEL            | 5710 | S-2 LICENSE REIMB     | 50.00    |
|              |           | TOTAL CHECK |                           |      |                       | 100.00   |
| 20510        | 10101     | 09/20/21    | COUNTY OF WARREN          | 5028 | FINANCE SUPPORT       | 1,000.00 |
| 20511        | 10101     | 09/20/21    | CP ENGINEERS NJ, LLC      | 5545 | 10367                 | 789.00   |
| 20511        | 10101     | 09/20/21    | CP ENGINEERS NJ, LLC      | 5545 | 10368                 | 2,352.00 |
| 20511        | 10101     | 09/20/21    | CP ENGINEERS NJ, LLC      | 5545 | 10369                 | 423.50   |
| 20511        | 10101     | 09/20/21    | CP ENGINEERS NJ, LLC      | 5545 | 10370                 | 1,120.56 |
|              |           | TOTAL CHECK |                           |      |                       | 4,685.06 |
| 20512        | 10101     | 09/20/21    | CRISTAL ASSOCIATES, LLC   | 5024 | C-FOLD TOWELS         | 43.50    |
| 20512        | 10101     | 09/20/21    | CRISTAL ASSOCIATES, LLC   | 5024 | OXFORD PAPER SUPPLIES | 83.60    |
|              |           | TOTAL CHECK |                           |      |                       | 127.10   |
| 20513        | 10101     | 09/20/21    | DEUTSCH, SIDNEY           | 5011 | MONTHLY STIPEND       | 166.66   |
| 20514        | 10101     | 09/20/21    | FASTENAL COMPANY          | 5024 | PAEAS2032             | 96.10    |
| 20515        | 10101     | 09/20/21    | FLORIO PERRUCCI STEINHARD | 5027 | GEN ADMIN LEGAL SERV  | 1,343.00 |
| 20516        | 10101     | 09/20/21    | FRANK RYMON & SONS INC.   | 5024 | REPAIR                | 336.99   |
| 20517        | 10101     | 09/20/21    | GERO, WAYNE               | 5092 | REIMB HEALTH          | 344.78   |
| 20518        | 10101     | 09/20/21    | JCP&L                     | 5071 | 100003352968          | 227.05   |
| 20518        | 10101     | 09/20/21    | JCP&L                     | 5071 | 100004188262          | 5,307.50 |
| 20518        | 10101     | 09/20/21    | JCP&L                     | 5071 | 100004582811          | 3.10     |
| 20518        | 10101     | 09/20/21    | JCP&L                     | 5071 | 100004911044          | 4,160.54 |
| 20518        | 10101     | 09/20/21    | JCP&L                     | 5071 | 100004952337          | 244.72   |
| 20518        | 10101     | 09/20/21    | JCP&L                     | 5071 | 100005061898          | 44.72    |
|              |           | TOTAL CHECK |                           |      |                       | 9,987.63 |



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FUND - MUA01 - MUN UTILITY AUTH GEN FUND

