TOWN OF WILSON'S MILLS
REGULAR TOWN COUNCIL MEETING
September 19, 2022

PRESENT: Mayor Fleta Byrd, Mayor Pro-tem JC Triplett, Councilmembers Carolyn Dobbin, David McGowan, Tim Brown, and Randy Jernigan.

OTHERS PRESENT: Town Administrator/Clerk Leighanna Worley, Deputy Clerk Emily Matthews and Town Attorney Gabriel Du Sablon

CONVOCATION: Mayor Byrd declared a quorum present and called the meeting to order at 6:30pm.

PLEDGE Mayor Byrd led the pledge of allegiance to the flag.

INVOCATION: Mayor Byrd gave the invocation.

APPROVAL OF AGENDA: Mayor Byrd asked for the approval of the agenda.

Mayor Byrd added agenda item 8(a) : Closed Session pursuant to N.C.G.S. 134-318.11(a)(5) …property."

A motion was made by Councilmember David McGowan and seconded by Councilmember Carolyn Dobbin to approve the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES: Mayor Byrd asked for any comments or corrections to the minutes for the Regular Town Council Meeting for August 15, 2022.

Regular Town Council Meeting- August 15, 2022: A motion was made by Councilmember David McGowan and seconded by Councilmember Tim Brown to approve the Regular Town Council Meeting Minutes for August 15, 2022, as presented. Motion carried unanimously.

Closed Session – August 15, 2022: Mayor Byrd asked for any comments or corrections to the minutes for the Closed Session Meeting for August 15, 2022.

A motion was made by Mayor Pro-tem JC Triplett and seconded by Councilmember Tim Brown to approve the Closed Session Meeting Minutes for August 15, 2022, as presented. Motion carried unanimously.

1st OPEN FORUM Mayor Byrd opened the 1st Public Forum at 6:34pm.

Phillip Wright of 725 Powhatan Road stated concerns about the location of the new town hall building in the future. He said that the building needs to be kept on this side of 70 and he referenced the petition that he mentioned at last month's meeting. He recommended doing a survey of the residents in town to get their opinion on the location.

With no one else wishing to speak, Mayor Byrd closed the 1st Open Forum at 6:39pm.

REGULAR BUSINESS

MAYOR FLETA BYRD: Mayor Byrd stated that she and Town Administrator Worley went to a regional meeting last week to discuss the resources we have and help we can get from the county. She said she also went to a celebration at the Greater Vision Worship Center on Highway 70. The Worship Center is wanting to be annexed into the town and have talked to Development Compliance Officer Wendy Oldham about that. Mayor Byrd said that she hopes for Wilson's Mills to have an addressing zip code soon rather than just a postal code. She also stated that she is planning to meet with the Board of Education and talked to the superintendent about the schools scheduled to come into the town in the coming years.

Councilmember McGowan asked does the lack of an addressing zip code affect how EMS responds to emergencies in town. Councilmember Jernigan said it does not affect response time.

TOWN ADMINISTRATOR'S REPORT – Leighanna . Worley:

Ms. Worley referenced the Agreement to Provide Fire Protection. She said that this agreement with the Wilson's Mills Fire Department is done every 5 years and the previous one expired in 2021. She said the agreement in Council's packets is the renewal agreement and the only changes are the effective and expiration dates. This agreement will expire in 2027.

Agreement to Provide Fire Protection

A motion was made by Councilmember David McGowan and seconded by Councilmember Randy Jernigan to approve the Agreement to Provide Fire Protection. Motion carried unanimously.

Personnel Policy Amendments

Ms. Worley referenced the Personnel Policy in Council's packets.

Ms. Worley said that there are several suggested amendments to the policy and Council has both the marked up and revised version of the policy in their packets. She stated there are a couple typographical errors and with permission from Council she can make those minor changes without having to bring the policy back to Council.

Councilmember Jernigan is working on a longevity program for staff which will be similar to the County's longevity program. He said he will get copies to Council and suggested looking at putting this into the budget next fiscal year.

Councilmember McGowan said he would like to look it over before voting on it and asked for examples of what other counties do for longevity.

