



# LEGISLATIVE BRANCH ■ CITY OF BINGHAMTON

Chris Papastrat, City Council President

Leighton Rogers, City Clerk

## CITY COUNCIL WORK SESSION AGENDA City Council Work Room, 38 Hawley St, Binghamton 6pm Monday, September 19, 2016

*The Work Session begins at 6:00pm. Times for RL(s)/Topics are approximate only and items may be considered earlier or later.*

Time	Committee	Chair	RL(s)/Topic	Pages	Presenter
6:00pm	Finance	Mihalko	<b>*RL16-184:</b> Amend the 2016 Sewer Budget to eliminate Sewer Bureau Chief and add Sanitary Sewer System Supervisor and move salary savings	1-2	Joseph Yannuzi
6:10pm	Employees	Matzo	<b>*RL16-180:</b> Change in employee title, salary stays the same	3	Joseph Zikuski
6:15pm	Finance	Mihalko	<b>RL16-183:</b> Amend the 2016 Police Budget to fund review, reconfiguration, and training staff in creating, updating Police Manual	4-6	Joseph Zikuski
6:25pm	Finance	Mihalko	<b>*RL16-185:</b> Amend 2016 Budget to fund temporary services in Engineering Dept. for Construction Inspector	7-8	Ray Standish
6:35pm	Finance	Mihalko	<b>RL16-186:</b> Supplemental No. 1 with Ram-Tech Engineers	9-12	Gary Holmes
6:50pm	Finance	Mihalko	<b>RL16-181:</b> Amend 2016 Budget for Sewer Fund to modify principal and interest payments	13-15	Chuck Shager
7:00pm	Finance	Mihalko	<b>*RL16-182:</b> Amend the 2016 Exp. for Acquired Property Budget to fund purchase of real property	16-17	Jared Kraham
7:05pm	-----	-----	<b>Discussion:</b> Budget Hearings Reminder	-----	Leighton Rogers
7:10pm	-----	-----	<b>Discussion:</b> Pending Legislation	-----	Leighton Rogers

### COMMITTEE REPORTS

*\*Please Expedite for Next Business Meeting*



# Legislative Branch

EXP

RL Number:  
110-184  
Date Submitted:  
9/14/16

City Clerk, City Hall, Binghamton, NY 13901 607-772-7005

## REQUEST FOR LEGISLATION

Requests for Legislation (RLs) may be submitted to the City Clerk's Office for consideration at City Council Work Sessions. RLs generated from within City Hall departments must be submitted to the Mayor, Comptroller and Corporation Counsel for review before submission. RLs generated by citizens may be submitted directly to the City Clerk's Office.

### Applicant Information

Request submitted by: Joseph Yannuzzi

Title/Department: Water / Sewer Superintendent

Contact Information: 772-7210

### RL Information

Proposed Title: Ordinance Amending the 2016 Sewer Budget to eliminate Sewer Bureau Chief at \$54,184/yr and add Sanitary Sewer System Supervisor at \$ 49,796/yr and moving salary savings of \$ 1,181

Suggested Content: eliminate Sewer Bureau Chief at an annual salary of \$54,184; add a Sanitary Sewer System Supervisor at an annual salary of \$49,796; move savings for the remainder of year of \$1181 from G8120.51000 Personal Services to Sewer Contingency G1990.55000 . Effective 9/24/16

### Additional Information

Does this RL concern grant funding? Yes  No

If 'Yes', is the required RL Grant Worksheet attached? Yes  No

Is additional information related to the RL attached? Yes  No

Is RL related to previously adopted legislation? Yes  No

If 'Yes', please provide Permanent Ordinance/Resolution/Local Law number(s): \_\_\_\_\_

OFFICE USE ONLY	
Mayor:	
Comptroller:	
Corporation Counsel:	
Finance <input checked="" type="checkbox"/>	Planning <input type="checkbox"/> MPA <input type="checkbox"/> PW/Parks <input type="checkbox"/> Employees <input type="checkbox"/> Rules/Special Studies <input type="checkbox"/>



# CITY OF BINGHAMTON

City Hall, 38 Hawley Street, Binghamton, NY 13901 607-772-7005

## REQUEST FOR TRANSFER OF FUNDS

Transfer requests of \$2500 or less must be approved by the Comptroller.  
Transfer requests over \$2500 and not in excess of \$10,000 must be approved by Board of E&A and Chair of Finance Committee.  
Transfer requests in excess of \$10,000 must be approved by City Council.

