

**Minutes of the Meeting of  
The Town Board of Commissioners  
Town of Hamilton, NC  
August 3<sup>rd</sup>, 2023**

**The Board of Commissioners of the Town of Hamilton met in a regular meeting on Thursday August 3<sup>rd</sup>, 2023, at 7:06 p.m. at the Town Hall, 109 N Front Street, Hamilton, NC.**

**PRESENT** Mayor: Ervin Williams

Commissioners: William Freeman, Linda Goodrich, Kerry Spivey, Judith Stewart, and Larry Jackson

**ABSENT** None

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

**Approval of the agenda or Adjustments to agenda**

**The motion to agenda without any adjustment was made by Commissioner Goodrich, seconded by Commissioner Jackson. Motion Carried 5.0.**

**Approval of Minutes**

Mayor Williams asked the board if everyone has had time to review July 6<sup>th</sup>, 2023, board meeting minutes and if there are any corrections needed at this time.

**Commissioner Stewart made the motion to approve the minutes from the July 6<sup>th</sup>, 2023, board meeting and seconded by Commissioner Freeman. The vote was carried 5-0.**

**Public Comments**

Resident Morning states that parking at the Morris Lynch Center needs to be investigated due to three or four cars/trucks are using the parking lot daily. Her concerns are if the town board addressed it now, we could avoid any more vehicles using the area for parking daily. The mayor requested to know if the Board has any comments about the parking. Commissioner Stewart states that we can discuss this issue at a different time as we have other items on the agenda to cover at this time.

Resident Staton states that she has spoken with Commissioner Jackson around Long Street and the pipes that have been closed with debris. The town ditches need cleaning and remove the debris when it rains the ditch flood flooding due to the blockage. Mrs. Staton states that Mike did come by and placed crush and run over the area, but his concern was that the crush and run would wash

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away. Commissioner Goodrich states she will speak with Mike and get the maintenance crew to go out and see what they can do to help with this issue.

**OLD BUSINESS**

**Security System**

Mayor Williams asked for an update on the information for the security system. Clerk Allison stated that Williamston Fire & Sprinkler came by the office and will be submitting their quotes within the week. Their plan is to hook to the current cameras the town already has mounted and to get our system set back up on a motherboard to record. Once quotes are returned clerk will present the information to the board via email for denial or approval of the quote received. Tabled until quotes are sent in.

**Dilapidated Properties**

**Hamilton Festival**

Many booths and food vendors will be attending as well as invited to come out and set up at the festival. Bands and DJs will provide live entertainment at the ball field.

**Motion to name the festival scheduled for September the 23<sup>rd</sup> 2023, starting at 10AM ending at 6PM “The Roanoke River Festival” based on the 14 votes in favor of that name from the audience attending the meeting tonight by Commissioner Stewart, seconded by Commissioner Goodrich. Motion carried 5-0.**

**NEW BUSINESS**

**Presentation of the Audit Year Ending 2021-2022**

Rebecca Barr presented the town via zoom with the prior 2021-2022 fiscal year budget findings. Audits have been back-to-back over the last few years back-to-back and unable to correct the errors found in prior years, the Finance officer will be in contact with Rebecca to review the findings and make corrections.

Motion to accept the audit and all the findings as presented by Rebecca Barr by Commissioner Jackson, seconded by commissioner Stewart.

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**Internal Control Documents**

Clerk Allison states that the town needs to review and place a resolution for corrections to spending amounts from the typo in the amount of \$90,000 to the correct total of \$500.00.

**Motion to amend the resolution for the corrections to the Internal Control Documents to the correct total of \$500.00 amount for spending made by Commissioner Spivey, seconded by Commissioner Freeman. Motion carried 5-0.**

**Town of Hamilton Building & Housing Code**

Commissioner Spivey states that at public hearing with the discussion of the building and housing codes.

**Motion to have current building and housing codes updated and fully executed by Commissioner Spivey, seconded by Commissioner Stewart. Motion carried 5-0.**

**ElectriCities 2023 Annual Conference**

Removed from agenda.

**Walk to De-feet Dementia Sponsorship**

Commissioner Goodrich requested to reach out to our insurance agency to confirm that the grounds will be covered for this event. Mayor Williams and Commissioner Freeman state that our insurance will cover the grounds during the event.

