

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

March 26, 2018

MINUTES

7 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 Larry Dobbins presiding.

Board Members Present: Mayor Pro Tem O'Garra
Alderman James Christian
Alderwoman Soña Cooper
Alderwoman Jackie Jackson
Alderwoman Fredricka Sutherland

Others Present:

Daniel Gerald, Town Manager
Tom Cooney, Public Works Director
Rosa Henegan, HR Officer
T.J. McLamb, Fire Chief
Rhonda D. Webb, Town Clerk

Tony Buzzard, Town Attorney
Jennifer Combs, Asst. Recreation Director
Troy McDuffie, Chief of Police
Claiburn Watson, Finance Director

2. Invocation

Reverend Jeff Saffold gave the invocation.

3. Pledge of Allegiance

Mr. Henry Ponder 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: Mayor Pro Tem O'Garra

Second by: Alderwoman Jackson

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 February 26, 2018 Regular Meeting

Action: The Board approved a motion to approve the consent items: Minutes of February 26, 2018 Regular Meeting.

Motion by: Mayor Pro Tem O'Garra

Second by: Alderwoman Cooper

Vote: Unanimous

7. Public Forum

Sgt. McCormick, Spring Lake Police Department, spoke about the Special Olympics of North Carolina. He stated next Wednesday at 9 a.m. at the Veteran's Park Flag Pole, the Law Enforcement Torch Run is scheduled to kick off the Town of Spring Lake campaign to support Special Olympics of NC. He stated anyone who wants to run or walk can participate. The actual Olympic Games will be held June 1-3, 2018 in Raleigh and he invited everyone to come out. June 9, 2018 there will be a Car Show from 10 a.m. until 3 p.m. at Southwinds Plaza. T-shirts and caps are available to purchase. This year is the 50th Anniversary for the Law Enforcement Torch Run for Special Olympics of NC. He stated he has pledge forms should anyone wish to pledge or give money. Information is available on the Town and Police Department's pages.

Reggie Thompson, 1008 Dianne Street, asked about getting a permanent Police Chief for Spring Lake. He also the hiring and firing practices are wrong and they need to be looked at. He does not believe Spring Lake can move forward with this kind of negativity. He also inquired about the streets, especially Holland Avenue which is terrible and was patched up two to three months ago but it needs to be completely paved.

8. Presentation

a. FY 2016-2017 Annual Audit and Acceptance of Report

Mr. Lee Grissom, S. Preston Douglas & Associates presented the annual audit for Fiscal Year Ending June 30, 2017. He stated this is their third year for auditing the Town of Spring Lake. He told the Board that they could call anytime if they have anything they want the audit firm to look at or if they have questions. Mr. Grissom stated the Town received a clean audit. He stated he highly recommends the Board read pages 3-10 (Management's Discussion and Analysis) of the audit report. He stated they have some comparative text as well as information about what happened in 2017. He stated the Town had "findings" the past three years. One was the credit cards which have been cleaned up. Previously we had issues with the "pre-audit" which has been rectified and is no longer an issue. Also this year, the Town stayed under budget. The other "finding" that was an issue in the past three years was a deficit in Fund Balances which has been cleaned up. He commended staff on this year's audit. Mr. Grissom reviewed the graphs he provided to the Board of Aldermen. The Cash chart showed that in 2011 the Town had \$2.6M in cash and in 2017 the Town had \$4.7M in cash. He stated the decrease in 2016 was because the Town paid off a lot of debt. The Outstanding Debt in 2013 it was \$5.7M and it increased in 2014 because of some water issues but since that time the Outstanding Debt has declined to \$7.5M in 2017. This is another positive trend to show a decline in debt each year. The General Fund Balance in 2011 was \$2.3M and in 2017 it was \$2.9M. This again is due to the debt payment. The Unassigned Fund Balance is money that the Town can spend. In 2011 it was \$1.2M and in 2017 it had increased to \$2.3M. This should be used like an emergency fund. The General Fund is the operating fund for the Town and it is good to have this cushion. The Property Tax Revenues chart shows a positive trend from 2011 when it was \$2.6M and in 2017 it was \$3.3M. He stated this is a 27% increase. The Town's Property Tax Collections % is at 99.08%. The Enterprise Funds Combined Net Position chart shows the assets minus the liabilities. The Town's Enterprise Funds in 2011 were \$7M and in 2017 the total was \$8.8M with \$2.3M is unrestricted. The Spring Lake Board of Aldermen accepted the report.

