

**PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY  
REORGANIZATION MEETING MINUTES  
February 14, 2024**

The Reorganization Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held on Wednesday, February 14, 2024 at 4:30 p.m. in the Administration Building, 188 Lincoln Boulevard, Lincoln Park, New Jersey. Chairman Kohle called the meeting to order at 4:30 p.m.

**ROLL CALL**

Members Present: Raymond Verdonik, Robert Voorman, Arthur Schmidt, David Runfeldt, Thomas Boorady, Jerry Notte, Anthony Campisi, David Kohle

Also Present: Thomas Bongiovanni, Executive Director, Ernest DeGraw, Plant Superintendent; Brian Carey, Authority Engineer; Karen Napolitano, Secretary; Matthew Marotta, Victoria Holmes, Cleary Giacobbe; Kevin O'Brien, Mott MacDonald

**OPEN MEETING STATEMENT**

Adequate notice of this meeting has been provided in accordance with the Open Public Meetings Act by filing written Notice and Agenda with the Authority Secretary and Municipal Clerks of Lincoln Park, Fairfield and Pequannock, and the Pequannock River Basin Regional Sewerage Authority, by having said notice and agenda posted on the public bulletin boards in the respective municipal buildings and by serving notice thereof to the Progress, Herald News, Record, and Suburban Trends newspapers.

**OATH OF PUBLIC OFFICERS**

None

**NOMINATING COMMITTEE**

Chairman Kohle called for the report of the Nominating Committee. Mr. Notte presented the nominations: Chairman: David G. Kohle; Vice Chairman: David A. Runfeldt; Treasurer: Raymond Verdonik; Secretary: Jerry J. Notte

Chairman Kohle asked if there were any other nominations from the floor. There were none.

A motion was made by Mr. Voorman, seconded by Mr. Verdonik, to close the nominations.

AYES: Voorman, Verdonik, Schmidt, Runfeldt, Boorady, Notte, Campisi, Kohle

A motion was made by Mr. Verdonik, seconded by Mr. Campisi, to approve the slate of nominees as presented.

AYES: Verdonik, Campisi, Voorman, Schmidt, Runfeldt, Boorady, Notte, Kohle

Appointed Officers: Chairman – David G. Kohle, Pequannock  
Vice Chairman – David A. Runfeldt, Lincoln Park  
Treasurer – Raymond Verdonik, PRBRSA  
Secretary – Jerry J. Notte, Fairfield

**APPOINTMENT OF COMMITTEES**

Chairman Kohle asked the Board Members if there were any requests for Committee changes. Hearing none, the Committees will remain the same.

**RESOLUTIONS FOR REORGANIZATION MEETING**

Mr. Kohle addressed the first four resolutions that pertain to the Reorganization Meeting. Resolution #24-007, Designation of Signatories for Disbursements, Resolution #24-008, Designation of Official

Newspapers, Resolution #24-009, Schedule of Meetings and Posting Procedures, and Resolution #24-010, Interest Rate for Late Payment of Annual Charges, were approved by the following vote:

MOTIONED BY: Mr. Notte; SECONDED BY: Mr. Boorady

AYES: Notte, Boorady, Verdonik, Voorman, Schmidt, Runfeldt, Campisi, Kohle

**RESOLUTION #24-007: Designation of Signatories for Disbursements**

**WHEREAS**, the Regulations of the State of New Jersey, Department of Community Affairs, Division of Local Government Services, require three signatories for the payment of claims, issued by check, drawn on the Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter the "Authority");

**NOW, THEREFORE**, Be It Resolved that the Authority designates the following three signatories for the payment of claims by check drawn on the treasury of the Authority, which signatories are officially recorded below:

1. Chairman, David G. Kohle, and in his absence, Vice-Chairman, David A. Runfeldt
2. Treasurer, Raymond Verdonik, and in his absence, Secretary, Jerry J. Notte
3. Executive Director, Thomas Bongiovanni, and in his absence, Secretary to the Board, Karen Napolitano.

