

**TOWNSHIP OF LEBANON
COMMITTEE MEETING
REGULAR MEETING MINUTES**

January 17, 2024

7:00 p.m.

CALL TO ORDER

Mayor Beverly Koehler called the meeting to order at 7:00 p.m. and stated that in compliance with the “Open Public Meeting Act” this is a Regular Meeting of the Township Committee as published in the Hunterdon Review, the agenda has been posted at the Municipal Building and as a courtesy posted on the Township website. Official action will be taken at this meeting.

FLAG SALUTE AND MOMENT OF SILENCE

Mayor Koehler asked everyone to please stand for the Flag Salute and for a moment of silence in honor of Front-Line Workers, First Responders and Members of the Military.

ROLL CALL

The following officials were present:

Mr. Abe Abuchowski
Mr. Jay Wojcik
Ms. Beverly Koehler
Mr. Brian Wunder
Mr. Tom McKee

Also present were:

Mr. Mark Roselli, Esq., Township Attorney
Ms.Carolynn Budd, Township Clerk
7 Members of the Public

PRESENTATION OF MINUTES

12/20/2023 Regular Session Meeting Minutes
12/20/2023 Executive Session Meeting Minutes
01/03/2024 Reorganization Meeting Minutes

Ms. Koehler asked for a motion to approve Regular and Executive Session Minutes.

Motion to Approve: Mr. Abuchowski
Second: Mr. Wojcik
Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

PUBLIC COMMENT – Agenda Items Only (limited to three minutes per speaker)

Ms. Koehler asked for a motion to open Public Comment.

Motion to Open: Mr. Wunder
Second: Mr. Abuchowski
Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

Seeing and hearing no one wishing to speak, Ms. Koehler asked for a motion to close Public Comment for agenda items only.

Motion to Close: Mr. Abuchowski
Second: Mr. Wojcik
Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

ORDINANCES FOR INTRODUCTION

NO. 01-2024 ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A:4-45.14) FOR CALENDAR YEAR 2024

WHEREAS, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year’s final appropriations, subject to certain exceptions; and

WHEREAS, N.J.S.A. 40A:4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and

WHEREAS, the Township Committee of the Township of Lebanon in the County of Hunterdon finds it advisable and necessary to increase its CY 2024 budget by up to 3.5% over the previous year’s final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and

WHEREAS, the Township Committee hereby determines that a 1.0% increase in the budget for said year, amounting to \$48,699.31 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and

WHEREAS, the Township Committee hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW, THEREFORE, BE IT ORDAINED, by the Township Committee of the Township of Lebanon, in the County of Hunterdon, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2024 budget year, the final appropriations of the Township of Lebanon shall, in accordance with this ordinance and N.J.S.A. 40A:4-45.14, be increased by 3.5%, amounting to \$170,447.59, and that the CY 2024 municipal

budget for the Township of Lebanon be approved and adopted in accordance with this ordinance; and

BE IT FURTHER ORDAINED, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

Ms. Koehler provided an explanation of Ordinance No. 01-2024.

Ms. Koehler advised Ordinance No. 01-2024 will be on the February 7, 2024, Agenda for Public Hearing and Adoption.

Ms. Koehler asked for a motion to introduce Ordinance No. 01-2024.

Motion to Adopt: Mr. Abuchowski
Second: Mr. Wunder
Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

NO. 02-2024 ORDINANCE AMENDING CHAPTER 63 OF THE CODE OF THE TOWNSHIP OF LEBANON BY ESTABLISHING A NEW ARTICLE VIII THEREUNDER ENTITLED “PURCHASING AGENT” AND NEW §§63-38 TO 63-42 REGULATING THE PURCHASING AGENT POSITION

BE IT ORDAINED by the Township Committee of the Township of Lebanon, in the County of Hunterdon, State of New Jersey, that it does hereby amend Chapter 63 of the Code of the Township of Lebanon entitled “Officers and Employees” by establishing a new Article VIII thereunder entitled “Purchasing Agent” and new §§63-38 to 63-42 therein for purposes of regulating the newly created Purchasing Agent position, as follows (additions are bolded and underlined):

SECTION 1. Chapter 63 **Officers and Employees**

Article VIII Purchasing Agent

§ 63-38 Position created.

