

UPPER TOWNSHIP BOARD OF EDUCATION
525 Perry Road
Petersburg, NJ 08270

Regular Meeting
Monday, August 24, 2009

7:00 p.m.

Meeting Location - Middle School Library

I. CALL TO ORDER by Michele Barbieri, Board President, at ____ p.m.

II. OPENING STATEMENT by Laurie A. Ryan, Business Administrator/Board Secretary

The New Jersey Open Public Meetings Law was enacted to ensure the right of the Public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Upper Township Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted with the Township Clerk, the *Cape May County Gazette*, the *Ocean City Sentinel* and the *Press of Atlantic City*.

III. ROLL CALL

___ Jim Arsenault	___ Christine Lentz
___ Kim Breckley	___ Debbie McLees
___ Jill Casaccio	___ Fran Newman
___ Lynn Dierolf	___ Michele Barbieri
___ Audrey Eichenberger	

___ All Present

IV. ATTENDANCE

___ Vincent J. Palmieri Jr., Superintendent
___ Laurie A. Ryan, Business Administrator/Board Secretary
___ William S. Donio, Esq., Board Solicitor
___ Melissa Garrett, Corbin City Representative

V. FLAG SALUTE

VI. STAFF PRESENTATION(S)

VII. BOARD INPUT ON OCEAN CITY AGENDA

VIII. BOARD MEMBER REPORTS

A. Upper Township Committees/Representatives

- CMCSBA, NJSBA, Legislation
- CEUT
- Educational Council
- Liaison to Township
- Public Relations/Community Liaison

- Site-Based (MS,ES,PS)
- Policy (ATTACHMENT VIII/POL)
- Negotiations (ATTACHMENT VIII/NEG)

B. Ocean City Committees - Upper Township Representatives

- Buildings and Grounds
- Negotiations
- Policy
- Student Affairs/Curriculum

IX. PUBLIC COMMENTS - Any Items at the Regular Meeting Only

X. APPROVAL OF MINUTES

Motion to Approve the Minutes of the July 2009 Board of Education Meetings

Motion to approve the following minutes of the July 2009 Board of Education meetings:

Executive Session #1	July 27, 2009
Work Session/Regular Meeting	July 27, 2009
Executive Session #2	July 27, 2009
Special Meeting	July 29, 2009

Motion By: _____ Seconded By: _____

Roll Call: _____

XI. BUILDING AND GROUNDS/HEALTH AND SAFETY (Committee Reports, if available)

No action items at this time.

XII. CURRICULUM AND STUDENT AFFAIRS/TECHNOLOGY

Upon the Recommendation of the Superintendent and the Middle School Principal:

Approval of Sixth, Seventh, and Eighth Grade Novels - 2009/10 School Year

Motion to approve the attached list of sixth, seventh, and eighth grade novels for the 2009/10 school year. (ATTACHMENT XII-NOV) (Scanned 8/12/09)

Motion By: _____ Seconded By: _____

Roll Call: _____

XIII. FINANCE (Committee Report - if available)

Upon the Recommendation of the Business Administrator/Board Secretary:

A. Approval of Monthly Reports - June and July 2009

Motion to approve the attached Board Certifications for the Monthly Budget Reports - June and July 2009, Monthly Transfers - June 2009, Payment of Bills, Cash Reports, Ratified Payrolls. (ATTACHMENT XIII-A)

B. Approval to Dispose of Surplus Equipment

Motion to approve the surplus equipment as attached. (ATTACHMENT XIII-B)

C. Approval to Apply for IDEA Funds - FY10

Motion to apply for IDEA Funds for FY10 as attached. (ATTACHMENT XIII-C) (Will be given out Monday night.)

D. Approval to Apply for NCLB Funds - FY10

Motion to apply for NCLB Funds for FY10 as attached. (ATTACHMENT XIII-D) (Scanned 8/12/09)

E. Approval to Apply for IDEA ARRA Funds

Motion to apply for IDEA ARRA Funds as attached. (ATTACHMENT XIII-E) (Will be given out Monday night.)