**WHEREAS**, the Regulations of the State of New Jersey, Department of Community Affairs, Division of Local Government Services, require three signatories for the payment of claims, issued by check, drawn on the Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter the "Authority");

**Signatories:**

\_\_\_\_\_  
David G. Kohle, Chairman

\_\_\_\_\_  
David A. Runfeldt, Vice Chairman

\_\_\_\_\_  
Raymond Verdonik, Treasurer

\_\_\_\_\_  
Jerry J. Notte, Secretary

\_\_\_\_\_  
Thomas Bongiovanni  
Executive Director

\_\_\_\_\_  
Karen Napolitano  
Secretary to the Board

**RESOLUTION #24-008: Designation of Official Newspapers**

**WHEREAS**, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter the "Authority") is desirous of designating newspapers of general circulation within this area as the Official Newspapers for the publication of all required notices;

**BE IT THEREFORE RESOLVED** that the following newspapers are so designated:

1. THE SUBURBAN TRENDS  
505 Main Street  
Butler, NJ 07405
2. THE RECORD  
1 Garret Mountain Plaza  
P.O. Box 471  
Woodland Park, NJ 07424

3. HERALD NEWS  
1 Garret Mountain Plaza  
P.O. Box 471  
Woodland Park, NJ 07424

**BE IT FURTHER RESOLVED**, that the Secretary of the Authority is authorized and directed to submit any and all required publications to any of the above designated newspapers.

**RESOLUTION #24-009: Schedule of Meetings and Posting Procedures**

**WHEREAS**, the Open Public Meetings Act, Chapter 231 of the laws of 1975, requires all public bodies covered by said Act, at least once each year, and within seven days following the annual organization or reorganization meeting of such body, to post and maintain posted through the year as set forth in the Act, a schedule of the regular meetings of the public body to be held during the succeeding year.

**NOW, THEREFORE, BE IT RESOLVED**, by the Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter the "Authority"), as follows:

1. The schedule of regular and conference meetings of the Pequannock, Lincoln Park and Fairfield Sewerage Authority as set forth in the schedule annexed hereto be and the same is hereby adopted.

2. The Authority Secretary is hereby authorized and directed to prominently post said schedule in at least one public place reserved for such announcements and to post on the official Authority website.

3. Said schedule shall be mailed, emailed, faxed or hand delivered by the Authority Secretary to the following official newspapers of the Authority:

- a. The Suburban Trends
- b. The Record
- c. Herald News

4. Said schedule shall be placed on file with the Authority Secretary and the Municipal Clerks of the Borough of Lincoln Park and the Townships of Fairfield and Pequannock and the offices of the PRBRSA.

5. Special meetings may be held as and when necessary, with notice to be given as provided for in the Act and meetings involving urgent matters may be held as provided for in Section 4b of the Act.

6. In the event that the annexed schedule is hereafter revised, the revised schedule shall be posted, mailed and filed by the Authority Secretary in the manner described hereinabove.

**RESOLUTION #24-010: Interest Rate for Late Payment of Annual Charges**

**WHEREAS**, Section 9 of the December 20, 1985 Agreement, Amending and Supplementing the Service Contracts for the Participants of the Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter the "Authority"), requires that the Authority charge an interest rate of eight percent (8%) per annum for the first \$1,500.00 of any delinquent payment made by a Participant after the tenth (10<sup>th</sup>) calendar day following the date which payment was due; and

**WHEREAS**, Section 9 of the December 20, 1985 Agreement, Amending and Supplementing the Service Contracts for the Authority, further requires that the Authority annually at its Reorganizational Meeting set an interest rate on the delinquency of any payment by a Participant after the 10<sup>th</sup> calendar day following the date upon which it is due, on any amount in excess of \$1,500.00; and

**WHEREAS**, said rate was previously set by the Authority at its Reorganization Meeting of February 8, 2023.

**NOW, THEREFORE**, Be It Resolved by the Pequannock, Lincoln Park and Fairfield Sewerage Authority that for the fiscal year 2024 the interest rate on any delinquent payments by the Participants received by the Authority after the 10<sup>th</sup> calendar day following the date upon which it is due shall be

twelve percent (12%) per annum on any amount in excess of \$1,500.00 and be calculated in accordance with Section 9 of said Agreement from the original due date;

**BE IT FURTHER RESOLVED** that a copy of the Resolution is provided to each of the Participants in accordance with the requirements of Section 9 of the Agreement.