There is hereby created the position of Purchasing Agent for the Township of Lebanon.

§ 63-39 Appointment.

The Purchasing Agent shall be appointed by way of resolution by the Township Committee of Lebanon Township.

§ 63-40 Qualifications.

The Purchasing Agent is required to possess a valid Qualified Purchasing Agent certificate, as issued by the New Jersey Division of Local Government Services, Department of Community Affairs.

§ 63-41 Duties.

The Purchasing Agent shall have, on behalf of the Township Committee of the Township of Lebanon, the authority, responsibility and accountability for the purchasing activity pursuant to Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.); to prepare public advertising for and to receive bids and requests for proposals for the provision or performance of goods, services and construction contracts; to award contracts pursuant to New Jersey law in accordance with the regulations, forms and procedures promulgated by state regulatory agencies; and conduct any activities as may be necessary or appropriate to the purchasing function of the Township of Lebanon.

§ 63-42 Bid Threshold.

The Purchasing Agent appointed by the Township Committee shall be permitted to award any contract, without public advertising for bids, the cost or price of any contract awarded by the Township in the aggregate that does not exceed in a contract year the threshold amount established by the Governor pursuant to N.J.S.A. 40A:11-3 (c) and shall be permitted to award all contracts that are in the aggregate less than 15 percent of the bid threshold established herein, without soliciting competitive quotations pursuant to N.J.S.A. 40A:11-6.1 (c).

SECTION 2. INCONSISTENT ORDINANCES

All ordinances or parts of ordinances inconsistent with or in conflict with this ordinance are hereby repealed to the extent of such inconsistency.

SECTION 3. PARTIAL INVALIDITY

If any section, paragraph, clause or provision of this ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, clause or provision so adjudged and the remainder shall be deemed valid and effective.

SECTION 4. EFFECTIVE DATE

This ordinance shall take effect immediately upon final passage and publication according to law.

Ms. Koehler provided an explanation of Ordinance No. 02-2024.

Ms. Koehler advised Ordinance No. 02-2024 will be on the February 7, 2024, Agenda for Public Hearing and Adoption.

Ms. Koehler asked for a motion to Introduce Ordinance No. 02-2024.

Motion to Adopt: Mr. Wojcik
Second: Mr. McKee
Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

RESOLUTIONS

**NO. 25-2024 RESOLUTION AMENDING RESOLUTION NO. 150-2023
AUTHORIZING THE REDEMPTION OF A TAX SALE CERTIFICATE
#22-3 FOR 651 WOODGLEN ROAD, BLOCK 36, LOT 14**

WHEREAS, the Tax Collector sold Tax Sale Certificate #22-3 on December 15, 2022, to Christiana T C/F CE1/Firsttrust; and

WHEREAS, \$13,899.21 was collected from Kathleen Broadhurst for redemption of Tax Sale Certificate #22-3; and

WHEREAS, Township Committee adopted Resolution No. 150-2023 Authorizing the Redemption of a Tax Sale Certificate #22-3 for 651 Woodglen Road, Block 36, Lot 14 on December 20, 2023 and payment in the amount of \$13,899.21 to Christiana T C/F CE1 Firsttrust, however, said resolution inadvertently failed to include provision for release of the premium fee in the amount of \$24,500.00 to Christiana T C/F CE1/Firsttrust; and

WHEREAS, the Township Committee desires to amend Resolution No. 150-2023 to include authorization for the release of the premium fee in the amount of \$24,500.00 to Christiana T C/F CE1/Firsttrust.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey, that Resolution No. 150-2023 be and is hereby amended to include that the Treasurer shall prepare and the Mayor, Treasurer and Clerk are hereby authorized to sign a check in the amount of \$24,500.00 for the premium fee payable to: Christiana T C/F CE1 Firsttrust, PO Box 5021, Philadelphia, PA 19111-5021.

Ms. Koehler provided an explanation of Resolution No. 25-2024.

Ms. Koehler asked for a motion to approve Resolution No. 25-2024.