F. Approval to Apply for NCLB ARRA Funds

Motion to apply for NCLB ARRA Funds as attached. (ATTACHMENT XIII-F) (Scanned 8/12/09)

G. Approval to Renew Contract - Food Service Management Company - 2009/10 School Year

Motion to renew the contract with Sodexo Food Management, Inc., Food Service Management Company, for the 2009/10 school year as follows:

1) FEES

General Support Services Allowance. General Support Services allowance equal to Twenty-Seven Thousand Dollars (\$27,000.00) for the 2009-2010 contract year, payable in ten (10) equal installments of Two Thousand Seven Hundred Dollars (\$2,700.00) September through June, computed at the end of each Accounting Period and prorated for any partial Accounting Period. Partial Accounting Period shall be defined as a period of time less than one (1) month.

Management Fee. District shall pay Sodexo a Management Fee in an amount equal to Twenty Thousand Seven Hundred Five Dollars (\$20,705.00)

per year payable in ten equal installments of Two Thousand Seventy and 50/100 Dollars (\$2,070.50), September through June for the 2009-2010 contract year. The Management Fee shall be calculated at the end of each Accounting Period during the school year and prorated for any partial Accounting Period. Partial Accounting Period shall be defined as a period of time less than one (1) month.

2) GUARANTEE

District and Sodexo shall work together to ensure a financially sound operation and shall guarantee financial results for the 2009-2010 school year as follows:

Surplus Guarantee

Sodexo guarantees that District shall receive an annual financial return of Six Thousand Seven Hundred Twenty Dollars (\$6,720.00) for the 2009-2010 school year. If the annual financial return for the Food Service Program falls short of the aforementioned amount, Sodexo shall pay the difference to District in an amount not to exceed one hundred percent (100%) of Sodexo's annual **Management Fee and General Support Services Allowance**. Sodexo reserves the right to recover any such reimbursement made during the current contract year from that year's Surplus on a monthly basis.

H. Approval of Correction - Adult Breakfast Price - 2009/10 School Year

Motion to approve a correction to the adult breakfast price for the 2009/10 school year from \$1.30 to \$1.40.

Note: The adult breakfast price was increased from \$1.20 to \$1.30 at the July 27 meeting. However, it has come to our attention that the adult price must be \$.40 more than the student breakfast price which was increased to \$1.00.

I. Award of Bid - HVAC Vendor of Record - 2009/10 School Year

Motion to award the bid for HVAC Vendor of Record to Core Mechanical, Inc., at the following rates for the 2009/10 school year in accordance with their bid of August 11, 2009:

Journeyman	\$ 78.00 per hr during regular business hrs*
Helper	\$ 55.00 per hr during regular business hrs*
Journeyman	\$117.00 per hr after regular business hrs**

Helper \$ 83.00 per hr after regular business hrs**
Mileage N/A
Travel N/A
Materials 20% over wholesale

*Regular business hrs 7:30 a.m.-4:00 p.m. Mon.-Fri.
**After regular business 4:00 p.m.-7:30 a.m. Mon.-Fri.
and all day Saturday; Sundays and Holidays \$156 per
hr.

Bids were also received from:

Marlee Contractors, LLC

Journeyman \$ 77.00 per hr during regular business hrs*
Helper \$ 60.00 per hr during regular business hrs*
Journeyman \$115.50 per hr after regular business hrs**
Helper \$ 90.00 per hr after regular business hrs**
Mileage N/A
Travel N/A
Materials 30% over wholesale

*Regular business hrs 7:30 a.m.-4:00 p.m. Mon.-Fri.
**After regular business 4:01 p.m.-7:29 a.m. Mon.-Fri.;
Does not include Saturday, Sunday, and Holidays.