| CHECK NUMBER | CASH ACCT | DATE ISSUED | VENDOR                    | ACCT | DESCRIPTION           | AMOUNT   |
|--------------|-----------|-------------|---------------------------|------|-----------------------|----------|
| 20519        | 10101     | 09/20/21    | KENNEDY, JOSEPH, SR.      | 5011 | MONTHLY STIPEND       | 166.66   |
| 20520        | 10101     | 09/20/21    | LIN SUPPLY INC.           | 5024 | BRASS COUP            | 14.89    |
| 20521        | 10101     | 09/20/21    | MAIN POOL & CHEMICAL CO., | 5521 | AUGUST BILLING        | 4,055.60 |
| 20522        | 10101     | 09/20/21    | MAYBERRY SALES & SERVICE  | 5024 | MOWER DECK BELV.      | 90.00    |
| 20523        | 10101     | 09/20/21    | NAPOLITANI, LAUREL        | 5011 | MONTHLY STIPEND       | 333.32   |
| 20524        | 10101     | 09/20/21    | NEW JERSEY AMERICAN WATER | 5072 | AUGUST WATER          | 16.85    |
| 20525        | 10101     | 09/20/21    | NEW JERSEY ANALYTICAL LAB | 5509 | N098837               | 235.50   |
| 20525        | 10101     | 09/20/21    | NEW JERSEY ANALYTICAL LAB | 5509 | N098858               | 296.50   |
| 20525        | 10101     | 09/20/21    | NEW JERSEY ANALYTICAL LAB | 5509 | N098859               | 10.50    |
| 20525        | 10101     | 09/20/21    | NEW JERSEY ANALYTICAL LAB | 5509 | N099050               | 235.50   |
| 20525        | 10101     | 09/20/21    | NEW JERSEY ANALYTICAL LAB | 5509 | N099052               | 307.00   |
| 20525        | 10101     | 09/20/21    | NEW JERSEY ANALYTICAL LAB | 5509 | N099213               | 10.50    |
|              |           |             | TOTAL CHECK               |      |                       | 1,095.50 |
| 20526        | 10101     | 09/20/21    | NTECE, DONALD L.          | 5011 | MONTHLY STIPEND       | 166.66   |
| 20527        | 10101     | 09/20/21    | O'CONNOR, EVERDINA A.     | 5011 | MONTHLY STIPEND       | 291.66   |
| 20528        | 10101     | 09/20/21    | OFFICE CONCEPTS GROUP, IN | 5030 | MAILING LABELS        | 129.99   |
| 20529        | 10101     | 09/20/21    | ONE CALL CONCEPTS, INC.   | 5024 | UTILITY LOCATE AUGUST | 8.58     |
| 20530        | 10101     | 09/20/21    | PASSAIC VALLEY SEWERAGE C | 5079 | SLUDGE DISPOSAL AUG   | 4,242.00 |
| 20531        | 10101     | 09/20/21    | PENWELL MILLS, LLC        | 5024 | HAY NETS              | 1,095.00 |
| 20532        | 10101     | 09/20/21    | PYRZ WATER SUPPLY CO., IN | 5024 | STENNER COMPLETE HEAD | 1,447.00 |
| 20533        | 10101     | 09/20/21    | RICOH USA, INC.           | 5026 | QRTL COPY LEASE       | 197.46   |
| 20534        | 10101     | 09/20/21    | RIGO GENERAL HARDWARE     | 5024 | 192411                | 9.75     |
| 20534        | 10101     | 09/20/21    | RIGO GENERAL HARDWARE     | 5024 | 192665                | 10.98    |
| 20534        | 10101     | 09/20/21    | RIGO GENERAL HARDWARE     | 5024 | 192717                | 12.99    |
| 20534        | 10101     | 09/20/21    | RIGO GENERAL HARDWARE     | 5024 | 193010                | 4.99     |
| 20534        | 10101     | 09/20/21    | RIGO GENERAL HARDWARE     | 5024 | 193309                | 12.09    |
| 20534        | 10101     | 09/20/21    | RIGO GENERAL HARDWARE     | 5024 | 193314                | 105.13   |
| 20534        | 10101     | 09/20/21    | RIGO GENERAL HARDWARE     | 5024 | 193358                | 22.47    |
| 20534        | 10101     | 09/20/21    | RIGO GENERAL HARDWARE     | 5024 | 193650                | 7.98     |
|              |           |             | TOTAL CHECK               |      |                       | 186.38   |
| 20535        | 10101     | 09/20/21    | ROTH, JOSEPH P.           | 5011 | MONTHLY STIPEND       | 166.66   |
| 20536        | 10101     | 09/20/21    | SANICO INC.               | 5024 | MONTHLY DUMPSTER FEE  | 271.80   |
| 20537        | 10101     | 09/20/21    | SPECTRASERV INC           | 5079 | AUGUST SLUDGE HAUL    | 5,586.00 |
| 20538        | 10101     | 09/20/21    | THE COUNTY OF WARREN      | 5070 | MNTHLY GASOLINE       | 299.81   |
| 20539        | 10101     | 09/20/21    | TOWN OF BELVIDERE         | 5710 | SPECIAL WORK DETAIL   | 939.38   |

