

Town of North Topsail Beach

Joann M. McDermon, Mayor
Mike Benson, Mayor Pro Tem

Aldermen:
Richard Grant
Don Harte
Connie Pletl
Robert Swantek



Alice Derian, ICMA-CM
Town Manager

Danyale Lundy
Town Clerk

Nature's Tranquil Beauty

**Board of Aldermen
Regular Meeting Minutes
Wednesday, January 5, 2022, at 11:00 A.M.
North Topsail Beach Town Hall
2008 Loggerhead Court, North Topsail Beach, NC 28460**

Present: Mayor McDermon; Mayor Pro Tem Benson; Aldermen Grant, Harte, Swantek, and Pletl; Chief Younginer; Finance Officer Elliott; Town Manager Derian; Town Clerk Lundy; Interim Public Works Director John; Fire Chief Soward; Planning Director Hill; Town Attorney Edes.

Via Zoom: Alderman Connie Pletl; Coastal Engineer Way; FA Doug Carter; FA Andrew Carter; CPA Austin Eubanks.

I. Call to Order

Mayor McDermon called the Meeting to order at 11:00 AM.

Alderman Grant made a motion to allow Alderman Pletl to participate in the Board of Aldermen Meeting remotely. Alderman Swantek seconded. The motion passed unanimously; 5:0.

II. Invocation

Alderman Harte led attendees in an invocation.

III. Pledge of Allegiance

Mayor McDermon led attendees in the Pledge of Allegiance.

IV. Approval of Agenda

Mayor McDermon requested approval of the agenda. Mayor Pro Tem Benson made a motion to approve the agenda. Alderman Harte seconded. A discussion was held.

Alderman Pletl requested to remove Item A- Parks and Recreation Update under IX- Continuing Business and to postpone the discussion until February's Board of Aldermen Meeting.

Alderman Grant made a motion to approve the agenda with the above request. Mayor Pro Tem Benson seconded. The Motion passed unanimously; 5:0.

V. Manager's Report

Town Manager Derian delivered the monthly report which included the following:

Becker Morgan (Fire Station 2)

- The Agreement was executed with Becker Morgan as a result of the last Board meeting. Town Manager Derian has a meeting scheduled with Becker Morgan along with Fire Chief Soward on January 6, 2022 to discuss program changes mentioned in the Feasibility Study. Town Manager Derian will be requesting a timeline at this meeting to communicate to the Board.

DEC Associates

- The Local Government Commission application was prepared for the Local Government Commission's consideration at the February 1, 2022 meeting.
- Several discussions were held with Mr. Carter to discuss the FEMA Special Obligation Bond's Resolution and the Local Government Commission. Based on discussions with the Local Government Commission, specifically over concerns with the USDA loan, the town needed to amend its approach. Mr. Carter will be providing a full presentation on the proposed path forward under New Business via Zoom.

Phase 5 North End Truck Hall Project

- The contract is pending with S.T. Wooten for \$8,603,110 with terms contingent on the Local Government Commission approval and permits.
- Funding is anticipated to be finalized by February 3rd and a Notice To Proceed will immediately follow Local Government Commission funding finalization, which is expected February 1st.
- Permits – The town has received two of the three necessary permits to date for the Local Government Commission application: DWR and DCM. The United States Army Corps of Engineers permit is still outstanding.
- Special Obligation Bonds Resolution - Initial Resolution is to be adopted at the January Board Meeting and Approving Resolution is to be adopted at the February Board Meeting.

210 Sea Shore Drive Condemnation

- The property owner applied for and received the demolition permit on

December 8th. The contractor originally disclosed that he had it on his schedule to be completed within the timeframe of December 27th – 31st. To date, the contractor has not completed the work due to finishing a project in Holly Ridge and rain delays; however, reports that it is scheduled for next week. The contractor has been hired by the homeowner to complete the work.

Special Events

- Town Manager Derian approved a special event permit submitted by the Satellite Rotary Club of Sneads Ferry for the first annual "Shrimp Dip" polar plunge event held on North Topsail Beach on New Year's Day. The event was well attended with more people than originally expected likely due to the warm weather.

