

Town of Hamilton Monthly Board Meeting

Hamilton Town Hall

January 6th, 2022 @ 7:00pm

Present: Mayor Williams; Commissioners: Freeman, Goodrich, Spivey, Stewart, Jackson

Meeting was called to order by Mayor Williams at 7:03PM. Prayer was given by Commissioner Stewart and Pledge to flag recited by all.

Town Clerk Allison Roebuck was called on by Mayor Williams for the reading of the December 2nd 2021 board meeting minutes. No corrections or addendums to the minutes were needed. **Motion to approve minutes as read by made by Commissioner Jackson, seconded by Commissioner Spivey. Motion carried 5-0.**

Old Business

Mayor Williams stated that approval was needed for tabled minutes from prior meetings. Minutes from November 4th 2021 were read by Town Clerk Allison Roebuck. While reviewing and discussion for approval of minutes, corrections were needed. Date changes needed for upcoming Special Call meeting to be held on November 29th not November 16th 2021. **Motion to approve November 4th 2021 board meeting minutes with corrections to date by Commissioner Goodrich, then seconded by Commissioner Freeman. Unanimous decision, Motion carried 5-0.**

Minutes for special call meeting held on November 29th 2021, also read by Town Clerk Allison Roebuck. Corrections needed as follow, Ditch project will be in this order North South Street due to flooding. Motion was needed for approval before Schneider Landscape Works, LLC could begin the start of the ditch projects. **Motion to approve the Schneider Landscape ditch project, with prior approval of the budget already approved and set to begin upon made by Commissioner Goodrich, seconded by Commissioner Spivey. Unanimous decision, 5-0, Motion carried. Motion to approve the Special Call Meeting minutes held on November 29th 2021 by Commissioner Stewart, seconded by Commissioner Goodrich. Unanimous decision, Motion carried 5-0.**

Mayor Williams called on Maintenance Supervisor Mick Maskell to discuss Landscaping contract for upcoming ditch Project. While town board review Landscape contract submitted to Town of Hamilton by Schneider Landscape Works, LLC, Mick explained to residents' areas to be under construction over the upcoming weeks. Maintenance Supervisor Mick Maskell explained each of the three projects and the jobs set to be completed by Schneider Landscape. Project one will begin on South Railroad Street and East Waldo Street, the contractor shall install storm drains across the street from the water tower.

Project two will consist of the installation of one junction box and one storm drain on Horton Street at the end of West Pugh Street.

Project three will install one storm drain and storm drain connections to be sealed with hydraulic cement.

Each of the three projects will help with flooding in those areas by replacing all current pipes with 24 inch DOT pipes. Schneider Landscape has presented a breakdown on each project which includes labor, equipment, materials and delivery. Mayor Williams asked commissioners and residents if they had any questions for these upcoming ditch projects for our storms. No further questions and or concerns.

Mayor Williams called on Commissioner Stewart to discuss dilapidated Houses. Commissioner Stewart states that at this time the process is still pending due to recent change in the assistant at current lawyer's office. At this time Commissioner Stewart was unable to speak with the Everett's to confirm the closing out of the information and moving forward with the demolition of the dilapidated house.

Commissioner Goodrich states that we will table the Historical Committee presentation until next month's meeting to discuss a possible mural for the town.

New Business

Mayor Williams requested to review and advise current hours of operation of Town Hall. The upcoming changes with our bookkeeper and duties for our finance officer will require more non interrupted time frames such as earlier closing times and possible days open to public.

Commissioner Goodrich suggests we look into other local small municipal offices surrounding our area for their hours of operations as well as closings. Commissioner Stewart suggests possible closing one hour early daily to help ease daily operations. We will consider these options and reach out to the community for insight before the changes will take place.

Mayor Williams called on the board to review the 2022 calendar year to schedule upcoming meetings. These will be listed in our office as well as online. Our monthly board meetings are held the first Thursday of the month unless a change is needed.