Motion to Approve: Mr. Wunder

Second: Mr. Wojcik

Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

**NO. 26-2024 RESOLUTION RESCINDING RESOLUTION NOS. 089-2022 AND 133-2023
RENEWING PLENARY RETAIL CONSUMPTION LIQUOR LICENSE
FOR NEW HAMPTON INN INC.**

WHEREAS, on September 21, 2022 and November 1, 2023, respectively, the Township Committee of Lebanon Township adopted Resolution No. 089-2022 and Resolution No. 133-2023, renewing the inactive plenary consumption license for the New Hampton Inn; and

WHEREAS, on December 15, 2023, the Township Clerk was contacted and notified by the Licensing Bureau of the New Jersey Division of Alcoholic Beverage Control that an issuing authority, i.e, the Township of Lebanon, has no authority to renew an inactive license until such time as a licensee holding an inactive license for more than two license terms, files a verified petition with the Division of Alcoholic Beverage Control for a Special Ruling allowing the issuing authority to consider renewal pursuant to N.J.S.A. 33:1-12.39 (“12.39 Special Ruling”); and

WHEREAS, the Township Clerk was further advised that New Hampton Inn failed to file for and obtain the 12.39 Special Ruling for the 2023-2023 and 2023-2024 license terms and therefore the Township Committee would be required to rescind Resolution No. 089-2022 and Resolution No. 133-2023; and

WHEREAS, pursuant to the direction of the Division of Alcoholic Beverage Control, the Township Committee has determined to rescind Resolution No. 089-2022 and Resolution No. 133-

2023.

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Lebanon, County of Huntedon, State of New Jersey that Resolution No. 089-2022 and Resolution No. 133-2023 be and are hereby rescinded.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be provided to the New Jersey Division of Alcoholic Beverage Control and to New Hampton Inn.

Ms. Koehler and Ms. Budd provided an explanation of Resolution No. 26-2024.

Ms. Koehler noted a date correction, 2022 – 2022 should read 2022 – 2023, and the misspelling of Huntedon which should be Hunterdon.

Ms. Koehler asked for a motion to approve Resolution No. 26-2024 with noted corrections.

Motion to Approve: Mr. Abuchowski

Second: Mr. Wojcik

Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

NO. 27-2024 RESOLUTION AUTHORIZING HIRING OF FRANCES SUCHOVIC AS A PER DIEM EMPLOYEE FOR BUNNVALE LIBRARY

WHEREAS, N.J.S.A. Title 40 and 40A provides for the appointment of certain officers, appointees and employees to Township positions to carry out lawful duties and responsibilities of the Township; and

WHEREAS, the Township of Lebanon has for a Per Diem employee at the Bunnvale Library; and

WHEREAS, the Township Salary Ordinance provides for the rate of compensation, salary and wages for certain officers, appointees and employees of the Township; and

WHEREAS, after considering all interested and qualified candidates, Head Library Clerk Karla Drumm has recommended that Ms. Frances Suchovic be hired as a Per Diem employee at the Bunnvale Library; and

WHEREAS, the Township's Chief Financial Officer has certified the availability of funds for this purpose; and

WHEREAS, the Township Committee desires to authorize the hiring of Ms. Frances Suchovic on the terms set forth herein.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Lebanon that it does hereby authorize the hiring of Ms. Frances Suchovic as a Per Diem employee for the Bunnvale Library, effective January 11, 2024, at an hourly rate of \$15.30, not to exceed 20 hours per week.

BE IT FURTHER RESOLVED that initial duration of employment for Ms. Frances Suchovic shall be for 90 days from January 11, 2024, subject to the Township Committee further extending the term of employment.

BE IT FURTHER RESOLVED that a copy of this Resolution shall be provided to the Township's Chief Financial Officer.

Ms. Koehler provided an explanation of Resolution No. 27-2024.

Mr. Roselli, Esq. added the Resolution is valid for 90 days at which time a new Resolution to extend the time the Per Diem is needed would need to be presented to the Committee. A Resolution for each of the current Per Diem's will need to be done with the same guidelines.

Ms. Koehler asked for a motion to approve Resolution No. 27-2024.

