

February 1, 2016

The Washington County Board of Commissioners met in a regular session on Monday, February 1, 2016 at 6:00 PM in the Commissioners' Room, 116 Adams Street, Plymouth, NC. Commissioners Johnson, Manning, Phelps, Sexton and Walker were present. Also present were County Manager Willie Mack Carawan, Jr., Clerk to the Board Julie J. Bennett, Finance Officer Frank Milazi and County Attorney/Assistant County Manager Curtis Potter.

Commissioner Sexton gave the invocation; Creswell High School student Evan Waters led the pledge of allegiance.

ADDITIONS/DELETIONS: Ms. Bennett asked the Chair to please add Connect NC Bond as 4A on the agenda.

CONSENT AGENDA: **Commissioner Sexton made a motion to approve the Consent Agenda:**

- a) Approval of Minutes
- b) Tax Refunds & Releases and Insolvent Accounts
- c) Revised Commissioners' Meeting Schedule
- d) Washington County Schools 2015-16 DPI Facility Needs Survey
- e) North Carolina Education Lottery Request  
Creswell High School Bleachers \$118,306.59

**Commissioner Manning seconded, motion carried unanimously.**

PUBLIC FORUM: Jenn Arnold, Chair of United Way, spoke to the Board about the Chili Bee and Spelling Bee on February 25, 2016 at the First Baptist Church.

Stanley James, Plymouth, former Sheriff, said he has seen his name in the paper a lot lately. He was charged with embezzlement years ago. He actually appreciates the paper putting it in there, so that it shows justice for all. Mr. James said he used money for scholarships, banquets, but there was a board of people that made a decision on everything spent; however, he was the one who got blamed for it. Mr. James said if you know the truth, then no one can tie your hands. Mr. James said people take these positions to make Washington County a better place. August will be 12 years he has been out of office and he still can't get a job because he's a convicted felon. Mr. James also said he served time in military, but received no gratitude as Sheriff.

Chair Phelps noted that Ms. Melanie Perry was in the audience and introduced her as the new CEO of Washington County Hospital.

PUBLIC HEARING: CLOSEOUT FOR THE WASHINGTON COUNTY LIBRARY RENOVATIONS CATALYST PROJECT: **Commissioner Johnson made a motion to open the public hearing. Commissioner Walker seconded.**

Mr. Brendan Nolan, Project Manager of The Wooten Company spoke to the Board regarding the Washington County Library Renovations Project and said it was brought in on

schedule and on budget. \$200,000+ was spent on the roof and the remainder was used inside the Library with removal of asbestos, electrical work and various other things. Chair Phelps asked if Ms. O'Neal, Librarian, if she was pleased with the work. Ms. O'Neal said that yes, overall she was pleased.

**Commissioner Manning made a motion to close the public hearing. Commissioner Sexton seconded.**

**Commissioner Johnson made a motion to approve the Washington County FY12 Community Development Program Closeout Resolution. Commissioner Sexton seconded; motion carried unanimously.**

¼ CENT SALES TAX UPDATE: Mr. Potter spoke to the Board to give an update on the call for the referendum to be on the March ballot for the public to approve or disapprove. Mr. Potter said he is working on a one-page information sheet on what this tax is and what it is not. Washington County could collect approximately \$177,000. This tax would apply to tourist, not just to taxpayers. The sales tax rate would increase from 6.5% to 7%. ( Mr. Potter noted that Martin County is already applying this tax.)

For example, unprepared food (groceries), gas, prescription drugs are not taxed. The County will receive 1 penny for every \$4 spent.

Mr. Potter went on to say that the Resolution approved by the Board listed what the money would cover. Chair Phelps said it is important that we spread the word throughout the County.

Commissioner Johnson asked Mr. Potter to also mention on the handout that early voting starts March 3 – March 12, since this is the first time ever that we are having a primary in March.

CONNECT NC BOND: Ms. Rebecca Liverman, Cooperative Extension Director spoke to the Board. The Connect NC Bond will be on the March 15 ballot. This is a \$2 billion bond referendum that requires no new tax increase. There are 76 shovel-ready projects including some in Washington County. On February 23 at 6:30 PM at Vernon James Center there will be a community meeting to let the public know what this bond means to the various agencies.