### **REAPPOINTMENT OF PROFESSIONAL STAFF**

Mr. Kohle addressed the next three resolutions for the appointment of professional staff keep noting there were small increases for all three. Resolution #24-011, Authorize Award of Contract for General Engineering Consulting Services, Resolution #24-012, Authorize Award of Contract for Auditing Services, and Resolution #24-013, Authorize Award of Contract for General Legal Services, were approved by the following vote:

MOTIONED BY: Mr. Voorman; SECONDED BY: Mr. Runfeldt

AYES: Voorman, Runfeldt, Verdonik, Schmidt, Boorady, Notte, Campisi, Kohle

### **RESOLUTION #24-011: Authorize Award of Contract for General Engineering Consulting Services**

**WHEREAS**, there exists a need for General Engineering Consulting Services, including LSRP, IPP Management Services and GIS Services, for the Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter the "Authority"); and

**WHEREAS**, pursuant to the Local Public Contract law (NJSA 40A:11-5) a contract for professional services may be let without public bidding thereof; and

**WHEREAS**, the Authority has received one proposal for these professional services; and

**WHEREAS**, in accordance with N.J.A.C. 5:30-5.4(a)(3), the Authority certifies the availability of funds to cover the maximum dollar value of the pending contract as set forth in this Resolution.

**NOW, THEREFORE**, Be It Resolved by the Pequannock, Lincoln Park and Fairfield Sewerage Authority, as follows:

1. The January 18, 2024 proposal received from Mott MacDonald, LLC for the Authority's General Engineering Consulting Services is acceptable and Mott MacDonald is retained in accordance with its proposal, commencing on March 1, 2024 for a period of one (1) year, in an amount not to exceed \$112,100.00 plus any additional services required at the direction of the Authority, in accordance with the hourly rates set forth in the proposal, in an amount not to exceed \$50,000.00.

2. The Chairman is authorized and directed to execute a contract in accordance with the terms of this resolution.

3. This contract is awarded pursuant to a Fair and Open Process in accordance with N.J.S.A. 19:44A-20.5 et seq.

4. Notice of this contract shall be published in one of the official Authority newspapers.

### **RESOLUTION #24-012: Authorize Award of Contract for Auditing Services**

**WHEREAS**, there exists a need for Auditing Services for the Pequannock, Lincoln Park and Fairfield Sewerage Authority (the "Authority"); and

**WHEREAS**, pursuant to the Local Public Contract law (N.J.S.A. 40A:11-5), a contract for professional services may be let without public advertising and bidding thereof; and

**WHEREAS**, in accordance with N.J.A.C. 5:30-5.4(a)(3), the Authority certifies the availability of funds to cover the maximum dollar value of the pending contract as set forth in this Resolution.

**NOW, THEREFORE**, Be It Resolved by the Pequannock, Lincoln Park and Fairfield Sewerage Authority, as follows:

1. The firm of Wielkotz & Company, LLC is retained in accordance with its proposal dated January 8, 2024 as Authority Auditor, commencing on March 1, 2024 for a period of one (1) year, in an amount not to exceed \$23,500.00 plus any additional services required in connection with NJIB projects or GASB compliance at the direction of the Authority, in accordance with the hourly rates set forth in the proposal, in an amount not exceed \$10,000.00.

2. The Executive Director is authorized and directed to execute a contract in accordance with the terms of this resolution.
3. This contract is awarded in compliance with the requirements of N.J.S.A. 19:44A-20.4 et seq.
4. Notice of this contract shall be published in one of the Official Authority Newspapers.

### **RESOLUTION #24-013: Authorize Award of Contract for General Legal Services**

**WHEREAS**, there exists a need for an attorney to provide General Legal Services for the Pequannock, Lincoln Park and Fairfield Sewerage Authority (the "Authority"); and

**WHEREAS**, pursuant to the Local Public Contract law (N.J.S.A. 40A:11-5) a contract for professional services may be let without public bidding thereof; and

**WHEREAS**, the Authority has received one (1) proposal for these professional services; and

**WHEREAS**, in accordance with N.J.A.C. 5:30-5.4(a)(3), the Authority certifies the availability of funds to cover the maximum dollar value of the pending contract as set forth in this Resolution.