Peterson Service Company

Journeyman \$ 72.90 per hr during regular business hrs*
Helper \$ 52.90 per hr during regular business hrs*
Journeyman \$102.00 per hr after regular business hrs**
Helper \$ 74.90 per hr after regular business hrs**
Mileage N/A
Travel N/A
Materials 28% over wholesale

*Regular business hrs 8:00 a.m.-5:00 p.m. Mon.-Fri.
**After regular business 5:01 p.m.-7:59 a.m. Mon.-Fri.
and Saturday; Sunday and Holidays billed at double
time rate.

J. Appointment of Legal Counsel for Negotiations, Labor,
and Personnel - 2009/10 School Year

Motion to appoint _____ as Legal Counsel for
Negotiations, Labor, and Personnel at the following
costs effective August 24, 2009, for the 2009/10 or
until a successor is appointed. Continuation of the
terms of the contract beyond the fiscal is contingent
upon agreement of both parties.

K. Approval of Resolution - ACES - Electric Generation
Services

Motion to approve the attached Resolution to purchase
electric generation services through the Alliance for

Competitive Energy Services (ACES) effective August 24, 2009, through May 2014. (ATTACHMENT XIII-K) (Scanned 8/12/09)

L. Approval of Resolution - ACES - Natural Gas Services

Motion to approve the attached Resolution to purchase natural gas services through the Alliance for Competitive Energy Services (ACES) effective August 24, 2009, through May 2014. (ATTACHMENT XIII-L) (Scanned 8/12/09)

M. Approval of Tuition Agreement - Y.A.L.E. SCHOOL EAST, INC.

Motion to enter into a tuition agreement for student #1332851 to attend Y.A.L.E. SCHOOL EAST, INC., at a total cost of \$69,113.80 for the 2009/10 school year. (Tuition \$41,113.80 + Aide \$28,000.00 = \$69,113.80)

Motion By: _____ Seconded By: _____

Roll Call: _____

XIV. PERSONNEL - STAFF

A. Approval of Lateral Moves - 2009/2010 School Year

Motion to approve the following lateral moves on the UTEA Guide for the beginning of the first semester (September 1, 2009) of the 2009/2010 school year:

	<u>From</u>	<u>Annual</u>	<u>To</u>	<u>Annual</u>
Phyllis Gates	BA+15/14	\$62,085	BA+30/14	\$63,247
Susan Kosturko	MA+15/22	\$84,239	MA+30/22	\$85,489
Kim Stangle	BA/8	\$52,036	BA+15/8	\$53,183*

*Pending receipt of transcripts.

B. Approval of Mentor - Julie Pennella, Middle School Integrated Language Arts Teacher

Motion to approve Tracey LeFever-Amstutz as the mentor for Julie Pennella, Middle School Integrated Language Arts Teacher, for the 2009/10 school year.

C. Approval of Contract Offer - Kathleen Harvey, Kindergarten Instructional Aide - 2009/10 School Year

Motion to approve offering a contract to Kathleen Harvey for the position of kindergarten instructional aide at an annual salary of \$12,442 for the 2009/10 school year. (30 hrs/wk x \$11.03/hr x 188 days = \$12,442)

D. Approval of Contract Offer - Christine Reed,
Kindergarten Instructional Aide - 2009/10 School Year

Motion to approve offering a contract to Christine Reed for the position of kindergarten instructional aide at an annual salary of \$12,442 for the 2009/10 school year. (30 hrs/wk x \$11.03/hr x 188 days = \$12,442)

E. Approval of Substitutes - 2009/10 School Year

Motion to approve the following substitutes for the 2009/10 school year:

Teachers: Leah Angeline, Robert (Cliff) Becotte, Karl Kelchner, John Kemenosh, Scott Kirby, Alona Leibowitz, Ashley Long, Jane Mack, Patricia Murray, Barbara Vaughan, Sarah Webster

Secretary: Gina Johnson

Custodian: Ellen Suevo

Motion By: _____ Seconded By: _____

Roll Call: _____

XV. POLICY/JOB DESCRIPTIONS

Upon the Recommendation of the Policy Committee, the Superintendent, and the Business Administrator:

