

HAYWOOD COUNTY COMMISSIONERS

REGULAR MEETING – October 20, 2014

CALL TO ORDER

Chairman Mark S. Swanger convened the regular meeting of the Haywood County Board of Commissioners at 5:30 p.m. in the Historic Courtroom at the Haywood County Historic Courthouse, Waynesville, North Carolina, with Chairman Mark S. Swanger, Vice-Chairman J.W. “Kirk” Kirkpatrick III, Commissioners L. Kevin Ensley, Michael T. Sorrells and Bill L. Upton present. Staff members present were County Manager Ira Dove, County Attorney Leon M. “Chip” Killian, III, Finance Director Julie Davis, Public Information Officer David Teague, and Executive Assistant/Deputy Clerk Candace Way.

PLEDGE OF ALLEGIANCE

Chairman Swanger led the Pledge of Allegiance.

Vice-Chairman Kirkpatrick offered the invocation.

PUBLIC HEARING

CONSIDERATION OF APPROVAL OF APPLICATION FOR RURAL OPERATING ASSISTANCE PROGRAM (ROAP)

Chairman Swanger recognized Patsy Dowling, Executive Director and Alex Aumen, Transit Director from Mountain Projects. Ms. Dowling explained that this is a funding application to the North Carolina DOT for the Rural Operating Assistance Program. This program provides three allocations of funding for the community. The allocations are: elderly and disabled transportation in the amount of \$65,441; the employment transportation assistance program which runs through Social Services in the amount of \$22,260; and the rural general public program in the amount of \$68,342.

Chairman Swanger opened the public hearing and asked if any individuals would like to comment.

No one addressed the Board. Chairman Swanger closed the public hearing and explained that due to the State deadline, he will be asking for a suspension of rules instead of waiting the usual two weeks until the next meeting to discuss the agenda item.

PUBLIC COMMENT SESSION

Chairman Swanger opened the public comment session. Comments are generally limited to three minutes per individual, unless the speaker is representing a group for which the comment period may be extended to five minutes.

Tom Ezell addressed the Board. He stated that he was here on behalf of Folkmoot, and thanked the Board for their generous donation of the school that is now owned by Folkmoot. He noted that they have begun a fund raiser and are in the process of raising two million dollars, which so far has yielded good results. He extended an open invitation to the Board to attend a dance group performance here in Waynesville. The dance group is from Serbia and will be performing on November 4th at both Clyde and Hazelwood Elementary Schools.

Janie Benson addressed the Board. She stated that she was here on behalf of the Democratic Party to encourage everyone to get out and vote. She said that as Americans, it is our privilege and our right, and it is one of the most critical things that we can do. She thanked everyone that serves on the Board of Elections for their hard work.

CONSTITUENT CONCERNS

Commissioner Sorrells commented on the 211th Military Police Company return home parade and ceremony this past Sunday. He noted that it was a very uplifting event and was a nice time to be from Haywood County.

Commissioner Ensley echoed what Commissioner Sorrells said and noted that the Army General commented that this community was an exception to the rule on the recognition that they showed to the returning Military personnel. He thanked the County staff for all that they did to make this possible.

Vice-Chairman Kirkpatrick thanked the Sheriff Deputy and Bailiff that were there also. He noted that it was evident of the sacrifices that people make for our country and it is easy for us to forget this in our daily lives.

Commissioner Upton noted that this is very different than how the military was received during the Vietnam era, and that this will be a personal time for them to readjust to everyday life.

Chairman Swanger agreed, noting that times have really changed, and their sacrifices are recognized and appreciated. He also acknowledged both high school bands that participated in the event.

ADMINISTRATIVE/AGENCY REPORTS

There were no reports.

DISCUSSION / ADJUSTMENT TO AGENDA

There was one adjustment to the agenda. The closed session will be moved to the next meeting on November 3, 2014.

CONSENT AGENDA

Vice-Chairman Kirkpatrick made a motion to approve the consent agenda as presented. Commissioner Sorrells seconded, the motion carried unanimously.

1. Approval of October 6, 2014 regular meeting minutes.
2. Approval of September 2014 Refunds, Release, Amendment and Discoveries – David Francis, Tax Administrator.
Chairman Swanger recognized Mr. Francis. He reported that reflected in this report is a large tract of land sold to a conservation group. This land will soon be turned over to the National Park Service.