Mayor Williams called on guest speaker from Rivers and Associates to discuss upcoming AIA (Asset Inventory Assessment Project) Project to be completed for the Town of Hamilton. Guest speaker Madhu Chakravarthula states "I am the Project Engineer from Rivers and Associates; we will create a master copy map for the current water system, wells and hydrants." Throughout this process we will need assistance from the town to complete these inspections. While mapping out the water system we will also be upgrading your current water meters to digital water meters. The project is projected to be performed in a fifteen month time span. Commissioner Stewart asked if cell phone service will be needed to read the new digital meters. Guest speaker Madhu states the meter readings will be by satellite based instead of tower based services, so no cell service will be needed to perform the readings. **Motion to approve contract for Rivers and Associates to begin mapping and upgrades to digital meters made by Commissioner Spivey, motion seconded by Commissioner Freeman. Unanimous decision, Motion carried 5-0.**

Mayor Williams states that upcoming Clerk's Certification to be held in Chapel Hill for Town Clerk Allison Roebuck to attend week long course for certification. The certification dates are Monday, February the seventh through Friday February the eleventh. Allison will not be in the office throughout this time, coverage by our part time Mrs. Fox will cover mornings. A commissioner would need to cover the office in the afternoons starting at one pm. Commissioner

Goodrich states she would be available to cover Town Hall during the requested hours.
Commissioner Spivey made a motion for Town Clerk Allison Roebuck to attend IIMC Clerk Certification institute in Chapel Hill North Carolina. Seconded by Commissioner Jackson, Unanimous decision, Motion carried 5-0.

Mayor Williams requesting more information about the recreation vehicles reported on Circle Drive. Commissioner Goodrich states that travel trailers are parked on residential lot. Unsure if people are living in the recreational vehicles, however, the yards are messy and unclean as well as wires running from the travel trailers. Commissioner Goodrich, requested if there is an ordinance in place that would cover the questions and concerns for current living standards? Mayor Williams states the ordinance as of right now states that residents should reside with one dwelling on properties. Resident Mrs. Taylor states she was instructed years ago that they could not do more than one dwelling on their property when they tried to put a place for her late husband's mother in their back yard. Resident Taylor shared concerns about property value for her home and surrounding homes. She also shared concerns of sewer and water hook ups as well as their dog in back yard that continues to bark all night long. Mayor Williams asked resident Taylor how long has the additional dwelling been occupied? Mrs. Taylor states to her knowledge since October or November 2021. Mayor Williams states he will check with our attorney about a certified letter to confirm what steps to take next in the recreational vehicle and living standards.

Mayor Williams asked the board to see attached financial reports for review for approval. All board members reviewed and no budget amendments needed at this time. **Motion to approve all financials by Commissioner Spivey and Seconded by Commissioner Goodrich, Unanimous decision, motion carried 5-0.**

Mayor Williams give report on current Anchor Issuance update for the town current account is due to is paid at this time. Mayor states that extra coverage has been added to our current policy due to addition of Coeco Printer lease and Inland Marine coverage. **Motion to approve \$667 coverage for annual renewal insurance cover policy made by Commissioner Spivey, seconded by Commissioner Freeman. Unanimous decision, motion carried 5-0.**

Mayor Williams states he would like to assign each of our Commissioners tasks as follows: Commissioner Spivey will remain with assignment to Fire EMS and law enforcement as well as Martin County Committee of one hundred. Mayor Pro-Tem assigned to Commissioner Freeman, as well as Electricities, Recreation and County Commissioner Committee. Commissioner Stewart will remain with our beautification and zoning, while also joining Mid East Committee. Commissioner Jackson will be assigned to streets and ditches along with grants responsibilities, and will be our Electricities back up and back up to attend count awareness meetings for resource guide. Commissioner Goodrich will remain with assignments to maintenance and communication as well as attend count awareness meetings for resource guide as a backup for county commissioner committee.

