

Board of Fire Commissioners Fire District No. 4
Jackson Township, New Jersey

Minutes of Meeting Held
July 20, 2021

Notice of the time, date, location and agenda of this meeting to the extent then known, was duly published in the district's official newspapers, posted on its official bulletin board and filed with the office of the municipal clerk at least forty-eight hours in advance of this meeting. This meeting is being conducted in accordance with the terms and provisions of the "Open Meetings Act" of the State of New Jersey.

Call to Order- the meeting was called to order by Chairman Torres at 7:06 pm. Commissioner Torres read "Open Meetings Act" statement. All participated in the Pledge of Allegiance. A moment of silence was observed.

Roll Call: Commissioners Couceiro, Goldman, Jamison, O'Brien and Torres were present. Board Attorney Youssouf was also present later in the meeting (7:15 pm).

Minutes: Commissioner O'Brien motioned to approve the minutes of the June 10, 2021 General meeting, seconded by Commissioner Goldman. Motion passed with one abstention (Commissioner Torres abstained due to his absence).

Treasurer's Report –The bill list as well as the report (a copy of which is attached to the original minutes and incorporated herein by reference) as of July 20, 2021 was presented and left on table for public review. Cheryl read the cash balances into the record. Commissioner Goldman motioned to accept the Treasurer's report and pay the bills, seconded by Commissioner O'Brien. Motion passed by unanimous consent.

Truck & Building/Career Department Report – read by Captain Reynolds (a copy of the written report is attached to the original minutes and incorporated herein by reference). Commissioner Jamison directed Capt. Reynolds to get someone else to do the floor/tiling at Station #2.

Chief's Report - Report read by Chief Trask O'Hara. (A copy of the written report is attached to the original minutes and incorporated herein by reference).

President's Report –Report read by President Al Chelli (a copy of the report is attached to the original minutes and incorporated herein by reference). New ice machine is installed at Station#2 and is up and running – produces 490 lbs. of ice per hour. Cost is \$5,205 plus \$225 for installation. Company is asking if Board would split the cost with the Company. (Original machine is at Station #2 in the shower.) Concerns regarding availability of funds since Board is waiting on quotes for other items as well (Generator and its installation, Chief and

Career Staff equipment lists, etc.) Ice Machine will be tabled until the following Board meeting. National Night Out will be August 3, 2021.

Fire Bureau: Report read by Fire Official O'Brien (a copy of the report is attached to the original minutes and incorporated herein by reference). FO O'Brien confirmed that they are going out on off hours for fire lane enforcement.

Legal Report: Board Attorney Youssouf reported that the Board is in receipt of audit report for the year ending December 31, 2020. Letter from the auditor reported that the Board was in compliance with the statutes. Audit is fine – no findings, no criticism, no corrective actions need to be taken. Commissioner Goldman motioned to accept the Resolution accepting the audit report for the year ended December 31, 2020, which was read by Board Attorney Youssouf. Motion was seconded by Commissioner Couceiro. Motion passed by unanimous consent (Ayes: Couceiro, Goldman, Jamison, O'Brien, Torres; Nays: none; Absent: none; Abstain: none). A copy of the Resolution is attached to the original minutes. Board Attorney Youssouf then directed the Commissioners to sign the Annual Audit Review Group Affidavit after he put them under oath and he certified their signatures after all the Commissioners signed it. A copy of the fully executed Annual Audit Review Group Affidavit is attached to the original minutes. Board Attorney Youssouf reported that he had received the bid spec from Sutphen and everything was fine with it.

Work Orders: addressed in the Truck & Building/Career Department report.

Old Business/Correspondence:

Old Business:

Ice Machine: A Resolution in Title was read by Board Attorney Youssouf to declare the original ice machine at Station #2 excess property and no longer needed and now it can be disposed of. It is to be sold on Gov. deals. Commissioner Jamison motioned to accept the Resolution, seconded by Commissioner Goldman. Motion passed by unanimous consent (Ayes: Couceiro, Goldman, Jamison, O'Brien, Torres; Nays: none; Absent: none; Abstain: none).

Pagers: Captain Reynolds will check with FO Burmeister to check on the order of pagers.

New Screen for Banquet Room: Prices to be obtained by Captain Reynolds and Chief O'Hara for purchase and installation for presentation at August 2021 meeting.

