



Workshop Meeting of the Town of Carolina Shores
Board of Commissioners
October 5, 2020 10:00am

Call to Order

- I. Administrative Reports
 1. Administrative Reports
 - a. Administration Department
 - b. Finance Department
 - c. Public Works Department
 - d. Public Safety Department
 2. Committee & Volunteer Group Reports
- II. Old Business
 - A. Discussion on attached CDC Halloween Covid-19 safety guidelines
- III. New Business
 - A. Discussion of town hall network security and backup system with ATMC
 - B. Discussion and possible action on Multi-Jurisdictional Disaster Debris Contract
 - C. Discussion of Legislative Goals from NC League of Municipalities
 - D. Discussion of Term for Mayor
- IV. Public Comment
- V. Mayor and Board of Commissioner Comments
- VI. Closed Session Pursuant to: NCGS 143-318.11(a)(3) Attorney-Client Privilege and 143-318.11(a)(6) Personnel
- VII. Adjournment



Regular Meeting of the Town of Carolina Shores
Board of Commissioners
October 8, 2020 2:00pm

Pledge of Allegiance to the Flag and Moment of Silence

Call to Order

- I. Agenda Adjustments
 1. Adjustments to the agenda and approval thereof
- II. Public Comment
 2. Public Comments – agenda items only
- III. Consent Agenda
 3. Consent Agenda Items: None
- IV. Administrative Reports
 4. Administrative Reports
- V. Public Hearings: None
- VI. Old Business:
 - A. Discussion on attached CDC Halloween Covid-19 safety guidelines
- VII. New Business:
 - A. Discussion and possible action on Multi-Jurisdictional Disaster Debris Contract
 - B. Discussion of Legislative Goals from NC League of Municipalities
 - C. Discussion of Term for Mayor
- VIII. Public Comment
- IX. Mayor and Board of Commissioners Comments
- X. Closed Session: None
- XI. Adjourn

TOWN OF CAROLINA SHORES NORTH CAROLINA



MEMORANDUM

TO: Mayor and Board of Commissioners
FROM: Chad Hicks, Town Administrator
SUBJECT: October 2020 Administrative Report
DATE: 10/2020
ENCL: None
CC: File

Administration:

Staffing – The Operations Superintendent for Maintenance will be reviewing the resumes for the Maintenance Worker position. Staff expects to have a recommendation to the Commission on a hire for this position soon. In addition, there will be an open position for Project Coordinator at the end of September.

Convenience Site – Emergency pink paper passes will expire on September 30, 2020. Staff has created a new mint colored paper pass to continue until we can issue permanent stickers to residents.

Halloween – Centers for Disease Control Covid-19 guidelines for Halloween activities are in Old Business for Board discussion.

East Park – Staff has notified the developer that remaining items at the park can now be completed. Once the developer has finished with the remaining items staff can get the park ready to open when the Commission is ready.

Finance:

Ms. Julie Munday, Finance Director to give Finance Report.
(report is included in the agenda packet)

Public Works:

Please see the report below from the Maintenance Department

For the last month the maintenance department has been working on the following.

Preparing for the storm.

Walking each swell and removing debris.

Removing debris from roadside ditches in each of the Zones.

Roadside ditches in the village.

This includes Post-shots and maps (This is grade, measurements and maps after the roadside ditches are complete.)

Working on the roadside ditches on Mainsail Ct. in The Village.

Pre-shots (This is photos before we start for damage liability reasons.)

Calling 811

Maintenance on equipment/vehicles

COVID Sterilize shop and equipment

Mowing roadsides.

For the last month we have mowed the following.

Zone 1.

Carolina Shores Drive and every road that runs off of it.

Northwest Drive

Beach Drive

The Gates

Zone 2.

Carolina Shores Parkway to Persimmon Road and everything in between.

Zone 3.

Sunfield, Pinewood Drive to Thomasboro and everything in between.

Zone 4.

Thomasboro, The Village of Calabash, East Park.

Town Hall and walking path.

This includes zero turn mowers, New Holland on the swells, Weed trimmers in each zone.

Mowed canals in all four zones with zero turn and New Holland.

Sprayed Herbicides, Town Hall and walking path.

Maintenance of vehicles and equipment. (This includes safety sheets for each vehicle and equipment.)

Service Request Responses

Fuel

Pick up trash every morning.

Load the recycle center every morning and blow off. Spray weeds and mow each week.

Blow off the Town Hall every morning. Pulled weeds and turned the mulch. Removed the dead tree.

Cleaned both islands at Hwy 17 at Persimmon and Country Club.

Prepared holes for patch. Court 1, Court 6 and Court 7 Court 11 and 19 Northwest Drive. 34 Gate 7, 43 Calabash Drive, 81 Calabash, 18 Pinewood Drive, 23 Pinewood and 79 Pinewood Drive. Two on Birdie Court, 1036 Palm Court, Eagle Court, Mainsail middle of cul da sac. 47 Sunfield. One on Carolina Shores Drive.

Repaired sink hole at Calabash Drive and Swamp Fox. Both sides of the road.

Fixed washout on both sides of the road on Sunfield at box culverts.

Graded and sewed grass at East Park.

Sent equipment out for repair and picked up equipment that has been repaired.

Tony and Chris met with contractors to get bids for swell clean out for the Village and Northwest Drive.

Public Safety:

This report will be emailed to the Commission.

Inspections:

The full detailed report for September inspections is included in the agenda packet.

Project:

Drainage

No capital projects this fiscal year.

Roadway:

Board imposed delay due to COVID-19 until January 1, 2021. Bids received.

