

**Lake Musconetcong Regional Planning Board
Reorganization Meeting
January 17, 2024**

Mr. Riley opened the Reorganization Meeting at 7:00 p.m. with a reading of the Open Public Meetings Notice which was sent to the Daily Record and New Jersey Herald on January 19, 2023 and was sent to the Clerks of the four municipalities, the State and the two counties.

ROLL CALL:

Laura Franek – present
Robert Hathaway – present
William Hayden - absent
Joseph Keenan- present
Rosemarie Maio – present

Judith McGrath - absent
Shawn Potillo - present
Steven Rattner – (not eligible to participate)
Rudy Shlesinger - present
Lester Wright - absent
Earl Riley - present

ANNUAL BUSINESS:

Election of Officers

Chairman: Mr. Hathaway nominated Earl Riley as Chairman, seconded by Ms. Maio. Mr. Hathaway motioned to close the nominations, seconded by Mr. Wright. Earl Riley was elected as Chairman on unanimous voice vote.

Vice Chairman: Mr. Wright nominated Mr. Hathaway as Vice-Chairman, seconded by Mr. Potillo. Ms. Maio motioned to close the nominations, seconded by Mr. Potillo. Robert Hathaway was elected as Vice-Chairman on majority voice vote. Mr. Hathaway abstained.

Secretary/Treasurer: Ms. Maio nominated Joseph Keenan as Secretary/Treasurer, seconded by Mr. Hathaway. Mr. Hathaway motioned to close the nominations, seconded by Mr. Shlesinger. Joseph Keenan was elected Secretary/Treasurer on majority voice vote. Mr. Keenan abstained.

Resolutions

Chairman Riley offered the following resolutions as Consent Agenda items, which were read by title and acted on under one motion. Chairman Riley stated Annual Resolution #5, the appointment of consultants is being tabled due to the fact there are no consultants to be appointed. The Board Attorney and Qualified Purchasing Agent (“QPA”) have asked not to be reappointed. The Board will do research and look for suggestions for a new attorney and QPA.

Resolution #1 Meeting Notice:

WHEREAS, the Lake Musconetcong Regional Planning Board is required to select a public place for the posting of all notices of regular and special meetings of the Board, and

WHEREAS, said Board must provide notice of all regular and special meetings of the Board to at least two (2) newspapers, one of which must be designated as the official newspaper of the Board.

NOW, THEREFORE, BE IT RESOLVED, that the public place for the posting of all notices of regular and special meetings of the Board shall be the bulletin board within the administration building of the Borough of Netcong Municipal Building, located at 23 Maple Avenue, Netcong, Morris County, New Jersey; and

BE IT FURTHER RESOLVED, that the **New Jersey Herald** is designated as the official newspaper of the Lake Musconetcong Regional Planning Board for the year 2024.

AND BE IT FURTHER RESOLVED, that the **New Jersey Herald** and the **Daily Record** are hereby designated to receive all notices of Board meetings in 2024 as required under the Open Public Meetings Act.

Resolution #2 – Annual Notice:

WHEREAS, the Lake Musconetcong Regional Planning Board must provide annual notice of all regular meetings of the Board to be held during a calendar year;

NOW, THEREFORE, BE IT RESOLVED, that the schedule of all regular meetings as listed below, be and hereby is declared to be the official list of all dates of the regular meetings of said Board for the year 2024, and

BE IT FURTHER RESOLVED, that the said meetings shall commence at 7:00 p.m. and will be scheduled to end no later than 10:00 p.m. with all meetings to be held at the municipal building of the Borough of Netcong, 23 Maple Avenue, Netcong, Morris County, New Jersey, unless otherwise noted

MEETING DATES

February 21, 2024	August 21, 2024
March 20, 2024	September 18, 2024
April 17, 2024	October 16, 2024
May 15, 2024	November 20, 2024
June 19, 2024	December 18, 2024
July 17, 2024	

BE IT FURTHER RESOLVED, that the Annual Reorganization Meeting for the calendar year 2025 will be the third Wednesday of the month.

