

**Town of Robbinsville
Regular Meeting Minutes
November 4, 2020
Town Hall**

A Regular Town of Robbinsville Board Meeting was called to order by Mayor Steve Hooper at 1:00 PM at the Town Hall on November 4, 2020. The Mayor led the Pledge of Allegiance and Prayer.

Council present: Brian Johnson, Debbie Beasley

Approval of meeting minutes:

Debbie Beasley made a motion to approve the October 7, 2020 Regular Board meeting minutes. Brian Johnson seconded. Motion passed.

Approval of Public Hearing minutes – Sewer Improvement Grant:

Brian Johnson made a motion to approve the October 7, 2020 Sewer Improvement Grant Public Hearing minutes. Debbie Beasley seconded the motion. Motion passed.

Public Comment:

Brian Johnson made a motion to open public comment at 1:03 PM. Debbie Beasley seconded the motion. Motion passed. There was no public comment. Brian Johnson made a motion to close public comment at 1:04 PM. Debbie Beasley seconded the motion. Motion passed.

Old Business:

Grant Updates:

Karen Kiehna with McGill updated the Board on the Sewer Improvement Grant application.

Brian Johnson made a motion to approve the Resolution by Governing Body of Applicant to construct a wastewater collection system project described as sewer collection line improvements along Laura Street, N. Main Street, Tapoco Road, and Ford Street. Debbie Beasley seconded the motion. Motion passed.

Brian Johnson made a motion to approve the 2020-2021 Robbinsville Water and Sewer Rates. No rate changes have been made. Debbie Beasley seconded the motion. Motion passed.

Brian Johnson made a motion to adopt the October 2020 revised version of the September 2015 Asset Management Plan. Debbie Beasley seconded the motion. Motion passed.

Town Hall Mold Issue:

Steve Hooper updated the Board on the progress and additional steps necessary to remove the mold at the Town Hall. He stated that he still needed to put the dehumidifiers in the basement, install an awning above the basement stairs, put up a retaining wall, clean out the trash in the basement, bring in the mold machine in the basement, and rip up the old mold carpet at the Town Hall. Brian Johnson stated that we are waiting on a quote from Savnac Canvas & Signs for an awning above the basement steps. Debbie Beasley asked about the additional expense for the Town Hall stucco project and the Finance Director stated that it cost the Town an additional \$245, which included a new faucet and block.

Old Town Hall Lease:

Attorney Davis discussed additional issues with the lease. Brian Johnson made a motion to table the lease until the December 2, 2020 meeting. Debbie Beasley seconded the motion. Motion passed.

Collins – drainage update:

Roma Gail Collins stated that the drainage issue on their property started in 2012 after a Town project. Bo Collins stated that the Town Board has been promising to fix this issue since 2012. Debbie Beasley stated that since the Town cannot afford to give the Town employees raises this year, she does not want to approve these repairs at this time. Brian Johnson tabled the issue until the December 2, 2020 Board meeting.

Resolution - Town alleyway – off Morpew Street:

Brian Johnson made a motion to approve the Resolution to close a portion of the alley off Morpew Street. Debbie Beasley seconded the motion. Motion passed. Steve Hooper stated that the word “Hooper” in the description of the property is no relation to him. There will be a Public Hearing December 2, 2020 1:00 PM at the Town Hall.

W Fort Hill Dr – additional improvements – update:

Brian Johnson made a motion to remove this item from the agenda and discuss during the next budget. Debbie Beasley seconded. Motion passed.

Sidewalk Project:

Brian Johnson made a motion to approve the Tim Creasman quote for \$7849 for the concrete sidewalk 4’ wide with 6” curb at Ford Street. Debbie Beasley seconded the motion. Motion passed. Brian Johnson made a motion to approve budget amendment #5 - \$2000 – to allocate additional funds to the General Fund for this project. Debbie Beasley seconded. Motion passed.

NC811 Membership Agreement:

Brian Johnson made a motion to approve the NC811 membership agreement which includes Attachment A and B, with the approval for the Mayor to sign the agreement. Debbie Beasley seconded the motion. Motion passed.

Online payment update:

The Finance Director explained to the Board that the Invoice Cloud integrated online payment option will cost the Town more than originally quoted until we have more customers paying online. Invoice Cloud recommends that we readdress this quote one year from now.

New Business:

Mayor Update:

Mayor Hooper read the Sanitary Survey report from the North Carolina Environmental Quality. He also updated the Board on the recent fuel in the creek. They monitored the creek water for three days and is now clear, he is unsure what had happened.

Finance Update:

The Finance Director presented the 10/31/2020 Budget vs Actual and explained that the Town has spent \$35,809 more than we brought in for the General Fund to date. And that the Town’s revenues have

exceeded the expenses for the Water and Sewer Fund by \$91,835 to date. The Finance Director presented a General Fund income comparison and stated that we have received \$15,660 less in General Fund revenue from May – October 2020 than we did from May – October 2019 due to the COVID issues.

The Finance Director presented a spreadsheet of all County Tax Collections – release and discoveries since November 2019. Attorney Davis asked the Finance Director to get more information on the deceased release. The Finance Director will bring the answer back to the next Board meeting.

Personal Policy Work Session Schedule:

Brian Johnson recommends that the Town form a Personal Policy committee to work on a draft to present to the Board. He recommends the three department heads and either the Mayor or a Council to sit on the committee.

COVID – Employee time off guidelines:

The Finance Director explained the Families First Coronavirus Response Act to the Board. She stated that she has requested reimbursement from the Cares Act for all employee's absent due to COVID under the Families First Coronavirus Response Act guidelines.

Septic Receiving Station Pump:

Brian Johnson made a motion to approve the purchase of a replacement pump for the Septic Receiving Station for \$3,987. Debbie Beasley seconded the motion. Motion passed. Brian Johnson made a motion to approve Budget Amendment #4 – to appropriate funds from the Water & Sewer Fund Balance for this purchase. Debbie Beasley seconded the motion. Motion passed.

COVID Hazard Pay:

Brian Johnson made a motion to approve a \$550 COVID Hazard payment to all Town employees, excluding the Mayor and the Council. Debbie Beasley seconded the motion. Motion passed.

Records Retention and Disposition Schedule:


Brian Johnson made a motion to approve the March 1, 2019 – North Carolina Division of Archives and Records Retention and Disposition Schedule. Debbie Beasley seconded the motion. Motion passed.


Elder Branch Survey:

Mayor Hooper will get a quote and bring it to the next Board meeting.

No Closed Session

Brian Johnson made a motion to adjourn the meeting at 2:52 PM. Debbie Beasley seconded the motion. Motion passed.


Steve Hooper, Mayor

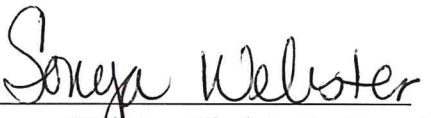

Brian Johnson, Council Member


Debbie Beasley, Council Member

ABSENT

Shaun Adams, Council Member

ATTEST:


Sonya Webster, Clerk to the Board