

MEMBERS PRESENT: Janice McKenzie Cole, Chair Kyle Jones, Vice Chairman
 Fondella Leigh Edward R. Muzzulin
 Wallace Nelson Matthew Peeler

MEMBERS ABSENT: None

OTHERS PRESENT: Frank Heath, County Manager Tracy Mathews, Finance Officer

DEPARTMENTAL BUDGET PRESENTATIONS

The following department supervisors presented their budget requests for FY 2016-17:

- 5:00 pm – Sydni Baker – Board of Elections
- 5:30 pm – Jewel Winslow – Extension
- 6:00 pm – Bill Jennings - Tax
- 6:30 pm – Eric Tilley - Sheriff
- 7:00 pm – Howard Williams – Recreation

ADJOURNMENT

After the last budget presentation, the Departmental Budget Presentations, the Meeting was adjourned.

Janice McKenzie Cole, Chair

Clerk to the Board

REGULAR MEETING

May 2, 2016

6:45 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, May 2, 2016, at 6:45 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Janice McKenzie Cole, Chair Kyle Jones, Vice Chairman
 Fondella Leigh Edward R. Muzzulin
 Wallace Nelson Matthew Peeler

MEMBERS ABSENT: None

OTHERS PRESENT: Frank Heath, County Manager Mary Hunnicutt, Clerk to the Board
 Hackney High, County Attorney

After the Chair called the meeting to order, Commissioner Peeler gave the invocation and the Chair led the Pledge of Allegiance.

PUBLIC HEARING

Financing for New Library Facility

Chair Cole opened the Public Hearing stating that the purpose of the public hearing was to receive citizens' comments on the proposed financing of the construction of the new Perquimans County Library. The proposed financing will be for 10 years and for up to \$2.5 million dollars. There were 19 people present. Chair Cole recognized County Manager Heath who explained that the architect had to rebid the Library Project to make sure that all the bidders correctly followed the minority business reporting requirements as mandated by the State and adopted by the County. Because of this, the project will be delayed another month. Consequently, we did get some financing quotes from banks but the good through time for those rates was not pushed out far enough. We are going to have to get revised financing quotes. We did get one from BB&T which was 1.88%. Hopefully it will not be more than that. He asked if we could continue this Public Hearing until next month at which time we will have the revised bids and could start the process again. Chair Cole wanted to clarify that the BB&T rate of 1.88% was the lowest rate. Mr. Heath said that it was and that we did receive another quote from PNC which he thought was 2.18%. Mr. Heath said that the Bid Opening is scheduled for May 10th. Edward R. Muzzulin made a motion to continue the Public Hearing until June 6, 2016. The motion was seconded by Wallace E. Nelson. Chair Cole asked if there was any discussion. Commissioner Peeler asked if the one person that signed up to speak at this Public Hearing would still be able to speak tonight or wait until next month. Chair Cole said that it would be best if he waited until next month to speak after we have all the information. Mary Hunnicutt, Clerk to the Board, said that she would make sure that Bob Bastek would be placed first on the list to speak at the Continued Public Hearing on June 6, 2016 meeting. The motion was unanimously approved by the Board. The Public Hearing was continued until June 6, 2016.

AGENDA

Chair Cole explained that we needed to add an item under New Business on the Agenda. It will be Item X.D. Budget Amendment No. 16. On motion made by Edward R. Muzzulin, seconded by Matthew Peeler, the Board unanimously approved the Agenda as amended.

CONSENT AGENDA

The following items were considered to be routine and were unanimously approved on motion made by Edward R. Muzzulin, seconded by Matthew Peeler.

1. **Approval of Minutes:** April 4, 2016 Regular Meeting, April 14, 2016 Departmental Budget Presentations, & April 18, 2016 Joint Session with Board of Education and April 18, 2016 Work Session,

2. **Tax Refund Approval:**

PERQUIMANS COUNTY TAX REFUND:

Allenspach, Debra A.----- \$192.70
Plates were surrendered on 3/24/16 (expires 9/30/16); 6-month refund. Abstract No. 0026451960

3. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Bill Jennings	Tax Administrator	72/5	\$46,130	5/1/16

4. **Home & Community Care Block Grant Provider Change:** The Home & Community Care Block Grant (HCCBG) had a provider change. DayBreak Adult Day Health Services was sold to Medical Services of America (MSA), effective April 1, 2016. The Albemarle Commission Area Agency on Aging had to update the HCCBG contracts.

