

**Minutes of the Meeting of
The Town Board of Commissioners
Town of Hamilton, NC
November 7, 2024**

The Board of Commissioners of the Town of Hamilton met in a regular meeting on Thursday November 7, 2024, at 07:01 p.m. at the Town Hall, 109 North Front Street Hamilton NC 27840.

PRESENT

Mayor: Ervin Williams.

Commissioners: William Freeman, Tamika Council, Edgar Taylor, Brandon Raynor, Larry Jackson

Town Clerk & Finance Officer: Allison Roebuck

ABSENT: NONE

CALL TO ORDER

The meeting was called to order by Mayor Williams, the prayer was given by Commissioner Jackson. The pledge was recited by all.

Approval of the agenda or Adjustments to agenda

Mayor Williams asked if there were any adjustments to the agenda or if the Board wished to remove or add them to the agenda.

Motion to approve the agenda without adjustments was made by Commissioner Raynor, seconded by Commissioner Taylor. Motion unanimously carried 5-0.

Approval of Minutes

Motion to approve the minutes from October 3, 2024, workshop meeting made by Commissioner Jackson, seconded by Commissioner Raynor. Motion Carried 5-0.

PUBLIC COMMENT

Stove Donation – Resident Patricia Moring Thanks the town of Hamilton for the dementia alliance and everyone who took part into the walk.

Motion to approve and accept the donation of the stove to our Morris Lynch Center from Patricia Moring made by Commissioner Raynor, seconded by Commissioner Council.

Tree Planting & Enforcing Ordinances – Resident Carry Sullivan questioned the tree planting process and how come the town of Hamilton has not taken part in the planting of the tree. Mayor Williams stated that we didn't understand what type of tree to plant and wanted to ask the board about it. Now with that being said he has found a tree, and we will discuss this tree information later tonight.

Enforcing ordinances requesting that maintenance crew review the town while they are driving around town. Commissioner Raynor requested at this time we have commissioners that need to

**Town of Commissioner's Meeting
November 7, 2024**

be made aware of any issues that arise. I will do the best I can to enforce the ordinances processes. Commissioner Raynor requested to get contact information from resident Sullivan. Mayor Williams states that Commissioner Taylor would be assisting with Zoning within the town.

OLD BUSINESS

Dilapidated Properties Update - Mayor Williams states that he had a meeting today he spoke with Penny Swain, and she had a lot of issues of dilapidated properties as well as the dos and don'ts and he has a list of names to contact.

Town Hall Generator - Mayor Williams requested to know if Finance Office Roebuck has found the \$800 to hook up the generator to the town. He will be applying for a grant for \$5,000.00 and it must be on December 5th, 2024. We apply each year, and the time is running for the Electricies grant, requesting a motion to proceed to file and apply.

Motion for \$5,000 for Mayor Williams to apply for an Electricies grant by Commissioner Jackson, seconded by Commissioner Raynor. Motion carried 5-0.

Hamilton Roanoke River Festival Mayor Williams states that it was a great success. We had over 700 people in attendance. We had three or four vendors to sell out of product. Commissioner Raynor requested to know how many vendors we did have come in, how much was paid out as well to have an estimate of what we took in versus what was spent. Each vendor was to pay the amount of \$25. Of the 19-20 vendors some stated they were not charged, for example educational vendors nor Emergency Medical Service per Mayor Williams. Invoices are supposed to be submitted to the office to cover the checks and balances suggested by Commissioner Raynor. Mayor Williams states that we had money left from the previous year's festival to be rolled over to the new spending for this fiscal year. The Finance Officer stated that last year's budget forwarded does not roll over only what funds are budgeted for the fiscal year.

Everything that was received by the office was received and the vendor's forms were completed. The vendor JusMusic was a band that was paid via a text message that was forwarded no invoice was received. Due to audits and hits from the review of audits we have some issues that need to be addressed prior to months after noticing if invoices are paid or not. If we are in the hole for the festival at this time due to not keeping track of the payments in and payments out and not budgeted for, we need to address it. Resident Moring stated that flyers were issued out on the day of the event and only people that were contacted knew about what they were doing prior to arriving. Resident Randolph asked if the One Call that went out. Clerk Roebuck states that no information about the memorial walk was issued to the office to give notice to include in one call only the information that was given on the created flyer.

