PASQUOTANK COUNTY, NORTH CAROLINA AUGUST 7, 2017

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, August 7, 2017 in Courtroom C in the Pasquotank County Courthouse.

MEMBERS PRESENT: Cecil Perry, Chairman

Dr. William R. Sterritt, Vice-Chairman

Jeff Dixon

Lloyd E. Griffin, III Joseph S. Winslow, Jr.

Bettie J. Parker

MEMBERS ABSENT: Frankie Meads

OTHERS PRESENT: Rodney Bunch, County Manager

R. Michael Cox, County Attorney Lynn Scott, Clerk to the Board

The meeting was called to order at 7:00 PM by Chairman Cecil Perry. Commissioner Lloyd Griffin gave the invocation and Vice-Chairman Bill Sterritt led in the Pledge of Allegiance to the American Flag. Chairman Perry welcomed everyone present.

1. <u>COMMENTS REGARDING ANIMAL WELFARE ORDINANCE:</u>

Chairman Perry recognized Kim Parrish, with the local SPCA to address the Board. Ms. Parrish said she is here tonight to talk to the Board about adopting an ordinance for animal welfare in the County. She furnished sample ordinances she pulled from the North Carolina Voters for Animal Welfare website. She said Animal Control currently uses the state statutes [NCGS 1.14-360], as well as the Animal Welfare Act which is written more for kennels, SPCAs, and breeders. She stated that Animal Control's hands are tied when they receive a call regarding dogs being tied up in a backyard. She asked the Board to consider adopting an ordinance such as the one she has provided to protect the welfare of animals in Pasquotank County and give Animal Control something to work with. With such an ordinance, individuals can be charged and prosecuted.

Ms. Parrish explained that she wants an ordinance that can be used to educate people. She said a lot of people are not abusing their animals out of cruelty or meanness, but ignorance. She mentioned one gentleman who did not know that his dog needed shade. She said the ordinance needs to include basic things like water, food, shelter and veterinarian care. The proposed ordinance also includes tethering, collars, vaccinations, tags, luring, teasing, molesting, and abandonment. She stated that the ordinance will allow Animal Control to educate people on what they need for their animals such as lifting their dog houses up with blocks and putting bedding in them.

Commissioners Dixon and Griffin suggested mirroring the City of Elizabeth City's ordinances. Ms. Parrish stated that the City has an anti-tethering law. She said she is not suggesting that at this time. She said if the County passes the proposed ordinance she plans to go to the City and request they do the same. The Board questioned how the ordinance will be enforced. Commissioner Griffin asked if the Animal Control Board will hear appeals. Attorney Cox said he imagines this as a criminal penalty and therefore violations would be heard in Criminal District Court. He said Animal Control can go out an educate offenders and give them a chance to make changes and if they do not they can be charged as a criminal.

Ms. Parrish noted that the State Laws no longer mentions adequate housing or tethering. She said other counties have adopted such ordinances and she hopes our Board will do the same. Commissioner Parker believes the ordinances are very reasonable, but the problem will be enforcing them. Ms. Parrish said the State Laws allow an animal to be seized if it is under distress, but up until that point there are no laws. She said if the Board wishes for her to go back to the drawing board and investigate tethering and other options more closely she will do so. Attorney Cox suggested he sit down with Ms. Parrish and Lieutenant Jackson to discuss the issue further. Commissioner Dixon requested a copy of the City's anti-tethering ordinance.

Chairman Perry asked what happens if a dog is left at the SPCA and is not picked up. Ms. Parrish said the dog is held for a week to see if it is claimed and after that the dog would be put

up for adoption. He asked what happens if no one adopts the animal. Ms. Parrish said they will hold the animal if it is not sick, injured or heartworm positive. If they cannot find a place for him through rescue or adoption, then as a last resort he would be euthanized. She said this is only done if they are sick or injured. Chairman Perry asked if there is a difference between dying in the sun and dying at the SPCA. Ms. Parrish said she would hope so. She said she would be happy to inform the Board of what happens to an animal that dies of heatstroke versus being euthanized in a humane way. She said there is a huge difference. Chairman Perry stated people need to be educated on abandoned animals.

