

Special Meeting
Monday November 6, 2023
5:00pm
Chowan County Public Safety Center
305 West Freemason St.
Edenton, NC

Present: Chair Bob Kirby, Commissioners, Ron Cummings, Chris Evans, Larry McLaughlin, Alex Kehayes and Ellis Lawrence.

Commissioner Tray Taylor was absent.

Staff present County Manager Kevin Howard, County Attorney Lauren Arizaga Womble and Board Clerk Susanne Stallings.

Closed Session

Commissioner Cummings moved to go into closed session in accordance with NCGS 143-318-11 (a) (5) contract negotiations. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

The minutes of the closed session are sealed.

Commissioner Cummings moved to come out of closed session. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Adjourn

Commissioner Cummings moved to adjourn. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Bob Kirby, Chairman

Susanne Stallings
Clerk

Chowan County Board of Commissioners
Regular Meeting
Monday, November 6, 2023
Chowan County Public Safety Center
305 West Freemason Street
6:00pm

This meeting was recorded. A copy of the recording is in the meeting file labeled November 6, 2023.

Present: Chair Bob Kirby, Commissioners, Ron Cummings, Alex Kehayes, Ellis Lawrence, Tray Taylor (came in later), Larry McLaughlin and Chris Evans.

Staff present County Manager Kevin Howard, County Attorney Lauren Arizaga-Womble and Board Clerk Susanne Stallings

Regular Meeting

Chair Kirby called the regular meeting to order. Chowan County Cub Scouts Pack 164 then led all in the pledge of allegiance. Chair Kirby presented each Scout with a Chowan County lapel pin.

Commissioner Cummings then offered the invocation.

Approval of Agenda

Ms. Stallings noted several requested amendments to the agenda:

- 5a Asbestos Abatement Air Monitoring
- 8d TDA appointment and reappointments
- 10c Should state "September Financials not October".

Commissioner McLaughlin moved to approve the agenda as amended.

Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Public Comment

Chair Kirby opened the floor for public comment.

There was none.

Consent Agenda

All items on the Consent Agenda are considered to be routine and may be enacted by one motion. If a County Commissioner requests discussion on an item, the item will be removed from the Consent Agenda and considered separately.

- a. Approval of Minutes
Minutes of the October 16, 2023 meeting

b. Surplus

The Board will declare two computers (Fixed Assets # 6942 and #6691) to be declared surplus and authorize staff to dispose of the laptops through electronics disposal.

c.

Commissioner McLaughlin moved to approve the consent agenda as amended. Chair Kirby asked for all in favor, the motion passed unanimously (6-0).

Commissioner Taylor joined the meeting.

Recreation Items

Master Plan

Recreation Director Shannon Ray provided the Board with a recommendation from the RFP for the Recreation Master Plan. A copy of the bid summary is in the meeting file labeled November 6, 2023. She stated the quote from McGill Associates, PA was \$50,725 is recommended by staff.

The Board discussed the various ways the public will have input in the plan.

Ms. Ray stated that there will be community meetings and surveys.

Commissioner McLaughlin asked if Bennetts Millpond would be within the scope of the plan.

Ms. Ray stated yes.

Chair Kirby asked how much was budgeted.

Mr. Howard stated that \$50,000 is reserved in the Capital Improvement Plan (CIP).

Commissioner Kehayes asked if this is needed in order to apply for grants.

Ms. Ray stated the County is required to have a plan adopted in order to apply for PARTF grants.

Commissioner Kehayes asked how much were available in PARTF grant funds.

Ms. Ray said \$500,000 is available each grant cycle. She noted the grant match is dollar for dollar.

Commissioner Taylor moved to approve the recommendation as presented (McGill Associates). Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

Registration Software

Recreation Director Shannon Ray provided the Board with a cost analysis for registration software. A copy of the comparison is in the meeting file labeled November 6, 2023. She stated that staff feels this software would greatly improve efficiency. She stated that staff recommends Civic Rec Plus software with the three year payment spread out.

Chair Kirby asked if the monies for the software would come from the general fund or from user fees.