**TOWN OF CAROLINA SHORES
FINANCE REPORT
SEPTEMBER 2020**

GENERAL FUND

BUDGET SUMMARY

	2020-2021 ADOPTED	ACTUAL AS OF 9-29-2020	PERCENT
EXPENDITURES			
OPERATING	2,111,700	483,216	
CAPITAL	218,300	14,698	
TOTAL...	2,330,000	497,914	21%
REVENUES			
PROPERTY & MV TAX	500,000	137,351	
SALES TAX	900,000	306,955	
UTILITY FRANCHISE	180,000	34,664	
MISC. (Bldg.Permits, Beer/Wine, Interest)	385,000	185,781	
HURRICANE REIMBURSEMENT	0	126,457	
Approp. Fund	250,000	0	
Powell Bill Funds	115,000	0	
TOTAL...	2,330,000	791,209	34%

CHECKING ACCOUNT

Beginning Balance	\$ 633,915.64
Ending Balance	\$ 936,803.57

GL Balance Sheet

Period Ending 9/29/2020

Town of Carolina Shores

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10	GERNERAL FUND	
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Asset

10-0101-000	South State - Checking	\$936,803.57
10-0101-015	CAPITAL TRUST FUND	\$929,469.08
10-0101-020	SOUTH STATE - CD	\$249,925.68
10-0101-021	FIRST NATIONAL- CD	\$206,715.57
10-0110-000	TAXES RECEIVABLE	\$9,418.51
10-0110-010	MV TAXES REC.	\$1,467.90

10	GERNERAL FUND	Asset Total	\$2,333,800.31
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Liability

10-0201-000	ACCOUNTS PAYABLE	-\$1.87
10-0201-010	ASSESMENT PAYABLE	-\$0.71
10-0210-001	State Tax 4.75%	-\$40,033.98
10-0210-010	County Tax 2.00%	-\$18,985.14
10-0223-000	STATE W/H PAYABLE	-\$2.17
10-0224-000	RETIREMENT PAYABLE	\$7,542.45
10-0224-001	401K	\$8,461.28
10-0225-000	ACCRUED PAYROLL	\$6,562.23
10-0225-001	MEDICAL INS. PAYABLE	\$11.39
10-0226-000	457 PLAN	\$745.98
10-0230-002	HOMEOWNERS FUND RECOVERY	\$2,792.00
10-0230-005	BUILDERS BOND	\$49,280.00
10-0280-000	DEFERRED REV TAXES	\$15,776.43
10-0299-000	FUND BALANCE	\$1,737,813.41
	Current Fund Balance Adjustment	\$293,294.92
	P/Y Fund Balance Adjustment	\$270,544.09

10	GERNERAL FUND	Liability Total	\$2,333,800.31
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Budget vs Actual

Town of Carolina Shores
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Period Ending 9/29/2020

10 GERNERAL FUND						
Description	Budget	MTD	YTD	Variance	Percent	
Revenues						
10-0000-000 "GENERAL FUND"	0	0.00	0.00	0.00		
10-0300-000 GENERAL FUND	0	0.00	0.00	0.00		
REVENUES						
10-3100-101 TAXES-2019	0	0.00	0.00	0.00		
10-3100-102 TAXES, 2018	0	0.00	0.00	0.00		
10-3100-103 TAXES, 2020	500,000	70,720.09	128,098.87	(371,901.13)	26%	
10-3113-144 TAXES, 2017	0	0.00	0.00	0.00		
10-3193-180 TAX INTEREST	0	3.98	7.44	7.44		
10-3194-120 MV TAXES	50,000	5,368.56	9,244.69	(40,755.31)	18%	
10-3230-351 LOCAL OPTION SALES TAX	900,000	124,523.83	306,955.36	(593,044.64)	34%	
10-3230-360 HOLD HARMLESS DISTRIBUTIONS	0	0.00	0.00	0.00		
10-3250-110 Solid Waste Disposal Tax	2,000	0.00	691.41	(1,308.59)	35%	
10-3260-110 Business Registration	3,000	0.00	3,150.00	150.00	105%	
10-3316-000 Powell Bill Revenue	115,000	0.00	0.00	(115,000.00)		
10-3321-000 Sales & Use Tax Refund	25,000	0.00	0.00	(25,000.00)		
10-3322-350 BEER/WINE EXCISE TAX	15,000	0.00	0.00	(15,000.00)		
10-3324-310 UTILITY FRANCHISE	180,000	34,663.92	34,663.92	(145,336.08)	19%	
10-3325-310 TELECOMMUNICATIONS TAX	0	0.00	0.00	0.00		
10-3326-315 SALES OF SERVICE(FastTrack)	15,000	0.00	0.00	(15,000.00)		
10-3343-410 BUILDING PERMITS	150,000	16,732.68	121,202.17	(28,797.83)	81%	
10-3343-415 ZONING PERMITS	12,000	1,500.00	6,050.00	(5,950.00)	50%	
10-3343-430 CERTIFICATE OF OCCUPANCY	12,000	300.00	2,500.00	(9,500.00)	21%	
10-3346-430 APPLICATION FEE/ZONING	1,000	0.00	0.00	(1,000.00)		
10-3831-491 INTEREST GENERAL FUND	25,000	0.00	266.20	(24,733.80)	1%	
10-3832-630 Hurricane Reimbursement	0	126,456.77	126,456.77	126,456.77		
10-3839-890 MISC. INCOME	75,000	51,922.00	51,922.00	(23,078.00)	69%	
10-3991-990 APPROP. FUNDS	250,000	0.00	0.00	(250,000.00)		
Revenues Totals:	2,330,000	432,191.83	791,208.83	(1,538,791.17)	34%	

Budget vs Actual

Town of Carolina Shores
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Period Ending 9/29/2020