Reorganization & Regular Meeting January 15, 2025

BE IT FURTHER RESOLVED that said meetings will observe the following tentative Agenda:

- | | |
|----------------------------|---------------------------|
| Salute to Colors | Reports of Committees |
| Call to Order | Treasurers Report |
| Compliance to Sunshine Law | Approval of Bills |
| Roll Call | Unfinished (Old) Business |
| Modifications to Agenda | New Business |
| Open to the Public | Open to the Public |
| Action on Minutes | Adjournment |
| Communications | |

BE IT FURTHER RESOLVED, that all special meeting dates and agendas shall be published according to law.

Resolution #3 – Notification of Meetings:

WHEREAS, N.J.S.A. 10:4-6 et seq., known as the “OPEN PUBLIC MEETING ACT” provides for the fixing of a reasonable charge to be paid by any person requesting notification of meetings and minutes of the Lake Musconetcong Regional Planning Board.

NOW, THEREFORE, BE IT RESOLVED, by the said Board that the sum of fifteen dollars (\$15.00) is hereby fixed as the fee to be paid by any person or organization requesting that notice of meetings and minutes of the Board for the calendar year 2024 are mailed to same.

BE IT FURTHER RESOLVED, as provided by N.J.S.A. 40:4-19, no charge shall be made to any newspaper or municipality, named board or agency, county or state that requests the mailings of such notice(s) and/or minutes of the Lake Musconetcong Regional Planning Board to its business office.

Resolution #4 – Clerical Personnel:

WHEREAS, there exists a need within the Lake Musconetcong Regional Planning Board for the retention of personnel to perform such clerical duties and office work as required by the Board’s job description to hold a monthly public meeting, at the monthly compensation of \$550.00, and in addition, other such work as deemed necessary by the Lake Musconetcong Regional Planning Board at a \$15.00 hourly rate or other rate negotiated per task, and

WHEREAS, the funds for such duties and services are available for this purpose;

NOW, THEREFORE, BE IT RESOLVED, by the said Board that it hereby appoints Ellen Horak, as the Clerk, to be retained on a month-to-month basis, as an independent contractor, for the balance of the calendar year 2024 to perform such duties and office work, outlined previously, with reimbursement for all expenses, such as postage, phone bills, etc.; and

BE IT FURTHER RESOLVED by said Board that if the Clerk should not be available during the year for the above services, she is to provide for coverage.

Resolution #5 – Consultants: TABLED

Resolution #6 – Designating Depositories for the 2024 Calendar Year:

BE IT RESOLVED by the Lake Musconetcong Regional Planning Board that the attached Cash Management Plan is hereby approved and adopted for Calendar Year 2024; and

BE IT FURTHER RESOLVED by the Lake Musconetcong Regional Planning Board that the following bank and brokerage firm are hereby designated depositories for the Lake Musconetcong Regional Planning Board for 2024:

- Fulton Bank, N.A.
- Fidelity Investments

**CASH MANAGEMENT PLAN OF THE
LAKE MUSCONETCONG REGIONAL
PLANNING BOARD**

I. STATEMENT OF PURPOSE

This Cash Management Plan (the “Plan”) is prepared pursuant to the provisions of N.J.S.A. 40A:5-23 in order to set forth the basis for the deposits (“Deposits”) and investment (“Permitted Investments”) of certain Public funds of the Lake Musconetcong Regional Planning Board (the “Board”) pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to ensure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments. All investments shall be made on a competitive basis insofar as practicable.

II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN

- A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Board:
- Lake Management Operating
 - Long Term Savings
 - Any other accounts within the Board’s name and any of its agencies

III. DESIGNATION OF OFFICIALS OF THE LAKE MUSCONETCONG REGIONAL PLANNING BOARD AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN

The Treasurer of the Board the “Designated Official” is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan and shall thereafter be relieved of any liability for loss of such moneys due to insolvency or closing of any depository designated by, or the decrease in value of any investment authorized, by the Cash Management Plan.

