

**Minutes of the Meeting of  
The Town Board of Commissioners  
Town of Hamilton, NC  
May 4<sup>th</sup>, 2023**

**The Board of Commissioners of the Town of Hamilton met in a regular meeting on Thursday 4<sup>th</sup>, 2023, at 7:02 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 by Mayor Williams, the prayer was given by Commissioner Stewart. The pledge was recited by all.

**Approval of the agenda or Adjustments to agenda**

**Commissioner Goodrich made the motion to approve agenda after making the adjustment to move Data Group presentation to the beginning of new business section and seconded by Commissioner Spivey. It was unanimously passed, 5-0.**

**Approval of Minutes**

**Commissioner Freeman made the motion to approve the minutes from the April 6<sup>th</sup>, 2023, board meeting and seconded by Commissioner Jackson. The vote was 5-0.**

**OLD BUSINESS**

**Duck Thru**

Commissioner Goodrich reported that Mr. Mike Harrell, owner of Jernigan Oil, is willing to pay \$50,000 to cover the utility bills from the last few years that were not charged as a result of the electric meter not working properly.

**Motion to accept the offer of \$50,000 from Jernigan Oil to cover past utility bills from the Duck Thru was made by Commissioner Goodrich, seconded by Commissioner Spivey. The vote was 5-0.**

### **Policies & Resolutions**

Personnel Policy was reviewed by attorney and the league of municipalities, and every commissioner was given a finalized copy of the New Personnel Policy for the Town of Hamilton.

**Motion to approve the resolution for Town of Hamilton Personnel Policy was made by Commissioner Freeman, seconded by Commissioner Jackson. The vote was 5-0.**

**Sewer Machine-Town is waiting for bid information.**

**Generator Installation (4/14/2023 Installed)**

### **New Business**

**Date Group Technologies, INC (IT Consultants)**

Tray Strickland on with Data Group Technologies presentation to assist the Town with Cyber security as well as test the computers' functions with current firewall protection plan. They performed a mini diagnostic evaluation on each computer that is in our office. They will work behind the scenes to gain back control of what information has already been breached and other places of security issues that could be harmful to the town. Commissioner Stewart states this would be something we should consider due to data breaches happening all around.

### **Security System**

Commissioner Goodrich stated the need to investigate the possibility of getting security cameras. These cameras would need to record 24/7 with the different transactions throughout the day-to-day operations. Maintenance supervisor Mike Pickle will collect three quotes from local businesses to provide and install these cameras.

### **Hours of Operation**

Commissioner Goodrich, Commissioner Spivey and Commissioner Stewart reported that they have been approached by residents questioning the need for people to be at the town hall after the workday is over. After much discussion it was finally decided that town

officials should be in the town hall only during weekday working hours. Commissioner Jackson states he was approached by a former commissioner, a citizen in our town and he in return requested the former commissioner/citizen to come to our board meeting and we will discuss this matter at that time. Exceptions will be made for scheduled board meetings.

**Commissioner Goodrich made the motion that starting Monday, May 8, 2023, the town hall may only be open for town officials during normal working hours or when the town clerk is there. Exceptions will be made for scheduled town meetings. Motion seconded by Commissioner Spivey. Motion passed 3-2.**

### **Cash Receipts Policy**

**Motion to approve the resolution for Town of Hamilton Cash Receipts Policy made by Commissioner Jackson, seconded by Commissioner Spivey. The vote was 5-0.**

### **Upcoming Workshop**

Commissioner Goodrich requested to know if we will be reimbursed for the upcoming North Carolina Rural Water Associations Annual Conference. Mayor Williams stated that a portion will be paid back for the mileage and the conference fees but not the accommodations. The mayor and a commissioner will be attending as well as our maintenance supervisor.

### **Electricities Grant**

Commissioner Goodrich asked Commissioner Jackson and Commissioner Freeman to look over the grant in the amount of \$10,000. Commissioner Freeman states that we get the \$5,000 grant yearly and it disqualifies us from collecting this grant.

### **Financials/Budget**

**Motion to approve the financials as presented by Commissioner Stewart, seconded by Commissioner Spivey. The vote was carried 5-0.**

### **COMMISSIONER REPORTS**

**Commissioner Jackson** stated that busses are hitting the ditches down by the Baptist Church and are causing the same issues all over town. On the corner of East Long Street and Railroad clay dirt was put in potholes instead of using crush-and-run. Commissioner Jackson asked about the LED lights down by the Baptist Church. Commissioner Goodrich stated that she would speak with Mike Pickle to find out what happened in these areas.