TAX COLLECTOR'S REPORT OF UNPAID 2015 TAXES: Ms. Wilkins spoke to the Board and said that in accordance with statute NCGS 105-369(A) the following represents the total of unpaid 2015 taxes that are liens on Real Property as of month-end January 29, 2016: \$719,181.30. This is a reduction of \$191,528.20 from last year's outstanding balance. Last year the County implemented the foreclosure process using Zacchaeus Legal Services. Our first list of 100 properties was sent to them in April, 2015. As of today a total of 4 lists have been referred and another one will be sent this month. As of today, 26.7% or 104 cases have been settled. Ms. Wilkins stated that since referring properties to foreclosure, more people have come in to set up payment agreements. A notice to set up a payment plan was inserted with the tax bills this year and the Tax Office did have some taxpayers take advantage of a payment plan to have taxes paid by December 31<sup>st</sup>. At this this time, if anyone wants to set up a payment plan, the Tax Office is giving them until June 2016 to pay their taxes in full. The County's Delinquent Tax Coordinator, Ms. Darlene Harrison, continues with wage garnishments, bank attachments and debt set-off. Second (2<sup>nd</sup>) notice letters will be mailed this month. The advertisement of the delinquent taxes will be in March.

**Commissioner Sexton made a motion to approve advertising the listing of delinquent taxes in March. Commissioner Walker seconded; motion carried unanimously.**

**FINANCE OFFICER'S REPORT:** Mr. Milazi went over his Finance Officers report with the Commissioners. Mr. Milazi mentioned that the report is as of January 27, 2016 so not all of the revenues were received when the report was printed.

Mr. Milazi stated that he had nine (9) budget amendments to present.

**Commissioner Sexton made a motion to approve budget amendment #2016013 from DSS for DSS adjustments. Commissioner Walker seconded; motion carried unanimously.**

**Commissioner Johnson made a motion to approve budget amendment #2016014 from the County Manager for membership fees for the County to join ARSWA. Commissioner Sexton seconded; motion carried unanimously.**

**Commissioner Sexton made a motion to approve budget amendment #2016015 from Soil & Water to cover unbudgeted expenses. Commissioner Manning seconded; motion carried unanimously.**

**Commissioner Sexton made a motion to approve budget amendment #2016015 from the Sheriff for maintenance. Commissioner Johnson seconded; motion carried unanimously.**

**Commissioner Johnson made a motion to table budget amendment #2016017 from the County Manager regarding the Plymouth Fire Protection shortfall. Commissioner Walker seconded; motion carried unanimously.**

**Commissioner Sexton made a motion to approve budget amendment #2016018 from the Jail Administrator to increase Wages and Salaries OT/PT. Commissioner Johnson seconded; motion carried unanimously.**

**Commissioner Sexton made a motion to approve budget amendment #2016019 from the Communications Director to increase Salaries and Wages OT/PT. Commissioner Walker seconded; motion carried unanimously.**

**Commissioner Sexton made a motion to approve budget amendment #2016020 from the County Manager to increase the Insurance Proceeds revenue line and Insurance Claim Payment expense line.** Chair Phelps asked about the insurance coverage for the accident that the County Manager's Durango was involved in. Mr. Carawan said that the repairs will be paid by the other people's insurance; however, the County needs the money upfront to fix the vehicle. **Commissioner Manning seconded; motion carried unanimously.**

**Commissioner Sexton made a motion to approve budget amendment #2016021 from the Cooperative Extension Director. Commissioner Johnson seconded; motion carried unanimously.**

TAX SOFTWARE RFP AND BUSINESS LISTINGS RFP DISCUSSION: Ms. Wilkins spoke to the Board and stated that the Tax Office is happy with the current Elite software and will not be pursuing an RFP for new software. Chair Phelps said the Board understands.

Ms. Wilkins asked the Board if they still want her to pursue vendors to provide business listing audits for additional revenue streams. Ms. Wilkins explained it would entail a service contract and therefore does not need an RFP or RFQ. Commissioner Manning asked how she will know which vendor to choose. Ms. Wilkins will ask for informal bids (quotes) and she will bring those to the March Board of Commissioners meeting.

