

Minutes of the Meeting of

The Town Board of Commissioners

Town of Hamilton, NC

February 2nd, 2023

The Board of Commissioners of the Town of Hamilton met in regular called meeting on Monday, February 2nd, 2023, at 7:00 p.m. at the Town Hall, 109 N Front Street, Hamilton, NC.

PRESENT Mayor: Ervin Williams

Commissioners: William Freeman, Linda Goodrich, Kerry Spivey, Judith Stewart and Larry Jackson

ABSENT None

The meeting was called to order and Mayor Williams welcomed all who were present at 7:01 PM. The prayer was offered by Commissioner Stewart followed by the pledge of allegiance to the flag.

Minutes of the January 5th, 2023, Meeting Approved

Commissioner Spivey made the motion to approve the minutes as reviewed and seconded by Commissioner Goodrich. It was unanimously passed to approve the minutes of the January 5th, 2023, meeting with the suggested changes. The vote carried 5-0.

OLD BUSINESS

Announcement of Sale of 103 South South Street

Mayor Williams states property 103 South South Street in Hamilton has been purchased as of January 30th, 2023. We will be moving forward to signing property through the town attorney for all documentation of the deed to be completed.

Commissioner Spivey's Retirement Celebrated

Mayor Williams requested to celebrate Kerry Spivey's recent retirement from the Town of Hamilton after 28 years of service.

Powell Bill Funds

Schneider Landscape Works submitted two bids, one for a project on Pugh Street and another for completion of repairs on Glasgow Street. Funds for these projects will be coming out of our Powell Bill Funds that are available for spending for this fiscal year.

It was moved to use Powell Bill funds to cover the project for Pugh Street projects as funds are present by Commissioner Goodrich and seconded by Commissioner Spivey and unanimously passed to approve. The vote carried 5-0.

It was moved to have the repairs on Glasgow Street completed with the remaining Powell Bill funds by Commissioner Goodrich and seconded by Commissioner Spivey and unanimously passed to approve. The vote carried 5-0.

NEW BUSINESS

Policies - Resolutions

Mayor Williams presented the current Personnel Policy and the recommended policy from the LGC for review which was tabled until March 2023 to vote for approval once all revisions have been completed by the board. Mayor Williams requested to have a workshop to work on Personnel Policy on Wednesday, February 8th, 2023, at 3:00 PM.

Resolutions Presented, Reviewed and Approved by the Board for Internal Control Policy

Questions about the \$250.00 vs the \$500.00 as far as deposits into our bank for monies collected. Town Board states changes should be made as follows:

- Bank deposits are made daily in accordance with NCGS 159-32, unless the amount of money to be deposited is less than \$500.

Board moved to update all purchases of \$1,000.00 changed to \$500.00 changes are as follows:

- Purchases of \$1,000 - \$5,000 must have price quotes from at least three (3) vendors. In case of limited availability for the supplies needed, every effort will be made to obtain price quotes from at least two (2) vendors. The price quotes should be documented on the purchase order/requisition.

Page 6 update wordage from Town Manager to Finance officer.

- The Finance Officer shall be responsible for the investment of idle funds.

Resolution for the Internal Control policy and procedures after recommended updates and changes to deposits, purchases and wordage was moved for approval by Commissioner Spivey, seconded by Commissioner Freeman, motion carried 5-0.

Resolution Presented, Reviewed and Approved for Purchasing Policy and Procedures

Section 7 Town Manager to Finance Officer as follows:

- The timing of vehicle and rolling stock purchases must be approved by the Finance Officer. The Town's Fleet Replacement Policy should be referenced first, to determine the criteria for vehicle and equipment replacement.

Section 16 WWTP Corrections as follows:

- The wastewater treatment Plant is maintained by the maintenance department & Wastewater treatment staff.

Resolution for purchasing policy and procedures was moved for approval by Commissioner Stewart, seconded by Commissioner Goodrich, motion carried 5-0.

Dilapidated Property

Mayor Williams states that South Street property items after demolition was left on location and owners notified. After speaking with the owners, they have contacted Jeff Lewis to begin cleaning up at the location.

Commissioner Spivey requested information on the property of the business owner. Mayor Williams states he would like to have the board create a list to present to the owner and begin the cleanup in areas that are a concern of the board.

Grants

Commissioner Goodrich states that the Electricities grant is available at this time and will soon run out. Mike requested to apply for the grant from the Mayor. Commissioner Goodrich is requesting to know if the entire board should vote on how these funds are spent for the grants. Another grant for 2023 per Commissioner Goodrich suggests that she applied, and the town was awarded the 2023 Electricities grant. It was stated that an emergency generator is needed for current Town Hall in the event of an outage so we would still be able to operate.