NEW BUSINESS

Request approval of application of Rural Operating Assistance Program (ROAP) for Fiscal year 2015

Chairman Swanger noted that action on this item would require a suspension of the rules due to a State deadline and if missed, could affect Haywood County's receipt of funds for this program. There were no public comments heard and no questions or comments from Commissioners.

Vice-Chairman Kirkpatrick motioned to suspend the rules to meet the State deadline. Commissioner Upton seconded; the motion carried unanimously.

Vice-Chairman Kirkpatrick motioned to approve the Fiscal Year 2014-2015 ROAP application as presented. Commissioner Upton seconded and the motion carried unanimously.

CERTIFIED STATEMENT
FY2015
RURAL OPERATING ASSISTANCE PROGRAM
County of Haywood

WHEREAS, the state-funded, formula-based Rural Operating Assistance Program (ROAP) administered by the North Carolina Department of Transportation, Public Transportation Division provides funding for the operating cost of passenger trips for counties within the state;

WHEREAS, the county uses the most recent transportation plans (i.e. CTP, CTP, LCP) available and other public involvement strategies to learn about the transportation needs of agencies and individuals in the county before determining the sub-allocation of these ROAP funds;

WHEREAS, the county government or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with the municipalities or counties served) are the only eligible recipients of Rural Operating Assistance Program funds which are allocated to the counties based on a formula as described in the Program Guidelines included in the ROAP State Management Plan. NCDOT will distribute the ROAP funds only to counties and eligible transportation authorities and not to any sub-recipients selected by the county;

WHEREAS, the county finance officer will be considered the county official accountable for the administration of the Rural Operating Assistance Program in the county, unless otherwise designated by the Board of County Commissioners;

WHEREAS, the passenger trips provided with ROAP funds must be accessible to individuals with disabilities and be provided without discrimination on the basis of national origin, creed, age, race or gender (FITA C 1992.1A, FTA C 4704.1, Americans with Disabilities Act 1990); and

WHEREAS, the period of performance for these funds will be July 1, 2014 to June 30, 2015 regardless of the date on which ROAP funds are disbursed to the county;

NOW, THEREFORE, by signing below, the duly authorized representatives of the County of Haywood North Carolina certify that the following statements are true and accurate:

- The county employed a documented methodology for sub-allocating ROAP funds that involved the participation of eligible agencies and citizens. Outreach efforts to include the participation of the elderly and individuals with disabilities, persons with limited English proficiency, minorities and low income persons in the county's sub-allocation decision have been documented.
- The county will advise any sub-recipients about the source of the ROAP funds, specific program requirements and restrictions, eligible program expenses and reporting requirements. The county will be responsible for invoicing any sub-recipients for unexpended ROAP funds as needed.
- The county will monitor ROAP funded services routinely to verify that ROAP funds are being spent on allowable activities and that the eligibility of service recipients is being properly documented. The county will maintain records of trips and services for five years that prove that an eligible citizen was provided an eligible transportation service on the billed date, by whatever conveyance at the specified cost.
- The county will be responsible for monitoring the safety, quality and cost of ROAP funded services and ensure that any procurement by sub-recipients for contracted services will follow state guidelines.
- The county will conduct regular evaluations of ROAP funded passenger trips provided throughout the period of performance.

- The county will only use the ROAP funds to provide trips when other funding sources are not available for the same purpose or the other funding sources for the same purpose have been completely exhausted.
- The county assures that the required matching funds for the FY2015 ROAP can be generated from fares and/or provided from local funds.
- The county will notify the Mobility Development Specialist assigned to the county if any ROAP funded services are discontinued before the end of the period of performance due to the lack of funding. No additional ROAP funds will be available.
- The county will provide an accounting of trips and expenditures in a semi-annual report and a final year-end report to NCDOT - Public Transportation Division or its designee.
- Any interest earned on the ROAP funds will be expended for eligible program uses as specified in the ROAP application. The County will include ROAP funds received and expended in its annual independent audit on the schedule of federal and state financial assistance. Funds passed through to other agencies will be identified as such.
- The county is applying for the following amounts of FY2015 Rural Operating Assistance Program funds:

Elderly & Disabled Transportation Assistance Program (EDTAP)	65,441	65,441
Employment Transportation Assistance Program (EMTA)	22,260	22,260
Rural General Public Program (RGPP)	68,342	68,342
TOTAL	156,043	156,043

WITNESS my hand and county seal, this 21 day of October, 2014.

