

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

Northwest Bergen County Utilities Authority

PLEASE TAKE NOTICE the Northwest Bergen County Utilities Authority does hereby notify the public that the Work Session and the Regular Meeting scheduled for Wednesday, December 13, 2023 at 7:00 p.m. will be held at the Authority's offices located at 30 Wyckoff Avenue, Waldwick, New Jersey. Formal action will be taken. The agendas will be placed on the Authority website, nbcua.com, at least 48 hours prior to the meeting.

Northwest Bergen County
Utilities Authority

December 4, 2023

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

AGENDA REGULAR MEETING December 13, 2023

1. Meeting called to Order
2. Open Public Meetings Act Statement
3. Roll Call
4. Chairman's Remarks
5. Approval of Minutes
 - a. Regular Meeting – November 21, 2023
6. Public Comments (any subject)
7. Consideration for approval of list of Resolutions attached dated December 13, 2023
8. Report of Committees:
 - a. Finance Committee
 - b. Personnel Committee
 - c. Insurance Committee
 - d. Operating Committee
 - e. Strategic Plan Subcommittee
 - f. Buildings and Grounds Committee
 - g. Safety and Security Committee
9. Report of Treasurer
10. Report of General Counsel
11. Report of Consulting Engineer
12. Report of Executive Director
13. Report of Authority Engineer
14. Report of Superintendent
15. Old Business
16. New Business
17. Public Comments (on subjects 4 through 16)
18. Adjournment

December 4, 2023

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

December 13, 2023

CONSENT AGENDA

RESOLUTIONS

- 82-2023 Approval of Payment of Vouchers, Payroll, Tax Deposits and Pensions and Benefits
- 83-2023 Authorization To Adopt 2024 Budget
- 84-2023 Authorization To Amend The 2023 Authority Capital Budget
- 85-2023 Authorization To Amend The 2023 Authority Operating Budget
- 86-2023 Authorization To Adjust Connection Fee
- 87-2023 Authorization Of Service Charges For Septage, Sludge And Greywater
- 88-2023 Authorization To Approve Change Order NO. 1 To Allendale Brook Interceptor Manhole Project (Project NO. S340700-19)
- 89-2023 Authorization For Designation of Depositories For 2024
- 90-2023 Authorization to Renew a Shared Services Agreement with the Borough of Saddle River
- 91-2023 Authorization To Approve Personnel Actions

December 4, 2023

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 82-2023

Date: December 13, 2023

APPROVAL OF VOUCHERS, PAYROLL TRANSFERS, PAYROLL TAX DEPOSITS AND PENSIONS & BENEFITS TRANSFERS

WHEREAS, the Northwest Bergen County Utilities Authority has received vouchers in claim for payment of materials supplied and/or rendered; and

WHEREAS, the said vouchers have been reviewed and the amount indicated on each voucher has been determined to be due and owing; and

WHEREAS, the Northwest Bergen County Utilities Authority has made payroll transfers, payroll tax deposits and Pensions & Benefits transfers for the month of November 2023 and Health Benefits and Dental Benefits transfers for December 2023; and

WHEREAS, the Commissioners of the Authority have reviewed the vouchers, payroll transfers, payroll tax deposits, Pensions and Benefits, and Health and Dental Benefits transfers listed on the attached reports and have found them to be in order.

NOW, THEREFORE, BE IT RESOLVED,

RESOLVED, by the Commissioners of the Northwest Bergen County Utilities Authority, that all vouchers, payroll transfers, payroll tax deposits, Pensions & Benefits and Health and Dental Benefits transfers listed and reports attached hereto, dated December 13, 2023 be and they hereby are approved for payment from the proper accounts as follows:

ACCOUNT: Payroll Account
Net Payroll: \$195,849.70

ACCOUNT: Tax Deposit Account
Total: \$84,170.31

ACCOUNT: Health Benefits Contribution Employer
Total Transfer: \$138,504.86

ACCOUNT: Health Benefits Contribution Employee
Total: \$4,337.41

ACCOUNT: Dental Benefits
Total Transfer: \$3,623.99

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 82-2023

Date: December 13, 2023

APPROVAL OF VOUCHERS, PAYROLL TRANSFERS, PAYROLL TAX DEPOSITS AND PENSIONS & BENEFITS TRANSFERS

ACCOUNT: PERS and Contributory Insurance
Total Transfer: \$28,075.08

ACCOUNT: Operating Account
Total: \$540,733.99

ACCOUNT: General Improvement Account
Total: \$18,338.25

I hereby certify that this is a true copy of a resolution adopted by the Board of Commissioners of the Northwest Bergen County Utilities Authority on December 13, 2023.

