

**Minutes of the Meeting of  
The Town Board of Commissioners  
Town of Hamilton, NC  
September 7, 2023**

**The Board of Commissioners of the Town of Hamilton met in a regular meeting on Thursday September 7<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, Judith Stewart, and Larry Jackson

**ABSENT** Linda Goodrich, Kerry Spivey

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**

**Motion approve to agenda without any adjustments was made by Commissioner Stewart, seconded by Commissioner Jackson. Motion Carried 3-0.**

**Approval of Minutes**

Mayor Williams asked the board if everyone has had time to review August 3<sup>rd</sup>, 2023, board meeting minutes and if there are any corrections needed at this time. Commissioner Stewart made the motion to approve the minutes from the August 3<sup>rd</sup>, 2023, board meeting. Commissioner Jackson states that he received and read the email referencing the security system. Jackson states that we discuss the security system at the last board meeting schedule to follow up after the meeting took place and states that it's illegal to vote by email. Clerk Allison responds that the email was sent out on August 14<sup>th</sup> addressing the price quote and requested a response back as soon as possible for the approval or denial of the quote from Williams Fire & Sprinkler. Clerk Allison stated the agenda listed in Old Business. The board would be voting to ratify the email quotes at which time discussion would be held. Mayor Williams & Commissioner Jackson requested to discuss this matter in closed session and hold off on the approval of the minutes.

**PUBLIC COMMENTS**

Resident Morning states she would like to review the storm ordinance due to clean up prior to a hurricane. Mayor Williams states if their Hurricane or Tornado the maintenance crew normally pick up everything. Morning stated that the storm last week was different because they called for hurricane like weather and the limb was over 6 feet long and not picked up by the crew. Mayor Williams stated that the storm she is referencing to would be considered under the town ordinance to clean up. Commissioner Freeman states that the size of the limb was too large to cut down in size and the crew should not be lifting over 50 pounds.

Mayor asked for any more public comments no response.

## **OLD BUSINESS**

### **Security System**

Mayor Williams stated let's talk about the security system. Clerk Allison responds that the email was sent out on August 14<sup>th</sup> addressing the price quote and requested a response back as soon as possible for the approval or denial of the quote from Williams Fire & Sprinkler. Clerk Allison stated the agenda listed in Old Business the board would be voting to ratify the email votes at which time discussion would be held. Commissioner Jackson states again he did read the email with the quote for approval, but he doesn't vote via email and believes that action is illegal. Clerk Allison stated that the cameras have all been activated and all equipment has been set up behind closed doors and the cameras record 24/7 with playback capabilities.

### **Dilapidated Properties**

Commissioner Stewart states that currently the board is still processing the recent request and following up on the attorney letter and the next steps to action.

### **Hamilton Festival**

Commissioner Stewart requested information on the bands that are booked from Mayor Williams. Mayor Williams stated that Commissioner Goodrich texted him requesting the information for the bands that are scheduled to play and Goodrich has all the information to post in our upcoming newsletter. Commissioner Stewart the responses returned have been from food vendors and next week they will start reviewing the needs of the vendors who will need electric hook up and layout of where everyone will be positioned. Stewart also stated from the residents that we will need volunteers and all hands-on deck to make the festival a success. Possibly going to get port-a-johns and we have parking but need golf carts to help shuttle attendants from their vehicles. Artwork at the location and several artists around town. Commissioner Freman asked what kind of rides will be here for kids' area from ages 12 and up. Commissioner Stewart stated that no rides will be here this year, but we will have music and live entertainment that will be fun for all ages.

## **NEW BUSINESS**

### **Public Power Week**

Commissioner Freeman Public Power Day has been scheduled for October 12<sup>th</sup>, 2023, at 3:00PM to be held right here at Town Hall and all residents are welcome to attend. Residents will be notified via One call to inform the public power day and signage around town to be placed.

### **FPIC**

Clerk & Finance Officer stated the Financial Performance Indicator of Concern (FPICs) under the NC administrative code, if a units audited financial statements include FPICs, the governing body must develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters" signed by a majority of the members of the governing body and submitted to the LGC within 60

days of the auditor's presentation. Finance Officer Allison states she has issued everyone a copy of the response for their review and this form will require the entire board to sign off the statement that will be submitted back to the LGC.