Morris Lynch Center Update - Completed and done with everything per Commissioner Raynor. Request to close in the under-the-sink area with cabinets to cover the area so it can't be seen. That was not listed on the contract that was submitted and the description that was approved did not include the sink area. Commissioner Raynor states that no coverage of the cabinets built around the sink area was to cover the pipes and stated that the entire sink needs to be replaced.

Town of Commissioner's Meeting November 7, 2024

The vehicle right away in town has been removed nor towed but moved by residents as requested the vehicle as well as the camper per Commissioner Raynor.

Well House Roof Repair - Commissioner Council states that he is on a big job, and he should be starting on Monday. Mayor Williams states that Farm Bureau will be sending in a COI, and nothing has been received by the office at this time.

Yvonne Griffin Department of Aging has no showed tonight and the month prior due to Covid. Clerk Roebuck states that the employment has started with the program upon the return call of Yvonne Griffin to the Town to pursue with the agreement. Clerk Roebuck states she was unaware the board did not approve of the workers from the department of aging due to a prior meeting when questioned why we did not continue with the process of hire. Mayor Williams said to pause the contract until Yvonne shows and presents her contract and resources in front of the board. She was not supposed to start at this time until approved by the board of commissioners. The Mayor states Ms. Griffin should have been here at this meeting to present to the board. Commissioner Freeman asked if Glinda and Allison spoke with new hire and interviewed her. Roebuck explained that she was not interviewed by the board, but they met with the new hire prior to her arriving at the Town to begin work to make sure she knew the assignments that were needed for our office and as well as meeting her.

Josph Barnes, Cemetery Plot - Mayor requested to hear from Mr. Barnes concerning the cemetery plot. Williams states that Mr. Barnes met with Commissioner Freeman & Commissioner Taylor. Mr. Barnes states he wrote the check to the town of Hamilton on August 5th, 2024, out of his mother's account. Mr. Barnes checked the account and saw the NSF and wants to know why it took the town a month and a half for the check to the bank to be processed. Clerk Roebuck states that Mr. Barnes was very aware the hold of the check at the office until completion of the deed and a cemetery plot was picked and reserved to add to the Deed. We contacted Mr. Barnes to have him come by the office at his convenience to pick a plot. He showed up two weeks after he was contacted by the town to pick an open plot that was available for purchase. Upon picking the plot by the town as well as the customer purchasing the plot, the deed was then signed by the Clerk and the Mayor as well as notarized. Clerk Roebuck states that if a check is written to the Town of Hamilton, it's the customers' responsibility to make sure the funds are available upon depositing the check. Roebuck reached out to the customer to inform him the Deed to the cemetery was completed signed, notarized, and sealed by the Town of Hamilton and ready for pick up. A call was placed to inform Mr. Barnes that the check would now be deposited since everything has been completed for his deed. There was no answer from Mr. Barnes and no return call. However, he came to pick up the completed deed the next day of after the missed call in which he was informed the check had been submitted into the bank on September 13th, 2024. Mr. Barnes verbalized his understanding when he picked up the completed deed from Clerk Roebuck. Commissioner Freeman questioned if Mr. Barnes could stay around and we would come back to him when the board would enter into a closed session to discuss it with Mayor Williams. Mr. Barnes agreed to stay and wait for the closed session.

Town of Commissioner's Meeting

November 7, 2024

NEW BUSINESS

Spraying for Mosquitoes at Hamilton Ridge quote was created, and Hamilton Ridge would like to have their area sprayed for pesticide.

Motion to approve the quote to spray pesticide twice a week from April through October in the amount of \$1,120 by Commissioner Freeman, seconded by Commissioner Council. Motion carried 5-0.

The Town Email Address clerk needs everyone's date of birth to process the assigning of new email addresses for all commissioners.

