

Meeting Minutes  
10-10-2011

Mayor Lewis called the regular meeting to order at 7:30 p.m. and gave the invocation. Members present were Commissioners Harold Meacombs, Luke Robinson, and J.W. McClenny. Commissioners Fred Hough and Dale Bachmann were absent. Police Chief Dennis Murray and Officers Crystal Daughtry and Vennie Brock were present. Guests were Edna Mount and Ronnie and Gloria Hicks.

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

The September minutes were approved unanimously in a motion by Commissioner Robinson and seconded by Commissioner McClenny.

Mayor Lewis requested to add under New Business, Item k, discuss the Powell Clinic Building. Commissioner McClenny requested to add Item L, discuss the cemetery. In a motion by Commissioner Meacombs and seconded by Commissioner Robinson, the agenda was unanimously approved.

The September financial statements were accepted as correct in a motion by Commissioner Robinson, seconded by Commissioner McClenny, and carried unanimously.

Mayor Lewis advised the Board that he and Commissioner Bachmann continue to look for a used  $\frac{3}{4}$  ton truck with an equipment body for the Public Works Department, adding that a truck was included in the 2011-2012 budget.

Mayor Lewis met with a FEMA representative and filled out an application for reimbursement of time and equipment costs for Hurricane Irene cleanup, but we do not know how much money the town may receive. The FEMA rep advised Mayor Lewis the town may qualify for grant funds to purchase a generator for the Police and Public Works Departments.

Commissioner Meacombs moved to confirm a telephone vote to purchase a 2003 Crown Victoria from Hembree's Auto Sales in Greensboro for \$5,500, less a \$1,500 trade in allowance for the 1995 Chevrolet Caprice, for a net cost of \$4,000. Commissioner McClenny seconded and the motion carried unanimously. Equipment has been ordered and Hembree's will get the jack and a missing hubcap to us.

Mayor Lewis tabled discussion of uniforms for part time employees to be discussed when all Commissioners were in attendance.

The Board reviewed the draft Hold Harmless Agreement between the town and the Free Will Baptist Children's Home stating the town is not liable for any expenses incurred in applying for the grant or the grant application process for the water line extension to the Children's Home. Town attorney, Liz Fairman, incorporated a couple of changes and everyone was in agreement. The revised agreement will be given to Gary Lee, President of the Children's Home, to review the changes, and present us with the final agreement for approval.

In a motion by Commissioner Robinson and seconded by Commissioner McClenny, the following tax discoveries and releases were unanimously approved:

a. **Tax Discoveries** from Nash County:

(1) Enrichment Center-Lil Angels Daycare: 2009 - \$54.99 & 2010- \$54.89

b. **Tax Releases** from Nash County:

(1) Baker Heating & Air- \$2009 - \$104.14; 2010 - \$94.27; \$ 2011 - \$85.25

As an FYI, a letter from the NC Dept of Transportation Powell Bill Manager was presented outlining recent legislative changes. Half of the annual allocation will be received in October 2011 and the second half in January 2012. Also, municipalities with a population of 5,000 or less can accumulate an excess equal to twenty years of allocations instead of ten years. Everyone agreed ten years excess accumulation would be fine, since we have budgeted \$26,000 for railroad crossing signal installations and maintenance.

Commissioner McClenny moved to destroy weekly computer backup discs from years June 30, 2003 through June 30, 2010. The motion was seconded by Commissioner Robinson and carried unanimously. Clerk Lambert will check into the best way to destroy the DVD's. Mayor Lewis requested someone with the town to be present. Lambert advised that the fiscal year end backups for these years before files were cleared will be kept permanently at a safe deposit box at The Heritage Bank, along with the backup before the 2005 computer upgrade.

Clerk Lambert requested the Board review a draft computer backup policy for the town as part of the town's Records Disposition and Retention Policy and give their input at the November meeting.

The Board unanimously approved to purchase a computer workstation for Shelly Woodruff from CT Technology for an estimated \$1,564.87, which includes configuration and setup labor. We will continue to use the same monitor since it is fairly new. Commissioner McClenny moved and Commissioner Robinson seconded.

