

**MINUTES  
REGULAR COUNCIL MEETING  
TOWNSHIP OF MONROE  
DECEMBER 14, 2015**

**A.) OPENING CEREMONIES**

**CALL TO ORDER**

The Regular Council Meeting of the Township of Monroe was called to order at approximately 8:13 PM by **Cncl. Pres., Frank Caligiuri** in the Court Room of the Municipal Complex located at 125 Virginia Avenue, Williamstown, New Jersey.

This meeting was advertised pursuant to the New Jersey Open Public Meetings Act (*NJSA 10:4-6 thru 10:4-21*). Notices were placed in the official publications for Monroe Township (i.e.: South Jersey Times, the Courier Post and the Sentinel of Gloucester County). A copy of that notice is posted on the bulletin board at the Municipal Complex.

**Cncl. Pres., Caligiuri** stated the Clerk has placed a sign-in sheet at the rear of the Court Room. If anyone would like to address Council during the Public Portion, please sign in and you will be asked to come forward to the microphone. Kindly state your name for the record.

**SALUTE TO FLAG - INVOCATION**

**Cncl. Pres., Caligiuri** led the assembly in the Pledge of Allegiance to Our Flag and **Pastor Jeff Tilden of Cross Keys United Methodist Church** offered the Invocation.

**ROLL CALL OF TOWNSHIP OFFICIALS**

Cncl. Walter Bryson	Present
Cncl. Marvin Dilks	Present
Cncl. Rich DiLucia	Present
Cncl. Bob Heffner	Present
Cncl. Bart McIlvaine	Present
Cncl. Cody Miller	Present
Cncl. Pres., Frank Caligiuri	Present
Mayor Daniel Teefy	Present
Solicitor, Charles Fiore	Present
Business Adm., Kevin Heydel	Present
Engineer, Kathryn Cornforth	Present
Dir. Of Code Enforcement, George Reitz	Present
Dir. Of Public Safety, Jim Smart	Present
Dir. Of Public Works, Michael Calvello	Present
Deputy Mayor Andy Potopchuk	Present
Township Clerk, Susan McCormick	Present

**APPROVAL OF MINUTES**

**Cncl. Miller** made a motion to approve the minutes as submitted of the Council Work Session and Regular Council Meeting of November 23, 2015. The motion was seconded by **Cncl. Heffner** and unanimously approved by all members of Council.

**B.) CORRESPONDENCE**

- **Junkyard Licenses**  
Midway Auto Parts  
Schultz Enterprises, Inc.  
Tuckahoe Road Auto Sales, LLC

**Cncl. Dilks** made a motion to approve the Junkyard Licenses for the above listed junkyards. The motion was seconded by **Cncl. Miller** and unanimously approved by all members of Council.

MINUTES  
REGULAR COUNCIL MEETING  
TOWNSHIP OF MONROE  
DECEMBER 14, 2015

MAYOR APPOINTMENT

Mayor Teefy appointed Michael Calvello as the Director of Public Works.

Cncl. Miller made a motion to accept the appointment of Michael Calvello as the Director of Public Works. The motion was seconded by Cncl. Heffner and unanimously approved by all members of Council.