MODIFICATION OF EMS TRANSPORT LEVEL OF SERVICE: Mr. Coccaro spoke to the Board and noted that last month during the discussions with the EMS billing company it was brought to the County's attention that changes were needed in the County's EMS Transport Service to bring in more EMS revenue. Mr. Coccaro said he is looking for ways to decrease overhead. He stated there usually is no need to have Paramedics on a transport but they can be used if needed. The first step in building a profitable Transport service for the County is to have Transport staffed by EMTs, not Paramedics. Chair Phelps asked how this will affect current staff. Mr. Coccaro stated there will be no job losses. The Paramedics currently in Transport will move into EMS positions and Mr. Coccaro will hire EMTs for the Transport side.

**Commissioner Sexton made a motion to approve the modification of EMS Transport Level of Service to EMTs. Discussion ensued. Commissioner Sexton withdrew his motion to hear the financial side first.**

Mr. Coccaro talked about a few proposed transport schedules. Discussion ensued. Mr. Potter suggested that the Finance portion be brought back to the Board in March to have the most accurate figures.

**Commissioner Johnson made a motion to approve modification of the EMS Transport Level of Service to EMTs. Commissioner Manning seconded; motion carried unanimously.**

RCCHC LEASE AND IMPROVEMENT LICENSE: Mr. Potter spoke to the Board and said that the following instruments were sent to the Board for the Board's review and discussion.

1. A copy of this Board's previously approved Letter of Intent
2. Clinic Early Possession License w Exhibit A
3. 12 Page Standard Lease Agreement
4. Exhibit A including (Floor Plan, 3 Site Plans, 1 Aerial Map)(same as Exhibit A to Early Possession License)
5. Exhibit B – Additional Lease Terms

Mr. Potter stated that NCGS 160A-272 controls the Lease or rental of property in this transaction and requires the Board to do the following:

1. Determine that the property will not be needed for another purpose during the term of the lease.
2. Advertise the essential terms of the lease and the Board's intent to approve them at a particular regular meeting 30 days prior to its actual approval.
3. Approve the execution of the lease by Resolution.

The purpose of bringing this information to the Board tonight is to answer any questions or concerns the Board may have about the lease agreement and its terms, and to seek the Board's approval of the following action items:

1. Request that the Board direct staff to advertise the lease as required pursuant to NCGS 160A-272 including the Board's intent to adopt the lease at its next regular meeting on March 7<sup>th</sup>
2. Seek the Board's immediate approval of the Clinic Early Possession License addressing pre-lease activities by RCCHC at the clinic site.
3. Seek the Board's consent to approving the following change to the signage once the Early Possession License is executed by RCCHC
  - a. Remove all of the lettering from the existing brick sign; 2. Replace with "Creswell Primary Care" and our corporate logo, and if room permits, add "Pharmacy", all in reflective lettering; 3. Light the sign with spot lights if power is readily available

**Commissioner Johnson made a motion to approve all of the abovementioned requests. Commissioner Manning seconded; motion carried unanimously.**

**RESOLUTION REGARDING WATER/SEWER EASEMENTS FOR COMMERCE BUILDING:** Mr. Potter spoke to the Board regarding a resolution for the water/sewer easements for the Commerce Building. Mr. Potter said he had calculated the sum for each resident.

COUNTY OF WASHINGTON  
BOARD OF COMMISSIONERS

COMMISSIONERS:  
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JULIUS WALKER, JR., VICE-CHAIR  
TRACY A. JOHNSON  
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CURTIS S. POTTER  
ASSISTANT COUNTY MANAGER/  
COUNTY ATTORNEY  
cpotter@washcount.org

A RESOLUTION  
OF INTENT TO ACQUIRE EASEMENTS IN REAL PROPERTY  
NEEDED FOR THE CONSTRUCTION OF CERTAIN  
PUBLIC WATER AND SEWER IMPROVEMENTS  
FOR WASHINGTON COUNTY  
BY PURCHASE IF POSSIBLE, OR BY EMINENT DOMAIN IF NECESSARY

WHEREAS, Washington County proposes to undertake the construction of certain public water and sewer system improvements to extend water and sewer services to the County Commerce Building located adjacent to the Plymouth Municipal Airport on Airport Road; and