- 5. **Proclamation:** May is Older Americans Month. The Albemarle Commission Area Agency on Aging is requesting that the Board adopt the enclosed Proclamation. The following Proclamation was approved by the Board:

**Older Americans Month 2016
A Proclamation**

Whereas, Perquimans County includes a community of older Americans who deserve recognition for their contributions to our nation; and

Whereas, Perquimans County recognizes that older adults are trailblazers—advocating for themselves, their peers, and their communities—paving the way for future generations; and

Whereas, Perquimans County is committed to raising awareness about issues facing older Americans and helping all individuals to thrive in communities of their choice for as long as possible; and

Whereas, we appreciate the value of inclusion and support in helping older adults successfully contribute to and benefit from their communities; and

Whereas, our community can provide opportunities to enrich the lives of individuals of all ages by:

- Promoting and engaging in activity, wellness, and social involvement.
- Emphasizing home- and community-based services that support independent living.
- Ensuring community members can benefit from the contributions and experience of older adults.

NOW, THEREFORE, BE IT RESOLVED that the Perquimans County Board of Commissioners do hereby proclaim May, 2016 to be Older Americans Month. We urge every resident to take time this month to acknowledge older adults and the people who serve them as powerful and vital individuals who greatly contribute to our community.

ADOPTED the 2nd day of May, 2016.

Janice McKenzie Cole, Chair
Perquimans County Board of Commissioners

ATTESTED:

Mary P. Hunnicutt, Clerk to the Board
Perquimans County Board of Commissioners

- 6. **Board Appointment:** The following Board appointments were approved by the Board:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Eason, Lula Billups	Local Library Board	Reappointment	4 yrs.	7/1/2016
Ross, William (Bill) A.	Local Library Board	Reappointment	4 yrs.	7/1/2016

PRESENTATION

Homeria Jennette’s plaque presentation is tabled until next month due to her illness.

DOROTHY HODGES, ALBEMARLE PLANTATION

Ms. Hodges explained that Albemarle Plantation is again planning a July 3rd fireworks show at the Plantation and is coming before the Board for approval. She apologized that Ms. Byrum could not be present tonight but she was ill. She said that the same company, Pyrotechnics Contract, will be handling the fireworks. A copy of their contract was included in the Board’s Agenda packets. On motion made by Matthew Peeler, seconded by Edward R. Muzzulin, the board unanimously approved the July 3rd Fireworks at Albemarle Plantation.

SHELLEY LAYDEN, SOLAR GREEN DEVELOPMENT, LLC

Ms. Layden presented her request to renew and to extend CUP-11-02 for another year. The CUP was originally applied for in 2011 but was finally recorded in 2014 for her. She presented the following update for Board consideration:

April 12, 2016

To: Perquimans County Board of Commissioners
From: Shelley D. Layden
RE: Request for Time Extension of Conditional Use Permit
Davis Lane Solar Project – Ralph & Cynthia Davis
Permit #: CUP -11-02 Davis Lane
Recorded in Deed Book 424 Page 372; Filed on February 14, 2014.

Thank you for the opportunity to approach the Board with a request for a time extension of the above Conditional Use Permit for Solar Development at 200 Davis Lane – Off Hwy 17.

The reason for the extension is due to the time needed to complete due diligence, project viability with the local Utility Company and investor relationships. We anticipate start of construction for the Davis Lane project by December 31, 2016.

Please feel free to contact me for further discussion at 252-337-5900, and again, thank you in advance for

My Regards-



Shelley D. Layden

On the 2nd Day of May, 2016, the Perquimans County Board of Commissioners

_____ Approved _____ Disapproved

the extension of CUP 11-02 for a large scale solar farm on Davis Lane, Edenton, NC 27932 with tax parcel # 3-0068-00020G.

