**TOWN OF MAXTON**

**BOARD OF COMMISSIONERS MEETING**

**July 21, 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, Commissioner Victor Womack, Town Manager Roosevelt Henegan, Finance Myra Tyndall, Attorney Timothy Snead, Town Clerk Jacqueline Johnson, Tax-collector Angela Pitchford, Police Chief Nelson, Dennis Freeman Public Works Director, and Utility Clerk Rosemary Wilkerson.

**Call Meeting to Order**- Mayor Paul G. Davis

**Invocation**- Mayor Pro Tem Hutchinson

**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. (No Response)**

**Adoption of Proposed Agenda**

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

## **Approval of Consent Agenda**

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

Mayor Davis requested a motion to amend the agenda adding (item g new business) and moving the reports to be heard before going into closed session. Commissioner Gilmore made the motion, it was seconded by Commissioner McDowell, and the vote was unanimous. The motion was carried.

**1**. Minutes from Board Meeting of June 16, 2020, Special Meeting June 25, 2020

**2**. Tax Adjustments – NONE

Mayor Davis requested a motion to do the reports before the closed session. Commissioner Gilmore made the motion, it was seconded by Commissioner McDowell, and the vote was unanimous. The motion was carried.

**Old Business**

1. **2019 -2020 Audit Preparation - Allow the Finance Director to make necessary amendments and adjustments to prepare final documentation for the Auditor.**

Mayor Davis requested a motion to allow the finance director to make necessary amendments and adjustments to prepare final documentation for the auditor; Commissioner Gilmore made the motion it was seconded by Commissioner McDowell, and the vote was unanimous. The motion was carried.

**New Business**

1. **Lease Agreement Request Renewal– Freight Building.**

The board briefly discussed the freight building lease renewal and the rent reduction due to the Covid-19 due to no activity at the freight building. Mayor Davis requested a motion to table the renewal of the lease until the attorney review the request of changes. No second was made to Mayor Davis motion. Commissioner Womack made a motion to suspend the rent for 30 days until the board and attorney has the opportunity to read over the lease, Commissioner Bethea seconded the motion. The vote was unanimous. The motion was carried.

**5 Seats Beautification Committee (4) Applicants.**

Mayor Davis requested a motion to approve the said (4) applicants for the beautification committee. Commissioner McDowell made the motion, it was seconded by Mayor Pro Tem Hutchinson, and the vote was unanimous. The motion was carried.

**\*Debra McInnis \*Elizabeth Gilmore \*Jessie Hines \*Bertha Hutchinson**

1. **5 Seats CDBG Housing Committee (4) Applicant.**

Mayor Davis requested a motion to approve the said (4) applicants for the CDBG Housing Committee. Commissioner McDowell made the motion, it was seconded by Commissioner Womack, and the vote was unanimous. The motion was carried.

**\*Cynthia Johnson \*Bertha Hutchinson \*Debra McInnis \*Evelyn Williams**

1. **6 Seats Planning Zoning Board (1) Scotland County (1) Robeson County (2) Town Resident**

Mayor Davis requested a motion to approve the said (4) applicants for the Planning and Zoning Board. Commissioner Womack, Commissioner McDowell abstain, it was seconded by Mayor Pro Tem Hutchinson, and the vote was unanimous. The motion was carried.

**\*Larry Graham (RC) \*Ruthie McDowell (SC) \*Debra McInnis \*Emmett Morton**

1. **8 Seats Recreation Board (8) Applicants.**

Mayor Davis requested a motion to approve the said (8) applicants for the Recreation Board. Commissioner McDowell made the motion, it was seconded by Commissioner Bethea, and the vote was unanimous. The motion was carried.

**\*Debra McInnis \*Jamie Smith \*Mary McNeill \*Nicoya McLean \* Nigel Page \*Willie L Bethea \*Bertha Hutchinson \*Emmett Morton**

1. **1 Seat Tree Board (1) Applicant.**

Mayor Davis requested a motion to approve the said (1) applicant for the Tree Board. Commissioner Womack made the motion, it was seconded by Mayor Pro Tem Hutchinson, and the vote was unanimous. The motion was carried. \* **Harold Maynard**

1. **Police Chief Nelson request approval of the $1500.00 reimbursement be placed into the police budget equipment line item versus back into the general fund.**

Mayor Davis requested a motion to approve the $1500.00 reimbursement to be placed into the police department equipment line item. Commissioner McDowell made the motion, it was seconded by Mayor Pro Tem Hutchinson, and the vote was unanimous. The motion was carried.

