**TOWN OF MAXTON**

**BOARD OF COMMISSIONERS MEETING**

**October 20, 2020 7:00 p.m.**

**Minutes**

The Board of Commissioners of Maxton, North Carolina met in formal session in the meeting chambers of the Town of Maxton Town Hall located at 201 McCaskill Avenue Maxton, North Carolina at 7:00 p.m.

In attendance were: Mayor Paul G. Davis, Mayor Pro Tem Virgil Hutchinson, Commissioner Toni Bethea, Commissioner Elizabeth Gilmore, Commissioner Paul McDowell, and Commissioner Victor Womack.

Staff Present: Town Manager Roosevelt Henegan, Attorney Timothy Snead, Town Clerk Jacqueline Johnson and Michael Cousar, Tax Collector Angela Pitchford, Police Chief Na’Shayla Nelson, Public Works Director Dennis Freeman, and Utility Clerk Rosemary Wilkerson.

# **Formal Session**: **Call Meeting to Order**- Mayor Paul G. Davis

**Invocation**: Commissioner McDowell

**Does any member have any known conflict of interest and appearances of conflict with respect to any matter coming before the board today? If so, please identify the conflict and refrain from any participation in the particular matter involved.** NONE

**Adoption of Proposed Agenda**

Mayor Davis requested a motion to adopt the proposed agenda. Commissioner Gilmore made the motion, and it was seconded by Commissioner McDowell. The vote was unanimous and the motion carried.

**Approval of Consent Agenda**

1. Minutes from Board meeting September 15, 2020
2. Tax Adjustments month of October 2020

Mayor Davis requested a motion to approve the consent agenda. Commissioner McDowell made the motion, and it was seconded by Mayor Pro Tem Hutchinson. The vote was unanimous and the motion carried.

**Public Hearing**

1. Wastewater treatment plant
2. Waterlines within the Towns water distribution

Mayor Davis opened the public hearing and briefly explained both grant applications for the wastewater treatment plant and waterlines.

* Commissioner McDowell asked which streets would be done. Mayor stated water lines under McCaskill, Cottingham, Graham, Central, First, Hooper, Henderson, Martin Luther King Jr., Holly, and Sixth streets, and if time and budget allow, Howard, Lombard, Courtland, Academy, and Wilkerson streets also could be repaired.
* Commissioner Womack asked would the waterline grant supply maps of the town’s waterline system. The Mayor stated that it is a requirement of the program and that would come with guidance on maintaining those waterlines.

The Mayor requested a motion to close the Public Hearing, Commissioner McDowell made the motion, and it was seconded by Mayor Pro Tem Hutchinson. The vote was unanimous and the motion carried.

**Old Business: None**

**New Business:**

1. WithersRavenel Grants Activity Update

My name is Bob Taylor and I work with WithersRavenel. The reason I’m working with the Town of Maxton is because I’m working with Southeastern Economic Development Commission as a Disaster Preparedness Coordinator. We have been able to come in and help the Town identify areas of recovery for both hurricanes Florence and Matthew. Our efforts have identified priorities that allowed us to come in and help the Town of Maxton write grant applications.

* The CDBG program for the water system improvement is actually a resubmittal. The reason we want to resubmit this is because of the extensive door to door surveying we did to document cases of need and the percent of low amount of income households in town, which is one of the priority initiatives of the Community Development Block program.
* Mr. Henegan when he came onboard signed off on getting the USDA search grant application that allowed an engineer assessment of what it would take to get that second wastewater treatment plant back up and running. Getting that second plant running is our goal with this CDBG application. Another advantage this year with the Department of Environmental Quality is they are allowing us to use town wide data because the wastewater treatment plant will benefit the whole town.
* Both application are due the day before Thanksgiving and that is why it was important to hold the public hearing. Please realize if both applications score high enough to be funded you can only chose one application as it is required by the State.
* Pertaining to the grant first task to be done is to go out and update the engineer assessment of what all needs to be done, what repairs, and the extent of the repairs on those waterlines. This will ensure you have a thorough assessment of your water lines and where they are located.
* The town has pending and is very important to do at the next meeting is your Asset Inventory Assessment. The other thing pending is your Sewer Asset Management Plan which is being done by McGill and Associates. They are about 95% complete with that sewer plan. We expect a draft by the end of next week and we want to make sure the sewer plan is in the Assets Management Plan. Any questions from the Board?

Mayor said we were denied these same grants last submission. Can you tell us why we were denied, what are our chance of being approved this time around, and will the towns rates affect the grant? Mr. Taylor stated the town board did not have the resolution adopting the Water Asset Management Plan and lost points for that. The applications are 100% grants and you should not see the need to increase rates.

Mayor said assuming we should be able to qualify for both of these grants based on yours and your company’s assessment, which one of the two do you see we need the most? Mr. Taylor told the Mayor to refer that question to his internal staff to answer and look at your Asset Management Plan because it’s going to break out your priorities.

Mayor asked what other type of grant applications have your company looked at on behalf of the town. Mr. Taylor said they are looking at the Neighborhood Revitalization Grant through the Department of Commerce. The grant is for $750, 000 and could service up to 12 homes that can be staggered.

Mayor asked can you look into other grants for our buildings and infrastructure. Mr. Taylor stated his company would comply with any request from the town.