Alderman Christian and Alderwoman Sutherland inquired about the property tax revenues going up when we have lost so many businesses. Mr. Watson stated the revaluation took place during this time frame and the motor vehicles taxes are included in these totals. Alderwoman Sutherland stated they need to break this down next time so that it is easy to see what taxes were collected. Mr. Watson also directed the Board of Aldermen to page 77 of the Audit report and stated the breakdown is shown here.

Mayor Pro Tem O'Garra inquired if paying off the debt last year was a good thing to do since our Fund Balance is so high. Mr. Grissom stated that is a philosophy that differs from person to person and the Local Government

Commission likes to see 8% to 16% in reserves and we still have a strong Fund Balance. He stated it was ok that we paid off some debt but he would not suggest doing that all the time or letting the Fund Balance get any lower than it is right now.

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

b. Spring Lake Chamber of Commerce Economic Development Quarterly Report

Ms. Clyde provided the Board of Aldermen with the Economic Development Quarterly Report. The report consisted of the information on the PowerPoint presentation.

Alderman Christian inquired if vendors have contacted the Chamber about coming to Town on the 4th of July.

Mayor Pro Tem O'Garra inquired about the Chamber's annual dinner and Ms. Clyde stated she does not have a date yet but she is working with McCormick Farms new barn as a place to hold the event. She stated she does not have any concrete plans at this time but will make sure everyone knows as soon as she does.

Alderwoman Cooper inquired about the date for the 5K Color the Town Run/Walk. Ms. Clyde stated it is scheduled for May 26, 2018 beginning at 10 a.m.

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

c. Department's Monthly Report:

Finance Department

Mr. Watson reported that Finance paid out more than \$636,000 in accounts payable, more than \$467,000 in payroll and a little more than \$3,988 in debt setoff. He explained that the Debt Set-Off program is like a collection agency that gets the Town's money when people get money. The town will get their money first. The Water and Sewer bills, through February 2018, are \$247,549.72. Real estate property taxes collected through March 23, 2018 is \$2,871,787.69. Alderwoman Sutherland asked if the real estate property taxes are for residential only and Mr. Watson stated it is for real estate only. She also inquired about the \$10 that appears on the tax bill and Mr. Watson advised it includes a \$5 transportation tax and a \$5 vehicle tax. She then asked if trash pickup is on the tax bill as well and Mr. Watson stated yes for residential but commercial is billed separately.

Police Department

Chief McDuffie reported earlier in the Month an incident involving first degree sexual assault/kidnapping where the suspect was apprehended and is still in the Cumberland County Jail. There was a robbery/home invasion with a dangerous weapon, two suspects were apprehended. There are several open cases involving drug activity. Several officers are working on the speeding traffic on Bragg Boulevard/Highway 87. He stated the Police Department hired two new officers, Officer Utle and Officer Windler. Sgt. McCormick already briefed the Board on the annual torch run. He stated that whether he is here as an interim or on a full time basis, the Police Department is on solid footing.

Alderman Christian inquired about new funds or grants that may help the Town get more officers. He stated the topic of a full time traffic officer is something that he will look at.

Alderwoman Sutherland stated that she appreciates the officers who recently helped her. She inquired about school shootings and inquired if the Police Department is involved with the Spring Lake Schools. Chief McDuffie stated the Police Department tries to support the schools but they basically support the Cumberland County

Sheriff's Department who are charged with securing the schools. Lt. Conner will be attending active shooter training on Thursday. He stated the schools fall under the Cumberland County Sheriff's Department.

Mayor Pro Tem O'Garra thanked the Chief for the job that he is going and stated he hopes he will stick around.

Streets/Public Buildings/Fleet Maintenance/Sanitation Departments

Mr. Kleinert reported that Sanitation Department delivered 1.32 cubic yards of electronic waste to the Ann Street Landfill. They also transported 32,420 pounds of brown goods and 84,040 pounds of vegetative matter to the landfill. The Street Department removed trash from the right-of-ways on 65 Town and NCDOT streets. They performed utility cuts and fixed potholes at 11 locations throughout Town. They also replaced two roadway signs that were damaged and removed shopping carts from several locations. The Fleet Maintenance Department swept northbound and southbound lanes on Bragg Boulevard from 720 Tuscarora Drive to Manchester Road, Ruth and Warfield streets. He reported the JCB Backhoe was sent to James River Equipment Company for repairs. Building and Grounds Department pruned the crepe myrtle trees located at the "triangle", removed three trees and cleared overhanging limbs across from the water tank to provide access for the street sweeper. They moved the Manager and Clerk's offices (furniture and everything in it). They repaired lights, the PD Annex toilet, installed a wall mounted TV in the Police Chief's office, replaced all ceiling tiles at the WWTP administration building and replaced all HVAC filters.

