

The Town of Spring Lake

BOARD OF ALDERMEN

Taimoor Aziz, Mayor Pro Tem
Soña L. Cooper, Alderwoman
Jackie Jackson, Alderwoman
James P. O'Garra, Alderman
Fredricka Sutherland, Alderwoman



CHARTERED IN 1951

OFFICE OF THE MAYOR

Larry G. Dobbins, Mayor

ADMINISTRATION

S. Wullenwaber, Interim Town Manager
Melissa Pereira, Interim Town Clerk
Jonathan Charleston, Town Attorney

Board of Aldermen Work Session Meeting October 11, 2021@6:00 p.m. AGENDA

1. Call to Order

Invocation and Pledge of Allegiance

2. Additions or Deletions

3. Approval of Agenda

4. Approval of Consent Items

- a. Draft Minutes of the August 23, 2021, Regular Meeting
- b. Draft Minutes of the September 13, 2021, Work Session Meeting
- c. Draft Minutes of September 27, 2021, Regular Meeting

5. New Business

- a. Local Government Commission (LGC) Update – Sharon Edmundson, Secretary of the North Carolina Local Government Commission
- b. Halloween Trick or Treat Hours – Dysoaneik Spellman, Interim Police Chief

6. Public Comments (Limit: 3 minutes per speaker)

7. Adjournment

Town of Spring Lake
Regular Meeting of the Board of Aldermen
Municipal Building
300 Ruth Street
Spring Lake, NC 28390

August 23, 2021

MINUTES

6:00 p.m.

The Spring Lake Board of Aldermen held a regular meeting in the Grady Howard Conference Room of the Spring Lake Municipal Building with Mayor Larry G. Dobbins presiding.

Board Members Present: Mayor Pro Tem Taimoor Aziz
Alderwoman Sofia Cooper (via Zoom)
Alderwoman Jackie Jackson
Alderman James O'Garra
Alderwoman Fredricka Sutherland

Others Present:

Samantha Wullenwaber, Interim Town Manager
Jonathan Charleston, Town Attorney
Melissa Pereira, Interim Town Clerk
Benard Lemon, Audio Visual Coordinator
Susan McCullen, NC Department of State Treasurer
David Erwin, NC Department of State Treasurer
Mark Baker, NC Department of State Treasurer
Dysoaneik Spellman, Interim Police Chief
Jason Williams, Fire Chief

1. Invocation and Pledge of Allegiance

Mayor Dobbins declared a quorum and called the meeting to order.

Alderwoman Jackson gave the invocation and led the meeting in the Pledge of Allegiance.

2. Additions or Deletions

Alderman O'Garra requested to add item 7e in New Business, Discussion of Large Vehicles in Residential Areas. Alderwoman Sutherland requested to delete item 7c Rustic Burger Grand Opening due to a conflict of interest. Mrs. Wullenwaber requested item 6a, in Presentation, Green Cross Award due to awardee not being able to attend. Mrs. Wullenwaber requested to add item 7f in New Business, Discussion of COVID-19 Mask Mandate. Mr. Charleston requested clarification on the discussion of large vehicles in residential areas. Alderman O'Garra explained there are 18 wheelers parking in residential areas that are impeding vision to traffic flow. Alderman O'Garra explained last Friday night a driver parked his 18-wheeler with a trailer on Laketree Blvd in front of someone's residence. Alderman O'Garra stated the resident put a note on the truck. Alderman O'Garra stated the truck driver dropped the trailer and parked on Laketree Blvd. Mr. Charleston asked what action would you like to take? Alderman O'Garra stated he wants to vote on implementing a policy and give the police the authority to write citations. Mrs. Wullenwaber stated we discussed this last board meeting and the board did not want to move forward with implementing a policy. Mr. Charleston stated a reconsideration would require a vote from the majority.

Alderman Jackson requested to delete item 7c in New Business because of Alderman Sutherland's incorrect statement. Alderman Jackson stated the purpose was to let the community know about the grand opening, and no date has been determined. Alderman Cooper expressed the discussion of large vehicles can be viewed in greater detail amongst other things. Alderman Cooper requested the deletion of item 7c in new Business because as a Board we don't announce one business on the agenda but we could invite new businesses to come and speak. Alderman Cooper expressed concerns with the Board announcing businesses from our platform.