Motion to Approve: Mr. Wunder

Second: Mr. McKee

Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

UNFINISHED BUSINESS

1. Municipal Doors Update. Discussion was held regarding the doors that the Township was ordering through Opdyke Lumber. Ms. Budd sent an email and certified mail to the company the week of January 8, 2024 with no response to date. Mr. Abuchowski offered to visit Opdyke's store and speak with them directly. Mr. Abuchowski to provide details of the visit to the Committee.
2. Park Playground Guardrail Replacement Quotes. Discussion was held regarding the retaining wall and playground border quotes. Three quotes were presented to the Committee, varying widely in scope of work and price. Mr. McKee and Mr. Wojcik provided additional details about their meeting with the Park Commission and the repairs/upgrades needed at the Memorial park playground. Due to the varying scope of work provided in the quotes as well as the use and non-use of prevailing wage Mr. Roselli, Esq. recommended creating specifications for the project for uniformity. Mr. Roselli, Esq. also recommended consulting with the Township Engineer to assist with plans, etc. for the playground improvements. There is a State and County grant available which should be looked into further.
3. Employee Manual and Volunteer Manual – Status Update. Ms. Koehler discussed with the Committee and asked Mr. Roselli, Esq. for his review. Mr. Roselli, Esq. will review both manuals and provide his finding in 30 days.

NEW BUSINESS

1. Raritan Headwaters Clean Communities Grant Contribution. Ms. Koehler advised this is a yearly contribution and was not sure of the contribution amount in past years. Raritan Headwaters requested a \$1,000.00 contribution. Mr. McKee noted that he believed there was \$1,000 in the budget for the contribution. Mr. McKee to confirm and follow up with the Committee. Mr. Roselli, Esq. advised a Resolution will need to be done for the contribution.
2. Junk Yard License – A.S. Milkowski and Sons, LLC

Ms. Koehler asked for a motion to approve Junk Yard License for A.S. Milkowski and Sons, LLC.

Motion to Authorize: Mr. Wunder

Second: Mr. Wojcik

Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

3. Junk Yard License – Burds Salvage

Ms. Koehler asked for a motion to approve Junk Yard License for Burds Salvage.

Motion to Approve: Mr. Wojcik

Second: Mr. Abuchowski

Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

4. Newsletter Postage. Due to timing and the onboarding of the new Newsletter Editor the Spring Edition will not be done. Mr. McKee requested on behalf of the EOSC to use the postage money that will be saved not sending out the Spring Newsletter to assist with the postcard mailing the EOSC will be sending out. Mr. McKee reviewed with the Committee the postage costs provided by the EOSC and after reviewing it was determined the costs seemed high and needed to be revisited. Mr. McKee to review with the EOSC and bring back to the Committee.
5. Meeting Room Audio System Upgrade. Ms. Budd advised the Committee Micro Enterprise Solutions will be reviewing the current system on January 18, 2024.
6. Newsletter Editor Proposals. The Committee was provided two (2) proposals which were received for the Newsletter Editor. After reviewing the Committee selected Ms. Colleen Cryn of Cryan Out Load Marking's proposal. Mr. Roselli, Esq. to prepare a Resolution and Contract for the award of the services which will be on the February 7, 2024 Agenda.
7. Picnic – Proposed Date Saturday, June 8, 2024. Ms. Koehler advised Mr. Wojcik and Mr. McKee will be handing the picnic this year. Ms. Koehler reviewed the calendar and suggested the date of Saturday, June 8, 2024 for the picnic. Ms. Koehler will ask Ms. Kim Jacobus to send out hold the date e-mails to all invitees.

Ms. Koehler asked for a motion to approve the date.

Motion to Approve: Mr. Abuchowski

Second: Mr. Wojcik

Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

PRESENTATION OF VOUCHERS

No Bill List for January 17, 2024.

CORRESPONDENCE

- 1. Historian’s Meeting Minutes from 11/9/2023.

Correspondence was provided to the Committee.

PUBLIC COMMENT (limited to three minutes per speaker)

Ms. Koehler asked for a motion to open Public Comment.

Motion to Open: Mr. McKee
Second: Mr. Abuchowski
Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

Public Comment: Hagedorn facility.

Seeing and hearing no one else wishing to speak, Ms. Koehler asked for a motion to close Public Comment.