New Business:

Request from Fire Company to purchase new office furniture for Volunteer Office: A copy of the estimates from EJ Schuster's Office Furniture is attached to the original minutes. Commissioner Goldman motioned to purchase new furniture for the Volunteer Office at a cost of \$7477.59, seconded by Commissioner Jamison. Motion passed by majority vote (Ayes: Goldman, Jamison, O'Brien, Torres; Abstention: Couceiro). Discussion on donating old volunteer office furniture. These items are to be combined with the Resolution in Title passed earlier in the meeting for selling ice machine from Station #2. Cheryl/Mark to fax list of items to Board Attorney Youssouf.

Purchase a New Command Vehicle: Commissioner Couceiro motioned to accept the Resolution in Title for the Board to acquire a new 2021 Chevrolet Tahoe command vehicle at a cost not to exceed \$50,000, seconded by Commissioner O'Brien. Motion passed by unanimous consent. (Ayes: Couceiro, Goldman, Jamison, O'Brien, Torres; Nays: none; absent: none; Abstain: none). (Two quotes from Mall Chevrolet are attached to the attached to the original minutes – it is a state contract.)

Mail Correspondence: None

Public Session: None

Executive Session: Commissioner Jamison motioned to accept the Resolution to take the Board into an executive session for the purpose of discussion of lawyer/client privileged material and labor matters seconded by Commissioner Couceiro. Subject matter to be released when it is no longer considered privileged. Motion passed by unanimous consent at 8:03 p.m. (Ayes: Couceiro, Jamison, O'Brien, Goldman; Nays: none; Absent: Torres; Abstention: None). The executive session ended at 9:11 p.m. and the Board reconvened the public session.

Public Session: None

Adjournment: With no other business to come before the Board, Commissioner Jamison motioned to accept the Resolution to adjourn the meeting, seconded by Commissioner O'Brien. Motion passed by unanimous consent. Meeting adjourned 9:13 pm.


_____, Clerk

7:09 PM

07/20/21

Accrual Basis

Board of Fire Commissioners
Cash Balance Report
As of July 20, 2021

	Jul 20, 21	
	Debit	Credit
1009 · Shore Community Operating	258,216.64	
1011 · Shore Community Payroll	112,253.16	
1012 · Shore Community Fire Bureau	22,093.44	
1016 · Shore Comm-CD-Future Cap 0721	323,042.94	
1019 · Shore Comm-CD Future Cap 0872	455,604.51	
TOTAL	1,171,210.69	0.00