City Comptroller  
c/o Board of Estimate and Apportionment  
38 Hawley Street  
Binghamton, NY 13901

Date: 09/14/2016

I respectfully request the below described transfer of funds due to the following reasons:

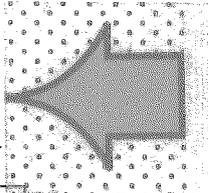
Transfer unneeded salary funds to contingency

From Budget Line (No. and Title)	To Budget Line (No. and Title)	Total Transfer Amount
G8120.51000 Personal Services SEWER BUREAU Chief	G1990.55000 Contingency	\$ 1,184

I do hereby certify that the funds will not be needed in the budget line from which I am requesting this transfer to be made.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### OFFICE USE ONLY

I hereby certify that the above funds are unencumbered and available for Transfer. Certified by the Comptroller.

Signature: \_\_\_\_\_

Date: 9.14.16

I hereby certify that the above described funds have been transferred, in accordance with the Code of the City of Binghamton Chapter 9, Appropriations. Certified by the Treasurer.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Transfer of funds APPROVED  / DENIED  on \_\_\_\_\_. Certified by the Secretary of the Board of Estimate and Apportionment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Transfer of funds reviewed by the Binghamton City Council Finance Chair. Recommendations to be attached.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Legislative Branch

EXP.

RL Number:  
16-180  
Date Submitted:  
9/12/16

City Clerk, City Hall, Binghamton, NY 13901 607-772-7005

## REQUEST FOR LEGISLATION

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### Applicant Information

Request submitted by: Joseph T. Zikuski  
Title/Department: Chief of Police  
Contact Information: 772-7090

### RL Information

Proposed Title: Ordinance to Amend the 2016 Bureau of Police Budget

Suggested Content: Eliminate (1) Senior Typist and add Senior Clerk (the salary is the same)  
A3120. \$1000 (Personal Service)

### Additional Information

- Does this RL concern grant funding? Yes  No
- If 'Yes', is the required RL Grant Worksheet attached? Yes  No
- Is additional information related to the RL attached? Yes  No
- Is RL related to previously adopted legislation? Yes  No

If 'Yes', please provide Permanent Ordinance/Resolution/Local Law number(s): \_\_\_\_\_

OFFICE USE ONLY					
Mayor:	<u>[Signature]</u>				
Comptroller:	<u>[Signature]</u>				
Corporation Counsel:	<u>[Signature]</u>				
Finance <input type="checkbox"/>	Planning <input type="checkbox"/>	MPA <input type="checkbox"/>	PW/Parks <input type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Rules/Special Studies <input type="checkbox"/>



# Legislative Branch

RL Number:  
16-183  
Date Submitted:  
9/14/16

City Clerk, City Hall, Binghamton, NY 13901 607-772-7005

## REQUEST FOR LEGISLATION

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### Applicant Information

Request submitted by: Joseph Zikuski

Title/Department: Police Chief

Contact Information: 772-7090

### RL Information

Proposed Title: Ordinance Amending the 2016 Police Budget to fund review, reconfiguration, and training staff in creating/updating Police Manual

Suggested Content: See attached transfer

### Additional Information

Does this RL concern grant funding? Yes  No

If 'Yes', is the required RL Grant Worksheet attached? Yes  No

Is additional information related to the RL attached? Yes  No

Is RL related to previously adopted legislation? Yes  No

If 'Yes', please provide Permanent Ordinance/Resolution/Local Law number(s): \_\_\_\_\_

OFFICE USE ONLY					
Mayor:					
Comptroller:					
Corporation Counsel:					
Finance <input checked="" type="checkbox"/>	Planning <input type="checkbox"/>	MPA <input type="checkbox"/>	PW/Parks <input type="checkbox"/>	Employees <input type="checkbox"/>	Rules/Special Studies <input type="checkbox"/>