3. Approval of Agenda

Action: Approval of the August 23, 2021 Board of Aldermen Regular Meeting agenda with additions and deletions.

Motion by: Mayor Pro tem Aziz

Second by: Alderman O'Garra

Vote: Unanimous

4. Approval of Consent Items

Action: Revise July 26, 2021, Regular Meeting Minutes, and August 9, 2021, Work Session minutes to reflect the necessary corrections and present the revised minutes at the next board meeting.

Motion by: Alderman Cooper

Second by: Alderman Sutherland

Vote: Unanimous

5. Public Comment

None.

6. Presentation

None.

7. New Business

a. Local Government Commission Board Training

Ms. Susan McCullen presented the importance of a finance officer. Mrs. McCullen stated the finance officer should understand the reporting and accounting duties so they can monitor what that person is doing, and make sure the work is being completed in a timely and accurate manner. Ms. McCullen stated the Local Government Budget and Fiscal Control Act (LGBFCA) requires the finance officer to be bonded at an amount not less than \$50,000. Ms. McCullen presented to the Board a finance officer is responsible for the accounting system, disbursements of all funds, and preparing financial reports, managing receipt and deposit of monies, managing debt, and supervising the cash investments.

Alderman O'Garra expressed his concerns about whether or not a \$50,000 bond was sufficient for the town. Ms. McCullen explained the best way to estimate the amount of a bond is to look in bank files and see how much cash moves around departments to determine the amount of bond that might be

needed. Alderwoman Sutherland had concerns about daily bank reconciliations, and all monies need to be turned in each day and posted to the general ledger. Ms. McCullen stated yes there is a statutory requirement for daily deposits. Alderwoman Jackson asked who pays the bond. Ms. McCullen stated the town.

Ms. McCullen gave details about the monthly financial reports and understanding the fund balance, Ms. McCullen stated the finance officer should be presenting a monthly financial report. Ms. McCullen stated when you get your audits there should be no surprises at the end of the year for overbudgeting. Ms. McCullen stated you can't make financial decisions if you don't know the financial condition of your government. Ms. McCullen explained when you have a third-party bookkeeper (auditor) you need to be specific about when you want the monthly or quarterly reporting that should be required in that contract. Ms. McCullen discussed the Unassigned Fund Balance and its purpose. Ms. McCullen stated the fund balance should be at eight percent at all times. Alderwoman Jackson stated it's a savings account. Ms. McCullen stated yes. Alderwoman Sutherland expressed concerns about the FEMA monies being depositing in the fund balance. Ms. McCullen stated yes and also can go into a special fund. Ms. McCullen presented to the Board the pre-audit process. Ms. McCullen stated it is the responsibility of the governing board to make sure the audit is on time. Mrs. Wullenwaber explained a manager can move \$5,000 within the same department, but monies that need to be transferred must have a budget amendment brought to the Board for approval. Mrs. Wullenwaber stated more than \$5,000 has to come before the Board and Local Government Commission (LGC). Alderwoman Sutherland stated if the cash reserves are low, the finance officer may refuse to issue any pre-audit certificates until he or she feels that adequate funds are available. Ms. McCullen stated the finance officer cannot disperse funds unless there is a budget to pay and then when the check is cut to pay the obligation. Ms. McCullen presented to the Board that an annual audit must be completed. Ms. McCullen stated the auditor must present the findings of the audit to the governing board at the meeting. Mr. Charleston expressed concerns about waiting on getting a financial audit after the forensic audit is completed. Ms. McCullen explained Cherry Becker Accounting Firm can't start until the forensic audit is completed. Ms. McCullen stated a forensic audit are transactions that were recorded inappropriately and will affect your cash, operating revenues, expenditures and impact those balances. Alderwoman Cooper expressed concerns with no knowledge of forensic audit being conducted, and Cherry Becker completing our audit, and at what cost. Ms. McCullen stated they will work with Cherry Becker to ensure the audit fee is fair, and with the Board's approval. Mr. Charleston stated what the auditor is doing is forensic although the term was not used. Mrs. Wullenwaber stated we are internally doing our analysis with every single transaction. Alderwoman Sutherland stated we as a Board asked for a forensic audit over a year ago. Alderwoman Sutherland asked if the new Board will have to sign the Fiscal Accountability Agreement, and continue training. Ms. McCullen stated yes. Alderwoman Jackson expressed concerns about contracting a finance officer while the forensic audit continues. Mrs. Wullenwaber stated she is the Interim Finance Officer, and we also have three finance consultants from different firms.