Commissioner Jackson questioned how often hydrants were flushed. Dead ends should be flushed once every two weeks per Commissioner Freeman.

**Commissioner Stewart** states she received a recent zoning inquiry on 103 South Horton Street from a contractor which is zoned R-3 per our current zoning map for that one lot.

**Commissioner Spivey** headwork's analyzing was completed and sent in a timely manner, and they have received the Headwork's analyses. The pump was down at the WWTP, Mike recently pumped all he could out when he hauled sludge.

**Commissioner Goodrich** reports on behalf of Mike Pickle our WWTP backup Generator went down over the last couple of weeks. Cummins was contacted and they found the Block heater shorted out. Block heater burned up the receptacle which tripped the breaker in the panel. Both batteries had to be replaced because they would no longer charge. A block heater has been ordered and will be installed upon arrival. East Coast Electric had to be called out to 115 E Circle Drive for a problem with the lights going dim. EMC findings were the lug that holds the meter in was broke on one side which was the customers problem. Being we had to cut the house loose so it could be fixed EC did the repair, so they did not have to come back and hook it back up when the resident had it repaired. Checked all voltage coming in and had 120 on both legs. When the customer started turning breakers back on, we found a bad breaker on a bathroom circuit that caused the lights to go dim and the voltage on one leg to drop to 90 volts and the other leg to increase to 150. E C told him to replace the breaker. With breaker left off voltages were good on both legs. New Generator has been installed at the town hall. Need to come up with at least 2500.00 more dollars to finish installation. Gas line and hook up for Generator. Hauled out around 10,000 gallons of sludge to Robersonville WWTP for disposal this week. Replaced blades on both Kubota tractors and lift jack on the ZD 326mower. East Coast came out on the 5th of April and replaced a bad transformer on the corner of South Street and W Main Street customers lost power for about 4 hours. Recent water leak at Duck Thru, 130 Circle drive, Pat Moring's meter box this month.

**Commissioner Freeman** stated that some of the light poles at the baseball field needed to be replaced and that one of the light fixtures fell. He asked that the maintenance staff be warned to be careful around these poles. He also asked that vegetation be removed from the light pole on the corner of South and West Long Street.

**Mayor Williams** discussed the same situation that Mike Pickle referred to on 115 Circle Drive and will talk to the residents from Circle Drive. On May 8<sup>th</sup>, 2023, they asked the board to attend a program at the Martin County Innovation campus to welcome the new

Martin County Superintendent of schools. On May 10<sup>th</sup>, 2023, the Mayor from Robersonville, Ms. Tina Brown, will be receiving the Governor’s Volunteers 2023 award. There will be a Kids program June 26<sup>th</sup> through August 4<sup>th</sup>, 2023. This would offer a 5-week program throughout the summer. USDA applying for the RD grant in our area towards the well. Music in the Park at the end of June of this year but to make the event more than just Music in the park we will push the event back to August or September time frame. The Arts Council, Martin County Tourism and Kelly Davis from Electricities are all willing to assist with payment for the event.

**Clerks Report** states that recently all quarterly reports were due on April 30<sup>th</sup>, 2023, and have been submitted. The first quarter reports are as follows our Employers Quarterly tax and wage report submitted on 4/13/2023, Energy Information Administration US Department of Energy. However, the American Rescue Plan report was not completed or submitted. Reporting in the ARP system incorrect information and needs to be updated for completion of this annual report. A ticket has been submitted to update to the correct information so we can process the report before we are fined. Our draft budget due to LGC by May 16<sup>th</sup>, 2023, need to have another workshop to finalize budget or submit what we locked down at the last workshop.

**PUBLIC COMMENT**

Patricia Moring requested the town include the Dementia Alliance Program Donation as part of the yearly budget. She also requested that the town make a calendar of events of all activities that have taken place in Hamilton and surrounding towns to inform the residents.

**Closed Session**

**ADJOURNMENT**

There being no further business, it was moved by Commissioner Jackson, seconded by Commissioner Spivey, and unanimously passed to adjourn the meeting. The vote was 5 – 0. The meeting was adjourned at 10:30PM.

Submitted By:

Approved By:

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Allison Roebuck, Town Clerk & Finance Officer

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Ervin Williams, Mayor