# CITY OF BINGHAMTON

City Hall, 38 Hawley Street, Binghamton, NY 13901 607-772-7005

## REQUEST FOR TRANSFER OF FUNDS

*Transfer requests of \$2500 or less must be approved by the Comptroller.*

*Transfer requests over \$2500 and not in excess of \$10,000 must be approved by Board of E&A and Chair of Finance Committee.*

*Transfer requests in excess of \$10,000 must be approved by City Council.*

City Comptroller  
c/o Board of Estimate and Apportionment  
38 Hawley Street  
Binghamton, NY 13901

Date: 09/14/2016

I respectfully request the below described transfer of funds due to the following reasons:

Transfer funds for review, reconfiguration and training of staff in creating/updating Police Manual

From Budget Line (No. and Title)	To Budget Line (No. and Title)	Total Transfer Amount
see attached		\$32,000

I do hereby certify that the funds will not be needed in the budget line from which I am requesting this transfer to be made.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### OFFICE USE ONLY

I hereby certify that the above funds are unencumbered and available for Transfer. Certified by the Comptroller.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I hereby certify that the above described funds have been transferred, in accordance with the Code of the City of Binghamton Chapter 9, *Appropriations*. Certified by the Treasurer.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Transfer of funds **APPROVED**  / **DENIED**  on \_\_\_\_\_. Certified by the Secretary of the Board of Estimate and Apportionment.

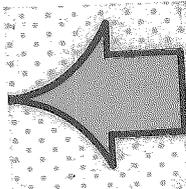
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Transfer of funds reviewed by the Binghamton City Council Finance Chair. Recommendations to be attached.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### Request for Transfer of Funds

Approved	From		Amount	To		Amount
	A3120.51000	Personal Services - Police Matron	8,000.00	A3120.54420	Technical Services	35,000.00
	A3120.51678	Field Training Officer Pay	5,000.00			
	A3120.5411	Gasoline / Diesel Fuel	10,000.00			
	A3120.54114	Lubricants	5,000.00			
	A3120.54190	Uniforms	4,000.00			
			<b>32,000.00</b>			<b>32,000.00</b>



# Legislative Branch

ER

RL Number:  
16-185  
Date Submitted:  
9/15/16

City Clerk, City Hall, Binghamton, NY 13901 607-772-7005

## REQUEST FOR LEGISLATION

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### Applicant Information

Request submitted by: Ray Standish  
Title/Department: City Engineer  
Contact Information: 772-7007

### RL Information

Proposed Title: Amend 2016 Budget to fund temporary services in Engineering Department  
For Construction Inspection

Suggested Content: Transfer funds per attached.

### Additional Information

- Does this RL concern grant funding? Yes  No
- If 'Yes', is the required RL Grant Worksheet attached? Yes  No
- Is additional information related to the RL attached? Yes  No
- Is RL related to previously adopted legislation? Yes  No

If 'Yes', please provide Permanent Ordinance/Resolution/Local Law number(s): \_\_\_\_\_

OFFICE USE ONLY	
Mayor:	<u>[Signature]</u>
Comptroller:	<u>[Signature]</u>
Corporation Counsel:	<u>[Signature]</u>
Finance <input checked="" type="checkbox"/>	Planning <input type="checkbox"/> MPA <input type="checkbox"/> PW/Parks <input type="checkbox"/> Employees <input type="checkbox"/> Rules/Special Studies <input type="checkbox"/>



# CITY OF BINGHAMTON

City Hall, 38 Hawley Street, Binghamton, NY 13901 607-772-7005

## REQUEST FOR TRANSFER OF FUNDS

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Transfer requests over \$2500 and not in excess of \$10,000 must be approved by Board of E&A and Chair of Finance Committee.  
Transfer requests in excess of \$10,000 must be approved by City Council.

City Comptroller  
c/o Board of Estimate and Apportionment  
38 Hawley Street  
Binghamton, NY 13901

Date: 09/14/2016

I respectfully request the below described transfer of funds due to the following reasons:

transfer to fund temporary construction inspector through 09/16/2016

From Budget Line (No. and Title)	To Budget Line (No. and Title)	Total Transfer Amount
A1440.51000 Personal Services	A1440.51800 Temporary Services	\$1840.00

I do hereby certify that the funds will not be needed in the budget line from which I am requesting this transfer to be made.