Ms. McCullen presented establishing a debt policy because of the nonprofit Spring Lake Property Acquisitions. Ms. McCullen stated the Spring Lake Property Acquisitions Board was set up as a separate legal entity. Mr. Charleston stated they were not set up with the Board. Ms. McCullen stated they were originally set up with the former manager and finance director. Mr. Charleston stated there were others. Alderwoman Jackson stated there were employees too but the former manager and finance director were not the Board. Mr. Charleston stated none of the members of this Board were involved. Ms. McCullen explained how the Spring Lake Property Acquisitions would be a part of your financial statements, and reported as a fund. Alderwoman Sutherland expressed concerns with the new Spring Lake Acquisitions Board. Mr. Charleston stated there are two separate issues, and one requires further

discussion in a closed session because it involves legal issues. Alderwoman Sutherland expressed concerns about the Spring Lake Acquisitions being part of the financials. Mr. Charleston stated initially the Spring Lake Acquisitions was reported last fiscal year with the Local Government Commission (LGC) Ms. McCullen stated it was changed before June 30, 2021. Alderwoman Sutherland stated it should have never been created. Ms. McCullen stated she wants a copy of the agreement. Mr. Charleston stated all documents were sent to Ms. Sharon Edmundson. Alderwoman Cooper expressed concerns about the Spring Lake Property Acquisitions being a part of the town's financial statements. Ms. McCullen stated it will be included and part of your financial reporting entity as the Governmental Accounting Standards Board defines.

Alderwoman Jackson expressed concerns about the Spring Lake Property Acquisitions being added to our financial statements. Ms. McCullen stated it's not good. Mayor Dobbins stated it should be good because everything will come to the light. Alderwoman Jackson asked what could happen? Ms. McCullen stated because of the Town's financial situation and debt. Alderwoman Jackson asked if none of our Board members were a part of, then we wouldn't have to worry? Ms. McCullen stated it still might meet the requirements for a component unit. Mr. Charleston stated financial reporting does not create legal liability. Ms. McCullen stated that's true. Alderwoman Sutherland expressed concerns about the \$800,000 payment being restructured. Mr. Charleston stated the Spring Lake Property Acquisitions are in last year's financial statement and audit. Alderwoman Sutherland stated the Spring Lake Acquisitions should be reported as a separate entity. Ms. McCullen stated it will be reported as a separate fund. Ms. McCullen discussed helping create debt service policies because debt service needs to be included in the budget. Ms. McCullen discussed the Code of Ethics training that has to be completed within twelve months of being elected or re-elected. The Board of Aldermen expressed appreciation and thanks for the training. Mrs. Wullenwaber presented the Fiscal Accountability agreement to the Board that needs to be signed by August 23, 2021. Mr. Charleston recommended changes to the agreement.

b. Monthly Financial Update

Mrs. Samantha Wullenwaber presented to the Board the monthly financial report. Mrs. Wullenwaber presented that our financial staff is external from Greg Isley's firm in Raleigh. Mrs. Wullenwaber stated we have two consultants, and we are building the finance department. Alderwoman Jackson asked was there a contract agreement, and do we have enough money? Mrs. Wullenwaber stated yes, we have line items budgeted for outsourcing.

c. Discussion of COVID 19 Mask Mandate

Mayor Dobbins asked if the Town of Spring Lake would like to participate in the mask mandate. Mayor Dobbins asked for a consensus. The Board of Aldermen agreed.

d. Discussion of Large Vehicles in Residential Areas

Alderman O'Garra discussed the 18-wheelers parking in residential areas and obstructing traffic. Alderman O'Garra expressed concerns with these large vehicles destroying our streets, and we are not financially stable to repair if needed. Alderwoman Sutherland expressed concerns about an individual's right to park on their property. Alderwoman Cooper stated we already have a traffic schedule in place.