PRESENTATION

- **Redevelopment Attorney - James Maley**

Mr. Maley explained he was in attendance this evening to provide a generic presentation regarding redevelopment, how it works and the general rules about it, as the Redevelopment Statutes in New Jersey have been used to remake many towns and he has worked with developers as well as towns to do that. He added he has been the Mayor of Collingswood for almost twenty years and through those years used redevelopment in many ways. In the world of redevelopment government is permitted to act like a business and most rules local government operates under in terms of auctioning off land, contracting and zoning are thrown out the window when it comes to redevelopment areas. He explained if a town has a parcel of land in trouble because the private market place has not developed it in a way the town thinks it should have been developed, the town can step in and take actions that would change zoning, ease the approval process, lend money to projects or give special designations that help get money from State and Federal entities. There is also the ability to offer different tax incentives and with certain properties the township can use eminent domain to acquire property solely for the purpose of putting it into a development project. Municipalities do not have to use all those powers but they are all available. There are two different paths of redevelopment. One is a redevelopment area and the other is a rehabilitation area and they are related but are also different. An area in need of rehabilitation gives you all those powers but it lacks two powers; long term tax abatement, which are six year or longer tax abatements and the power of eminent domain. Those two powers are not present in a rehabilitation designation, as that process is much easier, less convoluted, and less proofs are required to create a rehabilitation area. An area in need of redevelopment has all the powers of rehabilitation plus long term tax abatement and eminent domain but it is harder to get that designation, as the process is much more detailed and more evidence must be gathered for that designation. He spoke of the redevelopment in Glassboro which was helped along by what is happening at Rowan University but all of it has been done through the Boro. Eminent domain was not used in any of that project but long term tax abatements were. This project involved hundreds of millions of dollars and because of Rowan's involvement the town was concerned Rowan would take title to properties rendering them tax exempt so the project was structured where the Boro owns the land and leases the ground. Going forward no matter what happens if Rowan ends up owning the building improvements revenue will still be produced for the Boro forever. So expansion of Rowan's campus beyond its boundary lines is being done in a way that is helpful to the town and helpful to Rowan. Mr. Maley noted that is just one example of how you can use redevelopment laws in a way that satisfies all the internal needs a town has. He spoke of a program Collingswood has for single family homes that were converted into duplexes and triplexes in the 1970/1980's. In the 1990's those homes fell into disrepair after investors bought them for rental units. Collingswood worked with a local bank to help guarantee and back financing if people signed documentation that they would purchase, renovate and convert a duplex back to a single family home, which they would occupy. The Rehabilitation Statute was used and mini redevelopment agreements were the mechanism for us to stand behind loans that gave people a better interest rate for the incentive to covert the homes back to single family. In five years about 225 duplexes/triplexes were converted back to single family/owner occupied homes and that had a huge impact on the town. Mr. Maley explained a rehab designation can be justified based upon objective things such as the housing stock in an area is more than fifty years old, the infrastructure in an area is more than fifty years old or there are environmental issues on a property. These issues are more objective and it is not difficult to establish criteria to designate a rehabilitation area by a resolution of the governing body. He explained he could work with the planner and prepare a three page report for the resolution and it would be done. The process for a redevelopment area is much more. The governing body must ask the Planning Board to look at a certain area to determine whether it satisfies the criteria of a redevelopment area. The Planning Board must conduct a hearing with notice to determine whether the area satisfies the criteria

MINUTES  
REGULAR COUNCIL MEETING  
TOWNSHIP OF MONROE  
DECEMBER 14, 2015

PRESENTATION *(cont'd)*

under the Redevelopment Statute. That criteria involves things such as buildings being so dilapidated that they render an area unsafe for human habitation or for the good of the public welfare. The Planning Board hearing is like a mini trial and people can come in and provide evidence that the area should not be designated a redevelopment area. The Planning Board then makes a recommendation to the governing body who decides whether the area will be designated as a redevelopment area. Once you get through the two different designation of areas the town adopts a Redevelopment Plan, which is the document that empowers the town with the authorities under the Redevelopment Statute. A Redevelopment Plan is done whether it is a redevelopment area or a rehabilitation area. The Plans can be very simple just incorporating underlying zoning or can be much more comprehensive with a detailed zoning area. With the plan in place the town has the powers and can then move forward to try to put a project together. He explained he represents Harrison Township and the Richwood section of town and they went into great detail into their redevelopment plan laying out all the zoning and planning in advance for a project they believed was coming. Once the plan is in place you can work on acquiring properties, putting projects together and where this works the best is when a town has a committee that is working with developers or property owners to resolve issues that are standing in their way. He spoke of a Glassboro industrial park in the planning stages that wasn't moving along because it needed infrastructure run out to it. The Boro was working on a Federal EDA Grant to get infrastructure but that was a competitive process that we weren't sure we would have the points for but we realized there were extra points in the process if the Boro owned the land. The land was under contract with the industrial park so we requested that agreement of sale be canceled so the Boro could buy it and then flip it to the industrial park builder after holding title to it for thirty days during which time period we would get the Federal EDA grant in and processed. We did that, got the bonus points and the money for the infrastructure, we closed with the industrial park and the project happened. That could not be done without Redevelopment Laws because under State Statute towns cannot sell property except by auction to the highest bidder. Many times towns would take \$50.00 less if they thought the property would be used for something productive and positive and send out ripples to help establish other businesses. Mr. Maley noted if Council had any questions about redevelopment he would be happy to speak to them and work with them on projects.