Checklist for MLC Commissioner Raynor states that we need to review the rental usage policies and checklist as well as cost for the deposit and rental fee. The low amount of the usage fee is why we have the area rented out as much as we do by the Commissioner Council. Commissioner Freeman states that the cost should be \$250 for the use of the building and the deposit is \$50 when you consider the wear and tear electric services, water and sewer that are used when renting the building. Improvements have been made and need to be taken care of and the cost needs to be increased. Raynor states that he thinks the deposit should be \$100 and the cost should be \$300 for the rental.

Motion to approve \$100 deposit and a \$200 rent for a total amount of \$300.00 starting of January 1st, 2025 by Commissioner Raynor and seconded by Commissioner Freeman. Motion carried 5-0.

Gym Rental - Commissioner Freeman states that Hobgood needs to pay the year prior before we discuss the upcoming rental of the gym. Clerk Roebuck states that last year due to an unfortunate circumstance Hobgood did not complete the contract nor agree on a price for the rental. They were allowed to use the gym. Since no price was set and no contract from the Town or the school, Allison asked for the usage fee and from Parks and Recs Commissioner Freeman. He granted permission to use the gym, and nothing was mentioned about dues. Commissioner Freeman states that they will need to collect the prior year funds for the gym rental contract. A Gym Rental Contract needs to be set up and rules about floor care, practice shoes and double checking behind renters weekly to make sure everything is being taken care of. Commissioner Freeman states that \$200 a week from 3PM-5PM is reasonable because of the cost of heating, gas, using water, the lights and the cost of waxing of the floor. Resident Moring asked if the EIC, Inc school was paying for the utilities, not the town. Mayor Williams states that he would like to be fair. The Town could bill from last year's usage, and it is okay to pay at the end of the contract for this year 2024.

Motion to approve HCS to use the gym from 3:00 - 5:00pm and increase the rate of the rental to the amount of \$200 a week starting November 7th, 2024, by Commissioner Freeman, Seconded by Jackson. Motion carried 5-0.

Ball Park - Raynor questioned if parks and recs could pay for updates to the field concession stand area and field. The town purchased the bases and other items to replace down there years

**Town of Commissioner's Meeting
November 7, 2024**

prior. Uniforms purchase is what is paid out of the Parks and Recs funds which is paid to parks and recs by the county. Commissioner Freeman stated that whatever money comes from the county can only be used on the children, not the town owned property. Commissioner Freeman states he contacts Millers to order the uniforms, and the Town of Hamilton pays the invoice out of the Town of Hamilton funds. Commissioner Raynor asked if the county could give Robersonville's parks and recs money since they no longer have a team. The Town of Hamilton receives the funds from the county and the town issues a check written to Hamilton Parks and Recreation. Commissioner Freeman states that the Referees cost around \$5,000 a year and are paid for by the Parks and Recs Department. The fee the kids are charged is used for insurance for the players.

Motion to approve HCS to use the gym from 3:00 - 5:00pm and increase the rate of the rental to the amount of \$200 a week starting November 7th, 2024, by Commissioner Freeman, Seconded by Jackson. Motion carried 5-0.

Christmas Parade & Tree Lighting - Hamilton Tree Lighting by Mayor Williams will be on December 1st, 2024, at 5 PM & Hamilton Christmas Parade will be on December 12th at 4 PM. Oak City parade will be on December 14th, 2024. Commissioner Raynor asked about the funds from the prior year sponsors and vendors. The \$1,200 for floats is to be paid for by sponsors. Only \$360 from Porky's BBQ was received by the town. Mayor Williams states that Porky's paid for everyone's name that was on the float at a cost of \$60.00 per sponsor. Mayor Williams stated the Town of Hamilton pays Santa and the sponsors do not always pay until after the parade. The sponsors should be charged \$60 per sponsor to put their name on the floats. Four wheelers don't pay anything. Set up to get the money prior to ordering the float for parade. Food vendors don't pay to sit and sell food at the parade to help eliminate the excess spending on the parade. It was suggested by Mrs. Randolph, who is on the parade committee to get one professional float with Santa instead of two professional floats this year. When contacting the bands, clowns, ROTC, and the mini trucks, tell them the rate of pay the Town will pay them and it will vary with each entry. No letter is written. Phone calls are made to ask people to be vendors and sponsors for their entries. Resident Moring states she notifies months in advance, and we have four or five bands coming and no price is set prior to their arrival or invitation to participate in the parade. Commissioner Raynor states that he would not like to lose money and at least we are collecting money to cover some of the expenses that the town has. Finance Officer Roebuck asked why the checks are not written prior to the arrival of the agreed bands and a set price is told before arrival. Invoices are issued to cover the checks that are written for the bands and other people who are paid. Only the check stub with the information of who was paid and the year for the parade are being received for per Finance Officer Roebuck.