WHEREAS, Washington County has determined that in order to do so, it is necessary and in the public interest to acquire certain easement interests in certain real property as listed within a spreadsheet entitled "List of Commerce for Washington County Water & Sewer Extension Project", which spreadsheet is attached to this Resolution and incorporated herein by reference; and

WHEREAS, Washington County desires to acquire such easement interests through donation from property owners if they are willing to donate such easements, or otherwise by negotiated purchase if possible; and

WHEREAS, if Washington County has not acquired such easement interests from the applicable property owners by donation or negotiated purchase by the date determined necessary by the Project Engineer and County Attorney, the County will acquire the easements described herein by eminent domain, and the County Attorney is authorized and directed to initiate such proceedings to acquire said easements for the compensation shown for each applicable property within the attached spreadsheet referred to above; and

WHEREAS, any and all such easement acquisitions shall be for the purpose of obtaining a temporary construction easement to install and a permanent maintenance easement to maintain in perpetuity public water and sewer utility improvements on each of the parcels of real property listed within the attached spreadsheet referred to above, and as more particularly described within the individual easement surveys for each such parcel, which surveys have been prepared for Washington County by The Wooten Company under Project No. 2459-AP, and are on file with the Washington County Planning Department.

**NOW THEREFORE, THIS RESOLUTION IS HEREBY ADOPTED** by the Board of County Commissioners this 1<sup>st</sup> day of February 2006.

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D. Cole Phelps, Chair  
Washington County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Julie J. Bennett, CMK, NCDEC  
Clerk to the Board