Ira Dove
 Signature of County Manager/Administrator
 Title: COM
 Printed Name of County Manager/Administrator
 State of North Carolina County of _____

Mark Swanger
 Signature of Board of County Commissioners Chairman
 Title: Chairman
 Printed Name of Board of County Commissioners Chairman
 State of North Carolina County of _____

Jim H. Davis
 Signature of County Finance Officer
 Title: Finance Officer
 Printed Name of County Finance Officer

Application for Transportation Operating Assistance
FY2015 Rural Operating Assistance Program Funds

Haywood County
Ira Dove
idove@haywoodnc.net
Julie Davis
jdavis@haywoodnc.net
828-452-6724
Julie Davis
Finance Director
jdavis@haywoodnc.net
828-452-6724
Haywood Public Transit
Alex Aunnen
aaunnen@mountainprojects.org

Application Completed by: *Julie Davis* Date: 10/21/14
 Signature: _____

I certify that the content of this application is complete and accurately describes the county's administration of the ROAP Program, and its use of the ROAP funds in accordance with applicable state guidelines.

County Manager: *Ira Dove* Date: 10/21/14
 Signature: _____

County Finance Officer: *Julie Davis* Date: 10/21/14
 Signature: _____

Application Instructions

County officials should read the ROAP Program State Management Plan which contains guidance on the administration of the ROAP Program and information about the preparation of grant applications.

- The application must be completed by an official of the county or his/her designee.
- Click on the gray rectangle and type each answer. If needed, the text will automatically wrap to the next row. The answer may wrap to the next page if necessary.
- If the county wishes to explain their response to any questions or provide more information, the county may include additional pages with this application form. All the pages of the application and any pages added by the applicant should be scanned into the same file.
- If there are questions regarding this application, contact the NCDOT-PTD Mobility Development Specialist assigned to the area served by the transit system.

FY2015 ROAP Program Schedule

Pre-Deadline Disbursement (25%)	September 26, 2014
Application Deadline	October 24, 2014
Final Disbursement (75%)	November 14, 2014

The 25% disbursement must be returned to the state if a ROAP application is not received by the application deadline. The Final Disbursement will occur only after review and approval of this ROAP application.

County's Management of ROAP Funds

All counties are eligible to receive Rural Operating Assistance Program (ROAP) funding from the State of North Carolina. As a recipient of ROAP funds, the county must implement administrative processes that will ensure the following:

- ROAP funds are expended on needs identified through a public involvement and/or planning process.
- ROAP funds are expended on eligible activities only.
- Supporting documentation of expenditures is maintained.
- Service recipients meet eligibility requirements and that eligibility is documented.
- Trips funded with ROAP funding are monitored and evaluated throughout the period of performance.
- An accounting of trips and expenditures is provided in a semi-annual report to NCDOT.
- ROAP funds received and expended are included in the local annual audit.

A. Did the county ask the Community Transportation Advisory Board (CTAB), which is affiliated with the community transit system, to recommend how the ROAP funds should be sub-allocated?	No
B. In addition to the public hearing notice and the public hearing, were other outreach efforts conducted to inform the public about the availability of ROAP funds and to discuss transportation needs BEFORE the county decided to sub-allocate the ROAP funds?	Yes
C. Does the federally funded Community Transportation System operating in the county have a Community Transportation Service Plan (CTSP) or Community Transportation Improvement Plan (CTIP) that was developed in the last five years or being completed in the next?	No
D. Does your county have a Coordinated Public Transit-Human Services Transportation Plan (CTHSTP) that provides a list of transit transportation needs and/or gaps in transportation services? Date of the plan: 11/2011	Yes
E. Does the county have other transportation plans that address public transportation needs? If yes, list and describe these plans: CTP	Yes
F. How did the county decide who would receive the ROAP funds? List the names of anyone who participated in the decision to sub-allocate the ROAP funds and their role in the community. Director of DSS waived employment funds.	
G. How did the county decide on the amount of ROAP funds to sub-allocate to a subrecipient? Use state's allocation table.	