Signature: [Signature]

Date: 15 SEP 16

### OFFICE USE ONLY

I hereby certify that the above funds are unencumbered and available for Transfer. Certified by the Comptroller.

Signature: [Signature]

Date: 9-15-16

I hereby certify that the above described funds have been transferred, in accordance with the Code of the City of Binghamton Chapter 9, Appropriations. Certified by the Treasurer.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Transfer of funds APPROVED  / DENIED  on \_\_\_\_\_. Certified by the Secretary of the Board of Estimate and Apportionment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Transfer of funds reviewed by the Binghamton City Council Finance Chair. Recommendations to be attached.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Legislative Branch

RL Number:

10-186

Date Submitted:

9/15/10

City Clerk, City Hall, Binghamton, NY 13901 607-772-7005

## REQUEST FOR LEGISLATION

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### Applicant Information

Request submitted by: Gary R. Holmes, P.E.

Title/Department: Wastewater Treatment Plant Project Management

Contact Information: grholmes@cityofbinghamton.com

### RL Information

Proposed Title: A Resolution authorizing the Mayor to enter into Supplemental Agreement

No. 1 with Ram-Tech Engineers for additional Construction Management Services for the Terminal

Pumping Station at the BJCJSTP.

Suggested Content: This Supplemental Agreement No. 1 for \$27,500.00 is for additional

Construction Management time needed for the removal of the existing equipment and start-up of the

new equipment. Funding for these services is available in budget line HX8150.500100.J11FF

Professional Firm -  
(Flood)

### Additional Information

Does this RL concern grant funding? Yes  No

If 'Yes', is the required RL Grant Worksheet attached? Yes  No

Is additional information related to the RL attached? Yes  No

Is RL related to previously adopted legislation? Yes  No

If 'Yes', please provide Permanent Ordinance/Resolution/Local Law number(s): \_\_\_\_\_

OFFICE USE ONLY					
Mayor:					
Comptroller:					
Corporation Counsel:					
Finance <input checked="" type="checkbox"/>	Planning <input type="checkbox"/>	MPA <input type="checkbox"/>	PW/Parks <input type="checkbox"/>	Employees <input type="checkbox"/>	Rules/Special Studies <input type="checkbox"/>

August 22, 2016

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**RAM-TECH Engineers**  
of Syracuse, P.C.  
6100 Fairway Drive  
P.O. Box 10  
Syracuse, New York 13211  
Tel: 315-463-7716  
Fax: 315-463-7758

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City of Binghamton  
38 Hawley Street  
Binghamton, NY 13901

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**RAM-TECH Engineers**  
of Buffalo, P.C.  
2495 Main Street  
Suite 435  
Buffalo, New York 14214  
Tel: 716-833-7716  
Fax: 716-832-6373

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Attn: Mr. Gary Holmes, P.E., Project Manager  
BJCJSTP TPS Project – PW-2150

Re: Terminal Pumping Station (TPS)  
On-Site Services  
RAB 15058

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**RAM-TECH Engineers, Inc.**  
2 International Plaza  
Suite 318  
Philadelphia, Pennsylvania 19113  
Tel: 610-521-5159  
Fax: 610-521-6562

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Dear Mr. Holmes:

We appreciate the opportunity to submit this proposal for the Construction Phase, Post-Construction Phase and Electrical Commissioning engineering services for the proposed Terminal Pumping Station Flood Protection Improvements project.

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**RAM-TECH Engineers**  
of Rochester, P.C.  
300 State Street  
Suite 703  
Rochester, New York 14614  
Tel: 585-747-0906

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We understand the scope of work to include a new building enclosure for the proposed diesel generator, switchgear and transformer, as well as rehabilitation of flow meters and gate vales at the Terminal Pumping Station.