LIST OF EASEMENTS FOR WASHINGTON COUNTY WATER & SEWER EXTENSION PROJECT

No.	TAX_PIN	OWNER_s	OwnerAddr1	OwnerAddr2	CITY	STATE	ZIP	PropLoc	Easement Sq.ft	Compensation
1	6766.00-42-9079	Shawender, Guy H. Jr. & Marya M.								
13	6766.00-74-0065	Cemetery - Gee, J. H.	PO Box 206		Pantego	NC	27850	33 PLYMOUTH AIRPORT RD	495.11	\$548.53
14	6766.00-73-0353	Sheppard, Inez G & Rubin	NA	NA	NA	NA	NA	1604 MORRATTOCK RD	1509.20	\$850.96
15	6766.00-62-3621	Gee, J. H. (Joseph H) Heirs	1085 MORRATTOCK RD		PLYMOUTH	NC	27962	1085 MORRATTOCK RD	5146.05	\$1,943.82
30	6766.00-95-3714	Swindell, Betty Davenport Peed	1085 MORRATTOCK RD	c/o Inez Gee Sheppard	PLYMOUTH	NC	27962	MORRATTOCK RD	17121.85	\$5,536.56
31	6766.00-95-1597	Eastern North Carolina Natural Gas Co	1120 LONG BRANCH TRAIL		WILLIAMSTON	NC	27882	MORRATTOCK RD	114.55	\$484.37
32	6766.00-96-6384	Swindell, Betty Davenport Peed	410 S WILMINGTON ST		RALEIGH	NC	27801	482 MORRATTOCK RD	518.30	\$555.49
33	6766.00-96-7478	Stout, Patricia Kay P	1120 LONG BRANCH TRAIL		WILLIAMSTON	NC	27892	286 MORRATTOCK RD	1638.63	\$891.59
34	6766.00-96-1953	Sattarhwaite, Ruth Heirs	557 ROYAL PALM DR		VIRGINIA BEACH	VA	23452	MORRATTOCK RD	1600.12	\$880.04
36	6766.00-88-9289	Harrison, Annette S	1120 LONG BRANCH TRAIL	c/o Betty Davenport Peed Swindell	WILLIAMSTON	NC	27892	NC HWY 32 S / MORRATTOCK RD	18867.48	\$6,060.24
36.5	6766.00-89-0414	Sexton, William	65 WHITE OAK LN		PLYMOUTH	NC	27962	NC HWY 32 S	283.84	\$485.15
53	6766.00-42-8675	Modlin, Edward W III	125 Sexton Farm Rd		PLYMOUTH	NC	27962	1532 ROOSEVELT AVE	177.85	\$453.36
54	6766.04-52-0962	Ayers, Donald E & Jackie T	1129 BUTLER LANE		JAMESVILLE	NC	27846	1516 MORRATTOCK RD	1393.31	\$817.99
55	6766.00-53-2092	B S Uic	1195 AYERS LANE		WILLIAMSTON	NC	27892	MORRATTOCK RD	1150.93	\$745.28
56	6766.00-74-5204	Paln, Mary	18439 NC HWY 32 N		RDPER	NC	27970	MORRATTOCK RD	2492.78	\$1,147.83
57	6766.00-74-5492	Cooper, John S Jr & Debbie K	858 MORRATTOCK RD		PLYMOUTH	NC	27962	858 MORRATTOCK RD	1804.83	\$841.45
58	6766.00-74-3261	Cooper, John Steward & Armita Lanier	628 MORRATTOCK RD		PLYMOUTH	NC	27962	MORRATTOCK RD	1198.05	\$759.42
58.5	6766.00-73-2999	Twitty, Junis; Taylor, Patricia, Rosa, etals	775 MORRATTOCK RD		PLYMOUTH	NC	27962	MORRATTOCK RD	2669.23	\$1,200.77
59	6766.00-74-2133	Taylor, Patricia; Rescoe, Vivian; Etals	463 Reno road	c/o Gerald Taylor	PLYMOUTH	NC	27962	954 MORRATTOCK RD	341.85	\$502.56
61	6766.00-74-6488	Norfleet, Charles L Jr & Roberta M	UNIT 9	Taylor	BETHESDA	MD	20817	956 MORRATTOCK RD	1502.76	\$850.83
62	6766.00-74-7595	Wallace, Arlin L & Deborah	840 MORRATTOCK RD		PLYMOUTH	NC	27962	840 MORRATTOCK RD	1353.46	\$896.04
63	6766.00-84-0628	Smith, Geneva G; Darlene S; Ortega D; Dobbins, Denise	808 MORRATTOCK RD		PLYMOUTH	NC	27962	808 MORRATTOCK RD	1394.02	\$818.21
64	6766.00-84-2835	Jones, Ernest L	509 MONROE ST	c/o Geneva Smith	PLYMOUTH	NC	27962	MORRATTOCK RD	3906.91	\$1,572.07
65	6766.00-85-3182	Chesson, Eleanor G	708 MORRATTOCK RD		PLYMOUTH	NC	27962	708 MORRATTOCK RD	1656.14	\$896.84
66	6766.00-85-3012	Lee, Beverly L	1880 OCEAN AVE	APT 2 G	BROOKLYN	NY	11230	MORRATTOCK RD	634.91	\$590.47
67	6766.00-85-5086	Cooper, John S Jr & Debbie K	587 HOWARD AVE		BROOKLYN	NY	11212	MORRATTOCK RD	1134.25	\$734.29
68	6766.00-85-6185	Davenport, Yvette L	628 MORRATTOCK RD		PLYMOUTH	NC	27962	628 MORRATTOCK RD	1290.73	\$787.22
69	6766.00-85-7275	Morton, Frederica Cooper	608 MORRATTOCK RD		PLYMOUTH	NC	27962	608 MORRATTOCK RD	1000.02	\$700.01
70	6766.00-85-8557	Cooper, John Steward & Armita Lanier	775 MORRATTOCK RD		PLYMOUTH	NC	27962	595 MORRATTOCK RD	1176.47	\$752.94
82	6766.00-99-3389	Miller, Ray Lee	775 MORRATTOCK RD		PLYMOUTH	NC	27962	MORRATTOCK RD	4005.90	\$1,601.77
			1581 ROOSEVELT AVE		PLYMOUTH	NC	27962	1809 ROOSEVELT AVE	481.72	\$544.52
									77540.36	\$35,410.58

11-53

Commissioner Sexton asked for a motion to recuse himself from voting on this issue. **Commissioner Manning made a motion to recuse Commissioner Sexton from voting on this issue. Commissioner Johnson seconded; motion carried unanimously.**

Commissioner Johns asked if this is a completed list of all property owners. Mr. Potter said yes.

