

Town of Hamilton Monthly Board Meeting

New Hamilton Town Hall

December 1, 2022

Present: Mayor Williams, Commissioners: Freeman, Goodrich, Stewart and Jackson
Absent: Kerry Spivey

Call to Order

The meeting was called to order and Mayor Williams welcomed all who were present. The prayer was offered by Commissioner Stewart followed by the pledge of allegiance to the flag.

Minutes of the November 3, 2022 Meeting Approved

Mayor Williams presented the minutes of the November 3, 2022 meeting. The minutes were mailed to Mayor Williams and all commissioners for review prior to the meeting. Mayor Williams asked for Clerk Assistant Fox to read the minutes. Commissioner Goodrich stated that Clerk/Finance Officer Roebuck learned in her Clerk Certification Class that reading of the minutes was not required at board meetings when the board has received the minutes prior to the meeting for review. The minutes were not read.

Commissioner Goodrich suggested the following addition to the first paragraph on page 2: *Offer has been made for the property at 104 North South Street* Commissioner Goodrich suggested a second addition in paragraph 2 on page 2: *Clerk will send out the blueprints for lease of property on Pugh Street.....* Commissioner Goodrich noted a correction to the dollar amount in the last paragraph on page 4: *Patricia Moring called on by Mayor Williams thanked for the support of the town of Hamilton donation to the dementia alliance they raised \$ 12,083 instead of \$1,283.*

With no further changes to the minutes, it was moved by Commissioner Goodrich, seconded by Commissioner Stewart and unanimously passed to approve the minutes of the November 3, 2022 meeting with the suggested changes. The vote carried 4-0.

OLD BUSINESS

Update on Well #1

Mayor Williams presented an update on Well #1 supplied by Mike Pickle. As reported in the minutes, signs of sand and grit had been seen. It has become such a problem that Mike Pickle thought it best to put it out of service until the issue can be resolved. He did not want

an impact on water quality for the town's customers. A contractor will be contacted to put a camera in the shaft to assess the problem and fix it before the well is put back in service. Magett Well & Pump has given an estimate of \$2,468.49 if it is determined the town needs to close the well.

Board Approves the Golf Cart Ordinance

Mayor Williams presented the final draft of the Golf Cart Ordinance. Since presentation at the November 3, 2022 meeting the following was added on page 1 of the Ordinance:

B. 3. Financial Responsibility: Liability insurance coverage on a golf cart in an amount not less than required by North Carolina law for motor vehicles operated on public highways in the State of North Carolina, indicating the Town of Hamilton as an additional insured.

It was moved by Commissioner Freeman and seconded by Commissioner Stewart and unanimously passed to approve the Golf Cart Ordinance with the addition of B. 3. as submitted. The vote carried 4-0.

NEW BUSINESS

Board Approves Memo of Understanding with Hamilton EMS for former Town Hall Property

Mayor Williams presented a Memorandum of Understanding for a change in the lease payment to Hamilton EMS for the former Town Hall property. Commissioners Jackson and Freeman met with Janice Goodman, Claudia Everett and Betty Lou Griffin with the EMS department to discuss the issues presented at the November 3, 2022 meeting.

Commissioner Freeman stated the EMS unit is crippled and needs work so it can respond in a timely manner to calls for service to help save lives. The EMS department cannot pay for needed service on the unit and EMS supplies with the current lease agreement for the former Town Hall property. Commissioner Freeman suggested the monthly lease be changed to \$600 a year or \$50 a month for a period of two years beginning January 1, 2023. The Town will also continue paying the utilities for the former Town Hall property during this period. Commissioner Freeman added the lease could be revisited after 2 years.

Commissioner Goodrich asked if the EMS department was billing patients with private insurance for their EMS calls. Janice Goodman stated they were billing for patients who had Medicaid and Medicare. They receive \$125 for Medicaid and \$400 for Medicare for those patients. They have collected some private insurance payments. She said the squad unit is currently in the shop because something is killing the battery requiring it to be jumped.

There was further discussion among the commissioners about the period before revisiting the lease agreement and determined that it should be 2 years as recommended by Commissioner Freeman.