IV. DESIGNATION OF DEPOSITORIES.

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any Certificates of Deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

- Fulton Bank of New Jersey
- Fidelity Investments

V. AUTHORIZED INVESTMENTS

- A. Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
 - (2) Government money market mutual funds;
 - (3) Any obligation that a federal agency or federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
 - (4) Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located;
 - (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
 - (6) Local government investment pools;
 - (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 (C.52:18A-90.4); or
 - (8) Agreements for the repurchase of fully collateralized securities if:
 - (a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
 - (b) the custody of collateral is transferred to a third party;
 - (c) the maturity of the agreement is not more than 30 days;
 - (d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17:9-41); and
 - (e) a master repurchase agreement providing for the custody and security of collateral is executed.
- B. Any investments not purchased and redeemed directly from the issuer, government money market mutual fund, local government investment pool, or the State of New Jersey Cash Management Fund, shall be purchased and redeemed through the use of a national or State bank located within this State or other financial intermediary through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1997, c.93 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

For purposes of the above language, the terms “government money market mutual fund” and “local government investment pool” shall have the following definitions:

Government Money Market Mutual Fund. An investment company or investment trust:

- (a) which is registered with the Securities and Exchange Commission under the “Investment Company Act of 1940,” 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec. 270.2a-7.
- (b) the portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec.270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; in which direct investment may be made pursuant to paragraphs (1) and (3) of subsection (a) of this section and
- (c) which has:
 - (i) attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
 - (ii) retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the “Investment Advisors Act of 1940”, 5 U.S.C. sec.80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.
- (d) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value.

Local Government Investment Pool. An investment pool:

- (a) which is managed in accordance with 17 C.F.R. sec. 270.2a-7;
- (b) which is rated in the highest category by a nationally recognized statistical rating organization;
- (c) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities. Same as Money Market;
- (d) which is in compliance with rules adopted pursuant to the “Administrative Procedure Act,” P.L. 1968, c.410 (c.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
- (e) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and

- (f) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

Any official involved in the designation of depositories or in the authorization for investments as permitted pursuant to section 8 of P.L. 1977, c.396 (C.40A:5-23.1), or any combination of the preceding, or the selection of an entity seeking to sell an investment to the local unit who has a material business or personal relationship with that organization shall disclose that relationship to the governing body of the local unit and to the Local Finance Board or a county or municipal ethics board, as appropriate.

VI. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Board, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Lake Musconetcong Regional Planning Board to assure that there is no unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to ensure that such Permitted Investments are either received by the Board or by a third-party custodian prior to or upon the release of the Board's funds.

To assure that all parties with whom the Board deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official.

VII. REPORTING REQUIREMENTS

On the first day of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the Board a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the Board as Deposit or Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted Investments.
- F. The fees incurred to undertake such Deposits or Permitted Investments.

- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Board.

VIII. TERM OF PLAN

This Plan shall be in effect from January 3, 2024 to December 31, 2024. Attached to this Plan is a resolution of the Board approving this Plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Board, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

On motion by Mr. Hathaway, seconded by Mr. Pottillo, and carried by the following unanimous roll call vote, the above resolutions were adopted.

ROLL CALL:

- | | |
|--------------------|----------------------|
| Ms. Franek – yes | Mr. Pottillo - yes |
| Mr. Hathaway – yes | Mr. Shlesinger - yes |
| Mr. Keenan - yes | Mr. Wright - yes |
| Ms. Maio - yes | Chairman Riley - yes |

COMMITTEE APPOINTMENTS: Chairman Riley made the following committee appointments:

- Canal Society** – Ms. McGrath
- Site Plan/Stream Encroachment** – Mr. Wright
- Audit Committee** – Mr. Shlesinger and Mr. Pottillo
- Musconetcong Watershed Association** – Mr. Rattner
- Lake Awareness** –Ms. Maio
- Lake Management** – Mr. Hathaway
- Operating Budget** – Mr. Keenan
- CD Investment** – Mr. Keenan

MODIFICATIONS TO THE AGENDA: There were no modifications to the Agenda.