FRANK KELAHER, CHAIRMAN

DOUGLAS M. BERN, ESQ.
ASSISTANT SECRETARY

DATE:
RECORDED VOTE:

	Bonagura	Biale	Jordan	Lo Iacono	Ortega	Tombalakian	Virk	Kelaher	
Offered									
Seconded									
Aye									
Nay									
Absent									
Abstain									
Recuse									

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 83-2023

Date: December 13, 2023

**2024 ADOPTED BUDGET RESOLUTION
FISCAL YEAR: January 1, 2024 to December 31, 2024**

WHEREAS, the Annual Budget and Capital Budget/Program for the Northwest Bergen County Utilities Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024 has been presented for adoption before the governing body of the Northwest Bergen County Utilities Authority at its open public meeting of December 13, 2023; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget presented for adoption reflects Total Revenues of \$16,942,457.00, Total Appropriations, including any Accumulated Deficit, if any, of \$16,942,457.00, and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of \$11,000,000.00 and Total Unrestricted Net Position Utilized of \$900,000.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Northwest Bergen County Utilities Authority at an open public meeting held on December 13, 2023 that the Annual Budget and Capital Budget/Program of the Northwest Bergen County Utilities Authority for the fiscal year beginning January 01, 2024 and ending December 31, 2024 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 84-2023

Date: December 13, 2023

AMENDMENT TO THE 2023 AUTHORITY CAPITAL BUDGET

WHEREAS, the Northwest Bergen County Utilities Authority’s 2023 Capital Budget was adopted on the 13th day of December 2022; and

WHEREAS, N.J.A.C. 5:31-2.8, provides that all amendments to the Authority’s Capital Budget shall be approved and adopted by resolution of the Authority, passed by not less than a majority of the full membership; and

WHEREAS, the Authority’s Administration has reviewed the status of its 2023 capital projects and determined that an amendment is required to reduce, increase and/or reallocate the overall 2023 Capital Budget to projects of greater priority to the Authority and Authority’s sewer system; and

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Northwest Bergen County Utilities Authority the following amendments be made to the Capital Budget of the Northwest Bergen County Utilities Authority for its year ending December 31, 2023:

	<u>From</u>	<u>To</u>
Funding Source:		
Unrestricted Net Position Utilized	875,000	3,375,000
Debt Authorization	11,850,000	11,850,000
Total Funding Sources	<u>12,725,000</u>	<u>15,225,000</u>
Capital Outlays:		
Darlington Force Main Repairs (S340700-19)	300,000	300,000
Fiber Optic Pump Station Installations	575,000	575,000
Collection System Gravity Main Repairs (S340700-19)	300,000	300,000
Vehicle Storage Building	3,000,000	3,000,000
Cake Receiving Facility	4,900,000	4,900,000
UV Building Roof Replacement	250,000	250,000
WWTP Improvements	2,500,000	2,500,000
Incinerator Repairs	300,000	300,000
Collection System Expansion - Oakland	600,000	600,000
WWPS Improvements (S340700-15)	-	25,000
Miscellaneous PS Improvements	-	125,000
Upgrade Operating Building Interior	-	1,450,000
Replace BFP#2 Schwing Pump	-	200,000
Force Main Inspections	-	500,000
Allendale Manhole Repairs	-	75,000
Interceptor Manhole	-	125,000
	<u>12,725,000</u>	<u>15,225,000</u>

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 85-2023

Date: December 13, 2023

AMENDMENT TO THE 2023 AUTHORITY OPERATING BUDGET

WHEREAS, the Northwest Bergen County Utilities Authority’s 2023 Operating Budget was adopted on the 13th day of December 2022; and

WHEREAS, N.J.A.C. 5:31-2.8, provides that all amendments to the Authority’s Operating Budget shall be approved and adopted by resolution of the Authority, passed by not less than a majority of the full membership; and

WHEREAS, the Authority’s Administration has reviewed the status of its 2023 operations and determined that it is desirous and necessary to expend for any of the purposes specified in the budget an amount in excess of the respective sums appropriated during the fiscal year; and

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Northwest Bergen County Utilities Authority the following amendments be made to the Operating Budget of the Northwest Bergen County Utilities Authority for its year ending December 31, 2023:

	<u>From</u>	<u>To</u>
Appropriations:		
Cost of Providing Services: Personnel: Salaries	3,820,000	3,420,000
Cost of Providing Services: Other Expenses: Collection System	654,000	804,000
Cost of Providing Services: Other Expenses: Sewage Treatment & Laboratory	607,500	507,500
Cost of Providing Services: Other Expenses: Solids Disposal	1,715,000	2,065,000
	<u>6,796,500</u>	<u>6,796,500</u>

BE IT FURTHER RESOLVED that two (2) certified copies of this resolution be filed with the Director of the Division of Local Government Services for certification of the Authority budget so amended.