Perquimans County Assignee

Title

The following questions were asked:

- **Chair Janice Cole:** Ms. Cole asked Ms. Godfrey what was the difference between the CUP applied for in 2011 and the actual recorded document in 2014. Ms. Godfrey said that the name of the applicant was changed. Other than that all the other conditions were the same. Ms. Cole asked if we had been extending it since 2011. Ms. Layden said that this has been actually a courtesy in doing this. She further explained that they have had a long process trying to get approvals, development investor change, and a two-year wait for Dominion Power approval. She further stated that she had just recently received her feasibility study last week and that the project may or may not proceed. However, it is time for her to stand before the Board and request the renewal/extension. One of her investors needs to know that the County is still behind the project.
- **Matthew Peeler:** Commissioner Peeler asked Donna Godfrey if the roads and safety provisions that were approved back in 2011 would still be consistent with what the Zoning Ordinance requires now. Ms. Godfrey said that she would have to get back with him on that question but believes that the Fire Chiefs gave their input during the Technical Review Committee meeting. This was the

very first Solar Farm approved in Perquimans County once they adopted the provisions for Solar Farms within the County. She further stated that she does not feel that there were no hard and fast requirements by Perquimans County for road improvements. She does feel that there has been a little more requirement since this was approved. Ms. Layden said that she has kept the roads up to what is required now. He wants to make sure that the new safety requirements are followed in these power plants and industrial areas. Chair Cole wanted to clarify Mr. Peeler's question and restated the question as, "Is this in compliance with what Perquimans County is now requiring?" Ms. Godfrey said that it was not inconsistent. The Fire Chiefs were able review the plans and make recommendations at the time the CUP was presented and approved.

- **Wallace Nelson:** Commissioner Nelson asked if there is an expiration date for this CUP. Ms. Godfrey said not really. Ms. Layden is doing this as a courtesy, right? Ms. Godfrey said that she thought Ms. Layden needed this to take back to her investors.

Edward R. Muzzulin made a motion to approve the extension of CUP-11-02 for one year. Wallace E. Nelson seconded the motion. The motion passed by a vote of five (5) to one (1) with Commissioner Peeler voting against the motion. Chair Cole asked if there were any other questions. Commissioner Peeler asked if she had a Power Purchase Agreement (PPA) with anyone. Ms. Layden said that she has a feasibility study from Dominion Power and said that she could not proceed with obtaining the PPA until she completes three more steps.

BILL JENNINGS, TAX ADMINISTRATOR

Mr. Jennings presented his monthly report and gave an update on the Revaluation process and the Foreclosure report. He stated that the Board of Commissioners opened their Board of Equalization & Review prior to their meeting tonight with one case being presented to the Board of Equalization & Review. They will meet again prior to the June 6, 2016 meeting and proceed to close it out. After explaining the balance due for ad valorem taxes to Commissioner Peeler, he concluded his remarks.

SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney was not present to provide her monthly report.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

Chair Cole asked if there were any Commissioner's Concerns or Committee Reports. There being none, she proceeded with Old Business.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **Boat Ramp Project:** The bid opening for this project was held early in April. Waff Contracting was selected by N.C. Wildlife to handle the project. The total costs for this project is around \$840,000 range. The project should begin sometime in June, 2016.
- **Marine Industrial Park:** County Manager Heath, Bob Peele, and Cathy Davidson (Albemarle Commission) will be travelling to Raleigh to meet with Rep. Steinburg to secure some funding for Phase I of the basin. Bob Peele will be at the Board's June Work Session to give them an update on the project.
- **Coyotes:** Later on in the meeting, the Board will discuss the coyote problem. If the Board decides to proceed with fox trapping, he will also discuss that with Rep. Steinburg next week.

BOARD APPOINTMENTS

Chair Cole explained that, for several months, the Board has tabled the appointment to the following Boards/Committees: Trillium Northern Region Advisory Board, Tourism Development Authority (Industry Rep), and Nursing Home Advisory Committee. We still have no candidates. Commissioner Muzzulin said that he and Dave Goss are working on the Tourism Development Authority (Industry Rep) appointment. Chair Cole said that she will make a special effort to find individuals to serve on the other committees by next month. On motion made by Edward R. Muzzulin, seconded by Matthew Peeler, the Board tabled these board appointments until June meeting.