H. Does the county disburse/allocate ROAP funds to any county governmental departments?	Yes
I. If yes, how does the county account for these funds within the county's accounting system? Employment Funds are distributed to the county social services department. The finance office is responsible for tracking and reporting the funds.	
J. Does the county pass through any ROAP funds to agencies or organizations that are not county governmental departments or agencies?	Yes
K. If yes, does the county have a written agreement with these agencies that addresses the proper use and accountability of these funds? (Include a sample agreement with application)	Yes
L. ROAP funds cannot be used instead of using the existing transportation funding an agency or organization receives from any other funding source. If any of the departments, agencies or organizations receiving ROAP funding from the county get transportation funding from other Federal, State or Local funding sources, list those funding programs: Mountain Projects receives funds through NCDOT/PTD.	
M. Do any subrecipients receive ROAP funds before any trips are provided, and refund the unused portion at the end of the period of performance?	No
N. Are ROAP funds being deposited in an interest bearing account? If yes, then why aren't ROAP funds deposited in an interest bearing account?	Yes
O. What does the county do with the interest from the ROAP funds? There is no interest credited. The County disperses upon receipt to Mountain Projects, which uses from its bank account.	
P. Does the county provide any local funds for transportation operating assistance to any of the ROAP sub-recipients in addition to the state ROAP funds?	No
Q. Is supporting documentation maintained for all ROAP grant financial transactions for five years? IMPORTANT: This is the only correct answer.	Yes
R. The Finance Officer OR the Executive Director of an eligible transportation authority will be responsible for the oversight and evaluation of the transportation services provided with the ROAP funding? IMPORTANT: This is the only correct answer.	Yes
S. Does the county require the subrecipients of ROAP funds to provide progress reports and statistical data about the trips provided with ROAP funds?	Yes
T. If progress reports and/or operating statistical reports are required by the county, how frequently are these provided to the county for evaluation? With Reimbursement Requests	
U. Does the county require the subrecipients of ROAP funds to use the transportation services of the federally funded Community Transit System operating in the county?	Yes
V. Are subrecipients of ROAP funds coordinating transportation services with other subrecipients in the county therefore reducing any duplication of effort?	Yes

Accountability in North Carolina Transports	Yes or No
W. Is the method used to sub-allocate the ROAP funds fair and equitable? Open and transparent?	
X. Is the county prepared to provide documentation that an eligible citizen was provided an eligible service or trip on the billed date, by whatever conveyance, at the specified cost?	Yes
Y. A semi-annual ROAP Report must be completed and sent to NCDOT. Who will be designated to complete these reports in FY2015? Name, title, employee: Julie Davis, Finance Officer, Haywood County	

Elderly and Disabled Transportation Assistance Program

The Elderly and Disabled Transportation Assistance Program (EDTAP), originally enacted by legislation in the 1989 Session of the North Carolina General Assembly (Article 2B, 13E-44.21), provides operating assistance funds for the transportation of the state's elderly and disabled citizens. This transportation assistance allows the elderly and disabled to reside for a longer period in their homes, thereby enhancing their quality of life.

<p>A. What will be the purpose of the trips provided with EDTAP funds? (Check all that apply)</p> <input checked="" type="checkbox"/> Personal care activities, medical appointments, pharmacy pick-up, shopping, bill paying, meetings, classes, banking <input checked="" type="checkbox"/> Job interviews, job site attendance, job readiness activities or training, GED classes <input checked="" type="checkbox"/> Transportation to work/travel <input checked="" type="checkbox"/> Group field trips/tours to community special events (Federal charter regulations apply to transit) <input checked="" type="checkbox"/> Overnight trips to out-of-county destinations (Federal charter regulations apply to transit) <input checked="" type="checkbox"/> Human service agency appointments	Yes or No
<p>B. How will the transportation service be provided? (Check all that apply)</p> <input checked="" type="checkbox"/> Public Transportation System <input checked="" type="checkbox"/> Private Provider <input checked="" type="checkbox"/> Taxi Service <input checked="" type="checkbox"/> Agency Staff Driver <input checked="" type="checkbox"/> Volunteer Driver Program	
<p>C. Are any of the EDTAP services you are funding, listed as an unmet need or gap in service in the Public Transit-Human Services Coordination Plan or any other transportation plan for your county? See those page numbers in the plan: Plan Title: All plans list additional services are needed for elderly.</p>	Yes
<p>D. Does the federally funded Community Transit System operating in your county receive a sub-allocation of EDTAP funds? If yes, does the county discuss which agencies and organizations will receive transportation services with any of the EDTAP funds the transit system receives? Can the Community Transit System use any of the EDTAP funds it receives to provide transportation for elderly and disabled citizens of the county who do not have a human service agency or organization to pay for the service?</p>	Yes