10 GERNERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
Expenses					
10-4110-000 GOVERNING BODY	0	0.00	0.00	0.00	
10-4110-126 BOARD/FEES	15,700	3,825.00	3,825.00	11,875.00	24%
10-4110-181 FICA/MED	800	292.61	292.61	507.39	37%
10-4110-310 TRAVEL	200	0.00	0.00	200.00	
10-4110-499 MISC.	1,000	240.00	240.00	760.00	24%
10-4110-500 PAY ADJUSTMENTS	0	0.00	0.00	0.00	
GOVERNING BODY Totals:	17,700	4,357.61	4,357.61	13,342.39	25%
10-4120-000 ADMINISTRATION	0	0.00	0.00	0.00	
10-4120-121 SALARIES F/T	274,062	14,445.88	78,339.62	195,722.38	29%
10-4120-126 SALARIES P/T	0	0.00	0.00	0.00	
10-4120-180 FRINGE BENEFITS	0	0.00	0.00	0.00	
10-4120-181 FICA/MED	20,895	1,105.10	5,992.94	14,902.06	29%
10-4120-182 RETIREMENT	23,520	1,466.26	6,667.05	16,852.95	28%
10-4120-183 GROUP INSURANCE	47,250	3,757.08	11,271.24	35,978.76	24%
10-4120-184 457	0	0.00	0.00	0.00	
10-4120-185 401K	12,473	305.88	917.64	11,555.36	7%
10-4120-190 CONTRACT SERVICE (ADMI)	7,000	476.12	1,198.65	5,801.35	17%
10-4120-191 PROF FEES ACCTG	15,000	0.00	0.00	15,000.00	
10-4120-192 PROF FEES LEGAL	20,000	0.00	0.00	20,000.00	
10-4120-195 PROF FEE- TOWN CODE	2,000	0.00	450.00	1,550.00	23%
10-4120-199 PROF FEES Other	10,000	0.00	2,375.00	7,625.00	24%
10-4120-250 AUTO SUPPLIES	1,000	247.80	266.60	733.40	27%
10-4120-260 OFFICE SUPPLIES	2,000	182.05	182.05	1,817.95	9%
10-4120-265 OFFICE FURNITURE	2,000	0.00	0.00	2,000.00	
10-4120-321 TELEPHONE	8,000	592.41	1,935.43	6,064.57	24%
10-4120-325 POSTAGE	1,000	0.00	55.24	944.76	6%
10-4120-352 MAIN/REPAIR EQUIPT	1,000	0.00	0.00	1,000.00	
10-4120-353 MAIN/REPAIRS AUTO	1,500	0.00	0.00	1,500.00	
10-4120-370 LEGAL ADVERTISING	2,000	92.63	277.89	1,722.11	14%
10-4120-380 COMPUTER SER/PROGRAMS	10,000	549.49	5,097.48	4,902.52	51%
10-4120-395 EMPLOYEE TRAINING	2,500	0.00	0.00	2,500.00	
10-4120-450 INS/BOND/WC	53,800	0.00	43,687.54	10,112.46	81%
10-4120-480 E.S.C. - Unemployment Pymts.	2,000	0.00	0.00	2,000.00	
10-4120-491 DUES/SUBS	8,000	0.00	5,380.00	2,620.00	67%
10-4120-499 MISC	5,000	183.86	308.98	4,691.02	6%
ADMINISTRATION Totals:	532,000	23,404.56	164,403.35	367,596.65	31%
10-4140-190 TAXES-COLLECTION FEE	4,000	530.40	960.74	3,039.26	24%
10-4140-191 DMV-COLLECTION FEE	500	0.00	0.00	500.00	
Totals:	4,500	530.40	960.74	3,539.26	21%

Budget vs Actual

Town of Carolina Shores
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10 GERNERAL FUND					
Description	Budget	MTD	YTD	Variance	Percent
10-4170-190 Elections Fee	0	0.00	0.00	0.00	
ELECTIONS Totals:	0	0.00	0.00	0.00	
10-4190-000 PUBLIC BLDG/BEAUTY	0	0.00	0.00	0.00	
10-4190-126 SALARIES P/T	33,020	1,393.68	8,606.00	24,414.00	26%
10-4190-181 FICA/MED	2,600	106.61	658.37	1,941.63	25%
10-4190-182 RETIREMENT	0	0.00	0.00	0.00	
10-4190-190 CONTRACTED SERVICES	5,000	43.90	431.70	4,568.30	9%
10-4190-240 MAINT/REPAIR BLDG	7,500	0.00	402.72	7,097.28	5%
10-4190-290 DEPT. MATERIALS	4,380	2,605.52	2,862.05	1,517.95	65%
10-4190-291 RECREATIONAL/EVENTS	0	0.00	0.00	0.00	
10-4190-331 UTILITIES-TH	15,500	1,063.32	2,107.90	13,392.10	14%
10-4190-352 REPAIR/MAINT EQUIP	2,000	197.49	304.22	1,695.78	15%
10-4190-590 CAPITAL OUTLAY-OTHER	0	0.00	0.00	0.00	
PUBLIC BUILD/BEAUTY Totals:	70,000	5,410.52	15,372.96	54,627.04	22%
10-4330-000 PUBLIC SAFETY	0	0.00	0.00	0.00	
10-4330-126 SALARIES P/T	37,084	2,631.77	9,561.76	27,522.24	26%
10-4330-181 FICA/MED	3,000	201.32	731.48	2,268.52	24%
10-4330-190 CONTRACT SERVICES	20,000	4,365.00	7,000.00	13,000.00	35%
10-4330-240 CALABASH FIRE DEPT	25,000	0.00	25,000.00	0.00	100%
10-4330-245 CALABASH EMS	0	0.00	0.00	0.00	
10-4330-250 BRUNSWICK CTY FIRE FEES	0	0.00	890.68	(890.68)	
10-4330-255 AUTO SUPPLIES	1,000	91.70	140.98	859.02	14%
10-4330-260 DEPARTMENT SUPPLIES	964	106.95	156.95	806.55	16%
10-4330-266 EMERGENCY MGMT	953	1,415.67	1,730.83	(778.33)	182%
10-4330-395 EMPLOYEE TRAINING	1,000	0.00	0.00	1,000.00	
10-4330-500 PUBLIC SAFETY RESERVE	40,000	0.00	0.00	40,000.00	
10-4330-590 CAPITAL OUTLAY	0	0.00	0.00	0.00	
PUBLIC SAFETY Totals:	129,000	8,812.41	45,212.68	83,787.32	35%
10-4340-000 ECONOMIC DEVELOPMENT	8,000	0.00	0.00	8,000.00	
10-4340-180 INCENTIVE PAYMENTS	0	0.00	0.00	0.00	
10-4340-190 CONTRACT SERVICES	0	0.00	0.00	0.00	
10-4340-199 PROFESSIONAL FEES	0	0.00	0.00	0.00	
10-4340-250 BRUNSWICK COUNTY FIRE FEES	1,000	0.00	0.00	1,000.00	
10-4340-260 DEPARTMENT SUPPLIES	0	0.00	0.00	0.00	
10-4340-266 CHAMBER OF COMMERCE	0	0.00	0.00	0.00	
10-4340-310 TRAVEL	0	0.00	0.00	0.00	
10-4340-480 MARKETING	400	2,250.00	4,500.00	(4,100.00)	1125%
10-4340-491 DUES/FEES - OTHER	100	0.00	0.00	100.00	

