



CONTRACT ADMINISTRATION BOARD

Honorable Daniel P. McCoy, *County Executive*
 Honorable Bruce A. Hidley, *County Clerk*
 Honorable Andrew Joyce, *Chairman, County Legislature*

March 13, 2023 MEETING AGENDA

Nicole Reff, Legislature	Kevin Demarest, E911	Dave Reilly, <i>Mgt. & Bdgt.</i>
Pat Collins, Legislature	Tina Harris, Sheriff	Patrick Alderson, <i>Mgt. & Bdgt.</i>
Caitlin O'Brien, Legislature	Ed Kennedy, Sheriff	Sarah Cantwell, <i>Mgt. & Bdgt.</i>
Austin Wolfgang, Legislature	Lucas Rogers, County Executive	Sameer Modasra, <i>Mgt. & Bdgt.</i>
George Penn, County Executive	Anton Konev, Comptroller	Amanda Brady, <i>Mgt. & Bdgt.</i>
Eugenia Condon, Law	Nicole Ward, CYF	Chris Herbert, <i>Mgt. & Bdgt.</i>
Rob Daley, Law	Larry Slatky, Shaker Place	Zak Smetana, <i>Mgt. & Bdgt.</i>
Pam O'Neill, Purchasing	Amna Siddiqui, Aging	
Justin Atlas, Recreation	Pat Dillon, Aging	
Ransom Moore, Health	Joe DeAngelis, DSS	
David Latina, DGS	Lisa Ramundo, DPW	

Board Members: Hon. Bruce Hidley - County Clerk / Hon. Andrew Joyce - County Legislature / Daniel Lynch - Deputy County Executive

The Board will review minutes from the February CAB meeting.

Bruce Hidley opens the Contract Administration Board at 4:10pm. In attendance is the Honorable Andrew Joyce Chairman of the County Legislature and Dan Lynch Deputy County Executive and Bruce Hidley Albany County Clerk. The meeting minutes from the February 6, 2023 meeting are approved. Bruce Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The meeting minutes are accepted.

2023-905	A) New	A3110 - Sheriff	Lexipol	Wellness solution which will enable the Albany County Sheriff's Office to provide all employees and their family members customized, confidential, mobile wellness resources.	3/1/2023 to 3/1/2024	\$21,000.00
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Bruce Hidley reads the details of the contract. Tina Harris states this is a request to enter an agreement with Lexipol as they will provide a wellness solution for all County Sheriff's employees and their family members. It is through an app and it will give them confidential mobile wellness resources. Dan Lynch asks if this is a new offering for employees and Tina responds, right now it is on the Corrections side however they are looking to see if this can be used as a County whole. David Reilly confirms he was also in contact with Tina regarding this and to be potentially used for all County employees. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Andrew Joyce seconds the motion. The motion is carried.

2023-906	A) New	A3110 - Sheriff	DeNooyer Chevrolet	Purchase one vehicle for the Albany County Sheriff's Office utilizing a piggyback award from the Fabius Fire Department.	3/1/2023 to 2/28/2024	\$52,497.50
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Bruce Hidley reads the details of the contract. Tina Harris states this is to purchase a vehicle with DeNooyer Chevrolet and this will be used for the Sheriff's emergency management unit and is grant funded. Bruce asks what the piggyback award from the Fabius Fire Department means and Tina responds with, that was the purchasing agent that would be able to find a way of purchasing the specific vehicle they were trying to purchase. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.

