

**Minutes of the Meeting of  
The Town Board of Commissioners  
Town of Hamilton, NC  
July 6<sup>th</sup>, 2023**

**The Board of Commissioners of the Town of Hamilton met in a regular meeting on Thursday July 6<sup>th</sup>, 2023, at 7:03 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**

**Approval of the agenda items and adjustments bypassed approval.**

**Approval of Minutes**

Mayor Williams asked the board if everyone has had time to review June 1<sup>st</sup>, 2023, board meeting minutes and if there are any corrections needed at this time.

**Commissioner Spivey made the motion to approve the minutes from the June 1<sup>st</sup>, 2023, board meeting and seconded by Commissioner Stewart. The vote was carried 5-0.**

**OLD BUSINESS**

**Data Group Technologies, INC**

Mayor Williams requests the board's input and action they wish to take on having this local group come in for our Information Technology's needs. Commissioner Stewart states that with the current system we have working at this time we can continue to use the Web-root systems for our security. The new proposal and pricing were not added into our 2023-2024 budget. The board will revisit this if needed throughout the year or the year upcoming.

**Security System**

Clerk Roebuck gave information about Williamston Fire & Sprinkler who visited our office for the possibility of setting up a Security system through their company. Williamston Fire & Sprinkler are willing to come into the office and hook to the current cameras we already have mounted outside and inside of Town Hall office. Once prices as well as quotes are returned to the Finance Officer, the board will revisit the security system.

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**Junk Car Ordinance**

Commissioner Goodrich states that the month prior we discussed the next action towards violations. Information was provided to the board outlining procedures for dealing with residents' violation of nuisance and junk car ordinance. Documentation will be kept at the town hall with the follow up actions that the town has taken actions towards the violations. Mayor Williams asked the board to review the information and forms submitted and we will revisit this ordinance next month.

**Commissioner Spivey requested the board to approve Brian Thomas to be moved up the agenda as he requested prior to the meeting.**

**Fire Department Brian Thomas**

Brian Thomas opened with a letter of written request to the Town of Hamilton Commissioners for assistance with removing the fire siren from the current location. Brian Thomas requested to have the town maintenance department move the siren to the Fire Department. Commissioner Goodrich states she will contact Mike Pickle to arrange the removal of the siren upon motion of approval of the board.

**The motion to have the maintenance crew remove the fire station siren and have it moved to the current location of the fire department was made by Commissioner Goodrich, seconded by Commissioner Spivey. Motion Carried 5.0.**

**Dilapidated Properties**

Commissioner Stewart will be checking into the preparation of a letter to send. A letter will be presented to the board in meetings prior for their review and the town's attorney will have to review the letter request before the letter can be mailed out. Once everything is approved, we will send out the letter requesting the cleanup of the property.

**Hamilton Festival**

Commissioner Stewart states she has reviewed and discussed several different names for the upcoming festival, and she liked the Buzzard Festival. Our town will host a town festival and we have scheduled it for September 23<sup>rd</sup>, 2023. Sylvan Heights will be bringing down buzzards to have here on site. Different people have been contacted for music to play throughout the festival. Looking into having jump houses, food booths/truck, crafts, fundraisers for our EMS department, historic walk, artists, and kayak drop on the river.

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**Clean-Up Day**

Commissioner Stewart stated the original scheduled date of June 21<sup>st</sup>, 2023 was postponed due to rain. However, the Town held a cleanup day on June 28<sup>th</sup>, 2023, starting at 10am until 3PM. The town trimmed all shrubs; Jim Goodrich painted the sign in front of Town Hall and reprinted the letters to represent the town hall signage and the signage at the Morris Lynch on the front of the building. Commissioner Goodrich and Jim Goodrich started painting the outside front area of the Morris Lynch Center. They have plenty of paint left over to finish the project that they started. They put 3 cubic yards of white stones around the town hall lining the shrubs around the office. Lunch, drinks, and sweet treats were provided for all workers. The town will try to host another clean up prior to the festival to finish cleaning up the town.

**NEW BUSINESS**

**Water System Operations**

Commissioner Spivey states that James Keel left for vacation in June and upon his return he decided he would not be returning to operations for the Town water system. Commissioner Spivey states that he was hired in a temporary position and agreed to stay longer after his agreement was completed in March 2023. Commissioner Spivey said our town needs a Well System ORC at this time. Mike Pickle will be retesting in the next few months and hopefully will be able to take this needed position over at that time. Commissioner Spivey & Mike Pickle have submitted and completed the CCR report as the state requires. The town needs an ORC for C-Well to complete minimum criterion for the state. Mayor Williams asked Commissioner Freeman if he has his C-Well license to operate the system. Commissioner Freeman states he does still have a C-Well license to operate.

**Local Water Supply Plan**

Commissioner Spivey presented the Local Water Supply Plan and provided the information to the board.

