

MEETING OF MAYOR AND COUNCIL  
NOVEMBER 15, 2017  
7:00 PM

\* MEETING CALLED TO ORDER – SALUTE TO THE FLAG - MOMENT OF SILENCE

The meeting was called to order at 7:00 p.m. by Mayor Chris Slavicek. He asked everyone to please stand for the Pledge of Allegiance and remain standing for a moment of silence for our men and women serving and whom have served in the military protecting our freedom.

\* CALLING OF THE ROLL

Mayor Slavicek  
Councilman Karczewski  
Councilman Dzingleski  
Councilwoman Carolan-Genthe  
Councilman Peckham  
Councilman Perez – arrived at 7:30 pm  
Councilman Reid  
Also in attendance:  
Borough Administrator Matthew Crane  
Borough Attorney Joseph Youssef

\* OPEN PUBLIC MEETINGS ACT STATEMENT

Adequate notice of this meeting has been provided as is required under Chapter 231 Public Law 1975 specifying the time, date, location and to the extent known the agenda by posting a copy on the bulletin board in the Municipal Building outside of the meeting room and providing a copy to the Home News Tribune and Sentinel newspapers and by filing a copy in the office of the Municipal Clerk in accordance with the certification which will be entered in the minutes of this meeting. A representative from Verizon came and spoke about the maintenance of poles in the public right-of-way pursuant to which Verizon Wireless may use such poles erected within the public right-of-way in the Borough of Helmetta.

\* PUBLIC PORTION

During the Public Portion of any Council Meeting members of the Public may only speak on topics of concern to the residents of the Borough. Each individual will be given five minutes to speak as per the Rules to Govern adopted January 4, 2017. During the Public portion of any meeting, the members of the Public as well as the Governing Body shall be courteous and respectful to one another. No comments and/or behavior that are considered disrespectful, ill-willed or with the intent to harass will be tolerated. If such behavior occurs, then that individual member of the Public will be asked to sit down and his or her turn to speak will be over, even if the five minutes is not.

John Nartowicz 2 Holly Manor Court, questioned if the vehicles at the Animal Shelter are ever started. He was told they are started but they are not moved. He also asked if it is necessary to have all the lights on at the Community Center. Councilman Karczewski will look into this.

\* CONSENT AGENDA - RESOLUTION #2017 - 140

Report of Municipal Clerk, Tax Collector

Resolutions:

- #132 Governing Body Certification of the Annual Audit
- #133 Acceptance of resignation of Matthew Rosofsky
- #134 A Resolution authorizing year 2017 Budget Transfer
- #135 Resolution authorizing payment to Valic of \$5,000.00 pursuant to LOSAP for calendar year 2016
- #136 Resolution authorizing reimbursement to Heather Glen Condominium Association pursuant to Chapter 299, Public Law 1989, as amended, for the year 2016
- #137 Resolution authorizing reimbursement to Loft at Helmetta for the year 2016
- #138 Bills payable as per shown on the list.
- #139 2016 Audit Corrective Action Plan

MOTION – Councilman Karczewski      SECOND – Councilman Peckham  
ROLL CALL: 5 - 0

#135 Resolution authorizing payment to Valic of \$5,000.00 pursuant to LOSAP for calendar year 2016

MOTION – Councilman Karczewski      SECOND – Councilman Peckham  
ROLL CALL: 4 - 0 - 1

#139 2016 Audit Corrective Action Plan

After discussion it was decided to drop item # 3

MOTION – Councilwoman Carolan-Gemthe      SECOND – Councilman Peckham  
ROLL CALL: 5 - 0

\* MINUTES of October 18, 2017

MOTION – Councilman Peckham      SECOND – Councilman Dzingleski  
ROLL CALL: 3 - 0 - 2

\* REPORT OF MAYOR, COMMITTEES, BOROUGH ATTORNEY,  
BOROUGH ENGINEER, PUBLIC WORKS

Mayor Slavicek said the Monroe Township Band Association would like to use the Community Center on December 5<sup>th</sup> for Band Awards. After discussion of the fee to charge it was decided to charge them the residents fee.

At Helmetta Day, 2018 the Pavilion will be dedicated in the memory of Ronald Wilson. Joe Kotora won Fire Inspector of the Year 2017.

The Mayor thanked Etsch Farm for the hayrides at the Bonfire.

Judge Herman reduced the Court hours to Monday and Wednesday.

To date, 24 Crab Trees were sold.