**Mayor Teefy** noted we have a couple redevelopment zones on the Black Horse Pike that are switching over to mixed use commercial/residential and he questioned whether Mr. Maley saw that trend happening elsewhere. Mr. Maley replied mixed use is difficult because it depends on the developer you're dealing with as some are very reluctant to doing any kind of commercial unless they are locked in, as not a lot of developers build on spec they look for something to be nailed down. Mixed use works the best when there is enough residential to support that commercial, as the key to commercial is rooftops and every business does that evaluation. When you look at mixed use you need to consider how much of a mix and can you get enough density in an area that makes that mixed use more likely to happen. Mr. Maley noted in Collingswood people complain to him about the parking and that is the greatest complaint he could get because that means people are coming into the town to shop and eat. **Cncl. Miller** noted density doesn't always mean outward it also means upward so we can always request more floors instead of it being sprawled out. Mr. Maley noted where it works best is when you are in a partnership with developers. Glassboro is probably the biggest example of multiple projects. On each project we negotiated with the developer and discussed how we could compress or expand what the buildings were going to be and that is the real beauty in this. It is so unlike the zoning and planning process where applications are submitted and after a few weeks the applicant gets a list from the town's professionals of all the things that are wrong. The applicants again work on the plan and go before the board who tells them they don't like it so they have to work on it again. With redevelopment you can sit down with a developer and negotiate exactly what you want to see in a project and by adopting a plan you can literally change the zoning to expedite the formal process to make it happen.

**Cncl. Bryson** noted when density is increased to basically unlimited density you are also presenting to the people in the town new schools, which cost a lot of money. He questioned when talking to developers do you still give them the carrot, which is the tax-abatement or the five year plan, because he felt that should not be given. Mr. Maley explained there is nowhere that the density is unlimited so developers can just build whatever they want. The key in density is the

**MINUTES  
REGULAR COUNCIL MEETING  
TOWNSHIP OF MONROE  
DECEMBER 14, 2015**

**PRESENTATION** *(cont'd)*

unit mixes when you are talking residential because three hundred single family three bedroom homes will generate a whole different child population than a hundred one bedroom apartments. He noted in his town one hundred apartments and fifty-six condominiums were just built in the middle of town and that generated one child who is a senior in high school. Those projects were given a little incentive but not the same as those given to renovate an old school house that was vacant for ten years. Mr. Maley explained if Disney wanted to build here you could give them all kinds of incentives but if a business was coming that you don't quite view the same you don't have to give them any incentives. It is really by project to project and what the towns overall plan is.

**Cncl. Heffner** questioned how successful changing zoning for redevelopment has been in the Pinelands. Mr. Maley noted it is a little bit of an effort but it is still good. He spoke of working in Galloway Township where just about every area has Pineland issues so when adopting redevelopment plans we had to go through the Pinelands for zoning approval, which was just another obstacle. When redevelopment or rehabilitation areas are involved just about every level of state government views it differently because with that designation a town has decided it needs special abilities to control the type of development it wants. He noted with every project there are title, environmental or bankruptcy issues so you are touching all areas of the law and there is usually something with all the properties that make them difficult to develop.

With no further questions Council thanked Mr. Maley for his presentation.

**C.) RESOLUTIONS SCHEDULED - PUBLIC PORTION**

**Cncl. Miller** made a motion to open the Resolution Scheduled - Public Portion. The motion was seconded by **Cncl. Heffner** and unanimously approved by all members of Council. With no one wishing to speak **Cncl. Dilks** made a motion to close the Resolutions Scheduled-Public Portion. The motion was seconded by **Cncl. Miller** and unanimously approved by all members of Council.

**R:184-2015** Resolution And Notice Of Council Work Sessions, Regular Council Meetings And Ordinance Committee Meetings Of The Township Of Monroe For The Year 2016

**Cncl. Miller** made a motion to approve Resolution R:184-2015. The motion was seconded by **Cncl. McIlvaine** and unanimously approved by all members of Council.

**R:185-2015** Resolution Of The Township Council Of The Township Of Monroe, County Of Gloucester To Execute A Grant Application On Behalf Of The Municipal Alliance Program For Grant Year 2017 (*Fiscal Year July 1, 2016 - June 30, 2017*)

**Cncl. Miller** made a motion to approve Resolution R:185-2015. The motion was seconded by **Cncl. Bryson** and unanimously approved by all members of Council.

