**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 Chambers of the Town of Maxton Town Hall located at 201 McCaskill Avenue Maxton, North Carolina at 7:00 p.m.

**ATTENDANCE**

**Present:**

Mayor Emmett “Chip” 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, Town Police Chief Tammy Deese, Tax Collector Angela Pitchford.

**Absent:**

None

**FORMAL SESSION**

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

The invocation was given by Commissioner McDougald.

**Adoption of Proposed Agenda**

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

**Approval of Consent Agenda**

1. Minutes from Board Meeting February 21, 2017
2. Tax adjustments

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

**RECOGNIZATIONS**

Mayor Morton presented a proclamation in honor of Minister Delia Mae Barnes Quaison expressing condolences to her sister Ms. Pegues and her family.

**Employee of the month**

None

**Schools**

No speaker was present.

**PUBLIC FORUM**

* **Jessie Hines-** resident at 405 Scotland Street, telephone number 910 844-3016
* **Joe Hines-** A resident at 405 Scotland Street asked if the town still had the loaner street sweeper. Mayor Morton stated that the town was in the process of purchasing a street sweeper in the new budget. Manager Bordeaux stated that the town at this time has its own street sweeper that is being repaired, “brooms need to be replaced, and they do not last long.” Mr. Hines stated that the walking track had trash, debris, and broken glass. If possible once we get the street sweeper can we clean the track so that the elderly would not harm themselves on the debris?
* **Lillye McLean**- A resident at 706 W. Cottingham Street stated that she and former Commissioner Margaret Gilchrist discussed placing benches around the walking track at Beacham Park. Ms. McLean asked if the benches would still be placed. Mayor Morton informed Ms. McLean that he has ordered 4 benches, two people have offered to sponsor two of the benches, and he was looking for two more sponsors. Mayor Morton also stated that he has arranged for the Maxton Boy Scouts to create the plaques for the benches. Ms. McLean thanked Mayor Morton, and stated the benches would help the senior citizens.
* **Jamie Smith**- troop leader of Maxton Girl Scouts/Secretary of Maxton Recreation Board stated that the board is in need of volunteers especially for the Easter Event on April 17, 2017. The event will be held at Beacham Park between the hours of 1pm to 3pm. Ms. Smith stated that it will be hot, but they really need the help. Mayor Morton also expressed to the audience that help is needed, volunteers should contact Ms. Smith and are asked to be at the park at 9am.

Mayor Morton closed the public forum after no others came forward to speak.

**OLD BUSINESS**

1. **CDBG-I Construction Bid**

Mike Apke of McGill Associates consulting engineer on the water line replacement project. Mr. Apke briefed the board on the steps taken in the project concerning construction. A bid opening took place at the town of March 9, 2017. There were three bids ranging from the low bid of $1,824,744 to the highest bid of $1,876,250. This project will replace over 15,000 feet of water lines, valves, hydrants, & water meters in the town in an effort to reduce water loss being experienced by the town. The low bid was submitted by Metcon Inc. out of Pembroke, NC in the amount of $1,824,744, we had 1.9 available for the construction project. We requested that Metcon to provide further information and also on the superintendent they proposed to use and received good references on both. McGill recommends that the town proceeds and awards the water reduction project contract to Metcon Inc. in the bid amount of $1,824,744. Mayor Morton asked for questions, Commissioner McDougald made a motion to table this matter. Mayor Morton asked why? Commissioner McDougald stated “for other bidders”. Mr. Apke state law requires that we receive three bids which is what we did. The next deadline for CDBG we are required to enter into a contract by April 17, 2017. We have to meet this deadline in order to continue with the project. Mr. Apke “The town is well within their rights to continue this if it needs to, but there is an upcoming deadline associated with this grant. Commissioner McDougald “My reasoning is the reputation that I know about this company, and we don’t want the town to get in a situation where the town owes more money than it should. Mayor Morton asked “Do we have to go with the lowest bidder”. Mr. Apke stated “I believe that this is more of a legal question but I believe that you are supposed to reward the responsible lowest bidder. Metcon has submitted their bid on time, they have submitted all requested requirements on time. Attorney Sojka advised the board that this should be discussed in closed session to avoid any unwelcomed ramifications. Commissioner McDougald made a motion to go into closed session. Mayor Pro Tem Hutchinson second the motion, the vote was unanimous. Motion by Commissioner McDowell and 2nd by Mayor Pro Tem Hutchinson to go back into regular session at 8:00 p.m.