**Surcharging Credit Cards Accounts**

Finance Officer Allison spoke about credit card charges that would be documented as an administration charge verses a surcharge. The surcharge will occur only after the town places an order for a new terminal to accept these transactions. The town would be required to complete a new application to set up a specific account. This plan will include a 3% automatically added to any credit card transaction. Debit cards will be surcharged but only with a 1.25% processing fee. The board voted to add a \$3.00 transaction fee to these transactions which would require the clerks to enter this as an administration charge. Finance Officer Allison was concerned about the new system software FMS and how these charges will be applied to the residents' accounts and receipts

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of the transactions. Commissioner Spivey asked what the better interest to the town would be as far as the clerk's input of the new process and the success rate of collections towards the \$3,500.00 it currently costs the town to pay out for these transactions. Allison replied that the process will complicate end of day close outs for the terminal and credit card drawer, reconciliations and receipts for transactions which will never be put onto their billing statement. Currently, Allison feels as if these issues are of concern for her with day-to-day operations.

**Motion to continue as finance officer recommended without the 1.5% - 3% surcharge rate as well as the \$3.00 administration rate to be revised and to not apply or implement these changes into our fiscal year 2023-2024 by Commissioner Spivey, seconded by Commissioner Jackson. Motion Carried 5-0.**

**EMS Bay Area**

Commissioner Goodrich states that at one time our sewer machine at the maintenance area was not covered. EMS states two pallets are still in the corner not moved and an estimate has been sent in for the grants for the area. Requesting more lighting for EMS training to take place in the bay area.

**FINANCIALS/BUDGET AMENDMENTS**

Finance officer issued budget amendments for the Recreation Fund for 2022-2023.  
Budget for the fiscal year 2023-2024 for approval of the entries into the software.  
All bank reconciliations for all Towns account.

**Motion to approve financials and budget amendment for Recreation Fund as presented by Commissioner Stewart, seconded by Commissioner Spivey. Motion carried. 5-0.**

**COMMISSIONER REPORTS**

Commissioner Jackson postponed the report until next month.

Commissioner Stewart reminded everyone that we are in election year and now is the time to file for your election candidate position.

Commissioner Spivey reported operations final response to the state and updated standard operator procedures.

Commissioner Goodrich read the report submitted by Maintenance Supervisor Mike Pickle see email.

Commissioner Freeman requested information about the flooring to be done at Morris Lynch Center, Commissioner Goodrich states that was reported prior and we did not have the funds to complete the flooring at this time.

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Mayor Williams requested to ask Commissioner Freeman about the Well System ORC. Commissioner Freeman requested to follow up with this in closed session. Mayor Williams asked how our town would feel about an apprenticeship through the town who would be coming down on July 13<sup>th</sup> 2023 to discuss the program they offer for office staff and the water supply system. The date scheduled was a conflict, so they are going to request a reschedule to July 20<sup>th</sup>, 2023.

Clerks Report Town Clerk and Finance Officer expressed her thank you to the town for their thoughts, visits, gifts, flowers, prayers, and attendance during the loss of her Daddy. Aflac contracts have been updated for the 2023-2024 fiscal year; a Wildlife service agreement has been completed to continue to offer this to our town residents. Completed due to and due from for 6-month time span and corrections have been made. We have started to follow our retention schedule reviewing and destroying documents older than 7 years. Our retention schedule was adopted back on September 2<sup>nd</sup>, 2021. Completed and submitted the final stage of 2021-2022 audit via email to Rebecca Barr. Provided entire board with the fiscal year budget for 2022-2023 for their review and records.

**PUBLIC COMMENTS**

Patricia Moring requested to know how often our fire hydrates are tested for use by the fire department. Requested to ask Mike to flush the lines throughout the town as some residents spoke of a smell in the water. Commissioner Goodrich states she will follow up with Mike Pickle to confirm everything. Mattie Randolph requested to have the trash can that is on the street on Front Street be placed near but not in the street.

Mamie Station states that the lights down Railroad Street are dull compared to the lights down Main Street. The town is replacing the bulbs throughout the town as they blow, Commissioner Spivey states that we can have a work order set up to replace the dark area she is speaking about and possible concerns. Commissioner Goodrich will check with Mike and see how many lights we have on hand to possibly replace the darker areas for the lights. Review the minutes to see if we have approved having authorities be contacted if there are violations of the restrictions on the signage for semi-trucks throughout the town. Minutes from February 2023 were pulled, and motion was reviewed by the board again to include enforcement to go along with it. Enforcement will be in place the same as the signage from a stop sign placed in town per the board. Commissioner Freeman feels as though this is his way of supplying his living to his family.

**Motion to enforce the street signs in reference to weight limit throughout the town was made by Commissioner Freeman, seconded by Commissioner Stewart. Motion carried 3-2.**

**Motion to enter closed session under general statute 143-318.1(6) for personnel made by Commissioner Spivey, seconded by Commissioner Jackson. Motion carried 5-0.**

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**Motion to exit out of closed session and return into open session made by Commissioner Stewart, seconded by Commissioner Goodrich. Motion carried 5-0.**

**Motion to have Commissioner Spivey to continue to fill the position of our C-Well position within the town of Hamilton with the back pay of \$250.00 for week prior was made by Commissioner Goodrich, seconded by Commissioner Stewart. Motion carried 4-0.**

**Motion to adjourn by Commissioner Goodrich, seconded by Commissioner Jackson. The unanimous decision, motion carried 5-0.**

Submitted By:

Approved By:

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Allison Roebuck, Town Clerk & Finance Officer

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Ervin Williams, Mayor