



**MINUTES
TOWN OF WELDON
BOARD OF COMMISSIONERS
WORK SESSION
APRIL 3, 2018
10:00 am**



PRESENT: Mayor Julia M. Meacham
Mayor Pro-Tem Charlotte Moss

Commissioner Larry Brunson
Commissioner Walter Clark, Jr.
Commissioner John Smith
Commissioner Reailyn Stanbeck

PUBLIC PRESENT: Zenobia Cofield, Melinda Blackshear, Charles Tyner, John Williams, Marvin Rawles, Yvonne Banks, Mildred Patterson, Louise Williams, Izie Ruffin, and two illegible signatures

MEDIA PRESENT: NONE

STAFF PRESENT: Mitchell Robinson, Town Administrator; Faith McDuffie, Town Clerk; Richard Brown, Code Enforcement Officer; Chief Martin Bolt, Fire Chief; Chief James Avens, Police Chief; Donald Crowder, Operator-In-Responsible-Charge; Antonio Williams, Street Department Supervisor

VOTING KEY: Aye – Nay – Abstain – Absent

ITEM ONE: Call to Order

Mayor Meacham called the Work Session of the Town of Weldon Board of Commissioners to order at 10:00 am.

ITEM TWO: Invocation

Commissioner John Smith gave the invocation.

ITEM THREE: Adoption of the Agenda

Mayor Pro-Tempore Moss requested that Canal Path and Decking be added to the agenda. This item was subsequently given the designation of item 4c.

Commissioner Stanback motioned that the agenda be adopted with the above addition. Mayor Pro-Tempore Moss seconded the motion. Motion carried. 5-0-0-0

OLD BUSINESS

ITEM FOUR-A: Application for a Temporary Special Event Permit by Hamilton Blackshear

Ms. Melinda Blackshear appeared for the event. Ms. Blackshear provided written verification that the event may park in the Riverside Mill Antique Mall.

Mayor Pro-Tempore Moss inquired about the sanitation and cooking arrangements for the event.

Ms. Blackshear advised that the event intends to provide portable toilets and utilize camping style kitchen equipment for the event. Ms. Blackshear indicated that the toilets would have to be taken by hand-truck to the event site as the land in question is land-locked.

Commissioner Brunson inquired about the event activities and the times that the activities would take place.

Ms. Blackshear advised that the schedule for the first day usually is registration and dinner. Ms. Blackshear advised that the schedule for Saturday includes Breakfast, running along the canal trail around mid-morning, lunch, and the afternoon is generally unscheduled. Ms. Blackshear advised that activities tend to run between 7:00 am and 10:00 pm.

Commissioner Brunson inquired about alcohol during the event and if security measures are in place for the event.

Ms. Blackshear advised that the event does have individuals responsible for security; approximately 10 people. Ms. Blackshear advised that these individuals have some military experience and some are paramedics.

Commissioner Brunson advised that he was not around for last year's event but it was said that there was nudity. Commissioner Brunson inquired if that was true.

Ms. Blackshear advised that some participants in the event last year did not follow the instructions they were given. Ms. Blackshear advised that approximately 20 to 25 participated.

Commissioner Stanback inquired about how the event will attempt to control the alcohol use at the event.

Ms. Blackshear advised that event has little control over the alcohol use.

Mayor Pro-Tempore Charlotte Moss advised that she is going to motion that the application be denied to due to logistical concerns such as the restroom facilities and cooking arrangements.

Mayor Pro-Tempore Charlotte Moss made a motion to deny the application for Temporary Special Event Permit by Hamilton Blackshear. Commissioner Clark seconded the motion. Motion carried. 5-0-0-0.

ITEM FOUR-B: Public Comment Policy

Mitchell Robinson, Town Administrator, provided the Board with copies of Coates' Canon Blog: Public Comment Period Policies: What's Legal? Mr. Robinson advised that he was still awaiting an answer from the Town Attorney, Tom Wellman, in regards to policies previous submitted. Mr. Robinson advised that he would return this item to the agenda once the attorney has had the opportunity to review the previously submitted material.

