

Town of Macclesfield
Work Session Minutes
Wednesday, March 2, 2022
2:00 pm Town Hall

The Town of Macclesfield's Town Commissioners held a work session meeting on Wednesday, March 2, 2022 at 2:00 pm

Mayor Emily Turner called the meeting to order at 2:08

Members Present

Emily Turner, mayor
Paul Lewis, mayor pro-tem
Charles Lewis, commissioner
Joyce Braxton, commissioner
Jean Wooten-Jiles

Staff Present

Benji Lassiter, operations manager
Christie Cobb, town Clerk
Jennifer Stanley, Deputy Clerk
Austin Wooten

Others Present

Pam Hurdle
Will Burge, Locality Networks

Motion made by P. Lewis , second by J. Wooten-Jiles To accept the agenda and minutes. Discussion: none
Vote 4-0 passed

Scheduled Business

Will Burge-Locality Network

Mr. Burge discussed progress on installing business phones to the office. Grand stream 2615. Can be accessed by cell phone or laptop. He plans to set up one conference phone line and to add a phone device to the septic plant.

Mr. Burge has researched prices for Laptops(3) Surface Pro and HP options with software selection. Counsel suggested he meet with Benji, Christie, Jennifer to make final suggestions, as they will use the devices. Mayor requested one desktop as well. Price ranges \$900 to \$1500.

Mr. Burge stated that all emails are set up as webmail.

Website can begin. Mr. Burge will help Christie get it started.

Mr. Burge recommends backup for computers and servers around \$25 each, per month.

Mr. Burge is still interested in setting up a hub in town with network configuration to better serve the town and community. He explained the town could connect instead of each device being on a separate internet connection. We need a good fire wall, which could be provided, government grade, with VPN access. Firewall will cost in the \$300-900 range. He plans to look into a stage building to place on town hall property for the hub. He will also price tv for the office and screen for chambers to discuss with office staff.

Mr. Burge plans to update the contract with locality for Renewal in March.

Analog fax could upgrade to web fax

Locality offers TV antennas to residents at \$149 installed.

Motion to approve installation of the hub at the town hall site by Paula Lewis, second by Jean Jiles-Wooten. Vote 4-0 passed.

Old Business-none

New Business

1. Motion to approve Christie Cobb as town clerk and financial officer by Joyce Braxton, second by Charles Lewis. Vote 4-0 passed.
2. Motion to approve Jennifer Stanly as executive assistant and deputy town clerk by Jean Wooten-Jiles, second by Paula Lewis, vote 4-0 passed.
3. Town Financial report by Pam Hurdle. Transferred \$300,000 from mutual trust, where sales tax revenue is deposited to the general checking. Sales tax has not been paid by residents for utilities. Should be 7% to go to the electric fund and general fund. Loss of revenue monthly around \$3000.
4. Budget amendment proposal to balance the budget. Motion to approve by Paula Lewis, second by Jean Jiles-Wooten. Vote 4-0 passed.
5. Debt setoff process, discussed by Jennifer, to collect overdue utility payments.
6. Benji discussed operations. The sewer need on Flora street has an informal estimate of \$400,000. The grant will need additional information soon. The rural water association will do a water audit for the town. Teresa Varnell requested not to pay for a second water meter, but the procedure will be followed. Water towers were cleaned and painted in December and January. The new pump at the well was inspected, but the inspector is requiring engineers approval of the pump.

Commissioner Concerns

1. Dilapidated houses, response from the attorney. The town needs a letter from 5 people or approval. Motion for the town council members to mail a letter about the houses was made by Jean Wooten-Jiles, second by Joyce Braxton, vote 4-0 passed.
2. Pricing for zoning permits. Pam and Benji will create a fee schedule and present it to the committee.
3. Motion to see utility initial deposit at \$250 electric and \$100 water for new accounts. Deposit will be returned when the customer has 12 months of service with no late fees. Motion by Paula Lewis. Second by Charles Lewis. Vote 4-0 passed.
4. Motion to charge deposit of \$100 for water only customers, by Jean Wooten-Jiles, second by Paula Lewis. Vote 4-0 passed.
5. Schedule for Utilities discussed and will be printed in customer bills. All dates are scheduled for the next business day if they occur on a weekend. Meters read 15th of the month. Rereads 16-17th. Bills mailed 18th. Due date is 10th. Late fee begins 11th. Cutoff is 20th.
6. Yard lights at Kaletown are still in use. Benji will count the lights. Christie will draft a letter to owners Freddie Evans Farms, Evans Brothers to see if they will pay \$10 per light or have them disconnected.

Announcements

Next meeting March 14 at 2:00pm

Closed Session (personnel)

Adjournment

Respectfully Submitted by Christie Cobb, town clerk on March 7 2022.

Christie Cobb Clerk

Gomily S. Turner Mayor