

**Minutes of the Meeting of
The Town Board of Commissioners
Town of Hamilton, NC
April 4, 2024**

The Board of Commissioners of the Town of Hamilton met in a regular meeting on Thursday April 4, 2024, at 7:03 p.m. at the Town Hall, 109 North Front Street Hamilton NC 27840.

PRESENT Mayor: Ervin Williams Commissioners: Brandon Raynor, Kerry Spivey, Tameka Council, William Freeman and Brandon Raynor (via telephone), Glinda Fox

ABSENT Commissioner Larry Jackson, Clerk/Finance Officer Allison Roebuck

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 was made by Commissioner Freeman to approve agenda with an adjustment to add *Juneteenth Presentation* under Public Comments and seconded by Commissioner Council: Motion unanimously carried 3-0.**

Approval of Minutes

Motion to approve the minutes from February 15, 2024 special called meeting made by Commissioner Spivey, seconded by Commissioner Freeman. Motion Carried 3-0.

Mayor Williams asked for a correction in the last paragraph under **Dilapidated Properties**. It should read as follows: This property is located on Main Street instead of This is the main route through town..... Also, **removal** of the last sentence The property has been posted by Commissioner Freeman.

Motion to approve the minutes as corrected from March 7, 2024 monthly board meeting made by Commissioner Council, seconded by Commissioner Spivey. Motion Carried 3-0.

PUBLIC COMMENT

Juneteenth Event

Edwin Clemmons, Executive Director and William Norfleet, Director the Town of Hamilton announced that the Juneteenth Event will be held on June 15th from 11 am - 5 pm at the Morris Lynch Center. This is the 3rd year the event has been held in the county and will feature a Vendor Fest and a Grill Master Competition planned with a \$500 award to the 1st Place winner. In addition, there will be a Red Velvet Cake Bake-Off. There will be a bouncy house for kids as well. There will be assistance with parking and a sheriff on site to assist with traffic. A 3 on 3 basketball event will be held.

Town of Commissioner's Meeting

April 4, 2024

250th Anniversary

The Mayor announced that a banner has been provided for each town in Martin County to display. He showed the banner which will be erected somewhere to be seen by the public. The county gave \$20,000 to the Martin County Travel and Tourism to assist with the anniversary celebration expenses.

OLD BUSINESS

Dilapidated Properties

The board needs to decide how to address the dilapidated property on Main Street. Nick Sawyer with Nick's Drainage & Equipment, LLC has given 3 options. Clean up, leaving large trees, grading and seeding it and leaving debris for town. - \$4,800; clean up, grade and seed and leave all trees, hauling debris to another site - \$5,800; clean up, grade and seed, house demo, leaving large trees and all material hauled off - \$9,800. Prices are guaranteed for 30 days. Commissioner Council asked if the Fire Department could burn the house on the property. Commissioner Freeman and Spivey recommended the Board receive another quote.

Town is talking to Kenny Lilley about the Front Street property.

Motion to call Penny Swain to secure the names of other vendors and get additional bids for the cleanup of the dilapidated property on Main Street made by Commissioner Council and seconded by Commissioner Spivey. Motion carried 3-0.

Generator Hook-Up for Natural Gas

Mayor Williams announced that Brady Cartwright stated the cost of setting up natural gas for the Generac generator would be free if the Town has an appliance or heating system using LP gas. Commissioner Freeman will call Lowes to get a quote on a small gas range to meet this requirement.

Motion to purchase a small gas range so the Town can get free LP connection to the generator was made by Commissioner Freeman and seconded by Commissioner Council. Motion carried 3-0.

Public Meeting for Volunteers to Assist with Community Events

The Mayo held a meeting on March 21, 2024 meeting down at the Morris Lynch Center to request volunteers to meet and assist with the planning of the upcoming events. Requested to have flags, banners and replanted flower pots throughout the town before June to inform residents about the upcoming events. Volunteers will be needed to help with Juneteenth and the Roanoke River Festival. The next public meeting will be held on April 18, 2024 at 6 p.m. at the Morris Lynch Center.

Town of Commissioner's Meeting

April 4, 2024

Memorandum of Understanding

There was one change to the Memorandum of Understanding with EMS. In #6 under the Terms of this MOU, it should read it is for eight years 2022-2030. This will be retyped and submitted to Janice 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.

NEW BUSINESS

Backup Signature Designated for Signing Checks for the Town of Hamilton

After discussion, motion to designate Larry Jackson to be the backup signatory for signing payroll and accounts payable checks was made by Commissioner Freeman and seconded by Commissioner Council. Motion carried 3-0.

FINANCIALS/BUDGET AMENDMENTS

The Clerk's financials and budget amendments were presented for the board's approval. Mayor Williams stated he would like to see the financial statements submitted again at the next meeting when the Clerk is available. The financials were tabled until the questions could be answered by the Clerk.

