

Minutes

DATE March 2, 2022

A regular meeting of the Toms River Fire Commissioners, District No. 2 was called to order at 19:35 hrs. at the Pleasant Plains Firehouse, 40 Clayton Avenue Toms River, New Jersey. Chairman Britton made the required public statement. "Adequate notice of this meeting has been provided in accordance with the Open Public Meetings Act by the adoption of a schedule of regular meetings and notice thereof being posted in the Municipal Building, 33 Washington Street, Toms River; being filed with the Municipal Clerk and being transmitted to the Asbury Park Press and the Star Ledger and to all persons who have requested copies in accordance with statute."

Roll call was taken; Present: Mr. Britton, Mr. Duff, Mr. Heroy,
Mr. Seiders, Mr. Willson

Absent:

Oath of Office – Commissioner Heroy administered Oath of Office to Kevin W. Britton and David Seiders. Timothy J. Carson was notary public for the Board.

Nomination of Chairman – A motion was offered by Mr. Willson, seconded by Mr. Heroy to nominate Kevin W. Britton as Chairman.

Roll call vote; Aye: Mr. Britton, Mr. Seiders, Mr. Duff, Mr. Willson, Mr. Heroy.
Nay: None.

Nomination of Clerk – Mr. Willson was nominated as Clerk on a motion offered by Mr. Heroy, seconded by Mr. Britton.

Roll call vote; Aye: Mr. Britton, Mr. Seiders, Mr. Duff, Mr. Willson, Mr. Heroy.
Nay: None.

Nomination of Treasurer – Mr. Duff was nominated as Treasurer on a motion offered by Mr. Heroy, seconded by Mr. Seiders.

Roll call vote; Aye: Mr. Britton, Mr. Seiders, Mr. Duff, Mr. Willson, Mr. Heroy.
Nay: None.

Nomination of Assistant Clerk – Mr. Seiders was nominated as Assistant Clerk on a motion offered by Mr. Heroy, seconded by Mr. Willson.

Roll call vote; Aye: Mr. Britton, Mr. Seiders, Mr. Duff, Mr. Willson, Mr. Heroy.
Nay: None.

Nomination of Third Signer of the Vouchers – Mr. Heroy was nominated Third Signer of the Vouchers on a motion offered by Mr. Willson, seconded by Mr. Duff.

Roll call vote; Aye: Mr. Britton, Mr. Seiders, Mr. Duff, Mr. Willson, Mr. Heroy.
Nay: None.

RFPs for Attorney and Auditor – A motion was offered by Mr. Heroy, seconded by Mr. Duff to seek Request for Proposals for Attorney and Auditor.

Roll call vote; Aye: Mr. Britton, Mr. Seiders, Mr. Duff, Mr. Willson, Mr. Heroy.
Nay: None.

Open Public Meetings Act – A resolution authorizing the scheduling of meetings in accordance with the open public meetings law was introduced by Mr. Duff, seconded by Mr. Heroy (attached).

Roll call vote; Aye: Mr. Britton, Mr. Seiders, Mr. Duff, Mr. Willson, Mr. Heroy.
Nay: None.

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Designation of the Official Newspapers – A resolution designating the official newspapers of the Board was introduced by Mr. Willson, seconded by Mr. Heroy (attached).

Roll call vote; Aye: Mr. Britton, Mr. Seiders, Mr. Duff, Mr. Willson, Mr. Heroy.
Nay: None.

Approval and Payment of Claims – A resolution authorizing the approval and payment of claims was introduced by Mr. Willson, seconded by Mr. Heroy (attached).

Roll call vote; Aye: Mr. Britton, Mr. Seiders, Mr. Duff, Mr. Willson, Mr. Heroy.
Nay: None.

Cash Management Fund – A resolution to adopt a cash management fund was introduced by Mr. Heroy, seconded by Mr. Duff (attached).

Roll call vote; Aye: Mr. Britton, Mr. Seiders, Mr. Duff, Mr. Willson, Mr. Heroy.
Nay: None.

Surety Bonding for all Commissioners – A resolution designating surety bonding for all commissioners was introduced by Mr. Duff, seconded by Mr. Heroy (attached).

Roll call vote; Aye: Mr. Britton, Mr. Seiders, Mr. Duff, Mr. Willson, Mr. Heroy.
Nay: None.

Designation of Records Custodian – A resolution designating Kevin W. Britton as Records Custodian was introduced by Mr. Willson, seconded Mr. Heroy (attached).