Motion to Close: Mr. Abuchowski
Second: Mr. Wojcik
Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

EXECUTIVE SESSION

NO. 28-2024 RESOLUTION AUTHORIZING EXECUTIVE SESSION

WHEREAS, the Open Public Meetings Act; *N.J.S.A. 10:4-6 et seq.*, declares it to be the public policy of the State to insure the right of citizens to have adequate advance notice of and the right to attend meetings of public bodies at which business affecting the public is discussed or acted upon; and

WHEREAS, the Open Public Meetings Act also recognizes exceptions to the right of the public to attend portions of such meetings; and

WHEREAS, the Mayor and Committee find it necessary to conduct an executive session closed to the public as permitted by the *N.J.S.A. 40:4-12*; and

WHEREAS, the Mayor and Committee will reconvene in public session at the conclusion of the executive session;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Committee of the Township of Lebanon, County of Hunterdon, State of New Jersey that they will conduct an executive session to discuss the following topic(s) as permitted by *N.J.S.A. 40:4-12*:

A matter which Federal Law, State Statute or Rule of Court requires be kept confidential or excluded from discussion in public (Provision relied upon: _____);

A matter where the release of information would impair a right to receive funds from the federal government;

A matter whose disclosure would constitute an unwarranted invasion of individual privacy;

A collective bargaining agreement, or the terms and conditions thereof CWA.

A matter involving the purchase, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed;

Tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

Investigations of violations or possible violations of the law, _____;

Pending or anticipated litigation or contract negotiation in which the public body is or may become a party; (The general nature of the litigation or contract negotiations is): Shared Services. The public disclosure of such information at this time would have a potentially negative impact on the municipality's position in the litigation or negotiation; therefore this information will be withheld until such time as the matter is concluded or the potential for negative impact no longer exists.);

Matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his or her ethical duties as a lawyer; (The general nature of the matter is: _____ OR _____ the public disclosure of such information at this time would have a potentially negative impact on the municipality's position with respect to the matter being discussed; therefore this information will be withheld until such time as the matter is concluded or the potential for negative impact no longer exists.);

Matters involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective or current public officer or employee of the public body, where all individual employees or appointees whose rights could be adversely affected have not requested in writing that the matter(s) be discussed at a public meeting; the employee(s) and/or general nature of discussion is: Personnel, Job Descriptions, Fire Official. And whereas the public disclosure of such information at this time would violate the employee(s) privacy rights; therefore, this information will be withheld until such time as the matter is concluded or the threat to privacy rights no longer exists;

Deliberation occurring after a public hearing that may result in the imposition of a specific civil penalty or loss of a license or permit.

BE IT FURTHER RESOLVED that the Mayor and Committee hereby declare that their discussion of the subject(s) identified above may be made public at a time when the Township Attorney advises them that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the Township or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the Mayor and Committee, for the reasons set forth above, hereby declare that the public is excluded from the portion of the meeting during which the above discussion shall take place.

Ms. Koehler asked for a motion to open Executive Session.

Motion of Open: Mr. Wunder
Second: Mr. Abuchowski
Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

Mayor and Committee entered Executive Session at 8:16 p.m.

Ms. Koehler asked for a motion to end Executive Session.

Motion of Close: Mr. Wunder
Second: Mr. Abuchowski
Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

Mayor and Committee closed Executive Session at 9:28 p.m.

Ms. Koehler asked for a motion to reconvene into Regular Session.

Motion of Close: Mr. McKee
Second: Mr. Wunder
Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

RETURN TO REGULAR SESSION

Ms. Koehler asked for a motion to proceed with the proposal from J. Caldwell & Associates for temporary Planning Board and Board of Adjustment services. Mr. Mark Roselli, Esq. advised a Resolution would not be needed since the Township has a Professional Service Agreement for Planner services with J. Caldwell & associates for calendar year 2024.

Motion to Approve: Mr. Abuchowski
Second: Mr. Wunder
Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

ADJOURNMENT

Having no further business to conduct, Mayor Koehler asked for a motion to adjourn the meeting.

Motion to Adjourn: Mr. Abuchowski
Second: Mr. Wojcik
Ayes: Mr. Abuchowski, Mr. Wojcik, Mr. Wunder, Mr. McKee, Ms. Koehler

Meeting adjourned at 9:29 p.m.

Respectfully Submitted:

Carolynn Budd, RMC
Township Clerk

Beverly Koehler, Mayor

Date Approved: _____