**R:186-2015** Resolution Adjusting Township Of Monroe Tax Records

**Cncl. Miller** made a motion to approve Resolution R:186-2015. The motion was seconded by **Cncl. Dilks** and unanimously approved by all members of Council.

**R:187-2015** Resolution Of The Township Council Of The Township Of Monroe Authorizing The Municipal Clerk To Advertise The Request For Qualifications For An Architect For The Refurbishment Of The Cecil Fire Company Pursuant To N.J.S.A. 19:44A-1 Et. Seq. **(REMOVED FROM AGENDA)**

**R:188-2015** Resolution Of The Township Council Of The Township Of Monroe Authorizing The Municipal Clerk To Advertise The Request For Qualifications For Water And Sewerage System Engineering Valuations And Related Services Pursuant To N.J.S.A. 19:44A-1 Et. Seq.

MINUTES  
REGULAR COUNCIL MEETING  
TOWNSHIP OF MONROE  
DECEMBER 14, 2015

C.) RESOLUTIONS SCHEDULED - PUBLIC PORTION (cont'd)

Cncl. Miller made a motion to approve Resolution R:188-2015. The motion was seconded by Cncl. Heffner and unanimously approved by all members of Council.

**R:189-2015** Resolution Of The Township Council Of The Township Of Monroe Authorizing The Municipal Clerk To Advertise The Request For Qualifications For An Architect For The Refurbishment Of The Williamstown Fire Company No. 1 Pursuant To N.J.S.A. 19:44A-1 Et. Seq.

Cncl. McIlvaine made a motion to approve Resolution R:189-2015. The motion was seconded by Cncl. Heffner and unanimously approved by all members of Council.

Cncl. Bryson questioned whether there was a budget number established for this architect. Mayor Teefy replied this resolution is just a request for qualifications and we will see what the numbers are when the requests come in.

**R:190-2015** Resolution Of The Township Council Of The Township Of Monroe Authorizing The Mayor To Execute A Memorandum Of Agreement Between The Township Of Monroe And Deputy Chief Of Police, Jon C. Rumpf

Cncl. Dilks made a motion to approve Resolution R:190-2015. The motion was seconded by Cncl. Heffner.

**ROLL CALL VOTE TO APPROVE RESOLUTION R:190-2015**  
**5 AYES, 2 ABSTAIN WITH CAUSE (Cncl. McIlvaine, Cncl. Miller)**

Tally: 5 Ayes, 0 Nays, 2 Abstain with Cause, 0 Absent. Resolution R:190-2015 was duly approved for adoption.

**R:191-2015** Resolution Of The Township Council Of The Township Of Monroe Authorizing The Mayor To Execute A Memorandum Of Agreement Between The Township Of Monroe And Chief Of Police, John McKeown

Cncl. Miller made a motion to approve Resolution R:191-2015. The motion was seconded by Cncl. Heffner.

**ROLL CALL VOTE TO APPROVE RESOLUTION R:191-2015 - All Ayes**

Tally: 7 Ayes, 0 Nays, 0 Abstain, 0 Absent. Resolution R:191-2015 was duly approved for adoption. (Cncl. Bryson noted he was voting yes for R:190:2015 and R:191-2015 based upon what he heard in the Work Session Meeting)

**R:192-2015** Resolution Of The Township Council Of The Township Of Monroe Authorizing The Mayor To Execute Agreement Between The Township Of Monroe And Monroe Township Police Superior Officers Association

Cncl. Miller made a motion to approve Resolution R:192-2015. The motion was seconded by Cncl. Dilks.

**ROLL CALL VOTE TO APPROVE RESOLUTION R:192-2015 - All Ayes**

Tally: 7 Ayes, 0 Nays, 0 Abstain, 0 Absent. Resolution R:192-2015 was duly approved for adoption. (Cncl. Bryson noted he was voting yes based upon what he heard in the Work Session Meeting)

**R:193-2015** Resolution Authorizing The Acceptance Of A Performance Bond In The Amount Of \$847,592.00 For Nina Court, Site Plan # 462-SP, Block 101, Lot 3.08

Cncl. Miller made a motion to approve Resolution R:193-2015. The motion was seconded by Cncl. Bryson and unanimously approved by all members of Council.

