

**Middlesex Governing Body
Meeting Agenda
August 8, 2016 – 7:30pm
10232 S. Nash Street**

1. Call the meeting to order and give the invocation.
2. Approve the July meeting minutes **Pages 1 – 3**
3. Approve the agenda

Added: Guest Dan Cone, candidate for Nash County Commissioner

4. Reports:
 - a. Clerk **Pages 4 – 43**
 - b. Police Chief **Pages 44 – 47**
 - c. Public Works Supervisor **Page 48**
 - d. Library **Page 49**
 - e. Mayor
 - f. Commissioners
5. Old Business:
 - a. FYI-Nash County Board of Elections will not use the town's community building for early voting
 - b. FYI-Letters regarding Bulk and Yard Waste, including sanitation brochures mailed to all sanitation customers 8-1-2016
 - c. Approved training course "Introduction to Local Government Finance" for Tammy Pittman is scheduled week of 8-29 through 9-01-2016
6. New Business:
 - a. 2016-2017 Budget Amendment **Page 50**

Added: A second budget amendment

- b. CSX Railroad Hub locating in Edgecombe County **Pages 51 – 52**
 - c. Discuss fee for customer request to verifying water meter usage (meter profile)
 - d. Town hall computer memory/server space allocation quote **Page 53**
 - e. Recommendation to amend the Personnel Policy, Section 16: Payment for Travel
Page 54
7. Public Comment Session
8. Adjourn

Middlesex Governing Body Meeting Minutes
August 8, 2016

Mayor Lewis called the regular meeting to order at 7:30 p.m. and gave the invocation. Members present were Commissioners Harold Meacombs, Danny Alford, Cherrye Davis, Ann Lewis, and J.W. McClenny. Six guests attended.

The July meeting minutes were unanimously approved as presented in a motion by Commissioner McClenny and seconded by Commissioner Lewis.

Mayor Lewis requested to add a guest speaker to the beginning of the meeting agenda, who was omitted from the agenda. Dan Cone, candidate for Nash County Commissioner had requested to be on the agenda. Also, Clerk Lambert requested to add a second budget amendment under New Business, Item a. The amended meeting agenda was unanimously approved in a motion by Commissioner Meacombs and seconded by Commissioner Davis.

Dan Cone introduced himself as a candidate for the Nash County Commissioner's seat for District 3. He stated he had the citizen's concerns at heart and will see that this area gets its fair share when it comes to better education and more jobs for our children. He totally supports law enforcement, fire fighters, and EMS workers and has started working on getting an ambulance in Middlesex, which is badly needed. He has also been working on getting the Nash County Commissioners involved to correct the problems with the EMS Communications System. He advised everyone he was as near as a phone if they had a concern that needs to be addressed and looked forward to working for them.

Clerk Jennifer Lambert reviewed the July financials, which were unanimously approved as presented in a motion by Commissioner Lewis and seconded by Commissioner McClenny.

Lightning from a storm struck Well#1, the tennis court well on West Hanes Avenue. Pearson Pump replaced the pump motor. An insurance claim has been filed, so the \$6,000 in repairs will be paid by the insurance carrier, minus the \$500 deductible.

Librarian Cherrye Davis reported that many new books have been added. Mayor Lewis advised he has the handicap sign indicating the handicap access at the rear of the library, and the rear shelter was completed. Commissioner McClenny added that he is checking on a rear door buzzer.

As an FYI from the July meeting, the Nash County Board of Elections has decided not to use the town's community building for early voting.

As discussed at the July 11th meeting, letters were mailed to all sanitation customers regarding bulk and yard waste, including the sanitation brochure summarizing the town's policies. Mayor Lewis elaborated on this, stating that the town

has had a bulk waste fee in place in the ordinance since 2009. The complete town code of ordinances were reviewed from November 2008 until adoption in May 2009 and the bulk waste fee was included, so this is nothing new. He added we have been trying to deliver the best service and to always be helpful, but unfortunately many have begun to take advantage and have been putting entire truckloads of furniture and yard waste out. We have got to stop this for the \$20 monthly fee and begin charging \$100 a load as the ordinance calls for.

Tammy Pittman, Administrative Assistant, has been registered to attend the course "Introduction to Local Government Finance" at the UNC School of Government the week of August 29 through September 1, 2016. This training was included in the budget.

Clerk Lambert presented the following 2016-2017 budget amendment for approval to cover the cost of pre-stamped envelopes for the customer mailing regarding the town's bulk and yard waste policy:

<u>GENERAL FUND EXPENDITURES:</u>		<u>Increase</u>
<u>Sanitation:</u>		
10-580-1100	Postage	585.00
<u>GENERAL FUND REVENUES:</u>		
10-390-0100	General Fund Balance Approp.	585.00

Lambert also requested the following budget amendment to pay Pearson Pump for replacing the pump motor at the tennis court well, which was struck by lightning.

<u>WATER FUND EXPENDITURES:</u>		
30-810-4500	Contracted Services	6,000.00
<u>WATER FUND REVENUES:</u>		
30-370-9000	Fund Balance Approp.	6,000.00

This amendment will have a zero effect on the fund balance in the end, except for the \$500 insurance deductible. Both budget amendments were unanimously approved in a motion by Commissioner McClenny and seconded by Commissioner Davis.