I hereby certify that this is a true copy of a resolution adopted by the Board of Commissioners of the Northwest Bergen County Utilities Authority on December 13, 2023.

DOUGLAS M. BERN, ESQ.

ASSISTANT SECRETARY

FRANK KELAHER, CHAIRMAN

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 86-2023

Date: December 13, 2023

AUTHORIZATION TO ADJUST CONNECTION FEE

WHEREAS, after a public hearing on December 6, 2006, as set forth in the Resolution adopted on said date, the Northwest Bergen County Utilities Authority (the “Authority”) determined that it would be in the best interest of the public and the local government units it serves to institute a connection fee program in the manner prescribed by N.J.S.A. 40:14B-23, and to adopt the necessary amendments to the Authority’s Rules, Regulations and Standards required to implement the connection fee program; and

WHEREAS, at the hearing on July 19, 2023, the Authority determined that the cost of the connection fee for the year 2023 would be \$5,491 per service unit as calculated in the 2023 Sewer Connection Fee Rate Study prepared by Wielkotz & Company, LLC; and

WHEREAS, the firm of Wielkotz & Company, LLC, the auditor for the Authority, has prepared a report entitled “2024 Sewer Connection Fee Rate Study Update” (hereinafter sometimes referred to as the “Report”) for the Authority, with the assistance of the Authority staff, on the proper amount for a connection fee payable by an individual or party making a new connection to the System for the year 2024, in accordance with the formula set forth in N.J.S.A. 40:14B-22, for the privilege of making the connection (“2024 Sewer Connection Fee Rate Study Update”); and

WHEREAS, the connection fee per service unit as calculated in the Report is \$5,598; and

WHEREAS, on December 13, 2023, in accordance with the requirements of N.J.S.A. 40:14B-22, the Authority conducted a public hearing on the proposed adjustment of the connection fee prescribed by N.J.S.A. 40:14B-23; and

WHEREAS, the Authority, having considered, at the public hearing held on December 13, 2023: (i) 2024 Sewer Connection Fee Rate Study Update; and (ii) the statements of those attending the public hearing; and has determined that it would be in the best interest of the Authority to adopt an adjustment to the connection fee charge implemented for the year 2024; and

WHEREAS, the Authority has determined that the cost of the connection fee will be \$5,598 per service unit for 2024.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Northwest Bergen County Utilities Authority, as follows:

1. The Authority hereby establishes an adjustment to the connection fee of \$5,598 per service unit for 2024, effective as of the date of this Resolution, December 13, 2023, until amended.
2. The Executive Director is hereby authorized to take any and all steps necessary for the implementation of the adjustment of the connection fee.

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 86-2023

Date: December 13, 2023

AUTHORIZATION TO ADJUST CONNECTION FEE

- 3. The formal action(s) of the Commissioners of the Northwest Bergen County Utilities Authority embodied herein are expressly contingent upon and subject to the provisions of N.J.S.A. 40:14B-14(b).

I hereby certify that this is a true copy of a resolution adopted by the Board of Commissioners of the Northwest Bergen County Utilities Authority on December 13, 2023.

FRANK KELAHER, CHAIRMAN

DOUGLAS M. BERN, ESQ.

ASSISTANT SECRETARY

RECORDED VOTE:

	Bonagura	Biale	Jordan	Lo Iacono	Ortega	Tombalakian	Virk	Kelahrer	
Offered									
Seconded									
Aye									
Nay									
Absent									
Abstain									
Recuse									

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

NO. 87-2023

Date: December 13, 2023

SERVICE CHARGES FOR SEPTAGE, SLUDGE AND GREYWATER

WHEREAS, the Northwest Bergen County Utilities Authority (the "Authority") accepts greywater and septage for treatment from individual septic haulers and materials with a maximum of 12% solids for incineration from utilities authorities, municipalities, and other entities located outside of the boundaries of the district presently serviced by the Authority for treatment and disposal; and

WHEREAS, by Resolution dated December 13, 2022, the Authority established the following rates for the treatment and disposal of greywater, septage and materials with a maximum of 12% solids:

1. For greywater less than or equal to 2.6% solids - \$0.0375 per gallon
2. For septage exceeding 2.6% solids but not greater than 4% solids - \$0.058 per gallon
3. For materials exceeding 4% solids but not greater than 7.0% solids- \$0.078 per gallon
4. For septage exceeding 7.9% but not greater than 12% solids - \$0.102 per gallon

WHEREAS, pursuant to the provisions of N.J.S.A. 40:14B-23, the service charges to be imposed for the treatment and disposal of greywater, septage and materials with a maximum of 12% solids may be established only after a public hearing; and

WHEREAS, notice was properly given of a public hearing to establish new service charges to be imposed for the acceptance, treatment, and disposal of greywater, septage and materials with a maximum of 12% solids; and

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

NO. 87-2023

Date: December 13, 2023

SERVICE CHARGES FOR SEPTAGE, SLUDGE AND GREYWATER

WHEREAS, a public hearing was conducted on December 13, 2023, at which time the Authority established the following rates for the treatment and disposal of greywater, septage, and materials with a maximum of 12% solids, such rates to be effective to January 1, 2024:

1. For greywater less than or equal to 2.6% solids - \$0.0383 per gallon
2. For septage exceeding 2.6% solids but not greater than 4% solids - \$0.0592 per gallon
3. For sludge exceeding 4% solids but not greater than 7.9% solids - \$0.0796 per gallon
4. For sludge exceeding 7.9% solids but not greater than 12% solids - \$0.1040 per gallon

WHEREAS, it was also established that once the volume of wastewater from an individual customer reaches a total of 2 million gallons in a calendar year, a 15% discount will be applied to all additional deliveries, to be effective January 1, 2014.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Northwest Bergen County Utilities Authority the following:

1. that the foregoing service charges for the treatment of greywater, septage and materials with a maximum of 12% solids be and are hereby established effective to January 1, 2024; and
2. that once the volume of wastewater from an individual customer reaches a total of 2 million gallons in a calendar year a 15% discount will be applied to all additional deliveries, and such discount be effective January 1, 2024; and

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

NO. 87-2023

Date: December 13, 2023

SERVICE CHARGES FOR SEPTAGE, SLUDGE AND GREYWATER

3. that the foregoing rates and discount shall be effective until revised by further Resolution of the Authority.

I hereby certify that this is a true copy of a Resolution adopted by the Northwest Bergen County Utilities Authority upon a roll call vote of all Commissioners of the Authority eligible to vote at a regular meeting held on December 13, 2023.

FRANK KELAHER, CHAIRMAN

DOUGLAS M. BERN, ESQ.
ASSISTANT SECRETARY

Recorded Vote:

	Bonagura	Biale	Jordan	Lo Iacono	Ortega	Tombalakian	Virk	Kelaheer	
Offered									
Seconded									
Aye									
Nay									
Absent									
Abstain									
Recuse									

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 88-2023

DATE: December 13, 2023

**AUTHORIZATION TO APPROVE CHANGE ORDER NO. 1 TO ALLENDALE BROOK
INTERCEPTOR MANHOLE PROJECT (Project NO. S340700-19)**

WHEREAS the Northwest Bergen County Utilities Authority (the “Authority”) entered into a Contract (contract No. 1157) for the Allendale Brook Interceptor Manhole Project (“the Project”) with National Water Main Cleaning Co. (“the Contractor”) on August 16, 2023 in the amount of \$401,400; and

WHEREAS, Change Order No. 1 (“the Change Order”) requests a project extension of sixty (60) days.

WHEREAS, the request for an extension was triggered by a delay in materials required for the project’s completion; and

WHEREAS, the Authority’s Consulting Engineer, T&M, has reviewed the Change Order and recommends that the Change Order be approved by the Authority; and

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Northwest Bergen County Utilities Authority the following:

1. Change Order No. 1 extending the contract time by sixty (60) days the Allendale Brook Interceptor Manhole Project is hereby approved.
2. The Executive Director is hereby authorized to sign the Change Order No. 1.