**MINUTES  
REGULAR COUNCIL MEETING  
TOWNSHIP OF MONROE  
DECEMBER 14, 2015**

**C.) RESOLUTIONS SCHEDULED - PUBLIC PORTION (cont'd)**

**R:194-2015** Resolution Of The Township Council Of The Township Of Monroe Authorizing The Mayor To Execute A Developer's Agreement With Barclay Glen North, LLC For Site Plan #462-SP, Block 101, Lot 3.08

**Cncl. Miller** made a motion to approve Resolution R:194-2015. The motion was seconded by **Cncl. DiLucia** and unanimously approved by all members of Council.

**R:195-2015** Resolution Releasing The Performance Guarantee Posted For "Applebee's", Site Plan #463-SP, Block 3901, Lot 1 And Substituting A Maintenance Guaranty In The Amount Of \$43,840.00 For Certain Site Improvements

**Cncl. Miller** made a motion to approve Resolution R:195-2015. The motion was seconded by **Cncl. Dilks** and unanimously approved by all members of Council.

**R:196-2015** Resolution Of The Township Council Of The Township Of Monroe Memorializing The 2016 Tower List For The Township Of Monroe

**Cncl. Bryson** made a motion to approve Resolution R:196-2015. The motion was seconded by **Cncl. Miller** and unanimously approved by all members of Council.

**R:197-2015** Resolution Of The Township Council Of The Township Of Monroe Authorizing The Mayor To Execute The Affordable Housing Agreement Between Barclay Glen At Cross Keys, LLC And The Township Of Monroe

**Cncl. Miller** made a motion to approve Resolution R:197-2015. The motion was seconded by **Cncl. DiLucia** and unanimously approved by all members of Council.

**R:198-2015** Resolution Of The Township Council Of The Township Of Monroe Granting License To Be A Dealer Of Precious Metals, Gems And Secondhand Goods To Gregory And Grace Meranchain Of Williamstown Diamonds & Fine Jewelry Within The Township Of Monroe, County Of Gloucester

**Cncl. Miller** made a motion to approve Resolution R:198-2015. The motion was seconded by **Cncl. Dilks** and unanimously approved by all members of Council.

**R:199-2015** Resolution Of The Township Council Of The Township Of Monroe Granting License To Be A Dealer Of Precious Metals, Gems And Secondhand Goods To Mark Fera Of Fera's Jewelers Within The Township Of Monroe, County Of Gloucester

**Cncl. Bryson** made a motion to approve Resolution R:199-2015. The motion was seconded by **Cncl. Miller** and unanimously approved by all members of Council.

**D.) ORDINANCES**

**Cncl. Pres., Caligiuri** turned this portion of the meeting over to **Ordinance Committee Chairman Cncl. Dilks**.

**O:38-2015** An Ordinance Of The Township Council Of The Township Of Monroe Participating In The Cooperative Business Assistance Program

**First Reading:** A copy of this ordinance was posted on the bulletin board at the Municipal Complex. Additional copies were made available to the public.

**Cncl. Miller** made a motion to approve Ordinance O:38-2015 for First Reading and Publication. The motion was seconded by **Cncl. Pres., Caligiuri** and unanimously approved by all members of Council.

**MINUTES  
REGULAR COUNCIL MEETING  
TOWNSHIP OF MONROE  
DECEMBER 14, 2015**

**D.) ORDINANCES (cont'd)**

**O:39-2015** An Ordinance Of The Township Council Of The Township Of Monroe To Amend Chapter 162 Of The Code Of The Township Of Monroe, Entitled "Housing Standards"

**First Reading:** A copy of this ordinance was posted on the bulletin board at the Municipal Complex. Additional copies were made available to the public.

**Cncl. Miller** made a motion to approve Ordinance O:39-2015 for First Reading and Publication. The motion was seconded by **Cncl. Bryson**.

**Cncl. Heffner** questioned whether this met there would no longer be any yearly fee for rental inspections. **Solicitor Fiore** replied that is correct.

Ordinance O:39-2015 was unanimously approved by all members of Council.