Request approval of submitted appointees by the fire departments to the Firefighter Relief Fund Board of Trustees

Chairman Swanger recognized Finance Director, Julie Davis. Ms. Davis explained that these are forms from all thirteen (13) rural fire departments that list the trustees, specifically the firefighter relief fund trustees from each department. This will be brought before the Board each year and has to be submitted to the State.

Chairman Swanger noted that the Haywood County Board of County Commissioners appoint two, with Bill Edwards and Gary Taylor as the two reappointments from the Board.

Vice-Chairman Kirkpatrick made a motion to reappoint Mr. Taylor and Mr. Edwards and Commissioner Ensley seconded the motion. The motion passed unanimously.

Ms. Davis noted that there are thirteen different fire departments but none of the commissioner appointments have changed.

Request approval of a letter to Evergreen Packaging outlining proposed tax credits schedule per the JMAC requirements

Chairman Swanger reviewed the previous actions taken by the Board regarding the natural gas expansion project, noting that the State had passed legislation that will help to enable job retention at Evergreen. He recognized County Manager, Ira Dove. Mr. Dove reviewed the letter with the Board, explaining that the tax credits are consistent with prior guidelines that the Board had set. He explained that this will be on the new construction pieces with JMAC funding.

Commissioner Sorrells noted that this is part of the JMAC requirements to the County, and this has been in the process for quite some time.

Chairman Swanger stated that this is all within our policies and guidelines and it will help to save around 1000 jobs.

Commissioner Ensley made a motion to approve the letter to Evergreen Packaging as presented and Commissioner Upton seconded. The motion passed unanimously.

BOARD OF COMMISSIONERS
MARK S. SWANGER, CHAIRMAN
J. W. "KIRK" KIRKPATRICK, III, VICE CHAIRMAN
L. KEVIN ENSLEY
BILL L. UPTON
MICHAEL T. SORRELLS



COUNTY MANAGER
IRA DOVE
LEON M. KILLIAN, III
COUNTY ATTORNEY

October 21, 2014

Matthew Claypool
Evergreen Packaging
5201 Fairfield Rd.
Pine Bluff, AR 71602

Dear Mr. Claypool,

For a very long time, Evergreen has been an integral part of life and work in Haywood County. We are pleased to be able to provide the tax credits that will help the mill update its technology and to better meet EPA standards.

This is to confirm that Haywood County will provide tax credits in accordance with the requirements of the JMAC. The credits can be provided on the following schedule.

Evergreen ****NOTE**** Based upon 2014 Depreciation Schedules

Depreciation Schedule	Cost	Year	Remaining Percentage	Depreciated Value	Full Tax Amount	JMAC Grant Tax Credit
A16	\$20,000,000	1	94	18,800,000	\$ 101,764.40	\$ 50,882.20
		2	88	17,600,000	\$ 95,268.80	\$ 47,634.40
		3	83	16,600,000	\$ 89,855.80	\$ 44,927.90
		4	80	16,000,000	\$ 86,608.00	\$ 43,304.00
		5	74	14,800,000	\$ 80,112.40	\$ 40,056.20

We look forward to a long future together.

Best Regards,

Mark S. Swanger, Chairman
Haywood County Board of County Commissioners

cc: Dane Griswold

215 NORTH MAIN STREET • WAYNESVILLE, NORTH CAROLINA 28786
PHONE: 828.452.6625 • FAX: 828.452.5715

Request approval of Haywood County Property Bids and Offers to Purchase initial offering for Parcel 7699-65-7779

Chairman Swanger recognized Tax Administrator, David Francis. Mr. Francis explained that the County had received an offer of \$1000 to purchase this County owned property which had been foreclosed on in April 2012. It is a 3.66 acre tract with a tax value of \$45,700. He noted that he considers the offer low for the quality of the lot. He stated that the taxes owed at that time were \$3031 with about an additional \$3000 in fees.

