

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

The Board of Commissioners of the Town of Hamilton met in a regular meeting on Thursday March 7th, 2024, at 7:03 p.m. at the Town Hall, 109 North Front Street Hamilton NC 27840.

PRESENT Mayor: Ervin Williams; **Commissioners:** William Freeman, Tamika Council, Kerry Spivey, Brandon Raynor, Larry Jackson

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 to the agenda.

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

Approval of Minutes

Motion to approve the minutes from January 17th, 2024, workshop meeting made by Commissioner Council, seconded by Commissioner Raynor. Motion Carried 5-0.

Motion to approve the minutes from February 1st, 2024, monthly board meeting made by Commissioner Council, seconded by Commissioner Raynor. Motion Carried 5-0.

PUBLIC COMMENT

Patirica Moring requested the date for the upcoming Juneteenth celebration she found advertised online. Mayor Williams states the date of the event is scheduled for June 15th at the Morris Lynch Center.

OLD BUSINESS

AIA – Water Study Results Kevin Cooper and Scott Godefroy presented the Town of Hamilton Asset Inventory Assessment Water Asset management plan, Hydraulic analysis, and user rate study. Well #1 failed in December 2022 after the initial inspection and evaluation. Well #1 has a high criticality as it is one of two water sources for the town. ECWAG from the USDA funding for production of a well and new location. Collected flash drives created for town access to usage. No questions asked by the board. Funding requirements are that you accept the funding presentation of the report.

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Motion by Commissioner Spivey to accept the report as presented Commissioner Spivey, Commissioner Raynor. Motion carried 5-0.

Follow up Workshop Water/Sewer Fees*

Finance officer/ Clerk requested the board to review their recent motion from February (prior month board meeting) due to price changes that would affect all other residents that pay full price for their water/sewer rates. The impact of these new rates will have on their service rate for inactive water accounts to be charged only a flat rate of only \$15.00, which would not be following current utility billing applications for service. It will also make it difficult to deal with various utility customer requests for changes.

Mayor requested a recap about the fees for service rates to change. Commissioner Spivey opposed a motion for availability services to still be there and water services to still be supplied at the location. Rates would be increased, and we are not in a situation to lower rates for the base rate to cover the cost of the assets we have in place called Readiness to Serve. Standard rates should remain the same throughout the town. Commissioner Raynor states after hearing discussion from the AIA Water study results that were presented and made a motion to rescind the motion from the last meeting. Commissioner Freeman states that we are still getting funds from that meter if we change the rates the funds would be at different costs.

Motion to keep ALL base rates for all customers the same rate for everyone made by Commissioner Raynor, seconded by Commissioner Spivey. Motion denied 2-3.

Dilapidated Properties*

Mayor Williams states that the gentleman he contacted couldn't give a full estimate at the location located on Front Street. Commissioner Raynor states he has seen improvements and needs a transparent idea of what needs to be completed at location. Commissioner Council asked what was needed for the location to be presentable. The mayor states the cleanup crew states it will take 2-3 days to clean. A question was raised about the items that don't belong to him: how those items will be removed and processed when the owner is not the business owner. Time frame and possible checklist was provided to the property owner.

Resident Wilson asked how many board members had ever owned a business within this town. This man is the owner and sole operator of a business that brings people from everywhere into the town and brings business. The convenience of this store is needed by everyone in town and surrounding towns. Mayor Williams states the owner has been notified in various forms, such as by letter etc., and has been given ample time to address the condition of his property.

This property is located on the main street and has overgrowth of vegetation at location. Mayor Williams states he spoke with Attorney Coleman who stated that the property must be posted and then start the cleanup for the property.

Memorandum of Understanding

Commissioner Freeman states that he and Commissioner Jackson met with Hamilton EMS and to bring the discussion and information back to the board for review. They were requesting to

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hold off on payments of rent for two years and re-visit later. Goodman presented the board with the certificate of liability information in the amount of \$1 million dollars. Requesting a written notice to submit a certificate of liability insurance. Mayor suggested starting a new MOU on July 1st, 2024, before collection of rental fees. In the period of 2022 - 2030, the MOU would be renewed and signed at least every two years. Suggestions were made to have the MOU updated every 8 years. Goodman requested to know when they would start paying the rental fee of \$50.00 and that it be set to begin on July 1st, 2025. MOU needs to be retyped and submitted to Janice for their review and signed upon agreement.

Motion to update the MOU upon corrections to change dates of review to eight years, retyped, submitted and signed on behalf of the board and Hamilton EMS made by Commissioner Council, Commissioner Jackson, motion carried.

