**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 unanimously approved.

**Approval of Consent Agenda**

1. Minutes from Board Meeting October 18, 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 unanimously approved.

**RECOGNIZATIONS**

**Employee of the month**

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

**Schools**

No speaker was present.

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**PUBLIC FORUM**

* Ray Oxendine briefed the Board on the Veterans Day program and thanked everyone for their support. He further stated that Ms. Hattie McEachin has tickets for the Annual Library Drive.
* Jennie Lowe thanked the Town of Maxton and citizens for helping during the hurricane. She informed 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 Annual Collard Festival sponsored by RCTS/RB DEAN Alumni and thanked everyone for making the Festival a grand event.
* Dolin Brown thanked Willis Sullivan for replacing the tree in front of the post office. He asked if the monies from the Powell Bill can be used to restore the lamp pole at the Patterson Building.
* Mayor Morton stated that the Veteran’s Day program was successful, and a great speaker delivered an inspiring message. 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 Tem Gilchrist term expiring in 2018, Commissioner Gilmore seconded the motion, and the motion was unanimously approved.

1. **Use of Powell Bill grant funds for repair and reconstruction of Town of Maxton roads**

Manager Bordeaux briefed the Board on the three bids received by the Town for the Request for Proposal for Holly Court Cul-da-sac, Henderson Street, Baldwin Street from South Patterson Street to Harris Street, East Baldwin Street from South Patterson to pavement joint at R.B. Dean Elementary School, East Cottingham Street from Hooper Street to McCaskill Avenue, East Graham from McCaskill Avenue to pavement joint east of First Street. She recommended that the Board award the contract to Hudson Paving, Inc. since their quality for the scope of work was better and more cost efficient than the two other bidders. Mayor Morton requested a motion to use the Powell Bill grant funds for repair and reconstruction of Town of Maxton owned roads. Mayor Pro Tem Hutchinson moved that the Board approve the bid from Hudson Paving Inc. for $125,000, Commissioner McDougald seconded the motion, and the motion was unanimously approved.

**NEW BUSINESS**

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

Mayor Morton opened the floor to discuss the open Commissioner seat. He stated that once notice is posted by Town Clerk Johnson, applications must be turned in to the Town Manager by December 15 in a sealed envelope. The applicants will be discussed in the January 17, 2017 meeting. Commissioner McDougald moved that

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applications for the vacant seat be posted, Commissioner Gilmore seconded the motion, and the motion was unanimously approved.

1. **Town Equipment and Vehicle Policy**

Town Manager Bordeaux stated that the Town does not have an equipment and vehicle policy. She further stated that over half of the Town employees use a Town owned vehicle and/or equipment. She presented the key points of the proposedTown Equipment and Vehicle Policy**.** Mayor Morton requested 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 unanimously 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.

**IV. RESPONSIBILITIES**

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

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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.
4. 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.

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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

**REPORTS**

**Town Police Chief**

* Chief Deese briefly discussed an incident on October 23at the Authenik’s Sports Bar where 42 shots were exchanged hitting the First Baptist Church and four cars. The Police Department is investigating the case.
* Chief Deese briefly discussed that the Barber Shop, Napa Auto Repairs, and Maxton Motors experienced break-ins. The Police Department is currently investigating the cases.
* She informed the audience that the Community Watch meeting will be held on December 13at the Maxton Court House at 6:30 p.m.
* Additionally, she reported that all the police officers have updated their CPR certification.

**Town Manager**

* Town Manager Bordeaux shared that one of her responsibilities is to ensure that Town services are delivered in economic and efficient manner. Her expectations for Town employees are that citizen’s needs, issues, concerns, and service are properly addressed in a timely manner.
* She reported that she has met with all the department heads to go over expectations, including customer service to all citizens. She has combined the Public Works Department and the Water Department to be called the Public Works and Water Department. Dennis Freeman now is the Public Works and Water Director.

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* The Public Works Department employees did a clean sweep of the items at the curbs, and the Town will enforce the extra pick up policy that was approved by the Board of Commissioners in July 2015.
* The Town has begun the process for the Community Development Block Grant block grant for the Maxton water infrastructure. Town Clerk Johnson and Will Doerfer from Martin/McGill and Associates visited residents on North Florence Street to complete the income survey that is a requirement of the grant. The project work will begin the spring of 2017.
* She briefed the Board that she is working with Chief Deese on the Town’s street lights to ensure residents safety.
* She informed the Board that she has directed the Tax Collector to begin the enforcement of delinquent tax collections, which may include foreclosure.
* Lastly, she thanked the Commissioners for their support in leadership.

**Commissioners**

* Mayor Pro Tem Hutchinson briefed the Board on the North Carolina League of Municipalities Annual Conference entitled City Vision Conference held in October in Raleigh, North Carolina. The conference provided several meetings including economic development and downtown revitalization. He gathered a lot information and presented a binder to Town Manager Bordeaux.
* Commissioner McDougald briefed the Board on a new business that opened at 106 Central Street Maxton North Carolina. He share how a young lady started selling clothes out her trunk has now opened a clothing store in Maxton.
* Commissioner McDowell briefly mentioned FEMA is still taking application for disaster help for the storm victims. He informed the residents that the deadline is December 8th and the old K-Mart building in Lumberton NC is a resource.
* Mayor Morton congratulated the Town Manager on the job she has done her first six weeks. He states she has been out talking with the residents, and riding with the employees around town getting input on tasks and duties.

**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