**Motion to approve the Town of Hamilton to support their sponsorship to Walk to De-Feet Dementia in the amount of \$500.00 made by Commissioner Goodrich, seconded by Commissioner Stewart. Motion carried 5-0.**

**Morris Lynch Center**

Commissioner Stewart requested to know more information pertaining to the Morris Lynch Center Rentals. Commissioner Stewart states that the building is rented out a lot and questioned to know the line item that would contain the revenue received for the rentals. Finance officer Allison states that for every rental the entries are placed into the system to reflect the date of rental and the person(s) renting the Morris Lynch Center. Once the rental is paid, we receive the funds on the revenue side and when their deposit is returned, we take that out of the expense line. Commissioner Stewart states that as this revenue builds, she hopes to be able to re-do the flooring in the entire building.

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**Financials / Budget Amendments**

**Motion to approve the budget to actual financials as presented by Commissioner Spivey, seconded by Commissioner Goodrich. Motion carried. 5-0.**

**COMMISSIONER REPORTS**

Commissioner Jackson Nothing to report at this time.

Commissioner Stewart reports she attended the Mayor's Meeting in Oak City the night prior where she spoke with Kimberly Mack. Mrs. Mack feels that Martin County is underserved, she left several brochures for the town to review. Regarding the hospital closing the clinics of martin family medicine, Heart and Vascular Roanoke ortho, Roanoke Specialty Services, Roanoke surgical will remain open, however, they will be relocating to 232 Green Street over by Food Lion and remain open. Encouraged the residents to make their voices heard for the concerns of the closing of Martin General Hospital.

Commissioner Spivey reports he has continued working closely with Mike Pickle on the Water Systems and everything is going good with Wastewater Operations. We recently had a visit by a state representative on the water system this prior week and the conversation was very pleasant.

Commissioner Goodrich reports on behalf of the maintenance recently replace the blower in truck due to no ac flowing, Commissioner Freeman tilled up the baseball diamond at no cost to the town, Commissioner Goodrich states she is grateful for his hard work as well as Mike expressed his gratitude for the help, three water leaks throughout the town, new cemetery someone placed a bench and he has spoken to the owners and they will be picking up the bench from our maintenance building.

Commissioner Freeman reports that we had issues with painting the three-point line at the Edna Andrews Gym, to correct the flooring, the entire floor stripped and remove old layers of wax and the entire gym floor would need to be refinished again. Freeman states he has spoken back to the people who waxed and restriped the flooring last time. The Finance Officer states that CeeCee's Flooring completed the striping and waxing in the year prior costing the town \$2,885. No motion was made due to the board requesting to have at least three quotes submitted to the board before a motion to redo the flooring of the gymnasium floor.

Mayor Williams reports he is still working on the ECWAG money, but they are stating that the application to move forward would require a letter as an advertisement to let the community know that the Town is applying for this grant money. Scott Godefroy stated that the amount of money

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we are applying for would require us to buy more land. The Smithsonian’s institution held a festival workshop in Windsor from 8:30AM – 5:00PM on August 11<sup>th</sup>, 2023, offering funding and information how to find out more information they will provide. Martin County Committee recently met and will soon celebrate the county’s anniversary of 250 years on March 14<sup>th</sup>, 2024. They are requesting Towns throughout the county to help in any way they can provide any type of celebration in our towns and community. Carolyn Bynum will present to us the board via Zoom on August 14<sup>th</sup>, 2023, at 2pm from Rual Water Association. The Annual Stampede will be held on September 29<sup>th</sup>, 2023, in Williamston.

Clerks Report Town Clerk and Finance Officer states Verizon wireless has sent in our sign-on bonus in the amount of \$500.00. Draft Audits for 2021-2022 were sent out via email on July 25<sup>th</sup>, 2023, for your review before the presentation tonight. Pam Hurdle for the North Carolina League of Municipalities stopped by the office on July 20<sup>th</sup>, 2023, and spend a few hours reviewing our ARP information and files within our office. NCDOT Powell bill statement & street listing has been completed and submitted. All quarterly reports have been filed and mailed out for the 2<sup>nd</sup> quarter.

**Motion to enter closed session under general statute 143-318.11 (4) for Development Contract made by Commissioner Spivey, seconded by Commissioner Stewart. Motion carried 5-0.**

**CLOSED SESSION for Development Contract § 143-318.11. (4)**

**Motion to exit out of closed session and return into open session made by Commissioner Stewart, seconded by Commissioner Goodrich. Motion carried 5-0.**

**Motion to adjourn by Commissioner Goodrich, seconded by Commissioner Jackson. The unanimous decision, motion carried 5-0.**

Submitted By:

Approved By:

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Allison Roebuck, Town Clerk & Finance Officer

Ervin Williams, Mayor