

TOWN OF MAXTON
BOARD OF COMMISSIONERS MEETING
January 19, 2021 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, and Commissioner Victor Womack.

Staff Present: Interim Town Manager Angela Pitchford, Attorney Timothy Snead, Town Clerk Michael Cousar, Police Chief Na'Shayla Nelson, Public Works Director Dennis Freeman, and Utility Clerk Rosemary Wilkerson.

Formal Session: Call Meeting to Order- Mayor Paul G. Davis

Invocation: Commissioner Gilmore

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. NONE

Adoption of Proposed Agenda

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

Approval of Consent Agenda

1. Minutes from Board meeting December 15, 2020
2. Minutes from Special Board Meeting December 21, 2020
3. Tax Adjustments month of December 8 – January 12, 2021

Mayor Davis requested a motion to approve the consent agenda with changes notating the amount budget was amended for Chief pay increase. Commissioner Womack made the motion and it was seconded by Commissioner McDowell. The vote was unanimous and the motion carried.

Recognition: NONE

Old Business:

- a) Interim Town Manager Angela Pitchford additional pay changed to \$500 per pay period instead of \$500 monthly beginning December 22, 2020.

Mayor Davis requested a motion to approve the \$500 per pay period increase for Interim Town Manager Angela Pitchford. Commissioner McDowell made the motion and it was seconded by Commissioner Womack. The vote was unanimous and the motion carried.

New Business:

a) East Coast Pyrotechnics, INC (Fire Works) Contract.

Mayor Davis requested a motion to approve the East Coast Pyrotechnics, INC (Fire Works) Contract. Commissioner Womack made the motion and it was seconded by Mayor Pro Tem Virgil Hutchinson. The vote was unanimous and the motion carried.

b) Southern Software Contract.

Mayor Davis requested a motion to approve the Southern Software Contract. Commissioner McDowell made the motion and it was seconded by Mayor Pro Tem Virgil Hutchinson. The vote was unanimous and the motion carried.

c) COVID-19 Precautions – Chief Nelson:

On January 11, 2021, I issued a memo to the Interim Manager Ms. Angela Pitchford in reference to the Coronavirus outbreak and some best practices for the Town of Maxton moving forward. It suggested that we suspend issuing any permits for any type of gatherings here in the town, so we will not be held liable for anyone contracting the COVID-19 virus. Thus far there have been 8 confirmed deaths and over 1,100 confirmed infections in the town of Maxton that's within our zip code, so some of that may be in the County. We are considered a hot zone in Robeson and Scotland County. I would suggest to the Council to suspend issuing any type of permits for gatherings at this time.

d) Police Department Assessment Update – Chief Nelson:

Tabled and rescheduling to be determined.

e) Hill Street sewer line repair – Dennis Freeman:

Over on Hill Street they have a problem with their sewer. My understanding is they have had this problem for years. We ran a camera down the line to see what the problem was. There are several breakages in that pipe that are terracotta, several bellies, and the whole streak of pipe needs to be replaced. I got three (3) quotes and Frank Horn was our best quote and that should be in your packets.

Mayor Davis requested a motion to approve the Hill Street sewer line repair. Commissioner Womack made the motion and it was seconded by Commissioner Gilmore. The vote was unanimous and the motion carried.

f) Budget Amendment for \$36,575 for Hill Street Sewer Line Project.

Mayor Davis requested a motion to approve amending the budget by \$36,575 for the Hill Street sewer line repair. Commissioner Gilmore made the motion and it was seconded by Mayor Pro Tem Virgil Hutchinson. The vote was unanimous and the motion carried.

Commissioner Womack made a motion to add item g) to the agenda (making Preston McKenzie Public Works Director for the Town of Maxton) and it was seconded by Commissioner McDowell.

Mayor Davis requested a motion to add item g) to the agenda to change job descriptions for Preston McKenzie and Dennis Freeman. Commissioner Womack made a motion and it was seconded by Commissioner McDowell. The vote was unanimous and the motion carried.

g) Change Job Descriptions for Preston McKenzie and Dennis Freeman.

Commissioner McDowell made a motion to approve the splitting of Public Works Director and the Director of Water and it was seconded by Commissioner Bethea.

Mayor Davis said a motion was made to put Dennis Freeman over Water and Sewer and Preston McKenzie over Public Works. The motion made and seconded. The vote was unanimous and the motion carried.

Mayor Davis requested a motion to move Preston McKenzie salary from \$30,576 to \$40,576.

Commissioner McDowell made a motion and it was seconded by Commissioner Womack. The vote was unanimous and the motion carried.

Public Forum:

Mayor Davis opened up the public forum and advised that there will be a limit of two minutes for speaking. Please state your full name, address, and phone number. The board and staff will not respond to individual comments or questions during the public forum. The appropriate staff member will follow up with all concerns as needed. **NONE**

REPORTS

Police Chief:

- Presented the Board with updates on assessments started by herself when she began working for the Town on projects she would like the Board to look over and possibly recommend moving forward with. Projects like Redflex Traffic System would help bring additional funds to our local community and pay for themselves.
- Briefed the Board on the 2020 Police Annual Report which is a comprehensive report of everything the Maxton Police Department has encountered from crime statistics to staffing in the year 2020.

Town Manager:

- FY 2020/21 Job Pay Study is in process. In person sessions that were supposed to take place on 11-13 January 2021, were replaced by Zoom sessions conducted on January 19, 2021. The Zoom session was recorded for employee's who did not get to attend the sessions.
- We are currently working with Mr. Joe White and Tuff Digital Marketing on the Town's new website with more information to be passed down at a later date.
- Contacted Robeson County Manager Kellie Blue concerning any further Cares Act funding, just waiting on a response from her.
- Spoke with Bill McGowan and Perry Ross concerning the Kincaid Street project. They are waiting on FEMA, who wants to patch some holes in the piping on Kincaid Street and they want to have them replaced instead.
- I am working with Bob Taylor and Withersravenel on a grant through North Carolina Recovery and Resiliency (NCORR) for distressed communities. This grant has funds that are available to support operational expenses for communities impacted by Hurricane Florence and Hurricane Dorian. The Town of Maxton has requested the grant to purchase a vehicle, one month of payroll, and two support positions. One support position is for a Finance Officer to help the Finance Director transition into retirement and a Special Projects Administrator to assist with FEMA and other recover projects administration and economic development coordination.
- I am working with Dennis Freeman on the Learning Academy building to have the mold removed and the cause eliminated, so we can get the building ready for use.

- The Maxton Employment Initiative will be held virtually on January 21 and January 28, 2021, from 10am-2pm.

Mayor:

- Suggested the Town Manager get with the Attorney to bring him up to speed on the problems the Town has had with the Learning Academy building to see if there are any viable legal actions the Town can take in the future.

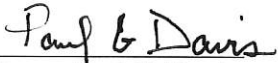
COMMENTS

Commissioners:

Commissioner Womack asked was there any money in the Town's budget to fix the first and second floor ceilings in the Town Hall building.

ADJOURN

Mayor Davis request to motion to adjourn the board meeting. Commissioner McDowell made the motion and it was seconded by Mayor Pro Tem Virgil Hutchinson. The vote was unanimous and the motion carried.



Mayor, Paul G. Davis



Town Clerk, Michael D. Cousar