The Board thanked Ms. Parrish for her efforts. She thanked the Board

2. <u>INTRODUCTION OF ECONOMIC IMPROVEMENT COUNCIL DIRECTOR DR. LANDON MASON:</u>

Chairman Perry recognized and introduced EIC Director Dr. Landon Mason. Dr. Mason stated that he is honored to be here tonight and thanked the Board for their time. He said his purpose for being here tonight is to introduce himself to the Board. He explained that EIC pursued and was awarded a grant to serve three additional counties in the northeast (Martin, Pitt, and Beaufort) with Head Start services, whereby they are serving 500 children and families in those counties.

Dr. Mason stated that their mission is to promote social, physical, and economic wellbeing of their customers by assisting them to become self-sufficient. In 2014, the census showed there are over 40,000 residents in Pasquotank County and out of those people, 15% are living in poverty. EIC gives children, ages 3-5 a head start in preschool. Their weatherization program saves residents from \$150-\$300 a month in utilities. They offer Section 8 Housing Voucher Program. The program assists low income families to increase their quality of living. Lastly, they offer the CSBG Program where they come in and partner and help individuals become self-sufficient.

In fiscal year 2015-16, EIC served 534 families in Pasquotank County. They spent a total of \$3,387,886 in Pasquotank County. The Section 8 Program served 424 families, with an average of \$464 spent per customer (\$2,364,948 total for the year). The Head Start Program served 86 children in Pasquotank County at roughly \$8,700 per child (\$924,744 total). The CSBG Program worked with 15 individuals. They spend an average of \$3,534 per customer, totaling over \$53,000 on clients served. Nine homes were served in Pasquotank County. The average dollars spent per customer was \$5,019, with a cumulative total over \$45,000. He said the work they are doing in Pasquotank County is incredible. He noted that he is very intentional in making sure that EIC is following the Federal guidelines to ensure that they have greater outcomes.

Dr. Mason praised their board's President, Albert Butts, III as a leader. He asked the Board to consider helping EIC in their efforts. He requested the Board consider a contribution of \$15,000 that can be utilized to cover items the grant will not cover. He stated that Abraham Lincoln said "He has a right to criticize who has a heart to help", which embodies his universe.

Commissioner Parker thanked Dr. Mason and others who are diligently working with EIC and helping those in need. Chairman Perry thanked Dr. Mason as well and assured him the Board will consider his request.

3. <u>AMENDMENTS TO THE AGENDA</u>:

Chairman Perry asked if there were any amendments to the agenda. Vice-Chairman Bill Sterritt requested that the agenda be amended to add the following items to the Consent Agenda: 1) Approval of Pay Grade/Step for Recycling Technician; 2) Approval of contract for concrete grinding; 3) Adoption of Resolution for Financing Proposal; and 4) Approval of annual phone maintenance agreement.

Motion was made by Bill Sterritt, seconded by Jeff Dixon to approve the amendments to the agenda as presented. The motion carried unanimously.

4. <u>APPOINTMENTS TO BOARDS AND COMMITTEES:</u>

The Board considered recommendations made by the Appointments committee at the last meeting to appoint Latrea Reid to the Pasquotank Child Fatality and Prevention Team and the Community Child Protection Team and Carla Godwin to the Community Child Protection Team.

Their applications have been provided to members of the Board. Chairman Perry asked if there were any further nominations for the boards. There being none;

Motion was made by Bettie Parker, seconded by Jeff Dixon to approve the appointments of Latrea Reid to the Pasquotank Child Fatality and Prevention Team and the Community Child Protection Team and Carla Godwin to the Community Child Protection Team. The motion carried unanimously.

Chairman Perry stated that he has been given the names of Lee and Catherine Cuningham as potential appointees to the Community Relations Commission to fill two slots. He said he is in agreement with the recommendations and has agreed to appoint Mr. and Mrs. Cuningham to the CRC. Commissioner Parker, Chairman of the Appointments Committee reminded Chairman Perry that appointees to the CRC must fit various criteria.

