

**Town of Robbinsville
Regular Meeting Minutes
September 4, 2019**

A regular Town of Robbinsville meeting was called to order by Mayor Pro Tem Brian Johnson (due to the absence of Mayor Steve Hooper) at 1:00 pm at the Town Hall on September 4, 2019.

Council present: Shaun Adams, Debbie Beasley, Brian Johnson

Others present: Ellen Davis, Town attorney; Victoria Baker, DAR-Daughters of the American Revolution; Dale Wade, US Census Bureau; John Colwell, Revved Up; Michele Shiplet, Church Mouse/GREAT; Dirk Cody, citizen; Shari Birchfield, Town Clerk

Approval of meeting minutes for August 7th and August 26, 2019:
Brian motioned to approve both meeting minutes, Debbie seconded. Vote unanimous, pending the inquiry and changes Shaun requested: questioned the August 7th meeting minutes regarding who actually motioned for the Edna Phillips refund and on the August 26th meeting minutes, Shaun would like it noted that Ann McDonald was not present at the meeting.

Brian Johnson motioned to approve the agenda but to strike item #6 Gambling machines-proceed pending-Sheriff Joseph Jones. Debbie seconded. Vote unanimous.

Old Business:

Headworks building/bids:

The Board opened the two bids (Copies attached) received for the removal of the old Headworks building located at 200 Knight Street.

- | | |
|---------------------|------------|
| 1) Michael Phillips | \$4,000.00 |
| 2) Darren Stewart | \$4,300.00 |

Brian motioned to accept the lowest bid of \$4,000.00 by Michael Phillips. Debbie seconded. Vote unanimous.

Quotes-Maintenance vehicle purchase:

After reviewing and discussing the quotes for the purchase of a Maintenance truck, Debbie motioned to purchase the one from Jacky Jones Chevrolet (copy attached). Brian seconded. Vote unanimous.

Year	2020
Model	3500 HD Silverado Reg. Cab 4WD
Truck	\$38,823.00
Service body	<u>\$ 8,200.00</u>
	\$47,023.00

Board procedures:

The Board discussed the changes they would like made to the Rules of Board Procedure policy with Town attorney Ellen Davis. Ellen stated that she would make the necessary changes and present it to the Board at the next meeting for adopting.

Snider Circle culvert repair:

Brian informed the Board that two bids were received for the Snider Circle culvert repair. Debbie motioned to table until able to speak Chadd (Carpenter-Maintenance Supervisor). Shaun seconded. Vote unanimous. Bids remained sealed. (Attached)

Morphew St. drainage issues:

The Board reviewed a cost estimate by Maintenance Supervisor Chadd Carpenter in regards to the Morphew St. drainage repair in the amount of \$720.00 for materials (copy attached). Debbie motioned to have Chadd proceed with the repair. Shaun seconded. Vote unanimous.

Street light-Lon Brown Rd-Pete Brown

The Board discussed Pete Browns request for a street light at his property on 92 Lon Brown Rd. Even though the property is in the Town limits, it would be unfair to provide one with a street light and not all. Brian motioned not to accept the request. Debbie seconded. Vote unanimous.

Shared meters/extension request letters:

The Board discussed property owners that are in process of having their property/properties single meter compliant but are not going to be able to have it done by the September 5th deadline. Mildred Cutshaw, Betty Phillips, Terry/Donna Hill and Robin Green submitted date extension request letters (Copies attached) to Town clerk, Shari Birchfield for Board approval. Debbie motioned to grant a six month extension (March 4, 2019). Shaun seconded. Vote unanimous.

Collins Trailer Park-drainage repair update:

Brian informed the Board that the grade had been shot and the area mowed per Maintenance Supervisor Chadd Carpenter. There are a lot of projects going on and will get started as soon as it is feasible.

NEW BUSINESS:**Public comment:**

Brian motioned to open public comment. Debbie seconded. Vote unanimous. Dirk Cody suggested to the Board that due to the results of the State Audit investigation, that the Town should seek a new firm to conduct the Towns audit. Brian and Debbie assured Dirk that this had already been discussed and RFP's will be sent out in December 2019. With no further public comments, Debbie motioned to close public comment. Shaun seconded. Vote unanimous.