Council reviewed and discussed several parts of the personnel policy.

Councilmember McGowan asked that the use of the town vehicle is mandatory if the meeting is less than one day.

Mayor Byrd asked if retirement benefits were new to the policy and Ms. Worley said they are a new addition.

Councilmember Jernigan noted on page 23 that he would like it to read "20 or more years of continuous service."

A motion was made by Councilmember David McGowan and seconded by Councilmember Randy Jernigan to approve the Personnel Policy amendments with the discussed changes. Motion carried unanimously.

Conflict of Interest Policy

Mayor Byrd referenced the Conflict of Interest Policy in Council's packets.

Town Administrator Worley said this policy as well as many others on tonight's agenda are required due to the town receiving ARPA funds.

A motion was made by Councilmember David McGowan and seconded by Councilmember Tim Brown to approve the Conflict of Interest Policy. Motion carried unanimously.

Eligibility Determination Policy

Mayor Byrd referenced the Eligibility Determination Policy in council's packets.

A motion was made by Councilmember Randy Jernigan and seconded by Councilmember Carolyn Dobbin to approve the Eligibility Determination Policy. Motion carried unanimously.

Cost Principles Policy

Mayor Byrd referenced the Cost Principles Policy in Council's packets.

Councilmember McGowan asked if the wording in the policy is federal wording. Finance Officer Hudson said that the wording came from the UNC School of Government.

A motion was made by Councilmember David McGowan and seconded by Mayor Pro-tem JC Triplett to approve the Cost Principles Policy. Motion carried unanimously.

Nondiscrimination Policy

Mayor Byrd referenced the Nondiscrimination Policy in Council's packets.

A motion was made by Councilmember David McGowan and seconded by Mayor Pro-tem JC Triplett to approve the Nondiscrimination Policy. Motion carried unanimously.

Records Retention Policy

Mayor Byrd referenced the Records Retention Policy in Council's Packets.

A motion was made by Mayor Pro-tem JC Triplett and seconded by Councilmember Carolyn Dobbin to approve the Records Retention Policy. Motion carried unanimously.

Procurement Policy

Mayor Byrd referenced the Procurement Policy in Council's Packets.

A motion was made by Councilmember Tim Brown and seconded by Councilmember Randy Jernigan to approve the Procurement Policy. Motion carried unanimously.

Fund Balance Policy

Mayor Byrd referenced the Fund Balance Policy in Council's Packets. Town Administrator Worley directed questions to finance Officer Sherry Hudson.

Councilmember McGowan asked if this is a new policy and who wrote the policy. Ms. Hudson said this is another policy from the UNC School of Government.

Ms. Worley said that the plan for the policy is to maintain a good percentage in fund balance when moving forward with projects that Council has discussed.

A motion was made by Councilmember Tim Brown and seconded by Councilmember Randy Jernigan to approve the Fund Balance Policy. Motion carried unanimously.

Sewer Feasibility Study RFQ's Update

Town Administrator Worley said she has received RFQ's in regard to the sewer feasibility study and she should have those for Council review in October. Attorney Du Sablon said that he has spoken with the County and updated them in regard to the process of starting a feasibility study.

Councilmember Brown asked if the study will take into consideration the work that the town has already put in regarding sewer and Ms. Worley said that would be part of the study as well as any future planning.

OTHER

Ms. Worley attended a meeting last week with Rural Partners Network which is a new branch of USDA. She said that this network will help with future grants, and it was suggested that we group with other communities around us to be part of this network.

Ms. Worley said that staff has thought about names for the new town center and have narrowed it down to either Midtown Village or Midtown Commons.

Councilmember McGowan asked if staff could work on it further because he wasn't sure about the "Midtown" part.

FINANCE OFFICER'S REPORT – Sherry Hudson:

Finance Officer Sherry Hudson referenced the financials for the month ending August 2022 in Council's packets and there were no questions.

Review of Financial Statements – Auguust 2022:

Ms. Hudson noted that some items are already in a deficit. She said those items are paid for the whole year in July when the new fiscal year starts. Items such as insurance fall in this category. She said there will be a budget amendment possibly in January to fix those line items.

