March 20, 2018

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 “Skip” Morton, Mayor Pro Tem Virgil Hutchinson, Commissioner James McDougald, Commissioner Paul McDowell, Commissioner Elizabeth Gilmore, Commissioner Victor Womack, Town Manager Kate Bordeaux, Town Clerk Jacqueline Johnson, Captain Jamie Oxendine, Town Attorney Jessica Scott, and Tax Collector Angela Pitchford.

## FORMAL SESSION

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

The invocation was given by Commissioner James McDougald

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 February 20, 2018

2. Tax adjustments – January 29 thru March 12, 2018

3. Property Tax Advertising List

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

## RECOGNIZATIONS

Mayor Morton recognized the Boys Scout #463 from Maxton, Cub Master Kevin Metcalf, Leaders Jimmy, Jennifer and Mellissa. The Maxton boy scouts current has twelve members and four cubs.

Employee of the month - None

**PUBLIC FORUM**

NC House of Representative Charles Graham from Robeson County 47 District briefed the board on the following:

* The NC General Assembly will hold the first session to discuss school safety and ways of making schools safe. He also asked for public input as it regards to school safety.
* He is trying to establish an expungement program in Robeson County to help residents with criminal records for minor offenses. He is working with the State Bar Association and Legal Aid to try to have the program in place by May.
* He is currently working with the Hurricane Matthew Recovery Assistant Program.
* In closing, he mentioned he looks forward to working with the Town of Maxton in 2018. He can be reached at work (919) 715-0875 or his cell (910) 734-7254.

Willis Sullivan of 309 North Patterson Street petitioned to the Board as they began to discuss the budget to consider funds for the repair of the clock and the need repair of the town hall building.

**OLD BUSINESS**

1. **Public Hearing – USDA Grant for Town Vehicles**

Mayor Morton opened the public hearing for the USDA Grant for the Town Vehicles. Mayor Morton declared the public hearing closed after no one was present to speak. After the public hearing was closed, Town Manager Bordeaux spoke on the aging fleet by sharing that the Town has several of the patrol cars that are not in good condition. Larry Sampson from the USDA briefed the Board on the agreement and terms of the funding for the vehicles. He discussed each form on the application. The loan is for seven years which is locked in now at an interest rate of 3.5 percent. The grant will be for $30,000 and a loan of $140,000 to cover the total cost. The grant will cover a total of six vehicles: four for the Police Department, one for the Public Works Department, and one for the Administration.

1. **USDA Loan Resolution**

Mayor Morton requested a motion to approve the USDA Loan Resolution Commissioner. Commissioner McDowell moved that the Board approve the USDA Resolution, Commissioner Womack seconded the motion, and the motion was unanimously approved.

# **NEW BUSINESS**

1. **Laurinburg-Maxton Airport Resolution \ Easement Rights to NC DOT**

Mayor Morton requested a motion to approve the Laurinburg-Maxton Airport Resolution & Easement Rights to NC DOT. Commissioner McDowell moved that the Board approve the LMAC Resolution & Easement Right to DOT, Commissioner Gilmore seconded the motion, and the motion was unanimously approved.

b. **Town of Maxton Emergency Operation Plan 2018**

Tax Collector Pitchford who is also the Town’s Safety Coordinator briefed the Board on the Maxton Emergency Operation Plan. She mentioned there are several objectives of the emergency operation plan and the concepts in the event of an emergency which includes mitigation, preparedness, response and recovery. Each department supervisor was asked to review and discussed the plan with their staff.

During the employee safety training, the employees had several preparedness activities which included a mock fire drill and each department picked a designated location to meet at in the event of an emergency, so everyone can be accounted. Also, all the Town employees have completed the certified CPR training by Captain Oxendine.

Mayor Morton requested a motion to approve The Town of Maxton Emergency Operation Plan. Commissioner Womack moved that the Board approve the Maxton Emergency Operations Plan, Commissioner McDowell seconded the motion, and the motion was unanimously approved.

c. **East Coast Pyrotechnics, INC – Contract (Fireworks)**

Mayor Morton requested a motion to approve The East Coast Pyrotechnics, INC Fireworks Contract for the Fourth of July event which will be held on June 30, 2018 at the Beachum Park. Mayor Pro Tem Hutchinson moved that the Board approve the East Coast Pyrotechnics contract, Commissioner McDowell seconded the motion, and the motion was unanimously approved.

