**November 15, 2016**

**MINUTES OF TOWN OF MAXTON, NORTH CAROLINA**

**BOARD OF COMMISSIONERS**

The Board of Commissioners of Maxton, North Carolina met in Formal Session in the Meeting Chamber of the Town of Maxton Town Hall located at 201 McCaskill Avenue Maxton, North Carolina at 7:00 p.m.

**ATTENDANCE**

**Present:**

Mayor Emmett Morton, Mayor Pro Tem Virgil Hutchinson, Commissioner Elizabeth Gilmore, Commissioner James McDougald, Commissioner Paul McDowell, Town Manager Kate Bordeaux, Town Attorney Nick Sojka, Town Clerk Jacqueline Johnson, and Town Police Chief Tammy Deese.

**Absent:**

None

**FORMAL SESSION**

Mayor Morton called the meeting to order, welcomed everyone, and the matters below were addressed.

The invocation was given by Mayor Pro Tem Hutchinson.

**Adoption of Proposed Agenda**

Mayor Morton requested a motion to adopt the proposed agenda. Commissioner McDougald moved that the Board approve the proposed agenda, Mayor Pro Tem Hutchinson seconded the motion, and the motion was unanimous approved.

**Approval of Consent Agenda**

1. Minutes from Board Meeting October18, 2016
2. Tax adjustments -None

Mayor Morton requested a motion to approve the consent agenda. Mayor Pro Tem Hutchinson moved that the Board approve the proposed agenda, Commissioner McDowell seconded the motion, and the motion was unanimous approved.

**RECOGNIZATIONS**

**Employee of the month**

Captain Jamie Oxendine was employee of the month, Chief Deese accepted his plaque in his absents.

**Schools**

No speaker was present.

**PUBLIC FORUM**

* Ray Oxendine briefed the Board on the Veterans Day program and thanked everyone for the support, mention he and Ms. Hattie has tickets for the Annual Library Drive.

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* Jennie Lowe thanked the Town of Maxton and citizens for helping during the hurricane, also she encourage citizens affected by the storm that Lumberton has a crisis help organization program to help people that lost jobs and still in need of help from the aftermath of the hurricane.
* Vivian B. Morrison spoke briefly on the 11th Collard Festival sponsored by RCTS/RB DEAN Alumni, and thanks to everyone it was a grand event.
* Dolin Brown thanked Willis Sullivan for replacing the tree in front of the post office, he also mention if the monies from the Powell Bill fund can be used to restore the lamp pole at the Patterson Building.
* Mayor Morton briefly discussed the Veteran Day program which was very successful, and a great speaker was present. Additionally, he shared that he attended the Collard Festival which had great food and entertainment.

Mayor Morton closed the public forum.

**OLD BUSINESS**

1. **Appoint a Commissioner to the Airport Commission to fill Mayor Pro Tem Gilchrist term expiring in 2018**

Mayor Morton requested a motion to appoint a Commissioner to the Airport Commission. Mayor Pro Tem Hutchinson moved that Commissioner McDougald finish Mayor Pro Ten Gilchrist term expiring in 2018, Commissioner Gilmore seconded the motion, and the motion was unanimous approved.

1. **Use of Powell Bill Grant Funds for Repair and Reconstruction of Maxton Town owned roads**

Mayor Morton request a motion to use the Powell Bill Grant Funds for repair and reconstruction of Maxton town owned roads, Manager Bordeaux briefed the board on the 3 bids received, and Hudson Pave was awarded with a bid of $125,000. Mayor Pro Tem Hutchinson moved that the board approve the bid, Commissioner McDougald seconded the motion, and the motion was unanimous approved.

**NEW BUSINESS**

1. **Discuss Mayor Pro Tem Gilchrist open seat appointment**

Mayor Morton opened the floor to discuss the open Commissioner seat, once notice is posted by Clerk Johnson applications must be turned into the Manager by December 15th in a sealed envelope. The applications will be discussed in the January 17, 2017 meeting. Commissioner McDougald moved that applications for the vacant seat be submitted, Commissioner Gilmore seconded the motion, and the motion was unanimous approved.

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* **Town Manager Bordeaux briefly spoke concerning the equipment and vehicle policy to assure that the employees has a clean driving record, complete the inspection sheet during the use of the town equipment, each employee is responsible for the town equipment and vehicle used to service the town.**
1. **Town Equipment and Vehicle Policy**

Mayor Morton request a motion to approve the equipment and vehicle policy. Commissioner Gilmore moved that the policy be approved, Commissioner McDowell seconded the motion, and the motion was unanimous approved.

**TOWN OF MAXTON**

**EQUIPTMENT AND VEHICLE OPERATIONS POLICY**

**I. PURPOSE**

This policy establishes guidelines and requirements for the operation of all types of licensed vehicles. This policy applies to all drivers who operate Town owned vehicles (including leased, borrowed, loaned, or rented) and all drivers using personal vehicles for Town business. This policy is intended to ensure the maximum safety of the general public and drivers of Town owned equipment and vehicles. This policy further monitors vehicle operators to ensure that they are in compliance with State and local laws, as well as with this policy.

**II. SCOPE**

All employees who operate Town vehicles and their private vehicles on Town business being reimbursed for mileage are subject to this policy. Additionally, this policy includes Town owned equipment, and employees who are subject to perform any driving duties as assigned.

**III. POLICY**

All drivers must possess a valid, current vehicle operator’s license. Candidates for positions driving a Commercial Motor Vehicle must possess a valid Commercial Driver’s License (CDL). CDL drivers must be certified to operate the vehicle for the job they are being considered. All employees in the Public Works and Water Department must have a CDL. In addition to having a valid driver's license, employees must comply with these requirements:

• No more than two moving violations in a twelve (12) month period, or

• No DWI (Driving While Intoxicated) within the past thirty-six (36) months.

