

**Town of Macclesfield
Board of Commissioners
Closed Session Meeting
Town of Macclesfield Town Hall
November 7, 2022
2:00 pm
Minutes**

Attendance

Emily Turner, Mayor
Jean Wooten-Jiles, Commissioner
Charles Lewis, Commissioner
Joyce Braxton, Commissioner
Pam Hurdle, Administrator

Call to Order by Mayor Turner 2:00 pm

Invocation by Commissioner Jean Wooten-Jiles.

Pledge led by Mayor Turner.

Motion to approve the agenda made by Commissioner Charles Lewis, second by Commissioner Joyce Braxton.

Commissioner C. Lewis	yay	
Commissioner Braxton	yay	
Commissioner Wooten-Jiles	yay	
Commissioner Paula Lewis	yay	Motion passed 4-0

Motion to move into closed session by Charles Lewis. Second by Paula Lewis.

Closed Session held to discuss Personnel issues.

Commissioner Joyce Braxton made a motion to go into open session. Second by Commissioner Paula Lewis.

Commissioner C. Lewis	yay	
Commissioner Braxton	yay	
Commissioner Wooten-Jiles	yay	
Commissioner Paula Lewis	yay	Motion passed 4-0

Motion to adjourn at 3:04 pm by Commissioner Charles Lewis. Second by Commissioner Paula Lewis

Commissioner C. Lewis	yay	
Commissioner Braxton	yay	
Commissioner Wooten-Jiles	yay	
Commissioner Paula Lewis	yay	Motion passed 4-0

Town of Macclesfield
Board of Commissioners
Special Call Meeting
Town of Macclesfield Town Hall
November 14, 2022
2:00 PM

Members in attendance were as follows:

Commissioner Joyce Braxton	Commissioner Jean Wooten-Jiles
Commissioner Charles Lewis	Mayor Pro-Tem Paula Lewis
Mayor Emily Turner (Via Face Time)	Town Administrator Pamela Hurdle
Deputy Clerk Jennifer Stanley	

Mayor Pro-Tem Paula Lewis called the meeting to order at 2:00 PM. Commissioner Jean Wooten-Jiles gave the invocation. The Board and attendees recited the Pledge of Allegiance.

Commissioner Jean Wooten-Jiles made a motion to approve the agenda. Commissioner Charles Lewis seconded the motion and the motion carried with none opposed.

The topic of discussion was delinquent taxes. After much discussion, Commissioner Paula Lewis made a motion to void the delinquent taxes lists due to lack of records. Commissioner Jean Wooten-Jiles seconded the motion. The motion carried with none opposed. Town Administrator Pamela Hurdle stated that the town could request a list of delinquent 2021 taxes from the county and they could be enforced.

Commissioner Paula Lewis made a motion to recess the meeting until 4:00 PM. The motion was seconded by Commissioner Joyce Braxton. The motion carried and the meeting was recessed at 2:22 PM.

Mayor Pro-Tem Paula Lewis called the meeting back to order at 4:00 PM. Members in attendance were as follows: Commissioner Joyce Braxton, Commissioner Jean Wooten-Jiles, Commissioner Charles Lewis, Mayor Pro-Tem Paula Lewis, Mayor Emily Turner (Via Face Time), Town Administrator Pamela Hurdle, Public Works Director Benjy Lassiter, Deputy Clerk Jennifer Stanley, and special guest Mrs. Diana Hardy with RH Accounting.

Town Administrator Pamela Hurdle introduced Mrs. Diana Hardy. Mrs. Hardy began her presentation regarding the completed audit for Fiscal Year ending June 30, 2021. Her firm has worked closely with Mrs. Hurdle and with Ms. Beverly Stroud to attain all information needed for the audit. She explained that the findings are divided into three (3) categories: Material Weakness; Significant Deficiency; and Deficiency. The following findings were reported for this audit: One material weakness (Authorization and pre-audit certification); Three significant deficiencies: (Segregation of duties; Internal Control over Payroll; and Excess expenditures over budget). The town has already begun to implement strategies to correct these findings going

forward. Mrs. Hardy stated that the Financial Statement will not be "issued" until the approval by the LGC. Her firm will be transmitting the financial statement to the LGC in the coming days.

It was discussed that the board needs to construct and put into practice a Fund Balance Policy.

Commissioner Paula Lewis made a motion to adjourn the meeting. Commissioner Jean Wooten-Jiles seconded the motion and the motion carried with none opposed. The meeting was adjourned at 4:48 PM.

Town of Macclesfield
Board of Commissioners
Regular Meeting
Macclesfield Town Hall
November 14, 2022
6:00 PM

The meeting was called to order by Mayor Pro-Tem Paula Lewis at 6:00 PM. Members present were as follows: Commissioner Joyce Braxton, Commissioner Jean Wooten-Jiles, Commissioner Charles Lewis, Mayor Pro-Tem Paula Lewis, Mayor Emily Turner (Via Face Time), Town Administrator Pamela Hurdle, Public Works Director Benjy Lassiter, Town Clerk Christie Cobb, and Deputy Clerk Jennifer Stanley. There were no citizens present. Commissioner Jean Wooten-Jiles offered the Invocation. The Board and staff recited the Pledge of Allegiance.