Alderwoman Sutherland stated a team effort will continue to move us forward. She appreciates the names being called out to give credit to people out working.

Alderman Christian asked if we could publish the street sweeping schedule so that citizens will know when the street sweeper will be coming down their street.

Mayor Pro Tem O'Garra stated he sees the Street Department working at night and on the weekends and asked if they get comp time and Mr. Kleinert stated they usually get comp time but occasionally they get overtime.

Recreation Department

Ms. Combs reported on youth basketball season that ended February 24, 2018; however, the Teams will participate in an end of season tournament. They are making preparations for the Coach's banquet and the end of season Coach on Coach Game that will be held in March. Baseball registration will be open until March 19, 2018. N2It Karate started their program which will go through May. Coach Z offers basketball skills clinic every Tuesday night. The Recreation Department hopes to hot a USTA program on the new courts. They are still offering several exercise programs and will be partnering with Gladiator Elite Wrestling and SLMS to establish a community wrestling team. They received a \$2,500 grant from the Arts Council which will be used for the 2018 Spring Fling. Black History Cultural Art experience was held. They finalized the plans for Dr. Seuss Dinner and Movie for March 2, 2018 and are preparing for the parade. The Recreation Advisory Board met on February 20, 2018. They have 4 part-time positions that are currently open. They are reaching out to Splash Pad vendors to obtain more information. Ms. Combs reported that the Recreation Department has a new vehicle to replace two trucks and a van that was declared surplus over the last few years and the PARTF - Ruth Street Project final scope of work has been completed and reimbursements will be submitted.

Alderman Christian inquired about movie night and Ms. Combs stated it will be back this summer and they expect to show 5 movies throughout the summer.

Alderwoman Sutherland inquired about the new vehicle and whether it was in the budget. Ms. Combs stated it is in the current budget. Alderwoman Sutherland stated the vehicle was discussed during the budget workshops but was not approved.

9. New Business

a. Ordinance (2018) 2, Condemnation and Demolition, Lee's Mobile Home Park

Mr. Cooney stated this Ordinance allows the Town to provide condemnation and demolition to approximately 35 trailers in the mobile home park. He also stated that he sympathizes with Mr. Lee because he does have some medical issues that prevent him from doing a lot of work but something needs to be done.

Mr. Porter stated he has been working with Mr. Lee since 2013. He stated we did get about 6 mobile homes removed and Mr. Lee reimbursed the Town. The appearance of the mobile home park is not up to standard. He stated he came back to the Board in 2016 to try to get something done and would like to move forward with condemning and demolish as many mobile homes as possible. He also stated there is always trash and junk around the mobile homes and it is never cleaned up. Mr. William Lee spoke regarding crimes that occurred that involved people who do not live in his park. He stated there is one person he is vacating from his property at this time. He stated people who do not live in the park use the dumpsters. He stated if you condemn the property it will cause the value to go down and will decrease the taxes. He stated they have decided to sell the park.

Alderwoman Sutherland stated that she remembers when Mr. Lee came and asked the Town for a 6 month extension and nothing has happened and that was several years ago.

Alderwoman Cooper stated that she has been in several of the mobile homes when she was doing outreach with her church and no one should be living in those mobile homes.

Action: The Board approved a motion to approve Ordinance (2018) 2.

Motion by: Alderwoman Sutherland

Second by: Alderwoman Cooper

Vote: Unanimous

(A copy of the Agenda Memo, Pictures of the Site and Ordinance (2018) 2 is hereby incorporated by reference and made a part of these minutes – see attachment four.)

b. Budget Amendment 2018.5, Fire Department and Human Resources

Mr. Watson presented Budget Amendment 2018.5. He stated the Human Resources Officer applied for a grant from the NC League of Municipalities. He stated she requested three items: funds for a health fair, funds for a fitness instructor or equipment and a double bike detox system.

Alderwoman Cooper inquired if the detox system will be available to all employees. Chief McLamb stated that the detox system will be available to all employees but it is supposed to help reduce certain cancers that are prevalent in firefighters. He also stated the detox system will help excrete pharmaceuticals from the body's system. He also stated that he would like to have firefighters have priority should they need it to detox after a fire.

Alderwoman Jackson stated her concern is that the grant states this if for Town employees but it seems it is more for the Fire Department.

Alderwoman Sutherland stated that she feels the same way and wants thought to be given to where it will be housed. Chief McLamb stated he does not care where it is housed.

