

**Town of Robbinsville
Regular Board Meeting Minutes
November 3, 2021
Town Hall**

A Regular Town of Robbinsville Board Meeting was called to order by Mayor Pro Tem Brian Johnson at 1:00 PM at the Town Hall on November 3, 2021. Brian Johnson made a motion to approve Mayor Steve Hooper join the meeting via telephone. Debbie Beasley seconded the motion. Vote unanimous.

Council present: Brian Johnson, Debbie Beasley, Shaun Adams

Approval of Agenda:

Debbie Beasley made a motion to approve the agenda with the following amendments: add New Business (12) Water bill issue – Chip Carringer and (13) Duke Energy – street light request. Shaun Adams seconded the motion. Vote unanimous.

Approval of meeting minutes:

Brian Johnson made a motion to approve the October 6, 2021 Regular Board meeting minutes. Shaun Adams seconded the motion. Vote unanimous.

Public Comment:

Brian Johnson made a motion to open public comment at 1:05 PM. Debbie Beasley seconded the motion. Vote unanimous. There were two people that addressed the Board for public comment. Brian Johnson made a motion to close public comment at 1:07 PM. Debbie Beasley seconded the motion. Vote unanimous.

Old Business:

Town Hall Mold Issue:

Brian Johnson stated that the Terminix service technician thinks the industrial dehumidifier should be sufficient for the entire basement. He suggests that the Town unplug and dump the water from the other two dehumidifiers and have the technician reevaluate this at this next service visit.

Golf Cart Tags:

The Board scheduled a work session to discuss this issue for November 17, 2021 at 1:00 PM at the Town Hall.

Eller Branch - survey:

Brian Johnson stated that the Mayor needs to contact a new surveyor.

Old Town Hall Exterior:

Tabled.

Mini-X Bushmaster:

Tabled.

Lawn mower purchase:

Tabled until January.

New part-time maintenance department employee:

Brian Johnson stated since this position is not in the budget the Town needs to wait until the next budget.

Unmetered Water:

Brian Johnson told the Mayor that the unmetered water needs to be metered as soon as possible.

ARP Funds:

The Board scheduled a work session to discuss this issue for November 17, 2021 at 1:00 PM at the Town Hall.

Water & Sewer Shut-off Code of Ordinance:

The Board decided to make no changes to the Ordinance.

Graham County Historic Association – Right of Way:

The Attorney stated that they are still waiting on the survey.

CDBG-I Sewer line Grant:

Brian Johnson made a motion to adopt and authorize the Mayor to sign the Residential Anti-Displacement and Relocation Assistance Plan for the CDBG-I Sewer line Grant, Project #20-I-3611. Debbie Beasley seconded the motion. Vote unanimous.

Brian Johnson made a motion to adopt and authorize the Mayor to sign the Language Access Policy and Plan for CDBG-I Grantees for the CDBG-I Sewer line Grant, Project #20-I-3611. Debbie Beasley seconded the motion. Vote unanimous.

Brian Johnson made a motion to adopt and authorize the Mayor to sign the Citizen Participation Plan for CDBG-I Grantees for the CDBG-I Sewer line Grant, Project #20-I-3611. Debbie Beasley seconded the motion. Vote unanimous.

Brian Johnson made a motion to adopt the Section 504 Self Evaluation Information 24 CFR Part 8 Plan for CDBG-I Grantees for the CDBG-I Sewer line Grant, Project #20-I-3611. Shaun Adams seconded the motion. Vote unanimous.

Brian Johnson made a motion to adopt and authorize the Mayor to sign the Procurement Policy and Plan for CDBG-I Grantees for the CDBG-I Sewer line Grant, Project #20-I-3611. Debbie Beasley seconded the motion. Vote unanimous.

Brian Johnson made a motion to adopt and authorize the Mayor to sign the Prohibition of the Use of Excess Force for CDBG-I Grantees for the CDBG-I Sewer line Grant, Project #20-I-3611. Shaun Adams seconded the motion. Vote unanimous.

Brian Johnson made a motion to adopt and authorize the Mayor to sign the Section 3 Action Plan Resolution for the CDBG-I Sewer line Grant, Project #20-I-3611. Debbie Beasley seconded the motion. Vote unanimous.

Brian Johnson made a motion to adopt and authorize the Mayor to sign the Equal Housing Opportunity Resolution and the Fair Housing Complaint Procedure for the CDBG-I Sewer line Grant, Project #20-I-3611. Debbie Beasley seconded the motion. Vote unanimous.

Brian Johnson made a motion to adopt and authorize the Mayor to sign the Code of Conduct Policy for CDBG-I Grantees for the CDBG-I Sewer line Grant, Project #20-I-3611. Debbie Beasley seconded the motion. Vote unanimous.

New Business:

Mayor Update:

The Mayor updated the Board on the water leak issues.