5. APPROVAL OF CONSENT AGENDA:

The Board considered the following consent agenda:

a. Approval of Minutes of June 19 and July 10, 2017

b. <u>Approval of Tax Releases and Refunds</u>

The Finance Committee has recommended approval of the following tax releases:

Tax Releases

		County	City
1.	Matthew Stephen Long	222.31	192.21
2.	Melvin Leroy Boush	100.89	

c. Approval of Request for Occupancy Tax Funds

The Finance Committee has recommended funding the Arts of the Albemarle in the amount of \$17,500 from occupancy tax proceeds. An application for tourism funds will need to be submitted.

d. <u>Adoption of Reimbursement Resolution</u>

The Finance Committee recommended adoption of the following reimbursement resolutions for the purchase of a bookmobile and public school capital projects from the proceeds of tax exempt financings:

Reimbursement Resolution for the Purchase of a New Bookmobile for the Pasquotank County Library

WHEREAS, the County of Pasquotank, North Carolina (the "County") intends to undertake a Project (as described below), use its own funds to pay initial Project costs, and then reimburse itself from the financing proceeds for these early expenditures. The County Manager has advised the Board of Commissioners that it should adopt this resolution to document the County's plans for reimbursement, in order to comply with certain federal tax rules relating to reimbursement from financing proceeds.

BE IT RESOLVED by the Board of Commissioners of Pasquotank County, North Carolina as follows:

- 1. The Project is the purchase of a new bookmobile.
- 2. The County intends to advance funds for initial Project costs, and then reimburse itself from financing proceeds. The expected type of financing for the Project (which is subject to change) is installment financing under Section160A-20. The expected maximum principal amount of the financing to be entered into for the Project is approximately \$68,000.
- 3. Funds for the early Project expenditures may come from the County's General Fund.
- 4. The County intends for the adoption of this resolution to be a declaration of its official intent to reimburse itself from financing proceeds for Project cost expenditures.

I certify as follows: that the foregoing resolution was property adopted at a meeting of the Board of Commissioners of Pasquotank County, North Carolina; that this meeting was property called and held on August 7, 2017; that a quorum was present and acting throughout this meeting; and that this resolution has not been modified or amended, and remains in full effect as of today.

Dated this 7th day of August, 2017.

Reimbursement Resolution for Public School Capital Projects for 2017-18

WHEREAS, the County of Pasquotank, North Carolina (the "County") intends to undertake a Project (as described below), use its own funds to pay initial Project costs, and then reimburse itself from the financing proceeds for these early expenditures. The County Manager has advised the Board of Commissioners that it should adopt this resolution to document the County's plans for reimbursement, in order to comply with certain federal tax rules relating to reimbursement from financing proceeds.

BE IT RESOLVED by the Board of Commissioners of Pasquotank County, North Carolina as follows:

- 1. The Project includes HVAC replacement and connectivity upgrade, roof replacement and/or restoration, window replacement, new phone system, and painting.
- 2. The County intends to advance funds for initial Project costs, and then reimburse itself from financing proceeds. The expected type of financing for the Project (which is subject to change) is installment financing under Section160A-20. The expected maximum principal amount of the financing to be entered into for the Project is approximately \$1,000,000.
- 3. Funds for the early Project expenditures may come from the County's General Fund.
- 4. The County intends for the adoption of this resolution to be a declaration of its official intent to reimburse itself from financing proceeds for Project cost expenditures.

I certify as follows: that the foregoing resolution was property adopted at a meeting of the Board of Commissioners of Pasquotank County, North Carolina; that this meeting was property called and held on August 7, 2017; that a quorum was present and acting throughout this meeting; and that this resolution has not been modified or amended, and remains in full effect as of today.

Dated this 7th day of August, 2017.

e. <u>Approval of Pay Grade/Step for Recycling Technician</u>

The Finance Committee has recommended approval for Pay Grade 8, Step 6 - \$24,582 for appointment of Walter Goll to Recycling Technician.

f. Approval of Contract for Concrete Grinding

The Finance Committee has recommended approval to contract with Logan Aggregate Recycling, Inc. to grind existing concrete pile at Pasquotank County Landfill for a lump sum cost of \$39,900.

g. Adoption of Resolution for Financing Proposal

The Finance Committee has recommended approval of financing proposal by BB&T to purchase 1,200 chrome books and 46 charging carts for ECPPS. The \$300,000 financing proposal is for five years at 2.10% with annual payments of \$63,519.28.

h. Approval of Annual Phone Maintenance Agreement

The Finance Committee has recommended approval of an agreement with VICOM for annual phone maintenance in the amount of \$26,436 for the period September 1, 2017 thru August 31, 2018

Motion was made by Jeff Dixon, seconded by Joe Winslow to approve the Consent Agenda as amended. The motion carried unanimously.