Ms. Ray stated that she was not prepared for the Board to decide this evening on the information provided. She stated she wanted the Board to have time to review it and she would be back at the November 20, 2023 meeting for the Board to consider the request.

Recreation Department and Senior Center Annual Report

Co-Directors Shannon Ray and Brian Chappell provided the Board with the annual report from Recreation Department and Senior Center. The report was a video. She also provided statistical handouts a copy of the handouts is in the meeting file labeled November 6, 2023.

John A. Holmes High School Items

- GMP Amendment

Bill Cram presented the Board with information on a GMP (guaranteed maximum price) amendment for early pre-construction services. The estimated GMP was \$429,722. He noted this is for abatement and Utilities work. He provided the Board with a PowerPoint presentation on the status of the work at the high school. He noted the work that was indicated in the GMP has been approved by USDA and NCDOE and the County is allowed to utilize grant funds to pay for this. He stated that savings in the GMP will revert to the overall project GMP. He noted that USDA has not authorized any demolition and is strictly work on abatement of mechanical electrical and plumbing. This has been approved by the Board of Education.

Chair Kirby asked if there is any additional cost for the overall project budget.

Mr. Cram stated that was correct.

Chair Kirby asked if the Commissioners will need to act on this.

Mr. Howard stated it will need to be a budget amendment.

Commissioner Evans moved to approve the GMP of \$429,722. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

A copy of the PowerPoint presentation is in the meeting file labeled November 6, 2023.

Asbestos Abatement

Mr. Cram stated a requirement for abatement is to have a licensed professional on site. He stated an RFQ was sent out. The cost is \$15,200. He stated that there are three (3) weeks allowed to do the work. He stated this will be a direct contract.

Chair Kirby noted the cost is \$350 less than the GMP estimate.

The Board discussed that costs cannot be specific until the work begins.

Mr. Cram provided an example of testing required for concrete. He stated that many factors play into the amount of time required for the testing and that is why it is hard to have a fixed estimate. He stated that there is a recommendation to JWJ proposal at a budgeted amount of \$15,200.

Commissioner McLaughlin asked if MB Khan has used JWJ previously.

Mr. Cram stated yes.

Commissioner McLaughlin moved to approve the contract with JWJ.

Commissioner Cummings asked what budget this comes from.

Mr. Howard stated this comes from the Testing and Inspections budget.

Chair Kirby stated he would like for staff to track the expenses from this budget line item during the project.

Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

- Local Government Commission (LGC) Application

Mr. Howard stated that the application to the LGC for the High School project is due November 21, 2023. He stated the Board has been provided a copy of the application and requested that the Board consider approval of the application to be submitted LGC requesting approval for financing of the high school project. He noted the total amount for financing is \$34,998,500.

Commissioner Kehayes moved to approve the application as presented. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

- Interim Financing

Ms. Smith provided the Board with a resolution that authorizes the negotiation of an interim installment financing contract with PNC Bank. She noted the resolution was reviewed and prepared by Bond Counsel. A copy of the financing proposal from PNC Bank is in the meeting file labeled November 6, 2023.

Commissioner Evans moved to approve the resolution as presented. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

A copy of the approved resolution is hereby inserted into the official minutes:

**RESOLUTION OF THE COUNTY OF CHOWAN, NORTH CAROLINA,
AUTHORIZING THE NEGOTIATION OF AN INTERIM INSTALLMENT
FINANCING CONTRACT AND PROVIDING FOR CERTAIN OTHER RELATED
MATTERS THERETO**

WHEREAS, the County of Chowan, North Carolina (the "County") is a political subdivision duly created and validly existing under the Constitution, statutes and laws of the State (the "State");

WHEREAS, the County has the power, pursuant to the General Statutes of North Carolina to (1) enter into installment contracts in order to purchase, or finance or refinance the purchase of, real or personal property and to finance or refinance the construction or repair of fixtures or improvements on real property and (2) create a security interest in some or all of the property financed or refinanced to secure repayment of the purchase price;