ITEM FOUR-C: Canal Path and Decking

Mayor Pro-Tempore Moss thanked the Street Department and the Water Department for their work on the Canal Path. Mayor Pro-Tem Moss advised that the area looks significantly better. Mayor Pro-Tem Moss advised that people have been removing the tape from the deck and continuing to walk on it. Mayor Pro-Tem Moss inquired about when the repairs to the deck would be completed.

Chief Martin Bolt, Fire Chief, advised that he was awaiting the approval of the new position in order to have time to complete the repair due to the fact that if he started them he may be called away.

Mayor Pro-Tem Moss advised that a tree had fallen on the path and needed to be removed.

Mitchell Robinson, Town Administrator, advised that he would speak with the Street Department about removing the tree.

NEW BUSINESS

ITEM FIVE – A: Application for a Temporary Special Event Permit by Martha West

Mitchell Robinson, Town Administrator, advised that Ms. West applied for a Special Event Permit due to having over 50 people present at a family reunion. Ms. West was not in attendance this morning to discuss the matter. The Board will place this item on the agenda for the April 9, 2018 regular session.

ITEM FIVE-B: Scheduling of the Board of Commissioner Retreat

Mitchell Robinson, Town Administrator, advised that the Board of Commissioners had requested a retreat and he would like to schedule a time for the Board to meet for this purpose.

Commissioner Brunson advised that he spoke with Perry James of the North Carolina League of Municipalities. Commissioner Brunson advised that he would like Mr. James to be part of the retreat to discuss strategic planning options with the Board. Commissioner Brunson suggested that public hearings could be held at sites other than the Town Hall in order to meet the citizens where they are in order to hear their concerns.

Commissioner Clark advised that the NC Step program had completed a Strategic Plan a few year ago which involved the community heavily in that process. The consensus of the Board was that they would like to each have a copy of that plan.

Commissioner Brunson advised that evenings were better due to his work schedule.

Mayor Pro-Tempore Moss advised that Mondays, Tuesday, and Fridays were good for her.

Commissioner Smith advised that he wanted to let Mitchell Robinson, Town Administrator, know that he is doing an excellent job pulling groups together to discuss issues.

ITEM FIVE- C: Zoning Administrator Appointment

Town Administrator, Mitchell Robinson, advised that Town Clerk, Faith McDuffie, will address this subject.

Mrs. McDuffie advised that it has come to her attention that a Zoning Administrator needs to be appointed by the Board. Mrs. McDuffie advised that the Town of Weldon does not currently have a staff member appointed to that position as required by the Zoning Ordinance.

Mayor Pro-Tempore Charlotte Moss asked if there was a recommendation of a staff member.

Mitchell Robinson, Town Administrator, advised that Mrs. McDuffie would be a logical appointment to this position.

The Board will address this at the regular session on April 9, 2018.

ITEM SIX – Police Department Analysis

Chief of Police James Avens provided the Board with Weldon PD 2017-2018 Forecast for Vehicle Replacement, Summary-Based Reporting Crime Rates per 100,000 by Agency Ten Year Trends, Law Enforcement Personnel by Agency 1991-2016, Weldon Police Department Offense and Clearances by Agency 2015-2016, Weldon Police Department Grants and Projects 2017-2018, City County Drug Task Force 2015-2017, Drug Tax Revenue Received, and 5 Year Capital Outlay.

Chief Avens presented a power point to the Board which covered recent policing activities and some gang information (copy on file with clerk's office). Chief Avens would like to see the full time existing police officer position filled along with replacing police vehicles.

Commissioner Clark inquired about finding one service provider for all emergency vehicles.

Chief Avens advised that at the moment there is not just one provider. Chief Avens advised that the department does shop around for a good price when requesting maintenance or repairs.