Generator Hook up for Natural Gas

Commissioner Freeman states that he spoke with Braddy Cartwright, and it would cost the town to connect to natural gas. Requesting \$1,300 to be taken out of the electric fund to cover the cost of the hookup natural gas.

Motion to have natural gas hooked up to the Generac generator and Commissioner Freeman to contact Braddy Cartwright to hook up natural gas by Commissioner Raynor, Seconded by Commissioner Jackson. motion carried.

Martin County 250th Year Celebrations

Martin County will be creating a banner for each town to represent towns throughout the county. Requesting every town to plant a tree suggested at Enda Andrews School. Providing something simple at board meetings like cake and chips to commemorate the celebration.

NEW BUSINESS

Hamilton Recreation Basketball 13–16-year-olds will have a basketball tournament in Snow Hill this Saturday and Sunday 2024 stated Commissioner Council.

FINANCIALS/BUDGET AMENDMENTS

The Clerk presented financials and budget amendments for the board's approval.

Motion to approve the financial by Commissioner Spivey, seconded by Commissioner Council. motion carried 5-0.

REPORTS

Commissioner Jackson had no report.

Commissioner Raynor reported there were 30 patrol calls made, 7 of which required an officer to checkout. Nothing is outstanding. Attached report of the calls that came to Hamilton. Informed Board that he would be out of town for August 1st, 2024, meeting.

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Commissioner Spivey reported that we are repairing pumps at WWTP and the Pretreatment annual report has been completed. The Consumer Confidence Report is coming in June suggests we start processing now to start printing out reports in May to send out before June.

Commissioner Council had nothing to report at this time.

Commissioner Freeman presented a Maintenance report: Bucket truck and backhoe have been repaired and back in service; Christmas decorations have been removed by staff upon completion of repair to bucket truck; four utility poles have been delivered; East Coast to soon pull power to Cell Phone Tower; Sewer blockage at resident on North Front Street, WWTP new pump has been installed. Resident Randolph requested to know if residents could be informed if they will be digging in the yard. Commissioner Freeman states that he must not have been home, and he was unable to stop and call to inform residents, so he immediately went to work on the lines. Commissioner Spivey states that this something that is reported to the state and yard will be repaired from recent blockage.

Mayor Williams states that he has a short form of agreement between owner and engineer for professional services upon completed information submitted to the Local Government Commission.

Motion by Commissioner Spivey, seconded by Commissioner Jackson between Rivers & Associates inc. upon approval of the LGC approved the agreement.

Mayor Williams also informed the board that Juneteenth to be held on June 15th, 2024, also the Town will have multiple upcoming celebrations throughout the 2024 year. In October we will host our Hamilton Roanoke River Festival and in December, plans are for the Hamilton Christmas parade at this time. The mayor is requesting volunteers to assist with planning the upcoming festivals. He suggested to hold a meeting down at the Morris Lynch Center to request volunteers to meet and assist with the planning of the upcoming events. Request to have flags and banners put up throughout the town to inform residents about the upcoming events. Recent request to use the Hamilton baseball field for semi-pro team July & August. Support needed and requested the board's thoughts on meeting throughout town. Mayor states he will make flyers to place around town to advertise. One call will go out to request for volunteers upon the date set to meet with volunteers once date and time is set for the Public Meeting requesting volunteers help.

Town Clerk/Finance Officer reports Fortiline presented the Town of Hamilton with a plaque in recognition for all the hard work that the town put forth in implementing their new Kamstrup AMI System which was completed on July 14th, 2023. Commissioner Spivey & Maintenance Supervisor Mike Pickle accepted the award on behalf of the Town of Hamilton. Kamstrup also informed that software had the same issues with Kamstrup and FMS software for the reporting Month of February 2024. Between software updates and other behind the scenes issues a lot of other municipalities had the same issues as the Town of Hamilton did last month with ZERO usage water readings.

CLOSED SESSION * § 143-318.11. (6) for Employee

Mayor Williams entertains a motion to go out of regular session and into closed session for Employee matter.

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Commissioner Spivey moved, with a second motion by Commissioner Raynor, to go out of the regular session into a closed session for employee matters. The motion passed unanimously.

It was moved by Commissioner Freeman, seconded by Commissioner Council, to go out of closed session into a regular session at 09:26 PM. The motion was unanimously passed.

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 Freeman, seconded by Commissioner Jackson. Motion carried 5-0.

Submitted By:

Approved By:

Allison Roebuck, Town Clerk & Finance Officer

Ervin Williams, Mayor