Christmas Tree Drop Off / Recycling

- North Topsail Beach established the Christmas tree recycling drop-off site at Jeffries parking lot which was available the day after Christmas. The site was established earlier this year to accommodate visitors who want to discard trees before the New Year and any residents who take down trees before January. Trees are available for pick up through Mid- January for residents who want to recycle the trees and use them in dune restoration and/or beach sand fencing. The announcement along with instructions and rules for placement are posted on the Town's website, social media, and information was provided to multiple media outlets.

United States Army Corps of Engineers Inter-Agency Scoping Meeting

- The United States Army Corps of Engineers Inter-Agency Scoping Meeting was held on December 7th. In attendance were the Coastal Federation representative, County Manager, POA representatives, Camp Lejeune representatives, along with additional agencies attending via zoom. Agencies that were represented had until December 17th to provide comments to the United States Army Corps of Engineers. Town Manager Derian requested comments received and one was received this week from the Coastal Federation. In most cases, agencies will not likely comment until the Draft EIS has been released. That is when most of the state and federal agencies will provide written comments. Reviews will be completed between now and February and updates will be provided as they are received.

Town Hall Renovation

- Two OAC meetings were held on December 17th and December 29th along with daily progress meetings to get to this point today.

Work performed in the last 30 days by the GC:

- >- Interior Signage
- >- Exterior door locks installed
- >- Punch list items

Additional site work completed within the last 30 days:

- >- Furniture delivered and installed the week of December 20th
- >- Staff offices moved December 30th
- >- Town Hall Officially Re-opened January 4th at 0:00 am
- >- Town Hall Sign
- >- IT Installation for Board Room and training
- >- Elevator Repairs and inspection

Punch list work will continue and an Open House is being planned for January 26th.

DOT Announcement

- The North Topsail Beach High Rise Bridge will have a routine inspection performed starting next week (January 10th through January 13th) during the hours of 9 am to 3pm. One lane traffic will remain open at all times. Be aware of delays due to one-lane road traffic conditions during this inspection. Public notice will be sent out this week in advance.

Grant Submissions

- The 2021 Byrne JAG (Justice Assistance Grant) Grant for Police laptop replacements for \$24, 189.10.
- Assistance to Firefighters Grant for PPE for \$117,182.12 and Equipment for \$99,039.74.

Open Forum
Town Clerk Lundy reported that one attendee, Mr. Jeff Meyer, signed up to provide public comment. Mr. Meyer stated that the town statics are incorrect regarding the current population. Mr. Meyer made the birth announcement for Ms. Madelyn Rae born this morning at 9:00 am, six pounds six ounces.

VI. Public Presentations and Hearings

A. Coastal Engineer Update

Mr. Fran Way of ATM provided an update as follows:

- Phase 1 and Phase 2 Dune Truck Haul: Remaining ~mile to be completed the 2022 winter/spring environmental window.

- Hurricane Florence & Dorian Phase 5 FEMA Category G: Permit from DWR issued. Corps and DCM permit being finalized.
- Bids Received for Phase 5 FEMA Cat. G –ST Wooten
- Hurricane Dorian Phase 1 FEMA Category G: Separated from Category 5 permitting due to sandbags.
- New River Inlet Management Master Plan EIS: Continued EIS processing and meetings.
- Working with NTB Finance Officer and DEC Associates regarding funding for upcoming FEMA and State Grant projects
- Sea Oat Planting
- County Beach Access

Mr. Way stated that the Sand Truck Haul Project was paused due to running up against the FEMA Mitigation – Category B limit and it needed to be discontinued temporarily. Coastal Engineer Way disclosed there is a grant available that the town has always intended to utilize a portion of this grant for the project; as well as the Phase 1 Shoreline Area. Although the Sand Truck Haul Project was paused the timeline is still within the permit period and the intent is still to place sand within this area north of the pier that has not had sand placed yet. Funding will need to be finalized before continuing.

Mayor Pro Tem Benson asked if the permit has been extended to the section up to 3828 Island Drive – Station 780 to allow coverage of this area.