Motion for closed session with Mr. Barnes included in closed session by Raynor, seconded by Taylor motion carried 5-0.

Motion to come out of closed session by Raynor seconded by Taylor. Motion carried 5-0.

Motion to grant one grave plot to Mr. Barnes for the town of the cemetery plot due to clerical errors made by Commissioner Raynor and seconded by Commissioner Freeman. Motion carried 5-0.

**Town of Commissioner's Meeting
November 7, 2024**

FINANCIALS/BUDGET AMENDMENTS

Motion to approve the financials as presented by Commissioner Raynor seconded by Commissioner Council. Motion carried 5-0.

REPORTS

Commissioner Jackson reported that churches and the road by the school states that guys from Kinston cut and two trees were removed. Maintenance needs a work order for areas where Commissioner Jackson places X on a location. He can call and create a work order to get these issues resolved.

Commissioner Raynor - Report for Sheriff department reported stolen vehicles are aware of the surroundings. There are many options for vehicles to help find them such as hardwiring with trackers for air tags.

Commissioner Taylor requested a copy of the zoning book and to work with him about the budget billing. He will get it together to present to them.

Commissioner Council had nothing at this time.

Commissioner Freeman reported that people ride through the gate and go inside the ball park after hours. Signage should be put up near dug out for no entry after hours dawn to dusk. There are motion detector lights around the area, and they've been seen out there late at night. He was asked to check and keep an eye on that area.

Mayor Williams - Meeting with the Roanoke River Partners and they are in the process of seeking a grant for installation of amenities for kayakers and the walking trail. It would include the bathrooms outside and a shower place for the picnic area. Requested the town issue a MOU to include with their grant request, which is due by Tuesday, November 12th, 2024.

Motion to approve the MOU by Commissioner Jackson seconded by Commissioner Council motion carried 5-0.

Announcements: Training to be November 26th, 2024, at 7PM with Randy Welch. We are trying to get ECWAG funding with Gloria for funding with the area land coverage found.

Mike's report: October Maintenance Report - The town truck has been found with no damage although no keys were found in it. I will have the key switch replaced and different keys made for it. I have installed a locking key cabinet in the shop and all keys in the equipment have been taken out of equipment and kept locked up in the shop now. I have told the guys from here forward not to walk away from trucks or equipment and leave the keys in it. Looking into installing air tags in trucks so they can be tracked going forward if it turns out missing. Also having new Town of Hamilton stickers made up to put on equipment. Bulbs have been ordered and we are getting Christmas decorations ready to be hung. Rivers have come and we did a walk through on cemetery sewer line and they are ready to advertise for bids for survey. Repaired water leak at South Front Street and Glasgow. The Lead and Copper survey were completed and turned into the state on time. Mike Houston with the NCRWA helped get it reported to the state.

**Town of Commissioner's Meeting
November 7, 2024**

CLOSED SESSION

MOTION TO ADJOURN

Mayor Williams entertained a motion to adjourn if there is no other business to cover at this time.

**Motion to adjourn made by Commissioner Raynor, seconded by Commissioner Taylor.
Motion carried 5-0.**

Submitted By:

Approved By:

Allison Roebuck, Town Clerk & Finance Officer

Ervin Williams, Mayor