September 19, 2017

**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 MacAskill Avenue Maxton, North Carolina at 7:00 p.m.

**ATTENDANCE**

**Present:**

Mayor Pro Tem Virgil Hutchinson, Commissioner James McDougald, Commissioner Paul McDowell, Town Manager Kate Bordeaux, Town Clerk Jacqueline Johnson, Town Police Chief Tammy Deese, Attorney Nick Sojka, Tax Collector Angela Pitchford, and Finance Officer Caleb Tannenbaum

**Absent:**

Mayor Emmett “Chip” Morton and Commissioner Elizabeth Gilmore.

**FORMAL SESSION**

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

**Approval of Consent Agenda**

1. Minutes from Board Meeting August 15, 2017
2. Tax adjustments (None)

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

**RECOGNIZATIONS**

**Employee of the month**

None

**Schools**

No speaker was present.

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**PUBLIC FORUM**

* Chair of the Maxton Recreation Committee Jamie Smith briefly spoke on the recreational needs in the town for the youths and Senior citizens, the committee members are looking to organize sports and other activities for health and wellness for all the citizens.
* Coordinator of the Community Garden Francine McLaurin briefly spoken on the pop-up farmers market and that health and wellness is important to the community and the citizens and ask for resident to come out and participate in growing food for healthy eating.She also mentioned that the Garden of Eatin’ Community Garden is partnering with Robeson County Cooperative Extension Service and the Resourceful Communities of Chapel Hill.
* Geraldine McLaurin thanked Chief Tammy Deese and her department for a great National Night Out event and she commended Town Manager Bordeaux for listen and following up on several complaint she had addressed to the Town Manager’s attention.

**OLD BUSINESS**

1. **Budget adjustment for mower approved at August Board meeting**

Mayor Pro Tem Hutchinson requested a motion to adjust the budget to purchase the lawn mowers. Commissioner McDougald moved that the Board approve the budget adjustment, Commissioner McDowell seconded the motion, and the motion was unanimously approved.

**NEW BUSINESS**

1. **Resolution Granting an Access and Easement from Laurinburg-Maxton Airport Commission to Mountaire Farms Inc.**

Mayor Pro Tem Hutchinson requested a motion to approve the Resolution Granting an Access and Easement from Laurinburg-Maxton Airport Commission to Mountaire Farms Inc. Commissioner McDougald moved that the Board approve the resolution, Commissioner McDowell seconded the motion, and the motion was unanimously approved.

1. **Police Department Standard Operating Procedure Committee.**

Commissioner McDowell briefly discussed the SOP policy he mention several changes were made which included adding the Narcan policy a nasal spray used to combat drug overdose. Town Attorney Sojka briefly discussed the review of the manual and advised that the word affirmative action should be deleted because the Town is an equal opportunity employer. He recommended the manual be approved.

Mayor Pro Tem Hutchinson requested a motion to approve the Police Department Standard Operating Procedure Manual. Commissioner McDougald moved that the Board approve the Police Department Standard Operating Procedure Manual, Commissioner McDowell seconded the motion, and the motion was unanimously approved.

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1. **Authorize Finance Officer and Tax Collector to sign checks**

Mayor Pro Tem Hutchinson requested a motion to authorize the Finance Officer and Tax Collector to sign checks. Commissioner McDougald moved that the Board approve the Finance Officer and Tax Collector to sign checks, Commissioner McDowell seconded the motion, and the motion was unanimously approved.

1. **Pop-up Farmer Market- Ricky Bratz**

Ricky Bratz a representative from Resourceful Communities Conservation Fund of Chapel Hill briefly spoke about how they provide consulting, funds and grants for community health wellness projects. She stated that with a Pop-up Farmer Markets you have access to fresh and healthy foods that are important for wellness and health in the community.

1. **Reschedule October Board meeting to Thursday October 26th 7:00 p.m.**

Mayor Pro Tem Hutchinson requested a motion to reschedule October 17th 2017 Board meeting to Thursday October 26th at 7:00p.m. Mayor Pro Tem Hutchinson moved that the meeting be rescheduled to October 26, 2017 by unanimous consent.

**Town Manager**

Town Manager Bordeaux briefed the Board on several projects throughout the Town.

**Metcon, Inc.**

* Metcon is proceeding according to schedule in completing the water project.
* The Town’s water supply was interrupted on Tuesday afternoon due to a water pipe that was damaged. She stated that Town employees and Metcom worked to repair the lines to restore water supply to the citizens.
* Several events are planned for the next few months thanks to Angela Pitchford, Jamie Smith, and the Recreation Department for putting their time and effort in working to get the Town and citizens to come together to rebrand the Town of Maxton.
* On Saturday October 28, 2017 the Recreation Committee will have a Fall Festival at Beachum Park from 10:00 a.m. until 3:00 p.m. Vendors, entertainment, games will be available. Campbell Soup Company and Robeson Community College also will be on site along with other information for citizens.
* On Monday December 11, 2017 the Town of Maxton will have a Christmas tree lighting ceremony at the Patterson Building (Town Hall) beginning at 5:00 p.m. until 6:30 p.m. Everyone is invited to come out and enjoy the evening of caroling with Town officials, churches, and citizens.

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She informed the Board that the benches have arrived which will be placed at the walking trail at Beachum Park. She mentioned that Commissioner Gilmore Chair of the Beautification Committee has been attended meeting and the Town of Maxton has partner with the Robeson CountyHealth Department and the benches were purchased from a grant funded through the RC Health Department. She also commended Mayor Pro Tem Hutchinson and Commissioner McDowell for assisting Chief Deese as she revised and made a few corrections to revise the Police Department Standard Procedure Operation Policy.

**Adjourn:**

Mayor Pro Tem Hutchinson request a motion to adjourn. Commissioner McDougald moved that the Board adjourn the meeting, Commissioner McDowell seconded the motion, and the motion was unanimously approved.

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 Virgil Hutchinson, Mayor Pro Tem Jacqueline Johnson, Town Clerk