Mr. Way responded by saying that as soon as The Army Corps of Engineers permit gets approved that area will be looked into and added. Adding it on now would involve having to restart the process versus being able to do a simple modification once the permit is approved.

Mayor Pro Tem Benson stated that the town can place sand within the Phase 5 area due to that area being considered an “Engineered Beach” and not a part of COBRA sections which are ineligible for Federal Funding. Alderman Grant stated that the Phase 5 area was turned into an Engineered Beach in 2015 when there were 1.3 million cubic yards of sand placed. Mr. Grant expressed there seems to be a lot of confusion regarding that area and what has been done; as well as what is going to be done in that area. Mr. Grant disclosed that the fact it is considered an Engineered Beach adds substantial value and has created additional value for the town.

Mr. Way confirmed in 2015, 1.3 million cubic yards of sand were placed in Phase 5 for approximately \$16.8 million dollars. The project helped to maintain the storm buffer capabilities of Phase 5 Beach. The Engineered Beach Program was developed to aid communities that have non-federal, non-Corps beach nourishment programs which have saved the town a lot of money in regards to FEMA Mitigation.

B. Presentation of Audit

Mr. Austin Eubanks, CPA, CFE provided an update regarding the audit as follows:

Adoption or Change in Accounting Policies: Communicate the initial adoption of or a change in an accounting principle that had or is expected to have a significant effect on the financial statements. No comments were provided.

Management Judgment and Accounting Estimates: Assess methodologies used and the basis of evidence for matters requiring judgments and estimates. Methods used and evidence considered appear to have led to reasonable amounts being included in the financial statements.

Financial statement disclosures: The financial statement disclosures are neutral, consistent, and clear.

Significant Audit Adjustments or Unrecorded Differences: Communicate significant recorded and unrecorded. No comments were provided.

Disagreements with Management: Communicate any disagreements on financial or reporting matters that, if not satisfactorily resolved, would cause a modification of our report. No comments were provided.

Management Representations: Management provided a management representation letter.

Consultation with Other Accountants: Communicate consultation that took place with other accountants. None to Mr. Eubank's knowledge.

Before Retention Issues: Communicate any major issues that management discussed with the auditor in connection with the retention of the auditor, including the application of accounting principles and auditing standards. No comments were provided.

Difficulties Encountered Performing the Audit: Any serious difficulties the auditor encountered in dealing with management such as unreasonable delays in providing needed information, the unreasonable timetable set by management, or unavailability of client personnel. None noted.

Irregularities and Illegal Acts: Communicate the existence of any material irregularities and/or illegal acts determined during the audit. None noted.

Other Findings or Issues: None noted.

Dear Board Members:	
<i>Below is a summarization of some of the key items in the audit report.</i>	
	<u>2021</u>
Total Revenues and Transfers In	\$ 5,923,630
Total Expenditures and Transfers Out	\$ 5,404,640
Net Change	\$ 518,990
Minimum Undesignated Fund Balance as Recommended by the Local Government Commission	\$ 432,371
Unassigned Fund Balance	\$ 3,663,528
Fund Balance Available as a Percentage of General Fund Expenditures	67.78%
State Average	148.08%
Tax Collection Rate (Overall)	99.37%
Tax Collection Rate (State Average)	99.90%

Significant Deficiency

Finding: 2021 - 001 Noncompliance with Budget

Criteria: G.S. 159-28(a) states that no obligation may be incurred in a function accounted for in a fund included in the budget ordinance unless the budget ordinance includes an appropriation authorizing the obligation and the unencumbered balance remains in the appropriation sufficient to pay in the current fiscal year the sums obligated by the transaction for the current fiscal year.

Condition: The Town expended more on the General Fund and Shoreline Protection Fund than was appropriated for in the annual budget ordinance.

Effect: Monies were spent that had not been obligated and appropriated. Identification of a repeat finding: This is not a repeat finding.

Cause: The Town exceeded budget expenditures in the General Fund and Water Fund while budget amendments were not adopted.