Mayor Pro-Tempore Moss inquired about the maintenance of the town camera system.

Mitchell Robinson, Town Administrator, advised that the maintenance cost is approximately \$8,500 per year.

Commissioner Smith inquired about bullet proof vests for the department.

Chief Avens advised that the department received vests last year.

Mayor Pro-Tempore Moss advised that tourism may provide monies if the camera is visible on the website for tourists.

Mitchell Robinson, Town Administrator, advised that he has had conversation with them about covering the maintenance costs.

Commissioner Clark inquired if the cameras are relocatable.

Chief Avens advised that the cameras are relocatable.

Chief Avens advised that the second Tuesday in August is the National Night Out.

The consensus from the Board was to review the full time position for the department in the 2018-2019 budget.

FIRE DEPARTMENT

ITEM SEVEN-A: Budget Amendment in the amount of \$6,675 to approve part-time position

Mitchell Robinson, Town Administrator, advised that Fire Chief Martin Bolt has been working shift work in order to provide coverage for the department. Mr. Robinson advised that with this additional part-time position Chief Bolt can return to day-shift and work on supervising the department. Mr. Robinson advised that this budget amendment, in amount of \$6,675, will get the department through the end of the year then place it in the budget for the 2018-2019 budget year. Mr. Robinson advised that the Fire Fund is separate from the General Fund. Mr. Robinson advised that there is enough reserve in the Fire Fund to fill this position through the end of this budget year.

Mayor Pro-Tempore Charlotte Moss motioned to approve the budget amendment for the Fire Department in the amount of \$6,675.00 to fill a part-time position. Commissioner Smith seconded the motion. Motion carried. 5-0-0-0.

CODE ENFORCEMENT

ITEM EIGHT-A: Heligh Myers Upstairs Windows

Richard Brown, Code Enforcement Officer, advised that windows on the upstairs of the building are in need of repair. Mr. Brown advised that he invited Ms. Banks, tenant, to the meeting and she is present. Mr. Brown advised that it would take a couple hundred dollars to fix approximately five windows.

Mayor Pro-Tempore Charlotte Moss inquired about the statement in the lease agreement advising that Ms. Banks is responsible for those repairs.

Mitchell Robinson, Town Administrator, directed the Board's attention to section five of the Lease Agreement.

Mayor Pro-Tempore Charlotte Moss advised that the agreement states that the "tenant shall, at her sole cost and expense, be responsible for all repairs and replacements to the improvements." Commissioner Moss advised that Ms. Banks is responsible for the repairs.

Ms. Banks advised that the agreement states that if anything happens to the building due to her that she is responsible but if it is done by an act of God, nature, or whatever then the Town is also responsible. Ms. Banks advised but if you also read that contract it says maintenance of the building – I cannot maintain something that is not there. The birds knocked the windows out; the storm knocked the windows out or whomever but it was not something that I did or neglect of something that I did. Another point is that when I went into that building I was only given a building permit for the bottom of the building. As we have gone through several times before with those windows and what needs to be done in that building – those windows are under that – I am only working in the bottom part of that building at the request of the Board. You all decided that I had no access as for doing anything in the building until you deem so fit. It was my understanding that I was not to do anything as for repair or anything to the top of that building until I was issued a building permit and that I do not have. So in other words the top part of that building is your concern as to repairs the bottom part is mine.

Commissioner Smith inquired about the cost of fixing the windows.

Richard Brown, Code Enforcement Officer, advised that he believes it would be approximately \$200.00 in repairs.

Commissioner Brunson inquired in that was \$200.00 per pane or per window.

Mr. Brown advised that this was total cost.

Commissioner Brunson inquired about estimates for the repair costs. Commissioner Brunson advised that work needs to be done properly by a company because this is a safety issue.

After some discussion, the Board agreed to receive advice from the Town Attorney, Tom Wellman in regard to this agreement.

