

The Caucus of the Housing Authority of the City of Bayonne was held on Tuesday, February 16, 2021 at 5:00 PM via Zoom meeting.

The following correspondence was received from the Executive Director, John T. Mahon.

**Honorable Vincent Lombardo**

**Honorable Irene Rose Pyke**

**Honorable John R. Cupo**

**Honorable Maria Karczewski**

**Honorable Robert Doria**

**Honorable Gary Grindeland**

**Honorable Shanna McKennan**

**Raff, Masone & Weeks, Counsel**

Members of the Board:

In accordance with the By-laws of the Housing Authority of the City of Bayonne, after consulting with the other Commissioners of the Authority, I have determined to call Caucus Meetings of the Authority, generally to be held one half hour directly before the Regular Meetings.

Very truly yours,  
**Vincent Lombardo**  
**Chairman**

The Regular Meeting of the Housing Authority of the City of Bayonne was held on **Tuesday, February 16, 2021 at 5:30 PM** via Zoom meeting.

**Members of the Board:**

Resolution authorizing the acceptance of the minutes of the board of commissioners regular meeting held on December 16, 2020.

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BHA has a long standing relationship with Jersey City Housing Authority to perform certain inspections in regards to subsidized properties they own but are not allowed to do inspections as they are the owners and there is a conflict of interest. A Resolution to ratify the continuation of the agreement with Jersey City for Quality Control services is being prepared for your consideration.

\* \* \* \* \*

The current exterminator Mite Busters has done a very good job pre and post pandemic outbreak. The current contract allows for a one year renewal/extension. A Resolution authorizing the renewal/extension of Mite Busters LLC of Union City, NJ contract for Pest Control Services for one year is being prepared for your consideration.

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A Resolution authorizing the renewal/extension of Mite Busters LLC of Union City, NJ contract for Exceptional Services for Bed Bug Elimination for one year is being prepared for your consideration.

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Even though we just recently completed the 2020 Annual/5 Year Plan, as of now the 2021 Plan remains on the normal schedule at this point. To ensure compliance in case the dates do stay, a Resolution authorizing to advertise and for the 5 Year Plan and FY 2021 Annual Plan is being prepared for your consideration.

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The pandemic has revealed a potential weakness in the way the Authority does business. Board of Commissioner meetings that had to be postponed or rescheduled resulted in some budgeted, contractual and normal financial obligations to be made later than anticipated. In an effort to continue good business practices and allow the Authority to be kept up to date on financial obligations a resolution is being prepared for your consideration that codifies allowing the Executive Director to make such payments before a Board of Commissioners Meeting and then have the payments subsequently ratified by the Board of Commissioners at a meeting.

\* \* \* \* \*

The Authority uses outside contractors to assist in vacant apartment turnaround. Many of our apartments have wood flooring that has to be treated. The Authority went out to bid for such services. Billy Contracting and Restoration Inc. was the successful bidder. Links to the submission are below:

<b>BIDDER</b>	<b>BID AMOUNT</b>
<a href="#"><u>Billy Contracting and Restoration Inc</u></a>	\$101,500.00
<a href="#"><u>Mathusek Incorporated</u></a>	\$183,930.00

A Resolution awarding a contract to Billy Contracting and Restoration Inc is being prepared for your consideration.

\* \* \* \* \*

The Authority has also found to be a best practice to outsource the painting of vacated apartments. The Authority went out to bid for such services. The successful bidder was MBT Contracting LLC. Links to the submissions are below:

<b>BIDDER</b>	<b>BID AMOUNT</b>
<a href="#"><u>MBT Contracting LLC</u></a>	\$284,200.00
<a href="#"><u>Northeastern Interior Services LLC</u></a>	\$514,880.00
<a href="#"><u>SMAC Corp</u></a>	\$575,000.00
<a href="#"><u>RML Construction</u></a>	\$1,287,600.00
<a href="#"><u>Billy Contracting and Restoration Inc</u></a>	\$578,400.00

A Resolution awarding a contract to MBT Contracting LLC is being prepared for your consideration.

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As was discussed at a previous meeting, BHA is experiencing some water line leakage issues that need to be addressed at Constable Hook Village. As is the case, since they were built at the same time with the same basic blue prints and I believe the same builder and as is normally the case, we are anticipating identical problems to occur at Kill Van Kull Gardens Annex. A Request For Proposals was issued and DAL Design Group was the best qualified respondent. Links to the submissions are below.

