

TOWN OF POLLOCKSVILLE
BOARD OF COMMISSIONERS

November 8, 2016
Regular Meeting

Present: James V. Bender, Jr., Mayor
Doris Oliver, Mayor Pro tem
Samuel F. Lincoln, Commissioner
Michael Duffy, Commissioner
Sherry Henderson, Commissioner

Guests: List Attached

David Baxter, Attorney
Heidi McLaughlin, Town Clerk
Patrick McCain, Chief of Police
Tony Hawkins, Public Works Director

The Board of Commissioners for the Town of Pollocksville held its regular scheduled meeting Tuesday, November 8, 2016 at 7:00PM in the Pollocksville Town Hall/Depot. Mayor Bender called the meeting to order, and led the Pledge of Allegiance. The agenda was adopted as amended with a motion made by Commissioner Duffy and seconded by Commissioner Lincoln. All were in favor. Commissioner Henderson made a motion to approve the minutes of the October 11, 2016 Regular Meeting. Commissioner Duffy seconded; all were in favor.

PUBLIC COMMENT: None provided

CDBG Grant Update – Rich Moore and David Wier of McDavid Associates addressed the Board of Commissioners. They had received bids for the CDBG project and recommended to award the bid to Sunland Builders, Inc. The bids exceeded the obligated funding, but they were able to adjust quantities based on excess amounts that had been incorporated into the project. The award allows for all work to be completed to include contingency funds. They also presented a four part resolution to award the bid subject to change order one. Commissioner Duffy made a motion to award the bid to Sunland Builders, Inc subject to change order one and to authorize Mayor Bender to execute and sign the technical services agreement. Commissioner Oliver seconded, all were in favor.

UNFINISHED BUSINESS:

- 1.) Sewer Main Extension: Mayor Bender reported that that all paperwork has gone to the Golden Leaf Foundation for the remaining \$5800 of funds.

- 2.) Christmas Lights: Mayor Bender reported that the plaque is being ordered for the donors. Five new poles will be added and the lights will be hung the week of Thanksgiving. He mentioned three volunteers would be needed to help get them up.
- 3.) Fire Suppression System: Mayor Bender reported that he has heard nothing further from the manager at Coastal Beverage.

DEPARTMENT REPORTS:

Police Department: Chief McCain reviewed his monthly report, see attached. He reported that the Big Game Hunt took place with no major incidents, they worked during Hurricane Matthew and the flooding and have kept busy with Halloween and fall festivals taking place in town. He also reported that he will have two reserve positions open and he is working on having those filled and hopefully starting in December.

Public Works: Mr. Hawkins reported that the EPA is having all water systems do sampling in regards to lead. The reporting is to be completed by December 1, however, the website was not up as of today's meeting.

Commissioner Henderson asked Mr. Hawkins of any big upcoming issues. It was discussed that the Board may have a work session to decide what needs to be done and asked Tony to put together a new list to be reviewed in early January.

Property Cleanup – Mayor Bender and Commissioner Lincoln went through town and made a list of properties/areas that have branches in the street, etc. A list is attached. Letters will need to be sent out to these properties asking them to clean up.

FEMA – In regards to Hurricane Matthew, Mayor Bender attended a meeting November 1 with FEMA representatives. In order for the Town to qualify for assistance from FEMA, they need to have \$3100 in costs, which he does not believe the Town incurred. A resolution from the North Carolina Division of Emergency Management was provided to designate an agent on behalf of the Town. Commissioner Lincoln made a motion to adopt the resolution and select Mayor Bender as the primary agent and Mr. Tony Hawkins as the secondary agent on behalf of the Town. Commissioner Henderson seconded and all were in favor.

Mayor Bender reported on how helpful the new Maintenance person has been since hired. He was hired for twenty hours per week at \$13.00 per hour. Mayor Bender proposed, after discussing with the Public Works Director, to reduce the contract with Mr. Hawkins by \$350 per month and use that money towards the Maintenance worker wage by increasing his hours to twenty five per week.

Beautification: Mayor Bender acknowledged Sam Lincoln, Rich Daniels, and Jeff Mallard for their work on at the house across the street from Town Hall. New plants, paint, and pruning had been done to the exterior of the property. He also wanted to thank Robby Tew for washing the Town Hall. The next beautification meeting is scheduled for November 14 at 7 PM.

Zoning Report: Chair of the Planning and Zoning Board Katherine Wyatt provided the Board with notes from the November 4 meeting, see attached. Commissioner Duffy made a motion, to move Alternate Jake Bender as a regular Planning and Zoning Board member and to add Mr. D.W. Hammill and Ms. Tamra Church as alternates to the Planning and Zoning Board. Commissioner Henderson seconded the motion and all were in favor.

Ms. Wyatt also requested that the Planning and Zoning Board change their regularly scheduled meeting time from the third Thursday of the month to the third Tuesday. This will need to be advertised and a public hearing on the matter will be address at the December meeting. The Planning and Zoning Board also requested the rezoning of 206 Barrus Street from Industrial to R-8 per the request of the property owner. Commissioner Lincoln made a motion to call for a public hearing for Tuesday December 13 during the Regularly Scheduled Board meeting for the re-zoning and to consider the request for the change of the Planning and Zoning Board's regularly scheduled meetings. Commissioner Oliver seconded and all were in favor.

Attorney: Mr. Baxter had no report.

Finance: A property tax report was provided to the Board for both 2015 outstanding taxes due and what has been collected towards 2016 property taxes, see report attached. Mayor Bender reported that the audit is still ongoing. A Quarter 1 financial report was also provided for the Board, see attached, from the Finance Officer.

Town Clerk: Mayor Bender reminded Board Commissioners of the Christmas Party prior to December's meeting on the 13th. Commissioners can let the Clerk know what food item(s) they will be bringing. He also informed the Board that the Town offices received donated furniture from Eastern Carolina Council. Eight chairs were received and put in Town Hall, the Police Station, and at the Sewer Plant.

NEW BUSINESS:

Commissioner Duffy made a motion for the Town to donate \$150 to the Rotary of Pollocksville for Christmas on Main Street. Commissioner Oliver seconded and all were in favor.

ANNOUNCEMENTS:

Monday November 14, 2016 will be the next Economic Development meeting at Town Hall at 7 PM. On Wednesday November 16, 2016 is the Legislative lunch through Eastern Carolina Council at 11 AM. Christmas on Main Street will be Friday December 2, 2016 from 6-8 PM

CLOSED SESSION: None

Commissioner Lincoln made a motion to adjourn the meeting, seconded by Commissioner Duffy and carried unanimously.

Respectfully Submitted,

Heidi McLaughlin, Town Clerk

Date Approved