2023-908	A) New	A3110 - Sheriff	DeNooyer Chevrolet	Purchase a vehicle for the Albany County Sheriff's Office utilizing a piggyback award from the Fabius Fire Department.	3/2/2023 to 3/1/2024	\$52,497.50
Bruce Hidley reads the details of the contract. Tina Harris states this is again to purchase a vehicle for the Sheriff's emergency management system unit. This is grant funded as well and is two separate purchases because it is two separate years that it pertains to. Bruce asks what kind of vehicle they are getting and Tina responds that it is a Tahoe for both. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Andrew Joyce seconds the motion. The motion is carried.						
2023-902	C) Renewal	A3020 - Emergency 911	Pulsiam Hitech Systems	SafetyNet Software Maintenance for E911	4/1/2023 to 3/31/2024	\$22,036.15
Bruce Hidley reads the details of the contract. Kevin Demarest states this is to retain access to the old CAD system five licenses and this is the maintenance for those five licenses. The purpose is to access their historical data. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.						
2023-929	A) New	A8020 - Economic Dev, Conservation and Planning	Discover Albany	Marketing and Advertisement to promote and support the Albany County Craft Beverage Trail	2/1/2023 to 1/31/2025	\$40,000.00
Bruce Hidley reads the details of the contract. Lucas Rogers states this has been a partnership with the County Executive's Office and the Legislature focused on promoting our craft beverage industry here in the County, which is growing. There are now over 24 craft beverage producers in the County. They were looking at ways to support them via marketing and promotion, a craft beverage trail as well as, some online ticketing options. Discover Albany is the tours and promotion agency so they were a natural fit to do this. The funding was included in the 2023 budget and are looking at approximately \$20,000 per year over the next two years. Bruce Hidley asks if this is a public relations tool for Albany County beverage places. Lucas responds with yes and for example, you could go on and purchase a ticket that would allow you to go to a brewery or winery and get a tasting. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Andrew Joyce seconds the motion. The motion is carried.						
2023-930	B) Amendment	A1640 - Fleet Management	Energetics	No cost contract extension with Energetics to continue work on the Albany County Fleet Electrification Study.	11/8/2021 to 12/31/2023	\$59,500.00
Bruce Hidley reads the details of the contract. Lucas Rogers states this is a no cost extension with the vendor that completed the fleet inventory and analysis. This will take things to the next level. They are now in year one of purchases and the question is how do we best integrate the new electric vehicles they are getting into their fleet. They also want to look more into the medium and heavy duty vehicles which are harder to electrify however, you are starting to see more vehicles come in the market. This is no cost but to extend to the end of the year. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.						
2023-813	A) New	DM5130 - Road Machinery Maintenance	Tracey Road Equipment	The Purchase of OEM Truck Parts from Tracey Road Equipment.	2/14/2023 to 2/13/2024	\$30,000.00
Bruce Hidley reads the details of the contract. Lisa Ramundo states Tracey was the sole bidder for their truck parts bid. This is a one year contract and it will be paid for from their parts line. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Andrew Joyce seconds the motion. The motion is carried.						
2023-816	B) Amendment	D5110 - Maintenance of Roads and Bridges	Greenman Pedersen, Inc.	Approval for additional funds for Right-Of-Way Services for CR405 (Sunset Hill Rd.) over Eight Mile Creek Project.	3/1/2023 to 11/30/2023	\$25,902.50

Bruce Hidley reads the details of the contract. Lisa Ramundo states they are requesting additional funds for Right-Of-Way Services for CR 405 over Eight Mile Creek culvert project. The existing culverts are not fully on their Right-Of-Way and that was discovered during the design process. It is something that was not a part of the original scope and they now need to go ahead and acquire the Right-Of-Way. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.

2023-899	A) New	D5010 - Public Works	Comac Corporation	The purchase of a 3 Station Men/Women/ADA Mobile Bathroom Trailer for visitors at Lawson Lake's Upper Camp and other County Recreation Facilities.	4/1/2023 to 7/31/2023	\$94,863.00
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Bruce Hidley reads the details of the contract. Justin Atlas states this is an item they are looking to purchase to enhance programming opportunities for the Upper Camp location at Lawson Lake. Additionally, the facility is outfitted with water and utilities in general. It will be utilized for other events throughout the County as they continue to offer Recreation services on an annual basis. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Andrew Joyce seconds the motion. The motion is carried.

2023-901	A) New	D5110 - Maintenance of Roads and Bridges	Davco Masonry	Construction of a 38' x 72'-7" Concrete Slab in Tawasentha Park. The Slab will be the foundation for a fitness court, which is being constructed in partnership with MVP. This contract can be executed after MOU. This was recently passed by Legislature.	4/1/2023 to 6/30/2023	\$91,000.00
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Bruce Hidley reads the details of the contract. Justin Atlas states while DPW is doing a lot of the leg work and coming out of their budget line, this is a project that has been coordinated with the County Executive's Office and partnership with MVP. This will be an outdoor fitness court in Tawasentha Park. Davco Masonry was the lowest bidder for this project. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. David Reilly however, asks to speak to the record in that the contract can be executed after the MOU has been executed which has already passed the Legislature. Andrew Joyce makes a motion to execute this contract until the MOU has been executed. Mr. Hidley confirms there is now an amendment to this contract waiting until the MOU is executed by the Legislature. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.

