



**MINUTES
TOWN OF WELDON
BOARD OF COMMISSIONERS
WORK SESSION
May 8, 2018
10:00 am**



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

Commissioner Walter Clark, Jr. (left
the meeting at 12:33 pm)
Commissioner John Smith
Commissioner Reilyn Stanbeck

ABSENT: Commissioner Larry Brunson

PUBLIC PRESENT: Some members of the public were present. However, no one signed in on the sign in sheet.

MEDIA PRESENT: NONE

STAFF PRESENT: Mitchell Robinson, Town Administrator; Tom Wellman, Town Attorney, entered at 11:22 am; 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 Smith gave the invocation.

ITEM THREE: Adoption of the Agenda

Mayor Pro-Tempore Charlotte Moss motioned that the agenda be adopted as presented. Commissioner Smith seconded the motion. Motion carried. 4-0-0-1.

ITEM FOUR: Presentation by Victor Marrow and Barbara Hasty with Halifax Community College

Mr. Marrow and Dr. Hasty appeared before the Board this date and presented the programs that Halifax Community College offers.

ITEM FIVE: Old Business

ITEM FIVE-A: Public Comment Policy

Mitchell Robinson, Town Administrator, advised that this item is remaining on the agenda to keep it before the Board. Mr. Robinson advised that he has spoken with Tom Wellman, Town Attorney, about the policy and there will be some discussion about the policy on Monday night (May 14, 2018 Regular Session).

ITEM FIVE-B: Work Session Schedule

Mitchell Robinson, Town Administrator, advised that a new tentative schedule was put forward based on the discussion during the retreat in order to try to accommodate different schedules. Mr. Robinson advised the Board to be aware that there is a work session schedule for July 3, 2018 so the Board may wish to reschedule that meeting or cancel it.

After some discussion, the consensus of the Board was to place the item on the agenda for May 14, 2018 to discuss with all members.

ITEM SIX: NEW BUSINESS

ITEM SIX-A: Application for a Temporary Special Event Permit by Shawn Garner

Faith McDuffie, Town Clerk, advised that this is an event by the Boy Scouts of America through Mr. Garner. Mrs. McDuffie advised that they intend to have large tents, inflatable structures, and amplified music.

Mayor Meacham advised that this event has occurred before several years ago. Mayor Meacham advised that they are trying to make this annual event in Weldon. Mayor Meacham advised that she hopes that some parents will come with their children as this would be a fantastic opportunity to see what the Boy Scouts are all about. Mayor Meacham advised that Weldon does not have a Boy Scout chapter.

Chief James Avens, Police Chief, advised that the same Boy Scout chapter helped the Police Department in Weldon build its firing range. Chief Avens advised that the Boy Scouts have done this event in the past and they have not had any problems.

Commissioner Smith inquired about the insurance coverage for the Town for such events.

Mitchell Robinson, Town Administrator, advised that he believes the Town's liability coverage does extend to special events approved by the Town but he will reach out and confirm this information.

Commissioner Clark inquired in the application for a temporary use/special event should be changed to ask the questions about insurance coverage.

Mitchell Robinson, Town Administrator, advised that this is something the Town can look in too when updating the form.

Item will be placed on the agenda for Monday, May 14, 2018.

ITEM SIX-B: Application for a Special Event Permit by Faith Temple Church

Mayor Meacham advised that Faith Temple had a revival that was well attended last year. Mayor Meacham advised that they had no issues. Mayor Meacham advised that they set up right behind Town Hall.

Item will be placed on the agenda for Monday, May 14, 2018.

ITEM SIX-C: Lease Agreement between Virginia Power and Electric Company and the Town of Weldon

Town Administrator, Mitchell Robinson, advised that this is an annual lease agreement for a building out of Hwy 301. Mr. Robinson advised that the document was prepared by Tom Wellman, Town Attorney. Mr. Robinson advised that the rent amount has not changed. Mr. Robinson advised that the Board may want to consider, at a future date, a consumer price index escalator for future agreements.

After some discussion, the item will be placed on the agenda for Monday, May 14, 2018.

ITEM SIX-D: Budget Amendment in amount of \$88,400.00 (Powell Bill)

Mitchell Robinson, Town Administrator, advised that this budget amendment is to make repairs to some roads. Mr. Robinson advised that one location is near the cemetery, a couple on Elm Street, and one on Sycamore Street. Mr. Robinson advised that one of the biggest problems is on Cedar Street going into the cemetery. Mr. Robinson advised that Powell Bill monies can be used to make these repairs.

After some discussion, the agenda will be placed on the agenda for Monday, May 14, 2018.

ITEM SIX-E: Scheduling of Budget Workshops

Mitchell Robinson, Town Administrator, advised that the Board needs to schedule some Budget Workshops as the balanced budget is due to the Board by June 1, 2018.

After some discussion, the Board will email Mr. Robinson some dates they have available and their priorities.

ITEM SEVEN: Code Enforcement

ITEM SEVEN-A: Appeal Removal of Junk Vehicle by Jeremy Boone

Mr. Jeremy Boone filed an appeal for the vehicles located at 807 Maple St. Mr. Boone was not present at the meeting. Richard Brown, Code Enforcement Officer, advised that these cars do meet the definition of a junk vehicle and Mr. Boone was sent a letter to this effect.

After some discussion, this item will be placed on the agenda for Monday, May 14, 2018.

ITEM SEVEN-B: 311 Sycamore Street

Richard Brown, Code Enforcement Officer, advised that a hearing was held at Town Hall on April 25, 2018 to discuss the property at 311 Sycamore Street and to give the property owner the opportunity to be heard. Mr. Brown advised that the determination of that hearing was the property was to be vacated and the property owner, Andy Whitby, had 30 days to bring the property up to code.