WHEREAS, the Board of Commissioners (the "Board") of the County hereby determines that it is in the best interest of the County to (1) enter into an interim installment financing contract (the "Contract") with PNC Bank, National Association (the "Lender") to finance a portion of the costs of constructing a new high school, to be known as the John A. Holmes High School, in the County (the "Project"), and (2) in order to provide security for the County's obligations under the Contract, grant to the Lender a security interest under a deed of trust on the real property on which the Project will be located and the improvements thereon, as the Lender may require;

WHEREAS, the County has also received a Needs-Based Public School Capital Fund grant to fund a portion of the cost of construction of the John A. Holmes High School and intends to provide long-term financing for the financed portion of the Project from USDA funding that will be used to refinance the Contract at the conclusion of the construction process;

WHEREAS, the County staff has retained Parker Poe Adams & Bernstein LLP, as special counsel ("Special Counsel") in connection with the proposed installment financing and has chosen PNC Bank, National Association, as the Lender;

WHEREAS, the Board hereby determines that the Project is important to the general health and welfare of the County's inhabitants; that the Project will permit the County to carry out public functions that it is authorized by law to perform; and that entering into the Contract is necessary and expedient for the County by virtue of the findings presented herein;

WHEREAS, the Board hereby determines that such cost of the Project exceeds the amount that can be prudently raised from currently available appropriations, unappropriated fund balances and non-voted bonds that could be issued by the County in the current fiscal year pursuant to Article V, Section 4 of the Constitution of the State;

WHEREAS, although the cost of financing the Project pursuant to the Contract is expected to exceed the cost of financing the Project pursuant to a bond financing for the same undertaking, the County hereby determines that the cost of financing the Project pursuant to the Contract and

the obligations of the County thereunder are preferable to a general obligation bond financing or revenue bond financing for several reasons, including but not limited to the following: (1) the cost of a special election necessary to approve a general obligation bond financing, as required by the laws of the State, would result in the expenditure of significant funds; (2) the time required for a general obligation bond election would cause an unnecessary delay in the ability to finance the Project; and (3) insufficient revenues are produced by the Project so as to permit a revenue bond financing;

WHEREAS, the Board hereby determines that the estimated cost of financing the Project pursuant to the Contract allows the County to finance the Project at a favorable interest rate currently available in the financial marketplace and on terms advantageous to the County and reasonably compares with an estimate of similar costs under a bond financing for the same undertaking as a result of the findings delineated in the above preambles;

WHEREAS, the County does not anticipate an increase in taxes to pay the installment payments under the Contract, but the increase in taxes, if any, necessary to service the installment payments falling due under the Contract will not be excessive;

WHEREAS, no deficiency judgment may be rendered against the County in any action for its breach of the Contract, and the taxing power of the County is not and may not be pledged in any way directly or indirectly or contingently to secure any money due under the Contract;

WHEREAS, the County is not in default under any of its debt service obligations;

WHEREAS, the County's budget process and Annual Budget Ordinance are in compliance with the Local Government Budget and Fiscal Control Act, and external auditors have determined that the County has conformed with generally accepted accounting principles as applied to governmental units in preparing its Annual Budget Ordinance;

WHEREAS, past audit reports of the County indicate that its debt management and contract obligation payment policies have been carried out in compliance with the law, and the County has not been censured by the Local Government Commission of North Carolina (the "LGC"), external auditors or any other regulatory agencies in connection with such debt management and contract obligation payment policies;

WHEREAS, a public hearing on the Contract, after publication of a notice with respect to such public hearing, must be held and approval of the LGC with respect to entering the Contract must be received; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF CHOWAN, NORTH CAROLINA, AS FOLLOWS:

Section 1. The Chairman, The County Manager, the Finance Officer and the Clerk to the Board, including anyone serving as such in an interim capacity, and their respective designees, individually and collectively, with advice from the County Attorney and the County's Special Counsel, are hereby authorized and directed to negotiate on behalf of the County (1) the

financing of the Project for a principal amount not to exceed \$34,998,500 under the Contract, to be entered into in accordance with the provisions of Section 160A-20 of the General Statutes of North Carolina, as amended, and (2) the provision of a security interest under a deed of trust in the County's fee simple interest in the real property on which the Project will be located, together with all improvements thereon, as may be required by the Lender to secure the County's obligations thereunder.

