

Town of Macclesfield
Regular Board Meeting
February 13, 2023
6:00 PM

The meeting was called to order by Mayor Emily Turner at 6:02 PM. Commissioner Jean Wooten-Jiles offered the invocation and all recited the Pledge of Allegiance to the Flag. The mayor asked everyone to introduce themselves. Members in attendance were Mayor Emily Turner, Mayor Pro-Tem Paula Lewis, Commissioner Joyce Braxton, Commissioner Charles Lewis, Commissioner Jean Wooten-Jiles, Public Works Director Benjy Lassiter, Town Clerk Jennifer Stanley, Deputy Clerk Gracie Smith, Town Administrator Pam Hurdle (via phone), Town Attorney Chris Edwards, and guests Ralph Clark and Diane Edwards.

Ms. Edwards asked for information on the CDBG Grant project and was given an application to complete and return to the town hall.

Commissioner P Lewis made a motion to approve the agenda with the additions from the Town Clerk. Commissioner Braxton seconded the motion and with none opposed, the motion carried. Commissioner P Lewis made a motion to approve the minutes of the January 9 meeting. (Since the clerk forgot to provide sealed closed session minutes, those will be voted on at the March meeting.) Commissioner Braxton seconded the motion and the motion carried with none opposed.

There were no citizen concerns as Ms. Edwards had her questions answered previously.

Under old business, Ms. Stanley met with Mr. Campbell, SECU, and Mr. Strickland last Tuesday morning regarding the ATM. They are leaning toward a walk-up ATM unless the construction crew is able to safely fit a drive-thru ATM in the lot without causing traffic or safety issues. The empty lot next to the Town Hall and the grassy area behind it are where the ATM will be located. The bank would require a lease and the monthly cost of the lease would be \$125. This will be \$1500 per year. The only concern raised was that the ATM should be placed where the sun would not glare on the screen and make it unusable. After some discussion, Commissioner P Lewis made a motion to approve the placement of the ATM at a cost of \$125 per month. Commissioner Wooten-Jiles seconded the motion and with none opposed the motion carried. Attorney Edwards suggested the town start with a one year lease then evaluate the usage and traffic at the ATM and reevaluate the possibility of a longer lease agreement. The board was in agreement.

Ms. Stanley reported that Roofing Solutions has begun work on the community building and all applicable paperwork has been turned in to the insurance company for the claim. She also reported receiving the check earlier today. It was requested that while repairs are being done at the community building, could the door be replaced with one that shuts and locks correctly, and could the vents be cleaned properly to prevent the possibility of mold growing. It was decided

that the board and town staff will need to work together to make sure precautions are taken to prevent incidents like this from happening again. Mr. Lassiter mentioned that Mr. Jennis Bynum, Roofing Solutions employee, asked if the town would be interested in removing the water heater from the ceiling and relocating it. A couple different types of water heaters were discussed but the discussion will be tabled until the next board meeting to allow time for Mr. Lassiter to prepare quotes from vendors. Ms. Stanley will also contact Roofing Solutions for an estimated date of completion so we can begin booking the building for events.

It was asked about the buildings around town that are falling down and not being repaired. Mayor Turner stated that she was going to write a letter to one of the landlords in town regarding the condition of his homes. Mayor Turner will meet with Ms. Stanley to prepare a letter to be sent out. The town needs someone to enforce the rules set in place. It was asked if all homeowners paid a deposit, even if only have services on while working on the house. Ms. Stanley stated that everyone is supposed to pay a deposit. Mayor Turner asked for the minutes to be checked to see if a ruling has ever been made regarding the deposit for utilities. It was decided that from this moment onward, all must pay a deposit before services are connected. There also needs to be an Ordinance stating such.

With the new business discussion of the ARPA Fund policies was discussed. The board has all seen the policies and approved them but never actually voted on them. Commissioner P Lewis made a motion to approve all 7 policies. Commissioner Braxton seconded that motion and with none opposed, the motion carried and the policies were approved.

Next was the discussion regarding upcoming events. First, the Easter Egg Hunt. Since Easter falls on April 9, the egg hunt will be held on April 1, 2-4 PM. We need a committee to plan and run the Easter Egg Hunt. It was agreed to contact Pastor Duncan of Webb's Chapel and see if he would be willing to spearhead the committee and head up the Egg Hunt. Commissioner Wooten-Jiles made a motion to ask Webb's Chapel to work with the town to plan the Egg Hunt. Commissioner Braxton seconded the motion and with none opposed the motion passed.

The July 3rd event is coming up fast and we need to start planning for that as well. Ms. Stanley has been contacted by the gentleman from last year (whose fireworks business caught fire) and he is ready and willing to do our fireworks. Ms. Stanley was asked to retrieve an estimate for the cost of the fireworks. There was discussion of finding a band to perform for the event as well as for Fall Festival. The event will run from 5 PM until the fireworks show and vendors will be allowed to reserve a spot with cost being the same as last year. Ms. Stanley will begin working on the vendor applications so those can be made public.

With no storage area in the town hall, public works had to take holiday decorations and other storage items to store them. This was taking up valuable workspace so a utility storage building was needed. The building cost \$3,293.39 delivered and setup.

The LGC has sent a Fiscal Accountability Agreement for the board to review and vote on. It is the same as the last FAA entered into with the LGC. Commissioner Wooten-Jiles made a motion to approve the Fiscal Accountability Agreement with the LGC, with the correction of the spelling of her name. The motion was seconded by Commissioner P Lewis and with none opposed the motion passed.