6. <u>CONSIDERATION OF AGREEMENT WITH FOOD BANK OF THE ALBEMARLE:</u>

The Board considered an agreement between the Food Bank, Pasquotank County, Camden County, and Elizabeth City for the Food Bank of the Albemarle to provide space for a receiving and distribution point in the event of a disaster. County Manager Bunch explained that this agreement has been done in the past and there are no changes in the MOU from the original 2001 document.

Commissioner Dixon said he would like more clarification as to how the costs are split.

Motion was made by Jeff Dixon, seconded by Joe Winslow to table the agreement pending more information. The motion carried unanimously.

7. <u>ADOPTION OF RESOLUTION SUPPORTING THE DISPOSAL OF ELECTRONICS IN LANDFILLS:</u>

The Board considered a proposed resolution supporting the disposal of electronics in landfills. County Manager Bunch explained that the Pasquotank County Solid Waste/Landfill Committee reviewed this at their last meeting and they have recommended that it be moved forward. The resolution supports the North Carolina Solid Waste Section reviewing and rewriting the laws set out in the North Carolina General Statutes prohibiting electronics from being disposed of in landfills by counties. Mr. Bunch said there has been a large increase in the disposal of electronics and no funding from the State of North Carolina has become a financial burden. He noted that surrounding counties have adopted similar resolutions.

Motion was made by Jeff Dixon, seconded by Joe Winslow to adopt the following resolution supporting the disposal of electronics in landfills:

RESOLUTION SUPPORTING THE DISPOSAL OF ELECTRONICS IN LANDFILLS

WHEREAS, the large increase of the disposal of electronics and no funding from the State of North Carolina has become a financial burden on Pasquotank County; and

WHEREAS, because of the laws as set out in the North Carolina General Statutes, electronics cannot be disposed of in the landfill by counties; and

WHEREAS, Pasquotank County has to contract with an electronic specialty company to remove the products from the county, causing a substantial cost to Pasquotank County; and

WHEREAS, North Carolina General Statute 130A-309.130 through 130A-309.141 ("Discarded Computer Equipment and Television Management") establishes an electronics recycling program for the State of North Carolina with shared responsibility between computer manufacturers, television manufactures, retailers, local and state government, and consumers. The goal of the program is to foster a statewide recycling infrastructure for these materials. In conjunction with this program, the law bans televisions, computers, monitors, printers, scanners and computer peripherals such as keyboards and mice from disposal in landfills; and

NOW THEREFORE BE IT RESOLVED, that the Pasquotank County Board of Commissioners supports the Solid Waste section reviewing and rewriting the law above permitting the disposal of electronics in landfills, provided the landfill meets the requirements supported by the Solid Waste section and has no environmental or public health impacts.

BE IT FURTHER KNOWN AND RESOLVED, that the Pasquotank County Commissioners voted unanimously in support of the above information with further action being taken by the North Carolina Solid Waste section to resolve this concern.

The motion carried unanimously.

8. <u>CONSIDERATION TO ALLOW SHERIFF DEPUTIES TO PURCHASE OLD WEAPONS:</u>

County Manager Bunch stated that the Sheriff's 2017-18 budget included purchasing 25 new handguns to replace older weapons with poor performing nightlights. The new handguns will cost \$409 each. Craig's Firearm Supply, Inc., a police distributor, has agreed to provide a credit of \$260 each for old firearms traded in towards the purchase of new weapons. The Sheriff's Office is requesting approval to offer deputies the opportunity to purchase the old weapons for \$260 each. He said this is consistent with action taken by the Board of Commissioners in 2003. Old weapons that are not purchased by deputes will be traded in for a credit toward the purchase of new weapons. Lieutenant Jackson explained that the replacement weapons will be the same as those used previously. He said the night sights on the weapons are only good for so many years, because the chemicals inside of them deteriorate and they no longer glow. He stated that the cost to replace the sights is actually more than replacing the gun.

Motion was made by Joe Winslow, seconded by Jeff Dixon to allow deputies the opportunity to purchase old weapons at the trade in price of \$260 per weapon. The motion carried unanimously.