**REPORTS**

Town Manager Bordeaux briefed the Board on the Community Development Block Grant for the water loss project with the following:

* Metcon has finished installing the water lines, except in the Brooklyn community.
* Metcon still has several areas to complete the landscaping and pave a few roads. DOT will redo some of the streets.
* The Town is going to petition the state to use the remaining funds for other repairs to the water and sewer systems. Due to several issues, it may take an additional 2-3 month to complete the project.

She mentioned that Tax Collector Pitchford has been working with Zacchaeus Tax Service on the delinquent property tax collections and the results have been favorable.

**Commissioners Reports**

* Commissioner Womack asked if the water pressure will increase once the Metcon project is completed. He mentioned that the Police Department need to enforce the littering ordinance.
* Commissioner McDougald mentioned the area on the corner of First and Martin Luther King Drive at the Ziegler’s continuously flooding during the rain. Town Manager Bordeaux advised the Board that she is discussing this matter with DOT and McGill and Associates.
* Commissioner McDowell asked if the Town will have a Free Spring Clean Day at the land field. Town Manager Bordeaux stated that she would update the Commissioners. Commissioner McDowell encouraged all citizens to vote and stated that Maxton One Stop Early Voting will be held at the Gilbert Patterson Library beginning April 23, 2018 and other times and locations will be posted.

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Mayor Morton briefly spoke on several issues.

* He asked Town Clerk Johnson to send letters to all the Town of Maxton appointed Chairman of the Boards and Committees to request them to attend the April 17, 2018 Board meeting He also is requesting the attendance records for all Town boards for the past 2 years.
* The Robeson County Committee of 100 Annual Dinner Meeting will be April 10, 2018 and he requested seeing Clerk Johnson if a Board member plans to attend.
* Mayor Morton wished everyone a happy and safe Easter holiday. The Annual Easter event for the Town of Maxton will be for Monday April 2nd, 2018 at Beachum Park.

**Closed Session**

Closed session pursuant to NCGS 143-318.11(a) (1) and (6) to discuss personnel issues and consult with the Town Attorney.

Mayor Pro Tem Hutchinson moved that the Board of Commissioners for the Town of Maxton go into closed session for the purposes of discussing personnel NCGS 143-318.11(a) (1) and (6) and to consult with the Town Attorney in order to preserve the attorney-client privilege between the attorney and the Board of Commissioners for the Town of Maxton, Commissioner Womack seconded the motion, and the motion was unanimously approved.

Mayor Morton requested a motion to come out the of closed session, Commissioner Gilmore moved that the Board return into regular session, Mayor Pro Tem Hutchinson seconded the motion, and the motion was unanimously approved.

**Adjourn:**

Mayor Morton requested a motion to adjourn. Commissioner Gilmore moved that the board adjourn the meeting, Commissioner Womack seconded the motion, and the motion was unanimously approved.



Emmett Morton, Mayor Jacqueline Johnson, Town Clerk

CLOSED SESSION MINUTES OF TOWN OF MAXTON, NORTH CAROLINA

BOARD OF COMMISSIONERS

ATTENDANCE

Present: Mayor Emmett “Chip” Morton, Mayor Pro Tem Virgil Hutchinson, Commissioner James McDougald, Commissioner Paul McDowell, Commissioner Elizabeth Gilmore, Commissioner Victor Womack, Town Manager Kate Bordeaux, and Town Attorney Jessica Scott.

GENERAL ACCOUNT: Personnel Issues and Policy Reference to an Employee

CLOSED SESSION: Personnel Issues and Personnel Policy

GENERAL STATEMENT: Personnel Issues and Personnel Policy

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Attorney, Jessica Scott

MINUTES OF TOWN OF MAXTON, NORTH CAROLINA

BOARD OF COMMISSIONERS WORKSHOP

The Board of Commissioners of Maxton, North Carolina met for a workshop in the meeting chambers of the Town of Maxton Town Hall located at 201 McCaskill Avenue Maxton, North Carolina at 6:00 p.m.

# ATTENDANCE

Present: Mayor Emmett “Chip” Morton, Mayor Pro Tem Virgil Hutchinson, Commissioner James McDougald, Commissioner Paul McDowell, Commissioner Elizabeth Gilmore, Commissioner Victor Womack, Town Manager Kate Bordeaux, Town Clerk Jacqueline Johnson, Detective Darin Davis, and Tax Collector Angela Pitchford.

