

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

January 23, 2017

MINUTES

7:03 p.m.

The Spring Lake Board of Aldermen held a regular scheduled meeting in the Grady Howard Conference Room of the Spring Lake Municipal Building with Mayor Chris Rey presiding.

Board Members Present: Mayor Pro Tem Larry Dobbins
Alderman Christian
Alderwoman Densie Lucas
Alderman James O'Garra
Alderwoman Fredricka Sutherland

Others Present:

Tad Davis, Town Manager	Tony Buzzard, Town Attorney
Byron Blumenfeld, Director of Water Resources	Tom Cooney, Public Works Director
Rosa Henegan, Human Resource Officer	Sam Jones, Recreation Director
Doris Snider, Senior Center Director	Claiburn Watson, Finance Director
Jason Williams, Assistant Fire Chief	Rhonda Webb, Town Clerk

2. Invocation

Alderman Christian gave the invocation.

3. Pledge of Allegiance

Mayor Rey led the meeting in the pledge of allegiance.

4. Additions or Deletions to Agenda

There were no additions or deletions to the agenda.

5. Approval of Agenda

The Board approved the agenda.

Action: The Board approved a motion to approve the agenda.

Motion by: Alderman O'Garra

Second by: Mayor Pro Tem Dobbins

Vote: Unanimous

(A copy of the agenda is hereby incorporated by reference and made a part of these minutes – see attachment one.)

6. Approval of Consent Items

The Board approved the consent items:

- a. Minutes of the January 9, 2017 Regular Meeting
- b. Minutes of the January 16, 2017 Special Meeting
- c. Proclamation, Black History Month 2017

Action: The Board approved a motion to approve the consent items: Minutes of January 9, 2017 Regular

Meeting, Minutes of January 16, 2017 Special Meeting and Proclamation for Black History Month 2017.

Motion by: Alderwoman Sutherland

Second by: Alderman Christian

Vote: Unanimous

7. Public Forum

Emily Schwartz, 34 Agdon Landing, Cameron, NC, spoke about the Borgen Project, which is a national organization that works to engage citizens locally in order to see stronger leadership go toward alleviating global poverty. She explained how focusing U.S. foreign policy on global poverty will help growth and stability for the entire world. She requested the Board of Aldermen consider writing a letter of support to Senators Richard Burr and Thom Tillis to let them know the Board of Aldermen views global programs as crucial for creating global security and stability.

8. Presentations

a. Employee of the Quarter

Mayor Rey, Mr. Davis and Ms. Henegan presented certificates to the employees who were named Employee of the Quarter for the Fourth Quarter. They were:

Carol Shafer – Administrative Support
Richard Mendez – Operation Support
Tracey Smith – Program Service Support
Captain Steven Barker – Public Safety, Fire
Sergeant Melton Brown – Public Safety, Police

b. Quarterly Finance Update

Mr. Watson provided the Board of Aldermen with an update on the Town's financial status. His presentation included a quarterly financial analysis and investment report for July through December 2016 for each Fund, a summary of the purchasing card use from September 1, 2016 through November 30, 2016 and a summary report for the BB&T card use from September 1, 2016 through November 30, 2016.

Alderwoman Sutherland inquired about the amount budgeted for contingencies and Mr. Watson stated \$45,000 was set aside in the General Fund and we have not used any of those funds to date. Alderwoman Sutherland reminded everyone that there was a consensus at a previous meeting that we should plan for purchases and consolidate items so that there will be fewer purchases each month. Mr. Davis stated that he believes we are trending in that direction. He stated we are not where we want to be but we are working on it and the spike in November was due to Hurricane Matthew and some unexpected purchases that had to be made.

(A copy of the agenda memo and PowerPoint Presentation is hereby incorporated by reference and made a part of these minutes – see attachment two.)

c. Manager's Update

Mr. Davis reported the following:

- We have been working very closely with FEMA to ensure the Town and the citizen's damages are reported. Today was the last day to file for FEMA assistance. He stated the FEMA assistance center in Cumberland County will shut down on January 26th but the Town will continue to have an open dialog with FEMA as we work through the process. He stated we did do the promised crosswalk with our list and the Tax Office list to ensure our citizens were listed.
- In March there will be a Dr. Seuss Birthday Parade and Dinner. The dinner will be held on March 2, 2017 at the Recreation Center and the Parade will be held on March 4th ending at the Recreation Center with activities for the kids. The focus for this event and for the entire month is on reading. This is the first event

of this kind and will be the only Dr. Seuss parade in the State. We would like to build on this and make this an annual event.