2023-811	B) Amendment	A6772 - Aging	Senior Citizens of Green Island	To amend congregate meal contract to provide additional congregate meals needed for older adults 60 years and older that have utilized the Green Island congregate meal site.	1/1/2022 to 12/31/2022	\$1,036.38
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Bruce Hidley reads the details of the contract. Amna Siddiqui states they are asking for approval to amend the contract with Senior Citizens of Green Island. This is to increase their contract to provide an additional \$1,000 worth of meals. There has been an increase in demand at the Green Island site as it is a very robust program they have. This results in a higher need in demand. Bruce asks if this will be enough to cover what they need in Green Island. Pat Dillon confirms yes and after speaking with the Executive Director, their increase in demand is also associated with the increase in activities out there. They also took advantage of the CSI Program and they made an intergenerational program where the youth and the older adults that participate in the congregate meal program and brought them together. It was extremely successful for them. Their increase in activities has increase participation. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.

2023-812	B) Amendment	A6772 - Aging	Jewish Family Services of NENY	To amend home delivered meal contract to provide additional kosher home delivered meals needed for older adults 60 years and older that reside in Albany County.	1/1/2022 to 12/31/2022	\$2,336.01
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Bruce Hidley reads the details of the contract. Amna Siddiqui states they are asking to amend their contract with Jewish Family Services to meet the increased demand for Kosher meals throughout the County. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.

2023-876	A) New	NH6020 - Residential Health Care Facility	Intivity	Intivity will provide moveable equipment for the Shaker Place Child Day Care Center as per the LaBella architectural drawings and the attached proposal (21423-0).	3/1/2023 to 12/31/2023	\$56,567.00
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Bruce Hidley reads the details of the contract. Larry Slatky states this will be for the moveable equipment for the new Child Day Care Center. This is a State contract company and they did submit to the NYS DOH through the CON process. The moveable equipment cost will eventually be reimbursed in their rate and this should be all inclusive for all moveable equipment for this project. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Andrew Joyce seconds the motion. The motion is carried.

2023-900	A) New	NH6020 - Residential Health Care Facility	Johnson Controls Fire Protection, LP	Johnson Controls Fire Protection will be providing fire protection services that include the semi-annual and annual inspections of pull stations, smoke detectors, panel boxes and all related fire equipment protection systems and software.	2/1/2023 to 1/31/2025	\$40,900.00
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Bruce Hidley reads the details of the contract. Larry Slatky states Johnson Controls is their fire protection company and perform a mandated semi-annual and annual inspections of all of the devices within the Nursing Home. They are a State contract company and this will be for a two year period. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.

2023-920	A) New	A4010 - Health	Cornell Cooperative Extension	\$9,000 per year, \$45,000 total. The Health Department will be contracting with Cornell Cooperative Extension of Albany County to continue to plan, develop and implement a Radon Education & Action Project(REAP)in Albany County. REAP is a performance based radon outreach education project with a special emphasis on lowering risks from indoor radon exposure.	7/1/2022 to 6/30/2027	\$45,000.00
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Bruce Hidley reads the details of the contract. Ransom Moore states this is 100% State funded and is part of the indoor radon grant program that was approved for \$50,000 at a recent Legislative meeting. It is \$9,000 for five years totaling \$45,000 with Cornell Cooperative Extension. The remaining \$1,000 per year will be budgeted for a DOH employee in the Environmental Division to work on similar work that is related to the project. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Andrew Joyce seconds the motion. The motion is carried.

2023-919	A) New	A6070 - Preventative Assistance Program	Lifefone	The provider will install and maintain electronic communication equipment in the home of frail, elderly or disabled DSS clients. The equipment is designed to signal a monitoring agency for help when activated by the individual. NOTE: the provider with share the \$75,000 previously approved under contract 2022-593.	4/1/2023 to 12/31/2023	\$75,000.00
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Bruce Hidley reads the details of the contract. Joe DeAngelis states they currently have only one provider for these services and have identified Lifefone as an additional contractor. This will allow their clients to have a choice who they contract with and Lifefone provides the same service at a reduced cost. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.

2023-879	A) New	A6119 - Children, Youth & Families	Trinity Alliance of The Capital Region, Inc.	2022 Youth Bureau Program intended to support youth development programs and runaway and homeless youth services. Funds are intended to be distributed to community-based organizations within Albany County for the purpose of reimbursement of expenses directly related to program operation and service delivery.	1/1/2022 to 12/31/2022	\$32,900.00
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Mr. Hidley entertains a motion to bundle the following contracts; 2023-879, 2023-880 and 2023-881 for the purposes that the programs are the exact same programs with different vendors. Trinity Alliances of the Capital Region, Equinox Inc. and St. Anne Institute. Each one of them are a little bit different funding. Dan Lynch makes a motion and Andrew Joyce seconds the motion. The motion is carried to bundle those contracts. Nicole Ward states the program with Trinity are for the Trinity Arbor Hill care which is an after school program. Trinity Alliance jail transition which they work out at the Albany County Jail and any youth that are above the age that can be in the jail, will help them transition back out into the community. Trinity Alliance anger management which is for anger management one-on-one mentorship. Equinox is the transitional living program where run away youth will learn how to live outside of their family. St. Anne's is the emergency youth shelter. Mr. Hidley confirms each one of the contracts bundled are 100% State funded. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The three contracts are carried.