1. **AIA Project**

Mike Apke representative of McGill & Associates addressed the board concerning this project. Mr. Apke explains that the town did qualify in the spring round but did quality in the fall. Mr. Apke recommended the board advertise this project, AIA stands for (Asset Inventory and Assessment) for qualifications not bids. The town received $112,000 for sewer asset inventory and $96000 for water asset inventory with a 5% match. The amounts of the contract and the Mini Brook Act which is an engineering requirement requires that this be done, the town needs to receive requests with qualifications over $10,000 in order to comply with the procurement process. Mr. Apke explained that it is not just a plan it is an Asset Inventory plan which details inventory of your current water system, sewer system, manholes, mapping each. This will inform the town which one in operation and which one is not. The database will inform which one needs to be replaced and it will also help the town with future grants. (Tabled)

C. **Amendment to Budget**

Mayor Morton requested a motion to amend the budget in the amount of $12,000 for the removal of the burned structure at the Burch Property at 108/143 W. Graham Street. Commissioner McDougald made the motion, Commissioner Gilchrist second the motion. The vote was unanimous to amend the budget. Mayor informed board that in the next budget they would like to create a line item for projects removing dilapidated structures.

D. **Questions of the reviewed Projected Budget FY 2017-2018**

Mayor Morton stated that last month the board was given a projected budget for the FY 2017-2018 to look over and bring any questions back for this monthly meeting. Mayor Morton asked if anyone had questions, Commissioner McDowell stated that he wanted to look at revenues under the department expenses where it stated operating expenses. Finance Director Myra Tyndall stated the amount was in there in case we are able to purchase the street sweeper. The Town has applied for a USDA loan/Grant to purchase a new street sweeper. Next, Commissioner McDowell questions the part-time sanitation salaries, Finance Director Myra Tyndall explained that all of our sanitation employees are part-time. Commissioner McDowell is questioning the projected amount for 2017 ($133,000) to what it was in 2016 (88,000). Finance Director Tyndall stated that some of the full time employees get paid from this line, so I put them in the part-time just for a percentages and to eliminate creating another line item. Commissioner McDowell asked if we would have all the same services that we have had in the past. Finance Director Tyndall stated “Yes”. Mayor Morton asked if there any further questions, no further questions were asked. Mayor Morton advised the board to keep their budget packets and review them again, we will put this back on next month’s budget meeting. Finance Director Tyndall stated that there will be a few changes because of the beautification program and a few other changes that had to be put in the budget. In case we do get the sweeper before June 30th there will be a few changes not very many. Mayor Morton request of Finance Director Tyndall if there were changes to place it on a separate sheet showing them the changes so that she would not have to do an entire new set.

E. **Business Registration Application**

This is an ordinance created due to changes in the state which eliminated business license taxes for the towns. Mayor Morton stated the towns are allowed to charge a registration fee to businesses, so the town created this ordinance. There is a twenty dollar fee to register your business in place of the more expensive tax that businesses were once billed by the towns. This fee is considered an administration for businesses registering. The ordinance needs to be approved so we can move forward with business registration. Mayor Morton entertained a motion to approve the Business Registration Ordinance. Mayor Pro-Tem Hutchinson made the motion, Commissioner McDougald second the motion. The vote was unanimous motion approved.

F. **Use of Elizabeth Cole Park**-(Easter Event Brooklyn Community)

Mayor Morton asked if anyone was present from the Brooklyn Community concerning the Easter Event at Elizabeth Cole Park. Lilly Dumas is out of town for a little while and we would like to know where this stands. Lillye McLean stated that Nathaniel Malloy was supposed to be here to address this matter but did not attend. Ms. McLean stated that Ms. Dumas still wants to have the program like last year. Mayor Morton informed Ms. McLean that at the advice of Town Manager Bordeaux, a liability waiver be signed by a representative from the Brooklyn Community because this is not a town event.

Mayor Morton asked if there was any further Old Business at this time. (There were none)

**NEW BUSINESS**

1. **Beautification Committee Applicants**

Mayor Morton states that we have six applications, we are going to appoint all six and make the board a six member board, with Commissioner Gilmore being the chairperson. Mayor Morton entertained a motion to appoint Donna Locklear, Hattie McEachin, Effie McEachin, Lillye McLean, Jeannette Campbell Malloy, and Jessie Hines. Commissioner McDougald made a motion to appoint all six, Commissioner Gilmore second the vote. The vote was unanimous the motion was carried. Mayor Morton asked for a motion to add air conditioner at the police department the unit failed today, it is over the manager’s limit so we need a motion to put this on the agenda. Commissioner McDowell made the motion, Commissioner McDougald second the motion. Vote was unanimous, motion was approved.