**PROPOSER**  
[DAL Design Group](#)  
[New York Engineers](#)

A Resolution awarding a contract to DAL Design Group is being prepared for your consideration.

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The Authority is required to have an independent audit conducted annually within the regulations and guidelines of HUD and the State of New Jersey. A Request For Proposals was issued and Polcari and Co. was the only responder. Links to the submission are below.

**PROPOSER**  
[Polcari & Company CPAs](#)

A Resolution awarding a contract to Polcari & Company CPA is being prepared for your consideration.

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A contract was awarded to DiBella Construction last year that expired December 31, 2020. Due to circumstances surrounding COVID-19, some work was not undertaken and a balance remains on the original contract. BHA was very satisfied with the work performed thus far and staff determined it was in the best interest to extend the contract for an additional 12 months to at least allow for the balance of the contract to be exhausted. A resolution extending DiBella Constructions' contract through December 31, 2021 is being prepared for your consideration.

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The Authority is proud to report that the final stages of COVID-19 vaccines are being offered at our Senior/Disabled buildings. While final numbers are not available we are anticipating reaching 70+% of the residents getting the vaccine. There was a tremendous team effort in getting this done in the short amount of time we were notified. I will report back further on the entire process and some specific individuals who did an outstanding service for our residents and the Authority.

Also in the middle of the vaccine process we had to deal with a variety of snow related issues. Our maintenance staff continues to do tremendous work on snow removal. I don't think I would be out of turn saying the BHA snow removal efforts are the best in the community.

Our calendars also came in the middle of the vaccine clinics, so while a little into the year, we will be distributing them shortly.

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Respectfully submitted,  
**John T. Mahon**  
**Executive Director**

**Executive Director John Mahon:**

In accordance with the Open Public Meetings Act, Chapter 231, Public Law 1975, the so-called Sunshine Law, a notice was forwarded to the Clerk of the City of Bayonne and to the Jersey Journal and was posted on a bulletin board in the lobby of 549 Avenue A, Bayonne, New Jersey. And additionally, with this being a remote meeting, we have complied and followed the regulations promulgated by the state of New Jersey to satisfy the requirements for a virtual public meeting. So call to order the meeting of the Housing Authority of the city of Bayonne. Vice Chair Pyke, could you lead us in the pledge?

**Vice Chair Pyke:**

Sure. I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, indivisible, with liberty and justice for all.

**Executive Director John Mahon:**

Thank you. I'll take a roll call.

*Executive Director John Mahon then called the roll and the following were present:  
Chair Lombardo, Vice Chair Pyke, Commissioners Cupo, Doria, McKennan, Grindeland.  
Commissioner Karczewski has an excused absence.*

**Executive Director, John Mahon:**

Okay. Mr. Chairman, just wanted to have you comment on the excused absence.

**Chair Lombardo:**

Yes. On behalf of the authority, I want to extend our condolences to Commissioner Karczewski on the recent loss of her mother, Maria. Commissioner Karczewski has been in contact with John Mahon and I, and she's doing well given the circumstances. And I told her we're here for whatever support she needs.

**Commissioner McKennan:**

God bless her.

**Executive Director John Mahon:**

Condolences to her family. Do I hear a motion to suspend the reading of the minutes file accordingly and also, if there's any corrections that need to be done to the minutes?

*Motion by Commissioner Cupo and seconded by Commissioner McKennan*

**AYES:** *Chair Lombardo, Vice Chair Pyke, Commissioners Cupo, Doria, Grindeland, McKennan.*

**OPPOSED:**

**ABSTAIN:**

**Chair Lombardo:**

John, before we go to the rest of the agenda, I would be remiss if I don't welcome and acknowledge the two new commissioners recently appointed, commissioners to the board, Shanna McKennan and Pastor Gary Grindeland. Welcome and we look forward to working with you.

**Commissioner McKennan:**

Thank you.

**Executive Director, John Mahon:**

Okay. And for the new commissioners, what we generally do is have a consent agenda. And if there's any questions on any of the resolutions that are put forth after I read the resolution before the vote, please let me know. Or if there's any issues or anything, do not hesitate to let us know.