Action: Approve a policy to keep these large vehicles from parking in residential areas.

Motion by: Alderman O'Garra

Second by: Alderwoman Jackson

Vote: 3-2

Yes

Alderman O'Garra
Alderwoman Jackson

No

Mayor Pro tem Aziz
Alderwoman Sutherland
Alderwoman Cooper

8. Closed Session

- a. N.C.G.S. §143-318.11(a)(6) – Personnel

Action: The Board approved a motion to go into Closed Session N.C.G.S. §143-318.11(a)(6) - Personnel

Motion by: Mayor Pro tem Aziz

Second by: Alderman O'Garra

Vote: Unanimous

Mayor Pro tem Aziz made a motion, seconded by Alderman O'Garra, to reconvene in an open session.

9. Adjournment.

Action: There being no further business to come before the Board, the meeting was adjourned at 9:10 p.m.

Motion: Mayor Pro tem Aziz

Second by: Alderman O'Garra

Vote: Unanimous

Melissa Pereira
Interim Town Clerk

ATTEST:

Larry G. Dobbins
Mayor

Town of Spring Lake
Work Session of the Board of Aldermen
Municipal Building
300 Ruth Street
Spring Lake, NC 28390

September 13, 2021

MINUTES

6:00 p.m.

The Spring Lake Board of Aldermen held a work session meeting in the Grady Howard Conference Room of the Spring Lake Municipal Building with Mayor Larry G. Dobbins presiding.

Board Members Present: Mayor Pro Tem Taimoor Aziz
Alderwoman Soña Cooper
Alderwoman Jackie Jackson
Alderman James O'Garra

Others Present:

Samantha Wullenwaber, Interim Town Manager
Catherine Bamba, Attorney
Brittani Johnson, Attorney
Melissa Pereira, Interim Town Clerk
Banard Lemon, Audio Visual Coordinator
Dysoaneik Spellman, Interim Police Chief
Jason Williams, Fire Chief
Tamra Morris, Interim Public Health Educator Supervisor

1. Invocation and Pledge of Allegiance

Mayor Dobbins declared a quorum and called the meeting to order.

Alderwoman Jackson gave the invocation and led the meeting in the Pledge of Allegiance.

2. Additions or Deletions

Alderwoman Cooper requested to delete item 4 Approval of consent items with item 4a draft minutes of the July 26, 2021, Regular Meeting minutes, item 4b draft minutes of the August 9, 2021, Work Session Meeting minutes, and item 4c draft minutes of the August 23, 2021, Regular Meeting minutes after the Town manager reviews, and add to next board meeting.

3. Approval of Agenda

Action: Approval of the September 13, 2021 Board of Aldermen Work Session Meeting agenda with deletion of item 4, Approval of Consent Items.

Motion by: Alderwoman Cooper

Second by: Mayor Pro tem Aziz

Vote: Unanimous

4. Public Comment

Mr. Julian Stackhouse from the Fayetteville Alpha Phi Alpha Fraternity stated they are expanding their services to the Spring Lake area. Mr. Anthony Henderson gave details about mentoring services offered to schools.

5. Presentation

Interim Police Chief Dysoaneik Spellman presented a Certificate of Appreciation to John Springer, owner of Stitch in Time, for his unwavering support and donations to the Special Olympics.

6. Closed Session

- a. N.C.G.S. §143-318.11(a)(6) - Personnel
- b. N.C.G.S. §143-318.11(a)(3) – Attorney-Client Privilege
- c. N.C.G.S. §143-318.11(a)(4) – Economic Development

Action: The Board approved a motion to go into Closed Session pursuant to N.C.G.S. §143-318.11(a)(6) – Personnel, N.C.G.S. §143.318.11(a)(3) – Attorney-Client Privilege, N.C.G.S. §143-318.11(a)(4) -Economic Development.

Motion: Mayor Pro tem Aziz

Second by: Alderwoman Jackson

Vote: Unanimous

Mayor Pro tem Aziz made a motion, seconded by Alderwoman Cooper, to reconvene in an open session.

7. Adjournment.

Action: There being no further business to come before the Board, the meeting was adjourned at 7:50 p.m.

