

The Town of Spring Lake

BOARD OF ALDERMEN

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



CHARTERED IN 1951

OFFICE OF THE MAYOR

Larry G. Dobbins, Mayor

ADMINISTRATION

Daniel Gerald, Town Manager
Debora Johnson-Hudson, Town Clerk
R. Jonathan Charleston, Town Attorney

Board of Aldermen Regular Meeting November 23, 2020 6:00 p.m. Agenda

Public Meetings are closed to walk-ins. Please see Page #1 for further instructions.

1. **Call Meeting to Order**
2. **Invocation and Pledge of Allegiance**
3. **Approval of Agenda**
4. **Approval of Consent Items**
 - a. Minutes of the November 9, 2020, Work Session Meeting
5. **Public Forum - (Participate via email or telephone)**
6. **New Business**
 - a. Approval of Audit Committee Policy - Mayor Dobbins
7. **Closed Session - N.C.G.S § 143-318.11(a)(3) - Consult with Attorney**
8. **Adjournment**

VOICE: (910)436-0241

300 Ruth Street
Post Office Box 617
Spring Lake, NC 28390-0617
www.spring-lake.org

FAX: (910) 436 -266 7

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Instructions to Watch Board of Aldermen Regular Meetings Via Internet

In order to comply with the N.C. Governor's Executive Order 121, Section 3, A.a., this meeting will be available to the public and media live via www.spring-lake.org. For the safety of our citizens and Town, please comply with the stay-at-home order that is in place. Here are the instructions on how to do so:

Step 1: Click on the YouTube website.

Step 2: In the search bar on the YouTube website type in town of spring lake and click the search button.

Step 3: Several videos will appear but it is best to click on the Town of Spring Lake's Channel Page.

The live streaming video will show up at the exact time the meeting starts. If it is not visible when you first logon, wait for the meeting to start.

If someone would like to participate in the Public Forum, please email me at mayoradmin@spring-lake.org or call (910)-985-1831 by 5:30 p.m. I will read out loud your questions, comments and concerns to the Mayor, Board of Aldermen, and Town Manager.

Best Regards

A handwritten signature in cursive script that reads 'Melissa Pereira'.

Melissa Pereira
Deputy Town Clerk

VOICE: (910) 436-0241

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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)
Debra 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 Tiani 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 Tiani 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

Melissa Pereira
Deputy Town Clerk

ATTEST:
Larry G. Dobbins
Mayor



Agenda Item No.6a
Request for Town Aldermen Action

To: Honorable Mayor Dobbins and Spring Lake Board of Aldermen
From: Larry G. Dobbins, Mayor
Date: November 23, 2020
Subject: Approval of Audit Committee Bylaws Policy

Purpose:

To approve the Audit Committee Bylaws Policy.

Overview:

The Town Attorney presented the proposed Audit Committee bylaws policy to the Board of Aldermen at the November 9, 2020 Board of Aldermen Work Session for review.

Recommendation:

Approve or Deny

Action Needed:

Approve or Deny

Attachments:

Policy 40_Audit Committee Bylaws.

Town of Spring Lake	ADMINISTRATIVE POLICIES		SUBJECT: Audit Committee Bylaws	
	Number 40	Revisions	Board Approval Date	
North Carolina	Supersedes	Effective Date		Page 1 of 2

40.0 PURPOSE

The purpose of the Audit Committee is to assist the Board of Aldermen (the “Board”) of the Town of Spring Lake (the “Town”) in fulfilling its financial oversight responsibilities.

40.1 COMPOSITION

The Audit Committee will be composed of three members: two Board members and the Mayor. The Board will appoint individuals to the Audit Committee from among the members of the Board.

40.2 ELECTION OF OFFICERS

The Audit Committee will have two officers, Chair and Secretary. Both will be elected by a majority vote of the entire membership of the Audit Committee.

40.3 MEETINGS

The Audit Committee will meet at least four times a year (quarterly), with authority to convene additional meetings as circumstances require. All committee members are expected to attend each meeting. The committee will invite members of Town management, auditors, or others to attend meetings and provide pertinent information, as necessary. Meeting agendas will be prepared and provided in advance to Audit Committee members, along with appropriate briefing materials. Minutes will be prepared.

40.4 RESPONSIBILITIES

The Audit Committee will carry out the following responsibilities:

External Auditors and Financial Statements

- Review the performance of the external auditors, and recommend to the Board approval on the appointment or discharge of the auditors.
- Continually evaluate the independence of the external auditors.
- Request from auditors and staff advice for insuring and/or maintaining auditable financial statements.
- Review with management and the external auditors the results of the audit, including any difficulties encountered.

Internal Audit

- Review the annual internal audit plan and all major changes to the plan.
- Review the effectiveness of the internal audit function.

- On a regular basis, review internal audit reports and advise the Board on significant issues identified and actions taken to resolve those issues.

Governance, Risk Management, Internal Controls, and Compliance

- Understand the scope of internal and external auditors' review of internal control over financial reporting and obtain reports on significant findings and recommendations, together with management's responses.
- Monitor controls performed directly by senior management, as well as controls designed to prevent or detect senior management override of other controls.
- Establish procedures for the receipt, retention, and treatment of complaints regarding accounting, internal controls, or auditing matters. Such procedures should specifically provide for the confidential, anonymous submission by employees.
- Review the findings of any examinations by regulatory agencies and any auditor observations.
- Obtain updates from management and the Town's legal counsel regarding compliance matters on an as needed basis.
- Monitor budgets and expenditures to ensure that no expenditure exceeds appropriations and ensure compliance with N.C.G.S. § 159-8, *et seq.*
- Ensure compliance with pre-audit requirements of N.C.G.S. § 159-28(a).
- Ensure timely preparation of budgets.
- Ensure timely reconciliation of all bank accounts.

Other Responsibilities

- Report to the Board about committee activities, issues, and related recommendations as needed, but at a minimum, one time a year.
- Provide an open avenue of communication between internal audit, the external auditors, and the Board.
- Review any other reports the Town issues that relate to committee responsibilities.
- Review and assess the adequacy of the committee charter at least every two years and ensure appropriate disclosure as may be required by law or regulation.
- Confirm annually that all responsibilities outline in this charter have been carried out.
- Evaluate the committee's and individual members' performance on a regular basis.

Approved:

 Mayor
 Town of Spring Lake
 Board of Aldermen

 Date

Attest: _____
 Town Clerk