

**Town of Robbinsville
Special Board Meeting Minutes
December 8, 2021
Town Hall**

A Special Town of Robbinsville Board Meeting was called to order by Mayor Shaun Adams at 1:00 PM at the Town Hall on December 8, 2021.

Council present: Brian Johnson, Debbie Beasley, Kenneth Hyde

Organization Meeting:

Brian Johnson made a motion to add Assistant Secretary to the Organization meeting agenda. Debbie Beasley seconded the motion. Vote unanimous.

Brian Johnson made a motion for the date, time and place of the Regular scheduled meetings to remain the same. Debbie Beasley seconded the motion. Vote unanimous.

Brian Johnson made a motion to approve Kenneth Hyde as Mayor pro tempore. Debbie Beasley seconded the motion. Vote unanimous.

Brian Johnson made a motion to approve Debbie Beasley as Assistant Secretary. Kenneth Hyde seconded the motion. Vote unanimous.

Approval of Agenda:

Brian Johnson made a motion to approve the Agenda with the changes to table Golf Cart Tags and Old Town Hall exterior. Debbie Beasley seconded the motion. Vote unanimous.

Approval of meeting minutes:

Debbie Beasley made a motion to approve the November 3, 2021 Regular Board meeting minutes. Brian Johnson seconded the motion. Vote unanimous. Debbie Beasley made a motion to approve the November 18, 2021 Work Session meeting minutes. Brian Johnson seconded the motion. Vote unanimous.

Public Comment:

Brian Johnson made a motion to open public comment at 1:10 PM. Debbie Beasley seconded the motion. Vote unanimous. No public comment. Brian Johnson made a motion to close public comment at 1:11 PM. Debbie Beasley seconded the motion. Vote unanimous.

Old Business:

Golf Cart Tags:

Tabled.

Eller Branch - survey:

Brian Johnson made a motion for Shaun Adams to get a survey quote for Eller Branch. Debbie Beasley seconded the motion. Vote unanimous.

Old Town Hall Exterior:

Tabled.

Mini-X Bushmaster:

Debbie Beasley made a motion to accept the \$3,000 donation from Hackney Petroleum and purchase the Bobcat Mini-X Bushmaster MX401-42SL for \$6,311. Brian Johnson seconded the motion. Vote unanimous.

ARP Funds:

The Board scheduled a work session to discuss ARP funds for January 5, 2021 at 12:00 PM at the Town Hall.

Maintenance Supervisor Assistant – Job Description

Debbie Beasley made a motion to approve the Maintenance Supervisor Assistant job description. Kenneth Hyde seconded the motion. Vote unanimous.

CDBG-I Sewer line Grant:

Brian Johnson made a motion to approve the McGill Associates Agreement for Consulting Services for the CDBG-I Sewer line Grant, Project #20-I-3611 provided that they are in compliance with CDBG-I guidelines, requirements, notices and request to release funds with the authority for the Mayor to sign. Kenneth Hyde seconded the motion. Vote unanimous.

Alcohol Sales:

The Attorney discussed the steps that the Board needs to take for alcohol sales. Kenneth Hyde made a motion to charge a \$50 processing fee for all Alcohol Applications. Brian Johnson seconded the motion. Vote unanimous.

Hazard Pay – County employees:

Brian Johnson made a motion to approve \$600 Hazard pay for the Graham County Election employees. Debbie Beasley seconded the motion. Vote unanimous. The Finance Director will bring a budget amendment to the January 5, 2021 Board meeting.

New Business:

Mayor Update:

The Mayor has met with McGill to get updates on the current projects.

Finance Update:

The Finance Director presented the November 30, 2021 Budget vs Actual.

The Finance Director stated that per her request State Representative Karl Gillespie requested NC State budget funds to include the \$100,000 match for the CDBG-I TCWP/meter/meter reading Grant, and it has been approved in the NC State budget.

The Finance Director reminded the Board that the NC Treasurer Board/Finance training session is December 13, 2021 at 9:30 AM at the Graham County Community Building.

The Board stated that Kenneth Hyde will be reviewing the bank statements monthly to assist with segregation of duties.