Motion: Mayor Pro tem Aziz

Second by: Alderman O’Garra

Vote: Unanimous

Melissa Pereira
Interim Town Clerk

ATTEST:

Larry G. Dobbins
Mayor

Town of Spring Lake
Regular Meeting of the Board of Aldermen
Municipal Building
300 Ruth Street
Spring Lake, NC 28390

September 27, 2021

MINUTES

6:00 p.m.

The Spring Lake Board of Aldermen held a regular meeting in the Grady Howard Conference Room of the Spring Lake Municipal Building with Mayor Larry G. Dobbins presiding.

Board Members Present: Mayor Pro Tem Taimoor Aziz
Alderwoman Sofia Cooper
Alderwoman Jackie Jackson
Alderman James O'Garra
Alderwoman Fredricka Sutherland

Others Present:

Samantha Wullenwaber, Interim Town Manager
Jonathan Charleston, Town Attorney (via Zoom)
Jaimie Walters, Senior Planner, Cumberland County Planning Department
Aaron Calloway, Planner, Cumberland County Planning Department
Annette Massari, Planner, Cumberland County Comprehensive Planning
Melissa Pereira, Interim Town Clerk
Banard Lemon, Audio Visual Coordinator
Jason Williams, Fire Chief
Dysoaneik Spellman, Interim Police Chief

1. Invocation and Pledge of Allegiance

Mayor Dobbins declared a quorum and called the meeting to order.

Alderman James O'Garra gave the invocation and led the meeting in the Pledge of Allegiance.

2. Additions or Deletions

None

3. Approval of Agenda

Action: Approval of the September 27, 2021 Board of Aldermen Regular Meeting agenda.

Motion by: Mayor Pro tem Aziz

Second by: Alderwoman Cooper

Vote: Unanimous

4. Approval of Consent Items

Action: Approval of the draft minutes of the July 26, 2021, Regular Meeting, and the draft minutes of the August 9, 2021, Work Session Meeting.

Motion by: Alderwoman Sutherland

Second by: Alderman O'Garra

Vote: Unanimous

5. Public Comment

Ms. Betty Sanford expressed her concerns for the Town's future vision, and the Board of Aldermen governing these positive changes.

6. Presentation

Ms. Annette Massari presented to the Board the Spring Lake Area Land Use Plan video. Ms. Massari stated the community meeting will be held September 30, 2021 from 6:00-8:00 pm at the Spring Lake Recreation Center. Ms. Massari stated the community meeting is to empower people on the intent of this plan. Alderman O'Garra had concerns about the areas this plan will affect? Ms. Massari stated the entire town. Alderwoman Cooper stated there will be a Redistricting Meeting at Fayetteville Community College from 6:00 -8:00 pm on September 30, 2021.

7. New Business

a. Case P21-46

Ms. Jaimie Walters presented Case P21-46 to the Board. Ms. Walters requested approval for the rezoning from R10 Residential District to C(P) Planned Commercial District located at 1506 North Bragg Blvd. Ms. Walters stated the request is reasonable and in the public's interest as the district request is in harmony with surrounding existing land uses and will correct the zoning of the subject parcel.

Public Hearing

Mayor Dobbins opened the Public Hearing Case P21-46, rezoning of 1.49 +/- acres from R10 Residential District to C(P)Planned Commercial District or to a more restrictive zoning district; located at 1506 North Bragg Boulevard; submitted by David Darden (agent) on behalf of Iris Darden (owner). Mayor Dobbins asked three times if there are any comments or concerns for Case P21-46.

Mr. David Darden Jr. (agent) stated the property belongs to his parents, and his mother resides in Spring Lake. Mr. Darden Jr. expressed thanks to the Board.

Mayor Dobbins closed Public Hearing.

Ms. Walters requested approval of Case P21-46.

Action: Approval of Case P21-46.

Motion by: Alderwoman Cooper

Second by: Alderman O'Garra

Vote: Unanimous

b. Economic Development Report

Ms. Samantha Wullenwaber gave details with the Town's economic development. Ms. Wullenwaber stated we have three new businesses that have opened.