2023-880	A) New	A6119 - Children, Youth & Families	Equinox, Inc	2022 Youth Bureau Program intended to support youth development programs and runaway and homeless youth services. Funds are intended to be distributed to community-based organizations within Albany County for the purpose of reimbursement of expenses directly related to program operation and service delivery.	1/1/2022 to 12/31/2022	\$44,814.00
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See contract comments for 2023-879

2023-881	A) New	A6119 - Children, Youth & Families	St Anne Institute	2022 Youth Bureau Program intended to support youth development programs and runaway and homeless youth services. Funds are intended to be distributed to community-based organizations within Albany County for the purpose of reimbursement of expenses directly related to program operation and service delivery.	1/1/2022 to 12/31/2022	\$41,820.00
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See contract comments for 2023-879

2023-888	C) Renewal	A2960 - Service for Physically Handicapped Children	James McGuinness & Associates	Software and Support for Third Party Insurance Billing pertaining to the Preschool/Related Services program.	4/1/2023 to 3/31/2024	\$27,996.00
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Bruce Hidley reads the details of the contract. Nicole Ward states she is amending the amount due to receiving a letter from McGuinness the week prior stating they are increasing their rate. The amount will increase from \$21,000 to \$27,996. This increase was due to inflation. This is a sole source and the only software out there for Preschool Insurance Billing. Mr. Hidley confirms the amendment to the contract for the amount from \$21,000 to \$27,996. Mr. Hidley entertains a motion. Dan Lynch makes a motion on both the amendment and the contract. Andrew Joyce seconds the motion. The motion is carried.

2023-913	A) New	A2960 - Service for Physically Handicapped Children	Equiliem Healthcare	Nurse needed on bus/vehicle to assure that a child in need of individual and continuous care participating in center-based sessions are transported safely and that the child's health needs are being met. The nursing services may include but are not limited to: catheterization, tube feeding and tracheotomy maintenance. Children approved for Special Education center-based programs, may require the same type of nursing services as listed above, during the transporting of the child to and from the center-based program on a vehicle that is contracted through Albany County.	7/1/2022 to 8/31/2023	\$50,000.00
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Mr. Hidley entertains a motion to bundle contracts 2023-913 and 2023-914. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried. Bruce Hidley states both contracts are for Service for Physically Handicapped Children. The two vendors Equiliem Healthcare and ProLink Healthcare are for \$50,000 each. Nicole Ward states they are both for their Special Education programs so when children are on the buses and need a Nurse, they can contract with this company to have a Nurse on the bus with the children which is mandated. Bruce confirms this is for two vendors and Nicole states it is so they can have options. Dan Lynch asks Mr. Hidley to confirm the fiscal impact which is 40.5% County and 59.5% State. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Andrew Joyce seconds the motion. The motion is carried.

2023-914	A) New	A2960 - Service for Physically Handicapped Children	ProLink Healthcare	Nurse needed on bus/vehicle to assure that a child in need of individual and continuous care participating in center-based sessions are transported safely and that the child's health needs are being met. The nursing services may include but are not limited to: catheterization, tube feeding and tracheotomy maintenance. Children approved for Special Education center-based programs, may require the same type of nursing services as listed above, during the transporting of the child to and from the center-based program on a vehicle that is contracted through Albany County.	9/1/2022 to 8/31/2023	\$50,000.00
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See contract comments for 2023-913

2023-882	C) Renewal	A1620 - Building Services	Titan Roofing, Inc.	Primary vendor for emergency roof repair services	4/1/2023 to 3/31/2024	\$99,000.00
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Bruce Hidley reads the details of the contract. David Latina states this is 100% County funded, the decimal point was incorrect. This is a renewal for Titan under their trade labor agreements for a primary vendor for emergency roof repairs throughout the County. It is open to all County departments. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.