Last week Ms. Stanley and Commissioner Wooten-Jiles met with Mr. Joseph Durham from NC League of Municipalities. He is the representative for this area and wanted to come by and introduce himself. He stated that he is available for the town as technical support but can also work with the board on a number of things such as a visioning plan for the town, a board retreat, etc. He also mentioned that the COG could help the town update the zoning ordinance. Mayor Turner mentioned that eventually Ms. Smith would be sent for training in zoning.

Ms. Stanley explained that COG has sent a contract for them to manage the WWTP project as requested. Mr. Edwards has agreed to review the contract and the board tabled approval until Mr. Edwards has had time to review it.

Ms. Stanley began the finance report stating that since the agenda packets had gone out, the statements for the savings accounts and CDs had come in and reported that the new total of all \$847,928.66 and the expenditures for AP was \$82,882.70 and Payroll was \$33,488.95. Princeville is holding their 138th Founders Day Gala and Commissioners Braxton and Wooten-Jiles will be attending to represent the town. Commissioner P Lewis made a motion to approve the reimbursement of two tickets. Commissioner Braxton seconded the motion and with none opposed the motion passed.

Ms. Stanley explained the movement of funds from line item to line item to balance those lines. She also asked the board to consider the Budget Amendment #3 to allow movement of funds for WWTP chemicals and electrical repair work performed by the City of Wilson. Commissioner P Lewis made a motion to approve Budget Amendment #3. Commissioner Wooten-Jiles seconded the motion and with none opposed the motion passed.

Ms. Stanley reported to the board that the town had been awarded the Safety Grant back in December had purchased 2 eight-foot barricades and 4 folding traffic signs for Public Works. The grant will pay approximately half of the cost for the items and the town should be receiving a check any day. Ms. Stanley also stated that when the grant opens in July, she will be applying again to try to get more safety items for Public Works. While in a conversation with Mr. Austin Wooten, Ms. Stanley discovered that there is a need for easily accessible eyewash stations. USA Blue Book has a portable station with 2 bottles of eyewash for \$69.95 plus tax. Commissioner P Lewis made a motion to allow the purchase of 4 portable stations. Commissioner Braxton seconded the motion and the motion carried with none opposed.

Ms. Stanley reported that several grants have been submitted including a Bicycle Helmet Grant, EAP Grant (for mental health and wellbeing of employees), NCLM Wellness Grant (helps with

programs for physical wellbeing of employees), and the Federation of NC Historic Societies Grant (renovation of old jail). Ms. Stanley stated that she has a meeting with Lauren Poole, Historic Preservation Society, to discuss the next steps to the restoration of the jail. Ms. Stanley has also spoken with someone that is eager to help with the project and will not cost an arm and a leg. Commissioner P Lewis made a motion to approve the grant application to restore the jail. Commissioner C Lewis seconded the motion and the motion passed with none opposed.

Ms. Jan Warren, Meals on Wheels, met with Ms. Stanley this afternoon. After some discussion it was decided that Ms. Warren thought it best to do weekly drop-offs of frozen entrees. The town would need to find volunteers to help with delivery to the citizens. Ms. Stanley agreed to send Ms. Warren a list of potential participants so she can start the qualification process and potentially begin the service the first of March. Commissioner P Lewis made a motion to participate in Meals on Wheels. Commissioner C Lewis seconded the motion and with none opposed the motion passed.

The board inquired as to whether the accounts in town having dumpsters had been audited to be sure they are incurring the correct fees for the dumpsters. Ms. Stanley stated that they had been checked and the dumpster from Macclesfield Tire & Auto would be picked up the following day.

On meter reading day in January, Public Works did an inventory of garbage carts and dumpsters. After going through the accounts, Public Works went back and picked up 20 garbage carts that were not being paid for. This amounted to \$515 per month that the town has missed out on collecting.

Ms. Stanley stated that next week Ms. Smith will take her notary course. Ms. Stanley is taking three finance classes and Mr. Austin Wooten will be taking the B-Distribution Exam on Feb. 23.

Mr. Lassiter reported that Mr. Darrin Wall contacted him to see what needed to be done for him to move a 5th wheel camper onto the lot at his store to live in while he works on repairing the store. After some discussion, it was determined that the board did not have enough information to make a decision. The board asked Mr. Lassiter to find out what Mr. Wall would be doing to store and how the building will be used as well as a time frame for completion. Mr. Lassiter stated he would contact Mr. Wall and report his findings to the board. The board tabled this discussion until the next meeting.

Ms. Hurdle had nothing to report at this time.

Commissioner Wooten-Jiles reported that she had attended the ABC Board meeting earlier this morning and was able to speak with Mr. Wellinham. He stated that the state had poured a lot of money into the ABC store in town with not a lot of return. It was asked if it might make a difference if we had a rent-free building available. Ms. Stanley and Ms. Smith agreed to research the revenues from the ABC store here in town before it burned down. The board will keep trying to bring that business back to town.

Commissioner Braxton asked if there had ever been any type of performance reviews for the employees. Town staff has seen no record of any being done. Commissioner Braxton feels that it should be done routinely and that the employee raises be based on the evaluations.

Commissioner P Lewis made a motion to enter closed session. Commissioner Wooten-Jiles seconded the motion. The board entered closed session at 7:20 PM.

The board entered back into open session at 8:14 PM. Commissioner C Lewis made a motion to hire Mr. Ralph Clark contingent on his terms of employment. Commissioner Wooten-Jiles seconded the motion and the motion passed. Attorney Edwards agreed to draw up a simple contract once the terms of employment are determined. Mayor Turner will contact Mr. Clark and discuss with him the concerns and recommendations.

Commissioner Braxton made a motion to adjourn the meeting. Commissioner Wooten-Jiles seconded the motion and with none opposed, the meeting was adjourned at 8:20 PM.

Paul Jiles