Recommendation: Before an obligation is to incur that will exceed the amount that was previously approved in the budget ordinance, an amendment to the budget should be adopted.

Views of responsible officials and planned corrective actions: The Town will continue to monitor the budgets monthly to ensure compliance.

I. **Consent Agenda**

- A. Approval of Minutes ([December 6, 2021](#))
- B. Department Head Reports
 - 1. [Finance Department](#)
 - 2. [Fire Department](#)
 - 3. [Inspections Department](#)
 - 4. [Planning Department](#)
 - 5. [Police Department](#)
- C. Committee Reports
 - 1. [Planning Board & PPI Committee](#)
 - 2. [Board of Adjustment](#)
 - 3. TISPC ([link to minutes](#))
 - 4. ONWASA ([link to minutes](#))

Mayor Pro Tem Benson made a motion to approve the Consent Agenda as presented. Alderman Harte seconded. The Motion passed unanimously, 5-0.

II. **Continuing Business**

A. **Parks and Recreation Update**

Postponed until February Board of Alderman Meeting.

B. **Board Appointments**

1. **Adhoc Revetment Committee**

Alderman Grant made a motion to keep: Chair Town Manager, Mayor Pro Tem Benson, Mr. Cameron Keugel, and to appoint new member Bo Hodgewick to the Adhoc Revetment Committee. Alderman Swantek seconded. The Motion passed unanimously, 5-0.

2. **Liaison to Onslow County Board of Commissioners**

Mayor Pro Tem Benson made a motion to appoint Alderman Grant as Liaison to Onslow County Board of Commissioners. Alderman Harte seconded. The Motion passed unanimously, 5-0.

3. Liaison to Onslow Count DOT TAC

Alderman Grant made a motion to appoint Alderman Pletl as Liaison to Onslow Count DOT TAC. Alderman Swantek seconded. The Motion passed unanimously, 5-0.

4. Liaison to Greater Topsail Area Chamber of Commerce & Tourism

Alderman Swantek made a motion to appoint Alderman Pletl as Liaison to the Greater Topsail Area Chamber of Commerce & Tourism. Mayor Pro Tem Benson seconded. The Motion passed unanimously, 5-0.

C. BISAC Update

Mayor Pro Tem Benson presented the following update regarding a Beach Inlets Sound Advisory Committee:

Mayor Pro Tem Benson stated this committee will cover all water shorelines from the marshes to the inlets to the ocean. Mr. Benson disclosed a call for applications was advertised with several received, and the board has reviewed those applications up to date. Mayor Pro Tem Benson voiced concern regarding lacking any applicants from Phase 2 and encouraged residents to continue to apply for the BISAC Committee. Mr. Benson requested further action be tabled until the February Board of Alderman Meeting.

III. New Business

FA Carter presented two resolutions for approval and provided background and data in regards to the board being able to make a decision.

Background, Introduction, and Overview:

Special Obligation Bonds (SOBs) – G.S. 159I-30 – Preferred Method by Most Beach Communities for Nourishment Financing

- N.C. Law Requires Use of Municipal Service District to Issue Special Obligation Bonds
 - SOBs - Pledge of Selected Town Tax Revenues That Are Not Levied by the Town and Fees Levied by Town
 - Pledge of Selected Town Tax/Fee Revenues Do Not Have to be Used to Pay Debt Service and Can Remain in the General Fund Budget as Customary
 - Any Other Source of Revenue Can Be Used for Debt Repayment – For NTB the Beach Fund (Shoreline Protection Fund 30) Revenues
- 2015 NTB SOBs Issued for Beach Nourishment – Primarily Phase 5
- Placed with USDA with 30-year Amortization – Level P&I - \$14.5 Million Outstanding

- Local Government Commission (LGC) Required Shorter Amortization by Agreement with NTB – Must Early Call Annually When F/B Exceeds \$5 Million – Financial Model Assumed Payoff by FY 2026/27
- Fund Balance Has Not Exceeded \$5 Million Since 2015
 - FEMA Storm Grant Reimbursements Partial Cause and Could be Well into Future
 - Building of USDA Required Reserves Also Hindered Early Repayment – Current Reserve \$5 Million+

Why Issue SOBs in 2022? Two Reasons: As a Means to Eliminate the Cashflow Mismatch of FEMA Grants and Potentially Refund the USDA SOBs of 2015.