A. Approval of Revisions to Policies - TEACHING STAFF
MEMBERS: #3216 Dress and Grooming and FINANCES: #6471
School District Travel - Second and Final Reading

Motion to approve revisions to the following policies for second and final reading:

TEACHING STAFF MEMBERS: #3216 - Dress and Grooming
FINANCES: #6471 - School District
Travel

(ATTACHMENT XV-A) (#3216 scanned 8/12/09; #6471 scanned 8/17/09; revised #3216 delivered 8/24/09)

B. Approval of Revisions to Job Descriptions

Motion to approve revisions to the following job descriptions for the Central Board of Education Office:

- Administrative Assistant to the Business Administrator
- Payroll/Bookkeeper
- Accounts Receivable/Accounts Payable Bookkeeper
- Human Resource Manager

- Receptionist/Secretary
 - Personnel/Bookkeeper
- (ATTACHMENT XV-B) (Scanned 8/12/09)

Motion By: _____ Seconded By: _____

Roll Call: _____

XVI. TRANSPORTATION

Upon the Recommendation of the Business Administrator/Board Secretary:

A. Approval of Joint Transportation Agreement - 2009/10 School Year

Motion to enter into a Joint Transportation Agreement with Middle Township Board of Education to transport student #1332726 to/from Ocean Academy, CMCSSTD, to/from a Division of Developmental Disabilities (DDD) group home in Green Creek, NJ, at a cost of \$9,300.60 for the 2009/10 school year. (\$51.67 per diem x 180 days = \$9,300.60)

Note: This motion is a correction to one previously approved at the July 27, 2009, meeting. The previous cost of \$50 per diem was the 2008/09 cost. The cost increased by 3.34% per diem when Middle Township renewed the route with the contractor. The corrected information was received on August 4, 2009.

B. Ratify and Affirm Transportation Contract - 2009/10 School Year

Motion to ratify and affirm a transportation contract with First Student to transport student #1332548 to Y.A.L.E., Voorhees, at a cost of \$348.77 per diem effective August 13, 2009, for the remaining six days of the ESY Program. (\$348.77 x 5 = \$1,743.85 for driver and aide)

Motion By: _____ Seconded By: _____

Roll Call: _____

XVII. PROFESSIONAL DEVELOPMENT AND RELATED EXPENSES

Upon the Recommendation of the Business Administrator/Board Secretary:

A. Approval of Additional Staff to Routine Business Travel - 2009/10 School Year

Motion to approve the addition of custodial staff members to Routine Business Travel for the 2009/10

school year in the amount of \$327.36. (8 custodians x
12 meetings x \$3.41 mileage = \$327.36)

Motion By: _____ Seconded By: _____

Roll Call: _____

XVIII. MISCELLANEOUS

Upon the Recommendation of the Board of Education:

A. Approval of Board Goals and Objectives - 2009/2010
School Year

Motion to approve the Board Goals and Objectives for the
2009/2010 school year as attached. (ATTACHMENT XVIII-A)
(Scanned 8/12/09)

B. Acceptance of the Superintendent's Evaluation -
2008/2009 School Year

Motion to accept the Superintendent's evaluation for the
2008/2009 school year.

Motion By: _____ Seconded By: _____

Roll Call: _____

XIX. OLD BUSINESS

XX. NEW BUSINESS

XXI. PUBLIC COMMENTS - Any items.

XXII. BOARD CONCERNS

XXIII. INFORMATION

A. Waste Water Treatment Plant Manager Report -
June, 2009 (ATTACHMENT XXIII-A) (Delivered in
Board packet 8/20/09)

B. Fieldwork Placements - Stockton - September 21,
2009 - Winter Break

<u>Student</u>	<u>Cooperating Teacher</u>
Chelsea Holmes (40 hrs)	Gail Homan/Grade 8 Science
Kelly Hess (80hrs)	Josie Spinelli/Grade 7 Soc. Studies
Jordan Conover (80hrs)	Grace Traa/Grade 3
Allison Sherman (80hrs)	David Jackson/Grade 5
Nicholas Pyle (40hrs)	Cherie Denton/Kdgn.