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

89 -2023

DATE: December 13, 2023

ADDITIONAL DESIGNATION OF DEPOSITORIES FOR 2024

WHEREAS, the Northwest Bergen County Utilities Authority (the “Authority”) is required to hold its funds in certain bank accounts and make investments in accordance with the Trust Indenture; and

WHEREAS, N.J.S.A. 40A:5-14 authorizes the Authority to adopt a cash management plan, including the establishment of depositories; and;

WHEREAS, N.J.S.A. 40A:5-14 also authorizes the authority to modify its cash management plan from time-to-time; and

WHEREAS, the Authority currently has funds or intends to have funds at the following institutions:

TD Bank, Allendale, New Jersey
Bank of New York Mellon, Woodland Park, New Jersey
Provident Bank, Oradell, New Jersey
Valley National Bank, Waldwick, New Jersey
Unity Bank, Emerson, New Jersey

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Northwest Bergen County Utilities Authority that the following institutions be designated as depositories for the funds for the Authority for the Year 2024:

TD Bank, Allendale, New Jersey
Bank of New York Mellon, Woodland Park, New Jersey
Provident Bank, Oradell, New Jersey
Valley National Bank, Waldwick, New Jersey
Unity Bank, Emerson, New Jersey

I hereby certify that this is a true copy of a resolution adopted by the Board of Commissioners of the Northwest Bergen County Utilities Authority on December 13, 2023.

DOUGLAS M. BERN, ESQ.
ASSITANT SECRETARY

FRANK KELAHER, CHAIRMAN

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 90-2023

Date: December 13, 2023

**AUTHORIZATION TO RENEW A SHARED SERVICES AGREEMENT WITH THE
BOROUGH OF SADDLE RIVER**

WHEREAS, the State of New Jersey encourages local units to enter into agreements for the joint provision of municipal services; and

WHEREAS, the State of New Jersey authorizes entering into such agreements for shared services pursuant to NJSA 40A:65-1 et. seq.; and

WHEREAS, the Northwest Bergen County Utilities Authority (the “Authority”) and the Borough of Saddle River (the “Borough”) had entered into a Shared Services Agreement on January 1, 2023 with a termination date of December 31, 2023 for the Authority to 1) act as the New Jersey Licensed Sewer Operator for the Borough, 24 hours a day, 365 days per year 2) to provide weekly monitoring of the Borough’s one (1) waste water pump station, and 3) perform repairs, corrective actions and respond to pump station alarms during business and non-business hours; and

WHEREAS, the Borough has adopted its Resolution No. 189-23 authorizing entering into a new shared services agreement with the Authority to receive the same services as previously provided; and

WHEREAS, the Authority desires to enter into this agreement with the Borough for a duration of one (1) year commencing January 1, 2024 subject to the terms and conditions set forth in said agreement.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Northwest Bergen County Utilities Authority the following:

1. The Authority agrees to enter into a Shared Services Agreement with the Borough of Saddle River for a duration of one (1) year commencing January 1, 2024 to provide the services described in Paragraph 3 above; and

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 90-2023

Date: December 13, 2023

**AUTHORIZATION TO RENEW A SHARED SERVICES AGREEMENT WITH THE
BOROUGH OF SADDLE RIVER**

- 2. The Chairman, Vice-Chairman, or Executive Director of the Authority be and is hereby authorized on behalf of the Authority to execute the Shared Services Agreement with the Borough of Allendale annexed hereto and made a part thereof.

I hereby certify that this is a true copy of a resolution adopted by the Board of Commissioners of the Northwest Bergen County Utilities Authority on December 13, 2023.

FRANK KELAHER, CHAIRMAN

DOUGLAS M. BERN, ESQ.

ASSISTANT SECRETARY

DATE:

RECORDED VOTE:

	Bonagura	Biale	Jordan	Lo Iacono	Ortega	Tombalakian	Virk	Kelaher	
Offered									
Seconded									
Aye									
Nay									
Absent									
Abstain									
Recuse									

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 91-2023

Date: December 13, 2023

APPROVE PERSONNEL ACTIONS

WHEREAS, there presently exists a need for an Assistant Collections System Supervisor;
and

WHEREAS, it has been recommended by the Executive Director and Superintendent of the Northwest Bergen County Utilities Authority that Leonard Van Der Stad be employed as an Assistant Collections System Supervisor effective December 11, 2023 subject to a one hundred eighty (180) day probationary period

WHEREAS, the recommended salary is \$85,000 during his probationary period and \$90,000 at the completion of the probationary period; and

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Northwest Bergen County Utilities Authority,

1. That Leonard Van Der Stad be an Assistant Collections System Supervisor effective December 11, 2023 subject to a one hundred eighty (180) day probationary period.
2. The salary shall be \$85,000 at the during the probationary period and \$90,000 at the completion of the probationary period

I hereby certify that this is a true copy of a resolution adopted by the Board of Commissioners of the Northwest Bergen County Utilities Authority on December 13, 2023.

FRANK KELAHER, CHAIRMAN

DOUGLAS M. BERN, ESQ.
ASSISTANT SECRETARY

DATE: December 13, 2023