PENTAMATION  
 DATE: 09/15/2021  
 TIME: 12:22:22

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER

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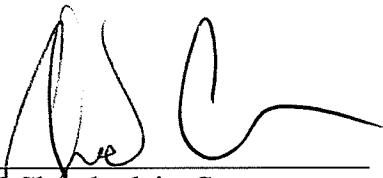
FUND - MUA01 - MUN UTILITY AUTH GEN FUND

| CHECK NUMBER | CASH ACCT | DATE ISSUED | VENDOR | ACCT | DESCRIPTION           | AMOUNT    |
|--------------|-----------|-------------|--------|------|-----------------------|-----------|
| 20540        | 10101     | 09/20/21    | 2245   | 5710 | C-2 LICENSE REIMB     | 50.00     |
| 20540        | 10101     | 09/20/21    | 2245   | 5710 | S-2 LICENSE REIMB     | 50.00     |
|              |           |             |        |      | TOTAL CHECK           | 100.00    |
| 20541        | 10101     | 09/20/21    | 2280   | 5024 | AUGUST BILLING        | 23.50     |
| 20542        | 10101     | 09/20/21    | 2285   | 5710 | GODADDY WEBSITE RENEW | 239.88    |
| 20543        | 10101     | 09/20/21    | 2550   | 5024 | WEED DEFEAT           | 653.38    |
|              |           |             |        |      | TOTAL FUND            | 45,956.13 |
|              |           |             |        |      | TOTAL REPORT          | 45,956.13 |

**RESOLUTION RE:**

EXPENDITURES FROM THE CAPITAL IMPROVEMENTS  
FUND FOR THE MONTH OF AUGUST, 2021.

**I HEREBY CERTIFY** that the bills listed for CAPITAL IMPROVEMENTS are in  
accordance with the Authority's budget.



Chad Chamberlain, Secretary



Laurel Napolitani, Chairwoman

Certificate No. CI 427

Dated: September 21, 2021

Moved by: Mr. Chamberlain

Seconded by: Mr. Roth

Yes 7

No 0

Abstain 1

Absent 0



PENTAWATION  
 DATE: 09/15/2021  
 TIME: 12:30:51

MUNICIPAL UTILITY AUTHORITY  
 CHECK REGISTER

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FUND - MUA01 - MUN UTILITY AUTH GEN FUND

| CHECK NUMBER | CASH ACCT | DATE ISSUED | VENDOR               | ACCT  | DESCRIPTION               | AMOUNT    |
|--------------|-----------|-------------|----------------------|-------|---------------------------|-----------|
| 20544        | 10101     | 09/21/21    | CP ENGINEERS NJ, LLC | 19002 | BELV PT SCREEN            | 2,328.50  |
| 20544        | 10101     | 09/21/21    | CP ENGINEERS NJ, LLC | 19050 | OXFORD UV SYSTEM          | 154.00    |
| 20544        | 10101     | 09/21/21    | CP ENGINEERS NJ, LLC | 19001 | INTERCEPTOR SYSTEM        | 2,181.20  |
| 20544        | 10101     | 09/21/21    | CP ENGINEERS NJ, LLC | 19001 | BELV CLARIFIER REHAB      | 2,823.14  |
|              |           |             | TOTAL CHECK          |       |                           | 7,486.84  |
| 20545        | 10101     | 09/21/21    | VORTEX SERVICES, LLC | 19001 | OXFORD INTERCEPTOR SYSTEM | 1,381.00  |
| 20546        | 10101     | 09/21/21    | VORTEX SERVICES, LLC | 19001 | OXFORD INTERCEPTOR SYSTEM | 3,391.00  |
|              |           |             | TOTAL FUND           |       |                           | 12,258.84 |
|              |           |             | TOTAL REPORT         |       |                           | 12,258.84 |