

**Middlesex Governing Body
Meeting Agenda
September 12, 2016 – 7:30pm
10232 S. Nash Street**

1. Call the meeting to order and give the invocation.
2. Approve the August 8 and 25, 2016 meeting minutes **Pages 1 – 7**
3. Approve the agenda
4. Reports:
 - a. Clerk **Pages 8 – 50**
 - b. Police Chief **Pages 51 – 54**
 - c. Public Works Supervisor **Page 55**
 - d. Library **Page 56**
 - e. Mayor
 - f. Commissioners
5. Old Business:
 - a. Ethics Training for Local Elected Officials at the Town of Bailey **Page 57**
6. New Business:
 - a. Insurance claim filed for computer damaged by thunderstorm-Quote **Page 58**
 - b. Discuss applying for an Asset & Inventory and Assessment Grant due September 30, 2016 (same grant discussed in April 2016)
 - c. Adopt Resolution R2016-1166 naming Mayor Lewis as the Authorized Official to sign all grant documents for the AIA Grant on behalf of the town **Page 59 – 60**
 - d. FYI-Local Government Employee Retirement System Legislative Update regarding military service members **Page 61**
7. Public Comment Session
8. Closed Session for a personnel matter as allowed by G.S.143-318.11(a)(6)
9. Adjourn

Middlesex Governing Body Meeting Minutes
September 12, 2016

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

Both the August 8 and August 25, 2016 meeting minutes were unanimously approved as presented in a motion by Commissioner Lewis and seconded by Commissioner Davis.

The meeting agenda was unanimously approved as presented in a motion by Commissioner McClenny and seconded by Commissioner Davis.

Clerk Jennifer Lambert reviewed the August financials, which were unanimously approved as presented in a motion by Commissioner Alford and seconded by Commissioner McClenny. Lambert advised that Tammy Pittman successfully completed the Introduction to Local Government Finance Course at UNC School of Government in Chapel Hill.

The Clerk's Academy is a two and one half day class on Wednesday, Thursday and a half day Friday, and is usually scheduled the third week in January each year. Registration is not open at this time and the cost is unknown. The cost last year was \$450, and it may run slightly higher for 2017. Only forty (40) people will be accepted. Tammy will receive an email when it's available. Clerk Lambert requested a Board motion to register Tammy as soon as it becomes available. Commissioner Alford moved to approve to register Tammy for the Clerk's Academy as soon as it becomes available. Commissioner McClenny seconded and the vote was unanimous.

Public Works Supervisor James Liles reported the new transfer switch at the Cedar Run lift station is working fine. A pump is down and he is getting a quote to replace.

Mayor Lewis noted he has written three more zoning permits for new homes and the growth is continuing.

Mayor Tim Johnson of Bailey received the link for the webinar "Ethics Training for Local Government Elected Officials". Commissioners McClenny, Alford and Davis are required to attend. Some possible dates were discussed and Clerk Lambert will get with Mayor Johnson for scheduling.

A recent electrical storm damaged the computer in James Liles's office. We received a quote of \$1,520 from CT Technology, our IT company. A claim has been filed with the town's property insurance carrier and this should be covered, less the \$500 deductible.

In April 2016, Envirolink approached Mayor Lewis regarding applying for an Asset and Inventory Assessment Grant to inventory and map the town's water and sewer system. The grant is available again with a September 30, 2016 deadline. The amount can be up to \$300,000, which is \$150,000 each for the water and the sewer system. The town's match will be 5% of the amount awarded, or \$15,000 if the town was awarded \$300,000. The match can be in the form of money or in-kind work. Money can be used to locate lines and valves camera lines, and create a geographical information system (GIS) on computer of the town's water and sewer lines. At the end of the grant, the town would have updated maps of all lines and an updated Capital Improvement Plan (CIP) for the water and sewer system. The updated CIP would assist the town when applying for future grants to update the town's infrastructure.