### **Financials / Budget Amendments**

Commissioner Freeman requested to get the financials submitted prior to the meeting, if possible, for the board to review. Finance Officer Allison states that financials are completed the day of the meeting and are not set out prior to the meeting. Financials are your records to keep as well as for your review. If any concerns about the financials are presented or wish to be discussed, they are welcome to bring any issues or questions regarding any transactions or funds with the Finance officer. Finance officer Allison stated that she is always trying to catch up and stay updated in all areas and it can be a daily struggle.

**Motion to approve and accept the financials as presented by Commissioner Stewart, seconded by Commissioner Jackson. Motion carried. 3-0.**

### **COMMISSIONER REPORTS**

**Commissioner Jackson** had nothing to report at this time.

**Commissioner Stewart** stated that she reported on reports when reviewed the festival updates. Report given and presented on behalf of the Maintenance supervisor reported from the maintenance crew: 1.) cleaned drain tile on 105 E. Long Street; repaired water leak at 101 Front Street, 123 E. Circle Dr. & East Main 2.) Carried dump truck for a/c repair to Roberson Brothers; 3.) hauled 9 loads of sludge to Robersonville WWTP.

**Commissioner Freeman** spoke with the board about the floor getting striped and waxed at the Edna Andrews location. Cee-Cee flooring would come back and complete the job with \$2,700.00. Commissioner Freeman states he will get volunteers to remove the bleachers and goals. Freeman stated he had spoken with Stanley's Cleaners who gave a quote of over \$7,200.00 and the recreation department does not have those types of funds to cover this amount. Commissioner Freeman stated that we are soon to be welcoming visitors to the Edna Andrews School location, and he would like the floors to be completed prior to the visitor's arrival. Cee-Cee flooring is available to complete the task of stripping and waxing the floors on 9/16/2023. No written quotes were submitted. Resident Moring requested if they could also complete the floors at our Morris Lynch Center. Commissioner Stewart states with the recent income from the rentals the board plans to replace the entire floor at the Morris Lynch Center. Commissioner Freeman states for the time being we could ask Cee-Cees to do a light striping and maybe two or three light coats of wax on the current flooring to at least give the floor a shine. Bathrooms also need to be sanitized and cleaned at least until we collect enough to replace the floor.

**Motion to have the gym floor stripped and waxed by Cee-Cees Flooring at Edna Andrews and at the Morris Lynch Center by Commissioner Jackson, seconded Commissioner Stewart. Motion carried 3-0.**

**Mayor Williams** stated that he would save his reports for closed session.

**Clerks Report Town Clerk and Finance Officer** stated she recently attended the NC Association of Municipal Clerks Summer Conference and had the opportunity to meet Dr. Kent Wessinger with retention partner sharing lessons on how to attract, engage and retain employees. Reviewed Best Practices for Paper vs electronic filling; Sections on Diversity, Equity, and inclusion – common misunderstandings; Local State treasurers’ office Dale Folwell gave updates within the state office; Closed Session presentation by Tom Carruthers. This conference attendance goes along with the Masters’ Municipal Clerks Academy Point system that keeps the certification and applied towards CMC/MMC/NCCMC.

**Mayor Williams entertained a motion to enter closed session, Motion to enter closed session made by Commissioner Jackson, Seconded by Commissioner Freeman. Motion carried 3-0.**

**Entered Closed Session GS Personnel & Land.**

**Motion to come out of closed session by Commissioner Stewart, seconded by Commissioner Jackson. Motion Carried 3-0.**

**Commissioner Jackson states that:**

**Motion to approve the ratified votes submitted quote from Williams Fire & Sprinkler on August 15<sup>th</sup>, 2023, in the amount of \$3,507.00 for the activation and setup of cameras for the Town Hall office location made by Commissioner Jackson, seconded by Commissioner Stewart. Motion carried 3-0.**

**The board requested to remove the information recorded in prior minutes referencing the “Action after meeting” from the August 3<sup>rd</sup>, 2023, minutes.**

**Motion not made to approve the minutes from August 3<sup>rd</sup>, 2023, by Commissioner Jackson, seconded by Commissioner Stewart. Motion carried 3-0.**

**Motion to adjourn at 8:30PM made by Commissioner Freeman, seconded by Commissioner Stewart. Motion carried 3-0.**

Submitted By:

Approved By:

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Allison Roebuck, Town Clerk & Finance Officer

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Ervin Williams, Mayor