**NOW, THEREFORE**, Be It Resolved by the Pequannock, Lincoln Park and Fairfield Sewerage Authority, as follows:

1. The January 12, 2024 proposal of Cleary Giacobbe Alfieri Jacobs, LLC for General Legal Services is acceptable and the firm of Cleary Giacobbe Alfieri Jacobs, LLC is retained as Authority Attorney, in accordance with its proposal, commencing on March 1, 2024, for a period of one (1) year, in an amount not to exceed \$75,000.00.

2. The Chairman is authorized and directed to execute a contract in accordance with the terms of this resolution.

3. This contract is awarded pursuant to a Fair and Open Process in accordance with N.J.S.A. 19:44A-20.5 et seq.

4. Notice of this contract shall be published in one of the Official Authority Newspapers

### **MINUTES APPROVAL**

Mr. Notte called for a motion to approve the Regular and Closed Session Meeting Minutes of January 17, 2024, seconded by Mr. Boorady.

AYES: Notte, Boorady, Verdonik, Voorman, Schmidt, Kohle

ABSTAIN: Runfeldt, Campisi

### **REPORTS OF COMMITTEES**

#### **FINANCE**

Mr. Notte presented the Treasurer's Report for the month of February (copy attached), the monthly financial reports for Mott MacDonald and Cleary Giacobbe, and the vouchers. He recommended the vouchers be paid as presented.

#### **PURCHASING and PERSONNEL**

Mr. Campisi presented the Personnel Actions for the month of February. He requested that the Board vote on the Personnel Actions in two parts, noting that a discussion would be held in Closed Session on the second part and a potential vote would be taken after returning to open session.

Mr. Verdonik called for motion, seconded by Mr. Runfeldt, to approve the first part of the Personnel Actions, including annual increases for union employees subject to the signing of the Collective Bargaining Agreement, additional pay for flood events, and the Wage & Salary Guide.

AYES: Verdonik, Runfeldt, Voorman, Schmidt, Boorady, Notte, Campisi, Kohle.

#### **PLANT OPERATIONS**

Mr. Schmidt referred to the Operations Report on the table. Mr. Bongiovanni noted there is a memo in the correspondence file regarding the flood flows and its impact on flows for January. Mr. DeGraw reported that the Authority installed a new second clarifier mechanism, which replaced the 19-year-old one, which will be used as a spare (if needed). He noted that the cleaning of the second

stage aeration and final clarifier tanks were done two years ago and to date they have remained clean and are operating efficiently.

### **PLANNING and EXPANSION**

Mr. Boorady had nothing to report.

### **CONSTRUCTION**

Mr. Verdonik had nothing to report.

### **INSURANCE and LEGISLATIVE REVIEW**

Mr. Voorman had nothing to report. Ms. Holmes reported on a several pending legislative bills regarding officials' ethics training, workers comp payments, electronic billing, and pay to play and prevailing wage thresholds.

### **LEGAL and PUBLIC RELATIONS**

Mr. Runfeldt had nothing to report.

## **MANAGEMENT REPORT**

Mr. Bongiovanni noted the Board Members Contact Information sheet on the table. He requested that the Board Members review the information and advise if there are any changes.

## **ENGINEER'S REPORT**

Mr. O'Brien referred to the monthly Engineer's Report provided and brought the members up to date on all on-going projects. A discussion ensued regarding PFAS testing.

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

None

## **CORRESPONDENCE**

All members received copies of the correspondence prior to the meeting. All correspondence is on file with the Authority Secretary.

## **PUBLIC DISCUSSION**

There was no public present.

## **RESOLUTIONS**

### **RESOLUTION #24-14: Authorize Award of Contract for Safety and Health Training Services**

**WHEREAS**, there exists a need for a firm to provide Safety and Health Training and other safety related services for the Pequannock, Lincoln Park and Fairfield Sewerage Authority (the "Authority"); and

**WHEREAS**, pursuant to the Local Public Contract law (N.J.S.A. 40A:11-5) a contract for professional services may be let without public advertising and bidding thereof; and

**WHEREAS**, in accordance with N.J.A.C. 5:30-5.4(a)(3), the Authority certifies the availability of funds to cover the maximum dollar value of the pending contract as set forth in this Resolution.