Section 2 The Board finds and determines that:

- (1) The proposed Contract is necessary or expedient;
- (2) The Contract, under the circumstances, is preferable to a bond issue for the same purpose
- (3) The sums to fall due under the Contract are adequate and not excessive for its proposed purpose;
- (4) The County's debt management procedures and policies are good;
- (5) The increase in taxes, if any, necessary to meet the sums to fall due under the Contract will not be excessive; and
- (6) The County is not in default in any of its debt service obligations.

Section 3. The Finance Director or her designee is hereby directed to file with the LGC an application for its approval of the Contract and all relevant transactions contemplated thereby on a form prescribed by the LGC and to state in such application such facts and to attach thereto such exhibits regarding the County and its financial condition as the LGC may require.

Section 4. The County has retained Parker Poe Adams & Bernstein LLP to serve as special counsel for the proposed installment financing and has selected PNC Bank, National Association as the Lender. The Finance Director, with advice from the County Attorney, is hereby authorized to retain the assistance of other professionals as she deems necessary and desirable to carry out the intention of this Resolution.

Section 5. A public hearing shall be conducted by the Board on November 20, 2023 (the "Public Hearing") concerning the approval of the execution and delivery of the Contract to finance the Project. The Clerk to the Board is hereby directed to cause a notice of the Public Hearing, a form of which is attached hereto as Exhibit A, to be published at least once in a qualified newspaper of general circulation within the County no fewer than 10 days prior to the Public Hearing.

Section 6. All actions of the County and its officials, whether previously or hereafter taken in effectuating the proposed installment financing as described herein, are hereby ratified, authorized and approved.

Section 7. All motions, orders, resolutions and parts thereof in conflict herewith are hereby repealed

Section 8. This Resolution is effective on the date of its adoption.

- Schedule Public Hearing

Mr. Howard noted that it is in order for the Board to schedule a public hearing for the November 20, 2023 meeting to consider approval of an interim installment financing contract with PNC Bank.

Commissioner Taylor moved to schedule a public hearing for the November 20, 2023 meeting. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

Broadband Easement

County Attorney Lauren Arizaga-Womble stated that the Board will consider approval of a deed of easement of property for an OLT site for Focus Broadband on Virginia Road on the campus of White Oak School and DF Walker Elementary. This project is a part of the GREAT Grant application the county agreed to provide the easement as a contribution to needed infrastructure for the project. The Board will consider approval of a resolution which authorizes staff to execute the deed of easement. She noted this is a 60x60 area of the current parcel that is being deeded. She noted that once the resolution is adopted the Clerk will advertise the approving resolution and easement and this may be recorded 10 days from the date of advertisement.

Commissioner Lawrence moved to approve the easement and approving resolution as presented. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

RESOLUTION AUTHORIZING EXECUTION OF A DEED OF EASEMENT FOR COUNTY PROPERTY BETWEEN CHOWAN COUNTY AND ATLANTIC TELEPHONE MEMBERSHIP CORPORATION (ATMC) WHICH AT TIMES DULY CONDUCTS BUSINESS AS FOCUS BROADBAND

WHEREAS, Chowan County was awarded \$4,000,000.00 through the Growing Rural Economies with Access to Technology ("GREAT") American Rescue Plan Act for the deployment of broadband infrastructure to 1,641 rural locations, both business and commercial, in Chowan County ("the Project"); and

WHEREAS, Chown County has the authority to provide a grant to ATMC for purposes of this Project pursuant to N.C.G.S. § 153A-459; and

WHEREAS, Chowan County, ATMC and the North Carolina Division of Information Technology ("NCDIT") entered a three-party agreement ("the Agreement") to facilitate the receipt and use of grant funds in accordance with GREAT Grant Program requirements; and