Councilman Dzingleski said that the Tree lighting will be on December 1<sup>st</sup>. On December 1<sup>st</sup>, Breakfast with Santa will be from 9:30 – 11:30 a.m. 55+ dinner will start At 5:30 p.m. On December 15 the Fire Department will go through the borough with Santa on the fire truck beginning at 9:30 a.m. St. George's Church is offering free coffee from 6:30 to 8:00 am each morning

Councilman Peckham said the sidewalks by the Community Center are deteriorating. We should check with Kaplan to see about fixing them. They did fix one by the kitchen door.

Councilwoman Carolan-Genthe said the game with the Harlem Wizards was a great success. 8<sup>th</sup> Grade is sponsoring a Palette at the American Legion. PTA is sponsoring a Pie Patch. They will give the pies to the teachers as a thank you. Vote for your favorite custodian is being held. At the Fire House the 8<sup>th</sup> Graders will have breakfast with Santa. They have a giving tree where gifts will be brought in and distributed locally Memorial School will be used on February 2 for Escape School

Our Borough Attorney read the resolution regarding about the liquor license.

\* CLOSED SESSION – 2017 – 141 Contract Negotiations

MOTION – Councilman Karczewski SECOND - Councilman Dzingleski  
ROLL CALL: 5 – 0

Councilman Perez arrived at 7:30 pm.

A MOTION was made by Councilwoman Carolan-Genthe and SECONDED by Councilman to go into Open Session. ROLL CALL: 5 – 0

The next meeting will be held on December 20<sup>th</sup>.

\* ADJOURNMENT – There being no further business, the meeting was adjourned.

Water/Sewer Receipts Report

August 2017

	<u>Water</u>	<u>Sewer</u>	<u>Total</u>
2016 Principal	\$ 2,105.63	\$ 3,254.64	\$ 5,360.27
2017 Principal	49,922.97	46,488.74	96,411.71
2017 Overpayments	76.05	326.09	402.14
2018 Principal	-	-	-
Subtotal	<u>52,104.65</u>	<u>50,069.47</u>	<u>102,174.12</u>
Interest	205.11	296.37	501.48
Subtotal	<u>52,309.76</u>	<u>50,365.84</u>	<u>102,675.60</u>
Lien Holder Payments	-	-	-
Lien Holder Interest	-	-	-
Subtotal	<u>52,309.76</u>	<u>50,365.84</u>	<u>102,675.60</u>
Final Water Reads	20.00	-	20.00
NSF Returned Check	200.00	-	200.00
Refund Overpayment	-	-	-
NSF Bank Fees	-	-	-
W/S Duplicate Bill Fee	-	-	-
New Water Meter	-	-	-
Connection Fee	-	-	-
Water Meter Testing	-	-	-
Transfer in from Tax	-	-	-
Transfer out to Tax	-	-	-
	<u>\$ 52,529.76</u>	<u>\$ 50,365.84</u>	<u>\$ 102,895.60</u>

Carol Feig  
Utility Revenue Collector

## Water/Sewer Receipts Report

September 2017

	<u>Water</u>	<u>Sewer</u>	<u>Total</u>
2016 Principal	\$ 3,748.75	\$ 3,650.86	\$ 7,399.60
2017 Principal	8,901.82	8,307.13	17,208.95
2017 Overpayments	184.63	447.25	631.88
2018 Principal	-	-	-
Subtotal	<u>12,835.20</u>	<u>12,405.23</u>	<u>25,240.43</u>
Interest	523.23	417.55	940.78
Subtotal	13,358.43	12,822.78	26,181.21
Lien Holder Payments	203.22	342.00	545.22
Lien Holder Interest	1.26	2.13	3.39
Subtotal	13,562.91	13,166.91	26,729.82
Final Water Reads	120.00	-	120.00
NSF Returned Check	-	-	-
Refund Overpayment	-	-	-
NSF Bank Fees	-	-	-
W/S Duplicate Bill Fee	-	-	-
New Water Meter	-	-	-
Connection Fee	-	-	-
Water Meter Testing	-	-	-
Transfer in from Tax	-	-	-
Transfer out to Tax	-	-	-
	<u>\$ 13,682.91</u>	<u>\$ 13,166.91</u>	<u>\$ 26,849.82</u>

Carol Feig  
Utility Revenue Collector

**RESOLUTION**  
**#2017 - 132**  
**GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT**

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2016 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and,

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and,

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations, and,

WHEREAS, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and,

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and,


WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE BE IT RESOLVED, That the Borough Council of the Borough of Helmetta, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON NOVEMBER 15, 2017.