2023-893	C) Renewal	A1620 - Building Services	DeBrino Caulking, Inc.	Secondary vender for emergency roofing repair services	4/1/2023 to 3/31/2024	\$99,000.00
Bruce Hidley reads the details of the contract. David Latina states this is another renewal. DeBrino is the secondary vendor and can be used for emergency roofing annual repairs or get second quotes from if they do not like the first quotes. Again, this is 100% County funded and open to all County departments. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Andrew Joyce seconds the motion. The motion is carried.						
2023-884	C) Renewal	A1620 - Building Services	Collett Mechanical Services, Inc.	Primary vender for emergency plumbing services	4/1/2023 to 3/31/2024	\$99,000.00
Bruce Hidley reads the details of the contract. David Latina states this is another renewal for their primary vendor for emergency plumbing services. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.						
2023-883	C) Renewal	A1620 - Building Services	BPI Mechanical Services, Inc.	Secondary vender for emergency plumbing services.	4/1/2023 to 3/31/2024	\$99,000.00
Bruce Hidley reads the details of the contract. David Latina states is another renewal for the secondary vendor for emergency plumbing services for County buildings. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Andrew Joyce seconds the motion. The motion is carried.						
2023-897	C) Renewal	A1620 - Building Services	BPI Mechanical Services, Inc.	Primary vendor for emergency HVAC repair services. This will be the final renewal with a term of April 1, 2023 through March 31, 2024 with a not to exceed total of \$99,000.00.	4/1/2023 to 3/31/2024	\$99,000.00
Bruce Hidley reads the details of the contract. David Latina states this is another trade labor agreement. This is the final renewal with BPI Mechanical Services for emergency work. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.						
2023-896	C) Renewal	A1620 - Building Services	Collett Mechanical Services, Inc.	Secondary vender for emergency HVAC repair services	4/1/2023 to 3/31/2024	\$99,000.00
Bruce Hidley reads the details of the contract. David Latina states this is a trade labor agreement for emergency HVAC repairs on County buildings. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Andrew Joyce seconds the motion. The motion is carried.						
2023-898	C) Renewal	A1620 - Building Services	BPI Mechanical Services, Inc.	Primary vender for emergency Boiler repair services	4/1/2023 to 3/31/2024	\$99,000.00
Bruce Hidley reads the details of the contract. David Latina confirms that this is 100% County funded. This is a renewal for BPI Mechanical Services for boiler repair for all County office buildings. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.						
2023-891	C) Renewal	A1620 - Building Services	McBain Electric, Inc.	Primary vender for emergency electrical services.	4/1/2023 to 3/31/2024	\$99,000.00
Bruce Hidley reads the details of the contract. David Latina states this is another trade labor. McBain is the primary vendor for emergency electrical services for all County buildings. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Andrew Joyce seconds the motion. The motion is carried.						
2023-892	C) Renewal	A1620 - Building Services	Eckert Mechanical, LLC	Primary vender for emergency General Construction services.	4/1/2023 to 3/31/2024	\$99,000.00
Bruce Hidley reads the details of the contract. David Latina states Eckert is the primary vendor for General Construction services that they made need for all County properties. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.						

2023-894	C) Renewal	A1620 - Building Services	DeBrino Caulking, Inc.	Secondary vender for emergency painting services.	4/1/2023 to 3/31/2024	\$99,000.00
Bruce Hidley reads the details of the contract. David Latina states this is another trade labor agreement for renewal for painting services for all County buildings. Mr. Hidley confirms this is the secondary vendor with Mr. Latina. David also responds that there are some contracts with only secondary due to a vendor that bid but were never able to reached. They were out of NYC and due to no response they were dropped for the services. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Andrew Joyce seconds the motion. The motion is carried.						
2023-895	C) Renewal	A1620 - Building Services	DeBrino Caulking, Inc.	Secondary vender for emergency masonry repair services	4/1/2023 to 3/31/2024	\$99,000.00
Bruce Hidley reads the details of the contract. David Latina states this is a renewal for DeBrino. Again a secondary as the primary was the same company that bid before, which they could not perform the work and be reached. Mr. Hidley entertains a motion. Andrew Joyce makes a motion and Dan Lynch seconds the motion. The motion is carried.						
2023-926	A) New	A1620 - Building Services	Rosch Brothers, Inc.	As needed, repair and or replace roof framing and decking of the Albany County Rail Trail Depot building.	4/1/2023 to 9/30/2023	\$31,800.00
Bruce Hidley reads the details of the contract. David Latina states this is part of their rehabilitation project for the Trail Depot building. They already have a roofer contracted for this however, there is some framing on the decking that needs to be done. The roofing has already been ripped off so that is why the construction portion is going to happen now before they get the new roof put back on. Mr. Hidley entertains a motion. Dan Lynch makes a motion and Andrew Joyce seconds the motion. The motion is carried.						
Mr. Hidley entertains a motion to adjourn the meeting at 4:50pm. Andrew Joyce makes a motion and Dan Lynch seconds the motion.						