**(6691) WHEREAS**, the Housing Authority of the City of Bayonne (the "Authority") has determined that, given the nature and extent of the items discussed and voted upon at its regular meetings, it would be in the Authority's best interests to adopt a consent agenda format for the purpose of conducting one vote on all routine and un-debated matters;

**WHEREAS**, the Authority's Commissioners have reviewed the items listed on the printed agenda, and determined that all, (except resolution numbered \_\_\_\_), shall be voted on together with one vote, and

**WHEREAS**, all Commissioners in attendance at this Regular Meeting of the Authority are in agreement with this determination,

**NOW THEREFORE BE IT RESOLVED**, that the resolutions numbered **6691-6703**, are hereby adopted, effective immediately, based upon the single vote of the Commissioners.

**(6692) WHEREAS**, the Board of Commissioners held the regular December Board meeting on December 16, 2020 via Zoom and conference call; and,

**WHEREAS**, the minutes of the meeting must be and have been presented to the Board for review and approval; and,

**NOW THEREFORE BE IT RESOLVED**, by the Housing Authority of the City of Bayonne Board of Commissioners that the attached minutes of the December 16, 2020 Board of Commissioners meeting are approved.

**(6693) RESOLVED**, that the Executive Director be authorized to ratify an agreement with Jersey City Housing Authority for Quality Control Services.

**(6694) WHEREAS**, by Resolution No. 6628, adopted by the Board of Commissioners of the Housing Authority of the City of Bayonne (the “Authority”) on April 2, 2020, a contract was awarded to Mitebuster, LLC of Union City, N.J. for Pest Control Services in the amount of \$49,800, and

**WHEREAS**, the Invitation for Bid provided that the Authority reserved the right to renew the Contract, at the Authority’s sole option, for an additional one year at the same price, now therefore be it

**NOW, THEREFORE BE IT RESOLVED**, that a renewal contract, as provided for in the Invitation for Bid and permitted by the New Jersey Local Public Contracts Law, for the period of one year commencing on April 1, 2021 and terminating on March 31, 2022 be awarded to Mitebuster, LLC of Union City N. J. for Pest Control Services in the amount of \$49,800.

**(6695) WHEREAS**, by Resolution No. 6629, adopted by the Board of Commissioners of the Housing Authority of the City of Bayonne (the “Authority”) on April 2, 2020, a contract was awarded to Mitebuster, LLC of Union City, N. J. for Exceptional Services for Bed Bug Elimination Services in the amount of \$1,595 per instance, and

**WHEREAS**, the Invitation for Bid provided that the Authority reserved the right to renew the Contract, at the Authority’s sole option, for an additional one year at the same price, now therefore be it

**NOW, THEREFORE BE IT RESOLVED**, that a renewal contract, as provided for in the Invitation for Bid and permitted by the New Jersey Local Public Contracts Law, for the period of one year commencing on April 1, 2021 and terminating on March 31, 2022 be awarded to Mitebuster, LLC of Union City, N. J. for Exceptional Services for Bed Bug Elimination Services in the amount of \$1,595 per instance.

**(6696) RESOLVED**, that the Executive Director of the Housing Authority of the City of Bayonne be authorized to advertise in the Jersey Journal for the 5 Year Plan and the FY 2021 Annual Plan.

**(6697) WHEREAS**, the Authority has legal financial obligations through budgeted, contractual and ongoing matters and

**WHEREAS**, there may be times where those financial obligations must be met to ensure continued service, product and utility supply, approved modernization projects and other obligations and

**WHEREAS**, there may be times where these financial obligations are required to be met at a time not consistent with a meeting of the Board of Commissioners of the Authority and

**WHEREAS**, in order to maintain continue good business practices those obligations should be met

**NOW THEREFORE BE IT RESOLVED** that the Executive Director is authorized, allowed and directed to make payments on financial obligations to ensure a continuity of

service, product and utility supply, approved modernization projects and other obligations that are budgeted, contractual or ongoing when said payments would otherwise be deemed delinquent and adversely affect the position of the Authority to conduct business when such payments are necessary prior to a meeting of the Board of Commissioners of the Authority, and

**BE IT FURTHER RESOLVED THAT** any payment over \$20,000 be reported to the Finance Committee prior to payment and

**BE IT FURTHER RESOLVED** that the Executive Director must present such payments for ratification of the Board of Commissioners of the Authority

