

Town of Robbinsville  
Regular Meeting Minutes  
February 13, 2019  
Second Draft - After Wording Changes

A regular Town of Robbinsville Meeting was called to order by Mayor Steve Hooper at 1:00 PM at the Town Hall on February 13, 2019.

Council present: Brian Johnson, Debbie Beasley, and Shaun Adams

Others present: Ellen Davis, Town Attorney; Sonya Webster, Finance Director; Shari Birchfield, Town Clerk; Dirk Cody, citizen: Gary Corsair, Graham Star.

Brian Johnson made a motion to approve the minutes from the last meeting. Debbie Beasley seconded the motion. Vote unanimous.

Brian Johnson made a motion to amend the agenda to add old business (A) Present the 2018 Employee of the Year Award and new business (1A) Vacant spot on the RTA board. Debbie Beasley seconded the motion. Vote unanimous.

Brian Johnson made a motion to approve the agenda for this meeting. Debbie Beasley seconded the motion. Vote unanimous.

Old Business:

Mayor Hooper presented the 2018 Employee of the Year plaque to Bud Carpenter. He thanked him for his hard work over the years and his loyalty to the Town. Bud has been employed with the Town since 1975. The Mayor announced that the Town has named the road going into the Town's Maintenance shop Bud Carpenter Drive.

Huddle House Satellite Annexation - Roger Kersch has turned in the necessary paperwork to the Clerk of the Board. The next step will be for the Clerk to the Board to certify the information and then present to the Board at the next meeting. At that point the Board can either accept the Annexation or deny.

Speed breaker update - The speed breakers have been installed. According to citizen Dirk Cody the speed breaker has slowed down the traffic.

New Business:

There was no public comment. Debbie Beasley made a motion to close public comment. Brian Johnson seconded the motion. Vote unanimous.

Brian Johnson stated that there is a vacant seat on the RTA board. Brian Johnson stated that to his knowledge the person needs to collect occupancy tax, be a business owner, and a citizen of the Town. He also said that he thinks that a Town council member and the Mayor needs to sit on the Board. He

He said he will need to verify the details. Presently there is only one Board member that collects Occupancy Tax. Brian Johnson stated that they replaced an Occupancy Tax collector with a non-Occupancy collector, Dirk Cody. Debbie Beasley made a motion to appoint Shaun Adams to the RTA board, a non-occupancy collector. Shaun Adams seconded the motion. Alderman Brian Johnson is a RTA employee and is not able to vote. Shaun Adams voted for himself. Sonya Webster, the Clerk to the Board questioned if it was a conflict of interest for Shaun to vote. Attorney Davis asked if there was any monetary compensation to sit on the RTA Board, since there is not she said that he could vote. Motion passed.

Debbie Beasley made a motion to use the already budgeted funds for the Fishing Derby, Festivals, and the Street Dance. Shaun Adams seconded the motion. Vote unanimous.

Debbie Beasley had suggested that we ask the business' to keep their grass clippings out of the street, it looks bad and is a hazard to motorists. Brian Johnson explained to the Board that North Carolina General Statue doesn't state grass clippings specifically, but anything that can obstruct traffic, which grass clippings can be hazardous for motorcycles. (GS Chapter 136, Article 7 states no person shall throw, place or deposit any injurious obstruction in the roadway.) He recommends that we send a notice to all Town business' and contractors to make them aware of the State law and include the General Statue in the notice. Debbie Beasley made a motion to send out the notice. Brian Johnson seconded the motion. Vote unanimous. The Board asked the Clerk to the Board to type and send the notice.

Brian Johnson updated the Board on the necessary repairs needed for several Town vehicles and presented the estimate for repairs. He explained that the Red truck will need a new engine, which will cost around \$2500. Shaun Adams stated that he would like to purchase a engine from a junk yard. Brian Johnson and Debbie Beasley stated that replacing the used engine with another used engine would not be a wise decision. Brian Johnson made a motion to get more estimates. Debbie Beasley seconded the motion. Vote unanimous.