Roll call vote; Aye: Mr. Britton, Mr. Seiders, Mr. Duff, Mr. Willson, Mr. Heroy.
Nay: None.

Appointment of Purchasing Agent – A resolution appointing Timothy J. Carson as purchasing agent was introduced by Mr. Duff, seconded by Mr. Heroy (attached).

Roll call vote; Aye: Mr. Britton, Mr. Seiders, Mr. Duff, Mr. Willson, Mr. Heroy.
Nay: None.

Liaisons for the Year.

| | |
|-------------------------------|---------------------------------|
| a. Communications/IT | Kevin W. Britton, Richard Heroy |
| b. Apparatus | David Seiders, Michael Willson |
| c. Insurance/Legislation | Kevin W. Britton, Joseph Duff |
| d. Fire Prevention Liaison | David Seiders, Michael Willson |
| e. Fire Academy | Michael Willson, David Seiders |
| f. First Aid | Joseph Duff, David Seiders |
| g. Purchasing | Timothy Carson |
| h. Joint Monies | Joseph Duff |
| i. Awards Program | Kevin W. Britton, Joseph Duff |
| j. Sub-Station Building | Kevin W. Britton, Richard Heroy |
| k. Fire Officers' Association | Kevin W. Britton, Richard Heroy |

Application for Membership was received from Jason Kaye and was accepted as an active firefighter for Silverton Fire Company on a motion offered by Mr. Willson, seconded by Mr. Duff.

Roll call vote; Aye: Mr. Willson, Mr. Britton, Mr. Duff, Mr. Heroy, Mr. Seiders

Nay: None.

Minutes of the previous meeting were approved on a motion offered by Mr. Heroy, seconded by Mr. Willson, and accepted as written providing that the minutes shall be made available for inspection by any member of the public during the meeting.

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Roll call was taken; Present: Mr. Britton, Mr. Duff, Mr. Heroy, Mr. Willson

Nay:

Abstain: Mr. Seiders

Cash Receipts:

None

Bills: were presented for payment by Mr. Duff and were approved to be paid on a motion offered by Mr. Duff, seconded by Mr. Heroy. Each commissioner abstains to his voucher, if any.

Roll call was taken; Present: Mr. Britton, Mr. Duff, Mr. Heroy,
Mr. Willson

Abstain: David Seiders

| | | | |
|---------------------|----------|--------------------|-----------|
| Anchor Rubber Stamp | 68.35 | Prestige Car Wash | 19.96 |
| Clean Air | 2,146.69 | Primepoint | 328.25 |
| Comcast | 242.41 | Suez | 17,221.12 |
| Continental | 157.80 | The Stress Center | 76.00 |
| Joseph Duff | 153.55 | Tolls by Mail | 36.34 |
| ERS | 622.61 | Toms River Fire #1 | 387.36 |
| Richard Heroy | 88.30 | USI Consulting | 600.00 |
| Nancy Dunham | 300.00 | Verizon Wireless | 494.13 |
| Ozane | 125.00 | Matt Yezzi | 20.00 |

Total \$23,087.87

Correspondence: Correspondence has been provided to all commissioners.

Apparatus: Administrator Carson reported that 3033 light tower and generator issue, 3065 mud flap was order and 2931 has a new Plymovent.

Insurance: Administrator Carson reported that we had put in a worker's compensation claim for a member injured at the Monroe Fire.

Fire Prevention Liaison- Mr. Heroy report they have been busy lately and doing good job.

Fire Academy: Mr. Willson reported that they have been busy. Mr. Heroy reported that they just advertised that there will be a Level 1 & 2 class that will be starting in June.

Purchasing: Administrator Carson reported Station 29 requested the following equipment:

2 packs QRAE Filters P/N 008-3022-010 \$70.00

Sensit Calabration Kit P/N 881-00016- \$277.00 Shipping \$307.00

100 AA Batteries- 32.00 from Amazon

15 Scott Mask State Bid NJ Fire Equipment \$410.40 each total \$6,156.00

Convery Canvas to replace Top for \$1,800.00

Tango Tango- \$7,500.00

A motion was offered by Mr. Duff, seconded by Mr. Willson to purchase the above.

Roll call vote: Aye: Mr. Willson, Mr. Britton, Mr. Duff, Mr. Heroy, Mr. Seiders

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Will be getting quotes on Hose bed Cover 3051, Pike Pole, 1 ¾ Attack Hose and Hydrant Bag 3065 all destroyed at the Structure Fire

Substation: Administrator Carson reported the lights on the Bravo side are out again. Mr. Heroy asked if we have someone coming to look at that water coming in the Substation. Administrator Carson reported that he will have someone look at that.