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**Raman & Borick**  
Technical Services, Inc.  
6100 Fairway Drive  
P.O. Box 10  
Syracuse, New York 13211  
Tel: 315-463-7716  
Fax: 315-463-7758

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Scope of Services:

The scope of services, as we understand it, consists of the following:

- A. Attendance of engineering staff at construction project meetings.
- B. Construction phase services beyond the 1,637.37 hours in the original contract. Ram-Tech Engineers is proposing to extend Construction Phase engineering services by 225 hours and Post-Construction Phase engineering services by 60 hours.

The Construction Phase Service was extended beyond the 240 days to 450 days of construction. The extended days were due to keeping the existing plant operational and running 24/7 without interrupting daily operations. The coordination between the Owner and Subcontractors in scheduling the removal of the existing equipment and start up of new was doubled from what was originally scheduled.

The remaining items are scheduled as follows:

July

1. Disconnect Pumps 3 and 4 and all equipment, reconnect Pumps 3 and 4 with all new wiring and new equipment connections. Test systems, set parameters to new associated VFD and SCADA inputs and outputs, test and turn over to Owner for operations. Scheduled for July 25-July 29, 2016.

August

1. Demo existing SCADA panel, flow meter control panel, MCC equipment pad, the VFDs and structure and the cable tray structures for the Flygt cables.
2. Patch all floor penetrations, sweep existing main floor and paint.
3. Vacuum floor of new Electric Building and seal entire concrete floor.
4. Clean and disinfect existing ductwork and paint.
5. Remove temporary power, panelboard and disconnect.

Fee:

RAM-TECH Engineers will provide the above services as follows:

Construction Phase - at not to exceed the amount of **Twenty Thousand and One Hundred (\$20,100.00) Dollars.**

Post-Construction Phase - at not to exceed the amount of **Five Thousand and Four Hundred (\$5,400.00) Dollars.**

Reimbursable Expenses – at not to exceed the amount of **Two Thousand (\$2,000) Dollars.**

Invoice & Payments:

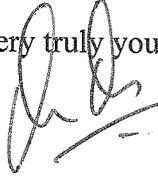
RAM-TECH Engineers will submit invoices immediately following the end of each billing period. Payments shall be received within 30 days of receipt of each invoice.

Terminal Pumping Station (TPS)  
Flood Protection Improvements – 8/22/16  
Page - 3 -

We are very pleased to have this opportunity to provide you with these services and look forward to working with you on this and other future projects.

Please do not hesitate to call us if you have any further questions.

Very truly yours,



Ravi Raman, P.E.  
RAM-TECH Engineers, P.C.

Accepted by Mr. Gary Holmes

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Date

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# Legislative Branch

EXP.

RL Number: 16-181
Date Submitted: 9/14/16

City Clerk, City Hall, Binghamton, NY 13901 607-772-7005

## REQUEST FOR LEGISLATION

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### Applicant Information

Request submitted by: Chuck Shager -Comptroller /

Title/Department: Comptroller

Contact Information: ceshager@cityofbinghamton.com

### RL Information

Proposed Title: Amend 2016 Budget for Sewer Fund to modify principal and interest payments

Suggested Content: Due to a variety of changes related to the sewage treatment plant we need to adjust the principal and interest budgeted amounts. We anticipate the fees from the sewage plant to be less than budgeted and will use that to balance it. See attachment for modifications

### Additional Information

- Does this RL concern grant funding? Yes  No
- If 'Yes', is the required RL Grant Worksheet attached? Yes  No
- Is additional information related to the RL attached? Yes  No
- Is RL related to previously adopted legislation? Yes  No

If 'Yes', please provide Permanent Ordinance/Resolution/Local Law number(s): \_\_\_\_\_

OFFICE USE ONLY					
Mayor:					
Comptroller:					
Corporation Counsel:					
Finance <input checked="" type="checkbox"/>	Planning <input type="checkbox"/>	MPA <input type="checkbox"/>	PW/Parks <input type="checkbox"/>	Employees <input type="checkbox"/>	Rules/Special Studies <input type="checkbox"/>



# CITY OF BINGHAMTON

City Hall, 38 Hawley Street, Binghamton, NY 13901 607-772-7005

## REQUEST FOR TRANSFER OF FUNDS

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Transfer requests in excess of \$10,000 must be approved by City Council.*

City Comptroller  
c/o Board of Estimate and Apportionment  
38 Hawley Street  
Binghamton, NY 13901

Date: 9/12/16  
~~4/23/2016~~

I respectfully request the below described transfer of funds due to the following reasons:  
increase in principal on BANS in Sewer Fund

From Budget Line (No. and Title)	To Budget Line (No. and Title)	Total Transfer Amount
SEE ATTACHMENT		

I do hereby certify that the funds will not be needed in the budget line from which I am requesting this transfer to be made.