INTRODUCTION OF BILL TO ALLOW FOX (COYOTE) TRAPPING

In March, David Denton, retired N.C. Wildlife, came before the Board to discuss the coyote problem. Since then, County Manager Heath and Chair Cole have been discussing the solution with Cooperative Extension and Rep. Steinburg. On motion made by Edward R. Muzzulin, seconded by Fondella A. Leigh, the Board authorized County Manager Heath and Chair Cole to prepare a Resolution to pursue legislation to authorize fox (coyote) trapping in Perquimans County. Commissioner Peeler wanted to know about including shooting them. County Attorney High said that you can shoot them but not trap them without this change. The following Resolution was prepared and forwarded to Rep. Steinburg:

RESOLUTION IN SUPPORT OF ENHANCED COYOTE NUISANCE REMOVAL

Whereas the population of coyotes in Perquimans County has been a continuing public nuisance in the form of a threat to domestic livestock, pets, and humans; and

Whereas the licensed trapping of coyotes has been found by the North Carolina Wildlife Resources Commission (WRC) to have significant potential for improving the success rate in dealing with predator coyotes; and

Whereas the WRC has found that the taking of coyotes by trappers increases during overlapping coyote and fox trapping seasons; and

Whereas although coyotes may be trapped during WRC established seasons, foxes must be released if taken outside of a county's fox trapping season; and by adding foxes to the species that may be taken with traps under WRC established seasons, the rate of trapping predator coyotes incidental to the concurrent trapping and taking of foxes will potentially increase.

Now Therefore, be it resolved by the Perquimans County Board of Commissioners that it concurs with the findings of the WRC that have been presented to the North Carolina General Assembly House Select Committee on Coyote Nuisance Removal on April 16, 2010, and does further resolve and respectfully request that the Honorable State Senator Bill Cook and the Honorable State Representative Bob Steinberg introduce legislation on behalf of Perquimans County commensurate with the findings of the WRC described herein, and specifically that Session Law 2009-43 effective October 1, 2011 be now amended to include Perquimans County.

Adopted, this 3rd day of May, 2016 by the Perquimans County Board of Commissioners.

Janice McKenzie Cole, Chair
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

FINANCING FOR THE NEW LIBRARY PROJECT

As County Manager Heath explained during the Public Hearing earlier in the meeting, the Public Hearing was continued until next month so action on this matter would be continued to next month.

MEMORANDUM OF PARTICIPATION – CAVANAUGH MACDONALD CONSULTING, LLC

Tracy Mathews, Finance Officer, explained that, this year, the audit will require that the County contract with a company to prepare our Other Post-Employment Benefits (OPEB) Valuation. Ms. Mathews contacted Camden County to ask who handled their OPEB Valuation. They recommended Cavanaugh Macdonald Consulting, LLC located in Kennesaw, GA. Therefore, she is recommending the Board to approve the Memorandum of Participation with Cavanaugh Macdonald Consulting, LLC. Wallace E. Nelson made a motion to approve the Memorandum of Participation with Cavanaugh Macdonald Consulting, LLC. The motion was seconded by Matthew Peeler. The following questions were asked:

- **Edward R. Muzzulin:** Commissioner Muzzulin asked Ms. Mathews what the total cost would be. Ms. Mathews said that it would depend on the number of employees and retirees we have but that it should be around \$4,000.
- **Matthew Peeler:** Mr. Peeler asked if we would receive a full evaluation report and then when would we receive the OPEB Valuation. Would the cost be around \$3,900 this year and then \$500 each year audit thereafter? Ms. Mathews said that she understands that the initial fee would be the large amount and would go to \$500 for each additional audit year.
- **Matthew Peeler:** Mr. Peeler wanted to know if we HAD to do this. Ms. Mathews said that it was an option for last year’s audit but that this year is a requirement.
- **Chair Cole:** Ms. Cole asked if we have verified that this company is the best company. Ms. Mathews explained that she has heard good things about the company and Camden County has used them for a couple of years and that they have a good working relationship with our auditors.

