



Petroleum Underground Storage Tank Release Compensation Board

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MINUTES OF THE 188th MEETING OF THE PETROLEUM UNDERGROUND STORAGE TANK RELEASE COMPENSATION BOARD

March 10, 2021 – 10:00 a.m.

BOARD MEMBERS IN ATTENDANCE

Jim Rocco
John Hull
Steve Bergman
Don Bryant
Larry Burks
Ron Falconi
Scott Fleming
Dan Ridi
Tom Stephenson

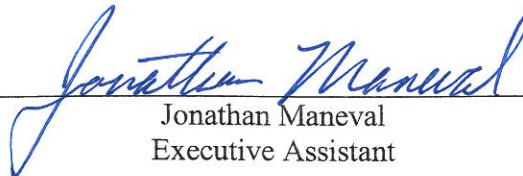
EX-OFFICIO MEMBERS IN ATTENDANCE

Scott Sigler, representing Director Sheryl Creed Maxfield, Ohio Department of Commerce
Donna Waggener, representing Director Laurie Stevenson, Ohio Environmental Protection Agency
Michael Lenzo, representing Robert Sprague, State Treasurer of Ohio

OTHERS IN ATTENDANCE

Starr Richmond	Executive Director, PUSTRCB
Madelin Esquivel	Assistant Director, PUSTRCB
Don Leasor	Chief Fiscal Officer, PUSTRCB
Rick Trippel	Claims Supervisor, PUSTRCB
Jonathan Maneval	Executive Assistant, PUSTRCB
Dave Gram	Claims Analyst, PUSTRCB
Hannah Brame	Claims Specialist, PUSTRCB
Cindy Knight	Senior Accounts Coordinator, PUSTRCB
Jahan Karamali	Assistant Attorney General
Doug Darrah	ECS Limited
Michael Baker	BJAAM Environmental, Inc.
Meagan Leaders	BJAAM Environmental, Inc.
Emily Mackenzie	Pinnacle Environmental Management Support, Inc.
Amy Sullivan	Pinnacle Environmental Management Support, Inc.
Jeremy Fultz	Evergreen Resources Group, LLC

Minutes submitted by:


Jonathan Maneval
Executive Assistant

Call to Order:

Chairman Rocco convened the one hundred eighty-eighth meeting of the Petroleum Underground Storage Tank Release Compensation Board on Wednesday, March 10, 2021. Acting under the authority of Section 12 of Amended Substitute House Bill Number 404, effective November 22, 2020, the public meeting was conducted via a ZOOM audio/visual conference call.

The following members were in attendance: Jim Rocco; Steve Bergman; Don Bryant; Larry Burks; Mayor Ron Falconi; Scott Fleming; John Hull; Dan Ridi; Tom Stephenson; Scott Sigler, representing Director Sheryl Creed Maxfield, Ohio Department of Commerce; Donna Waggener, representing Director Laurie Stevenson, Ohio Environmental Protection Agency; and Michael Lenzo, representing Robert Sprague, State Treasurer of Ohio.

Chairman Rocco welcomed newly appointed Board members, Larry Burks and Dan Ridi, who were appointed by Governor DeWine as representatives of petroleum underground storage tank (UST) owners and retail petroleum dealers, respectively. Mr. Burks briefly introduced himself discussing his education in environmental studies and his role as Township Administrator of West Chester Township. Mr. Ridi introduced himself stating he serves as president and CEO of S and G Stores, which operates convenience stores throughout Ohio. The Chairman then welcomed Scott Sigler, Interim Bureau Chief, who was appointed as designee for the Director of the Department of Commerce. The Board's Assistant Attorney General, Jahan Karamali, briefly introduced herself discussing her role as legal counsel to the Board.

Minutes:

Chairman Rocco asked if there were any comments or questions regarding the minutes from the January 13, 2021 Board meeting and there were none. Mayor Falconi moved to approve the minutes and Mr. Fleming seconded. A vote was taken and Ms. Waggener and Messrs. Hull, Bergman, Bryant, Falconi, Fleming, Stephenson, Lenzo, and Rocco were in favor. Messrs. Burks, Ridi, and Sigler abstained. The minutes were approved as presented.

BUSTR Report:

Chairman Rocco called upon Scott Sigler, Interim Bureau Chief, to present the Bureau of Underground Storage Tank Regulations' (BUSTR) report.

