

**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

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**RESOLUTION**

**No. 82-2023**

**Date: December 13, 2023**

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**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**

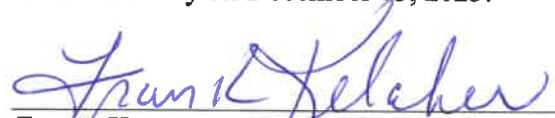
ACCOUNT: PERS and Contributory Insurance  
 Total Transfer: \$28,075.08

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.

  
 \_\_\_\_\_  
 DOUGLAS M. BERN, ESQ.  
 ASSISTANT SECRETARY

  
 \_\_\_\_\_  
 FRANK KELAHER, CHAIRMAN

DATE:

**RECORDED VOTE:**

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

**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

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**RESOLUTION**

**No. 83-2023**

**Date: December 13, 2023**

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**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**

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**AMENDMENT TO THE 2023 AUTHORITY CAPITAL BUDGET**

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**WHEREAS**, the Northwest Bergen County Utilities Authority's 2023 Capital Budget was adopted on the 13<sup>th</sup> 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>
<b>Funding Source:</b>		
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>
<b>Capital Outlays:</b>		
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 13<sup>th</sup> 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:

	<b><u>From</u></b>	<b><u>To</u></b>
<b>Appropriations:</b>		
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
	<b>6,796,500</b>	<b>6,796,500</b>

**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**

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**RESOLUTION**

**No. 86-2023**

**Date: December 13, 2023**

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**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 Wielkocz & Company, LLC; and

**WHEREAS**, the firm of Wielkocz & 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**

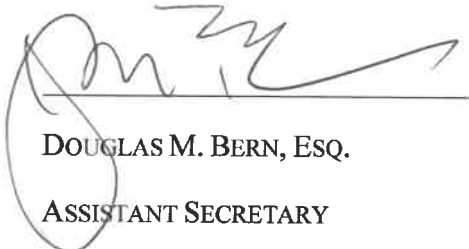
**AUTHORIZATION TO ADJUST CONNECTION FEE**

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	Kelaher	
Offered		✓							
Seconded	✓								
Aye	✓	✓		✓	✓	✓		✓	
Nay									
Absent			✓				✓		
Abstain									
Recuse									

**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

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**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**

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**RESOLUTION**

**NO. 87-2023**

**Date: December 13, 2023**

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**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

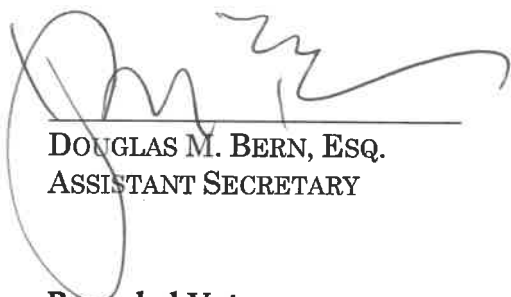
NO. 87-2023

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.



DOUGLAS M. BERN, ESQ.  
ASSISTANT SECRETARY



FRANK KELAHER, CHAIRMAN

Recorded Vote:

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

**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

**RESOLUTION**

**No. 88-2023**

**DATE: December 13, 2023**

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**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	Kelaheer	
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

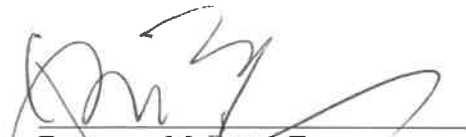
**WHEREAS**, it has been recommended by the Executive Director and Superintendent of the Northwest Bergen County Utilities Authority that Leonard Van Der Stad be promoted to the position of Assistant Collections System Supervisor effective December 11, 2023 subject to a one hundred eighty (180) day probationary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

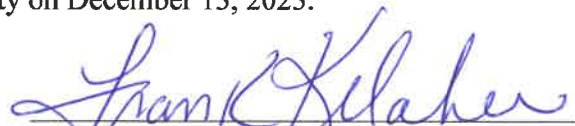
**WHEREAS**, the recommended salary is \$85,000 during his probationary period and \$90,000 at the completion of the probationary period; and

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

1. That Leonard Van Der Stad be promoted to the position of 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.

  
DOUGLAS M. BERN, ESQ.  
ASSISTANT SECRETARY  
DATE: December 13, 2023

  
FRANK KELAHER, CHAIRMAN