  
Clerk

RESOLUTION

#2017- 133

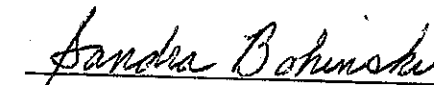
ACCEPTANCE OF RESIGNATION OF Matthew Rosofsky

BE IT RESOLVED, that the resignation of Matthew Rosofsky be and is hereby accepted with his last day of employment being November 6, 2017.

	<u>Motion</u>		<u>Recorded Vote</u>			
	<u>1<sup>st</sup></u>	<u>2nd</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Karczewski	✓		✓			
Carolan-Genthe			✓			
Dzingleski			✓			
Peckham		✓	✓			
Perez					✓	
Reid			✓			

CERTIFICATION

I, Sandra Bohinski, Municipal Clerk of the Borough of Helmetta, do hereby certify that the foregoing resolution was duly adopted by the Borough Council of the Borough of Helmetta at a meeting held on the 15th day of November, 2017.

  
\_\_\_\_\_  
Sandra Bohinski, RMC  
Municipal Clerk

RESOLUTION

#2017 - 134

A RESOLUTION AUTHORIZING YEAR 2017 BUDGET TRANSFERS

WHEREAS, there are 2017 Budget Accounts which require more funding due to circumstances not known at the beginning of the year; and

WHEREAS, there will be excess balances in budget accounts in which the expenditures will be less than projected at the beginning of the year, and

NOW, THEREFORE BE IT RESOLVED by the Borough Council of the Borough of Helmetta, that the following year 2017 Budget Transfers be authorized and made on the records and accounts of the Borough:


<u>Budget Account</u>	<u>From</u>	<u>To</u>
7-01-28-796-020 Parks OE	\$750.00	
7-05-55-500-021 Water Operating OE	\$ 3,000.00	
7-07-55-500-021 Sewer Operating OE	\$ 4,000.00	
7-01-23-733-020 Health Insurance Employee	\$10,000.00	
7-01-21-720-010 Planning Board S&W		\$100.00
7-01-22-725-010 Uniform Construction Code S&W		\$150.00
7-01-25-752-010 Fire Prevention Bureau S&W		\$100.00
7-01-28-795-020 Recreation OE		\$400.00
7-01-25-745-020 Police Department OE		\$10,000.00
7-05-55-500-010 Water Operating S&W		\$3,000.00
7-07-55-500-010 Sewer Operating S&W		\$4,000.00



	<u>Motion</u>		<u>Recorded Vote</u>			
	<u>1<sup>st</sup></u>	<u>2nd</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Karczewski	✓		✓			
Carolan-Genthe			✓			
Dzingleski			✓			
Peckham		✓	✓			
Perez					✓	
Reid			✓			

CERTIFICATION

I, Sandra Bohinski, Municipal Clerk of the Borough of Helmetta, do hereby certify that the foregoing resolution was duly adopted by the Borough Council of the Borough of Helmetta at a meeting held on the 15th day of November, 2017.

  
 Sandra Bohinski, RMC  
 Municipal Clerk

**RESOLUTION**

**#2017 - 135**

**RESOLUTION AUTHORIZING PAYMENT TO VALIC OF \$5,600 PURSUANT TO LOSAP FOR CALENDAR YEAR 2016**

WHEREAS, the Borough of Helmetta approved a Length of Service Awards Program (the "Program") for its volunteer firefighters beginning January 1, 2003; and

WHEREAS, the Program provides for a payment of \$400.00 into the LOSAP Retirement Plan to those firefighters that meet the qualifying requirements of the Program; and

WHEREAS, the Helmetta Fire Department has provided the Plan Administrator Matthew Crane with evidence that the following nineteen (14) firefighters met the qualifying requirements of the Program for calendar year 2013: Christopher Acs, Vincent Amabile, Nicholas Dolce, Raphael Dolce, John Dunay, Duane Hoven, Eric Knapp, Jack Kramer, Daniel Leal, Steve Magno, Pradeep Mathew, Joseph Reid, William Reid, and Rob Simonelli; and

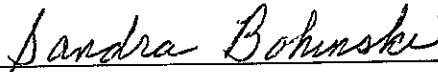
WHEREAS, the Borough has entered into an agreement with AIG Valic, now known as AIG Retirement, to provide financial support for the Program.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Helmetta that the Chief Financial Officer is hereby authorized to issue a check in the amount of Seven Thousand Six Hundred Dollars (\$5,600) to AIG Retirement for the Borough's contribution to the Length of Service Awards Program for 2016

	<u>Motion</u>		<u>Recorded Vote</u>			
	<u>1<sup>st</sup></u>	<u>2nd</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Karczewski	✓		✓			
Carolan-Genthe			✓			
Dzingleski			✓			
Peckham		✓	✓			
Perez					✓	
Reid						✓

CERTIFICATION

I, Sandra Bohinski, Municipal Clerk of the Borough of Helmetta, do hereby certify that the foregoing resolution was duly adopted by the Borough Council of the Borough of Helmetta at a meeting held on the 15th day of November, 2017.