XXIV. RECESS INTO EXECUTIVE SESSION (If Needed)

From _____ To _____

Motion By: _____ Seconded By: _____

Roll Call: _____

XXV. ADJOURNMENT

Motion By: _____ Seconded By: _____

Voice Vote: _____

VIII/POL

UPPER TOWNSHIP BOARD OF EDUCATION
REPORT OF BOARD COMMITTEES

TO BE GIVEN TO THE BOARD SECRETARY THREE (3) WORK DAYS PRIOR TO THE MONTHLY WORK SESSION.

COMMITTEE NAME POLICY

CHAIRPERSON JILL CASACCIO

DATE/TIME OF MEETING 8/14/09 LENGTH OF MEETING 1
HOUR

COMMITTEE MEMBERS PRESENT: J. CASACCIO, C. LENTZ, F. NEWMAN

ADMINISTRATORS

BOARD MEMBERS

SUBJECT(S) DISCUSSED

1. REVIEW AND REVISIONS TO TRAVEL POLICY - WE ARE OUT OF CONFORMANCE WITH A5 REGULATIONS AND NEED TO COME INTO CONFORMANCE AS SOON AS POSSIBLE.
2. INITIAL REVIEW AND CHANGES TO POLICY 0141.1 - BOARD MEMBERS AND TERM - SENDING DISTRICT. ADDITIONS WILL INCLUDE HOW WE VOTE TO SEND MEMBERS OVER, AS RECOMMENDED BY WILL AT OUR LAST REORGANIZATION MEETING IN APRIL.
3. _____
4. _____
5. _____

(ATTACH AGENDA IF AVAILABLE.)

CONCLUSION(S) REACHED

WE HAVE A LOT OF POLICIES TO REVIEW THIS YEAR. WE WILL BE GOING AT A FAST
PAGE. WE APPRECIATE THE BOARD'S UNDERSTANDING OF THIS AND ASK FOR YOU
PATIENCE IF WE SEEM LIKE WE ARE DOING TOO MUCH, BUT IT NEEDS TO GET DONE.

**RECOMMENDATION(S) - IF COMMITTEE IS NOT IN COMPLETE AGREEMENT, PLEASE
ATTACH A "MINORITY REPORT" BY THAT MEMBER WHO DISAGREES.**

(ATTACH ADDITIONAL SHEET(S) IF NECESSARY.)

DATE, TIME, PLACE OF NEXT MEETING - 8/21/09 AT 3PM, BOARD OFFICE

SIGNED JILL CASACCIO

UPPER TOWNSHIP BOARD OF EDUCATION REPORT OF BOARD COMMITTEES

TO BE GIVEN TO THE BOARD SECRETARY WITHIN ONE (1) WEEK OF YOUR MEETING DATE.

COMMITTEE NAME Negotiations
CHAIRPERSON J. Arsenault
DATE/TIME OF MEETING 8/17/09 **LENGTH OF MEETING** 1 Hr.
COMMITTEE MEMBERS J. Arsenault M. Barbieri K. Breckley

ADMINISTRATORS _____

BOARD MEMBERS _____

SUBJECT(S) DISCUSSED

1. Review of open and pending contracts.

2. Review of committee process and procedures for reporting back to the board.

3. _____

(OVER)

4. _____

5. _____

6. _____

7. _____

8. _____

DATE, TIME, PLACE OF NEXT MEETING 9/14/09 at 6:00pm

SIGNED _____

**UPPER TOWNSHIP SCHOOL DISTRICT
2009/2010 SURPLUS PROPERTY**

Name: Ronald Peters
Date: 8/20/2009

BUILDING: ☒ Primary ☐ Elementary ☐ Middle ☐ Waste Water Treatment Plant

[illegible]

Signature	
Date	

Property should remain in its current location until approved for discarding. Upon approval, this form will be returned to the person in possession of the property. The person in possession should indicate the date of disposal, disposition of property, sign, and return to the Business Office.