Budget vs Actual

Town of Carolina Shores
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NON-DEPARTMENTAL Totals:	9,500	2,250.00	4,500.00	5,000.00	47%
10-4350-000 BUILDING INSPECTIONS	0	0.00	0.00	0.00	
10-4350-121 SALARIES F/T	160,100	12,586.44	41,206.64	118,893.36	26%
10-4350-126 SALARIES P/T	0	0.00	0.00	0.00	
10-4350-181 FICA/MED	21,530	962.86	3,152.30	18,377.70	15%
10-4350-182 RETIREMENT	16,500	1,277.54	3,841.07	12,658.93	23%
10-4350-183 GROUP INSURANCE	52,500	5,014.04	15,042.12	37,457.88	29%
10-4350-185 401K	3,200	129.86	407.48	2,792.52	13%
10-4350-190 CONTRACT SERVICES	0	510.00	510.00	(510.00)	
10-4350-231 EDUCATION/TRAINING	6,070	0.00	0.00	6,070.00	
10-4350-250 AUTO SUPPLIES/FUEL	7,500	84.35	212.76	7,287.24	3%
10-4350-260 DEPARTMENT SUPPLIES	2,000	205.82	3,737.07	(1,737.07)	187%
10-4350-265 EQUIPMENT	0	0.00	0.00	0.00	
10-4350-321 TELEPHONE	1,500	276.34	452.49	1,047.51	30%
10-4350-325 POSTAGE/PRINTING	600	0.00	55.25	544.75	9%
10-4350-352 REPAIRS/MAINT EQUIP	200	0.00	0.00	200.00	
10-4350-353 MAINTENANCE/REPAIRS VEHIC	1,000	229.14	229.14	770.86	23%
10-4350-380 COMPUTER SERVICE/PROGRAM	3,000	16.00	64.64	2,935.36	2%
10-4350-491 DUES/FEES	300	0.00	80.00	220.00	27%
10-4350-590 CAPITAL OUTLAY-VEHICLE	0	0.00	0.00	0.00	
BUILDING INSPECTIONS Totals:	276,000	21,292.39	68,990.96	207,009.04	25%
10-4500-000 STREETS	0	0.00	0.00	0.00	
10-4500-121 SALARIES F/T	284,487	18,793.75	68,104.27	216,382.73	24%
10-4500-126 SALARIES P/T	27,563	1,753.99	4,572.76	22,989.74	17%
10-4500-181 FICA/MED	22,050	1,571.90	5,559.82	16,490.18	25%
10-4500-182 RETIREMENT	30,975	1,907.56	6,436.58	24,538.42	21%
10-4500-183 GROUP INSURANCE	136,290	4,770.36	23,841.16	112,448.84	17%
10-4500-185 401K	14,595	678.71	2,240.64	12,353.88	15%
10-4500-190 CONTRACTED SERVICES	20,000	796.12	1,785.14	18,214.86	9%
10-4500-240 STREET SUPPLIES	25,000	1,428.61	2,420.17	22,579.83	10%
10-4500-250 AUTO SUPPLIES	25,000	999.70	3,242.26	21,757.74	13%
10-4500-321 TELEPHONES	1,000	272.21	444.39	555.61	44%
10-4500-331 STREET LIGHTS	114,041	10,712.16	21,393.64	92,647.34	19%
10-4500-350 STREET REPAIRS	10,000	7,517.90	7,517.90	2,482.10	75%
10-4500-352 REPAIR/MAINT EQUIP	20,000	857.94	1,462.84	18,537.16	7%
10-4500-395 EMPLOYEE TRAINING	0	0.00	0.00	0.00	
10-4500-590 CAPITAL OUTLAY	0	0.00	0.00	0.00	
STREETS Totals:	731,000	52,060.91	149,021.57	581,978.43	20%
10-4510-000 POWELL BILL	0	0.00	0.00	0.00	
10-4510-126 SALARIES P/T	0	0.00	0.00	0.00	
10-4510-181 FICA/MED	0	0.00	0.00	0.00	
10-4510-182 RETIREMENT	0	0.00	0.00	0.00	
10-4510-190 CONTRACTED SERVICES	0	0.00	0.00	0.00	

Budget vs Actual

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10 GERNERAL FUND					
Description	Budget	MTD	YTD	Variance	Percent
10-4510-240 STREET SUPPLIES	0	0.00	0.00	0.00	
10-4510-352 REPAIR/MAINT EQUIPT	0	0.00	0.00	0.00	
10-4510-550 CAPITAL OUTLAY-EQUIPT	0	0.00	0.00	0.00	
10-4510-591 ROAD PAVING/PATCHING	115,000	0.00	0.00	115,000.00	
POWELL Totals:	115,000	0.00	0.00	115,000.00	
10-4700-000 ENVIRO. PROTECTIONS	0	0.00	0.00	0.00	
10-4700-190 CONTRACT SERVICE	25,000	2,109.00	9,709.50	15,290.50	39%
10-4700-240 Departmental Supplies	5,000	0.00	0.00	5,000.00	
10-4700-350	5,000	0.00	2,634.10	2,365.90	53%
DRAINAGE-RIPRAP,STONE					
10-4700-351 DRAINAGE DITCHES	0	0.00	0.00	0.00	
ENVIRO PROTECTION Totals:	35,000	2,109.00	12,343.60	22,656.40	35%
10-4710-000 SANITATION	0	0.00	0.00	0.00	
10-4710-126 SALARIES P/T	21,420	2,058.23	6,080.36	15,339.64	28%
10-4710-181 FICA/MED	1,680	157.46	465.17	1,214.83	28%
10-4710-182 Retirement	0	0.00	0.00	0.00	
10-4710-190 CONTRACTED SERVICES	45,000	1,795.43	2,015.93	42,984.07	4%
10-4710-290 DEPT. MATERIALS	1,000	0.00	0.00	1,000.00	
10-4710-352 REPAIR/MAINT EQUIP	400	0.00	0.00	400.00	
10-4710-580 CAPITAL OUTLAY	0	0.00	0.00	0.00	
SANITATION Totals:	69,500	4,011.12	8,561.46	60,938.54	12%
10-4910-000 PLANNING & ZONING	0	0.00	0.00	0.00	
10-4910-121 SALARIES F/T	0	0.00	0.00	0.00	
10-4910-126 BOARD/FEES	2,600	360.00	360.00	2,240.00	14%
10-4910-181 Fica/Med	0	27.56	27.56	(27.56)	
10-4910-182 RETIREMENT	0	0.00	0.00	0.00	
10-4910-183 GROUP INSURANCE	0	0.00	0.00	0.00	
10-4910-185 401	0	0.00	0.00	0.00	
10-4910-199 PROF FEES	12,000	0.00	8,840.00	3,160.00	74%
10-4910-260 Department Supplies	200	0.00	0.00	200.00	
10-4910-325 Postage/Printing	0	0.00	0.00	0.00	
10-4910-370 Legal Advertising	1,000	87.75	263.25	736.75	26%
10-4910-395 Education/Training	0	0.00	0.00	0.00	
PLANNING & ZONING Totals:	15,800	475.31	9,490.81	6,309.19	60%
10-6120-000 CULTURAL & RECREATIONAL	0	0.00	0.00	0.00	
10-6120-190 CONTRACT SERVICES	1,000	0.00	0.00	1,000.00	
10-6120-290 DEPARTMENT MATERIALS	500	0.00	0.00	500.00	
10-6120-331 UTILITIES-PARKS	1,200	0.00	0.00	1,200.00	
10-6120-352 REPAIRS/MAINTENANCE	1,000	0.00	0.00	1,000.00	
10-6120-450 SPECIAL EVENTS	3,000	0.00	0.00	3,000.00	
Totals:	6,700	0.00	0.00	6,700.00	

