

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

**November 9, 2020**

**MINUTES**

**6:00 pm**

The 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  
Alderwoman Fredricka Sutherland

**Others Present:**

Daniel Gerald, Town Manager  
Jonathan Charleston, Town Attorney  
Catherine Bamba, Attorney (via Zoom)  
Debora Johnson-Hudson, Town Clerk  
Melissa Pereira, Deputy Town Clerk  
Banard Lemon, Audio Visual Coordinator  
Jaimie Walters, Cumberland County Joint Planning (via Zoom)  
James Johnson, Johnson Property Owner  
Jean Pierre Tiani, Tiani Property Owner

**2. Invocation and Pledge of Allegiance**

Alderwoman Jackson gave the Invocation and led the Pledge of Allegiance.

**3. Approval of Agenda**

**Action:** Approval of the November 9, 2020 work session meeting minutes with the additions of Closed Session G.S 143-381.11(a)(3) - Consult with Attorney and G.S 143.318.11(a)(6) – Personnel.

**Motion by:** Mayor Pro tem Aziz

**Second by:** Alderwoman Sutherland

**Vote:** unanimous

**4. Approval of Consent Items**

**Action:** Approval of consent items for October 29, 2020, regular meeting minutes, and Budget Amendment FY 2020-2021, Sale of well easement.

**Motion by:** Alderwoman Jackson

**Second by:** Alderwoman Cooper

**Vote:** unanimous

## 5. Public Forum

Mr. James Christian expressed concerns about the town's audit, opening town hall, and the open meetings law. Mr. James Christian would like a response to the Special Meeting for November 5, 2020. Mr. James Christian would like the Town Hall to open to the public and Mr. James Christian was concerned about the termination of the Fire Chief.

## 6. New Business

### Case No. 20-133. Consideration of Jean Pierre Tianl Property; Request for A C3 & R6/Msod Site Plan and Group Development Review.

Ms. Jaimie Walters explained Case 20-133 to the Board, and asked if they had any questions.

Action: Case No. 20-133. Consideration of Jean Pierre Tianl Property; Request for A C3 & R6/Msod Site Plan and Group Development Review.

Motion by: Alderwoman Sutherland

Second by: Alderwoman Cooper

Vote: unanimous

### Case No. 20-139. Consideration of Johnson Property; Request for A C3/Msod Site Plan Review.

Ms. Jaimie Walters explained Case 20-139 to the Board, and asked if they had any questions.

Action: Approval of Case No. 20-139. Consideration of Johnson Property; Request for A C3/Msod Site Plan Review.

Motion by: Alderwoman Cooper

Second by: Mayor Pro tem Aziz

Vote: unanimous

### Travel Policy for Board of Aldermen

Mayor Dobbins discussed amending certain items in the Travel Policy for the Board. Mayor Dobbins discussed removing the town manager of responsibility from approving all travel for the Board. Alderwoman Cooper agreed. Mr. Charleston explained that the manager is responsible for the overall administration policy as well as the budget. Mr. Charleston discussed the policy is not stating the town manager approves travel for the Board. Aldermen O'Garra discussed the Town Clerk researches classes for the Board, and coordinates with finance on the Board's budget. Alderwoman Sutherland discussed the \$1,800 annual budget. Alderwoman Sutherland discussed the town manager is responsible for reporting the budget and the policy should remain. Ms. Hudson discussed that all travel paperwork should be in place before traveling, and for audit purposes so that the town does not get dinged for not following the proper procedures. Ms. Hudson discussed the town manager and finance has to sign all travel requests prior. Alderwoman Cooper discussed this also includes memberships. Aldermen O'Garra discussed all travel is suspended at the moment. Mayor Dobbins discussed omitting long-distance phone calls because everyone has a cell phone. Mayor Dobbins discussed omitting elected officials choose not to use a portion of their funds during any given year, they may request that those

unspent funds be transferred to one or more elected officials for their use. Mayor Dobbins stated that any unspent funds be transferred to the General Fund. Mayor Dobbins stated we will amend travel policy and bring back to the board for approval next meeting.

### Audit Committee

Mr. Charleston presented the proposed audit committee bylaws policy. Mr. Charleston discussed what the requirements entail, and the responsibilities. Mr. Charleston discussed the oversight of the external auditors, and they would review financial statements. Mr. Charleston discussed the whole idea was for the audit committee to be on top of the financials, and monitor the expenditures. Aldermen O'Garra asked will they be looking at all the paperwork. Mr. Charleston stated yes, and in compliance in a timely manner. Aldermen O'Garra said we still won't stop certain things until after the fact. Mr. Charleston stated this committee is to keep us in compliance. Mayor Dobbins agreed. Alderwoman Cooper discussed the need for the audit committee as well by the State Auditor. Mayor Dobbins discussed a policy that will be created and adopted by the next board meeting.

### 7. Closed Session G.S 143.318.11 (a)(3) – Consultation with Attorney G.S 143.318.11 (a)(6) – Personnel

Action: The Board approved a motion to go into Closed Session for G.S 143- 318.11 (a)(3) Consultation with Attorney and G.S 143.318.11(a)(6) Personnel.

Motion by: Mayor Pro tem Aziz

Second by: Alderwoman Sutherland

Vote: Unanimous

Alderwoman Jackson made a motion, seconded by Alderwoman Cooper, to reconvene in open session.

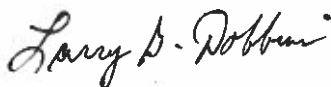
### 8. Adjournment.

Action: There being no further business to come before the Board, the meeting was adjourned at 8:09 p.m.

Motion: Aldermen O'Garra

Second by: Alderwoman Cooper

Vote: unanimous



ATTEST:

Larry G. Dobbins  
Mayor

  
Melissa Pereira  
Deputy Town Clerk