Silverton Report: Chief Keating reported that they have been busy. The FLIR Marine Camera is still out of service. The large purchases that we are looking into I would like to start to purchase them.

Pleasant Plains report: Assistant Chief Yezzi reported that the equipment that was damaged in the recent fire call will be getting replaced. Administrator Carson reported that they will be getting a bill for an excavator from the county due to needing it for a call.

Business Administrator's report: Administrator Carson reported the following:

1. **Knox Box-** Updated current SOG to include language for new pin boxes. Sent to Chiefs for review. Awaiting the Knox company to take remaining boxes to be rekeyed.
2. **PL Custom Meeting-** Bills sent to NJEV for radio parts and Hurst Tool issue
3. **Laptops-** awaiting installation
4. **Opticom-** received latest update from Signal Control. Trying to get a meeting together to come up with plan on finalizing.
5. **Army Truck-**met with OEM and TRPD to discuss upgrading of all the 5 tons vehicles
6. **Dispatch Supervisor-**met with John Sahatjian about Full time concern. He resigned as of 5/1/2022 as supervisor but will remain as a per diem dispatcher.
7. **Plymovent 2931-** Repaired and upgraded system for 2931 damaged going to Monroe Structure Fire

New Business:

Administrator Carson announced the results of the annual election of 2022 as follows:

Membership to the Board of Fire Commissioners for a Three-Year Term:

Kevin W. Britton 792 votes

Kevin W. Britton was declared the winner.

Membership to the Board of Fire Commissioners for a One Year Term:

David H. Seiders 706 votes

David H. Seiders was declared the winner.

2022 Budget of \$3,868,613.77 with amount to be raised by taxation of \$3,308,221.77:

Yes – 517 No – 425 Passed

Purchase Fire Prevention Bureau vehicles not to exceed \$36,500 representing District No. 2's share of the total cost of \$100,000:

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Yes – 732 No – 209 Passed

Purchase Fire Academy Self Contained Breathing Apparatus Washer not to exceed \$13,578 representing District No. 2's share of the total cost of \$37,200:

Yes – 786 No – 161 Passed

Open to Public- Mr. Craig Bierbaum inquired if the board would consider moving the Inspectors from PERS to PFRS and grant them suppression duties by changing their job titles. The board advised it would look into the matter.

Closed Session: A resolution was introduced by Mr. Willson seconded by Mr. Duff to go into closed session at 19:57 hrs.

Roll call was taken; Present: Mr. Britton, Mr. Duff, Mr. Heroy,
Mr. Seiders, Mr. Willson

Nay:

WHEREAS PL-1975 Chapter 231 allows for meetings in closed session on matters of personnel and contractual; and

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF FIRE DISTRICT NO. 2 IN THE TOWNSHIP OF TOMS RIVER, COUNTY OF OCEAN go into closed session to discuss these matters as permitted by the open public act and that the results of this closed session be available to the general public upon the completion of the acceptance of the minutes at the next regular meeting and at such time as this matter in closed session is resolved.

Resume Regular Session: A motion was offered by Mr. Duff, seconded by Mr. Willson to resume regular session at 20:55 hrs.

Roll call vote; Aye: Mr. Britton, Mr. Duff, Mr. Heroy, Mr. Willson.
Nay: None.

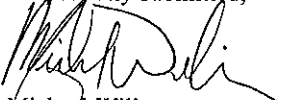
Adjournment: A motion to adjourn the meeting was offered by Mr. Heroy, seconded by Mr. Willson.

Roll call was taken; Present: Mr. Britton, Mr. Duff, Mr. Heroy,
Mr. Seiders, Mr. Willson

Nay:

The meeting was adjourned at 20.57 hrs.