Budget vs Actual

Town of Carolina Shores
9/29/2020 10:08:46 AM

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Period Ending 9/29/2020

10 GERNERAL FUND

Description	Budget	MTD	YTD	Variance	Percent
10-9910-000 CONTINGENCY	0	0.00	0.00	0.00	
10-9910-991 CONTINGENCY DEPT.	100,000	0.00	0.00	100,000.00	
CONTINGENCY Totals:	100,000	0.00	0.00	100,000.00	
10-9930-000 CAPITAL PROJECTS	0	0.00	0.00	0.00	
10-9930-199 PROFESSIONAL FEES	3,000	0.00	0.00	3,000.00	
10-9930-540 STORMWATER	0	0.00	0.00	0.00	
10-9930-545 PAVING	100,000	14,698.17	14,698.17	85,301.83	15%
10-9930-580 CAPITAL OUTLAY-EQUIP	100,000	0.00	0.00	100,000.00	
10-9930-581 CAPITAL OUTLAY-OTHER	0	0.00	0.00	0.00	
10-9930-990 CONTINGENCY	15,300	0.00	0.00	15,300.00	
RESERVES Totals:	218,300	14,698.17	14,698.17	203,601.83	7%
Expenses Totals:	2,330,000	139,412.40	497,913.91	1,832,086.09	21%

Budget vs Actual

Town of Carolina Shores
9/29/2020 10:08:46 AM

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Period Ending 9/29/2020

10 GERNERAL FUND Totals:	292,779.43	293,294.92
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From: James Burke <James.Burke@nctreasurer.com>
Sent: Monday, September 21, 2020 5:59 PM
Cc: Susan McCullen; Manasa Cooper
Subject: CARES Act, Coronavirus Relief Fund (21.019)

This e-mail is directed primarily to Local Governments Auditors of Municipalities and Counties. Municipalities and County Finance Officers are also included.

As you are aware, County governments are receiving funding for relief of the Novel Coronavirus (COVID-19) pandemic from the Coronavirus Aid, Relief, and Economic Security (CARES) Act (P.L. No. 116-136). The CARES Act established the federal program **Coronavirus Relief Fund (CRF)**, and the \$3.6 billion in funds that the State received and \$481 million that the four North Carolina local governments received directly from the **US Dept. of Treasury (Treasury)** are from this program. The NC General Assembly, under S.L. 2020-4 (HB 1043), established the 2020 COVID-19 Recovery Act and appropriated \$150 million of CRF to the Office of State Budget and Management (OSBM) to be allocated to 97 County governments, State Agencies, and other entities, such as nonprofits. S.L. 2020-80 (HB 1023), and amendment to S.L. 2020-4, signed into law on July 1, 2020, appropriated an additional \$150 million of CRF, for a total of \$300 million, to Counties and changed the original legislation and requires the 97 Counties to allocate a portion of the CRF funding, at least twenty five percent (25%), that they receive to municipalities within their County. There have been two allocations to Counties from OSBM.

As mentioned previously, the Coronavirus Relief Fund is a new federal program with CFDA No. 21.019. The Federal Awarding Agency is the US Dept. of Treasury. For information on the program, go to the following link and enter 21.019 as search: <https://beta.sam.gov/>

The State pass-through entity and oversight agency for the CRF funds passed to the Counties is **NC Office of Management and Budget, NC Pandemic Recovery Office (NCPRO)**. Obviously, the four local governments that received these funds directly from Treasury do not have a State pass-through agency. CRF is subject to federal Single Audit requirements found in Subpart F of the Uniform Guidance, 2 CFR part 200. Subparts B, C, D, and E do not apply, except Subpart C sections 200.303 regarding internal controls and 200.330 through 332 regarding subrecipient monitoring and management. CRF funds may be used to pay a portion of the Single Audit, subject to limitations set forth in section 200.425. The federal procurement requirements found in the Uniform Guidance sections 200.317 through 326 are not applicable.

For the CRF passed through to Counties from the State, the County is considered a subrecipient of the State and a pass-through entity for the municipalities. For the four local governments that received funding directly, they are considered a subrecipient of Treasury and a pass-through entity for the municipalities. The municipalities are subrecipients of Counties. In order for a municipality's COVID-19 expenditures to be allowable for CRF funding, NCPRO required the municipality to have submitted a "Plan" to their County prior to September 1, 2020. Though the Counties have oversight responsibility for the municipalities they pass funds to, the COVID-19 Recovery Act legislation states that the municipalities are liable to the State, and not to the Counties, for use of CRF funds not used in accordance with Treasury guidelines. We have included a footnote disclosure to the examples (City of Dogwood's and Carolina County's) for Schedule of Expenditures of Federal and State Awards (SEFSA) that explains the municipalities' liability for CRF funds that are misused or mishandled.