OPEN TO THE PUBLIC: Chairman Riley opened the meeting to the public. Seeing no one from the public wishing to speak, Chairman Riley closed the public portion of the meeting.

ACTION ON MINUTES: Chairman Riley noted a correction on page 2 under Bills. The Minutes state “Solitude owes the Board the cost for the nine bags of pellets they lost, which is \$26,000 worth of pellets. The amount should be corrected to read “\$2,531.25” worth of pellets. On motion by Mr. Hathaway, seconded by Ms. Maio the Minutes of the December 20, 2023 meeting, were approved, as amended, on unanimous voice vote.

COMMUNICATIONS: The following communications have been placed on file:
12-21-23 Gannett Co., Inc. (NJ Herald) – Affidavit re: circulation and rate charged for publications

- 12-29-23 Fidelity – Notice of Internet Availability of Shareholder Reports
- 01-04-24 Notice to Property Owners – site plan application to construct one additional warehouse on property located at 6 Stanhope-Sparta Road, (County Route 605), Hopatcong re: Blk 20002, Lot 2
- 01-09-24 Stanhope Land Use Board – Minor Subdivision Application re: Block 11106, Lot 6 (3-7 Musconetcong Avenue, Stanhope)
- 01-09-24 Fidelity – December Statement
- 01-10-24 Solitude Lake Management – Statement of Account (\$2,336.00 balance owed)

On motion by Mr. Hathaway, seconded by Ms. Maio and carried by unanimous voice vote, the communications were accepted.

REPORTS OF COMMITTEES:

Canal Society – There was no report.

Musconetcong Watershed Association – There was no report

Site Plan Review/Stream Encroachment – Mr. Wright reported he continues to monitor the FJZ property on Allen Street in Netcong. Mr. Wright said he has a drone he will be using to view the area. He has the required license to operate a drone. Mr. Wright will review the minor subdivision application just received for property on the lake in Stanhope. The hearing on the application will be held before the Board's next meeting. If Mr. Wright has any concerns, he will inform the Board. Ms. Maio noted any concerns should also be brought to the Land Use Board.

Lake Awareness – There was no report.

Lake Management – Mr. Hathaway reported the swirl chamber is not working and is currently "out of operating spec." Ms. Franek said she and the DEP are aware; however, they are waiting for bids to determine when the correction of the malfunctioning device will take place. Ms. Franek said she has been involved with the swirl chamber since 2019. This past fall they started contacting companies to get quotes for the repair, but due to the cost, they needed to solicit sealed bids and are now waiting for the bids to come in. They are aware the swirl chamber is not functioning properly because it was built too low. Mr. Hathaway said the device was not the correct device to handle what was needed. Chairman Riley noted the non-functioning swirl chamber is causing an inflow of debris into the lake. The swirl chamber is located at the Netcong boat launch. Mr. Hathaway commented that the lake will be damaged by the lack of maintenance of the swirl chamber. Mr. Hathaway also reported they now have a dumpster; a 30-yard roll-off container that is in great shape. Chairman Riley said he and Wayne Swistak inspected the inside and there is some rust, which is not surprising and the outside is fine. Chairman Riley said Wayne suggested painting the inside, which he agreed was a good idea. Mr. Hathaway noted the last time they painted the previous dumpster, they had help from the Sheriff's Office SLAP Program. Mr. Hathaway will look into again having help from the participants in the SLAP Program

Operating Budget – There was no report.