Mayor Hooper updated the Board on the Snider Town project. He stated that about mid-way through that road there is a crater forming that will need to be fixed. Brian Johnson said the pipes will cost around \$570. Graham County citizen Dirk Cody stated that he may have that size pipe, that he would look. Brian Johnson thanked Mr. Cody.

Brian Johnson made a motion to purchase the maintenance employees reflective jackets instead of continuing to rent the jackets from Cintas, which would save the Town money. Debbie Beasley made a motion to purchase the jackets. Shaun Adams seconded the motion. Vote unanimous.

The Finance Director explained that the County Tax Collections rate is up to 92% at the end of January, 2019. The Town's property tax collection at year end 6/30/17 was 85.87%, which equals 14.13% of the taxpayers not paying their taxes. She explained that using the uncollected taxes from last year as an example of \$43,000, that in ten years the Town would not have collected \$433,519. That amount would make a big difference in the Town's millage rate over a period of time. Shaun Adams asked what amount of the \$43,000 did the Town actually collect. The Finance Director explained that the Town did not collect the \$43,000 - that she was using the amount not collected last year as an example. Shaun Adams questioned what amount the Town had to pay to the County to collect the taxes and the Finance Director told him 5% for all current taxes collected. The Finance Director explained that since the Town



did not have the funds to hire a Tax Collector, at approximately \$45,000 a year, this has been a great alternative for the Town.

The Finance Director stated that the only new recommendation that both our Auditor and the NC Treasurer made was for the new Board and Finance Director is to get specific training. The Finance Director presented a list of options for training for Finance and the Board in the upcoming months. The Finance Director explained that the NC Treasurer has offered to come to Robbinsville for a free training session with the Town this month. Debbie Beasley made a motion to pay the \$237 fee for the Finance Director to attend the ACC 3240 - Local Government Finance Course. Brian Johnson seconded the motion. Vote unanimous. Debbie Beasley made a motion for the Finance Director to attend the free Managing Public Records Workshop in Hayesville March 13, 2019. Brian Johnson seconded the motion. Vote unanimous.

The Finance Director explained to the Board that the Town's contract with Southern Software includes a free User's Conference each year. She told the Board that Shari Birchfield has been using the software for the past four years and has not attended the free conference. Shaun Adams said that he did not want to approve for her to go to the conference since it is in Myrtle Beach, SC. Debbie Beasley stated that it does not matter if the conference is in Myrtle Beach, that if Shari Birchfield would benefit from the conference that she should attend. Shari Birchfield stated that it might be something that she would like to attend next year, but not this year.


The Finance Director presented the current Budget vs Actual Finance report to the Board. The Finance Director presented Budget Amendment #5 to the Board - actuator valve repair and six month review adjustments to Water & Sewer Budget. Brian Johnson made a motion to approve Budget Amendment #5. Shaun Adams seconded the motion. Vote unanimous.

The Finance Director presented the Budget schedule for work sessions for year-end 6/30/20 for the Board's review.

The Finance Director explained that a recommendation made by the Auditors over the past years to assist with Segregation of Duties is to have a Board member sign off on the bank reconciliations each month. Shaun Adams said that he would like to do that. The Finance Director will let him know each month when the bank reconciliations are ready for review.

Brian Johnson made a motion to go into closed session based on GS143-318.11(c), (a)3. Debbie Beasley seconded the motion. Vote unanimous. No action was taken during closed session.

Brian Johnson made a motion to adjourn the meeting at 2:15 PM. Debbie Beasley seconded the motion. Vote unanimous.

  
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Steve Hooper, Mayor

  
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Brian Johnson, Council Member

  
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Debbie Beasley, Council Member

  
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Shaun Adams, Council Member

ATTEST:

  
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Sonya Webster, Clerk to the Board