Mr. Sigler stated that the agency is about 30 years old and is experiencing a lot of retirements. He noted that former Bureau Chief, Verne Ord, retired in the previous week and a corrective actions supervisor, Kelly Gill, is planning to retire in May or June. He said the hiring freeze was lifted for certain positions and both positions should be filled quickly through the Department of Commerce. He noted that one inspector position has been vacant and on hold since April 2020. He said the position should be posted within the next few weeks bringing the inspection staff back to full capacity. He noted that a few other inspectors have about 30 years of state service and it is possible they retire in the next few months. He said training new employees may provide an opportunity for refresher training for staff that have been with the agency for many years and it could be a good time to make sure everyone is on the same page to ensure things are being done consistently.

Mr. Sigler said between October 1, 2020 and the end of February 2021, a total of 189 no further action (NFA) status letters had been issued, which is on pace to meet the federal goals. He said the number of NFAs issued is up about 30 in comparison to the previous year, which indicates a slight increase in the corrective action work and closure work proceeding in the state.

Mr. Sigler reported for the week ending February 27, 2021, there were 53 new inspections performed. He noted this was a pretty good number considering they are down one inspector. He said the inspections are slowly getting back to normal but they are not being done exactly like they were a year or 14 months ago. He said they are doing preplanning of their inspections with the inspectors calling ahead to make sure documentation and paperwork is available.

Chairman Rocco said in the first three-year inspection cycle, the number of compliance issues found was fairly high. He asked if inspectors are still seeing compliance issues in the current inspection cycle or if things are improving. Mr. Sigler said his understanding is that things are getting better as inspectors go out and speak to the owners educating them about the requirements. He noted that Ohio was one of the few states using the new metrics for the six-month federal reporting done at the end of September or beginning of October, and there was an increase in compliance percentages. He said he would follow up with Steven Krichbaum and provide information about what the trend is for the Board's next meeting.

Mr. Fleming said draft E15 regulations were recently proposed and asked if the state was doing anything concerning E15 and if the Bureau had any thoughts about the draft revisions. Mr. Sigler said BUSTR's draft memo [concerning equipment compatibility with higher blends of ethanol] is on hold in order to see what happens with the proposed federal legislation. He noted that the Bureau is in communication with the Association of States and Territorial Solid Waste Management Officials, which is gathering comments from across the nation to be compiled and provided as a collective group. He noted that comments on the proposed legislation can be made individually and he believed the deadline for the submittal of comments to be at the end of March.

Chairman Rocco explained that the U.S. Environmental Protection Agency proposed rules in the previous month that would limit the requirements for demonstrating compatibility with E15 and with other alternative fuels for secondarily contained tank systems as well as for tanks installed after a certain date. He said there is also a proposal that all new UST systems be compatible with 100% ethanol so that, in theory, any volume of ethanol can be put in fuels. He commented that the proposal is somewhat controversial and pointed out that it was proposed under the previous administration and is now being evaluated under the current administration. He said, at this point, demonstration of fuel compatibility is still required under the current regulations.

Financial Reports:

Chairman Rocco called upon Don Leasor, Chief Fiscal Officer, to present the financial reports.

Audit Update

Mr. Leasor stated that the Auditor of State completed its review of the audit reports and financial statements for fiscal year 2020. He said the audit was released to the public on February 23, 2021, and it is available on the Board's webpage under the Financial Info tab.

December and January Financials

Mr. Leasor said the December and January financials were emailed to each member.

Mr. Leasor reported, as of March 9, 2021, the unobligated account balance is \$21.3 million. He said this amount includes \$6.3 million in STAR Ohio (State Treasury Asset Reserve of Ohio) and the custodial account, and \$15 million invested in U.S. treasuries and U.S. agency callable bonds. He said the obligated account balance for the payment of claims is \$4.57 million.

Mr. Leasor reported that tank fee revenue collected through January 31, 2021, net of refunds paid, exceeds the budgeted revenue amount by 3.8%. He explained that tank fee revenue is generated from annual assurance fees for the current and prior years, late payment fees, and transfer fees. He said these revenues are offset by refunds paid to tank owners for fees received that were not due. He mentioned that more refunds are anticipated to be issued in the remaining months of this fiscal year. He noted that annual assurance fees are \$350 per tank for the standard deductible of \$55,000; owners of six or fewer USTs may elect to pay \$550 per tank for the reduced deductible of \$11,000. He said the fiscal year 2021 tank fee revenue budget was based on the assumption of fees being received for 20,220 USTs and 27% of those USTs being paid at the reduced deductible. He said information on refunds and fee collections would be presented as part of the compliance and fee assessment report.