CSX Railroad announced the location of an intermodal hub in Rocky Mount, Edgecombe County, which will have a major economic impact on the region. Mayor Lewis attended the open house when the announcement was made. Governor McCrory said this was definitely a shot in the arm for the surrounding counties. Carolinas Gateway Partnership was instrumental in working with CSX, Edgecombe County, and the City of Rocky Mount to land the project. CSX said when they had questions, Carolinas Gateway already had the answers and had done their homework. The hub should be up and running in 2020. Mayor Lewis believes that in three to five years, the landscape in this area will change because businesses will want to be here and be ready when the hub opens.

The town has 400 plus water customers and recently a few have had increases in their water usage where they could not find a leak or problem and could not explain the increase in usage. They requested the town to check their meter and verify the accuracy. The town has the capability to "profile" the meter for a determined period of time, which will show exactly the day and hour and the number of gallons which passed through the meter, along with a graph to show usage. However, this process requires a utility employee going to the customer's house with the meter reading device and the profile cable. Often the meter has to be cleaned before the device will read. The readings are stored on a USB drive, which is returned to the business office and downloaded by town staff. Then, the reports are printed and the customer is contacted and advised of the usage and when it occurred. This process has taken between 30-45 minutes or as long as two hours. Only when a customer cannot determine the reason for excessive usage, and they request that the town verify the accuracy of the meter is a profile considered. There has been no fee adopted by the town for this process, even though it does not happen often. Mayor Lewis and staff recommended the Board adopt a fee of at least \$30 to cover the cost of a profile. Mayor Lewis confirmed to Commissioner Alford that if the meter is found to be bad, the meter would be replaced and there would be no charge to the customer. Commissioner Ann Lewis asked about charging for extra trips for other reasons when we have to keep going back to a house when they have a leak or for other reasons. Mayor Lewis added that is something the Board needs to look at also, but felt the meter profile issue was different because of the excessive amount of time it takes to complete. Mayor Lewis asked for a vote, but no action was taken.

Section 16 of the Personnel Policy, Payment for travel, is obsolete and Mayor Lewis recommended the policy be updated. Following is the current wording and the proposed new wording:

THE CURRENT PERSONNEL POLICY STATES:

Section 16: Payment for Travel

Expenses incurred as a part of the job for the Town will be reimbursed at the rate approved by the Board on an annual basis. This covers per diem allowance including meals, hotels and mileage reimbursement in a personal car.

- a) Meals will be reimbursed up to \$15.00 per day for a one-day training class.
Meals will be reimbursed up to \$25.00 per day for overnight stays or training sessions over one day.
- b) travel reimbursed at the current IRS rate at the time of travel
- c) cost for rooms will be provided up to \$60.00 plus tax if traveling time is more than fifty miles away and the stay is longer than one day, unless prior arrangements are approved by the Board of Commissioners.

When anticipated that the per diem will be exceeded, the Board may elect to increase the rate before the travel is incurred.

RECOMMENDED AMENDMENT TO WORDING 08-08-2016**Section 16: Payment for Travel**

Expenses incurred as a part of the job for the Town will be reimbursed at the rate approved by the Board on an annual basis. This covers per diem allowance including meals, hotels, and mileage reimbursement in a personal car.

- a) meals will be reimbursed up to \$15.00 per day for a one-day training class.
meals will be reimbursed up to \$35.00 per day for overnight stays or training sessions over one day.
- b) travel reimbursed at the current IRS rate at the time of travel
- c) cost for accommodations will be provided for any training that requires an overnight stay. Accommodations will be made by town staff.

When anticipated that the per diem will be exceeded, the Board may elect to increase the rate before the travel is incurred.


Commissioner Meacombs moved to adopt the amendment to the Personnel Policy as presented. The motion was seconded by Commissioner McClenny and the vote was unanimous.

After receiving a computer memory error last month, Clerk Lambert contacted CT Technology and received a quote to upgrade the server memory from 16GB to 32GB and the reallocation data space on the server. This upgrade estimated at \$1,369. According to Chris Tripp, owner of CT Technology, this should be adequate for the time being, but he recommends a Server & System Upgrade in 2018, which will be five years since the last upgrade in November 2013. We have budgeted funds to pay for the upgrade at this time. However, a budget amendment may be necessary at a later date depending on what happens the remainder of the year.

Mayor Lewis opened the floor for the public comment session. Rick Horner thanked everyone for their public service. He introduced himself as a Republican candidate for Buck Newton's State Senate seat. He feels we need an education voice and he spent fourteen years on the School Board. Horner is originally a Bailey native and said he was passionate about public service. He asked for everybody's vote and believes everyone should register and exercise their right to vote. He said he would work hard for everybody and thanked everyone for their vote.

Edna Mount questioned where early voting will take place. Mayor Lewis told her he heard it was in Mount Pleasant but not sure. Dan Cone said the last he heard it was in the old rescue building at Mount Pleasant, but that is not final. No other persons wished to address the Board and the session was closed.

With no further business, Commissioner Lewis moved to adjourn. Commissioner Davis seconded and the motion passed unanimously.



Jennifer Lambert, Clerk

Mayor Luther H. Lewis, Jr.
Commissioners
Harold Meacombs
Danny Alford
Cherrye Davis
Ann Lewis
J.W. McClenny