**Commissioner Manning made a motion to approve the resolution regarding water/sewer easements for the Commerce Building. Commissioner Walker seconded; motion carried unanimously.**

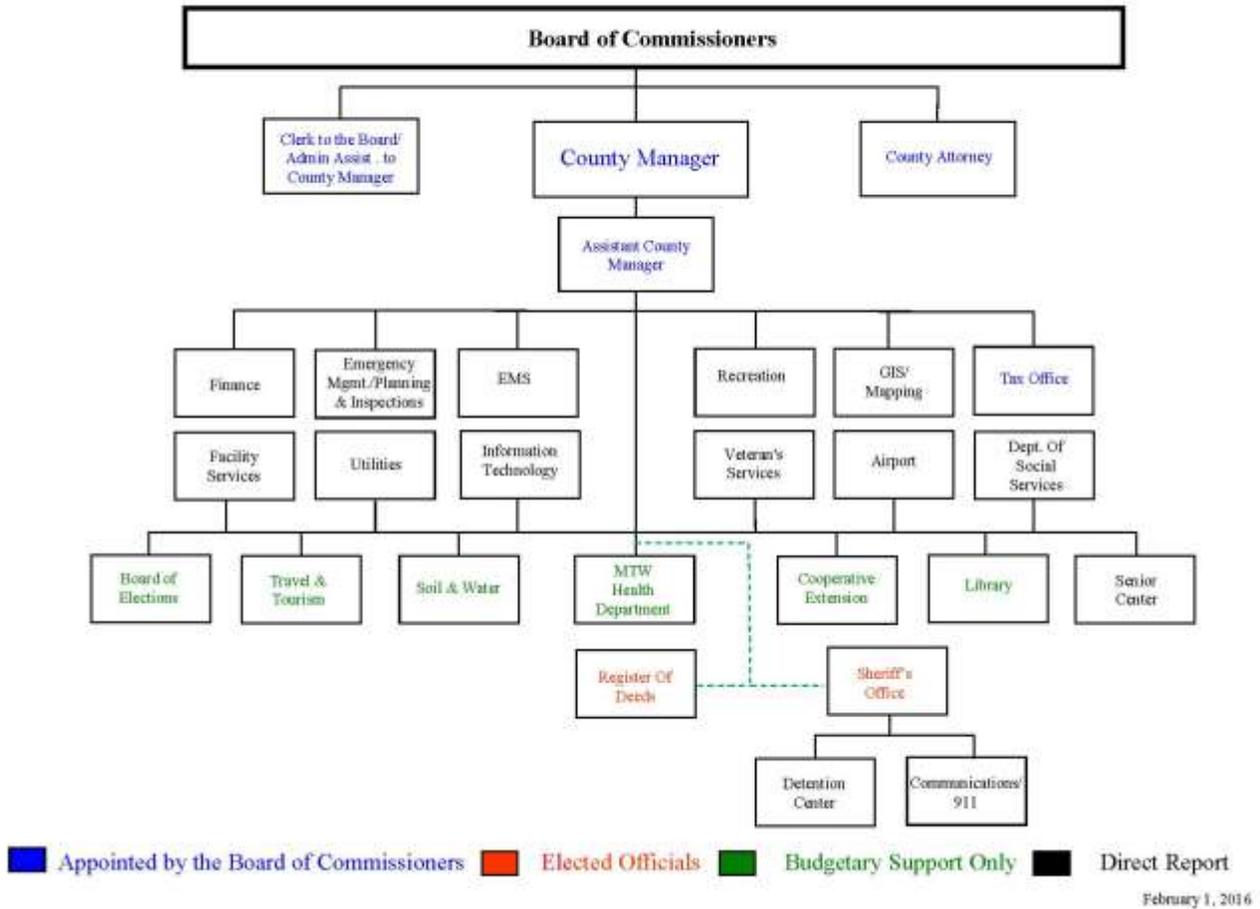
**ESTABLISHMENT OF THE SENIOR CENTER AS INDEPENDENT DEPARTMENT:** Mr. Hardison spoke to the Board saying that DSS went through a fiscal monitoring that showed the money spent on the Senior Center was deducted from what the State gives Washington County DSS. Mr. Hardison said it is not a good fiscal arrangement for the Senior Center to stay under DSS. Commissioner Johnson asked when this change would need to be effective. Mr. Hardison said that it immediately needs to be shown on paper (in the budget) but with a transitional phase for real-time activities.