Resolution R2016-1166 must be approved to apply for the grant, which authorizes Mayor Lewis to execute and file the grant application on behalf of the town. Following is the resolution presented:

RESOLUTION NO. R2016-1166

A RESOLUTION OF THE TOWN OF MIDDLESEX, NORTH CAROLINA, TO SUPPORT AN APPLICATION FOR A GRANT FROM THE NORTH CAROLINA DIVISION OF WATER INFRASTRUCTURE FOR AN ASSET INVENTORY AND ASSESSMENT

WHEREAS, the **Town of Middlesex, NC**, desires to be proactive in the planning, management, and financing of their water and wastewater system to ensure a viable and affordable service to their citizens; and

WHEREAS, the North Carolina Division of Water Infrastructure provides grant funding for Water and Wastewater Asset Inventories and Assessments; and

WHEREAS, the North Carolina Division of Water Infrastructure requires an official resolution to be adopted by the **Town of Middlesex, NC**, verifying support of the Grant(s) as well as indication of continuing support to updating the asset inventory and capital improvement plan in the future; and

WHEREAS, the **Town of Middlesex, NC**, intends to request state grant assistance for the **Water /and/or/ Wastewater** Asset Inventory and Assessment project(s); and

NOW, THEREFORE, BE IT RESOLVED that the **Town of Middlesex, NC**:

1. The **Town of Middlesex, NC**, the **Applicant**, supports the Asset Inventory and Assessment Grant application(s) to the North Carolina Division of Water Infrastructure in an amount of \$300,000.
2. The **Applicant** will arrange financing for the required match and all remaining costs of the project(s), if approved for the grant(s) in an amount up to \$15,000.
3. The **Applicant** authorizes **Luther H. Lewis, Jr., Town Administrator/Mayor**, the **Authorized Official**, and successors so titled, to execute and file on behalf of the **Applicant**, an application for the Asset Inventory and Assessment Grant(s) from the North Carolina Division of Water Infrastructure.

4. The **Applicant** authorizes the **Authorized Official**, and successors so titled, to have legal authority to negotiate and execute the grant(s) contracts and amendments or change others, and to certify grant disbursement on behalf of the **Applicant**.
5. The **Applicant**, authorizes and directs the **Authorized Official**, and successors so titled, to furnish such information as the appropriate State agency may request in connection with the grant application(s) and project(s); to make the assurances as contained above; and to execute such other documents as may be required in connection with the application(s).
6. Upon award and reimbursement of the grant funding the **Applicant** is committed to implementing the asset inventory and assessment to guide a water /and/or/ wastewater related capital improvement plan and updating and maintaining the asset inventory and capital improvement plan into future budget years, as further documented in the Asset Inventory and Assessment Grant Application Narrative.
7. The **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

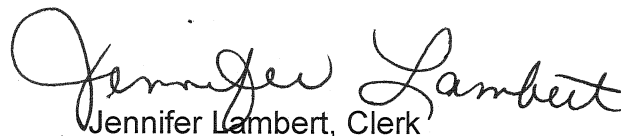
Commissioner Lewis moved to apply for the grant and to adopt Resolution R2016-1166 authorizing Mayor Lewis to execute and file the grant application. Commissioner McClenny seconded and the vote was unanimous.

Clerk Lambert shared a 2016 legislative change to the Local Government Retirement System. The LGERS employer is required to pay employer and employee contributions for the full period that a member is in active military duty if the employee was an LGERS member immediately prior to the active duty military service and returns to employment under LGERS with the same LGERS employer within two years after the military duty. This new legislation does not affect the town at this time, but noted the change for future reference.

Mayor Lewis opened the floor for the public comment session. Only one guest addressed the Board about topics of concern and the session was closed.

Commissioner Davis 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 vote was unanimous.

There were no actions from the Closed Session. With no further business, Commissioner McClenny moved to adjourn. Commissioner Alford seconded and the motion passed unanimously.


Jennifer Lambert, Clerk

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