Attorney Killian stated that there is nothing statutorily preventing the County from setting minimum bids.

After discussion, it was decided that Mr. Francis would review and bring guidelines with a system on how to determine setting a minimum bid for County owned property back to the Board.

Commissioner Ensley suggested that a listing of county owned property with the minimum bid set be put on the County website.

Vice-Chairman Kirkpatrick made a motion to reject the offer to purchase Lot 102 in Cataloochee Mountain Estates and Commissioner Sorrells seconded. The motion passed unanimously.

Request approval of proclamation in recognition of the 211th Military Police Company

Chairman Swanger explained that this was the proclamation that was read at the celebration honoring the return of the 211th Military Police Company. Vice-Chairman Kirkpatrick read the proclamation.

Vice-Chairman Kirkpatrick made a motion to approve the proclamation as read and Commissioner Upton seconded. The motion passed unanimously.

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MICHAEL T. SORRELLS



COUNTY MANAGER
IRA DOVE
LEON M. KILLIAN, III
COUNTY ATTORNEY

**PROCLAMATION IN CELEBRATION OF THE RETURN OF THE 211TH MILITARY POLICE COMPANY
AND IN RECOGNITION OF THEIR SERVICE TO OUR NATION**

WHEREAS, the 211th Military Police Company is based in Haywood County and comprises well over 100 soldiers, many of whom make our community their home; and

WHEREAS, the 211th unit was called to duty in September 2013 and deployed in November to serve our nation in Afghanistan; and

WHEREAS, the 211th unit has previously served our nation in Desert Shield and Desert Storm in Iraq, Operation Enduring Freedom in Afghanistan, Operation Iraqi Freedom in Iraq, and in support of public safety efforts in response to Hurricane Katrina; and

WHEREAS, the 211th unit has provided invaluable support to Haywood County during local emergency response events; and

WHEREAS, the members of the 211th Military Police Company have successfully completed their assignment in Afghanistan and have returned home to rejoin their families and resume their lives.

NOW, THEREFORE, BE IT PROCLAIMED that the Haywood County Board of Commissioners expresses our heartfelt gratitude and appreciation to the members of the 211th Military Police Company for their bravery and service to the United States; and encourages the people of Haywood County to join us in honoring the members of the 211th and in welcoming them back into the life of this community.

Adopted this 20th day of October, 2014.


Mark S. Swanger, Chairman
Haywood County Board of Commissioners

ATTEST: 
Ira L. Dove, County Manager
Clerk to the Board

Vice-Chairman Kirkpatrick reiterated the comments on the hard work of Ms. Morgan, noting that she had done the majority of the work during this process.

Vice-Chairman Kirkpatrick made a motion to approve the contract for the grant funding from the NC 911 Board and Commissioner Sorrells seconded. The motion passed unanimously.

Request approval to grant a DENR contractor access to County property to conduct assessment activities for possible subsurface contaminants

Chairman Swanger recognized County Manager, Ira Dove. Mr. Dove explained that the County had received a request from DENR to obtain grab samples and possible well monitoring for possible contaminants from a closed dry cleaner facility. He noted that he had spoken with an engineer from this project. The dry cleaner closed years ago and there has been reported migration of subsurface contaminants in this direction from the old location on Church St. The placement will be in various areas behind the historic courthouse and a possible monitoring well between the historic courthouse and the Justice Center.

Chairman Swanger recommended that the Board give no approval until the County knows precisely what the plans are.

Vice-Chairman Kirkpatrick commented that the County needs to know who would be responsible for clean up if a contaminate is found and what the process is if we grant access.

Mr. Killian recommended a conference call with him, Mr. Dove and DENR to seek more information on where they are going to do this, and who is the responsible party, noting that DENR does have funds to use in cases like this.

Commissioner Ensley suggested that the County can do some research through mapping and make it a topic in the BOCC Work Session.

It was the consensus of the Board to do further research, along with the conference call and discuss at the Work Session later in November.

ADJOURNMENT

Chairman Swanger asked if there was any further business.

Vice-Chairman Kirkpatrick made a motion to adjourn the regular Board meeting. Commissioner Sorrells seconded; the motion carried unanimously.

The time of adjournment was 6:16 p.m. The DVD is attached by reference to the minutes.

CLERK

CHAIRMAN

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