WHEREAS, pursuant to the Agreement, Chowan County is obligated to make certain infrastructure contributions for the Project by and through the grant of an easement to ATMC; and

WHEREAS, Chowan County owns the elementary school properties located at 111 Sandy Ridge Road and NC Highway 32., which ATMC desires to have a 60'x60' infrastructure easement as described in the Deed of Easement, and shown in the easement survey attached hereto as "Exhibit A"; and

WHEREAS, pursuant to N.C.G.S. §§ 160A- 273, 160A-266, 160A-267, and 160A-279, Chowan County has the authority to grant an easement to ATMC to serve a public purpose; and

WHEREAS, the expansion of broadband to unserved areas of Chowan County will promote job and population growth, enhance rural economic development to produce higher rates of new business formation, and increase technology access for individuals and families in the residential setting; and

WHEREAS, the County staff reports that it does not have a need for the property for County purposes during the term of the proposed easement and recommends that the Board of County Commissioners authorize execution of the deed of easement;

NOW, THEREFORE, THE CHOWAN COUNTY BOARD OF COMMISSIONERS RESOLVES THAT:

1. The Chairman of the Board of Commissioners is hereby authorized to execute a DEED OF EASEMENT to ATMC, for the above-described property.
2. The Consideration for the conveyance is the following set of conditions, covenants, and restrictions, which shall be incorporated in the deed given by the County to ATMC:
 - a. The easement is subject to ATMC's compliance with GREAT Grant Program.
 - b. Pursuant to the GREAT American Rescue Plan Act Agreement (Grant Agreement #2000066843) ("Grant Agreement") Grantee is required to use the Easement Area for a public purpose. Said public purpose is to make broadband service available to all households and businesses approved for the Grant Agreement, which are more particularly defined in **EXHIBIT B** and **EXHIBIT I** attached to the Grant Agreement.
 - c. In the event the Easement Area is no longer used to provide broadband as contained in the Grant Agreement, therefore, serving no public purpose, said easement shall immediately terminate and all rights to the Easement Area shall revert to Chowan County.
3. The Clerk to the Board of Commissioners shall publish notice summarizing the contents of this resolution and the Deed of Easement may be executed and recorded any time ten (10) days after publication of the notice.

Adopted this the 6th day of November 2023.

DSS – Kinship Provider Reimbursement

DSS Director Tyeshia Phelps provided the Board with information on Senate Bill 20 whereas beginning November 16, 2023 the County is required to participate in supporting all Kinship providers in proving them with reimbursement. A budget amendment is also attached to this agenda item request.

Commissioner McLaughlin asked what the cost is estimated to be.

Ms. Smith noted the budget amendment is \$20,000 from the General Fund and \$20,000 in reimbursement from the state.

The Board discussed how the exact cost for this service is unknown due to the fluctuation of individuals in care.

Board members asked if there are any individuals being housed that have crossed the southern US border.

Ms. Phelps stated Chowan County and her associates in the State are currently not seeing any impacts from illegal immigrants in North Carolina.

Commissioner Kehayes moved to approve Budget Amendment 2023-023 as presented. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
General Fund			
11-3990-990-00	Fund Balance	20,000.00	
11-9800-980-12	Transfer to DSS Fund		20,000.00
DSS			
12-3531-230-23	IV-E Foster Care Kinship - Revenue	10,000.00	
12-3531-230-24	State Foster Care Kinship - Revenue	10,000.00	
12-3980-980-11	Transfer from General Fund - Revenue	20,000.00	
12-5380-539-41	IV-E Foster Care Kinship - Expenditure		20,000.00
12-5380-539-42	State Foster Care Kinship - Expenditure		20,000.00
	Balanced	60,000.00	60,000.00
Justification:			
	<i>To amend the 2024 budget to include Kinship Care which is required by all counties as of 11/16/23 by Senate Bill 20.</i>		

Appointments

Water Rate Study Committee

Chair Kirby noted that the Board will make resident appointments and Commissioner appointment to the Water Rate Study Committee. Ms. Stallings noted that the following names have been submitted Commissioner Cummings, Commissioner McLaughlin, Harriet DeHart and Jennifer Connor.