Commissioner Smith advised that Mr. Whitby has requested a time extension. Commissioner Smith inquired how much time Mr. Whitby was requesting to bring the home up to code.

Mr. Whitby took the podium and advised that he was unsure of exactly how much time would be needed but there was a great deal of explanation that needed to occur. Mr. Whitby advised that he is working two full time jobs and is responsible for the flea market downtown. Mr. Whitby advised that the building inspector has given him 30 days. Mr. Whitby advised that if he hired 100 people the work could not be done in 30 days. Mr. Whitby advised that the support of the house is not by the columns. Mr. Whitby advised that there are posts behind those columns that cannot be seen from the street. Mr. Whitby advised that those posts are holding the weight of the porch. Mr. Whitby requested an extension of two years to work on the property and additionally, requested an extension of time for the tenants to continue to reside in the house.

Faith McDuffie, Interim Zoning Administrator, advised the Board that there is not currently a special use permit on file for the property at 311 Sycamore Street for use as a boarding house and there is not currently any application for a special use permit pending before the Planning Board at this time.

Mr. Whitby advised that he did pick up the application for the special use permit. Mr. Whitby advised that he was waiting for the outcome of this meeting prior to paying the \$175.00 fee for the special use permit.

After some discussion, the item will be placed on the agenda for the May 14, 2018 meeting.

ITEM EIGHT: Water and Sewer Department

ITEM EIGHT-A: Departmental Reports

Donald Crowder, Operator In Responsible Charge, advised that in 2009 the state requested all municipalities to develop a Water Shortage Response Plan in the event of a water shortage and/or drought. Mr. Crowder advised that he has enclosed a copy of the Water Shortage Response Plan for the Board's review prior to publishing for public review.

Mr. Crowder advised that the department has had the second High Service Distribution Pumps at the water plant repaired and reinstalled. Mr. Crowder advised that the pump is operating very well.

Mr. Crowder advised that the department has replaced the windows in the filter room at the water treatment plant. Mr. Crowder additionally advised the Board that Jeremy Hammack has resigned as a water treatment plant operator.

Commissioner Clark inquired about Mr. Hammack's licenses.

Mr. Crowder advised that Mr. Hammack held a grade B, surface water, license.

Mayor Pro-Tempore Moss inquired about what would be done about this position.

Mr. Crowder advised that he intends to advertise the position in order to hire a new employee.

Full reports on file in clerk's office.

Mr. Crowder moved on to the Sewer Department report. Mr. Crowder advised that the department has completed the repairs on the sludge storage tank and it is ready to be put back on-line. Mr. Crowder advised that both the influent and effluent sample pumps have knocked off at the wastewater treatment plant. Mr. Crowder advised that both pumps are permit required. Mr. Crowder advised that the department had a spare sample pump and replaced the effluent pump. Mr. Crowder advised that the influent pump was sent to the shop for repairs.

Mr. Crowder advised that the department has continued sewer main cleaning preventive maintenance.

Mayor Pro-Tempore Charlotte Moss inquired if the plant is having problems with grease.

Mr. Crowder advised that, in general, most of the commercial restaurants abide by the ordinance governing the dumping of grease. Mr. Crowder advised that it is much more difficult with residential households as the department can only send out educational material of the proper disposal of grease.

Full report on file in clerk's office.

ITEM EIGHT-B: Preliminary Budget Projection FY 2018-2019

Mitchell Robinson, Town Administrator, advised that before the Board is a summary of expenditures for the Water and Sewer Department for this year. Mr. Robinson advised that the budget amendment that was done last month is reflected in that material. Mr. Robinson advised the Board to review the revenues are page 4 of the material. Mr. Robinson advised that there are some notes on pages 3 and 4 in regards to

expenditures. Mr. Robinson advised that this material was meant to provide an overview of the department.

Mr. Robinson advised that the projections for next year are balanced at about 1.6 million. Mr. Robinson advised that the rates are too low and most divisions have higher rates than Weldon. Mr. Robinson advised that in order to gain grant monies the department needs to help itself through the rising of those rates. Mr. Robinson advised that these projections include an eight (8%) percent increase. Mr. Robinson advised that the bulk rate is approximately \$1.90 and these projections go to about \$2.10. Mr. Robinson advised that the bulk rate on sewer is at \$4.00 which needs to move to \$6.00. Mr. Robinson advised that the department needs to charge enough to cover the operating expenses. Mr. Robinson advised that the department has one capital outlay item in the form of truck. Mr. Robinson advised that the current truck could be utilized in the Street Department as a backup.

ITEM NINE: Closed Session

Commissioner Smith motioned that Board of Commissioners go into closed session for the purpose of contract negotiation in accordance with NCGS 143-318.11(a)(5). Commissioner Clark seconded the motion. Motion carried. 4-0-0-1.

Commissioner Smith motioned that the Board of Commissioner return to open session. Mayor Pro-Tempore Charlotte Moss seconded the motion. Motion carried. 3-0-0-2.

ITEM TEN: Water Plant Tour

Mayor Pro-Tempore Charlotte Moss advised that she would be unable to attend the water plant tour at which point the meeting would lack a quorum. The consensus of the Board was to adjournment the current session and the remaining members attend the tour informally.

ITEM ELEVEN: Adjournment

Commissioner Smith motioned that the work session of the Town of Weldon Board of Commissioners of May 8, 2018 stand adjourned. Mayor Pro-Tempore Charlotte Moss seconded the motion. Motion carried. 3-0-0-2.

Julia M. Meacham

Julia M Meacham – Mayor

Faith E McDuffie

Faith E McDuffie – Interim Town Clerk