- The FTCC Collision Center and the Marriott opened. Staff is setting up a visit to both of these locations for a VIP tour for the Board of Aldermen.
- Staff is working on a MOU (Memorandum of Understanding) with The Nature Conservancy for the Mutzberg Property. The anticipated closing date will be in the later part of April, on or about Earth Day. More information will be coming on this in the spring.
- Staff continues to work on sidewalk projects. The Town successfully competed for two FAMPO grants last year that focus on bicycle and pedestrian activity and we hope to make this a reality in the spring. We will bring a more detailed presentation to the Board in the near future but the goal is to start pouring concrete in March.

Alderman Sutherland inquired about applications for the Dr. Seuss and who the sponsors are. Mr. Davis stated they are still working on sponsors for the event but Kameo Events is pulling this event together and they have three main sponsors right now, they are Array Magazine, Kidsville News and Mega Play. The Triangle Float Company will provide the main parade float featuring The Cat in the Hat. The parade will begin at Monroe Street and Third Street, across the Poe Avenue Bridge and down Main Street to Ruth Street. Alderman Sutherland inquired whether any Town funds would be expended on this event and if so would the Board see a Budget Amendment and Mr. Davis stated we have given them the costs for off-duty police officers and things of that nature but we are looking to see how we can be the best partner we possibly can to bring an event like this to the Town. He stated the Town will be staging the parade route by blocking off the route and things like that and if a Budget Amendment is necessary he will make sure it is presented to the Board.

Alderman Sutherland inquired about the Giving Together Community Grant. Mr. Davis stated to date we have received approximately \$360 of the \$10,000 goal. The Appearance Commission is doing some grassroots efforts right now in terms of working with some merchants to allow a collection box at their business. He stated Mayor Rey wants to get involved as well.

Alderman Sutherland thanked the Spring Lake Ministerial Alliance for the 3rd Annual MLK Prayer Breakfast. She inquired if the money was already in the budget and Mr. Davis stated it was and a budget amendment would not be necessary. Mayor Rey requested that staff provide information on where the funds for the MLK Prayer Breakfast were placed in the budget.

Alderman O'Garra stated he toured the Marriott and stated the place is magnificent. He also stated the Town is missing out on an opportunity and stated we need to have a Spring Lake float that we can enter in parades.

Mayor Rey stated the Dr. Seuss event is an outgrowth of the Mayor's reading initiative that started shortly after he was elected and he hopes the parade will become an annual event. It is his hope that every child in Spring Lake is ready to go on day one when they begin to attend school. We are about reading and lifting our kids out of poverty. If we lift our kids out of poverty we change our community forever. He stated literacy and health & wellness will be the things that define us in the future. He thanked Mr. Davis for his work on this initiative.

9. New Business

a. Consideration to Convert Part Time Positions to Full Time

Mr. Davis stated the information provided is in response to what Alderman Sutherland asked us to do at the last meeting. Mr. Watson stated the position for the Senior Center would increase the budget by \$25,055.97 annually and the position for the Administration Department would increase the budget by \$22,486.58.

Alderman Sutherland stated she originally requested the Administrative Aide position to be a full time position to ensure that the front desk was covered at all times to offer the best service possible for people calling on the phone

and for people coming into the building. She stated that since the budget cannot sustain both positions, she is recommending funding the position out front (Administration Department) at this time and consider the other position at the end of the third quarter.

Alderman Christian stated that in the past the desk has been covered at all times and inquired if we could cover the desk by other means like staff rescheduling. Mr. Davis stated it is an option that could be considered in the interim.

Mayor Pro Tem Dobbins asked if we approve the motion would it be a promotion for this young man and Mr. Davis stated there is a need to have updated job descriptions for both of these positions and crosswalk the position with the individual's ability to meet the required skills. Mayor Pro Tem Dobbins stated a concern that he has is that some salaries are very top heavy.

Action: The Board approved a motion to approve the full time position status for the Administration position and to revisit the Senior Center position at the end of the third quarter.

Motion by: Alderwoman Sutherland

Second by: Alderwoman Lucas

Vote: 4-1	Yes	No
	Mayor Pro Tem Dobbins	Alderman Christian
	Alderwoman Lucas	
	Alderman O'Garra	
	Alderwoman Sutherland	

(A copy of the agenda memo and projected cost sheets for each position is hereby incorporated by reference and made a part of these minutes – see attachment three.)

10. Adjournment.

Action: There being no further business to come before the Board, the meeting was adjourned at 8:04 p.m.

Motion: Alderman Christian

Second by: Alderman O'Garra

Vote: Unanimous

Rhonda D. Webb
 Rhonda D. Webb, MMC, NCCMC
 Town Clerk



ATTEST:

Chris V. Rey
 Chris V. Rey
 Mayor