AUTHORIZATION		DISPOSITION
Approved for Disposal	____ / ____ / ____	<input type="checkbox"/> Trash <input type="checkbox"/> Sale
Approved for Disposal	____ / ____ / ____	<input checked="" type="checkbox"/> Recycling
Signature of Disposer	_____	<input type="checkbox"/> Other

XIII - B

☒ Trash
 ☐ Sale

☐ Recycling

☐ Other

POLICY

BOARD OF EDUCATION TOWNSHIP OF UPPER

Revised August 20, 2009
Revisions shown as ****italics

TEACHING STAFF MEMBERS
3216/page 1 of 3
Dress and Grooming

3216 DRESS AND GROOMING

~~*(The Board of Education believes that the appearance and dress of teaching staff members is an important component of the educational program of this school district. The attitude of teaching staff members about their professional responsibilities and the importance of education in the lives of their pupils are reflected in their dress and appearance. Accordingly, in order to create an atmosphere of respect for teachers and an environment conducive to discipline and learning, the Board believes that professional dress is the appropriate attire under normal circumstances.)*~~

The Board of Education expects staff conduct to be that of appropriate role models for pupils

The Board expects all staff members to be neatly groomed and dressed in clothing suitable for the subject of instruction, the work being performed, or the occasion.

The Board retains the authority to specify the following dress and grooming guidelines for staff, within law, that will prevent such matters from having an adverse impact on the educational process. Recognizing that students look to their teachers to set examples, the Upper Township Board of Education expects its staff to be dressed in a manner that adds dignity to the education profession. The Board establishes the following rules for the dress of instructional staff in the performance of their professional duties:

~~*(1. Female teaching staff members may wear dresses, skirt or pant suits, or skirts or pants with blouses or sweaters;)*~~

1. Dress and grooming criteria during school hours:*

a. Females shall wear dresses, skirts or pant suits, skirts/pants with blouses or sweaters;

b. Males shall wear slacks and sweaters, dress shirts or similarly tailored sport shirts. Shirts with ties are required. All shirts worn by male teachers must have collars;

c. The clothing and appearance of all instructional staff shall be neat, clean and modest; and

POLICY

BOARD OF EDUCATION TOWNSHIP OF UPPER

TEACHING STAFF MEMBERS

3216/page 2 of 3

Dress and Grooming

d. No clothing may be worn that constitutes a danger to the health or safety to the wearer or to others, and no clothing shall be worn that interferes with the instructional program.

~~*(2. Male teaching staff members may wear suits or slacks with or without jackets; male teaching staff members must wear a dress shirt with necktie or a turtleneck shirt or sweater with a jacket;*~~

2. Instructional staff may wear clothing deemed appropriate for their instructional assignment and in their classroom. Dress and grooming not acceptable during school hours ~~*(may)*~~ includes, **but may* not be limited to the following:***

a. Sneakers, running shoes (except for P.E. staff);

b. Shorts (except for P.E. staff);

******c. *Open toed shoes* ***

c. Athletic wear (except for P.E. staff);

d. See-through (transparent garments);

e. Jeans made of denim/dungarees;

f. Any dress or grooming which would attract undue attention, create disruption or would be potentially unsanitary or dangerous.

~~*(3. The clothing and appearance of all teaching staff members shall be clean and neat.)*~~

3. A staff member may request a waiver of this dress code for the performance of particular duties; such waivers may be granted by the Principal.*

~~4. No clothing may be worn that constitutes a danger to health or safety to the wearer or to others, and no clothing may be worn that interferes with the instructional program.)*~~

4. The Building Principal or Supervisor, as appropriate, shall be responsible to determine whether a violation of this dress code has occurred and shall discuss the violation with the staff member. Where a single violation so warrants or violations reoccur, the Principal or Supervisor may enter a reprimand in the staff member's files and may recommend more stringent disciplinary measures.