Board of Fire Commissioners

Treasurer Report

As of July 20, 2021

07/20/21

Accrual Basis

Type	Date	Num	Name	Split	Amount
1009 - Shore Community Operating					
Bill Pmt ...	07/08/2021	6598	AT&T Mobility	2000 · ...	-448.80
Bill Pmt ...	07/08/2021	6599	Continental Fire & Safety	2000 · ...	-844.50
Bill Pmt ...	07/08/2021	6600	ESI Equipment, Inc.	2000 · ...	-525.00
Bill Pmt ...	07/08/2021	6601	Fire & Safety Services, Ltd	2000 · ...	-5,729.85
Bill Pmt ...	07/08/2021	6602	McKesson Medical Surgical	2000 · ...	-546.25
Bill Pmt ...	07/08/2021	6603	Minerva Cleaners	2000 · ...	-642.55
Bill Pmt ...	07/08/2021	6604	NJNG	2000 · ...	-496.04
Bill Pmt ...	07/08/2021	6605	R&H Spring & Truck Repair, Inc.	2000 · ...	-5,025.24
Bill Pmt ...	07/08/2021	6606	Receivables Control Corp	2000 · ...	-1,160.12
Bill Pmt ...	07/08/2021	6607	Susan L Oksen-Pereira	2000 · ...	-250.00
Bill Pmt ...	07/08/2021	6608	Toms River Bd of Fire Commiss...	2000 · ...	-1,000.00
Bill Pmt ...	07/08/2021	6609	United Site Services	2000 · ...	-37.32
Bill Pmt ...	07/08/2021	6610	Verizon Wireless	2000 · ...	-190.80
Bill Pmt ...	07/08/2021	6611	D&S Custom Covers	2000 · ...	-1,950.00
Bill Pmt ...	07/08/2021	6612	EpoxyPro LLC	2000 · ...	0.00
Bill Pmt ...	07/08/2021	6613	Federal Express	2000 · ...	-41.07
Bill Pmt ...	07/08/2021	6614	Freehold Cartage, Inc.	2000 · ...	-277.67
Bill Pmt ...	07/08/2021	6615	JCP&L	2000 · ...	-314.34
Bill Pmt ...	07/08/2021	6616	Nadine Demczynsyn	2000 · ...	-1,028.00
Bill Pmt ...	07/08/2021	6617	Ocean County Board of Elections	2000 · ...	-1,309.98
Bill Pmt ...	07/08/2021	6618	Optimum	2000 · ...	-577.58
Bill Pmt ...	07/08/2021	6619	Verizon	2000 · ...	-214.94
Bill Pmt ...	07/08/2021	6620	Elite Vehicle Solutions	2000 · ...	-3,521.22
Bill Pmt ...	07/08/2021	6621	Blaze Emergency Equipment LLC	2000 · ...	-13,350.91
Bill Pmt ...	07/08/2021	6622	County Line hardware	2000 · ...	-149.94
Bill Pmt ...	07/08/2021	6623	Kolas Photography	2000 · ...	-445.00
Bill Pmt ...	07/08/2021	6624	Custom Bandag Inc-Manchester	2000 · ...	-666.87
Bill Pmt ...	07/08/2021	6625	NetLink Web Services, LLC	2000 · ...	-199.00
Bill Pmt ...	07/20/2021	6626	Action Uniform Co.	2000 · ...	-651.90
Bill Pmt ...	07/20/2021	6627	AMTRUST NORTH AMERICA	2000 · ...	-5,895.00
Bill Pmt ...	07/20/2021	6628	EpoxyPro LLC	2000 · ...	-7,871.50
Bill Pmt ...	07/20/2021	6629	Jersey Coast Equipment	2000 · ...	-824.65
Bill Pmt ...	07/20/2021	6630	KC Greenscapes	2000 · ...	-680.66
Bill Pmt ...	07/20/2021	6631	NJNG	2000 · ...	-297.30
Bill Pmt ...	07/20/2021	6632	ReadyRefresh by Nestle	2000 · ...	-60.89
Bill Pmt ...	07/20/2021	6633	Steven Porth	2000 · ...	-2,300.00
Bill Pmt ...	07/20/2021	6634	The Bravest Decals	2000 · ...	-195.00
Bill Pmt ...	07/20/2021	6635	Toms River Bd of Fire Commiss...	2000 · ...	-1,500.00
Bill Pmt ...	07/20/2021	6636	Jackson Mills Volunteer Fire Co...	2000 · ...	-25,000.00
Total 1009 · Shore Community Operating					-86,219.89
TOTAL					-86,219.89

**Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through July 20, 2021**

	Jan 1 - Jul 20, 21	Budget	\$ Over Budget
6611 · Training			
6612 · Training - Paid/Vol	4,539.08	0.00	4,539.08
6616 · Fire Science Education	7,360.00	10,000.00	-2,640.00
6611 · Training - Other	0.00	30,000.00	-30,000.00
Total 6611 · Training	11,899.08	40,000.00	-28,100.92
6614 · Technology-Equipment	2,229.28	4,000.00	-1,770.72
6615 · Gear - Fire Company	3,056.50	30,000.00	-26,943.50
6625 · Joint District Expenses	0.00	2,000.00	-2,000.00
6630 · Building Renovations	0.00	15,000.00	-15,000.00
6635 · Equipment-Non-Bondable	0.00	68,000.00	-68,000.00
6640 · SCBA	943.83	15,000.00	-14,056.17
6650 · Emergency/First Aid Equipment	3,062.18	5,000.00	-1,937.82
6655 · Replacement Equipment	39,549.00	30,000.00	9,549.00
6670 · Vehicle Equip-Radios/Pagers	69,164.00	40,000.00	29,164.00
6675 · UFSAP	666.00	7,750.00	-7,084.00
6910 · LOSAP	0.00	55,000.00	-55,000.00
6990 · Contingent-Operating	0.00	2,000.00	-2,000.00
Total Expense	619,685.52	1,997,577.75	-1,377,892.23
Net Ordinary Income	-179,032.56	340,000.00	-519,032.56
Other Income/Expense			
8052 · Capital - Utility Truck	0.00	40,000.00	-40,000.00
8054 · Capital	191,177.00	300,000.00	-108,823.00
Total Other Expense	191,177.00	340,000.00	-148,823.00
Net Other Income	-191,177.00	-340,000.00	148,823.00
Net Income	-370,209.56	0.00	-370,209.56