Mr. Leasor stated that interest income is at 42.15% of the amount budgeted. He explained that interest income is generated from funds in STAR Ohio along with interest earned on U.S. treasuries and U.S. agency callable bonds held by the Board. He said the unrealized loss of \$56,000 recorded on the investments reflects the decrease in market value of the U.S. treasuries and U.S. agency callable bonds. He explained that if the investments are held until maturity as intended, the full par value of the investments will be received upon maturity.

Mr. Leasor reported that the claims expense for the month of January was \$739,000 and as of March 8, 2021, a total of \$8.44 million had been paid for claims for fiscal year 2021. He noted this amount represents 64.9% of the \$13 million obligated for the fiscal year. He commented that in December 2019 the Board settled a lawsuit in which it agreed to pay \$12.6 million to resolve \$26 million in pending open claims as well as all future costs related to petroleum releases known as of the date of the execution of the agreement. He explained that the \$12.6 million is being paid over a period of four fiscal years and the second of the four payments is included in the claims expense.

Mr. Leasor stated that, as of January 31, 2021, expenses should be 58.3% of the amount budgeted for the fiscal year. He reported that operating expenses for the month of January were approximately \$169,000. He explained that temporary services expenses are for temporary employees used for special projects to fill short-term vacancies. He said at the beginning of the fiscal year, a temporary employee was used for a brief period to fill a vacancy and it is anticipated that a temporary employee will be used in a document management project when the staff are able to work in the office full time.

Mr. Leasor explained that legal and professional expenses include the cost for the services of the Assistant Attorney General; the annual audit; a hearing officer; Attorney General and Special Counsel fees related to the collection of delinquent accounts; database maintenance services; a service contract for the scanners; the actuary services for the annual estimate of unpaid claim liability; and other miscellaneous professional services. He noted that no travel or employee expenses are anticipated this fiscal year due to COVID-19. He said as of January 31, 2021, telephone expenses were 60.3% of the amount budgeted. He explained that these expenses included internet access, VoIP service, a cell phone, renewal of the web address registration, and a staff messaging subscription. He said postage expenses were 73.1% of the amount budgeted. He said this was due to postage fees for the final quarter of fiscal year 2020 being paid in August of fiscal year 2021. He said these charges include fees for the annual fee statement mailing, which is sent by certified mail as required by statute. He said, with the exception of telephone and postage expenses, the other expenses are at or below where they should be at this time in the fiscal year.

Mr. Leasor reported that in February 2021, a total of \$7,570 in expenditures incurred between March 1 and November 30, 2020, related to the COVID-19 pandemic were reimbursed to the Board from the Coronavirus Relief Fund. He said the reimbursement was for expenses to improve teleworking capabilities for the Board's staff; equipment and software to enable the Board to have remote meetings; and operational public health and safety expenses necessary for the office to maintain safety protocols.

Compliance and Fee Assessment Report:

Chairman Rocco called on Madelin Esquivel, Assistant Director, to present the compliance and fee assessment report.

Ms. Esquivel reported that, as of February 28, 2021, the amount of pending refunds totals \$1,481,006. She explained that these refunds are the result of fees paid for exempt, non-existent, and removed tanks as well as for other overpayments. She said one staff member is dedicated to managing the refund process, reconciling accounts, and processing refunds. She noted that other staff support the process by entering and processing refunds throughout the year. She reported that, as of February 28, 2021, refunds totaling \$64,291 had been paid to 42 owners in program year 2020. Ms. Esquivel stated that as accounts are reconciled and outstanding fees are identified, any refund is applied first to outstanding fees and the remainder, if any, is refunded. She pointed out, as indicated in the Collections section of the report, a total of \$13,850 of the pending refunds was used to offset outstanding fees. She noted that the refunds paid and the credits applied to outstanding fees total \$78,141 for the program year.

