

**Middlesex Governing Body  
Meeting Agenda  
October 10, 2016 – 7:30pm  
10232 S. Nash Street**

1. Call the meeting to order and give the invocation.
2. Approve the September 2016 meeting minutes     **Pages 1 – 2**
3. Approve the agenda
4. Reports:
  - a. Clerk     **Pages 3 – 41**
  - b. Police Chief     **Pages 42 – 45**
  - c. Public Works Supervisor     **Page 46**
  - d. Library     **Page 47**
  - e. Mayor
  - f. Commissioners
5. Old Business:
  - a. Ethics Training Webinar for Local Elected Officials at the Town of Bailey
6. New Business:
  - a. FYI Letter from NCDOT regarding Powell Bill Allocation     **Page 48**
  - b. Membership Agreement with North Carolina 811 Inc.     **Pages 49 – 55**
  - c. Quote for water and sewer tap, and bore under road on Selma Road for Scott Custom's LLC new construction     **Page 56**
  - d. 2016-2017 Budget Amendment to cover the Selma Rd water and sewer tap and bore under road.     **Page 57**
  - e. Resolution requesting NCDOT to move town limits signs on Selma Road to Stokes Road and change the speed limit from 55 to 35mph on Selma Road from the town limits to Stokes Road     **Page 58**
  - f. Discuss Christmas~N~Middlesex and parade December 10, 2016 and adopt Ordinance for necessary Street Closure     **Page 59 – 60**
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  
October 10, 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 were all present. Only 2 guests attended.

The September 2016 meeting minutes were unanimously approved as presented in a motion by Commissioner Lewis and seconded by Commissioner McClenny.

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

Clerk Jennifer Lambert reviewed the September financials, which were unanimously approved as presented in a motion by Commissioner Meacombs and seconded by Commissioner McClenny. Lambert advised she and Administrative Assistant Tammy Pittman are spending a considerable amount of time training. Lambert added that Tammy did a very good job completing the September month end processing, balancing Accounts Receivable, reconciling the bank statements, and printing and preparing the September financials for the meeting packet for the first time.

Public Works Supervisor James Liles was absent. Mayor Lewis noted one of the pumps at the Cedar Run lift station was replaced.

The webinar "Ethics Training for Local Government Elected Officials" will be held at the town hall in Bailey on Thursday, October 13 at 5:00pm. Commissioners Alford, Davis, and McClenny are required to attend.

Mayor Lewis presented a letter from NC DOT notifying the town that it qualifies for 2016 Powell Bill Funds. The first half of the Powell Bill Allocation, \$13,101.63, was direct deposited into the town's Powell Bill Account. The letter explained the formula used to calculate the allocations, the approved uses of Powell Bill funds, and the legal responsibility of local officials for proper management of the funds.

Effective October 1, 2016, in order to comply with state law, the town was required to become a member of North Carolina 811, Inc. NC 811 is a notification center for all operators, locators, and associate members with regards to all digging, excavating, and locating of all utility lines. The signed agreement was presented to the Board as an FYI. Clerk Lambert explained she has a copy of the NC 811 incorporation documents mentioned in the membership agreement and would be glad to provide a copy for anyone interested.

A quote from E. Haddock Enterprises, LLC was presented in the amount of \$3,350 to cover a water tap and a sewer tap and bore under Selma Road to a property

across from Cedar Run Subdivision. Scott Customs, LLC will be building a home in the near future. Wall-Part Part Properties paid the town for the taps and bore in September 2013. The following budget amendment to cover the tap and bore was presented for approval:

<b><u>WATER FUND EXPENDITURES:</u></b>		<b><u>Increase</u></b>
30-810-4500	Contracted Services	750.00
<b><u>SEWER FUND EXPENDITURES:</u></b>		
30-800-4500	Contracted Services	2,600.00
<b><u>WATER FUND REVENUES:</u></b>		
30-370-9000	Contingency Fund Approp	750.00
<b><u>SEWER FUND REVENUES:</u></b>		
30-375-9800	Contingency Fund Approp	2,600.00

The budget amendment was unanimously approved in a motion by Commissioner Alford and seconded by Commissioner McClenny.

With the development of Cedar Run Subdivision on Stokes Road and the concern for the safety of residents and motorists along Stokes Road, Mayor Lewis discussed the 55 mile-per-hour with Todd Lewis, District Engineer with NC DOT. There will possibly be fifteen driveways on Selma Road. DOT advised to have the Town Board adopt a resolution requesting that the town limit sign on Selma Road be moved to Stokes Road and the speed limit reduced to 35 mph. Following is the Resolution Todd Lewis reviewed for Board approval:

**R2016-1167**

**RESOLUTION REQUESTING NCDOT TO MOVE THE TOWN LIMIT SIGN TO STOKES ROAD AND LOWER THE SPEED LIMIT TO 35 MPH ON THAT PORTION OF SELMA ROAD CONTINUING TO STOKES ROAD**

**WHEREAS**, in April 2007, the Board of Commissioners of the Town of Middlesex annexed property on Selma (SR1118) and Stokes Road (SR1116), which is now Cedar Run Subdivision; and four other lots originally part of the Subdivision; and

**WHEREAS**, this property consists of thirty nine lots, including seventeen homes, and many other lots are being developed at this time, including fifteen (15) driveways and the entrance to Cedar Run Subdivision (Barnes Road); and

**WHEREAS**, the current speed limit on this portion of Selma Road is 55 mph; and

**WHEREAS**, due to safety concerns for residents of this area and all motorists, the Board of Commissioners of the Town of Middlesex requests that the NC Department of Transportation lower the speed limit from 55mph to 35mph on this portion of Selma Road.