Board of Fire Commissioners Profit & Loss Budget vs. Actual January 1 through July 20, 2021

	Jan 1 - Jul 20, 21	Budget	\$ Over Budget
6140 · Salaries - Firefighter Overtime			
6141 · Salaries-Firefighter LT&CPT OT	7,803.22	0.00	7,803.22
6142 · Salaries-Firefighters OT	12,076.84	0.00	12,076.84
6140 · Salaries - Firefighter Overtime - Other	0.00	49,000.00	-49,000.00
Total 6140 · Salaries - Firefighter Overtime	19,880.06	49,000.00	-29,119.94
6180 · Payroll Taxes	-60,677.32	55,084.24	-115,761.56
6185 · Employer Pension Contribution	0.00	146,735.00	-146,735.00
6190 · Fringe Benefits	9,742.72	143,231.71	-133,488.99
6210 · Insurance	74,173.08	135,000.00	-60,826.92
6220 · Advertising	125.65	2,000.00	-1,874.35
6310 · Maintenance & Repairs			
6311 · M&R - Apparatus			
6313 · M&R - Truck #5407 Utility	1,168.00	0.00	1,168.00
6315 · M&R - Truck #5405 Ladder	14,725.39	0.00	14,725.39
6316 · M&R - Truck #5408 Tanker	1,289.37	0.00	1,289.37
6317 · M&R -Truck # 5401 Pumper New	17,376.02	0.00	17,376.02
6320 · M&R - Truck #5410 Asst Chief	668.08	0.00	668.08
6322 · M&R - Truck #5411 Pumper	17,866.46	0.00	17,866.46
6328 · M&R - Truck #5417 KME Pumper	3,460.12	0.00	3,460.12
6330 · M&R - Truck #5419 Lg Brush	3,927.63	0.00	3,927.63
Total 6310 · M&R - Apparatus	60,481.07	0.00	60,481.07
6341 · M&R - Truck #18-407 Bureau	3,521.22	0.00	3,521.22
6350 · M&R - Building #1	24,000.28	0.00	24,000.28
6355 · M&R - Building #2	1,681.48	0.00	1,681.48
6370 · M&R - Equipment	7,660.01	0.00	7,660.01
6310 · Maintenance & Repairs - Other	0.00	110,000.00	-110,000.00
Total 6310 · Maintenance & Repairs	97,344.06	110,000.00	-12,655.94
6410 · Supplies			
6411 · Supplies - Fuel	9,736.19	0.00	9,736.19
6410 · Supplies - Other	1,388.21	25,000.00	-23,611.79
Total 6410 · Supplies	11,124.40	25,000.00	-13,875.60
6415 · Fire Prevention	0.00	5,000.00	-5,000.00
6510 · Utilities	29,300.36	70,000.00	-40,699.64
6513 · Fire Service Agreement	0.00	50,000.00	-50,000.00
6515 · Hydrant Rent	33,670.00	70,000.00	-36,330.00
6610 · Misc. Firefighter Expenses	7,809.00	15,000.00	-7,191.00