**(6698) WHEREAS**, the Housing Authority of the City of Bayonne (the “Authority”) publicly advertised an Invitation for Bids (the “Invitation”) in THE JERSEY JOURNAL for **APARTMENT TURNOVER HARDWOOD FLOORING REPAIRS AND REFINISHING** the (“Project”) and

**WHEREAS**, the Invitation for Bids provided interested parties with information on how to acquire plans and specifications (the “Specifications”) for the Project and indicated that the bids would be received and opened at 11:30 AM on December 17, 2020 whereupon the bids were opened at the Authority’s office and read aloud as follows:

<b><u>BIDDER</u></b>	<b><u>BID AMOUNT</u></b>
Billy Contracting and Restoration Inc	\$101,500.00
Mathusek Incorporated	\$183,930.00

**WHEREAS**, the Board of Commissioners have reviewed the bid placed by Billy Contracting and Restoration Inc and determined that bidder was a responsible contractor and recommended that the Authority award a contract for the referenced project to this Contractor, and

**WHEREAS**, the award of this contract has complied with the fair and open process, established and further defined by N.J.S.A. 19:44A-20.7. Consequently, the provisions of N.J.S.A. 19:44A-20.5 and N.J.S.A. 19:44A-20.26, as to campaign contributions, do not apply to the contract, and

**BE IT FURTHER RESOLVED BY THE COMMISSIONERS OF THE AUTHORITY** that its appropriate officers are hereby authorized and directed to enter into a contract with Billy Contracting and Restoration Inc to perform the Project in the amount of **\$101,500.00**.

**(6699) WHEREAS**, the Housing Authority of the City of Bayonne (the “Authority”) publicly advertised an Invitation for Bids (the “Invitation”) in THE JERSEY JOURNAL for **APARTMENT TURNOVER PAINTING AND PLASTERING** the (“Project”) and

**WHEREAS**, the Invitation for Bids provided interested parties with information on how to acquire plans and specifications (the “Specifications”) for the Project and indicated that the bids would be received and opened at 11:45 AM on December 17, 2020 whereupon the bids were opened at the Authority’s office and read aloud as follows:

<b><u>BIDDER</u></b>	<b><u>BID AMOUNT</u></b>
Billy Contracting and Restoration Inc	\$578,400.00
MBT Contracting LLC	\$284,200.00
Northeastern Interior Services LLC	\$514,880.00
RML Construction	\$1,287,600.00
SMAC Corp	\$575,000.00

**WHEREAS**, the Board of Commissioners have reviewed the bid placed by MBT Contracting LLC and determined that bidder was a responsible contractor and recommended that the Authority award a contract for the referenced project to this Contractor, and

**WHEREAS**, the award of this contract has complied with the fair and open process, established and further defined by N.J.S.A. 19:44A-20.7. Consequently, the provisions of N.J.S.A. 19:44A-20.5 and N.J.S.A. 19:44A-20.26, as to campaign contributions, do not apply to the contract, and

**BE IT FURTHER RESOLVED BY THE COMMISSIONERS OF THE AUTHORITY** that its appropriate officers are hereby authorized and directed to enter into a contract with MBT Contracting LLC to perform the Project in the amount of **\$284,200.00**.

**(6700) WHEREAS**, in accordance with the United States Department of Housing and Urban Development (“HUD”) procurement of professional services, the Housing Authority of the City of Bayonne (the “Authority”) published in The Jersey Journal, a Request for Proposals (the “RFP”) for Architectural/Engineering Services (the “A/E Services”) in connection with the following project: **ENGINEERING REPLACEMENT PLUMBING PROPOSAL**

**WHEREAS**, as of the **11:30 AM December 17, 2020** deadline for receipt of proposals in response to the RFP, the following Architectural/Engineering firms submitted proposals as follows:

**ARCHITECTURAL/ENGINEERING FIRMS**

DAL Design Group

New York Engineers

**WHEREAS**, the Authority’s Executive Director has evaluated the proposals received based on evaluation criteria included in the RFP and recommends that the Authority accept the proposal of DAL Design Group to perform the A/E Services, and