Brian Johnson made a motion to approve the \$2,700 quote from the Aldridge Brothers, Inc. for the paving project on Rodney Orr Bypass in front of the Graham County Welcome Center if the Mayor receives the quote in writing. Shaun Adams seconded the motion. Vote unanimous.

Finance Update:

The Finance Director stated that the NC Treasurer Board/Finance training session has been rescheduled for December 13, 2021 at 9:30 AM at the Graham County Community Building.

Brian Johnson made a motion as of December 1, 2021 to remove Steve Hooper's name from the Town credit card and add Shaun Adams; to replace Steve Hooper's name on all Grant signature requirements with Shaun Adams; to remove Steve Hooper as a check signer for General Fund Account #1033, Water & Sewer Fund Account #1088, Payroll Fund Account #1044, Powell Fund Account #1004, TCWP Fund Account #9704, and Capital Projects Fund Account #2947; to add Kenneth Hyde as a check signer to General Fund Account #1033, Water & Sewer Fund Account #1088, Capital Projects Fund Account #2947, Payroll Fund Account #1044; and to add Shaun Adams as a check signer to TCWP Fund Account #9704 and Powell Fund Account #1004, all other signers remain the same. Shaun Adams seconded the motion. Vote unanimous.

The Finance Director presented the October 31, 2021 Budget vs Actual Report to the Board.

Employee cost of living increase and Christmas pay:

Brian Johnson made a motion to approve the 3% employee cost of living increase retroactive to July 1, 2021 and the employee \$550 Christmas pay for all employees, to be paid the week of Thanksgiving. Debbie Beasley seconded the motion. Vote unanimous.

Library and Senior Center Support:

Brian Johnson made a motion to approve the \$7,000 Library support and \$3,000 Senior Center support. Debbie Beasley seconded the motion. Vote unanimous.

Election workers – Hazard pay:

Debbie Beasley made a motion to table. Brian Johnson seconded the motion. Vote unanimous.

Additional Leak Credit Request:

Debbie Beasley made a motion to approve the additional leak credit request for 2742 Tallulah Road for \$239.44. Shaun Adams seconded the motion. Vote unanimous.

Maintenance Supervisor Assistant:

Shaun Adams made a motion to table until a job description is presented to the Board. Brian Johnson seconded the motion. Vote unanimous.

RHS Yearbook advertisement:

Brian Johnson made a motion to approve the 1/2 page Robbinsville High School yearbook Ad for \$200 and charge to Mayor expense line item. Debbie Beasley seconded the motion. Vote unanimous.

RHS Band Uniform support:

Brian Johnson made a motion to approve one band uniform for \$319 for the Robbinsville High School band and charge to Mayor expense line item. Debbie Beasley seconded the motion. Vote unanimous.

Water Bill Forgiveness:

Debbie Beasley made a motion to write off \$412.72 for 407 Fox Hill Road water bill. Brian Johnson seconded the motion. Vote unanimous.

Shaun Adams made a motion to write off \$80 for Chip Carringer's water bill. Debbie Beasley seconded. Vote unanimous.

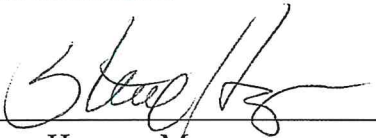
Streetlight Request:

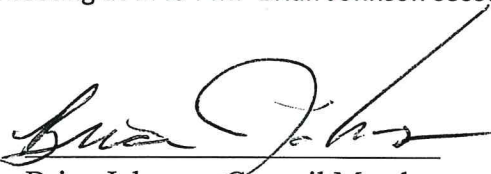
Shaun Adams made a motion to add a streetlight at the Robbinsville Elementary School. Brian Johnson seconded the motion. Vote unanimous.

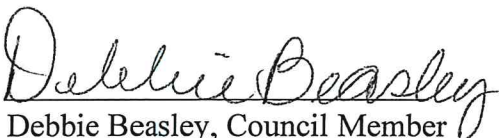
Closed Session:

Brian Johnson made a motion to go into closed session at 2:20 PM. Debbie Beasley seconded the motion. Vote unanimous. Shaun Adams made a motion to come out of closed session at 2:35 PM. Brian Johnson seconded the motion. Vote unanimous. No decisions were made in closed session.

Shaun Adams made a motion to adjourn the meeting at 2:40 PM. Brian Johnson seconded the motion. Vote unanimous.

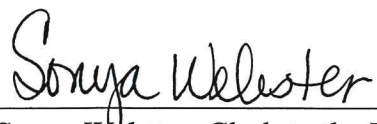

Steve Hooper, Mayor


Brian Johnson, Council Member


Debbie Beasley, Council Member


Shaun Adams, Council Member

ATTEST:


Sonya Webster, Clerk to the Board