CD Investment – Mr. Keenan reported the CD Investment Committee met and they recommend investing the CD maturing mid-February for 12 months instead of 9 months. The Board had set up a

ladder to roll every 3 months and Mr. Keenan questioned if they need to do every three months. Interest rates are going down and if you invest in a longer time, you are guaranteed that rate for that length of time. Chairman Riley asked the reason. Mr. Keenan responded it is to get the maximum return for funds the Board has. Chairman Riley noted there may be a need to access the money. Mr. Keenan stated there is \$80,000 readily available in the money market account. Mr. Shlesinger said that going forward, they are not going to find an interest rate over 5% for less than 12 months. Mr. Shlesinger suggested taking \$50,000 and investing it for between 12 and 18 months. Mr. Shlesinger expressed his opinion that rates are currently going down and they will continue to go down moving forward. Mr. Shlesinger said the Board should have a 5-year plan, adding that during the Committee meeting, Mr. Rattner suggested having a long-range capital plan. Mr. Hathaway expressed his opinion that if they were to consider something beyond 12 months, they are making a decision for another Board which he feels is improper. Mr. Hathaway said they should not consider anything over 12 months. Ms. Maio acknowledged Mr. Hathaway's opinion and said the majority of this Board will still be sitting on the Board after 12 months. Chairman Riley noted they have three CD's totaling \$154,000 and he asked if the Board needed \$150,000 tomorrow can they take it from those CD's. Mr. Keenan responded yes; however, there would be a penalty for early withdrawal. Mr. Shlesinger said you can prematurely withdraw from the CD, but you lose your interest. Chairman Riley questioned if there would be a penalty in addition to losing the interest. Mr. Rattner spoke as a member of the public and noted the Board has signed contracts for more than one year. He also said they should invest the money for when they are going to need it as the Board is trying to protect their assets so they should first see if they need the money. Mr. Rattner noted you want to get as much interest as you can and a 12-month CD is currently 5.1%. Mr. Rattner suggested the CD Investment Committee meet and discuss what the Board will need in terms of a capital plan. Chairman Riley asked for a recommendation of the committee with a motion for investing the maturing CD. On motion by Mr. Keenan, seconded by Ms. Franek and carried by the following majority roll call vote, the Board approved investing the CD maturing mid-February in a 12-month CD:

ROLL CALL:

Ms. Franek – yes	Mr. Pottillo - yes
Mr. Hathaway – yes	Mr. Shlesinger - yes
Mr. Keenan - yes	Mr. Wright - abstain
Ms. Maio - no	Chairman Riley - no

TREASURER'S REPORT: Mr. Keenan noted the Treasurer's Report was emailed to the Board. Chairman Riley questioned why the report shows the Solitude Lake Management's bill of \$1,284 as being paid. Mr. Keenan directed Chairman Riley to the last entry on the report that shows that payment was reversed. Chairman Riley said they must do a complete audit of the entire Solitude Lake Management account because it is a mess. In Solitude's latest email, they have numbers that have no relationship to our contracts. They said they credited the Board for the lost pellets and credited the Board \$1,400; however, they owe the Board \$2,531.25. Chairman Riley said the Board will not pay Solitude anything until the entire issue is resolved. Chairman Riley and Mr. Keenan will review every invoice billed and paid from the beginning of the 2-year contract and will have an audit before the next meeting. On motion by Mr. Hathaway, seconded by Ms. Maio and carried by unanimous voice vote, the Treasurer's Report was accepted and placed on file.

BILLS: Mr. Keenan explained the JCP&L bill indicating \$60.49. The first check written to JCP&L after the Board's account was breached and the Bank closed the account was bounced so JCP&L charged the Board a \$15.00 return fee. Mr. Keenan made arrangements with the Bank before the new account was

opened, which took some time, to inform them when he wrote a check on the old account and they would honor it. He wrote two checks, one to the Board Clerk, that was honored and one to JCP&L that was rejected so they charged the Board another \$15 fee. Mr. Keenan had notified the bank about both checks; however, the bank only honored one. Mr. Keenan has been in contact with JCP&L and the bank. The bank acknowledged their error. Ms. Maio said the Board should pursue who and how the breach to their account happened and the bank should reimburse the Board for the extra fees from JCP&L. Mr. Keenan said he is working on resolving the issue and the Board will be approving the \$4.48 listed. On motion by Mr. Hathaway, seconded by Ms. Maio and carried by the following unanimous roll call vote, the following bills are to be paid if and when funds are available:

Operating Account:

Ellen Horak - Clerk’s Monthly Compensation	\$ 550.00
Selective Insurance – Commercial Insurance Premium Installment	\$ 942.00

Lake Management Account:

JCP&L – electric at shed (if billing issue is resolved – or \$60.49)	\$ 4.48
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ROLL CALL:

- | | |
|--------------------|----------------------|
| Ms. Franek – yes | Mr. Pottillo - yes |
| Mr. Hathaway – yes | Mr. Shlesinger - yes |
| Mr. Keenan - yes | Mr. Wright - yes |
| Ms. Maio - yes | Chairman Riley - yes |

UNFINISHED (OLD) BUSINESS:

\$272,000 Grant – Chairman Riley reported he and Mr. Keenan submitted the expense report at least three to four times. The State is not accepting the in-kind volunteer hours for Chairman Riley and Al Cook because they did not have a volunteer sign-in sheet. Chairman Riley contacted them and ticked them off during the conversation, after which they did not respond to him for a month. There is a Microsoft Team meeting this Friday at which time they will resolve this issue. Chairman Riley said he thinks they will disallow all the hours he put into the grant because he does not have a volunteer sign-in sheet. Chairman Riley said he wants to get the \$10,000 signed off on in volunteer hours and going forward for the second quarter he will have sign-in sheets for land support. They are accepting the harvesting operators time sheets. Chairman Riley said he asked them to put in volunteer hours for this Board members and they want justification on the time spent for the purpose of the grant which is the reduction of TMDL in the lake. Chairman Riley will discuss this with them during this Friday’s meeting. Chairman Riley said he put in 2 hours per month for every Board member. Chairman Riley said he will not include his hours for the first quarter. The second quarter is July, August and September for which he will have a sign-in sheet for land support and for maintenance support and will have all volunteers sign them. Chairman Riley said the in-kind cash contribution to the grant is \$18,000. He had put in \$5,000 because that is the maintenance budget and the grant is a three-year grant so \$5,000 times three equals \$15,000 plus Aquarius is donating to the Board \$3,000 worth of training. Chairman Riley noted that since this will be a new machine, they will not spend \$5,000 on maintenance so he spoke to the grant manager and said he would like to transfer \$8,000 to \$10,000 out of the maintenance in-kind and into insurance in-kind which they will spend. The grant manager said that was allowed, but he has to amend the Board’s budget, which he has done and is now waiting for a response. Chairman Riley hopes to have resolution to all issues by the end of Friday and he will inform the Board of the outcome. Chairman Riley reported the production schedule for the new harvester is on time. The next payment will be due when the machine is delivered.

Chairman Riley noted the next advance payment of \$150,000 is for a backhoe and said if they can acquire one through State Contract they do not have to go out to bid. Ms. Maio expressed reluctance to putting that amount of money for a backhoe before the harvester is done in case they do not have the money from the State to pay for the harvester. Mr. Hathaway agreed and spoke about possibly renting a backhoe this year.

NEW BUSINESS:

Annual Report – Chairman Riley reported the Annual Report is almost complete. There are a few discrepancies, one being the budget actuals that he and Mr. Keenan need to resolve. The primary reason for the discrepancy is due to the Solitude Lake Management issue. There are some other minor discrepancies that need to be resolved before finalizing the report. The Annual Report will be carried to the February meeting.

OPEN TO THE PUBLIC: Chairman Riley opened the meeting to the public. Seeing no one from the public wishing to speak, Chairman Riley closed the public portion of the meeting.

GENERAL DISCUSSION: Ms. Franek informed the Board that she is being transferred to a different Park. She does not have a start date for the new person taking over her position. The Board thanked Ms. Franek for her time and effort, noting she has been one of the most helpful and responsive State representatives the Board has had.

ADJOURNMENT: On motion by Mr. Hathaway, seconded by Ms. Franek, and carried by unanimous voice vote, the meeting was adjourned at 8:20 P.M.

Respectfully submitted,

Ellen Horak, Clerk