Town Administrator Pamela Hurdle stated that there was a change to the agenda and removed the Public Hearing. Commissioner Jean Wooten-Jiles made a motion to approve the agenda with the changes. Commissioner Charles Lewis seconded the motion and the motion carried with none opposed.

Commissioner Charles Lewis made a motion to approve the minutes from the October 10 and October 24 meetings. Commissioner Joyce Braxton seconded the motion and the motion carried with none opposed.

Old Business:

Clerk Christie Cobb stated that during a conversation with LGC, they recommended that we update the fee schedule to make it more clear and delete items that are not used. Commissioner Joyce Braxton made a motion to update the rate schedule as recommended by the LGC. Commissioner Charles Lewis seconded the motion and the motion carried with none opposed.

Town Administrator Pamela Hurdle stated that she needed two commissioners to volunteer to help her with the Tree Lighting Program. Commissioner Jean Wooten-Jiles and Commissioner Joyce Braxton both volunteered and will meet with Mrs. Hurdle to discuss the event.

New Business:

After much discussion and different opinions it was decided that Mayor Emily Turner and Commissioner Jean Wooten-Jiles will ride in the Rocky Mount Christmas Parade. Mrs. Hurdle stated that she would fill out and send in the application.

Public Works Director Benjy Lassiter stated that the contract with City of Wilson has some changes. The City of Wilson will no longer take care of non-emergency issues during working hours. This means that the town would have to pay them time and a half plus materials for non-

emergency issues. Mr. Lassiter also stated that the town's public works department can take care of secondary power issues but are not trained or equipped to work on primary issues. Mrs. Hurdle stated that the town would probably need to look at reinstating the electrical department in the future and that there are "Journeyman Lineman Classes" available through Electricities. Commissioner Jean Wooten-Jiles made a motion to accept the amended contract with the City of Wilson. Commissioner Joyce Braxton seconded the motion and the motion carried with none opposed.

Town Administrator Pamela Hurdle asked the Board to consider closing the office at 12 Noon on December 22 for a Christmas luncheon for the staff and the Board. She stated that Mr. Lassiter is willing to cook if it is to be held at the Town Hall or it could be held at a restaurant. It would be at no cost to the town. Commissioner Jean Jiles made a motion to close the office at Noon on December 22 for a Christmas luncheon for the staff and board. The motion was seconded by Commissioner Charles Lewis and the motion carried with none opposed.

Administrative Reports:

Finance: Clerk Christie Cobb went over the finance report and asked the Commissioners to notice that the three CDs that were removed last month from Truist at maturity had only earned \$0.50 interest combined over the past three years. Once they were transferred to Southern Bank they have earned \$71.25 in interest in the short time since transfer. The other CDs still at Truist do not mature until June 2023.

Public Works: No Report

Administrator: Town Administrator Pamela Hurdle stated that the town is in the transition stage and would like to go ahead and name Jennifer Stanley as Finance Officer/Town Clerk and Christie Cobb as the Utility Customer Service Clerk. Commissioner Joyce Braxton made a motion to name Mrs. Stanley as Finance Officer/Town Clerk and Mrs. Cobb as Utility Customer Service Clerk. The motion was seconded by Commissioner Jean Wooten-Jiles and the motion carried with none opposed.

Mrs. Hurdle also stated that she would be meeting in Rocky Mount on November 15 with the Economic Developer regarding a Dollar General Market for the Town of Macclesfield.

Commissioner's Concerns:

Commissioner Paula Lewis stated that someone from the NC Department of Finance will be sending Mrs. Hurdle some information on setting up a Senior Citizen Housing Community in or near the Town of Macclesfield. It was discussed that the town would need to know how many units would be involved as well as how many acres would be required for such a project.

Commissioner Joyce Braxton stated that she has spoken with Mr. Tim Cole regarding the possibility of selling some property for upcoming projects. He may be interested in a discussion on the sale of a property "on the hill" (Ms. Hattie Bridgers' land).

Commissioner Jean Wooten-Jiles reiterated her question regarding the Christmas decorations. Mr. Lassiter stated that the decorations would be going up when staff returned from Thanksgiving Holidays, November 28.

Mayor Emily Turner asked who owned the house on the corner of Fourth Street and Wilson. Her concern was that the residents of that home have been seen multiple times "using the restroom" outside. There are pictures as evidence. Mrs. Hurdle stated that it would be best to let the Sheriff know so they can take care of it. If that doesn't work and the behavior continues, the town could send a letter.

Mayor Turner stated that her work in Wilmington is complete and once her sister in Florida is recovered, she will be back in town and working in the office.

Commissioner Joyce Braxton made a motion to adjourn the meeting. Commissioner Jean Wooten-Jiles seconded the motion and the motion carried with none opposed. The meeting was adjourned at 6:51 PM.