Ms. Esquivel stated that part of the refund process involves the staff reaching out to tank owners and former tank owners in order to obtain information needed for the refund to be issued. She said the first letter is sent by certified mail and provides 60 days for the information requested to be provided. She said if no response is received, a second letter is issued by first-class mail and provides 30 days for the owner respond. She reported that eight owners have been issued the first request for more information for refunds totaling \$32,520. She said 34 owners have been issued the second letter after the Board received no response to the first request. She noted the refunds for these 34 owners total \$60,745 and explained that the refunds for which there has been no response to the second request for more information are not included in the \$1.5 million of pending refunds.

Ms. Esquivel stated that uncashed checks that have stale dated are considered unclaimed monies. She said currently there are 25 owners with uncashed checks totaling \$41,458. She said, in accordance with state statute, these monies are held in an unclaimed monies trust account for five years and after five years, the monies are transferred to the Fund's unobligated account.

Ms. Esquivel explained that annual fees are assessed to tank owners in late April of each year. In addition, fees are assessed as tanks are purchased or installed throughout the year. She said when payment is not submitted, a Notification of Non-compliance is issued, which provides notification of the non-payment and instructs the owner to make payment within 30 days to avoid the assessment of late fees. She said, if after 30 days, the payment is still not received, an Order Pursuant to Law is issued, which assesses late payment fees at \$100 per tank, per month for a maximum of \$1,000 per tank. She noted that the order can be appealed. She said unpaid delinquent accounts are certified to the Attorney General's Collections Enforcement Section for collection. She commented that the Attorney General's office aggressively pursues the party responsible for payment of the tank and late fee charges. She noted that collection costs are assessed to the responsible person and that collection fees start at 10% and can increase to 50% as collection efforts escalate.

Ms. Esquivel reported that, as of the date of the report, February 28, 2021, no accounts had been certified for collection for program year 2020. However, on March 8, 2021, delinquent fees for 27 owners totaling \$93,424 were certified to the Attorney General's Office. She noted that these totals will be reflected in the report at the next meeting.

Ms. Esquivel briefly explained the process for the issuance of Certificates of Coverage. She said when the criteria for the issuance of the Certificate are not met, a Notice of Pending Denial is issued, which outlines the deficiencies and provides instructions on how to obtain a Certificate. She noted that, as of the meeting date, a total of 185 Notices of Pending Denial had been issued. She commented that 146 owners had responded and resolved the deficiencies. She said 39 remain unresolved. Ms. Esquivel stated when no response is received, a Determination to Deny a Certificate of Coverage is issued. She said as of March 1, 2021, there were 43 Determinations to Deny a Certificate of Coverage issued. She noted that 30 determinations remain unresolved and 13 had been resolved.

Ms. Esquivel provided an overview of the Ability to Pay program, which allows former tank owners experiencing financial difficulty to apply for and receive a determination of their ability to pay delinquent fees through the submission of financial information. She stated that no Ability to Pay Applications were pending review. She said since the inception of the program, 18 Ability to Pay Applications had been approved for a full or partial waiver of fees.

Ms. Esquivel reported that a total of 2,819 Certificates of Coverage had been issued thus far for program year 2020. She said there were 215 Applications for Certificates of Coverage currently in process.

Claims Reports:

Chairman Rocco called on Rick Trippel, Claims Supervisor, to present the claims reports.

Mr. Trippel said for the benefit of the new members he would briefly explain the claims process. He said the first step in the reimbursement process is the submission and review of an eligibility application for a release. He said if eligibility is granted, the second step involves the review and settlement of claim applications. He noted that typically corrective action costs are submitted in a number of claims as the costs are incurred, often over a number of years until BUSTR grants NFA status for the release. He noted that both eligibility and claim determinations can be appealed. He commented that the appeal process generally involves the staff reviewing additional pertinent information and attempting to resolve all issues without a hearing. However, an administrative hearing can be held if necessary. He noted that some corrective action work requires cost pre-approval requests to be submitted and some are voluntarily submitted. The owner or operator will submit estimated costs to perform proposed work for review prior to incurring the cost. He commented when cost pre-approval is not sought as required, the most that could be reimbursed is 50% of the cost incurred.

Mr. Trippel then directed members to the claims statistics portion of the Claims Report. He reported that, as of March 1, 2021, the total maximum liability of in-house open claims is just over \$10 million. He said using the claim payout ratio of 77.1%, which is the average ratio of the past five years, the actual anticipated claim liability of unpaid in-house claims is about \$7.7 million.