1. **Motion to allow purchase of much needed dump truck**

Mayor Morton requested a motion to allow town manager and finance officer to purchase a dump truck in the amount of $50,000 out of the current budget. Town is in desperate need of a dump truck, without it we will not be able to pick up leaves and limbs. Manager Bordeaux states that one of the commissioner’s priorities to her was to clean up the town. Manager Bordeaux stated that the dump truck we have has been repaired several times replacing doors, seals are not functioning correctly. We have searched for one, received quotes, however there was not enough time to meet with the board, so we lost both trucks. We need a dump truck, we looked and we do have money in reserves to cover it. Manager Bordeaux is asking if we can find one that is acceptable that will have longevity for us that she be given permission to purchase the truck. Mayor Morton entertained the motion to give the manager permission to buy a dump truck for up to $50,000. Mayor Pro-tem Hutchinson made the motion, Commissioner Gilmore second the motion. The vote was unanimous, the motion was approved.

1. **Amendment to budget for dump truck**
2. **Air Condition System at Police Department**

Mayor Morton turned this over to the Manager Bordeaux for explanation. Manager Bordeaux explains that we also have court at this building, thus it is not just the police department. Manager Bordeaux is requesting permission to purchase new unit in the amount of $6000. Mayor Morton entertained a motion to give the town manager permission to purchase the new unit. Commissioner Gilmore asked a questions “Have you entertained how much it would cost to get a new air conditioner?” Manager Bordeaux explains that this is for a new one, it is actually the compressor that needs to be replaced. Finance Director Tyndall explains that it would cost an estimated $2700 to repair with no guarantees. Mayor Morton entertained a motion, Commissioner Gilmore made the motion, Mayor Pro-tem Hutchinson second. Vote was unanimous, motion was approved.

**REPORTS**

**Town Manager**

Town Manager Bordeaux shared information on three issues

* Public Safety

Administratively asking that police department be more visible in the community going to every business every single day, not just in the parking lot visiting with merchants and interacting in the community. Also asked them to do more in the communities going door to door to residents. We have a lot of discussion on this matter, it is something our communities want and I believe that we are at a stage now where we do need to go door to door and just talk to residents and see if there are any needs that need to be met. We need to be strategic on that because we don’t want to do a campaign on that while the other side of town can be compromised. We are also going to continue to do traffic checks, you may have noticed us doing traffic checks. We want to know who is coming and going in and out of Maxton. We want to make sure that they have a valid current license. We are also going to continue to do the warrant round-ups. We just want to make sure that we have a better police presence in Maxton. I have received more calls in the past six weeks than anything else about Maxton. We just want to keep everyone safe and for the police to have a presence. We appreciate what you do.

* **Smart Cities**

Recently we have been to some workshops, met with individuals so that we can have an infrastructure through technology so that we can see what’s going on in the community. It would be where we can have real-time on what is going on in the communities. You may see cameras in the community but we are working with this, we would like to secure some grant funding for this project.

* **Trash in town**

The chief and I have worked together, we know that this is a priority for the council. The chief shared with some correspondence form clean and green a post card that if you see trash being thrown out of windows you can anonymously report. The town office and police department will have these cards.

**Update on the Street Sweeper**

* We are trying to move forward with the purchase of the sweeper. We are looking at USDA grants opportunities and also to see the funds we have to pay are low.

**Chief of Police**

March 4 we had three bomb threats reported to the Maxton Police department, Piggly Wiggly, Minit Shoppe and Walgreens. In the past week we had three businesses broken into, March 14, 2017 we lost Mr. Nazareth Floyd who was struck by the CSX train. March 19, 2017 there was a report of a shooting of an occupied drug dwelling on Lane Street. March 20, 2017 we had an 80 year old male who had his wallet snatched at Nic’s Pic Kwik. We have obtained some arrest warrants and using all of our resources that we have to provide arrests. Our next community watch meeting is on April 11, 2017 at the Maxton Courthouse.

**Commissioners**

Commissioner McDougald updated the Board and residents about the Hamlet Credit Union considering moving to Maxton. In their April meeting they will have a large number of retirees on their board and at this time they are trying to get that settled, before they make any decision about expanding. They like what they heard and came over and looked around town as well, so hopefully next year we will have something from them. If not hopefully we will have something of our own before then.

Mayor Pro-Tem Hutchinson stated that the intergovernmental will meet 03/22/2017 at 5:30 p.m. at the Maxton Courthouse we will be discussing our water take, how Smithfield foods and large farms has depleted some of our aquifer. Let’s have this discussion.

Mayor Morton reminded the residents and visitors that we will not have a meeting before the Easter holiday. The recreation department will be having our Annual Easter Egg Hunt on April 17, 2017. Jamie Smith will be in charge of the event and she needs help, pass the word. They are looking to have a lot of kids, they had a great turn out last year. The recreation department is also looking for donations.

Commissioner Gilmore asked if the donation would come through the town, Mayor Morton stated yes.

Mayor Morton entertained a motion to adjourn. Commissioner McDougald made the motion to adjourn. Mayor Pro-tem Hutchinson second the motion. Vote was unanimous, the motion was approved.

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Emmett Morton, Mayor Angela Pitchford, Acting Town Clerk