**Commissioner Sexton made a motion to approve the establishment of the Senior Center as an independent Department under the County Manager effective immediately in the budget with a transitional phase for real-time activities. Commissioner Johnson seconded.** Commissioner Johnson asked Ms. Joyner, Senior Center Director, if she had any issues with this proposed change. The only concern Ms. Joyner said she had is with the budget. Mr. Hardison said that the Senior Center budget stands alone and can easily be moved out from DSS. **Motion carried unanimously.**

**EMPLOYEE OF THE MONTH:** Chair Phelps told the Board and the audience that the employee receiving the Employee of the Month Award has been with the County for 6 years part-time and 19 years full-time. Chair Phelps called Mr. Randy Fulford, Recreation Director to the front and presented him with a certificate. Mr. Fulford was very excited and surprised at receiving the award. Ms. Arnold took his picture and it will be placed on the wall in the foyer of the County Administration Building.

**UPDATED ORGANIZATIONAL CHART:** Mr. Carawan said the Washington County Organization Chart needed to be updated since the Board appointed Mr. Potter as the Assistant County Manager. This chart is color coded to show the reporting and funding structure.

## Washington County Government Organizational Chart



**Commissioner Sexton made a motion to approve the updated Washington County Organizational Chart. Commissioner Walker seconded.** Commissioner Johnson said she thought that the Board discussed some departments would fall under the Assistant Manager. Mr. Carawan said that EMS and the Airport will be overseen by Mr. Potter, but ultimately all department heads report to Mr. Carawan. **The motion carried with 4 ayes and 1 no (Commissioner Johnson).**

**OTHER ITEMS BY CHAIRPERSON, COMMISSIONERS, COUNTY MANAGER, CLERK OR ATTORNEY:**

Commissioner Johnson stated she attended a steering committee regarding the NC lottery. Changes have been made as to how the money is distributed.

Commissioner Manning said the public is invited to attend the Washington County Drainage Committee meeting tomorrow at 8:00 AM in Cooperative Extension Conference Room and he will also be attending an RC&D meeting tomorrow night in Hertford.

Commissioner Sexton said that he attended an RPO meeting. The Commissioners still need to talk to the County's representatives about the ferry tolling and replacing of ferries.

Chair Phelps stated that the Mayor from Roper and a City Council member and Warren Judge were in attendance at the Commissioners' meeting tonight. Chair Phelps also noted that a Plymouth High School student, Raequan Purvis, will play football for ECU next year.

Mr. Carawan stated that he and Curtis Potter met with Jerry Parks of Albemarle Health and it doesn't look like the County's MTW Health Department will be merging with them.

Mr. Carawan said that in looking at the County's financials over the last 4 weeks, the County has not raised taxes in 10 years and he does not want to be the County Manager that does this. However, if the County does raise taxes, the County may be able to offer a discount to those who would pay early, up to a 2% discount, which would bring in revenues sooner and lessen the sting of the tax increase to the taxpayer. The County would have to ask for the discount from the Department of Revenue (DOR) by May 1 before implementing it. Mr. Carawan went on to say that the Board could decide to revoke the discount during the budget sessions, but could not ask for it to be instated from the DOR during budget sessions.

Mr. Carawan discussed the need to implement a Management Budget Amendment. Commissioner Johnson asked what the dollar amount is that Mr. Carawan would be limited to. Mr. Carawan said he didn't have a limit when he was in Chowan County. Commissioner Sexton asked if a \$10,000 limit would that be sufficient. Discussion ensued. The Board decided to table this discussion until the March 7 meeting.

**Commissioner Sexton made a motion to go into Closed Session pursuant to NCGS §143-318.11 (a)(6) (personnel) and §143-318.11 (a)(3) (attorney-client privilege) and Commissioner Walker seconded, motion carried unanimously.**

Back in Open Session, the Commissioners directed staff to ask the members of the "call group of volunteers for EMS" to attend the next Board of Commissioners meeting.

**At 9:00 PM with no further business to discuss, Commissioner Manning made a motion to recess the meeting to Monday, February 15 at 6:00 PM. Commissioner Sexton seconded, motion carried unanimously.**

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D. Cole Phelps  
Chair

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Julie J. Bennett, CMC, NCCCC  
Clerk to the Board