9. **REPORTS FROM THE COUNTY MANAGER:**

County Manager Rodney Bunch provided the following report:

Nursing Home and Adult Care Home Advisory Committees – the Department of Health and Human Services, Division of Aging and Adult Services notified me that our request had been granted to combine the two committees. The Joint Committee will be bound by General Statute 131D-31. Lynn Scott has notified Brandi Jordan, MSW at the Albemarle Commission.

Janice Browne, Pasquotank County Recycling Coordinator received confirmation from William Patrakis, NCDENR that a grant from the Scrap Tire Disposal Account in the amount of \$12,993.62 has been awarded to Pasquotank County. Ms. Browne submitted the request for reimbursement of losses incurred during the period of October 2016 – March 2017.

Assistant EMS Director Position – Jerry Newell, Emergency Services Director and I recently talked and agree that we need to fill the vacant Assistant EMS Director position. Jerry has worked diligently over the past few months since being promoted to Emergency Services Director over both Central Communications and Emergency Medical Services to establish a chain of command and job descriptions for the administrative level positions. He remains extremely active in both organizations. We are advertising both inside and outside the organization to find the best candidate for the organization. We hope to complete the selection process by the end of August.

Emergency Management Tabletop Exercise – Christy Saunders, Emergency Management Coordinator hosted a Tabletop Exercise Tuesday, July 25th in the Emergency Operations Center. The exercise was designed to concentrate on the coordination efforts and the critical management decisions that are essential between the representatives of Pasquotank, Camden and Elizabeth City Control Group and support agencies during a major hurricane. The exercise focused on staff that will be assigned to work in the Emergency Operations Center during times of emergencies, to become familiar with the software utilized for documentation and resource requests and to hear lessons learned from Hurricane Matthew and other major events. Twenty-eight emergency personnel and county/city managers participated in the exercise.

Leadership Forum on Opioid Abuse – Special Projects Committee will meet Wednesday, August 9th to continue planning for the County Leadership Forum on Opioid Abuse. Ashley Stoop, ARHS and Jan King Robinson, Forum Facilitator met recently to coordinate next steps for working with the Planning Committee to formulate an agenda for the forum. NCACC President Fred McClure and Executive Director Kevin Leonard have been notified of the September 14th date for the forum and invited to welcome attendees.

Monday, July 31st – County Managers, Economic Developers and E.C. Manager were hosted by College of the Albemarle for lunch. Robin Zinsmeister, Dean, Workforce Development, Public Service & Career Readiness made a very informative presentation on the many short term training programs provided to give students skills and knowledge to get them started in a new career or help them advance in their current job.

Ms. Zinsmeister also shared that the COA Small Business Center designs programs to help individual businesses train their employees. Training can be provided on the COA campus or at the business itself to eliminate employees being be away from their job for extended periods of time.

Tuesday, August 1st – Area County Managers met with Cathy Davis, Executive Director of the Albemarle Commission to discuss a proposal to construct a new facility to house the Albemarle Commission. Ms. Davis shared that the Commission wishes to construct a 17,000 square foot structure in the Perquimans County Industrial Park. Building plans have not been completed. The Commission desires to obtain a USDA loan which will require local governments that are a member of the Commission to adopt a resolution supporting the project. Ms. Davis will attend our August 21st Commissioner meeting to introduce the project to the Board.

Shelley Cox has been accepted into the County Administration Course conducted by the UNC School of Government. The course is held Tuesday through Friday once per month for seven months. The first session begins September 12th.

The following fire truck from the Newland VFD was sold on Govdeals.com:

Description	Buyer	Buyer's City & State	Sold Amount
1983 Ford F800 Fire Truck	Donnie Jones	Camden, NC	\$2,355.00
			\$2,355.00

In mid-July, a water line broke in the courthouse which shut down the courthouse for a day. He said he was out-of-town when the event happed. He commended the many employees who took control of the situation, including the Clerk of Court, Sheriff, Finance Officer, County Attorney, Maintenance Superintendent and Staff, Clerk to the Board, and IT Manager. He said many others were involved and repairs are still being made.

Commission Winslow suggested systematic replacement of the courthouse's aging pipes.

10. REPORTS FROM COMMISSIONERS:

Commissioner Winslow attended the Early College Ribbon Cutting at College of the Albemarle. He said he has advocated for an early college for the last seven years. He noted that it will change many lives in our county. Children who could not otherwise afford to go to college are now given that opportunity. He explained that this is cooperation between the school system, COA, Golden Leaf, and Pasquotank County. He is proud of this opportunity made available to residents and their children. He thanked Chairman Perry and Vice-Chairman Sterritt for attending the event.