Commissioner Kehayes moved to approve the nominees as presented. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

Ms. DeHart was present at the meeting and noted she may have a scheduling conflict for the first meeting but would attend if she is able.

Recreation Advisory Board

Chair Kirby noted that the Board will consider approval of the appointment of Gary Roth to the Recreation Advisory Board.

Commissioner McLaughlin moved to appoint Gary Roth. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

ABC Board Term Amendment

Ms. Stallings noted that the Board is asked to consider approval of a request from the State to amend the term of ABC Board member, Robert Turner to have his current term expire June 2024. Previously Mr. Turners term was set to expire in December 2024, however it is recommended by the state to have the terms all staggered and ending in June of that year.

Commissioner Taylor moved to approve the term as presented. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

TDA Appointment and Reappointments

Commissioner Evans moved to appoint Jared Taylor to the seat recently vacated by Tyler Russell and to reappoint Meredith Timberlake and Becky Wilder to their respective seats.

Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

Annual Report

EMS

EMS Director Colin Ryan provided the Board with the annual report from EMS. A copy of his PowerPoint presentation is in the meeting file labeled November 6, 2023.

Financial Items

Ms. Smith presented the following:

- a. 2024 Budget Amendments
2024-024

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Tax Admin			
11-4140-121-00	Salaries - FT		(13,940.00)
11-4140-126-00	Salaries - PT		13,940.00
	Balanced	-	-
Justification:			
<p style="text-align: center;"><i>To amend the 2024 budget to include salaries for Interim Tax Administrator for July and August. This will be a transfer between line items and no additional funding is being requested.</i></p>			

2024-025

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
TDA			
51-3990-990-00	Fund Balance	10,000.00	
51-8150-697-00	TDA Events		10,000.00
	Balanced	10,000.00	10,000.00
Justification:			
<p style="text-align: center;"><i>To amend the 2024 budget for TDA to include host fee for Major League Fishing tournament. TDA is partnering with the Town of Edenton, Visit Edenton, and Harbor Towns Cruises for the host fee.</i></p>			

2024-026

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Fire District			
23-3839-890-00	Misc Revenue	11,561.66	
23-4340-550-00	Capital Outlay - Vehicles		11,561.66
	Balanced	11,561.66	11,561.66
Justification:			
<i>To amend the 2024 budget to include reimbursement from CHFD for purchase of Brush Truck. The Board approved the request to purchase the truck on 02/09/23. The county received a \$50,000 grant towards the purchase of the truck.</i>			

2024-027

Account Number	Account Description	Revenue (Inc+/Dec-)	Expense (Inc+/Dec-)
Insurance Proceeds			
11-3493-890-00	Insurance Proceeds	907.50	
Sheriff's Office			
11-4310-353-00	Maint & Repairs - Vehicles		907.50
	Balanced	907.50	907.50
Justification:			
<i>To amend the 2024 budget to include Insurance Proceeds received for the Sheriff's Office.</i>			

Commissioner McLaughlin moved to approve the budget amendments as presented. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

b. John A. Holmes High School Project Expenses

Finance Officer Cathy Smith provided the Board with an updated expense report. A copy of the report is in the meeting file labeled November 6, 2023.

c. Financial Report September 2023

Finance Officer Cathy Smith provided the Board with financial reports for September 2023. A copy of the report is in the meeting file labeled November 6, 2023.

External Board/Committee Report

Board members are asked to report on the activities of the external boards to which they have been appointed.

Chair Kirby noted he recently attended a conference on Algal Blooms.

Manager's Report

County Manager Kevin Howard updated the Board on the following:

- Work has begun on the windows at Swain Auditorium.

Timely and Important Matters

It was noted that the second meeting in December will be cancelled.

Adjourn

Being no further business Commissioner Taylor moved that the meeting be adjourned. Chair Kirby asked for all in favor, the motion passed unanimously (7-0).

Bob Kirby, Chairman

Susanne Stallings
Clerk