**PUBLIC FORUM (2 MINUTES ONLY) NOTE: Please state your full legal name, address, and phone number the board & staff will not respond to individual comments or questions during the public forum. The appropriate staff member will follow up if needed**.

Mayor Davis open the floor for public forum. Mayor Davis closed the public hearing no speaker.

**REPORTS**:

**Town Manager**

Mr. Henegan **briefed that the town have been talking with the county on the property which is the burnt funeral home on Wilmington Street, the property was in foreclosure and was deeded to the town because it did not sell at auction. The town was unable to register the deed in the town’s name due to property taxes owed to the Robeson County. It was understood the town would be able to have the burnt structure removed, but that turned –out not to be the case. The town is waiting to hear back from the county to see if there are any other options available to help the town deal with the property.**

During one of the board budget workshops it was requested an inventory of properties with less than $2,500.00 was requested majority of the items were purchased years ago and not recorded.

Items recorded were those with value over $2,500.00 the items will be added to the town fixed asset inventory.

**Commissioners**

Commissioner McDowell briefly mention to the board and Public works director Dennis Freeman the concern of the potholes, trash and the over growth of grass throughout the town.

Commissioner Womack briefly mention that town is in need of another source of funding to assist with lack of town staff.

Dennis Freeman public works director briefly mention to the board that currently he has nine workers including himself, and at this time he prioritize on the most needed areas. Dennis also mention he’s in the process of getting a few more workers through the COG program where he will be able to focus on the needs throughout the town.

**Mayor**

Mayor Paul Davis briefly mention that the town needs a grant writer to help find funding for the town to do some of the things the town wants.

Mayor Davis mention that the Maxton rescue squad recently received the proper certification and is looking forward to renewing the operations in the coming weeks.

Town Manager Henegan was appointed to serve on the Robeson County Library Board steering committee.

**Chief**

Chief Nelson briefed the board on the month of June report.

Approximately 500 calls were answered.

* Police response to face covering and mass gathering, the department have little power concerning face covering and will respond to a business at their request.
* The officers will be allowed to terminate gatherings per the Governor’s mandate.
* Roof repairs and floor maintenance have been completed at the police department.
* The new recording systems installation started on July 21, 2020.
* Department wide Federally mandated FEMA training has started.
* Department updated SOP (Standard Operating Procedures) will be completed by July 31, 2020.
* Department is on a 3-year track plan to become an accredited police agency.
* NC League of Municipalities has approve and will be sending a reimbursement of approximately $1500.00 for ballistic vest. Request for the board to approve the reimbursement be placed into the police budget-equipment line item versus going back into the general fund.
* MPD Community Food Bank served approximately 300-500 families with the help of volunteer, Commissioners McDowell, Public Works, along with dispatchers and officers picked up donations and distribute them.
* July 24-25, 2020 the police department will be assisting the Health Department and St. Matthew Church with a COVID-19 drive through testing site at RB Dean/Townsend Middle School.
* MPD plan to reimplement the neighborhood watch program.

**Closed session**  G.S. 143-318.11(a) (6)-to discuss personnel issues only and consult with Town Attorney. (1) Permitted Purposes. – A public body may hold a closed session and exclude the public only when a closed session is required. (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, not considered a public record within the meaning of Chapter 132 of the General Statues. Mayor Davis requested a motion to go into closed session. Commissioner Womack made the motion, it was seconded by Commissioner McDowell, and the vote was unanimous. The motion was carried.

Mayor Davis requested a motion to come out of closed session. Commissioner McDowell made the motion, it was seconded by Mayor Pro Tem Hutchinson, and the vote was unanimous. The motion was carried.

**ADJOURN**

Mayor Davis requested a motion to adjourn the meeting, Commissioner Gilmore made the motion, Commissioner Womack second the motion, and vote was unanimous. The motion was carried.

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Mayor Paul G. Davis Town Clerk, Jacqueline Johnson