Customer Request – waive late fee:

Debbie Beasley made a motion to waive the \$15 late fee for Krystal Hernandez for the November billing. Kenneth Hyde seconded the motion. Brian Johnson voted against. Motion passed.

Hoops Advertisement:

Brian Johnson made a motion to approve the 1/8-page Robbinsville High School basketball Hoops Advertisement with the Graham Star for \$146.25. Debbie Beasley seconded the motion. Vote unanimous.

Robbinsville Tourism Authority Council:

Debbie Beasley made a motion to appoint Seth Mullinax to the RTA Council to replace Becky Ward since she has resigned. Brian Johnson seconded the motion. Vote unanimous.

Drainage issue – Fort Hill:

Carrie Stewart, Water Plant ORC, stated that she has made some adjustments at the Water Plant which should resolve the drainage issue at the Fort Hill water tank.

Town Law Enforcement:

Kenneth Hyde presented a Graham County Sheriff Proposal for \$153,093, Brian Johnson stated that the funds were not in the current budget, and that this can be discussed when planning the 2022-2023 Budget.

Revved Up Support:

Brian Johnson made a motion to approve REVVED-UP \$2,500 support. Debbie Beasley seconded the motion. Vote unanimous.

Ford Street Speed humps and street signs:

Kenneth Hyde made a motion for the Mayor to get quotes for street signs and speed humps for Ford Street and Atoah Street. Debbie Beasley seconded the motion. Vote unanimous.

Sewer Plant pump:

Debbie Beasley made a motion to approve the Clearwater Inc. \$6,730 quote for the Sewer Plant replacement pump. Brian Johnson seconded the motion. Vote unanimous.

Customer request – Additional leak credit:

Debbie Beasley made a motion to approve the additional \$189.46 leak credit for Charles Moose. Brian Johnson seconded the motion. Vote unanimous.

Sale of Town Vehicle:

Debbie Beasley made a motion to advertise for sealed bids to sale the 2014 Ford Explorer. Brian Johnson seconded the motion. Vote unanimous.

Closed Session:

Brian Johnson made a motion to go into closed session at 2:35 PM. Debbie Beasley seconded the motion. Vote unanimous. Brian Johnson made a motion to come out of closed session at 3:00 PM. Kenneth Hyde seconded the motion. Vote unanimous.

Bud Carpenter Salary:

Debbie Beasley made a motion to put Bud Carpenter on salary and pay him \$200 a week with no benefits. Brian Johnson seconded the motion. Vote unanimous.

Water Plant part-time position:

Brian Johnson made a motion to advertise for a part-time Water Plant Operator with at least a C-Surface Certification. Debbie Beasley seconded the motion. Vote unanimous.

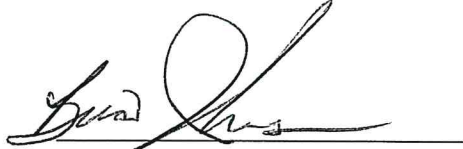
Employee promotion:

Brian Johnson made a motion to promote Baylee Hall to Maintenance Supervisor Assistant with a pay rate of \$13.50 per hour, and then increase to \$14.00 per hour in 90 days if he can perform the necessary job duties listed in the Maintenance Supervisor Assistant job description. Debbie Beasley seconded the motion. Vote unanimous.

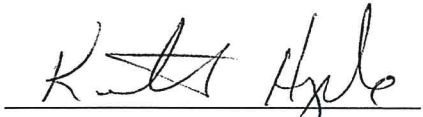
Brian Johnson made a motion to adjourn the meeting at 3:05 PM. Brian Johnson seconded the motion. Vote unanimous.



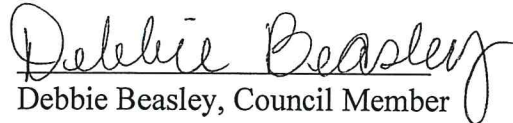
Shaun Adams, Mayor



Brian Johnson, Council Member

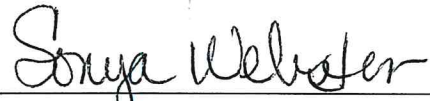


Kenneth Hyde, Council Member



Debbie Beasley, Council Member

ATTEST:



Sonya Webster, Clerk to the Board