The US Office of Management and Budget (OMB) should be issuing guidance on auditing the Coronavirus Relief Fund (21.019) and other COVID-19 related programs in an addendum to the 2020 OMB Compliance Supplement expected to be released in late summer or early fall. Auditors are encouraged to go to the following websites for information and guidance on the Coronavirus Relief Fund. This information is periodically updated.

- NC Office of Management and Budget, NC Pandemic Recovery Office, specifically the “CRF FAQs for Local Governments,” “CRF presentations (September 16 – 17, 2020), and “CRF County Allocations”: <https://www.nc.gov/agencies/ncpro>
- US Dept. of Treasury, CARES Act Assistance to State and Local Governments, specifically the CRF Guidance for State and Local Governments and Coronavirus Relief Fund FAQ (both periodically updated): <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>
- OMB 2020 Compliance Supplement, August 2020, Appendix VII Other Audit Advisories, Novel Coronavirus (COVID-19): <https://www.nctreasurer.com/divisions/state-and-local-government-finance-division/lgc/local-fiscal-management/annual-audit-4>
- AICPA, Governmental Audit Quality Center, specifically Audit Risk Alerts and COVID-19 resources: <https://www.aicpa.org/interestareas/governmentalauditquality/resources/singleaudit/uniformguidanceforfeder alrewards.html#COVID>

In addition to the CRF, CARES Act has provided other financial assistance that is required to be reported on the County’s Schedule of Expenditures of Federal and State Awards and subject to single audit requirements. Session Law 2020-4 also appropriated \$1,235,859 of CARES Act funding for COVID-19 recovery to existing federal programs. It is uncertain if the Counties will incur expenditures for these programs for fiscal year ending June 30, 2020. Session Law 2020-17 appropriated State Funds to the State Board of Elections to meet a matching requirement for the “HAVA Elections Security Grants 2020” (90.404). The NC Dept of Public Safety, Governor’s Crime Commission, has provided funding, passed from the US Dept. of Justice, through “Coronavirus Emergency Supplemental Funding Program” (16.034).

County and municipality finance officers and auditors are reminded that there is currently not an extension for the submission of single audits with fiscal years ending June 30, 2020 to the Federal Audit Clearinghouse (FAC). Audits with fiscal years ending June 30, 2020 must be submitted to FAC no later than March 31, 2020.

If any State Agency or other authoritative source provides guidance that is inconsistent with what is stated above, it would be appreciated if you would let our office know. We wish to clear up any misunderstanding to be sure the audit reports of local governments that receive and expend COVID-19 Recovery Act funds are in compliance with the requirements of US Department of Treasury and NC Pandemic Recovery Office.

Jim Burke

Visit the LGC Staff Blog to stay up to date on deadlines, news, and announcements.

James L. Burke CPA CMA

Senior Accounting and Financial
Management Advisor
State and Local Government
Finance Division
Office: (919) 814-4301

3200 Atlantic Avenue, Raleigh, NC 27604
www.NCTreasurer.com



NORTH CAROLINA
DEPARTMENT OF STATE TREASURER



Dale R. Folwell, CPA
STATE TREASURER OF NORTH CAROLINA
DALE R. FOLWELL, CPA

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ACTIVITY REPORT – BUILDING PERMITS
TOWN OF CAROLINA SHORES
AUGUST 2020

Single Family Residence	18
Total Cost of Construction (Stick built – SF)	\$4,884,280
Multi- Unit Housing	0
Total Cost of Construction (Multi-Unit Housing)	\$0
Modular Home Permits	0
Total Cost of Construction – Modular	\$0
Manufactured Home Permits	0
Total Cost of Construction – Manufactured Homes	\$0
Commercial/Industrial Building Permits	0
Total Cost of Construction Commercial/Industrial Building	\$0
TOTAL BUILDING PERMIT CONSTRUCTION VALUATION	\$4,884,280
Other Building Permits (i.e. Addition, fence, deck, garage, shed, sunroom, mail station, concrete/asphalt paving, roof over deck, windows) construction valuation	\$2,506
Building Permits	7
Demolition	0
Floodplain Permits	56
Electrical Permits	5
Driveway Permits	20
Mechanical Permits/Gas Permits	25
Zoning Permits	31
Plumbing Permits	0
Sign Commercial	0
Inspections Completed	124
Certificate of Occupancy Certificates	4
TOTAL CERTIFICATE OF OCCUPANCY (CONSTRUCTION VALUATION)	\$619,092
PERMIT FEE REVENUE	\$23,814.23
YEAR TO DATE PERMIT REVENUE	\$103,044.87

Cc: Town Administrator – FINAL REPORT August 2020
Judy – Brunswick Co. Inspection Dept. 253-2024

BUILDING INSPECTIONS DIVISION
MONTHLY ACTIVITY REPORT
August 2020

This report covers the period of August 1-31, 2020. The month of August was busy with permitting and inspections.

BUILDING PERMITS & CERTIFICATES OF OCCUPANCY ISSUED

18 permits for new single family homes were approved (construction value \$4,884,280).

In addition, there are 7 building permits for repair/remodel underway.

4 certificates of occupancy were issued in August 2020 (construction value \$619,092)

There are 51 valid new home permits open now where the homes are in various stages of construction.

OTHER PERMITS ISSUED

Mechanical: 25
Electrical: 5
Plumbing: 1
Zoning: 31
Floodplain: 56
Driveway: 20
Demolition: 0

INSPECTIONS

124 building inspections have been completed.

TREE PERMITS

Permits: 6
Trees: 20
Clearing: 1
Approved: 20 + clearing
Denied: 0
Replacement: 0

OTHER ACTIVITIES

Approximately \$79,230.64 in permit fees was collected in August 2020. YTD collected \$103,044.87.

All monthly reports to federal, state, and county have been completed in addition to weekly and monthly reports to construction statisticians.

Building inspections staff issued 71 recycle center stickers. The number of stickers issued per development is as follows: Beacon Townes-0, Carolina Shores-47, Calabash Lakes-10, Farm at Brunswick-8, Lighthouse Cove-0, and Village at Calabash-6.

Halloween CDC Guidance

Many traditional Halloween activities can be high-risk for spreading viruses. There are several safer, alternative ways to participate in Halloween. If you may have COVID-19 or you may have been exposed to someone with COVID-19, you should not participate in in-person Halloween festivities and should not give out candy to trick-or-treaters.