\_\_\_\_\_  
Sandra Bohinski, RMC  
Municipal Clerk

## RESOLUTION

#2017 - 136

RESOLUTION AUTHORIZING REIMBURSEMENT TO HEATHER GLEN  
CONDOMINIUM ASSOCIATION PURSUANT TO CHAPTER 299, PUBLIC LAW  
1989, AS AMENDED, FOR THE YEAR 2016

**WHEREAS**, Heather Glen Condominium Association (the "Association") is a qualified private community pursuant to Chapter 299, Public Law 1989, as amended (the "Law"); and

**WHEREAS**, the Borough of Helmetta is required to provide to reimburse the Association for certain municipal services pursuant to the Law; and

**WHEREAS**, if the Borough provides reimbursement to the Association for certain municipal services, the reimbursement shall not exceed the amount that the Borough would have expended to provide the equivalent services; and

**WHEREAS**, the Borough and the Association entered into an Agreement dated June 23, 1994 providing for the reimbursement procedure for covered municipal services; and

**WHEREAS**, RCP Management Company, on behalf of the Association, submitted bills from Midco Waste Systems for garbage and recycling services for the year 2016 in the amount of \$55,345.79, which represents garbage and recycling pickup at twice the frequency of the Borough pickup; and

**WHEREAS**, the Chief Finance Officer has determined that the cost that would have been paid by the Association if they had the same level of service provided by the Borough to be \$27,791.95; and

**WHEREAS**, the Chief Finance Officer has determined that, under the Borough's agreements in place for 2016, it would have cost the Borough approximately \$65,584.35 to provide equivalent services; and

**WHEREAS**, RCP Management Company, on behalf of the Association, submitted bills from Jersey Central Power & Light for street lighting for the year 2016 in the amount of \$6,871.03; and

12/12/2015	4590.52
1/12/2016	4549.32
2/12/2016	4511.09
3/12/2016	4423.35
4/12/2016	4617.78
5/12/2016	4443.05
6/12/2017	4691.42
7/12/2016	4705.56
8/12/2016	4705.56
9/12/2016	4697.02
10/12/2016	4700.01
11/12/2016	4711.11

55,345.79

Spotswood invoices	44,846.00
MCUA invoices	44,982.13
Subtotal	89,828.13
Helmetta households	551
Cost per household	163.03

Heather Glen households	340
Projected cost	55,429.34

MCIA invoices every other week	16,457.10
Helmetta households	551
Cost per household	29.87
Heather Glen households	340
Projected cost	10,155.02

Total Projected cost 65,584.35

Invoice	Date	Basic Service-Twice per Week	Fuel/Envir	Total	Cost if Once per Week	Recycling weekly pickup
0689-001478269	12/12/2015	3,224.82	909.13	4,133.95	2,066.98	376.26
0689-001501719	1/12/2016	3,224.82	873.38	4,098.20	2,049.10	376.26
0689-001524667	2/12/2016	3,224.82	829.70	4,054.52	2,027.26	376.26
0689-001549247	3/12/2016	3,224.82	780.19	4,005.01	2,002.51	376.26
0689-001572666	4/12/2016	3,321.57	828.35	4,149.92	2,074.96	387.55
0689-001595323	5/12/2016	3,321.57	848.05	4,169.62	2,084.81	387.55
0689-001619016	6/12/2016	3,321.57	901.99	4,223.56	2,111.78	387.55
0689-001642791	7/12/2016	3,321.57	916.13	4,237.70	2,118.85	387.55

0689-001666231  
0689-001690484  
0689-001713683  
0689-001736533

8/12/2017	3,321.57	916.13	4,237.70	2,118.85	387.55
9/12/2017	3,321.57	907.59	4,229.16	2,114.58	387.55
10/12/2017	3,321.57	910.58	4,232.15	2,116.08	387.55
11/12/2017	3,321.57	921.68	4,243.25	2,121.63	387.55

<u>\$39,471.84</u>	<u>\$10,542.90</u>	<u>\$50,014.74</u>	<u>\$25,007.37</u>	<u>\$4,605.4</u>
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**Reimbursement Amount**