**NOW, THEREFORE**, Be It Resolved by the Pequannock, Lincoln Park and Fairfield Sewerage Authority, as follows:

1. The firm of Skyline Environmental, Inc. is retained in accordance with its proposal dated January 10, 2024 for Safety and Health Training and Safety Related Services, commencing on March 1, 2024 for a period of one (1) year in an amount not to exceed \$66,850.00 plus any additional services performed at the direction of the Authority, in accordance with the hourly rates set forth in the proposal, in an amount not to exceed \$20,000.00.

2. The Chairman is authorized and directed to execute a contract in accordance with the terms of this resolution.

3. This contract is awarded in compliance with the requirements of N.J.S.A. 19:44A-20.4 et seq.

4. Notice of this contract shall be published in one of the Official Authority Newspapers.

MOTIONED BY: Mr. Runfeldt; SECONDED BY: Mr. Verdonik

AYES: Runfeldt, Verdonik, Voorman, Schmidt, Boorady, Notte, Campisi, Kohle

**RESOLUTION #24-15: Authorize Award of Contract for Special Legal Services Environmental Counsel**

**WHEREAS**, there exists a need for Special Legal Services for addressing matters related to the Authority's NJPDES discharge to surface water permit, settlement agreement related to that permit, ongoing and new environmental regulations and policies and various environmental compliance issues for the Pequannock, Lincoln Park and Fairfield Sewerage Authority (the "Authority"); and

**WHEREAS**, pursuant to the Local Public Contract law (N.J.S.A. 40A:11-5) a contract for professional services may be let without public bidding thereof; and

**WHEREAS**, in accordance with N.J.A.C. 5:30-5.4(a)(3), the Authority certifies the availability of funds to cover the maximum dollar value of the pending contract as set forth in this Resolution.

**NOW, THEREFORE**, Be It Resolved by the Pequannock, Lincoln Park and Fairfield Sewerage Authority, as follows:

1. The January 11, 2024 proposal of Maraziti Falcon, LLP for Special Legal Counsel is acceptable and the firm of Maraziti Falcon, LLP is retained in accordance with its proposal, commencing on March 1, 2024 for a period of one (1) year, in an amount not to exceed \$20,000.00.

2. The Executive Director is authorized and directed to execute a contract in accordance with the terms of this resolution.

3. This contract is awarded pursuant to a Fair and Open Process in accordance with N.J.S.A. 19:44A-20.5 et seq.

4. Notice of this contract shall be published in one of the Official Authority Newspapers.

MOTIONED BY: Mr. Voorman; SECONDED BY: Mr. Runfeldt

AYES: Voorman, Runfeldt, Verdonik, Schmidt, Boorady, Notte, Campisi, Kohle

**RESOLUTION #24-016: Consent to Woodmont Properties' Request to be Included in the Sewer Service Area**

**WHEREAS**, the Pequannock, Lincoln Park and Fairfield Sewerage Authority ("Authority") has been advised that Woodmont Properties is requesting to be added to the Authority's sewer service area ("SSA"); and

**WHEREAS**, by letter dated April 13, 2023, the Township of Fairfield endorsed the application to amend the SSA to include a portion of the Green Brook Country Club located in Fairfield; and

**WHEREAS**, the Authority does not object to Woodmont Properties' request to amend the Sewer Service Area to include the specific portions of the Green Brook Country Club, located in Fairfield and North Caldwell; and

**WHEREAS**, the proposed amendment would expand the Authority's SSA to serve the following portions of the Green Brook Country Club: Block 1902, Lot 12; Block 1902, Lot 13; Block 2101, Lot 8.03 and Block 2003, Lot 1; all located in the Township of Fairfield, Essex County, as well as Block 1600, Lot 1, located in North Caldwell, Essex County; and

**WHEREAS**, the Authority is desirous of expressing its consent to Woodmont Properties request to potentially be included in the Authority's SSA; and

**NOW THEREFORE**, be it Resolved by the Pequannock, Lincoln Park and Fairfield Sewerage Authority as follows:

1. The Authority hereby consents to Woodmont Properties request to include the above referenced portions of Green Brook Country Club in the Authority's Sewer Service Area.

MOTIONED BY: Mr. Boorady; SECONDED BY: Mr. Campisi

AYES: Boorady, Campisi, Verdonik, Voorman, Schmidt, Runfeldt, Notte, Kohle

**RESOLUTION #24-017: Authorize New Union Contract**

**WHEREAS**, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (the "Authority") and the United Public Service Employees Union ("UPSEU"), the exclusive representatives for the purpose of collective negotiations for the Authority's Union Employees, have negotiated a new Collective Bargaining Agreement ("Agreement") effective January 1, 2024 through December 31, 2026; and

**WHEREAS**, the terms of the negotiations are set forth in a Memorandum of Agreement ("MOA") dated January 30, 2024, and shall amend the existing Agreement; and

**WHEREAS**, the Authority wishes to authorize and direct the Authority's Attorney to amend the existing Collective Bargaining Agreement in a form consistent with the terms of the MOA; and

**WHEREAS**, a copy of said amended Agreement shall be kept on file in the Authority's offices;

**NOW THEREFORE**, Be it Resolved by the members of the Pequannock, Lincoln Park and Fairfield Sewerage Authority, as follows:

1. The proposed MOA is ratified and the Collective Bargaining Agreement between the Authority and UPSEU shall be amended as provided in the MOA.

2. The Chairman is hereby authorized and directed to execute the Amended Collective Bargaining Agreement.

MOTIONED BY: Mr. Campisi; SECONDED BY: Mr. Runfeldt

AYES: Campisi, Runfeldt, Verdonik, Voorman, Schmidt, Boorady, Notte, Kohle

**RESOLUTION #24-019: Operating Vouchers Approval (copy attached)**

MOTIONED BY: Mr. Notte; SECONDED BY: Mr. Boorady

AYES: Notte, Boorady, Verdonik, Voorman, Schmidt, Runfeldt, Campisi, Kohle

**RESOLUTION #24-020: Closed Session**

**WHEREAS**, The Open Public Meeting Act, Chapter 231 of the Laws of 1975 provides that a public body may exclude the public from that portion of a meeting at which the public body discusses certain matters for which confidentiality is required as permitted in Section 7b of the Act;

**NOW, THEREFORE**, Be It Resolved by the Pequannock, Lincoln Park and Fairfield Sewerage Authority, as follows:

1. The following matters are to be discussed by the Authority on a confidential basis as provided for in Section 7B of the Act:

a. Executive Director Contract

2. The matters will be considered at this meeting and the public shall not be admitted to this discussion.

3. It is not known when or if the matters to be discussed in closed session can be disclosed to the public.



On motion by Mr. Runfeldt, seconded by Mr. Campisi, and all in favor, Closed Session was approved. Mr. Kohle noted that actions may be taken following Closed Session. The meeting went into Closed Session at 4:51 p.m. and reconvened to the public at 5:00 p.m.

On motion by Mr. Campisi, seconded by Mr. Verdonik, approval of Resolution #24-018, Renewal of Executive Director's Contract, was approved.

AYES: Campisi, Verdonik, Voorman, Schmidt, Runfeldt, Boorady, Notte, Kohle

**RESOLUTION #24-018: Renewal of Executive Director's Contract**

**WHEREAS**, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter the "Authority") wishes to enter into an employment contract with its Executive Director, Thomas Bongiovanni; and

**WHEREAS**, the proposed employment contract is incorporated by reference in this resolution and is on file with the Authority; and

**WHEREAS**, this contract is made pursuant to N.J.S.A. 40:14A-5.

**NOW, THEREFORE**, Be It Resolved by the Pequannock, Lincoln Park and Fairfield Sewerage Authority as follows:

1. The Chairman is hereby authorized and directed to execute the proposed employment contract.

**ADJOURNMENT**

There being no further business to come before the Authority, on motion by Mr. Runfeldt, seconded by Mr. Boorady, and all in favor, the meeting was adjourned at 5:01 p.m.

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Jerry J. Notte, Secretary  
Dated: February 14, 2024

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Karen Napolitano, Recording Secretary