Respectfully submitted,


Michael Willson
Clerk

**THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF TOMS RIVER, COUNTY OF OCEAN**

**Authorizing Regular Meeting Schedule
For the 2022-2023 Year**

WHEREAS, Public Law 1975, Chapter 231, Section 13, requires a public body to post and maintain posted, to distribute to designated newspapers, and to further file with the Municipal Clerk for the purpose of public inspections, a schedule of the regular meetings of such public body to be held during the calendar year; and

WHEREAS, such schedule of regular meetings is required to contain the location of each meeting, to the extent that it is known, and the time and date of each meeting; and

WHEREAS, Public Law 1975, Chapter 231, Section 3-D provides that where the annual notice of revisions thereof, in compliance with sections of the subject act, set forth the location, time, and date of any meeting no further action shall be required for such meeting.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of Fire District No. 2 in the Township of Toms River, County of Ocean as follows:

- (1) Regular meetings of the Commissioners shall take place at 7:30 p.m. as follows:

Regular meetings held at the Silverton Firehouse are as follows:

Wednesday, May 4, 2022
Wednesday, June 1, 2022
Wednesday, July 6, 2022
Wednesday, August 3, 2022
Wednesday, March 1, 2023

Regular meetings held at the Pleasant Plains Firehouse are as follows:

Wednesday, April 6, 2022

Wednesday, September 7, 2022
Wednesday, October 5, 2022

Wednesday, November 2, 2022
Wednesday, December 7, 2022
Wednesday, January 4, 2023
Wednesday, February 1, 2023

(2) The order of business for regular meetings of the Board are:

- A. Call to order
- B. President's statement
- C. Roll call
- D. Application for membership
- E. Receipts of bids (when applicable)
- F. Minutes of the previous meeting
- G. Review and payment of bills
- H. Correspondence
- I. Reports of committees (commissioners)
- J. Reports of chiefs
- K. Report of administrator
- L. Unfinished business
- M. New business
- N. Adopt resolution to hold closed session (when required)
- O. Address to the Board by members of the public
- P. Adjournment

(3) Workshop meetings of the Commissioners shall take place at 5:00p.m. as follows:

Workshop meetings held at the Silverton Firehouse are as follows:

Wednesday May 18, 2022

Workshop meetings held at the Pleasant Plains Firehouse are as follows:

Wednesday, March 16, 2022
Wednesday, April 20, 2022
Wednesday, September 21, 2022
Wednesday, October 19, 2022
Wednesday, November 16, 2022
Wednesday, December 21, 2022
Wednesday, January 18, 2023
Wednesday, February 15, 2023

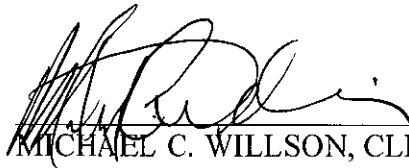
(4) The order of business for workshop meetings of the Board are:

- A. Call to order
- B. President's statement
- C. Roll call
- D. Application for membership
- E. Receipts of bids (when applicable)
- F. Minutes of the previous meeting
- G. Review and payment of bills
- H. Correspondence
- I. Reports of committees (commissioners)
- J. Report of administrator
- K. Unfinished business
- L. New business
- M. Adopt resolution to hold closed session (when required)
- N. Address to the Board by members of the public
- O. Adjournment

(5) A summary of this resolution shall be mailed to the Asbury Park Press and the Star Ledger; and a summary of this resolution shall be posted and shall be maintained on the official bulletin board of the Township of Toms River, shall be posted on the official bulletin board of the Commissioners, and shall also be kept on file by the Municipal Clerk for purposes of public inspection.

CERTIFICATION

I, Michael C. Willson, Clerk of the Commissioners of Fire District No. 2 in the Township of Toms River, County of Ocean hereby certify that the foregoing resolution was duly adopted at a regular meeting of the Commissioners held on March 2, 2022.


MICHAEL C. WILLSON, CLERK

**THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF TOMS RIVER, COUNTY OF OCEAN**

**Designation of Official Newspapers for
Publications for the 2022-2023 Year**

WHEREAS, the Commissioners of Fire District No. 2 in the Township of Toms River, County of Ocean, must by statutory law publish various items in order to comply with said requirements of statutory law; and

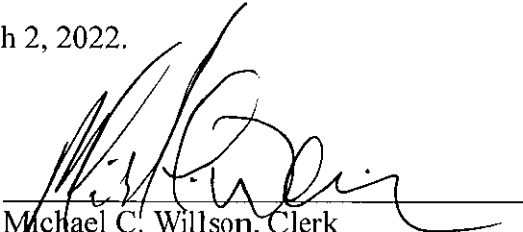
WHEREAS, the Commissioners are desirous of designating various newspapers as official newspapers in which the Commissioners may publish its various items during the 2022-2023 year;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of Fire District No. 2, in the Township of Toms River, County of Ocean, as follows:

- (1) The official newspapers in which the Commissioners will publish all required notices or other items during the 2022-2023 year pursuant to New Jersey statutes shall be the Asbury Park Press and/or the Star Ledger, unless said New Jersey statutory law otherwise mandates that a newspaper other than those as referenced herein be used for said publications.