Concern was expressed about the way the budget amendment is written.

Action: The Board approved a motion to table Budget Amendment 2018.5.

Motion by: Alderwoman Jackson

Second by: Mayor Pro Tem O'Garra

Vote: Unanimous

(A copy of the Agenda Memo, Information on the SaunaRay Decon System and Budget Amendment 2018.5 is hereby incorporated by reference and made a part of these minutes – see attachment five.)

c. Budget Ordinance Amendment (2018) 5, Authorized Positions and Position Classification Plan

Mr. Gerald requested the Board Members approve Appendix A and Appendix B for the Economic Development position. Approving this will allow him to advertise this position and get started on hiring this position.

Action: The Board approved a motion to approve Ordinance (2018) 5.

Motion by: Alderman Christian

Second by: Mayor Pro Tem O'Garra

Vote: Unanimous

(A copy of the Agenda Memo, Appendix A and B with Changes Noted and Budget Ordinance (2018) 5 is hereby incorporated by reference and made a part of these minutes – see attachment six.)

d. Appointments to Senior Center Enrichment Advisory Committee

Ms. Webb advised two applications were submitted for the two vacant positions on the Senior Center Enrichment Advisory Committee. Ms. Laura Chalmers and Ms. JoAnn Allen both submitted applications to serve on this committee. If appointed, the appointee would serve a three-year term expiring March 31, 2021. She requested the Board of Aldermen determine the appointment of Ms. Laura Chalmers and Ms. JoAnn Allen.

Action: The Board approved a motion to appoint Laura Chalmers and JoAnn Allen to the Senior Center Enrichment Advisory Committee for a three-year term expiring March 31, 2021.

Motion by: Alderwoman Cooper

Second by: Alderman Christian

Vote: Unanimous

(A copy of the Agenda Memo and Applications for Appointment from Ms. Laura Chalmers and Ms. JoAnn Allen is hereby incorporated by reference and made a part of these minutes – see attachment seven.)

e. Ordinance (2018) 6, Sunday Brunch Bill

Mr. Gerald presented Ordinance (2018) 6, and requested the Board of Aldermen approve or reject the Sunday Brunch Bill that will allow any permitted establishment to begin to sell alcohol at 10 a.m. on Sunday's instead of noon. Alderman Christian stated people can take care of themselves and this will bring some revenue to the Town and stated that is why is supports it. Mayor Pro Tem O'Garra stated that he tends to feel the same way. Mayor Dobbins stated he does not approve.

Action: The Board approved a motion to adopt Ordinance (2018) 6.

Motion by: Alderwoman Cooper

Second by: Mayor Pro Tem O'Garra

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| Vote: | Yes | No |
| | Mayor Pro Tem O'Garra | Alderwoman Sutherland |
| | Alderman Christian | |
| | Alderwoman Cooper | |
| | Alderwoman Jackson | |

(A copy of the Agenda Memo and Ordinance (2018) 6 is hereby incorporated by reference and made a part of these minutes – see attachment eight.)

f. Budget Amendment 2018.6, Water Department

Mr. Watson advised Budget Amendment 2018.6 is to budget proceeds from the Wellons Water Company underbilling. The funds will be used to help cover cists/additional costs for the replacement of two hundred feet of sewer line between Bragg Boulevard and Main Street at First Baptist Church, for rehabilitation of three fire hydrants, for repair of parking lot and sidewalks at First Baptist Church and to cover additional needed repairs and maintenance of sewer lines through the end of the fiscal year.

Aldерwoman Sutherland requested research to determine what was said about the splash pad. Look back to see what was decided by the Board.

Action: A motion to adopt Budget Amendment 2018.6 was made and then withdrew and a substitute motion was made to table this item and the Board approved the motion.

Motion by: Aldерwoman Cooper

Second by: Aldерwoman Jackson

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|--------------|-----------------------|-----------------------|
| Vote: | Yes | No |
| | Alderman Christian | Mayor Pro Tem O'Garra |
| | Aldерwoman Cooper | |
| | Aldерwoman Jackson | |
| | Aldерwoman Sutherland | |

(A copy of the Agenda Memo and Budget Amendment 2018.6 is hereby incorporated by reference and made a part of these minutes – see attachment nine.)

10. The Last Word

Aldерwoman Sutherland stated thank you all for coming and be blessed, always giving God the glory.

11. 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 O'Garra

Second by: Aldерwoman Cooper

Vote: Unanimous

ATTEST:

Larry G. Dobbins
Larry G. Dobbins
Mayor



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