**WHEREAS**, G.S. 20-141(f) grants local authorities the ability to determine and declare safe and reasonable speed limits for any part of a street within the corporate limits which is also part of the State highway system; and

**WHEREAS**, said local authorities shall determine and declare safe and reasonable speed limits which shall become effective when NCDOT passes a concurring ordinances and signs have been installed giving notice of authorized speed; and

**WHEREAS**, NCDOT does allow the town to pass an ordinance to lower the speed limit to the statutory speed of 35 mph in cases where NCDOT analysis suggest otherwise;

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Town of Middlesex officially requests the NCDOT to move the town limit sign to Stokes Road and change the speed limit on this section of Selma Road from 55 to 35 miles per hour and hereby authorizes the Town Clerk to sign the Certification of Municipal Ordinances that will allow NCDOT to enact concurring ordinances and install appropriate speed limit signs to be enforced by the Town.

Adopted this 10th day of October, 2016.

Attest:

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Luther H. Lewis, Jr., Mayor

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Jennifer Lambert, Clerk

Commissioner Meacombs moved to adopt Resolution R2016-1167 as presented. The motion was seconded by Commissioner Davis and adopted unanimously. As instructed by NC DOT, once they receive the adopted resolution, both DOT and the town will adopt concurrent ordinances changing the speed limit. Mayor Lewis added that he does not know how long this process will take, but wanted to get the ball rolling.

Town Hall has received several calls regarding the Christmas Parade and it is time to begin planning Christmas~N~Middlesex. Cindy Ridgway has agreed to organize the event again this year. The second Saturday in December is the day the event has been held every year and the parade has always been held from 2:00-3:00pm. This year the event will be held December 10, 2016. Per NC DOT policy, the town must adopt an ordinance for the street closures and send DOT a copy. The town assumes all traffic control and liability for the event. Todd Lewis with DOT confirmed the town could adopt an ordinance to cover the event every year versus adopting a new ordinance every year. Each year we would just notify them we were having the event. Following is the ordinance:

O2016-1167

**ORDINANCE APPROVING A STREET CLOSURE FOR A SPECIAL EVENT  
BY THE TOWN OF MIDDLESEX**

**WHEREAS,** The Board of Commissioners of the Town of Middlesex promotes the Christmas~N~Middlesex Event and Parade as a town-sponsored event; and

**WHEREAS,** The Board of Commissioners has designated the second Saturday in December each year to hold the Christmas~N~Middlesex Special Event between the approximate hours of 11:00am – 4:00pm, with the parade beginning at approximately 2:00pm and ending at approximately 3:00pm; and

**WHEREAS,** The Town of Middlesex has notified the NC Department of Transportation that the town will be closing South Nash Street (NC 231) from Stokes Road to Hanes Avenue (SR 1120) and Hanes Avenue to Middlesex Elementary School in order to hold the Christmas Parade, and will notify the NC Department of Transportation each year sixty days (60) prior to the event date to confirm there are no known conflicts or concerns; and

**WHEREAS,** The Middlesex Police Department will provide proper traffic control and safety precautions, notify Emergency Management; and

**WHEREAS,** the Town of Middlesex accepts full responsibility for, and all liability related to, this special event;

**NOW, THEREFORE BE IT ORDAINED** by the Board of Commissioners of the Town of Middlesex that South Nash Street (NC 231) and SR 1120 (Hanes Avenue) will be closed between approximately 2:00 and 3:00pm the second Saturday each December to hold the Annual Christmas Parade.

Adopted, this the 10th day of October, 2016.

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Mayor

**ATTEST:**

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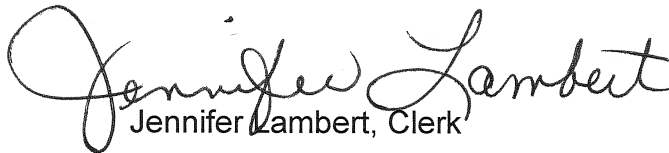
Town Clerk

Commissioner Meacombs moved to approve the ordinance as presented. The motion was seconded by Commissioner Lewis and passed unanimously.

Mayor Lewis opened the floor for the public comment session. Only one guest addressed the Board and 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 vote was unanimous.

There were no actions taken from the Closed Session. With no further business, Commissioner McClenny moved to adjourn. Commissioner Meacombs 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