The motion was unanimously approved and the following Memorandum of Participation was approved:

**2016 MEMORANDUM OF PARTICIPATION
OTHER POST-EMPLOYMENT BENEFITS (OPEB)**

ENTITY NAME: _____

UNIT’S RETIREMENT SYSTEM I.D. NUMBER(S): _____

MAILING ADDRESS: _____

CITY: _____ ZIP CODE: _____

NAME: Mr. Ms. (choose one) _____

PHONE #: (____) _____ TITLE: _____

E-MAIL ADDRESS: _____

On behalf of the Employer noted above, we have agreed to engage Cavanaugh Macdonald Consulting, LLC to perform an actuarial valuation of the Employer's OPEB Plan or to update the Employer's Net OPEB Obligation (NOO) in a year in which an actuarial valuation is not required. I understand that ***we will be billed directly by Cavanaugh Macdonald Consulting, LLC*** and a copy of the actuarial report or the Updated NOO will be e-mailed to your office by Cavanaugh Macdonald Consulting. I understand the fee structure is as follows:

	Full Valuation Report	Updated Net OPEB Obligation*
Base Fee		
▪ Less than 20 total active and retired participants	\$1,850	\$500
▪ 20-49 total active and retired participants	\$2,600	\$500
▪ 50-99 total active and retired participants	\$3,150	\$500
▪ 100 or more total active and retired participants	\$3,900	\$500
▪ Fund split exhibit	\$500	N/A
Per Participant Fee		
▪ Less than 50 total active and retired participants	\$5.50	N/A
▪ 50-99 total active and retired participants	\$5.00	N/A
▪ 100-249 total active and retired participants	\$3.75	N/A
▪ 250-499 total active and retired participants	\$3.00	N/A
▪ 500 or more total active and retired participants	\$2.75	N/A

**This fee applies only when a December 31, 2015 actuarial valuation is not prepared.*

Interested Entities must return this 2016 Memorandum of Participation indicating their desire to participate along with all requested data as outlined on the following page. The OPEB valuations will be completed within ***10 weeks after the receipt of all information requested in items 1 through 8 outlined on the following page for the Actuarial Valuation or 2 weeks after receipt of the information requested in items 8 and 9 outlined on the following page for the Updated Net OPEB Obligation.*** You may need to discuss this timing with your auditor. Please let us know if you need the report sooner than the timeframes listed above. ***Additional fees may be required in order to complete the Actuarial Valuation/Updated Net OPEB Obligation in less than the standard timeframe.*** You will be contacted if such additional fees are applicable.

Please note that work on the December 31, 2015 Actuarial Valuation may not be completed until Cavanaugh Macdonald has received and prepared the data from the North Carolina Local Government Employees' Retirement System, which usually occurs in the late spring or early summer,

Authorized Signature

Signed this 2nd day of May, 2016.

Should you have questions regarding the information requested in this letter, please contact the **OPEB Team** (NCOPEB@CavMacConsulting.com) or the Consulting Actuary, **Todd Green** (ToddG@CavMacConsulting.com) at Cavanaugh Macdonald Consulting, LLC at (678) 388-1705.

INFORMATION COLLECTION CHECKLIST FOR OPEB REQUEST

ENTITY NAME: _____

UNIT’S RETIREMENT SYSTEM I.D. NUMBER(S): _____

Please provide a completed copy of this checklist to indicate the items being sent and the work being requested. This will help us verify receipt of all information and to be sure nothing was lost in transit.

- I. Indicate the work being requested through this agreement (choose one):
 - December 31, 2015 OPEB valuation report, which will include the updated NOO: **Complete items 1 through 8 and send the requested information as soon as possible. Provide the information requested in item 9 as soon as practical after the end of the fiscal year.**
 - Yes No (choose one) Report results should be split based on Enterprise Funds provided in data (extra fee applies).
 - Updated NOO only: **Complete items 8 and 9**
- II. Check the boxes below to indicate which items are included in this submission. If multiple submissions are needed because some of the information is not immediately available, please provide an updated checklist with each submission.
 - Executed 2016 Memorandum of Participation (MOP)

Details regarding the required items listed below can be found in the “Memorandum and Explanation of Items Requested” document.