Lower risk activities

These lower risk activities can be safe alternatives:

- Carving or decorating pumpkins with members of your household and displaying them
- Carving or decorating pumpkins outside, at a safe distance, with neighbors or friends
- Decorating your house, apartment, or living space
- Doing a Halloween scavenger hunt where children are given lists of Halloween-themed things to look for while they walk outdoors from house to house admiring Halloween decorations at a distance
- Having a virtual Halloween costume contest
- Having a Halloween movie night with people you live with
- Having a scavenger hunt-style trick-or-treat search with your household members in or around your home rather than going house to house

Moderate risk activities

- Participating in one-way trick-or-treating where individually wrapped goodie bags are lined up for families to grab and go while continuing to social distance (such as at the end of a driveway or at the edge of a yard)
 - If you are preparing goodie bags, [wash your hands](#) with soap and water for at least 20 second before and after preparing the bags.
- Having a small group, outdoor, open-air costume parade where people are distanced more than 6 feet apart
- Attending a costume party held outdoors where protective masks are used and people can remain more than 6 feet apart
 - A costume mask (such as for Halloween) is not a substitute for a cloth mask. A costume mask should not be used unless it is made of two or more layers of breathable fabric that covers the mouth and nose and doesn't leave gaps around the face.

- Do not wear a costume mask over a protective cloth mask because it can be dangerous if the costume mask makes it hard to breathe. Instead, consider using a Halloween-themed cloth mask.
- Going to an open-air, one-way, walk-through haunted forest where appropriate mask use is enforced, and people can remain more than 6 feet apart
 - If screaming will likely occur, greater distancing is advised. The greater the distance, the lower the risk of spreading a respiratory virus.
- Visiting pumpkin patches or orchards where people use hand sanitizer before touching pumpkins or picking apples, wearing masks is encouraged or enforced, and people are able to maintain social distancing
- Having an outdoor Halloween movie night with local family friends with people spaced at least 6 feet apart
 - If screaming will likely occur, greater distancing is advised. The greater the distance, the lower the risk of spreading a respiratory virus.
 - Lower your risk by following CDC's recommendations on [hosting gatherings or cook-outs](#).

Higher risk activities

Avoid these higher risk activities to help prevent the spread of the virus that causes COVID-19:

- Participating in traditional trick-or-treating where treats are handed to children who go door to door
- Having trunk-or-treat where treats are handed out from trunks of cars lined up in large parking lots
- Attending crowded costume parties held indoors
- Going to an indoor haunted house where people may be crowded together and screaming
- Going on hayrides or tractor rides with people who are not in your household
- Using [alcohol or drugs](#), which can cloud judgement and increase risky behaviors
- Traveling to a [rural](#) fall festival that is not in your community if you live in an area with community spread of COVID-19

Town Clerk

From: Micki Bozeman <Micki.Bozeman@brunswickcountync.gov>
Sent: Wednesday, August 26, 2020 3:19 PM
To: Anthony Mantini (Carolina Shores); Bobby Hardy (Ocean Isle Beach); Bolivia ; chicks@caswellbeach.org; Cheryl Lewis (cheryllewis@atmc.net); Chris Clemmons (Holden Beach); Chris Edwards (Carolina Shores); daisy@oibgov.com; david.hewett@hbtownhall.com; David Kelly; Debra Horn; Dustin Graham (Sunset Beach); Eric Long (Holden Beach); Eulis Willis (Navassa); Gail Treglia (gtreglia@atmc.net); Heather Finnell; James Knox; jmendenhall@atmc.net; Judy Galloway (Varnamtown); Justin Whiteside (Ocean Isle Beach); Kennette Tower; Lisa Anglin; mgaither@atmc.net; Nicole Hewett; Rich Baker (rbaker@sunsetbeachnc.gov); Rose Braam (rbraam@ci.oak-island.nc.us); Sandy Creek; Stites, Lisa (Oak Island); Varnamtown
Cc: Heather Murray; Stephanie Lewis
Subject: Multi-Jurisdictional Disaster Debris Information
Attachments: Fully Executed SDR Amendment.pdf

Municipal partners,

The purpose of this email is to remind everyone that if you choose to activate the Multi-Jurisdictional Disaster Debris contracts, the county is asking that you activate a temporary debris management site. Also, the Brunswick County landfill cannot be used as a final disposal site. Due to the extra mileage for hauling to the Sampson County Landfill, an addendum will need to be made to the disaster debris management agreement by each municipality using the extra mileage pricing. Attached you will find a copy of the County's addendum to be used as an example. Each municipality will also need to provide a letter addressed to the disaster debris management company letting them know if you prefer using the cubic yard or tonnage prices for the hauling of debris. The County does recommend the cubic yard rate due to conversions used in the FEMA 329 Debris Estimating Field Guide.

Thank you,

Micki Bozeman

Solid Waste & Recycling Coordinator
Executive Director/Keep Brunswick County Beautiful
PO Box 249
Bolivia, NC 28422
(910) 253-2524 phone
(910) 253-2539 fax
www.brunswickcountync.gov

*Email correspondence to and from this address may be subject to the North Carolina Public Records law and may be disclosed to third parties.

STATE OF NORTH CAROLINA

COUNTY OF BRUNSWICK

THIS AMENDMENT TO CONTRACT, made and entered into this 21st day of August, 2020, by and between **Southern Disaster Recovery, LLC**, a South Carolina limited liability company, hereinafter referred to as "Contractor"; and the **BRUNSWICK COUNTY**, a duly chartered municipal corporation and body corporate and politic of the County of Brunswick, State of North Carolina, hereinafter referred to as "Activating Entity";

WITNESSETH:

THAT WHEREAS, Contractor and Activating Entity previously entered into a Multi-Jurisdictional Disaster Debris Management contract with an effective date of September 15, 2019; and

WHEREAS, it now appears that local landfills are nearing capacity as shown by the Brunswick County Landfill Disposal Efficiency Report dated February 26, 2020 and attached hereto as Exhibit A, the Brunswick County Landfill transfer station is undersized for the quantity of waste processed which causes traffic issues and long wait times and the Brunswick County Landfill has limited staff to handle these large quantities of debris, and that Contractor may be required to haul debris for longer distances than covered by the terms of the original contract; and

WHEREAS, Contractor and Activating Entity have agreed to amend the original contract to set forth the fees for said additional service;

NOW, THEREFORE, Contractor and Activating Entity hereby agree:

(1) That ATTACHMENT 1-FEE SCHEDULE to the above-referenced contract is hereby amended by adding to Section 10 of said attachment the following additional Haul-Out categories:

40.1-60 miles	\$ 7.45 Per CY	\$ 109.75 Per Ton
60.1-80 miles	\$ 7.95 Per CY	\$ 129.25 Per Ton
80.1-100 miles	\$ 9.25 Per CY	\$ 141.50 Per Ton

(2) Except as specifically set forth herein, all other terms and conditions of the original contract shall remain unchanged and in full force and effect

**REMAINDER OF PAGE IS INTENTIONALLY BLANK
SIGNATURES TO FOLLOW**

IN WITNESS WHEREOF, the parties have caused this contract to be executed in duplicate originals on the day and year first above written.