**WHEREAS**, the award of this contract has complied with the fair and open process, established and further defined by N.J.S.A. 19:44A-20.7. Consequently, the provisions of N.J.S.A. 19:44A-20.5 and N.J.S.A. 19:44A-20.26, as to campaign contributions, do not apply to the contract,

**NOW THEREFORE BE IT RESOLVED BY THE COMMISSIONERS OF THE AUTHORITY**, that the proposal of DAL Design Group is hereby accepted, with the understanding that any condition or provision contained in the proposal, which is inconsistent with the Authority’s Standard Agreement for Professional Architects/Engineers Services (the “Agreement”) and the RFP, is not accepted, and

**BE IT FURTHER RESOLVED**, that the Authority’s appropriate officers are hereby authorized and directed to enter into the Agreement with DAL Design Group to perform said A/E Services in the amount of **\$57,400.00**, and

**BE IT FURTHER RESOLVED**, that in accordance with the New Jersey Local Publish Law Contracts Law, N.J.S.A. 40A:11 et seq., the hiring of DAL Design Group to provide the A/E Services, including the nature, service, duration and amount of the contract and a statement that the contract and the hiring resolution are available for public inspection, shall be published as a legal notice once in a newspaper authorized by law to publish such notice.

(6701) **WHEREAS**, proposals for Fiscal Auditing Services by Independent Public accountants to be rendered to the Housing Authority of the City of Bayonne (the “Authority”) were received on December 17, 2020 at 11:30 AM from the following:

**BIDDER**

Polcari & Co. of Wayne, NJ

**WHEREAS**, in order to comply with the professional procurement requirements of 24 CFR and HUD’s PIH Notice 90-47, the Authority published a notice in The Jersey Journal requesting auditors to submit proposals to provide auditing services to the Authority (“RFP”); and

**WHEREAS**, the award of this contract has complied with the fair and open process, established and further defined by N.J.S.A. 19:44A-20.7. Consequently, the provisions of N.J.S.A. 19:44A-20.5 and N.J.S.A. 19:44A 20.26, as to campaign contributions, do not apply to the contract, and

**WHEREAS**, Polcari & Co. based on the evaluation criteria, as prepared by the Executive Director and on file at the Authority, has submitted the only proposal and,

**WHEREAS**, the Local Public Contracts Law of the State of New Jersey, N.J.S.A. 40A:11 et seq., requires that the resolution authorizing the award of a contract for “Professional Services” without competitive bids and the contract itself must be available for public inspections;

**NOW THEREFORE BE IT RESOLVED** that the proposal submitted by Polcari & Co. be accepted to conduct the fiscal Audit of the Housing Authority for twelve (12) month period ending June 30, 2020 in the amount of **\$17,960.00**, and be it further

**RESOLVED** that this contract has been awarded under competitive proposal procurement procedures, as more fully described at 24 CFR 85.36 and PIH Notice 2003-24, and as a “Professional Service” was not required to be bid under New Jersey Local Public Contract Law, and that a notice of this action shall be published once in an appropriate newspaper of general circulation.

(6702) **WHEREAS**, by Resolution No. 6615, adopted by the Board of Commissioners of the Housing Authority of the City of Bayonne (the “Authority”) on January 14, 2020, a contract was awarded to DiBella Construction for **CONCRETE AND CURB REPLACEMENT AS NEEDED AT VARIOUS SITES** in the amount of \$188,250.00, and

**WHEREAS**, the current contract expired on December 31, 2020, and the entire contract amount was not exhausted due to issues involved with the COVID-19 pandemic and

**WHEREAS**, the BHA was very satisfied with the work performed thus far and staff determined it was in the best interest to extend the contract for an additional 12 months to at least allow for the balance of the contract to be exhausted, and

**NOW, THEREFORE BE IT RESOLVED**, that an extension to the contract, as permitted by the New Jersey Local Public Contracts Law, for the period of one year commencing on January 1, 2021 and terminating on December 31, 2021 be awarded to DiBella Construction for **CONCRETE AND CURB REPLACEMENT AS NEEDED AT VARIOUS SITES**.

(6703) **WHEREAS**, the Executive Director of the Housing Authority of the City of Bayonne (the “Authority”) has prepared the attached list of claims and payments (the “List”) for consideration by the Authority Board of Commissioners, and

**WHEREAS**, the List has been reviewed by the Commissioners,



**NOW THEREFORE BE IT RESOLVED** that the Chairman or Vice Chairman and the Executive Director be authorized and directed to execute checks for and make the payments hereby approved.