Commissioner McDowell asked Mr. Taylor what the upfront cost for his companies grant work was and would they share in advance information needed so it may be supplied. Mr. Taylor stated his company is paid by Southeastern Development and that their contract is good through next year and that he would communicate all information needs in advance.

1. **Approval to submit CDBG application for wastewater treatment plant**

The Mayor requested a motion to approve the CDBG application for the wastewater treatment plant. Commissioner Gilmore made the motion, and it was seconded by Mayor pro Tem Hutchinson. The vote was unanimous and the motion carried.

1. **Approve to submit CDBG application for water lines within the town at various locations**.

The Mayor requested a motion to approve the CDBG application for the town waterlines. Commissioner Gilmore made the motion, and it was seconded by Mayor Pro Tem Hutchinson. The vote was unanimous and the motion carried.

1. **Approve added additional pages to the Police Department Standard Operating Procedures (SOP) Pages-13, 41,129,177**

The Mayor requested a motion to approve all additional pages except Firing Range SOP pg. 177. The Firing Range will be tabled until the attorney can review it. Commissioner McDowell made the motion, and it was seconded by Commissioner Womack. The vote was unanimous and the motion carried.

1. **Appointment of person to supervise removal or abatement of a nuisance property in the Town of Maxton Code of Ordinance, Chapter 18-4**

Mayor request motion to approve Chief Nelson as supervisor of the removal or abatement of a nuisance property. Commissioner Gilmore made the motion, and it was seconded by Commissioner Womack. The vote was unanimous and the motion carried.

1. **Approval of Staffing/Classification Study by Lumber River Council of Government**

Mayor requested a motion to approve the Staffing/Classification Study. Commissioner McDowell made the motion, and it was seconded by Mayor Pro Tem Hutchinson. The vote was unanimous and the motion carried.

1. **Budget Amendment for Emergency Purchase of SMR Server ($9,042.00)**

Mayor requested a motion to approve the Budget Amendment for Emergency Purchase of SMR Server. Commissioner Gilmore made the motion, and it was seconded by Commissioner McDowell. The vote was unanimous and the motion carried.

1. **Budget Amendment to add Cares Act Expenses to 20/21Budget ($76,421.27)**

Mayor requested a motion to approve the Budget Amendment to add Cares Act Expenses to 20/21 Budget. Commissioner Womack made the motion, and it was seconded by Commissioner Gilmore. The vote was unanimous and the motion carried.

**Public Forum**:

Mayor Davis opened up the public forum and advised that there will be a limit of two minutes for speaking. Please state your full name, address, and phone number. The board and staff will not respond to individual comments or questions during the public forum. The appropriate staff member will follow up with all concerns as needed. **No one spoke at the Public Forum.**

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**REPORTS**

Town Manager:

* Mr. Henegan mentioned the demolishing of the old funeral home building that burn down on Wilmington Street has begun and is almost completed.
* NC Rebuild will be at Town Hall on Monday October 26, 2020, in the Commissioners Chambers. They will be helping applicant’s complete applications for home repairs due to damage sustained during Hurricanes Florence and Matthew.
* NC Works will be hosting the Maxton Virtual Employment Initiative at Town Hall on the following dates: October 22, 29and November 12, 19, 2020. The employment initiative will hosting various local companies looking for new hires.
* Introduced the newly hired Town Clerk Michael Cousar, who will be replacing Mrs. Jacqueline Johnson upon her retirement on December 31, 2020.

Police Chief:

* Chief Nelson mentioned that the Maxton Police Department service calls are up 124% compared to this time last year and they are under staffed by several employees.
* Department training for the month of September was approximately 140 hours on leadership, professional development, general instructor, amendment, de-escalation and In-service training.
* Upcoming policing events will be Trunk or Treat on October 30,, 2020, Coats for Kids Campaign October 1, through November 15, 2020, and Shop with a Cop on December 11, 2020.

Commissioner mentioned the Police Departments shortage of personnel and asked Chief Nelson has she applied for any grant. Chief Nelson said she applied for grant money and identified last week that the department had $24,000 that was holding for the department since 2018. Chief Nelson stated since she was hired the Police Department has supplemented its budget with over $57,000 in grant money they have applied for.

Mayor

* Mayor Davis mention the Town of Maxton will not conduct Trick or Treat on Saturday October 31, 2020, but will be doing Trunk or Treat at Beacham Park from 6 to 8 p.m. on that day.
* Maxton Rescue Squad has completed all needed requirements and is now up and running.
* Commended Commissioner Gilmore and the Beautification Committee on recognizing Cancer Awareness Month and their continued efforts to the beautification of the town.

**COMMENTS**

Commissioners:

* Commissioner McDowell encouraged the forum to vote.
* Commissioner Womack asked Mr. Taylor if there were any more viable treatments for the town’s water plant besides chlorine. Mr. Taylor stated he could not answer that question.
* Commissioner Gilmore spoke on the continued efforts of the towns Beautification Committee in celebrating Breast Cancer Awareness Month in October and the pending plans the committee has for the coming months.

Commissioner McDowell asked Commissioner Gilmore has the town looked into covering the windows of unused and decapitated building to make the town look more presentable. Commissioner Gilmore stated they have approached a couple of businesses and would continue that effort.

**ADJOURN**

Mayor Davis request to adjourn the board meeting. Commissioner Gilmore made the motion, and it was seconded by Commissioner McDowell. The vote was unanimous and the motion carried.

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Mayor, Paul G. Davis Town Clerk, Jacqueline M. Johnson