PLANNING AND ZONING REPORT – Wendy Oldham

Development Compliance Officer Wendy Oldham referenced the Planning Department report in Council's packets and asked if there were any questions. She stated that in Council's packets there is a list of the locations of each development in town.

Councilmember Jernigan asked about the compliance issues in Olive Branch subdivision. Mrs. Oldham said that the development process was shut down by the Army Corps of Engineers. She and Public Works Supervisor Patrick Moore met with the new superintendent and they have brought everything up to standards. She said the culvert in the subdivision will be taken out entirely.

Councilmember Brown asked how many houses are in Wilson's Ridge and Mrs. Oldham said there are 450 and that includes townhomes as well as single family homes.

Call Public Hearing – Rezone Request – 5300 Wilson's Mills Road

Mrs. Oldham said this public hearing was called last month but due to unfortunate circumstances a Planning Board meeting could not take pace in August. The Planning Board meeting was postponed until September and the hearing needs to be postponed until October.

A motion was made by Councilmember David McGowan and seconded by Mayor Pro-tem JC Triplett to Call the Public Hearing for the Rezoning of 5300 Wilson's Mills Road, for October 17, 2022, at 6:30pm, in the Wilson's Mills Elementary School Cafeteria. Motion carried unanimously.

EVENTS REPORT – Emily Matthews

Events Coordinator Emily Matthews said that Farmers Market applications for the 2023 season have been mailed and Christmas Applications will be mailed on October 10th. She also said that the last Farmers Market of the season will take place as part of the Wilson's Mills Fire Department Community Day event at the Community Park on October 15th.

POLICE DEPARTMENT REPORT – Chief Williams

Chief Williams referenced the Police Department report and asked if there were any questions.

Chief Williams commended Officers Sinclair and Robinson on recent heroic events.

Councilmember McGowan asked are officers dispatched to fire and EMS calls. Chief said that our officers are not dispatched but some of them will show up as a courtesy.

Chief said that he looked into additional cameras at the Community Park. He said the total would be $6,000 for 2 additional cameras. This would bring the total number of cameras to 5 and there would be a $3,000 grant to help with the cost.

A motion was made by Councilmember David McGowan and seconded by Mayor pro-tem JC Triplett to purchase 2 additional cameras for the Community Park for a total of $6,000. Motion carried unanimously.

Councilmember McGowan asked about purchasing tag readers and Chief Willaims said the department looked into purchasing them but decided not to purchase right now due to the cost.

PUBLIC WORKS REPORT – Patrick Moore

Public Works Supervisor Patrick Moore referenced his report in Council's packets and asked if there were any questions.

Town Administrator said that Mr. Moore and Tony Riley from the Public Works department will be working to clear areas for the new dog park.

COUNCILMEMBER COMMENTS: Mayor Byrd asked for any comments from Council and there were none.

2nd OPEN FORUM Mayor Byrd opened the 2nd Public Forum at 7:42pm.

With no one wishing to speak, Mayor Byrd closed the 2nd Open Forum at 7:43pm.

MOTION TO GO INTO CLOSED SESSION: A motion was made by Mayor Pro Tem JC Triplett and seconded by Councilmember Randy Jernigan to go into closed session pursuant to N.C.G.S. 134-318.11(a)(5) …property." at 7:44pm. motion carried unanimously.

MOTION TO COME OUT OF CLOSED SESSION: A motion was made by Councilmember Randy Jernigan and seconded by Councilmember David McGowan to come out of closed session at 7:53pm. Motion carried unanimously.

ADJOURN: A motion was made by Councilmember David McGowan and seconded by Mayor Pro Tem JC Triplett to adjourn. Motion carried unanimously.

The meeting adjourned at 7:54pm.

TOWN OF NORTH CAROLINA ESTABLISHED 1868 WILSON'S MILLS

Fleta A Byrd

FLETA BYRD, Mayor

ATTEST:

Emily Matthews

EMILY MATTHEWS
Deputy Clerk