Mr. Trippel reported that, as of March 1, 2021, a total of 505 claims with a total face value above the deductible amount were pending review. He stated that a total of 32 claim settlement determinations were under appeal, as of March 1, 2021. He explained that these appeals pertain to only 11 release sites, since 24 appeals are of settlement determinations for releases at three sites and only eight appeals are of individual claim settlement determinations pertaining to separate releases. He noted that the staff is waiting for information to support the appeals to be provided for 21 of the appealed determinations; a hearing is scheduled for six appeals related to one release site; additional information provided is under review for four appeals; and a settlement agreement is being executed for one appeal. He noted that the staff is currently reviewing claims received prior to December 2020.

Mr. Trippel stated that, as of March 1, 2021, a total of 365 claims were received and a total of 438 claims were settled or closed. He noted that 26 of the closed claims were for sites with an NFA and the total face value was below the deductible amount. He stated that the average payout per claim application was \$11,855 and the average claim payout was 76.6% of the net claim value (face value – deductible). He said on average 19.5% of the claim face value was disallowed.

Mr. Trippel reported for the 2020 program year, a total of 54 eligibility applications were received and 39 eligibility determinations were issued. He said of these eligibility determinations, 30 were approved and nine were denied. He said, of the denied applications, two were denied for no release being demonstrated, one was denied for no valid Certificate of Coverage, one was denied for out-of-compliance USTs, and the other five were denied for no corrective action work being required by BUSTR. He said as of March 1, 2021, a total of 114 eligibility applications were open. He noted that 14 applications were unreviewable until the necessary reports are received and more information has been requested for two of the applications. He noted that, as of March 1, 2021, eight eligibility determinations are under appeal. He said additional information is expected for three appeals, information for two appeals has been received and is under review, a hearing is scheduled for one appeal, and two of the eight appeals were recently withdrawn. He commented that since March 1, 2021,

six additional eligibility determinations were issued and one request for more information was sent.

Mr. Trippel directed members to the Cost Pre-Approval Statistics Report and explained that the table provides a summary of the cost pre-approvals received and reviewed as of March 1, 2021. He reported that during the 2020 program year, a total of 93 requests for cost pre-approval had been received. He said the cost pre-approval requests included 18 new remedial action plans; 45 annual requests; 11 tier 3 or monitoring/calibration plans; 11 notifications of cost exceedances; and eight voluntary submittals. He said as of March 1, 2021, a total of 90 cost pre-approval notifications had been issued and 51 cost pre-approval requests are pending review.

Vice-Chairman Hull said it might be helpful to the new members to provide a brief background of the pre-approval requirements and what costs must go through the pre-approval process. Mr. Trippel said the Board's rules require estimated costs for certain corrective action activities to be submitted for pre-approval. He said some of these activities are remedial action plans (RAPs), annual RAPs, interim response actions requiring BUSTR approval, and free product recovery evaluations. He said generally at the time a RAP is submitted to BUSTR for their approval, a cost pre-approval request is submitted to the Board. He explained that the staff evaluates the proposed scope of work and the estimated costs looking for costs that by statute or rule cannot be reimbursed and for costs that seem to exceed what are typical for the proposed work. He said a response is issued by this office before the owner proceeds with the work and it helps the owner to understand what amount may be reimbursed before costs are incurred. He commented that some of the work can be very costly and the pre-approval process allows the staff to discuss the costs and evaluate any potential issues before the costs are incurred. He noted that costs submitted for reimbursement that were not pre-approved as required can only be reimbursed at 50% of the least expensive alternative.

Chairman Rocco explained that the Board adopted the pre-approval process early on when the Board was finding itself in a position of receiving very large bills for remedial actions and during review of the claims, the Board would question why that much money had been spent. He said the concept behind the pre-approval process is to give the Board an opportunity to provide input regarding costs for implementing a RAP as well as long-term monitoring. He commented that costs for long-term monitoring were particularly concerning. He said the advantage of the pre-approval process to the tank owner is that it gives them a level of comfort that pre-approved RAP costs are going to be reimbursed.