Signature: \_\_\_\_\_

Date: 9/14/16

### OFFICE USE ONLY

I hereby certify that the above funds are unencumbered and available for Transfer. Certified by the Comptroller.

Signature: \_\_\_\_\_

Date: 9/14/16

I hereby certify that the above described funds have been transferred, in accordance with the Code of the City of Binghamton Chapter 9, *Appropriations*. Certified by the Treasurer.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Transfer of funds **APPROVED**  / **DENIED**  on \_\_\_\_\_, Certified by the Secretary of the Board of Estimate and Apportionment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Transfer of funds reviewed by the Binghamton City Council Finance Chair. Recommendations to be attached.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

From Line			To Line		
G9730.57000	BAN-Interest	90,490.00	G9730.56000	BAN-Principal	116,500.00
G9710.56000	Bond-Principal	17,400.00	G8100.54447	Adm Fees	1,000.00
G8430.54000	Sewage Treatment	9,610.00			
Totals		<u>117,500.00</u>			<u>117,500.00</u>



# Legislative Branch

EXP.

RL Number:

16-182

Date Submitted:

9/14/16

City Clerk, City Hall, Binghamton, NY 13901 607-772-7005

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### Applicant Information

Request submitted by: Jared Kraham

Title/Department: Executive Assistant to the Mayor

Contact Information: 772-7001

### RL Information

Proposed Title: Ordinance Amending the 2016 Exp for Acquired Property Budget to fund purchase of real property.

Suggested Content: See attached transfer

### Additional Information

Does this RL concern grant funding? Yes  No

If 'Yes', is the required RL Grant Worksheet attached? Yes  No

Is additional information related to the RL attached? Yes  No

Is RL related to previously adopted legislation? Yes  No

If 'Yes', please provide Permanent Ordinance/Resolution/Local Law number(s): \_\_\_\_\_

OFFICE USE ONLY	
Mayor:	<u>[Signature]</u>
Comptroller:	<u>[Signature]</u>
Corporation Counsel:	<u>[Signature]</u>
Finance <input checked="" type="checkbox"/>	Planning <input type="checkbox"/> MPA <input type="checkbox"/> PW/Parks <input type="checkbox"/> Employees <input type="checkbox"/> Rules/Special Studies <input type="checkbox"/>



# CITY OF BINGHAMTON

City Hall, 38 Hawley Street, Binghamton, NY 13901 607-772-7005

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Transfer requests in excess of \$10,000 must be approved by City Council.

City Comptroller  
c/o Board of Estimate and Apportionment  
38 Hawley Street  
Binghamton, NY 13901

Date: 09/14/2016

I respectfully request the below described transfer of funds due to the following reasons:

Purchase real property

From Budget Line (No. and Title)	To Budget Line (No. and Title)	Total Transfer Amount
A1364.54470 (Demolition)	A1364.54681 (Purchase Real Property)	\$20,000

I do hereby certify that the funds will not be needed in the budget line from which I am requesting this transfer to be made.

Signature: \_\_\_\_\_

Date: 9-14-2016

### OFFICE USE ONLY

I hereby certify that the above funds are unencumbered and available for Transfer. Certified by the Comptroller.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I hereby certify that the above described funds have been transferred, in accordance with the Code of the City of Binghamton Chapter 9, Appropriations. Certified by the Treasurer.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Transfer of funds **APPROVED**  / **DENIED**  on \_\_\_\_\_. Certified by the Secretary of the Board of Estimate and Apportionment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Transfer of funds reviewed by the Binghamton City Council Finance Chair. Recommendations to be attached.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_