In public discussion, Gil Matthews and Claudia Everett noted the Hamilton EMS really needed this assistance and eventually the Hamilton EMS will require a newer unit.

Commissioner Jackson made a motion to approve a Memo of Understanding to change the monthly fee to \$50 a month or \$600 a year for a period of two years with the Town continuing to provide utilities for the building. The motion was seconded by Commissioner Goodrich and unanimously passed. The vote carried 4-0.

There was discussion on the status of the Fire Department. Janice Goodman noted that Brian Thomas has said their numbers of volunteers are down. They may have to fold if new volunteers are not recruited. This is a concern because it would cause an increase in insurance rates for the town's citizens.

Board Approves Memorandum of Understanding for the CORE Grant

Mayor Williams presented a Memorandum of Understanding for the CORE (Creating Outdoor Recreation Economies) grant and a Resolution requesting services from the NC Main Street & Rural Planning Program. The Town of Hamilton would work with staff and local work groups including the Roanoke River Partners to create a Master Plan to connect downtown with the Edna Andrews School, the Hamilton Ballpark, Rosenwald School, Hamilton's Veteran Community Village and the local boat ramp. Ms. Harris with the NC Rural Economic Development Center will be working on the Plan which should be completed between January and February 2023. Mayor Williams reported that the Rosenwald School has recently received a \$500,000 grant which will allow them to make renovations to the historic school.

Commissioner Stewart made a motion to approve the Resolution Requesting (CORE) Services from the NC Main Street & Rural Planning Center, Rural Planning Program. The motion was seconded by Commissioner Freeman and unanimously passed. The vote carried 4-0.

Commissioner Freeman made a motion to approve a Memorandum of Understanding Creating the CORE program for Hamilton. The motion was seconded by Commissioner Jackson and unanimously passed. The vote carried 4-0.

Board Approves Memorandum of Understanding for the Property Lease on Pugh Street

Mayor Williams presented a Memorandum of Understanding for the lease of property on Pugh Street.

It was moved by Commissioner Freeman, seconded by Commissioner Goodrich and unanimously passed to approve a Memorandum of Understanding for the property lease on Pugh Street. The vote carried 4-0.

Board Opens and Approves Bid for Property at 104 N South Street

Mayor Williams announced there was one bid received for the sale of property at 104 N South Street. Commissioner Stewart opened the bid from Malcolm Bennett to purchase the property for \$5,200.

It was moved by Commissioner Stewart, seconded by Commissioner Jackson and unanimously passed to approve sale of the property at 104 N. South Street to Malcolm Bennett for \$5,200. The vote carried 4-0.

Board Approves AFIR (Annual Financial Information Report) for FY ending June 2020 by Jeff Best

Mayor Williams announced that Jeff Best has completed the AFIR for FY ending June 2020. This report must be completed and sent to the LGC (Local Government Commission) for each audit year. The Town was expecting this report to be a part of the audit. However, Jeff Best did not include it and charged an additional fee of \$750.

It was moved by Commissioner Stewart, seconded by Commissioner Freeman and unanimously passed to approve the AFIR completed by Jeff Best for FY ending June 2020 and pay the additional fee of \$750. The vote carried 4-0.

Board Approves Draft Audit for FY ending June 2021

Mayor Williams noted the draft audit for FY ending June 2021 was distributed to board of commissioners for review. The audit was prepared by Rebekah Barr. It is now time to approve the audit so it can be sent to the LGC (Local Government Commission) for final approval.

It was moved by Commissioner Jackson, seconded by Commissioner Stewart and unanimously passed to approve the audit for FY ending June 2021. The vote carried 4-0.

Board Approves Audit Contract with Rebekah Barr for FY ending June 2022

Mayor Williams presented a request for the approval of a contract with Rebekah Barr to prepare the audit for FY ending June 2022. When completed and approved by the LGC, the town of Hamilton will be current with their audits.

It was moved by Commissioner Goodrich, seconded by Commissioner Stewart and unanimously passed to approve the audit contract with Rebekah Barr for FY 2022. The vote carried 4-0.