Two Actions on Current Agenda

- 2022A FEMA SOBs - \$9.5 Million Maximum (Estimate \$9.0 Million) – First of Two Tranches – Second in October of 2022
 - FEMA Slow to Reimburse NTB for Grant-Funded Project Cost (Same for All Beach Towns)
 - Last 25% of Project Cost Held Back – Reimbursement Can Take Up To 24 Months
 - SOBs Issued on FEMA Reimbursement – Not NTB Credit
 - PNC Banker – Int. Rate of 1.96% (One Year Maturity With Two Extensions/Rate Reset)
 - Transaction fees – Financial Advisor \$35,000, Bond Counsel \$45,000, LGC \$12,500, Bank Counsel \$10,000
- 2022B USDA Refunding SOBs - \$9.5 Million Maximum (Estimate \$9.2 Million)
 - LGC Has Increased Efforts for NTB to Repay USDA – Policy on Amortization of Sand Projects Generally 6 Years
 - Material Savings Available for Refunding – More Info Later
 - Transaction fees estimated at \$100,000+

A. 2022A SOB Resolution - FEMA

- NTB Has Two FEMA Approvals for Florence and Dorian – Total Exceeds \$17 Million
- Size of These Storm Projects, Delivery Method and Nourishment Window Calls for Two Tranches of Renourishment – Assumed Sand Placement
 - Tranche One (2022A) - Feb. 22 to End of April and Continue November to December 2022
 - Tranche Two - January 2023 Until Completion in April 2023
- Pledge of FEMA Grant Reimbursement as Credit for SOBs – Not NTB Revenues

Benefits of 2022A SOBs

- Removes Negative Cashflow Impacts for NTB and Leaves the Beach Fund Balance Available for Future Needed Purposes

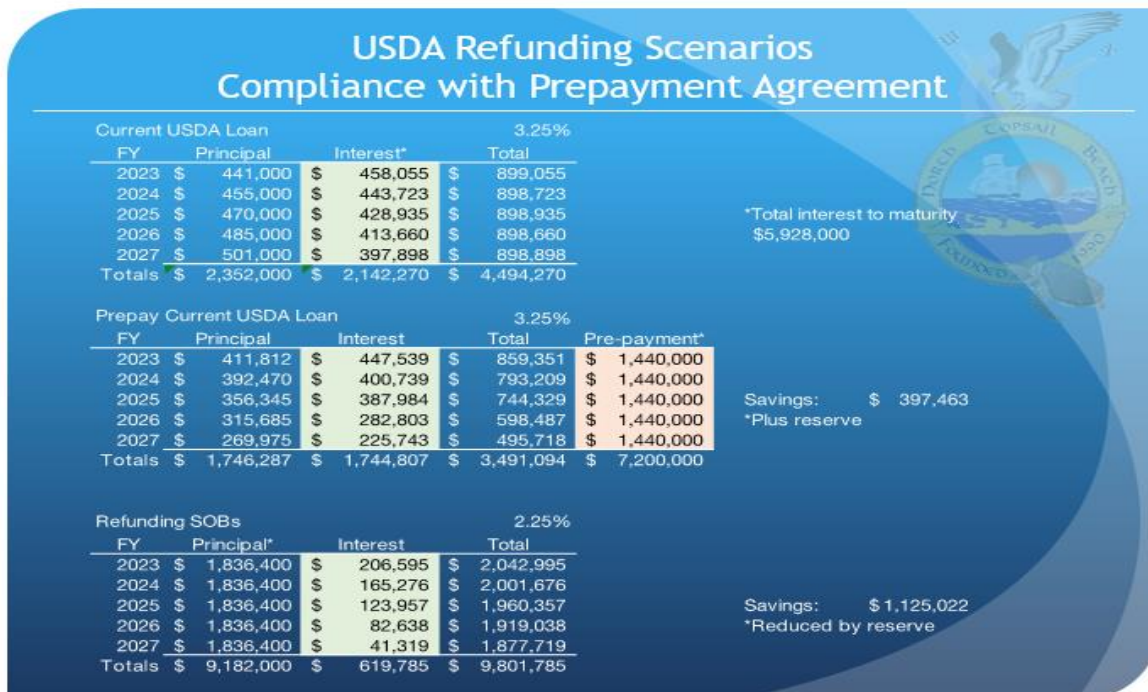
- Without SOBs, the 25% Holdback Would Exceed \$4 Million, Significant Impact on the Cashflow and Fund Balance
- Does Not Pledge NTB Revenues as Collateral, Freeing Them for Other Purposes