ITEM EIGHT – B: 7 West 7th Street

Richard Brown, Code Enforcement Officer, advised that he needs permission to clean up around the house. Mr. Brown advised that the six month extension on clean-up has expired and the home is already condemned. Mr. Brown advised that he would need to hire outside help for trimming trees, trash removal, and cutting the grass. Mr. Brown advised that this was cost approximately \$500.00.

After some discussion, the Board agreed to address the topic at the regular session on April 9, 2018.

ITEM EIGHT – C: 311 Sycamore Street

Faith McDuffie, Town Clerk, and Mitchell Robinson, Town Administrator, passed out pictures provided by Lee Harrell. Mr. Robinson advised that Mr. Harrell had requested to appear at the regular session on April 9, 2018 in regards to this property. Mr. Robinson advised that he spoke with the owner of 311 Sycamore and he could not attend this morning nor on Monday night (April 9, 2018). Mr. Robinson advised that the owner of had requested that the issued be tabled until next month (May).

After some discussion, the Board decided to leave the item on the agenda for April 9, 2018.

WATER AND SEWER REPORT

ITEM NINE: Water and Sewer Report

Donald Crowder, Operator Responsible In Charge, gave the water and sewer report. Mr. Crowder advised that the water department has had one of the High Service Distribution Pumps at the water plant repaired and reinstalled. The pump is operating very well. Mr. Crowder advised that the department has pulled a second pump and it is in the shop for repairs. Mr. Crowder advised that the department has repaired a fire hydrant at Fire Station number two (2) and an eight-inch pipe on W.C. Rivers roads. Mr. Crowder advised that the department has continued with the fire hydrant flushing. Full report on file in clerk's office.

Mr. Crowder advised that the sewer department has completed the required Industrial Waste Survey (IWS) and submitted it to the state. Mr. Crowder advised that the department received an approval letter from the state stating the IWS meets the requirement of 40 CFR 403.8 (f)(2). Copy on file. Mr. Crowder advised that the department has replaced a leaking check valve on the number 2 influent pump at the wastewater treatment plant. Mr. Crowder advised that the valve was obsolete and parts were not available. Mr. Crowder advised that the department has continued sewer main cleaning and preventative maintenance. Full report on file in clerk's office.

ITEM NINE – A: Budget Amendment in amount of \$226,567 (Water and Sewer)

Mitchell Robinson, Town Administrator, presented a budget amendment for the Board's consideration in the amount of \$226,567 as follows:

Telephone Water - \$14,800
Building Grounds - \$5,000
Legal/Sewer Water – \$13, 500
Maint Equipment - \$60,000
Sludge Management - \$25,500.00
Capital Outlay Equipment - \$27,624.00

Sludge Tank Rehab \$80,143.00

Commissioner Clark inquired about the health of the enterprise fund after these repairs.

Mitchell Robinson, Town Administrator, advised that the reserve in the enterprise fund is approximately \$1 million. Mr. Robinson went over each item this date.

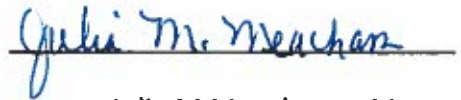
After some discussion, the Board will place item back on the agenda for the April 9, 2018 regular session.

ITEM TEN: Town Administrator's Report

Town Administrator, Mitchell Robinson, advised that the audit has been submitted and that should be present to the Board in the next month or so. Mr. Robinson advised that his meeting with the Local Government Commission (LGC) went well.

Mr. Robinson advised that Ms. Cathy Scott, Economic Development Commission, will be at the regular session on April 9th, 2018 to discuss Economic Development.

Mayor Pro-Tempore Charlotte Moss motioned that the work session of the Town of Weldon Board of Commissioners of April 3, 2018 stand adjourned. Commissioner Smith seconded the motion. Motion carried. 5-0-0-0.



Julia M Meacham – Mayor



Faith E McDuffie – Interim Town Clerk