1. Stachia's Fully Loaded Grill and BBQ located at 1161 and 1163 North Bragg Blvd
2. Axes & Armor LLC located at 409-G North Bragg Blvd
3. A Taste of Trelawny Jamaican Restaurant located at 1114 North Bragg Blvd

c. Monthly Financial Report

Ms. Wullenwaber presented the monthly financial report to the Board. Ms. Wullenwaber stated the town has 3,998 active customers, and there were 303 cut-offs in August. Ms. Wullenwaber gave details on the payment plan under utility assistance program for COVID-19 and the adopted service fees. Alderman O'Garra requested a hard copy of the service document. Alderwoman Sutherland expressed concerns with the senior citizens receiving a grace period to pay their water/sewer bill. Ms. Wullenwaber stated she would look into it. Alderwoman Cooper expressed concerns about some citizens monthly water/sewer bills fluctuating. Alderwoman Cooper suggested adding the number of days on the bill so the town citizens don't think they are being deceived. Ms. Wullenwaber stated yes, the water department can add more information to clarify. Alderwoman Sutherland suggested classes being given to help property owners comprehend their tax bills. Ms. Wullenwaber stated on tax bills there is a 70 cents property owner tax, refuse tax, trash, recycling, and bulk item pick-up, and stormwater tax.

8. Closed Session

- a. N.C.G.S. §143-318.11(a)(6) – Personnel

Action: The Board approved a motion to go into Closed Session N.C.G.S. §143-318.11(a)(6) - Personnel

Motion by: Alderwoman Cooper

Second by: Mayor Pro tem Aziz

Vote: Unanimous

Alderwoman Cooper made a motion, seconded by Alderman O'Garra, to reconvene in an open session.

9. Adjournment.

Action: There being no further business to come before the Board, the meeting was adjourned at 8:31 p.m.

Motion: Mayor Pro tem Aziz

Second by: Alderman O'Garra
Vote: Unanimous

Melissa Pereira
Interim Town Clerk

ATTEST:

Larry G. Dobbins
Mayor



Board of Aldermen Agenda Cover Sheet

Meeting Date

October 11, 2021- Work

Agenda Location

New Business

Item Title

Local Government Commission (LGC) Update

Presenter

Sharon Edmundson, Secretary of the North Carolina Local Government Commission

Summary/Description

To update the Board of Aldermen on the Town of Spring Lake's financial position.

Requested Action

Informational Only

Potential Action: None

Funding Source (If Applicable):

N/A

Cost: N/A Yes No

Additional Documents to be Included in Agenda Packet

None



Board of Aldermen Agenda Cover Sheet

Meeting Date

October 11, 2021- Work

Agenda Location

New Business

Item Title

Halloween Trick or Treat

Presenter

Dysoaneik Spellman, Interim Chief of Police

Summary/Description

This year Halloween will fall on Sunday, October 31, 2021. The Spring Lake Police Department is recommending the town to observe Saturday, October 30, 2021 for Halloween activities. The Spring Lake Police Department is recommending that Trick or Treat is scheduled between the hours 6:00 p.m. and 8:00 p.m.

Requested Action

Approval/Denial

Potential Action: Motion to Approve

Funding Source (If Applicable):

N/A

Cost: N/A Yes No

Additional Documents to be Included in Agenda Packet

Spring Lake Police Department Memo

**TOWN OF SPRING LAKE
POLICE DEPARTMENT**

Dysoaneik Spellman
Interim Chief of Police



September 27, 2021

MEMORANDUM

To: Honorable Mayor and Alderman
From: Dysoaneik Spellman, Interim Chief of Police
Subject: Halloween Trick or Treat Hours
Date: **October 30, 2021**

Overview:

This year Halloween will fall on Sunday October 31, 2021. I recommend the town to observe Saturday October 30, 2021 for Halloween activities. The Police Department is recommending that **Trick or Treat** is scheduled between the hours of 6:00 p.m. and 8:00 p.m. This time-frame is consistent with the Trick or Treat hours set for Cumberland County and most communities within Cumberland County. The Patrol Division will ensure adequate police protection to the community. The patrol officers will be highly visible within neighborhoods and businesses within the Spring Lake community to help deter any criminal intent.

Cc: Samantha Wullenwaber, Town Manager