Mayor Williams states that a proposal has been sent for a Generac generator from Triple AAA Electric and an estimate for completed delivery and installation. Information reviewed by the board for recent proposals as presented. Funds are in place for the remainder of the additional funds needed to complete the project.

Motion to move forward to have proposal for Generac generator to be placed at the Town Hall by Commissioner Jackson, Seconded by Commissioner Spivey, motion carried 5-0.

USDA grant information has been submitted to George Vital with USDA and he has requested to come down and meet with our department as well as commissioners to review what needs to be done at the well house. Information has been submitted to assemble the application on behalf of

the Town of Hamilton. Digging the wells, consideration of needs for property to be purchased and any other cost that would come with the well house needs to be included.

Motion made to move forward to have USDA do the grant writing on behalf of the Town of Hamilton for the Well House by Commissioner Spivey, seconded by Commissioner Jackson, motion carried 5-0.

Financials/Budget Amendments

The clerk requested information regarding the Wastewater Treatment Plant Emer Fund account. The account was opened in 2019 as a savings account and every year funds were to be placed into the account as well as the interest to accrue over time per Mayor Williams. Clerk expressed no information was placed into QuickBooks nor new software to reflect the account that should be reconciled monthly to track interest. If funds were to be placed into the account, no action has been taken since the savings account was opened.

The board reviewed all financials.

Motion to approve the financials as presented by Commissioner Stewart, seconded by Commissioner Goodrich, motion carried 5-0.

COMMISSIONER REPORTS

Commissioner Jackson has nothing to report currently.

Commissioner Stewart attending Mid-East January 2023 meeting, they will meet again on March 16th, 2023, and upcoming information for the Town of Hamilton.

Commissioner Spivey states that the sewer collection system, all operations are covered by ORC Edward Keel, Daniel Brownfield and Mike Pickle who have taken over the samples and collections. All state standards are covered and started on February 1st, 2023.

Commissioner Goodrich reported the Maintenance Supervisor has submitted Powell Bill Projects requests. Allison has bids for both projects and has said we have more than enough funds to cover both projects. Need the ok to put Chipper on GovDeals and sell it. She recommends we place a reserve bid of \$3000.00 to \$3500.00 on it. Can be purchased new for around \$3,800.00 machine only has 31.7. hours of use on but there is one on eBay for \$2,500.00 and only has 6 hours on it. Request to have Electricities grant to be used for purchasing Refurbished Transformers. Ball Park needs funds to buy materials to remove nests and put tin on top of the building. Weight limits with tractor trailers are becoming an issue throughout the entire town. Homeowners, business owners and our town as a whole are feeling the impact of the damage these tractor trailers are causing.

Motion made to purchase street signage to post the weight limit and to place signage throughout the town on both sides by Commissioner Goodrich, seconded by Commissioner Freeman, motion carried 5-0.

Motion made to sell woodchipper due to nonuse by the town at the recommended price and reserve the bid at \$3,000.00 by Commissioner Goodrich, seconded by Commissioner Spivey, motion carried 5-0.

Commissioner Goodrich questioned the board about a request from the Town of Williamston. The board decided to see if the letter was submitted from the Town of Hamilton to try to get first choice. Nothing was submitted to the Town of Williamston to request the sewer setter machine for the Town of Hamilton. Mayor Williams states he will follow up with the Mayor of Williamston via phone call to see what information he can gather on the next operating business day.

Commissioner Freeman reported the Williamston Recreation department is working with our Town Recreation department to form great teams in our local areas.

Mayor Williams states there will be a DOT study to write a trail plan to connect throughout the town with grant funds he has recently applied for on behalf of the Town.

Clerks Report all reports have been submitted W2, 1099, 1095 B, 1096B, LOGOS report 941 processing to be completed, ending out the month of January 2023 Orbit, NCDOR, State taxes report.

PUBLIC COMMENT

Patricia Moring wants to know how many transformers have been replaced throughout the town. Nothing was reported since the last information was given at 35%. Requested to have information sent out to dilapidated houses and have the homes cleaned up. Possibly send out letters to address the properties throughout the town. Mayor Williams states he can start by sending out letters to the owners to request the cleanup.

ADJOURNMENT

There being no further business, it was moved by Commissioner Stewart, seconded by Commissioner Goodrich, and unanimously passed to adjourn the meeting. The vote carried 5 – 0. The meeting was adjourned at 9:28 p.m.

Submitted By:

Approved By:

Allison Roebuck, Town Clerk & Finance Officer

Ervin Williams, Mayor