A budget amendment to move Electric fund line items in a budget amendment.

Motion to approve the budget amendment in the Electric Fund by Commissioner Spivey, seconded by Commissioner Council. motion carried 3-0.

REPORTS

Commissioner Spivey reported the Pretreatment annual report had been completed. The Consumer Confidence report is upcoming in June. He and Mike Pickle are working on the update to the Water Supply Plan.

Commissioner Council had nothing to report at this time.

Commissioner Freeman presented a Maintenance report for March: Water leak at 106 East Liberty -Sewer blockage in ladies' bathroom in the gym -Started cutting grass this month. Called Higgs who does our cemetery. He said he is going up \$50 per week this year and he is not going to start until the new price takes effect. I called 2 contractors to come out and give us a price for doing it. Allison has the estimates. One is lower and one is higher. I recommend the lower one. He goes to the cemetery in Robersonville also. - East Coast is hooking the cell tower up and we should be putting meters in tomorrow.

Commissioner Freeman stated that Higgs has violated his contract and suggested the board have another contractor to do the work.

**Town of Commissioner's Meeting
April 4, 2024**

After discussion of the submitted bids, motion was made by Commissioner Spivey and seconded by Commissioner Freeman to have Home Front Lawn and Tree Service do the lawn care at the cemetery through the remainder of the fiscal year and contract with him for the upcoming fiscal year if his work is satisfactory. Motion carried 3-0.

Commissioner Freeman stated that the high school graduates going to community college or from households of \$80,000 or less taking at least 6 credit hours are eligible to receive \$ 3,000 if they attend community colleges and \$5,000 if they attend a university. The Mid-East Commission Area Agency on Aging has a program for housing improvements for repairs to allow them to remain in their home. The cap per household is \$4,000. They encourage cost sharing to ensure they can meet the needs of as many households as possible. The Martin County Department of Aging received funds from a home and community care block grant. Additional funding available July 1.

Mayor Williams announced there will be a budget workshop on April 10, 2024 at 6:00 p.m.

A request has been made by Wells Fargo to accept a trust fund for the cemetery. The amount of the trust fund is \$70,000 less attorney fees. Attorney Coleman said the trust fund must be used for upkeep of the cemetery.

Motion was made by Commissioner Spivey and seconded by Commissioner Council to accept the Trust Fund as submitted. Motion carried 3-0.

Mayor Williams announced that Joe Durham with the League of Municipalities has requested to meet with the board. It was recommended he be invited to attend the budget workshop on April 10, 2024 at 6:00 p.m. and be on the agenda to speak with the board as the first item of business.

Mayor Williams noted that he will be attending the Rural Water Conference in May for training.

A date of April 18, 2024 at noon has been set for a ribbon cutting for the new cell tower.

The Clerk/Finance Officer's report for April is as follows: On March 12th Mrs. Rountree from the NCLM came to our office to follow up on the Local Government Commission monitoring. She wanted to inform us of audits and the effects the late audits will start impacting smaller towns. She stated the state will begin to withhold sales taxes from units with late audits, more information will be posted in April 2024. Implementing possibilities of convenience fee for all card usage for payments. Also, on March 18th, 2024, Mr. Joe Durham also from the NCLM. He requested to have an orientation with the board of commissioners for the Town of Hamilton. Durham feels the importance of effective financial & operational management with all staff and board. Requesting all board to review the "Town of Hamilton Application for Utility Service" We will have to update the application as well as the ordinance to add new services rate for certain water/sewer customers. Update on Version Wireless Tower the electricity will be installed to the tower next week, then Version will get their services connected. Once everything is completed, they are requesting to pick a go live date during the week of April 15th-19th 2024 for a ribbon cutting. Once the board confirms the date town hall will send out a one call to invite the town to join us for the ribbon cutting.

Town of Commissioner's Meeting

April 4, 2024

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

At 10:00 P.M., Mayor Williams asked for a motion to go out of regular session and into closed session for a personnel matter.

Commissioner Spivey moved, with a second motion by Commissioner Freeman, to go out of the regular session into a closed session for a personnel matter. The motion passed unanimously.

At 10: 13 P.M., it was moved by Commissioner Spivey, seconded by Commissioner Freeman, to go out of closed session into a regular session at 10:13 PM. The motion was unanimously passed 3-0.

MOTION TO ADJOURN

Mayor Williams entertained a motion to adjourn if there is no other business to cover at this time. **At 10:14, there was a motion to adjourn made by Commissioner Freeman, seconded by Commissioner Spivey. Motion carried 3-0.**

Submitted By:

Approved By:

Allison Roebuck, Town Clerk & Finance Officer

Ervin Williams, Mayor