Mr. Ridi said the pre-approval process makes sense and is necessary to cut down on costs. He asked how the Board deals with costs for emergency actions for a release, such as a release to a city sewer, when there is no time for pre-approval of those costs. Mr. Trippel said the claims staff is cognizant that owners, BUSTR, and sometimes the EPA are responding and doing work that seems reasonable for the situation and they are using their best judgement as to what needs to be done in the preliminary stages. He said the staff typically looks at those costs after-the-fact and not through a voluntary cost pre-approval request. The Chairman clarified that there is a distinction between an emergency response and remedial action. He said in BUSTR's corrective action rules there is the Tier 1 and Tier 2 evaluations, site assessments, and ultimately the remedial action plan based on the site assessment. He said it is the remedial action and monitoring plan costs that are subject to pre-approval requirements. He said if a release requires an emergency response, the Board depends on the agencies and the tank owner to take reasonable and appropriate actions to deal with the issues.

Chairman Rocco remarked that Mr. Trippel would be retiring soon. Mr. Trippel said it was a pleasure working for the agency and appreciated the opportunity to have worked with the Board members past and present. Chairman Rocco stated that Mr. Trippel has been a great asset to the Board and wished him the best. Vice-Chairman Hull congratulated him on his long and storied career.

Certificates of Coverage – Ratifications:

Chairman Rocco called on Madelin Esquivel, Assistant Director, to present the lists of owners who have either been issued or denied a Certificate of Coverage for ratification by the Board.

Ms. Esquivel said the process used to review the fee applications and issue or deny a Certificate of Coverage includes a review for completeness to determine full payment was received; financial responsibility for the deductible has been demonstrated; and the owner has certified with his signature that he is in compliance with the State Fire Marshal's rules for the operation and maintenance of petroleum underground storage tanks. She said if these requirements are met and if the tanks existed in previous years, a Certificate for the subject tanks has been issued to the owner in at least one of the prior two years, then a Certificate of Coverage is issued. She said if a Certificate has not been issued in one of the prior two years and the tanks existed during those years, the owner must comply with rule 3737-1-04.1 by demonstrating the tanks are in compliance with the Fire Marshal's rules for the operation and maintenance of USTs.

Ms. Esquivel stated that, if the requirements are met, a Certificate is issued. She said if the requirements are not met, the Certificate is denied. She explained that if the Certificate is denied, the owner is provided with an opportunity to appeal the denial. She said that, throughout the denial process, the Board's staff works directly with the owner to resolve any deficiencies. She stated that all processes within the Board's rules and Revised Code were followed to make a determination to issue or deny the Certificates of Coverage.

Ms. Esquivel requested the Board ratify the Director's actions with respect to the issuance of the 2020 program year Certificates of Coverage for the 124 owners of the 554 facilities included on the program year 2020 Certificates issued list.

Vice-Chairman Hull moved to ratify the issuance of the 2020 Certificates of Coverage for the facilities listed. Mr. Bryant seconded. A vote was taken and all were in favor. The motion passed.

Ms. Esquivel requested the Board ratify the Director's actions with respect to the denial of the 2020 program year Certificates of Coverage for the 79 tanks located at the 34 facilities included on the program year 2020 Certificates denied list.

Vice-Chairman Hull moved to ratify the denial of the 2020 Certificates of Coverage that were listed. Mr. Fleming seconded. A vote was taken and all members were in favor. The motion passed.

Confirm Next Meeting and Adjourn:

Chairman Rocco asked if there was any other business or questions for the Board to address and Mr. Burks responded stating he had a question that he had intended to raise during the claims report. He

then asked how situations are handled and what complexities arise when there is a fuel center with a laundromat or car wash and two different types of contaminants are found. Mr. Trippel responded saying that costs that are directly attributed to an eligible release are separated from costs for a non-eligible release. He said the staff tries to be fair to the owner to reimburse the eligible release costs while, on the other hand, prevent the Board from paying for costs that the Fund is not meant to pay. The Chairman said when dealing with a second non-covered release, the concept is to look at it from the perspective of how it impacts the Board's costs to clean up that site. He said if there is an increase in costs or increase in effort, then it will be taken into account and often an agreement is reached of what percentage of the costs should be paid. Mr. Trippel said the cost pre-approval process is beneficial in situations like these if extensive remediation is required at the site. He said the pre-approval process allows for there to be discussions of what costs should be attributed to the non-eligible release. Mr. Burks then congratulated Mr. Trippel on his retirement.

Chairman Rocco asked if there were any other questions or comments and there were none. He then stated that the next Board meeting will be held on Wednesday, June 9, 2021, at 10:00 a.m. He said the Board would be notified if it would be held in person or online through video conference.

Mayor Falconi made a motion to adjourn the meeting and Mr. Burks seconded. All members were in favor.