## WORKSHOP

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

The invocation was given by Mayor Morton

**Item to discuss**

1. **Downtown building revamp**

Mayor Morton opened the discussion on how to revamp the downtown buildings and each commissioner had different ideas and input on ways to improve the downtown area as listed below.

* Commissioner McDougal mentioned that several of the building had flood damage due to Hurricane Matthew which included leaking roofs and electric issues and the cost to repair the buildings will be as much as $40-$50 thousand dollars. He also asked about the funds from FEMA from the storm.
* Commissioner McDougal mentioned that Bryant’s Home Care business is closed and has intentions of selling her building. When asked about the other building, Commissioner McDougal stated he had plans to make apartments in the building on the corner, BF has no floor the old western auto has roof damage also.
* Commissioner McDougal questioned the downtown historical tax which is ten cents per hundred dollars and he mentioned matching funds comes from the façade grant and paying that tax.
* Commissioner Gilmore stated that you are the owner renting the building with no floors and need repairs. Commissioner McDougald replied that the renter is liable to do the repairs to rent the building at their cost first.
* Lastly Commissioner McDougald briefly spoke on the Burns and Zeigler buildings. Town Manager Bordeaux stated that she has spoken with a gentleman concerning the Burns property and it will be sold to John of the Rocking Pig once all the EPA testing is complete and the building is properly removed.
* Town Manager Bordeaux briefly mentioned that the Town is currently waiting on the funds from FEMA for supplies for emergencies and future disasters and equipment for the police department to provide shelter during any future the storms.
* Commissioner Womack asked how the Building Reuse for building repairs work. The Building Reuse Program, under the Rural Grants/Programs Section of the North Carolina Department of Commerce, will provide grants to local governments. Mayor Morton explained that the local government must contribute at least 5% of the cash match. The grant consist of categories of funding are available for the renovation of vacant buildings, entities that will lead to the creation of new and full-time jobs.
* Commissioner Womack mentioned the multiple old and dilapidate houses in town, Mayor Morton briefly mentioned that a lot of the vacant and dilapidated properties are heir property with multiple owners. Mayor Morton also mentioned if the town accepts donated property, there still a big expense to the town. The Town will have to the pay all undue taxes and clean the property.

1. **Talk about our board chairmen attending council meetings**

Mayor Morton briefly discussed the bylaws of the appointed Boards and Committees.

* Mayor Morton advised Town Clerk Johnson to contact the Chairman of each board /committee to

attend the Commissioner Board meetings effective at the April 17, 2018 meeting. If the chairman is unable to attend, a member is request to be present. Also provide Clerk Johnson the attendance records of the monthly meeting for the past two years.

1. **Report on METCOM**

Town Manager Bordeaux briefed the Board on the Metcon Project. The project finished within budget and the Town is petitioning the state to use the remaining funds for other repairs to the water and sewer system. Metcon has finished installing the water lines, except in the Brooklyn community. Metcon still has several areas to complete the landscaping, pave a few roads, and DOT will repave select streets.

The road at Maxton Housing to be completed with the Power Bill funds. The Town is looking into purchase a leak detector device.

1. **Information requested from office**

Mayor Morton briefly spoke with the Commissioners on information requested from the office staff by mentioning that if any Board of Commissioner request any information from the staff it must come through the entire board.

1. **Manager involvement**

Mayor briefly spoke on the involvement of the Town Manager Kate Bordeaux is required to be invited to all meetings.

1. **Discuss committees established by Mayor**

* Commissioner McDougald briefed the Board on the last meeting that GMED. He further stated that the Chamber of Commerce met and discussed ways to reestablish the Chamber. He would like permission to use the Town logo.
* Mayor Pro Tem Hutchinson mentioned all businesses need to be involved to reestablish the Chamber. Clerk Johnson advised the Board that at least seventy-five business registration notices were sent out last year.

1. **Bathrooms at Townsend**

Commissioner McDowell briefly discussed with the Board the bathrooms at the ball park. The doors need to be replaced and open the oppose direction where they can not be kicked in again after the repairs. Also, Commissioner McDowell mentioned the bathrooms were placed at the location through a grant which he donated $ 500.00 out of pocket. It was suggested that Commissioner McDowell get 3 quotes for the repairs.

1. **Recess to March 20th meeting**

Mayor Morton requested a motion to recess the workshop until the March 20th board meeting, Commissioner McDowell moved that the board recess the workshop, Mayor Pro Tem Hutchinson seconded the motion, and the motion was unanimously approved.

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Mayor, Emmett Morton Town Clerk, Jacqueline Johnson