Not meeting these requirements and/or failure to demonstrate the ability to drive safely will constitute an unsafe driving record. A driver’s license record check will be done at time of employment and at least annually thereafter.

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**IV. RESPONSIBILITIES**

A. The Town Manager and the Administrative Department are responsible for administering the Equipment and Vehicle Operations Policy.

At time of employment and at least annually, the Administrative Department will conduct a driver licenses record check. The Administrative Department will notify the supervisor if the results of an employee’s annual driving record check shows an invalid license or that the employee has an unsafe driving record.

B. Supervisors

With knowledge that an employee does not have a valid driver’s license or has an unsafe driving record, the supervisor will not allow that employee to operate Town equipment and/or vehicles. Additionally, the supervisor will not approve the use of that employee’s private vehicle on Town business.

C. Employees

1. Employees will be responsible for keeping the appropriate license current and valid.

2. All employees operating private vehicles on Town business must have a valid driver license and proof of insurance to include automobile bodily injury and property damage liability insurance at the minimum amounts required by law.

3. If an employee receives a moving violation or traffic citation, on or off the job, the employee must report the violation or citation to their supervisor and the Town Manager immediately.

**V. PROCEDURE**

A. Records

If an initial driving record check on a new employee reveals that the employee’s driving record is in violation of this policy, the employee may be subject to corrective action, which may include termination.

B. Any employee found to be operating a motor vehicle on Town business with an invalid license or an unsafe driving record in accordance with this policy will immediately cease operating Town vehicles and is subject to the Town’s disciplinary action.

C. Safety

1. All occupants, as required by law, must wear seat belts, whenever the vehicle is in motion.
2. Employees operating a Town owned vehicle and/or equipment shall perform a pre-check inspection. A copy of the pre-trip check list is attached.
3. Regular preventative maintenance should be performed on all Town equipment and vehicles as suggested by the owner’s manual.

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1. No alcohol or drugs (illegal and/or prescription) that could impair abilities shall be consumed prior to, or while operating the equipment and/or vehicle.

D. Use of vehicles

1. Only licensed drivers, 18 years of age or older, will operate vehicles.

2. All traffic laws will be obeyed.

3. Only authorized Town employees shall drive Town vehicles. Riders will not be carried except in conjunction

 with the jobs to which the vehicles are assigned.

E. Accidents

 Accidents will be reported to the Administrative Department.

F. Fines

Fines resulting from violations of motor vehicle regulations will be paid by employees.

Approved this \_\_\_\_\_\_\_\_\_\_day of November 2016

Attested:

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 Jacqueline M. Johnson, Town Clerk Emmett Morton, Mayor

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**REPORTS**

**Town Police Chief**

* Chief Deese briefly discussed a shoot-out that had taken place on October 23rd at the Authenik’s Sports Bar and 42 shots were exchanged, the First Baptist Church and four cars was struck. The Police department is investigating the case.
* Chief Deese briefly discussed that several break-ins has occurred this month, Paul’s Barber Shop, Napa Auto repairs, and Maxton Motors, and the Police department is currently investigating the cases.
* Community Watch meeting will be held on December 13th at the Maxton Court House at 6:30pm.
* All the police officers has updated their CPR training.

**Town Manager**

* Manager Kate briefly shared she has been with the Town for six weeks, and her responsibilities to the residents is to serve the citizen in an economic way to assure that customer’s needs and concerns, complaints and service is addressed.
* We are governmental officials, and the vision for the citizens, and town with the help of the employees is to assure that customer’s needs, issues, concerns, and complaints and service is properly addressed.
* Manage met with all the department heads combined two departments into one Dennis Freeman now is the Public Works and Water Director.
* The public works employees when through town and did a clean sweep of the items at the curbs, and the town will be enforcing the extra pick up policy that was revised effective July 1st 2015.
* The Town has begun process for the CDBG block grant for the Maxton water infrastructure, and Clerk Johnson, Will Doerfer from Martin/McGill went door-to door taking a survey from residents on North Florence Street the project will begin with a year.
* Manager briefed the board on the Police department she and Chief Deese rode around town and notice several lights are out, the town will see that the lights be restored for safety of residents.
* Manager briefed the board on Angela is working on enforcement of delinquent Tax Collections, and foreclosure on several properties.
* Manager thanked the Commissioners for their support in leadership.

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**Commissioners**

* Mayor Pro-Tem Hutchinson briefed the board on the NCLM Annual Conference City Vision Conference held in Raleigh in October the, conference held several meetings discussing Economic Development, Downtown Revitalization, and he gathered some information and passed it to Manager Kate.
* Commissioner McDougald briefed the board on a new business opened at 106 Central Street, a dress store a young lady started selling clothes out the trunk now she has a building to sell her items out of.
* Commissioner McDowell briefly mention FEMA is still taking application for disaster help for the storm victims deadline is December 8th at the old K-Mart building in Lumberton NC.
* Mayor Morton congratulate Manager Kate on the job she has been doing her first six weeks, she can in after the storm, she’s been out walking and talking to the citizens, residents, and out riding with the employee around town getting input on tasks and duties.

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**Adjourn**

Mayor Morton requested a motion to adjourn the meeting. Commissioner McDougald moved to adjourn, Commissioner Gilmore seconded the motion, and the motion was unanimous approved.

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 Emmett Morton, Mayor Jacqueline Johnson, Town Clerk