Commissioner Parker attended the Northern Regional Advisory Board Meeting on July 11 and the Special Projects Committee Meeting on July 13. On July 18, she met with Ron Lowe, the newly elected chairman of the Trillium Consumer Family Advisory Committee to discuss his role. She said he represents substance use disorders in Pasquotank County. On August 2, she attended the Elizabeth City Committee of 100 Meeting. She attended the Special City Council Meeting on August 3 where they discussed public utilities. Lastly, she will be attending another Special Projects Committee Meeting this coming Wednesday to discuss the upcoming forum on Opioid Abuse.

Commissioner Griffin attended the Economic Development Meeting. He said the Marketing Committee is trying to create ways to have more interactivity so there will be pathways to businesses, as well as a way to recruit more retirees to the community. He stated that the Airport Authority has been very active in trying to build good relationships outside of the area. He said the Albemarle Commission adopted their budget. The Newland Community has requested to be included in the Meals on Wheels Program. Ms. Alvarico with the Albemarle Commission is helping with this request. He attended an RPO Meeting in Manteo. He is excited

about our new NCDOT District I Representative Allen Moran and has invited him to attend an upcoming Board meeting.

Commissioner Dixon reported on the upcoming Leadership Forum on Opioid Abuse. He thanked Vice-Chairman Sterritt and Commissioner Parker for attending the first planning session, as well as staff. At this time, the forum will include Pasquotank, Camden, Perquimans, and Elizabeth City. Hertford has been invited to attend as well. He explained that the forum will be for elected officials and heads of various agencies that have an impact on this crisis. He said Ashley Stoop with Albemarle Regional Health Services is doing a phenomenal job at organizing the meeting, as well as Jan King-Robinson who will be the facilitator. He asked that everyone put September 14th on their calendars.

Vice-Chairman Sterritt stated that the Community Relations Commission will meet this coming Monday. He hopes that the Chairman will follow through on the appointees. He said the primary topic of discussion will be who will be the recipients for the Harris-Witherspoon Reward. There are currently five nominees and his suspicion is there will be more than one recipient. He reported that the final application for the grant (\$80,000 plus \$9,500 in matching funds) submitted for the initial repairs of the walking trail behind COA is due on August 14th. He asked if the revised minutes were sent to Mr. Powell. Ms. Scott assured him that the minutes have been forwarded to Mr. Powell. He noted that they already have the matching funds in the bank. He said these matching funds were all raised locally.

Vice-Chairman Sterritt attended the Social Services Board meeting this morning. He asked staff where they are with providing security at the Social Services Building. Mr. Bunch said a draft copy of the agreement is being circulated.

Vice-Chairman Sterritt voiced his disappointment that our Chairman and Manager were not asked to come forward and help with the ribbon cutting for the Early College. He stated that the county gave \$10 million to the public school system this year. He noted that they came back and the county found \$500,000 more for them. He feels the least they could have done is give some support to the county commissioners by letting them help with the ribbon cutting. He stated that the Golden Leaf donated \$200,000 and they had a representative there that not only helped with the ribbon cutting, but was a principle speaker. He plans to speak to the superintendent regarding this.

Chairman Perry thanked Vice-Chairman Sterritt for his concerns. He congratulated Attorney Mike Cox for being honored as the NCACC Attorney of the Year. He noted that Mr. Cox will be recognized at the NCACC Annual Conference in a couple weeks. Attorney Cox said regrettably he will be out of town.

Chairman Perry attended the ribbon cutting at COA for the new Early College. He thanked Commissioner Dixon for organizing the Opioid Forum on behalf of the County.

Attorney Cox stated that he was on two panels at the County Attorney Conference. He said at one of them he was teaching ethics to 150-200 lawyers.

Chairman Perry announced that Commissioner Winslow was once again chosen as the District I Representative. He said Commissioner Winslow has done a great job and has been a great service to the County.

There being no further business;

Motion was made by Jeff Dixon, seconded by Joe Winslow to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at 8:00 PM.

	CHAIRMAN	
CLERK TO THE BOARD		