**E.) REPORTS AND OTHER MATTERS**

**Mayor Teefy** advised **Cncl. Heffner** that the reason the yearly rentals inspections will no longer be done is because that is no longer permitted by law. **Solicitor Fiore** advised there was a State Supreme Court decision that struck down the yearly inspection and yearly fee. **Mayor Teefy** reported last Wednesday he attended the Police Academy graduation. He noted he had never been to one before but he felt as mayor and being involved in the interview process for the new police officers that he should attend and he was impressed with the entire graduation ceremony. Monroe Township took six of the nine awards given by the police academy, which was very impressive. The new police officers have already been sworn in to office but will be recognized for their accomplishments at the December 28<sup>th</sup> Council Meeting. **Mayor Teefy** reported the new zoning officer has sent him a report of the violations she issued and will be sending reports on a regular basis. Fred had done that in the past but got away from it but it is nice to know that information in case residents question something. The Mayor thanked **Jim Smart**, **Kevin Heydel**, **Mike Calvello**, **Christine Scola** and **Tom Accoglio** who came in on Saturday for the interviews for the EMT Supervisor and the Supervisor of Roads positions. **Frank McLaughlin** was offered and accepted the position of EMT Supervisor so the Office of Emergency Management will be moved to the Police Department and the Chief is aware of that. **Dave Terzian** will take over as Supervisor of Roads and will be a good right hand man for Mike. **Mayor Teefy** also thanked **Mike Calvello** for the job he is doing in Public Works.

**Cncl. Heffner** congratulated **Mike Calvello** on his appointment; noting he had the opportunity to work with Mike over the years on special projects for Parks and Recreation and looks forward to working with him in the future.

**Cncl. DiLucia** also congratulated Mike on his appointment.

**Cncl. Dilks** also congratulated **Mike Calvello** on his appointment; noting Mike does a good job. **Cncl. Dilks** commented that Mike knows his phone number and can call him any time and he will be glad to help him.

**Cncl. Bryson** congratulated **Mike Calvello**; noting he has done a great job as the Supervisor of Roads and will do a great job as the Director of Public Works. **Cncl. Bryson** also wished everyone a Merry Christmas, Happy Hanukkah and a good holiday.

**Solicitor Fiore** also congratulated **Mike Calvello** and wished him the best in his new position; noting he looks forward to working with him. He felt Mike might have difficulty differentiating between being a supervisor and jumping into a ditch so he'll probably still do both. **Mr. Fiore** also wished everyone a Merry Christmas.

**Engineer Kathrine Cornforth** congratulated Mike and wished everyone a Happy Holiday.

MINUTES  
REGULAR COUNCIL MEETING  
TOWNSHIP OF MONROE  
DECEMBER 14, 2015

E.) REPORTS AND OTHER MATTERS (cont'd)

Director of Code Enforcement, George Reitz congratulated Mike and wished everyone a Merry Christmas.

Director of Public Safety, Jim Smart also congratulated Mike on his appointment.

Director of Public Works, Mike Calvello thanked everyone for their comments and noted he looks forward to working with everyone.

Deputy Mayor Andy Potopchuk congratulated Mike on his appointment.

Cncl. Pres., Caligiuri suggested Mike get a copy of the audio of this meeting because he will value it later on and he congratulated Mike on his appointment.

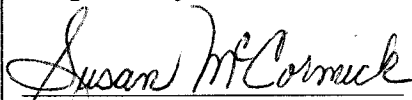
F.) GENERAL PUBLIC DISCUSSION

Cncl. Miller made a motion to open the General Public Discussion. The motion was seconded by Cncl. Heffner and unanimously approved by all members of Council. With no one wishing to speak Cncl. Miller made a motion to close the General Public Discussion. The motion was seconded by Cncl. Heffner and unanimously approved by all members of Council.

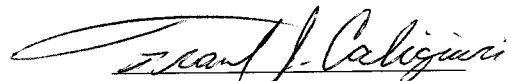
G.) ADJOURNMENT

With nothing further to discuss Cncl. Dilks made a motion to adjourn the Regular Council Meeting of December 14, 2015. The motion was seconded by Cncl. Miller and unanimously approved by all members of Council in attendance.

Respectfully submitted,



Susan McCormick, RMC  
Township Clerk

  
Presiding Officer

*These minutes were prepared from excerpts of the tape-recorded proceedings of the Regular Council Meeting of December 14, 2015 and serve as only a synopsis of the proceedings. The official tape may be heard in the Office of the Township Clerk upon proper notification pursuant to the Open Public Records Law.*

Approved as submitted \_\_\_\_\_ AmJ \_\_\_\_\_  
Approved as corrected \_\_\_\_\_

Date 12/28/15 \_\_\_\_\_  
Date \_\_\_\_\_