

Middlesex Governing Body Meeting Minutes
August 14, 2017

Mayor Lewis called the meeting to order at 7:30pm and gave the invocation. Members present were Commissioners J.W. McClenny, Cherrye Davis, Danny Alford, Ann Lewis, and Harold Meacombs. Police Chief Otto Hayes was present and Public Works Supervisor James Liles was absent. Joe Burnette with the **Spring Hope Enterprise**, and Philip Sayblack with the **Rocky Mount Telegram** were both present. There were approximately 8 other guests.

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

The meeting agenda was amended to add a closed session for personnel discussion as allowed by G.S.143-318-11(a)(6). The amended agenda was approved unanimously in a motion by Commissioner Meacombs and seconded by Commissioner Lewis.

Gloria Vinson, Financial Assistant, reviewed the July financials, which were unanimously approved as presented in a motion by Commissioner McClenny and seconded by Commissioner Davis.

Mayor Lewis reported that there will be an upcoming In-Service Training in Spring Hope for all Police Officers on September 1 and 2, 2017 at no cost to the town. He also discussed the swearing in of the new Police Chief, Michael Collins, which is scheduled on September 5, 2017 at 10:00am. He also thanked Interim Police Chief Otto Hayes for his diligence in his duty for the town and that he would like to keep him on as a reserve officer.

Braswell Library's second draft agreement and budget proposal to take over the Middlesex Public Library was reviewed. Mayor Lewis advised that Braswell Library will take over all operational expenses, all utilities, all personnel, wages, etc. The town will continue to maintain the outside of the building and contribute \$14,325 to the operation of the library, which can be remitted monthly, quarterly or annually. The Nash County contribution will be remitted directly to Braswell Library. The library will continue to be open 30 hours each week. Commissioner Davis asked who would handle the cleaning of the library. Mayor Lewis stated he would check on current cleaning costs paid by the town. He noted that we could do an addendum to the contract for the cleaning of the building. Commissioner McClenny made a motion to adopt the Cooperative Agreement with the Braswell Library. Commissioner Davis seconded motion and the vote was unanimous.

Commissioner McClenny moved to approve Jennifer Lambert's resignation effective August 31, 2017. Commissioner Davis seconded and the vote was unanimous.

Judy Garver, unpaid auxiliary Police Officer, was changed to auxiliary status effective August 13, 2015 when Stephanie Anders was rehired full time. However, a motion was never made or recorded in the minutes and her status needs to be corrected for the town's records. Commissioner Davis moved to change Judy Garver's status to unpaid auxiliary police officer effective August 13, 2015. Commissioner Lewis seconded the motion and the vote was unanimous.

The 2016-2017 audit contract with Anthony & Tabb, P.A. was presented for approval, along with the audit engagement letter. The contract must be approved by the board and by the NC Local Government Commission before any work can begin. Commissioner McClenny stated that we should not make a change at this time since they have done a good job in the past and have not had a price increase. Commissioner McClenny moved to approve the 2016-2017 audit contract with Anthony & Tabb, P.A. Commissioner Alford seconded and the vote was unanimous.

Nash County has an upcoming project for single family home rehabilitation. Pre-application forms must be completed by the deadline on Friday, August 18, 2017 at 5:00 pm. Pre-applications are available on the Nash County website.

Mayor Lewis advised the Board there have been two to three requests from people outside town for a golf cart permit. Since this was not addressed when the Board approved the Golf Cart Ordinance, Mayor Lewis asked what was the pleasure of the Board. Also, if allowed, would the cost be different than the \$35 in town rate. After a brief discussion, no action was taken at this time.

Administrative Financial Assistant Lorrie Gray needs to be added as a dual check signer for the town and added to all town banking resolutions effective September 1, 2017. Jennifer Lambert will be removed as a dual check signer and from all town banking resolutions as of September 1, 2017. Commissioner Lewis moved to appoint Lorrie Gray as a dual check signer and add Lorrie on all the town's banking resolutions. Commissioner Davis seconded and the vote was unanimous.

With the retirement of Jennifer Lambert, the Board would like to appoint Gloria Vinson as Town Clerk and Finance Officer effective September 1, 2017. Commissioner Lewis moved to appoint Gloria Vinson Town Clerk/Finance Officer effective September 1, 2017. The motion was seconded by Commissioner Alford and carried unanimously.

Gloria Vinson will need to register to attend the first available Clerk's School at UNC School of Government in Chapel Hill. Since the class fills so quickly when

posted online. Commissioner McClenny moved to approve for Gloria to register as soon as the course is available. Commissioner Davis seconded to motion and it passed unanimously. As soon as the registration information and cost is available, it will be presented to the Board.

Jennifer Lambert requested to be paid for a second week (40 hours) of advance vacation pay on August 23, 2017 and the remaining vacation time to be paid in her final paycheck. Commissioner Meacombs made a motion for Jennifer Lambert to receive her vacation pay as requested. Commissioner Lewis seconded the motion and the vote was unanimous.

Mayor Lewis and Michael Collins have registered to attend a Grant Writing Workshop sponsored by NCDPS-Governors Crime Commission on September 15, 2017 in Hickory, NC. The workshop is no cost, but there will be expenses for mileage, meals and lodging. They will spend the night Thursday and attend the workshop on Friday. Commissioner Meacombs made the motion to approve the Workshop and Commissioner Alford seconded. The vote was unanimous.

Mayor Lewis opened the floor for public comment. There were no comments, so the session was closed.

Commissioner Meacombs moved to go into Closed Session as allowed by G.S.143-318.11(a)(6) to discuss a personnel matter. Commissioner McClenny seconded and the motion was unanimous.

Back in Open Session and with no further business, Commissioner McClenny moved to adjourn. Commissioner Lewis seconded and the vote was unanimous.

Gloria Vinson, Administrative Financial Asst.

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