CERTIFICATION:

I, Michael C. Willson, Clerk of the Commissioners of Fire District #2 in the Township of Toms River, County of Ocean hereby certify that the foregoing resolution was duly adopted at a regular meeting of the Commissioners held on March 2, 2022.



Michael C. Willson, Clerk

RESOLUTION

MARCH 2, 2022

Authorizing Approval and Payment of Claims

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 4, Section 5:31-4.1(e) provides that payment of claims by the fire district shall be by check drawn on the fire district and signed by the governing body chairman, the chief financial officer, and countersigned by such other officer or officials as designated by resolution; and

WHEREAS, Subchapter 4, Section 5:31-4.2(a) further provides that the Commissioners of Fire District No. 2 in the Township of Toms River, at their re-organizational meeting, designate, by resolution, the individuals whose signatures shall appear on checks drawn upon the treasury of the commissioners; and

WHEREAS, Subchapter 4, Section 5:31-4.1(f) provides that the fire district shall, by resolution passed by not less than the majority of the full membership, further designate the manner in which and the time in which salaries, wages or other compensation for services shall be paid.

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of Toms River, County of Ocean as follows:

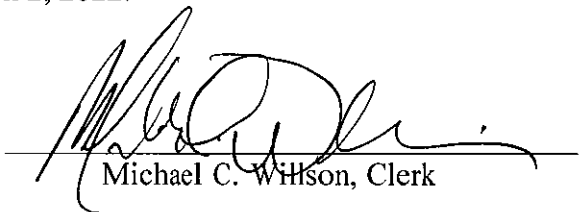
1. The checks as issued by the Commissioners for payment of claims shall be signed by the Commissioners' chairman, treasurer, and countersigned by one other commissioner in order that the Commissioners comply with the rules and regulations as promulgated by the Local Finance Board and as set forth herein.

2. The compensation received by the Commissioners for salaries as relates to services performed by the Commissioners shall be paid by check, upon receipt and approval of the appropriate voucher, monthly.

3. The manner in which and the time in which compensation for services rendered by the employee or employees of the fire district shall be paid in accordance with the employment contracts as previously executed.

CERTIFICATION

I, Michael C. Willson, Clerk of the Commissioners of Fire District No. 2 in the Township of Toms River, County of Ocean hereby certify that the foregoing resolution was duly adopted at a regular meeting of the Commissioners held on March 2, 2022.



Michael C. Willson, Clerk

RESOLUTION

MARCH 2, 2022

Adoption of Cash Management Fund

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

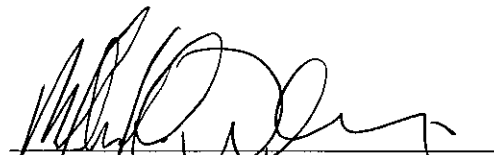
WHEREAS, Subchapter 3, Section 5:31-3.1(a) provides that the governing body shall, by resolution passed by not less than a majority of the full membership, adopt a cash management plan, which shall include the designation of a depository the State of New Jersey Cash Management Fund or a public depository or depositories;

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of Toms River, County of Ocean as follows:

1. This resolution shall act as a formal adoption by the Commissioners of a cash management plan, which shall allow for official depositories of the Commissioners to be the State of New Jersey Cash Management Fund and/or Wells Fargo, M & T Bank, and Investors Savings Bank, Kearny Federal Savings Bank, and Manasquan Savings Bank, Shore Community Bank, Sun National Bank, Santander and Lakeland Bank.

CERTIFICATION

I, Michael C. Willson, Clerk of the Commissioners of Fire District No. 2 in the Township of Toms River, County of Ocean hereby certify that the foregoing resolution was duly adopted at a regular meeting of the Commissioners held on March 2, 2022.


Michael C. Willson, Clerk

RESOLUTION

MARCH 2, 2022

Designating Surety Bonding for All Commissioners

WHEREAS, the Local Finance Board has adopted rules and regulations which apply to municipal entities, and the fire district is a municipal entity as defined in the rules and regulations as promulgated by the Local Finance Board; and

WHEREAS, Subchapter 6, Section 5:31-6.1 provides that the fire district shall, by resolution, designate employees and officials required to furnish surety bonds and determine minimum bonds for each such employee and official; and

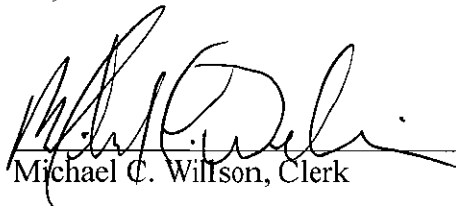
WHEREAS, the Commissioners of Fire District No. 2 in the Township of Toms River, County of Ocean have deemed it necessary to provide a blanket bond for the Commissioners of the Fire District.

