

**Middlesex Governing Body  
Special Meeting Agenda  
August 25, 2016 – 10:00am  
10232 S. Nash Street**

1. Call the meeting to order and give the invocation.
2. Approve the audit contract with Anthony & Tabb, P.A. for period ending June 30, 2016.
3. Use of part time help to fulfill extensive public record requests in a timely manner & at a lower cost to the requestor.
4. Adjourn

Middlesex Governing Body Special Meeting Minutes  
August 25, 2016

Mayor Lewis called the special meeting to order at 10:00 a.m. Members present were Commissioners Harold Meacombs, Danny Alford, Cherrye Davis, Ann Lewis, and J.W. McClenny. Only two guests attended.

The purpose of this special meeting is to approve the audit contract with Anthony & Tabb, P.A. for period ending June 30, 2016 and to discuss the use of part time help to fulfill extensive public record requests in a timely manner and at a lower cost to the requestor.

The audit contract for fiscal year ending June 30, 2016 with Anthony & Tabb, P.A., includes fees of \$10,750 for accounting and auditing services, which is the same amount as the last several years. Mayor Lewis stated that they are ready to begin work as soon as the contract is approved by the Town Board and the Local Government Commission. Commissioner McClenny moved to approve the contract. The motion was seconded by Commissioner Meacombs and the vote was unanimous.

Mayor Lewis advised the Board that we have received an extensive public records request which will require several hours of copying. After discussing with town staff, it was decided the best way to handle the request was to ask Ann Lewis to copy these records. Ann remains active in the town's payroll system at the part time rate. She has agreed to come in and process the request. This requires no personnel paperwork. Mayor Lewis noted that Ann would punch a time card each time she works on the request, and when completed, the actual cost will be billed to the requestor.

Clerk Lambert advised the Board she just completed the Workers Comp Annual Audit last week. Administrator Tammy Pittman will be attending Local Government Finance training in at the Institute of Government in Chapel Hill next week. Town hall will be short staffed next week for meter reading, utility billing, and end of the month balancing. Lambert noted that with Ann processing the request, the requestor would receive a timely response, and it will also be at the least cost to the requestor. Mayor Lewis requested a Board motion to use Ann Lewis for any extensive public records requests. Commissioner Meacombs moved to use Ann Lewis part time to fulfill public records request. Commissioner Davis seconded the motion and the vote was unanimous.

With no further business, Commissioner Lewis moved to adjourn. Commissioner McClenny 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