POLICY

BOARD OF EDUCATION TOWNSHIP OF UPPER

TEACHING STAFF MEMBERS

3216/page 3 of 3

Dress and Grooming

~~*(5. A teaching staff member may request a waiver of this dress code for the performance of particular duties; such waivers may be granted by the Superintendent.)*~~

5. Substitute teachers and aides are subject to the same expectations for dress and grooming.

~~*(6. The Building Principal or the teaching staff member's supervisor, as appropriate, shall determine whether a violation of this dress code has occurred and shall discuss the violation with the teaching staff member concerned. Where a single violation so warrants or violations recur, the Principal or supervisor may enter a reprimand in the teaching staff member's file and may recommend more stringent disciplinary measures.)*~~

6. At a minimum and except as specified herein, staff members will adhere to the provisions of the Student Standard of Dress set forth at Policy No. 5511.

N.J.S.A. 18A:6-10

N.J.S.A. 18A:11-1

N.J.S.A. 18A:27-4

Adopted: 27 June 1995

Revised: 10 November 2008

Revised:

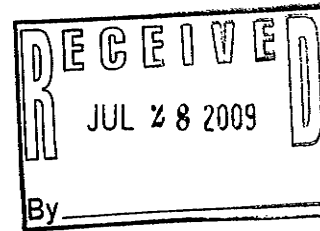
XXIII - A

WILLIAM W. CATHCART, P.E.

251 94th Street, First Floor

Stone Harbor, NJ 08247

H (609) 368-6557 O (609) 465-9026



July 27, 2009

Ms. Donna L. Young, Business Administrator
UPPER TOWNSHIP BOARD OF EDUCATION
525 Perry Road
Petersburg, NJ 08270

RE: Operation of Primary School Wastewater Treatment Plant – June, 2009

Dear Ms. Young:

Attached please find the monthly New Jersey Pollutant Discharge Elimination System (NJPDES) reports for your signature and forwarding to the NJDEP. The plant operated within all permit conditions.

The plant processed 109,736 gallons of wastewater, resulting in an average daily flow of 3,658 gallons for the month. The peak daily flow was 8,170 gallons on Friday, June 12, 2009

A licensed operator visited the plant on twelve (12) separate occasions for normal operational and maintenance checks.

Other activities worth noting include:

June 01	Deltronics installed spare recirculation pump in No. 3 position, but a flexible connection was damaged, and could not be reused. Deltronics ordered new part.
June 02 - 03	QC Labs sampled the plant.
June 03	Licensed Operator checked disposal bed and monitoring wells per NJDEP Requirements.
June 03	Found that the phone line had failed. Tried to troubleshoot. Could not find any bad connections. Notified UTBOE Maintenance.
June 04 - 09	James T. Hazell, Licensed Operator, checked plant.
June 26	Re set plant for summer low flow conditions. Serviced flowmeter.

Very truly yours,

A handwritten signature in dark ink, appearing to read "W. Cathcart", written over a horizontal line.

WILLIAM W. CATHCART, P.E.
Licensed Operator

CONTRACTOR SERVICE LOG

June, 2009

DATE	TIME IN	TIME OUT	CONTRACTOR OR COMPANY	SIGN IN: NAME	REMARKS
6/1/09	1100	1130	Wm. W. Cathcart	UNK	
6/2/09	1500	1530		UNK	QC
6/3/09	1330	1400		UNK	
6/8/09	1530	1630	JAMES T. HAZELL	JTH	
6/10	1200	1245	Wm. W. Cathcart	UNK	Recheck.
6/12	1300	1330	" "	UNK	
6/16	1330	1415		UNK	
6/17	1015	1045	" "	UNK	Quackie
6/17	1300	1330	" "	UNK	Summer Make
6/23	1230	1300	" "	UNK	
6/26	1330	1430		UNK	
6/30	1230	1300	" "	UNK	