**Board of Fire Commissioners
Profit & Loss Budget vs. Actual
January 1 through July 20, 2021**

	Jan 1 - Jul 20, 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4010 · Amount To Be Raised By Taxation	388,008.11	1,825,920.53	-1,437,912.42
4020 · Supplemental Fire Services Act	0.00	4,342.00	-4,342.00
4200 · Interest Income	109.48	500.00	-390.52
4750 · Bureau of Fire Prevention Incm	1,303.00	35,000.00	-33,697.00
4800 · Other Income	51,232.37	0.00	51,232.37
4920 · Unreserved Fund Balance	0.00	471,815.22	-471,815.22
Total Income	440,652.96	2,337,577.75	-1,896,924.79
Gross Profit	440,652.96	2,337,577.75	-1,896,924.79
Expense			
5110 · Salaries - Commissioners			
5120 · Salaries - Secretary	0.00	20,000.00	-20,000.00
5121 · Secretary-1099	1,250.00	0.00	1,250.00
5120 · Salaries - Secretary - Other	0.00	2,800.00	-2,800.00
Total 5120 · Salaries - Secretary	1,250.00	2,800.00	-1,550.00
5210 · Elections	1,709.98	15,000.00	-13,290.02
5220 · Office Expense	3,184.55	13,000.00	-9,815.45
5230 · Professional Services			
5240 · Auditing	9,200.00	0.00	9,200.00
5243 · Bookkeeper	11,880.00	0.00	11,880.00
5245 · Legal fees	11,044.50	0.00	11,044.50
5246 · Web Services	1,393.00	0.00	1,393.00
5230 · Professional Services - Other	0.00	110,000.00	-110,000.00
Total 5230 · Professional Services	33,517.50	110,000.00	-76,482.50
5260 · Bond Agent	0.00	1,500.00	-1,500.00
6110 · Salaries & Wages - Fire Lt.	37,101.60	106,232.47	-69,130.87
6115 · Salaries & Wages - Captain	43,552.80	125,712.27	-82,159.47
6120 · Salaries - Full Time Fire	142,669.21	378,032.06	-235,362.85
6125 · Clothing Allowance	3,248.00	10,500.00	-7,252.00
6130 · Salaries - Fire Official			
6133 · Fire Inspector	0.00	10,000.00	-10,000.00
6130 · Salaries - Fire Official - Other	390.00	15,000.00	-14,610.00
Total 6130 · Salaries - Fire Official	390.00	25,000.00	-24,610.00

Board of Fire Commissioners Career Department

July 20, 2021

Year to date career department responses:

Fire call- 95 EMS calls- 274

Building Report

- General housekeeping, deacon, and minor repairs were conducted.
- Epoxy flooring is complete at station 1
- Comm meeting room was painted
- Chief O'hara will be running new wiring in offices tomorrow as soon as he is done the furniture will be moved back in.

Engine 5401:

- Fire and Safety was contacted for an antifreeze leak found to be a bad coolant line which was replaced along with new battery terminals and water leak from the AC ducts were repaired.
- Unit will be going to Lees equipment for repairs as soon as all parts are received

Engine 5411:

- Unit has been repaired transmission was replaced multiple valves and pump packing was replaced and new hose bed cover was installed.

Unit 5410:

- Unit went to Skillenders for service and new breaks were installed.

Unit 5414:

- Unit went to Skillenders for service coolant was found in the oil. mechanic stated it was a bad head gasket and that the cost of replacement and labor is more than the unit is worth.
- Unit also is starting to rust through the under side of the body.

Special Details / Projects / Notification

- Work orders and or repair requests were reviewed and completed as they were received.
- All files and paperwork in storage was picked up and moved back to sta-1 and are stored in the trailer in side the first aid bay and will be moved in to the storage room as soon as the furniture is moved back in the offices from the hall.

Submitted by:

The Career Department



Jackson Mills Fire

465-B North County Line Road, Jackson NJ 08527

54

July 2021 Chiefs Report

Date: 07/20/2021

- Pagers need to be re-programmed for new 700 Band. Waiting on code plugs to be tested by acting Lt. John Burmeister Jr.
- FF Matthew Jamison & FF Neal Lelievre have resigned from the fire company.
- Understanding that chip shortages are still affecting vehicle orders, can we place the new command vehicle order before the end of the month so that we have it for the fall? I understand later orders will push delivery into 2022.

Sincerely,

Trask O'Hara

Trask O'Hara
Fire Chief (5400)
Jackson Mills Volunteer Fire Company



Jackson Mills Fire Company No. 1
Station 54
465B North County Line Road
Jackson, New Jersey 08527 ~ 732-833-2981

To: Jackson Twp. Board of Fire Commissioners, District 4

From: Al Chell, President JMVFC

Date: June 19 2021

Subject: Presidents Report

Membership:

No new applications, Neil Lavell resigned on June 12th . Matt Jamison resigned on June 20th

Keven Early is having a blood drive on August 9th

Facilities:

A new ice machine is up and running at station 2,

Events:

The Boy Scouts will be camping out at station 2 on September 10th and 11th

Committees:

Respectfully Submitted: Al Chelli

Bureau of Fire Prevention District #4

Jackson Township

465 A North County Line Rd.

Jackson NJ, 08527

Office 732-928-7848

Fax 732-928-8220

Fire Official – Stanley O'Brien Jr.