Clerk Lambert advised the Board that the remaining four computers in the town hall would have to be updated from Windows XP to Windows 7 Professional operating system before 2013, so the upgrade will need to be in the 2012-2013 budget.

Mayor Lewis addressed the Board about an invitation to join the Upper Coastal Council of Governments (COG) Brownfields Coalition. The brownfields assessment program is part of an economic development/redevelopment effort as well as an opportunity to clean up the environment and eliminate health hazards. The Coalition has \$400,000 of EPA funds for assessments and possible cleanup of economic development sites. There is a one-time fee to join the Coalition of \$1,000. Sites identified by Nash County are Fawn Industries, two Cameron junkyard sites, B & S Truck Repair, and the old dump site off Baines Lane. The town must be a member of the Coalition to get Phase I money to complete assessments. Phase II assessments will be completed if something significant is found by the two firms already hired. The COG will write and administer grants for Phase 1 and Phase II Environmental Site Assessments. Commissioner Meacombs moved to join the Brownfields Coalition, appoint Mayor Lewis as the staff member to the Technical Coordinating Committee, Jennifer Lambert as the alternate staff member, Commissioner Meacombs as Board appointee and Commissioner Bachmann as the Alternate Board appointee. His motion was seconded by Commissioner McClenny and carried unanimously.

As an FYI, Mayor Lewis presented a letter from the NC Retirement Systems Division of the State Treasurer advising the town's contribution rate for law enforcement officers increased from 7.04% to 7.05% effective October 1, 2011.

Commissioner Meacombs moved to participate in the NC Debt Setoff Program for 2012. Commissioner Robinson seconded and the motion carried unanimously.

Commissioner McClenny moved to approve the following requested 2011-2012 Budget Amendments. His motion was seconded by Commissioner Robinson and carried unanimously.

<u><b>GENERAL FUND:</b></u>		<u><b>INCREASE</b></u>	<u><b>DECREASE</b></u>
<u><b>Police Dept. Expenditures:</b></u>			
10-510-7400	Capital Outlay	5,400.00	
10-510-4500	Contracted Services	1,500.00	
<u><b>General Fund Revenues:</b></u>			
10-335-0000	Misc. Revenues	6,500.00	

Mayor Lewis advised that we have purchased and equipped two Crown Victoria police cars, a 2003 and a 2006, using the insurance reimbursements received for the wrecked 2003 Crown Vic and equipment.

Clerk Lambert presented a list of delinquent property taxes over \$1,000 for further action by the Board. Mayor Lewis suggested town attorney Liz Fairman send a letter to each property owner and everyone agreed.

Mayor Lewis met with an interested party at the Powell Clinic building who would like to pursue a dental practice in the building. Mayor Lewis advised that it would probably be a lease to own for twelve months with the town financing the building. The town would need to change the buildings' water, electric, and air to accommodate a dental office. The interested party plans to place two dentists and four hygienists at the facility. Rent would be about \$12 per square foot, or \$4,000 per month for approximately 3,500 total square feet. Mayor Lewis requested the Board's permission to pursue this matter and gather more information and costs involved. Commissioner McClenny added the building did not need to sit empty and everyone agreed for Mayor Lewis to proceed to gather and present his findings to the Board.

Commissioner McClenny advised that Section C, or the new section, of the town cemetery has several places that are not level and requested to add topsoil. He will obtain a cost estimate and present at the next meeting. He also pointed out that the town could use a new cemetery map, since Section C is not on the existing map and we are not sure of our property lines. It appears some lots showing on the cemetery map are actually located in the woods. Mayor Lewis advised that he would have Ted Hopkins, surveyor, find the corners.

Being no further business, Commissioner Meacombs moved to adjourn.

Jennifer Lambert  
Town Clerk

Mayor Luther H. Lewis, Jr.  
Commissioners  
Harold Meacombs  
Luke Robinson  
J.W. McClenny