Proclamation for Constitution Week:

Victoria Baker with DAR-Daughters of the American Revolution, asked the Board to approve a Proclamation (copy attached) declaring September 17th through September 23, 2019 as Constitution Week for the Town of Robbinsville. Shaun motioned to approve, Debbie seconded. Vote unanimous. Shaun stated that he would like to have signature lines for all the Board, not just the Mayor.

Census Bureau:

Dale Wade with the US Census Bureau requested the Town's assistance with getting the word out in regards to the Census Bureau hiring part time census workers. Brian told Dale to leave some information with us to display for our customers.

Deposit-Susan Farley (on the agenda but not present):

Brian informed the Board that Susan had spoken to him in hopes that the Town would publicize more in regards to what requires a deposit being paid and when the change took place. Brian explained that if water/sewer service is disconnected for non-payment, a deposit must be paid or if one is on file, an additional \$50 must be paid towards the existing deposit. All new accounts require a deposit to be paid.

Maintenance truck repair:

Brian asked the Board if they would like to get Eric's maintenance truck repaired. The estimated cost is \$2000.00-\$3000.00 and Chadd has the money in his budget to fix it. Shaun stated he would like to get some more quotes. Debbie discussed the 3 year warranty that is included with the Ford Dealership. Debbie motioned to have the truck repaired with the Ford Dealership. Brian seconded. Vote unanimous.

Sewer Plant-back up person:

Shaun stated that the approximate cost for the current back up person is \$57,000.00 a year and that he would like to eliminate this cost for the Town citizens. Shaun informed the Board that he would like to get certified. Debbie told Shaun to check on classes. Ellen, Town attorney, stated there could be issue of liability due to being an elected official. She stated that she would research it and follow up with the Board.

Michele Shiplet:

Michele informed the Board that she had received the second Consultation proposal for the Downtown Historic Districting which is little over \$13,000.00 and the third proposal hasn't been received yet. She asked if the Board would like to move forward. Brian stated that he had talked to the Town of Sylva in regards to the question of property taxes increasing just by being designated in the Historic District and was told being designated in the Historic District does not increase property taxes. Michele stated the NC Commerce told her that it would not increase property taxes also. Michele asked if the Board would like to pursue grants which would require only a forty percent match from the Town. Brian made a motion to proceed with the Historic Districting and seek out grants/private donations. Debbie seconded. Vote unanimous.

Michele informed the Board that a business was interested in moving into the old Town Hall on Main Street and asked if the Town would be willing to do a lease or maybe in the future a lease to own. Ellen stated that lease to own is not an option and a lease is doable but requires a public notice/public hearing. Michele informed the Board of building repurposing grants that are available but unsure of the limitations on those. Brian asked if the Town would have to seek those grants. Michele said yes. Michele updated the Board on the progress of the mural wall and the new roof on the old VFW building on Main Street.

Michele mentioned a meeting with the school regarding intellectually challenged children, September 18th at 3 pm at United Community Bank if anyone from the Town would like to attend.

Michele also informed the Board of a theft at the Community Garden involving pallets of boards for the outside classroom roof. Brian stated that he would speak to Sheriff Joseph Jones in regards to the issues in that area.

Finance update:

Tabled until next meeting.

Graham County Veterans office- August water bill:

Debbie motioned to do a leak credit. Shaun seconded. Vote unanimous.

Closed session – GS143-318.11(c),(a)3

Brian motioned to go into closed session at 2:20 p.m. Debbie seconded. Vote unanimous. Brian motioned to come out of closed session at 2:40 p.m. Debbie seconded. Vote unanimous. No decisions were made in closed session.

With no further business, Debbie motioned to adjourn at 2:50 p.m. Shaun seconded. Vote unanimous.

_____ absent
Steve Hooper, Mayor


Shaun Adams, Council Member


Brian Johnson, Council Member


Debbie Beasley, Council Member

ATTEST:


Shari Birchfield, Deputy Clerk to the Board