Commissioner Goodrich states that on behalf of our maintenance department Daniel, Antony and Mick are scheduled to attend bucket truck and safety training over the next few weeks. They have each all completed their collections I test and are now North Carolina State Certified in collections I. They will also be attending CPR class held here at town hall for our staff on

January 15th 2022. Commissioner Spivey states that following up on state required collections we should review increase in salaries with success of business increase interest in fields, salaries other places will take employees away. Multiple incentives are needed before someone else offers them career advancement outside of our employment.

Commissioner Stewart discussed dilapidated houses and issues with change in staff over the past month making it unable to process all outstanding paperwork needed to move forward on demolishing of the property. She also wished to discuss recent ad in newspaper about recent breaking and entering into local vehicles here in our town. Resident Taylor states that the person of interest has been caught and pending charges. Christmas lighting contest was a success and each winner was contacted and received their winning prizes. Mayor Brown from Robersonville, Mayor Griffin from Beargrass, Commissioner Harrell from Oak City came to judge each property submitted into our contest.

Commissioner Jackson had nothing to report at this time.

Commissioner Freeman would like to personally thank Williamston Parks and Recreation for taking on Hamilton Parks and Recreation. Coach McGill of Martin County Schools personally met with me and the kids at South Creek Elementary and South Creek Middle High School. Together we had fifty five kids to join our Hamilton Recreation basketball team for 2022 and the age ranges from six to nine, ten to twelve. Commissioner Stewart asked if anyone reached out to the Hobgood area for this opportunity as well. Commissioner Freeman states kids from our area that were interested in playing where given the opportunity and believes Hobgood was offered the opportunity as well. Games will begin on January the eighteenth. He also states that when he went into our gymnasium to get things set up for the upcoming season, our gym rack and chairs are missing. Commissioner Goodrich asked when was the last time the rack and chair were seen. Commissioner Stewart asked if they were present while our gym was used for storage for the germ-x and other items to be distributed. Mayor Williams's states he has not been in there, Commissioner Freeman will follow up with Marvin Hillard to inquire about the missing chairs and rack.

Mayor Williams called on Melinda Ward about zoning inquiry. Miss Melinda states the property in question is located on Waldo Street; her request is simply to change the zoning for two properties in Hamilton. She states she has received multiple inquiries about the properties but they are unsure if mobile home trailers will be accepted due to ordinances in place for the town. She would like to know what needs to be done to move this process forward. Mayor Williams instructed Miss Ward to write a letter to the town on what request she would like to have done on each property for the board to review our zoning map and request.

Mayor Williams called on Hilda Taylor with concerns on plot on cemetery. Mrs. Taylor states that in the cemetery plot that was purchased for her late husbands is buried located at the tombstone. She is unable to place flowers or flags on his grave due to overhanging tree as well as roots messing up foundation near burial. She is requesting for the town to remove this tree. Maintenance Supervisor Mick states he will meet with Mrs. Taylor and Mayor Williams to take a look at the tree in question to be removed.

Resident Moring states that the town should look into closing the office on Friday's to the public like other surrounding towns. Town Clerk Allison is playing catch up since she arrived and just a half of days on Friday may not be enough time to cover new assignments for her. She also suggests that if the guys receive salary increases she feels as though our town clerk is in need of an increase also, due to the town is unable to run without her daily operations. She also reviewed recent power outage due to Dominion power for repairs and updates on their transformers. Throughout them working on transformers our town hall was without power the entire time also, inquiring to move towns generator to our current town hall to have operations not interrupted in future.

Mayor Williams requesting a motion to enter into closed session. **Motion to go into closed session for personnel matters made by Commissioner Goodrich, seconded by Commissioner Spivey. Unanimous decision, motion carried 5-0.**

A motion to return back in to open session at this time by Commissioner Freeman, Seconded by Commissioner Spivey. Unanimous decision, motion carried 5-0.

Motion to adjourn if there is no objection at this time by Commissioner Spivey, seconded by Commissioner Jackson. Unanimous decision, motion carried 5-0.

Mayor

Town Clerk