NOW, THEREFORE, be it RESOLVED by the Commissioners of Fire District No. 2 in the Township of Toms River, County of Ocean as follows:

1. A blanket surety bond shall be provided for all Commissioners in the amount of \$1,000,000.

CERTIFICATION

I, Michael C. Willson, Clerk of the Commissioners of Fire District No. 2 in the Township of Toms River, County of Ocean hereby certify that the foregoing resolution was duly adopted at a regular meeting of the Commissioners held on March 2, 2022.


Michael C. Willson, Clerk

**THE COMMISSIONERS OF FIRE DISTRICT NO. 2
IN THE TOWNSHIP OF TOMS RIVER, COUNTY OF OCEAN**

Designation of Records Custodian

March 2, 2022

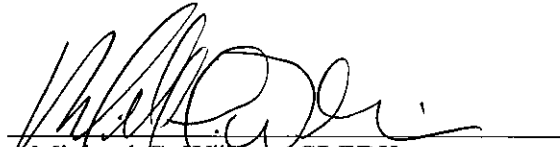
WHEREAS, the Fire District need designate a records custodian with the responsibility of addressing any requests received by the Fire District relative to the Open Public Records Act and complying with all provisions of the law relative to any such request.

NOW, THEREFORE BE IT RESOLVED by the Commissioners of Fire District No. 2 in the Township of Toms River, County of Ocean as follows:

- (1) Kevin W. Britton is hereby designated as custodian as above referenced.

CERTIFICATION

I, Michael C. Willson, Clerk of the Commissioners of Fire District No. 2 in the Township of Toms River, County of Ocean hereby certify that the foregoing resolution was duly adopted at a regular meeting of the Commissioners held on March 2, 2022.


Michael C. Willson, CLERK

RESOLUTION

MARCH 2, 2022

Appointment of Purchasing Agent

WHEREAS, the current procedure for processing chiefs' requests and other purchases on behalf of the fire district has proven to be awkward and time consuming; and

WHEREAS, the Board desires to streamline the purchasing procedure, particularly with respect to those purchases not subject to competitive bidding, and to establish a more efficient and businesslike procurement system; and

WHEREAS, N.J.S.A. 40A:11-9 permits the appointment of a purchasing agent;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF FIRE DISTRICT NO. 2 IN THE TOWNSHIP OF TOMS RIVER, as follows:

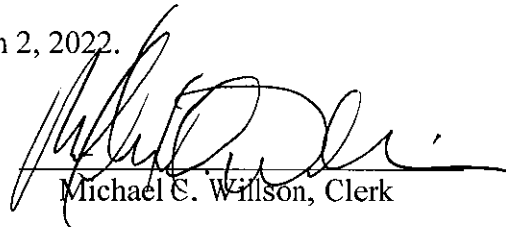
1. The position of purchasing agent be and the same is hereby established and shall be filled by Timothy J. Carson.
2. The purchasing agent shall have the power to prepare specifications and to receive bids for the purchase of work, materials, and supplies on behalf of the Board provided that this authorization shall apply to contracts creating obligations not in excess of \$17,500 pursuant to the standards contained in N.J.S.A. 40A:11-7. The purchasing agent shall have the power to make awards of contracts in the name of the Board, provided that this authorization shall apply to contracts creating obligations not in excess of \$17,500 pursuant to the standards contained in N.J.S.A. 40A:11-7. The Board hereby acknowledges the threshold of up to \$2,625 for receiving two quotes.
3. The purchasing agent, in carrying out her duties pursuant hereto, must in all respects follow the requirement of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.).

4. This resolution need not be publicly advertised or held for second reading because it does not create a position for which remuneration shall be paid but merely creates additional administrative duties for the present business administrator.

5. The business administrator designated as the purchasing agent shall fulfill that position until terminated by the Board or until the re-organization meeting following the annual election, at which time other arrangements shall be so designated.

CERTIFICATION

I, Michael C. Willson, Clerk of the Commissioners of Fire District No. 2 in the Township of Toms River, County of Ocean hereby certify that the foregoing resolution was duly adopted at a regular meeting of the Commissioners held on March 2, 2022.



Michael C. Willson, Clerk