**\$27,791.95**

**RESOLUTION**

**#2017 - 137**

**RESOLUTION AUTHORIZING REIMBURSEMENT TO LOFT AT HELMETTA  
PURSUANT TO CHAPTER 299, PUBLIC LAW 1989, AS AMENDED, FOR THE  
YEAR 2016**

**WHEREAS**, Lofts at Helmetta is a qualified private community pursuant to Chapter 299, Public Law 1989, as amended (the "Law"); and

**WHEREAS**, the Borough of Helmetta is required to provide to reimbursement for certain municipal services pursuant to the Law; and

**WHEREAS**, if the Borough provides reimbursement to the Lofts at Helmetta for certain municipal services, the reimbursement shall not exceed the amount that the Borough would have expended to provide the equivalent services; and

**WHEREAS**, Kaplan Companies, submitted bills from Central Jersey Waste for garbage and recycling services for the year 2016 in the amount of \$1,890.00, which represents garbage and recycling pickup at twice the frequency of the Borough pickup; and

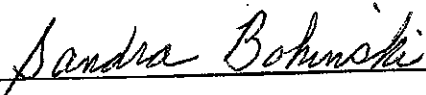
**WHEREAS**, the Chief Finance Officer has determined that the cost that would have been paid by Kaplan Companies if they had the same level of service provided by the Borough to be \$945.00; and

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Helmetta that the Chief Financial Officer be and is hereby authorized to issue a check in the amount of nine hundred and forty-five dollars (\$945.00) to Lofts at Helmetta representing 2016 garbage reimbursement

	<u>Motion</u>		<u>Recorded Vote</u>			
	<u>1<sup>st</sup></u>	<u>2nd</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Karczewski	✓		✓			
Carolan-Genthe			✓			
Dzingleski			✓			
Peckham		✓	✓			
Perez					✓	
Reid			✓			

CERTIFICATION

I, Sandra Bohinski, Municipal Clerk of the Borough of Helmetta, do hereby certify that the foregoing resolution was duly adopted by the Borough Council of the Borough of Helmetta at a meeting held on the 15th day of November, 2017.

  
 Sandra Bohinski, RMC  
 Municipal Clerk



**2016**

Month	Cost	
May	\$108.00	
June	\$135.00	
July	\$198.00	\$441.00
August	\$243.00	
Sept.	\$243.00	
Oct.	\$243.00	\$729.00
Nov.	\$243.00	
Dec.	\$477.00	\$720.00

**Total**                    **\$1,890.00**    **Twice a week pick up**

**Total**  
**Reimbursement**       **\$**  
                                 **945.00**

RESOLUTION  
#2017 – 138

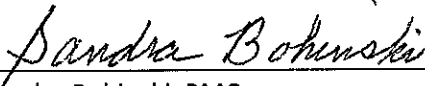
PAYMENT OF BILLS

Payment of all bills on list.

	<u>Motion</u>		<u>Recorded Vote</u>			
	<u>1<sup>st</sup></u>	<u>2nd</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Karczewski	✓		✓			
Carolan-Genthe			✓			
Dzingleski			✓			
Peckham		✓	✓			
Perez						✓
Reid			✓			

CERTIFICATION

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\_\_\_\_\_  
Sandra Bohinski, RMC  
Municipal Clerk

RESOLUTION  
#2017 - 139

2016 Audit Corrective Action Plan

The following steps will be taken to address the comment of the Borough of Helmetta Auditor as noted in the 2016 Audit Report:

1. There will be a monthly analysis of receivables for tax, water and sewer to the general ledger.
2. All bank reconciliations will be done monthly with the goal of balancing to the general ledger.
- ~~3. In 2018 I recommend an outside consultant be hired to set up a payroll general ledger and the Finance Clerk will post to this general ledger each time payroll is processed.~~
3. The Borough Administrator will continue to review the payroll for accuracy.

Denise Marabello, CMFO, CCFO  
Chief Financial Officer  
November 15, 2017

	<u>Motion</u>		<u>Recorded Vote</u>			
	<u>1<sup>st</sup></u>	<u>2nd</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Karczewski			✓			
Carolan-Genthe	✓		✓			
Dzingleski			✓			
Peckham		✓	✓			
Perez					✓	
Reid			✓			

CERTIFICATION

I, Sandra Bohinski, Municipal Clerk of the Borough of Helmetta, do hereby certify that the foregoing resolution was duly adopted by the Borough Council of the Borough of Helmetta at a meeting held on the 15th day of November, 2017.

  
\_\_\_\_\_  
Sandra Bohinski, RMC  
Municipal Clerk