- (1a) Active Data as of December 31, 2015 (including SSN for each record or NCLGERS Person ID for each record) in an encrypted/protected Excel file. Note that the NCLGERS data file will be used to supplement the information you provide.
- (1a) Retiree Data as of December 31, 2015 (including SSN for each record or NCLGERS Person ID for each record) in an encrypted/protected Excel file.
- (2) Have the plan provisions changed since the prior valuation? Yes No (choose one) If yes, please provide the new plan provision information detailing the new OPEB benefit structure.
- (3) Medical coverage summaries (co-pays, deductibles, etc.) for the most recent 2 years
- (4) Premium rates and the effective dates for the most recent 2 years for each benefit, coverage tier and group
- (5) Please refer to item 5 in the "Memorandum and Explanation of Items Requested" document for an explanation of fully-insured and self-insured benefits. Check the appropriate boxes below for your plan.
 For Pre-Medicare: Fully Insured Self-Insured Other, please explain: _____
 For Medicare: Fully Insured Self-Insured Other, please explain: _____
- (6) Plans with self-insured benefits must provide claims experience, enrollment counts by coverage tier, administrative fees and other fixed fee information. We provide a template for your use in collecting the claims experience information as an attachment in the data request email. Email us at NCOPEB@CavMacConsulting.com if you need another copy. If the template is not fully completed, additional information may be requested and delays may occur.
- (7) Please refer to Item 7 in the "Memorandum and Explanation of Items Requested" document for an explanation of OPEB assets. Check the appropriate box below for your plan and provide a copy of the trust statement as of December 31, 2015, if applicable.
 Yes No (choose one) Does the Employer have assets in a qualified GASB OPEB funding vehicle?
- (8a) Provide a copy of the most recent actuarial report for the OPEB plan if it is not prepared by Cavanaugh Macdonald Consulting.
- (8b) Provide most recent Comprehensive Annual Financial Report (CAFR) disclosure information.
- (8c) Provide the name and email address of the person to contact should any questions arise regarding the data submitted.
 Name: _____ E-Mail: _____
- (9) Provide OPEB contributions for the applicable fiscal year ending in 2016. We provided a template for your use in collecting the OPEB contributions as an attachment in the data request email. Email us at NCOPEB@CavNacConsulting.com if you need another copy.

PERSONNEL MATTERS

County Manager Heath explained that the following personnel matters were received after the Agenda Packets were mailed:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Deborah Owens	Part-Time Nutrition Site Manager	Appointment		\$8.33/hr.	5/16/2016
Sherry Schrodt	Social Worker	FMLA	12 weeks		7/25/2016

On motion made by Edward R. Muzzulin, seconded by Kyle Jones, the Board unanimously approved the above referenced personnel matters. Commissioner Peeler asked if the money was budgeted for this position. County Manager Heath said that the Part-Time Nutrition Site Manager was a replacement position. The current employee is leaving.

BUDGET AMENDMENT NO. 16

County Manager Heath explained that, with the retirement of Homeria Jennette, we needed to move funds for her hospitalization for FY 15-16. On motion made by Kyle Jones, seconded by Matthew Peeler, the Board unanimously approved the following Budget Amendment No. 16:

**BUDGET AMENDMENT NO. 16
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-511-060	Dispatch - Group Insurance		2,500
10-511-061	Retiree's Insurance	2,500	
EXPLANATION: To budget for retiree (Homeria Jennette) hospitalization insurance for FY 15-16.			

PUBLIC COMMENTS

The following public comment was made:

- **Tommy Harrell:** Mr. Harrell wants to know if we have anyone monitoring the Iberdrola site. He said that he visited the property the other day and the roads were in bad shape. He also wanted to know if they had provided the County with an Emergency Use Plan to assist with getting medical help to individuals on the property. He also mentioned the site work at the Solar Farm on Snug Harbor Road. He said that they were in such a hurry to get the project completed that they completely destroyed the soil structure. Ms. Godfrey said that, after the projects are completed, they should be contacting the zoning department to have a final zoning inspection to obtain a Certificate of Zoning Compliance.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:30 p.m. on motion made by Matthew Peeler, seconded by Edward R. Muzzulin.

Janice McKenzie Cole, Chair

Clerk to the Board

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