**Executive Director, John Mahon:**

Are there any questions from the commissioners or anyone in attendance at the meeting on any of the resolutions?

**Commissioner McKennan:**

Not at this moment.

**Executive Director, John Mahon:**

Okay. All right. A motion?

*Motion by Commissioner Doria and seconded by Commissioner Cupo*

**AYES:** *Chair Lombardo, Vice Chair Pyke, Commissioners Cupo, Doria, Grindeland, McKennan.*

**OPPOSED:**

**ABSTAIN:** *Chair Lombardo for Resolution 6701 only.*

**Chair Lombardo:**

Originally, when the DiBella contract was awarded, I was negotiating with him for work. Though we didn't have the work done, I abstained at that time and I will abstain again today.

**Executive Director, John Mahon:**

Yes, I have it noted that the chairman is abstaining on that. So that motion carries. Mr. Chairman, I'm done with the regular order of business and turn the meeting over to you for the public portion.

**Chair Lombardo:**

Do we have anyone from the public who would like to speak to the commissioners?

**Evan:**

No, I don't think so.

**Chair Lombardo:**

Okay. Well, before we conclude the meeting, I just want to extend on behalf, and I hope I'm not out of line, of the commissioners on the outstanding job, once again, our staff is doing especially with this unprecedented snowfall we had last month. Also, last month's meeting was postponed due to a number of COVID issues as well, within the staff, but the agency did not miss a beat. So I want to commend John and Patricia and your department heads for once again keeping us at the top of our game. Would any other commissioners like to share a few thoughts?

**Vice Chair Pyke:**

I would just like to concur with that statement. Again, the maintenance team, the whole entire staff has done a tremendous job and we all truly appreciate your efforts.

**Executive Director, John Mahon:**

Thank you.

**Chair Lombardo:**

John, please relay back to the staff.

**Executive Director, John Mahon:**

Yes. And several are on and heard it firsthand, but yes I will. Absolutely. And before I look for a motion to adjourn, I just wanted, on behalf of the staff, to welcome our two new commissioners. We look forward to working with you and trying to get you anything and everything that you need to make your tenure here successful and incorporate you, as soon as we can, into how we do business. Although, I will say, it takes a while. It's not going to be one or two meetings. It takes a little bit longer than that, as some of the other commissioners can tell you.

**Commissioner McKennan:**

As long as we work together, we should be fine.

**Executive Director, John Mahon:**

Yes.

**Chair Lombardo:**

I want to echo that, and I would also encourage the commissioners, between now and the next meeting, to have a committee meeting so we can have updates as hopefully the pandemic will be, how should I say, lessening in the future. Once again, to everyone, stay well and stay safe.

**Commissioner Cupo:**

Hi, John. With Gary and Shanna, can I get their contact information so I can meet up with them by phone? So we can have a full committee moving forward.

**Executive Director, John Mahon:**

Yes. I'll have Evan send it over to you. Evan's on so he hears that.

**Chair Lombardo:**

And you can use these iPads for committee Zoom meetings. It's Housing Authority business. So if you'd like to do that as well.

**Executive Director, John Mahon:**

Yes. We have the Zoom account so we can do that. There's no problem.

**Commissioner Cupo:**

Thank you. I'll make that motion to close the meeting. Is that what you were doing, Mr. Chairman?

**Vice Chair Pyke:**

Second.

*Motion by Commissioner Cupo and seconded by Vice Chair Pyke*

**Executive Director, John Mahon:**

Okay. All in favor of motion to adjourn?

**AYES:** *Chair Lombardo, Vice Chair Pyke, Commissioners Cupo, Doria, Grindeland, McKennan.*

**OPPOSED:**

**ABSTAIN:**

**Executive Director, John Mahon:**

Motion carried. Thank you everybody very much. Please be safe. It's going to be a little nasty weather this week so take care of yourself there and stay safe when it comes to this virus. And we'll see everybody next month and probably a little bit in between.

**Commissioner McKennan:**

Okay. Sounds like a plan. Thank you.

**Chair Lombardo:**

Okay. Have a good evening everybody.

**Executive Director, John Mahon:**

Thank you, everybody.

*The meeting was then adjourned at 5:45 PM.*