Use of Gym by Hobgood Charter School

The Hobgood Charter School is using the gymnasium at the former East End School for basketball.

Board Decides to Request Further Quotes for Installing New Flooring at Morris Lynch Center

Mayor Williams stated that Commissioner Goodrich has requested quotes from several businesses for purchase and installation of new flooring at the Morris Lynch Center. The Rug Shop in Williamston was the only business to offer a quote. Their quote was \$9,919.60 for the purchase and installation of the 1,350 square foot floor.

In discussion, it was suggested Commissioner Goodrich attempt to get additional quotes for other types of flooring from The Rug Shop and to check with Lowes and others.

COMMISSIONER REPORTS

Commissioner Jackson did not have a report.

Commissioner Stewart reported that the Gazebo property and the library at the former Town Hall have been decorated for Christmas.

Commissioner Goodrich reported for Mike Pickle the following: 1) had some backhoe work done 2) Christmas decorations on the poles have been hung 3) maintenance office has been rearranged and is more efficient, 4) would like more maps to be laminated 5) cable at the waste site 6) ORC paperwork switched 7) consider storing Christmas decorations in library 8) two contractors, Peak and Snyder with Glasgow doing work on Pugh Street 9) priced materials for bathroom at shop 10) did dugout work at the ball park.

Commissioner Goodrich said she will send a one call out to the citizens about the Tree Lighting, parade, house judging and letters to Santa.

She asked the town to consider setting aside in the budget every year for funds to repair leaks and pave a street each year. Mayor Williams stated the AIA grant would assist would that.

Commissioner Goodrich asked about selling the furniture and other equipment in the Edna Andrews library. GovDeals is the normal process for selling town owned equipment. Mayor Williams noted some of the equipment could be used because he would like the library to be used for summer programs and tutoring.

Commissioner Freeman recommended the crow's nest on top of the concession stand be removed and repair the roof. This should help alleviate further leaks. Security lights have been staying off at the Edna Andrews School which has been a problem since the time changed. He said he could turn the breaker on and off as needed for events down there.

Mayor Williams reported the EMS needs to get a sign installed at their new location. He recommended the EMS call 811 before a hole is dug. One of the issues is placing it where there were other traffic signs may be confusing to drivers.

The Mayor will be hosting the Martin County Mayors Association on January 4th at the Edna Andrews Library at 6 p.m.

Commissioner Stewart announced the Mid-East Commission will have their annual Christmas meal next Thursday from 11 am -1 pm.

Mayor Williams stated the Tree lighting will be held December 6th at 6:30 p.m. at the ballpark. There will be entertainment by Jessie Copping and the Bear Grass Charter Band. The parade will be held Thursday, December 8 at 4 p.m.

Mayor Williams announced that Clerk Allison Roebuck has received both her Certified Municipal Clerk designation and her Master Clerk Certification. She is currently on medical leave. The board congratulated her for her achievement.

PUBLIC COMMENT

Patricia Moring asked to get electric at her barn and was told it would cost \$1500 for the pole. Mayor Williams suggested the Town will investigate this matter. She also asked if Town Clerk Roebuck would be receiving \$750 for each certification she had received as others in the town have received. Mayor Williams stated the board will look at compensation.

BOARD GOES INTO CLOSED SESSION

It was moved by Commissioner Jackson, seconded by Commissioner Stewart and unanimously passed to go out of Regular Session into Closed Session pursuant to N.C.G.S. 143-318.11 Personnel Issue.

BOARD GOES OUT OF CLOSED SESSION BACK INTO REGULAR SESSION

It was moved by Commissioner Goodrich, seconded by Commissioner Jackson and unanimously passed to give the Town Clerk/Finance Officer a \$20 per hour in pay effective January 1, 2023. The vote carried 5 – 0. Commissioner Stewart voted proxy vote for Commissioner Spivey.

ADJOURNMENT

It was moved by Commissioner Stuart, seconded by Commissioner Goodrich and unanimously passed to adjourn the meeting. The vote carried 4 – 0. The meeting was adjourned at 9:05 p.m.

Mayor Ervin Williams

Allison Roebuck, Town Clerk CMC/MMC
Finance Officer