B. 2022B SOB Resolution- USDA Refunding

- NTB Must Repay Bonds More Quickly Than 30 Year Amortization – LGC Agreement
- Interest Rate of 3.25% and Reserves of Over \$5.0 Million
- Refunding with 5 Year Term, Payoff 2027, at Lower Interest Cost and No Reserves
- Savings Approximating \$1 Million+
- NTB Revenue Pledge – Sales Taxes, Utility Franchise Taxes, and One More Potentially
- Credit Review With PNC in Progress

Benefits of 2022B SOBs

- Eliminates LGC Agreement - Accelerated Repayment
- Provides \$s for New Beach Nourishment Projects After 2027
- Creates Material Savings - Over 10% of Refunding Principal
- Places NTB on “Renourishment Cycle” With Phase 5



Final Observations:

- NTB Has Sound Financial Position

- Beach Fund Balance Has Been Negatively Impacted by FEMA Grants and Slow Reimbursement and Issuance of FEMA SOBs Would Remedy This Shortcoming/Cashflow Mismatch
- NTB Has Contractual Obligation to Repay USDA SOBs as Rapidly as Possible and Current Markets Provide Potential for Refunding With Material Savings
- Issuing FEMA SOBs and USDA Refunding SOBs Would Benefit NTB Financial Position and Would Settle/Eliminate LGC Agreement
- DEC Recommends Moving Forward with Resolutions on Current Agenda for Both SOBs

Mayor McDermon questioned if the town goes through the Special Obligations Bond process, does it eliminate the issue of in the event the town needs to try to secure another loan, will doing this make it a more simplistic process?

FA Carter confirmed with a refunding and with the repayment of this debt and the savings that result from it; essentially by the refinancing it will eliminate the pre-payment agreement related to the USDA loan and settle the Local Government Commissions concerns regarding the repayment of that loan. Mr. Carter believes it would pave a path and clearing of any finances that may want to be done in the future and would be a very positive thing for the town.

Mayor Pro Tem stated that the 25% FEMA withholds can take up to 24 months to receive that money. Mr. Benson stated it is his understanding that the Federal Government gives that 25% to the State, and asked Mr. Carter to clarify if the hold up was the Federal Government, the State Government, or the time it takes for the Federal Government to give it to the State to reimburse the project?

Mr. Andrew Carter clarified the last 25% is state matching funds. When FEMA designates a grant they send 75% of that grant to the State to be held in the Emergency Management Trust. That money is already appropriated in the Federal Budget for that year. Once a grant is awarded it is almost instantaneous that the Federal money gets sent to the state. The State then has to appropriate its 25% match on the specific grant, but because the Federal Government and the State do not have similar fiscal year ends and depending on when the grant gets approved, it can take the State up to two budget cycles to appropriate their 25% to your project. Mr. Carter clarified it isn't the Federal Government holding back 25% it falls to when the State can appropriate their 25% which can potentially be a gap of about two budget years.

Mr. Doug Carter commented the reason the loan is structured as a one-year loan with two extensions was the hope that the cycle would speed up and essentially at the end of an annual cycle be paid off.

Alderman Grant stated the cash position that is shown on the audit for the Beach Fund is different and shows 3 million available.

Mr. Doug Carter disclosed, essentially the reserve which is 5 million of those dollars does not count toward meeting the 5 million dollar requirement under the agreement with the Local Government Commission.