Southern Disaster Recovery, LLC

DocuSigned by:
dl Mellaran
By: _____
DA21FC8E86D9486...

Attest:
DocuSigned by:
Andrea White

F0D8C8FFE85F47F...
Clerk to the Board

Brunswick County
DocuSigned by:
FW
By: _____
D84766B0180047B...
Frank Williams, Chairman

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

DocuSigned by:
Julie A. Miller

02288718CD1D4B2...
Julie Miller, Finance Director

APPROVED AS TO FORM

DocuSigned by:
Bryan W. Batton

D183D13D6EE7473...
Robert V. Shaver, Jr., County Attorney /
Bryan W. Batton, Asst. County Attorney



Municipal Advocacy Goals 2019-2020

Public Infrastructure

- Seek legislation granting local governments the authority to build broadband infrastructure and to partner with private internet service providers using long-term infrastructure leases.
- Seek legislation to ensure that the amount of Powell Bill funds appropriated by the state are sustained and distributions to municipalities are increased and grow over time.
- Seek legislation to boost funding availability for public transit and transportation programs.
- Seek legislation to provide additional grant funding to municipalities for equipment and facility needs for public safety (fire, police, EMS).
- Support measures, such as additional funding, to enhance cities' ability to meet federal and state stormwater control mandates.

- Seek legislation to provide municipalities with authority for additional locally controlled revenue options and flexibility in the use of those options, including – but not limited to – city-only sales tax, city occupancy taxes, prepared meals taxes, and impact fees for transportation.
- Seek legislation that supports adequate, fair school funding between state and county in all school systems across the state by repealing municipal authority to fund schools.
- Support legislation which defends the fiscal integrity of the Local Government Employees' Retirement System and its defined benefit structure, promotes reasonable pension reforms that are prospective in nature, and meets the needs of local employees, employers, and retirees.
- Support legislation that will provide sufficient funding at the state level for incentive programs such as a competitive film incentive program, state historic preservation tax credits, and the Main Street Solutions fund necessary to grow jobs and the economy.
- Only support legislation providing additional post-employment benefits to public employees that includes a funding mechanism to fully support the cost and liability of the benefit and support the study of existing post-employment benefits, such as special separation allowance programs, to ensure that the liability of providing the benefit isn't solely borne by the last employer.

Fiscal Health and Economic Growth

- Seek legislation that provides additional tools and financial resources for addressing the affordable housing crisis.
- Seek legislation to alter the current statutes governing distribution of local sales taxes by requiring a one-year delay in implementation when a county or the legislature changes its method of distributing sales tax revenue.

Fiscal Health and Economic Growth (cont.)

- Support legislation to revise the current methods of determining economic needs that are used by the state to allocate funds so that additional areas of the state in need may benefit from increased economic development, jobs, and see more entrepreneurial innovation.
- Support a system of spirituous liquor sales that maintains a local referendum about the decision to sell, preserves local control over the location and density of outlets, and preserves the local revenue stream.



Municipal Authority

- Oppose legislation that shifts to taxpayers the costs of overseeing development and completing development-initiated infrastructure.
- Oppose legislation that interferes with local management or ownership of local assets.
- Seek changes to the law governing the disclosure and release of law enforcement recordings to clarify that disclosure to a municipal manager is allowed and to allow disclosure to a city or town council or citizen review board in a closed session and under confidentiality agreements.





ORDINANCE 19-6

AN ORDINANCE AMENDING THE CHARTER OF THE TOWN OF CAROLINA SHORES

WHEREAS, the Town of Carolina Shores (“Town”) was chartered in 1998 by the North Carolina General Assembly and that Section 3.4 of the Charter provides that the Mayor’s term of office is four (4) years;

WHEREAS, N.C. Gen. Stat. §§ 160A-101(4); -102 provide that the Town’s Board of Commissioners (“Board”) may amend the Charter and change the Mayor’s term of office by adopting an ordinance in accordance with the procedure set forth therein;

WHEREAS, on October 4, 2018, the Town’s Board of Commissioners (“Board”) adopted a resolution of intent to consider amending the Charter to change the Mayor’s term of office to two (2) years effective at the next mayoral election;

WHEREAS, the Board has conducted a public hearing on the question of amending the Charter to change the Mayor’s term of office to two (2) years; and

WHEREAS, the Board has determined that it is in the best interests of the Town and its residents to amend the Charter and change the Mayor’s term of office to two (2) years:

NOW, THEREFORE, BE IT ORDAINED by the Board in a meeting duly noticed and assembled, that:

Section 1. The Town Charter is hereby amended to change the Mayor’s term of office to two (2) years effective at the next mayoral election.

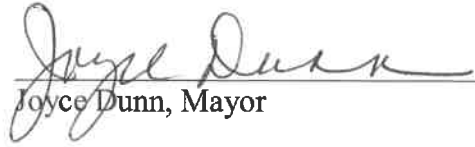
Section 2. The Town Clerk shall publish, within ten (10) days after the date on which this ordinance is adopted, a legal notice that an ordinance amending the Town Charter has been adopted, said notice summarizing the contents of the ordinance and its effect.


COUNTY OF BRUNSWICK

Adopted this 6th day of December, 2018.

TOWN OF CAROLINA SHORES BOARD OF COMMISSIONERS

By:


Joyce Dunn, Mayor


Nicole Hewett, Town Clerk

ATTEST:

