

**Town of Macclesfield
Board of Commissioners
Emergency Meeting
Town of Macclesfield Town Hall
January 26, 2022**

2:00pm
Agenda *Minutes*

Members Present

Emily Stallings Turner, Mayor
Charles Lewis, Commissioner
Paula Lewis, Commissioner
Joyce Braxton, Commissioner
Jean Jiles, consideration for commissioner position
Christie Cobb, Town Manager
Benji Lassiter, Maintenance
Austin Wooten, Maintenance
Pam Hurdle, consultant

- I. CALL MEETING TO ORDER - Mayor Turner January 26, 2022 at 2:03
- II. INVOCATION-led by Pam Hurdle
- III. PLEDGE OF ALLEGIANCE
- IV. APPROVAL OF AGENDA-discussed no changes
- V. REVIEW MINUTES(Previous Meetings 12/28/2022, 1/5/2022)

Discussion Notes: Previous meetings 1/28/2021 and 1/5/2022
Motion To:Accept minutes as read
Motion by:Paula
Second by:Charles
Vote:3-0 Passed

VIII. OLD BUSINESS and FollowUp

One note as follow up: seminar mentioned has been canceled.

IX. NEW BUSINESS

1. Welcome Members Present and Introductions-Emily
2. Introduce new potential Board Member- Jean Dale Wooten Jiles, gave a bio and expressed interest. Team discussed.
Motion To: Accept commissioner position to Mrs. Jiles by Paula. Second: Joyce Vote:3-0 passed
Mrs. Jiles accepted the position and took oath of office
3. Introduce and Approve Town Clerk position, Christie Cobb.
 - a. Approval to add to bank accounts as CFO/Treasurer/Town Clerk
Motion to accept Christie Cobb as town clerk and approve use of accounts by Joyce.
Second: Paula Vote 4-0 Passed
Title Town Clerk, Finance Officer, Treasurer (awaiting bkgrd check)
Cobb accepted and took oath
4. BC Varnell-request from customer to have water bill removed. This was done previously for 6 months a year, due to seasonal use. Other customers were affected by the decision
Discussion of policy. Motion that customers will be charged flat rate monthly if water is turned on by Paula.
Second: Jean Vote 4-0 passed. Emily will notify the customer.
5. Tim Cole-vacant house with new tenant. Tim provided an electrical permit, good through 1/27/2020. Further actions?
Concerns about health and safety. Cole presented an electric permit.
Motion to contact Mr. Cole about concerns by letter by Jean. Second: Joyce. Vote 4-0 passed Emily will send letter registered mail.
6. Resumes for review for Deputy Town Clerk Position. Team reviewed resumes and pay scale. Motion by Emily 2 call 2 candidates Harrell and Lewis in for visit and interview. Second Charles vote 4-0 Passed. Christie will contact candidates.
7. New Locks on all doors including Community Building. Who has keys? Witnesses report observing lights left on.
Information discussed that a contractor left lights on, but plans in place by Benji to change community building keys to matching keys for all doors. Benji will also work on town hall locks that are sticking, before replacing,

- may just need graphite.
8. Keith Wade-to give a quote of repairs ex. doors, kitchen floor
 9. Merle has been approved to clean buildings, price attached and approved. She has accepted
 10. Swear In Date for New Office? Date to take office? (Not specified in Town Charter
NCLOM-rules-take office when sworn in? Added to? Discussion
By state statute, the date sworn in is the date to take office
 11. Recommended Addition to Employee Handbook regarding discussion of election candidates or newly elected officials while on town payroll clock. Should be policy. Christie will follow up.
 12. Covid Pay? Brent-Type of Leave (Sick, Vacation?) Sick time is to be taken.
 13. Utility Matters- drafts, late charges, changes to routine past charges, overcharges, credits not documented on accounts, meter readings-no estimations. (Allowed only in rare instances), misleading billing, many inconsistencies in accounts. Motion by Paula to wave late charges and debt setoff as needed during time of limited staffing. Second: Joyce Vote 4-0 passed.
 14. MLK Holiday. Motion that all federal holidays and the addition of the Juneteenth Holiday recognized by the town by Charles. Second: Paula Vote 4-0 Passed
 15. Inventory-Motion to complete a town inventory prior to the end of Fiscal year by Jean. Second: Joyce. Vote 4-0 passed. Benji and Emily to complete inventory this Saturday at the Maintenance Building. Joyce and Paula to inventory Town Hall and Community Building to be completed prior to end of Fiscal Year
 16. Notary Public- Christie is currently taking class. It is recommended that Emily and Benji also become notaries. Motion by Paula that fees for becoming notary will be paid or reimbursed by the town. Second: Jean Vote 4-0 passed.
 17. Issue with bonuses to personnel fired, quit, laid off (to be approved by citizens?) Motion made by Paula to not give any more bonuses, gifts or packages to exiting employees. Second: Jean Vote: 3-1 passed
 18. Locality Networks Information presented by Paula Request permission to get an estimate/quote from Will Burge(onsite IT person) to update computers, software, phone lines. Pinetops uses this service. Motion by Joyce to give permission to get information and estimate on upgrades. Second: Paula Vote: 3-1 Pam discusses the need for upgrade. Meeting scheduled Monday Jan 31 to begin the quote process.
 19. Community Cameras Grant- Christie will contact Chief Harrell in Pinetops to inquire about the grant.
 20. Motion by Paula that the town office will be open drive through only, for training of new staff on the following days. 1/31, 2/1. 2/7, 2/8. 2/14, 2/15. Citizens notified in writing in mailed utility bills and on office doors. Second: Jean Vote:4-0 passed.

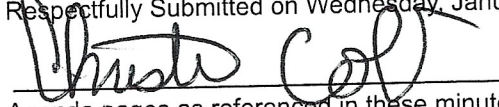
ANNOUNCEMENTS

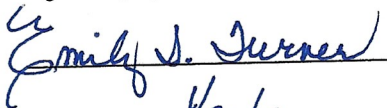
Fireworks booked. \$6000 due to transportation cost. Toddy Road band booked for 3 years.
Mayor recognized the hard work by mayor, commissioners, former Mayor Trey Lewis for the work done during Transition.
Discussion that training by board is required. Details at next Meeting
Regular Board Meeting scheduled by February 14, 2022 at 2:00.
Paula will call Chris Weaver about a water leak in rental property. (Jack)
All commissioners were encouraged to volunteer at town hall due to lack of staffing.

Closed Session Discussion

ADJOURNMENT

Respectfully Submitted on Wednesday, January 26, 2022.


Christie Cobb, Town Clerk
Agenda pages as referenced in these minutes follow and are a part of the official record.


Emily S. Turner, Mayor
1/31/2022