Alderman Grant wanted reassurance that this process would not affect the town's ability to move forward with the Fire House. Mr. Doug Carter responded stating it improves being able to move forward with the Fire House Project.

Mayor McDermon stated this would free the town up with being able to move forward with the next renourishment cycle, and stated if the town doesn't find a better way to move forward with these projects there is no money set aside to move forward with future renourishment projects. Mayor McDermon also requested FA Carter's PowerPoint presentation be made available on the town's website.

Mayor Pro Tem Benson made a motion to approve 2022A Special Obligation Bond Resolution. Alderman Harte seconded. Clerk Lundy took the role. The Motion passed unanimously, 5-0.

Alderman Swantek made a motion to approve the 2022B Special Obligation Bond Resolution. Mayor Pro Tem Benson seconded. Clerk Lundy took the role. The Motion passed unanimously, 5-0.

IV. **Open Forum**

Town Clerk Lundy reported that no attendee signed up to provide public comment during the second open forum. Mr. Jeff Meyer requested to speak to clarify that the sandbags in front of Topsail Reef were at no expense to the town. Mr. Meyer wanted to place it on record the Town of North Topsail Beach did not pay for those sandbags.

V. **Attorney's Report**

Attorney Edes reported he had things to discuss in closed session, but other than that Mr. Edes has no information to report.

VI. **Mayor's Report**

Mayor McDermon disclosed in January, ONWASA will be giving the town an update on the status of the Booster that is in the works for the south end of North Topsail. Mayor McDermon thanked everyone for their hard work in regards to getting back into the new Town Hall.

VII. **Aldermen's Report**

Alderman Harte thanked the town for providing such great facilities, and Happy New Year to everyone.

Mayor Pro Tem Benson seconded Alderman Harte stating the town staff has worked extremely hard to get back into the new Town Hall. Mr. Benson reported that the

North Carolina Resilience Committee held a public meeting in December to go over various criteria and issues facing the three towns in terms of Global Climate Change, Rising Sea Levels, and so forth. Mr. Benson urged everyone to check out the storyline map that can be found on the Shoreline Protection Commission webpage or the town website. On the story map, there are interactive graphics that show the effects of climate change and rising sea levels locally. Mayor Pro Tem Benson stated the Community Action Team has a meeting scheduled for next week and plans to apply for State and Federal Grants to improve infrastructure and make the town and the island more resilient to various threats.

Mayor Pro Tem Benson disclosed there is an initiative being led by Mayor Steve Smith of Topsail Beach regarding beach waste and microplastics. Microplastics are the breakdown products of plastic that are being found in all organisms that Scientists are sampling which is a worldwide problem. The goal is to educate business leaders to make them aware of this issue of beach waste; as well as the public so they are aware of what to bring and not bring to the beach. Mr. Benson closed with a statement of how great it is to be back in Town Hall.

Alderman Swantek thanked everyone for coming out for the Board of Alderman meeting and mentioned a committee for occupancy tax was brought up at the December Board of Alderman Meeting. Mr. Swantek urged that some research may need to be conducted to ensure everyone is paying the occupancy tax who is obligated to.

Alderman Grant spoke to being please with how things are financially moving forward for the town with the help of Mr. Carter.

Alderman Swantek requested if possible getting a group together to go visit Ocean Isle and check out their setup in regards to the Island and beach projects.

Alderman Grant made a motion to enter into Closed Session for the matters to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; as well as to discuss potential litigation. Mayor Pro Tem Beson seconded. The Motion passed unanimously, 5-0.

- VIII. **Closed Session:** To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; as well as to discuss potential litigation.

Alderman Swantek made a motion to come out of the closed session. Alderman Harte seconded. The Motion passed unanimously, 5-0.

Mayor McDermon reported no action was taken.

IX. **Adjournment**

Alderman Swantek made a motion to adjourn. Alderman Harte seconded. The Motion passed unanimously, 5-0.

The Meeting adjourned at 1:42 PM.

End of January 5, 2022 Minutes