July 20, 2021 Monthly Bureau Report

Inspections are being completed as normal.

- – Report attached – no major violations.

Site plans received and finalized:

New – 583 N. County Line Road – 1 Office Building / Warehouse

New – Block 4402 Lot 73 Frank Applegate Road – 8 Private Dwellings

Permits:

None Issued

Fire investigations:

1. 701 Willow Point Drive – Dumpster Fire
2. 27 Banbury Lane - Electrical Fire
3. 24 Parkside Drive – Roof Fire due to fireworks being set off in the area.

Call Outs / Complaints:

A Fire Lane complaint was called into the office. Inspector VanArsdale was detailed to Fire Lane enforcement. The parking issues were handled by Shop Rite management.

Training / Meetings:

Attended a meeting with the other Fire Officials to discuss future projects. Fire Prevention is scheduled for Tuesday August 3rd at National Night Out.

Respectfully submitted,

Stanley O'Brien Jr.
Fire Official

7/20/21

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FIRE DISTRICT NO.4 JACKSON TOWNSHIP ACCEPTING THE AUDIT REPORT FOR THE YEAR ENDED DECEMBER 31, 2020

WHEREAS; N.J.S.A. 40A:14-89 requires Boards of Fire Commissioners to authorize the preparation of an annual report on audit of its financial books and records of account; and

WHEREAS; the Board of Fire Commissioners has heretofore employed the services of a registered municipal accountant for the purpose of preparing the audit required by New Jersey Statutes and Administrative Regulations; and

WHEREAS; the Board received the report on audit for the year ended December 31, 2020 at its regularly scheduled meeting of 7/20/21; and

WHEREAS; N.J.S.A. 40A:5A-17 requires the Board of Fire Commissioners to certify to the Local Finance Board by resolution that each Commissioner has personally reviewed the annual audit report, specifically referencing the sections of the audit report entitled "General Comments and Recommendations", and to evidence same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS; N.J.S.A. 40A:5A-16 requires that a synopsis of the annual audit be prepared and published by the District, at least once, in a newspaper circulating within the District, and that a copy of the synopsis be filed with the Director of the Local Finance Board within ten days after the date of publication; and

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Board of Fire Commissioners of Fire District No.4 Jackson Township that the report on audit for the year ended December 31, 2020 is accepted and approved.

BE IT FURTHER RESOLVED, that a synopsis of the report on audit be published in the official newspaper of the District and that the members of the Board execute the required Annual Group Affidavit and forward same, together with a copy of this Resolution, to the District's Auditor for filing with the Local Finance Board.

Moved by: *Goldman*

Seconded by: *Couceiro*

Roll Call Vote:

Ayes: *Couceiro*
Goldman
Jamison
O'Brien
Terro

Nays: *Ø*

Absent: *Ø*

Abstain: *Ø*

Certified to be a true copy of a Resolution adopted on *July 20*, 2021 by the Board of Fire Commissioners, Fire District No.4 Jackson Twp.

She [Signature], Clerk

**ANNUAL AUDIT REVIEW
GROUP AFFIDAVIT**

We, the undersigned members of the Board of Fire Commissioners of Fire District No.4 Jackson Township, being of full age, duly sworn according to law, upon our oath depose and say:

1. The undersigned are the duly elected members of the Board of Fire Commissioners of Fire District No.4 Jackson Township, Ocean Cty. N.J.
2. In the performance of our duties, and pursuant to the provisions of N.J.S.A. 40A:5A-17 we have reviewed the Annual Report on Audit for the year ended 12/31/20 which has been duly filed with the Clerk of the Township of Jackson in accordance with the provisions of N.J.S.A.40A: 5A-15.
3. The undersigned do hereby certify that we have reviewed and are familiar with the sections of the Report on Audit entitled "**GENERAL COMMENTS** " and "**RECOMMENDATIONS** " .

Aspid Conceiro

Philip Goldman

[Signature]

William W. [Signature]

[Signature]

Signed and Sealed this 20th day
of July, 2021.

[Signature]
Joseph D. Youssouf, Esq.