

**Minutes of the Meeting of
The Town Board of Commissioners
Town of Hamilton, NC
January 4th, 2024**

The Board of Commissioners of the Town of Hamilton met in a regular meeting on Thursday January 4, 2024, at 7:03 p.m. at the Town Hall, 109 North Front Street Hamilton NC 27840.

PRESENT Mayor: Ervin Williams

Commissioners: William Freeman, Tamika Council, Kerry Spivey,
Brandon Raynor, Larry Jackson

ABSENT NONE

CALL TO ORDER

The meeting was called to order by Mayor Williams, the prayer was given by Commissioner Jackson. The pledge was recited by all.

Approval of the agenda or Adjustments to agenda

Motion to approve agenda without any adjustments was made by Commissioner Freeman, seconded by Commissioner Jackson. Motion carried 5-0.

Approval of Minutes

Motion to approve the minutes from December 7, 2023, meeting made by Commissioner Raynor, seconded by Commissioner Council. Motion Carried 5-0.

PUBLIC COMMENT

None

OLD BUSINESS

Dilapidated Properties

The board of Commissioners was issued a copy of the Ordinance to Abate Nuisance that was completed at last month's meeting on December 7th, 2023. The clerk requested to know the approval and motion that was put into place for the adopted ordinance. After reviewing the recording due to clerk not attending the December meeting, she discovered the approval and adoption of the ordinance to abate a nuisance. The board needs to gather quotes to start the cleanup process. Commissioner Freeman states there are two properties we have spoken about on South Street that have been completed and Main Street is also location following up from 2018 project. Location is within the power lines is our Town property. The clerk informed Commissioners that they would have to issue another Ordinance to Abate Nuisance for that exact location.

Motion to investigate with the attorney for the vegetation on the right way and the property, by Commissioner Freeman, seconded Commissioner Jackson, Motion carried 5-0

Mayor states that he will contact the attorney tomorrow to follow up with the motion regarding the vegetation.

NEW BUSINESS

OFFER AND ACCEPTANCE FOR AMERICAN RESCUE PLAN FUNDING

Wastewater collections to approve the American Rescue Plan ARP funding. Commissioner Spivey requested to know about the LGC approval with the Town of Hamilton currently on the watch list and suggested the process of approval with the LGC first.

It was moved by Commissioner Freeman, seconded by Commissioner Spivey and unanimously pass to approve the offer and acceptance letter for the American Rescue Plan funding upon approval of the LGC and applying for the grant as required by the LGC.

NEW BANKING INFORMATION WITH ID

The Finance Officer states that attached within your packets you will find the information needed for your W-9.

WOODCHIPPER EQUIPMENT PRICING

Commissioner Spivey suggested holding off on the woodchipper at this time until spring.

SEWER MACHINE PRICING

Commissioner Spivey stated the bill of sale of the Sewer machine equipment pricing needs to be determined by the board for the minimum price that the town board would accept.

Motion by Commissioner Spivey to approve the minimum price of \$1,500.00 for the Sewer Machine, seconded by Commissioner Council, Motion carried 5-0.

COMMISSIONER DEPARTMENTAL ASSIGNMENTS

Motion to accept the commissioner assignments, responsibilities and committees as presented approved by Commissioner Raynor, seconded by Commissioner Jackson, motion carried 5-0

Monthly Board meeting Dates

Motion to accept the calendar to reflect all monthly board meetings held on the first Thursday of each month, with the change to the July 4th meeting to be held on Thursday 11th 2024 made by Commissioner Freeman, Seconded by Commissioner Council motion carried 5-0.

FINANCIALS/BUDGET AMENDMENTS

Motion to accept the financials ending in November 2023 as presented by Commissioner Jackson, Seconded by Commissioner Freeman, Motion carried 5-0.

Motion to accept the budget amendment as presented for the internal transfer within the Water/Sewer Department by Commissioner Spivey, Seconded by Commissioner Raynor, Motion carried 5-0.

REPORTS

Commissioner Jackson nothing at this time.

Commissioner Raynor nothing at this time.

Commissioner Spivey read the maintenance report on three water leaks throughout the town, rental of lift to get the Christmas decorations and that they are working on the bucket truck this week. Pump at the WWTP order a new pump due to recent patch and welding that is not granted to last.

Motion to approve the purchase of an influent pump station at the Waste Water Treatment Plant by Commissioner Spivey, Seconded by Commissioner Raynor, motion carried 5-0.

Commissioner Council nothing at this time.

Commissioner Freeman states a resident came to him about a utility billing statement and he is unable to attend the meeting due to his work schedule. Billing statements have been fluctuating over the past few months. Reading dates run between 30–32-day time frames should only be reading 30 days to be exact on timing of the meter readings.

Mayor Williams 1.) Talking about reading of the water meter we have accounts that turn their water services off at their locations and removed the services charge for flat rate services. Requesting the board to do a workshop. Finance officer informed that the auditor would play a huge role in this discussion. Discussion with the Finance officers at surrounding locations to see what guidelines and charges for availability fee. 2. Workshop schedule for January Wednesday 17 at 6:30pm. Training for newly elected officials \$45.00 Lewiston Woodville 4-7pm Monday 8th 2024.

The Clerk/Finance Officer informed the board of recent update to our credit card terminal that is now accepting all visa debit and/or credit cards. All monthly reports have been completed and we are working on completion of the W-2, W-3, 1099's and other taxes documents before the month ends.

CLOSED SESSION

MOTION TO ADJOURN

Mayor Williams entertained a motion to adjourn if there is no other business to cover at this time.

Motion to adjourn made by Commissioner Jackson, seconded by Commissioner Spivey. Motion carried 4-0.

Submitted By:

Approved By:

Allison Roebuck, Town Clerk & Finance Officer

Ervin Williams, Mayor