

MINUTES
Town of Marshall Board of Alderman
Regular Meeting
August 17, 2020
6:00pm

Mayor Wallin announced to please stand for the Pledge of Allegiance and Moment of Silence.

Alderman in attendance were Billie Jean Haynie, Thomas Jablonski, Aileen Payne, Christiaan Ramsey, and Laura Ponder Smith. Also, in attendance were Town Administrator Forrest Gilliam and Town Attorney Jamie Stokes.

Mayor Jack Wallin called the regular monthly board meeting to order at 6:00pm.

Item 1

Mayor Jack Wallin called for a motion to approve the agenda as presented. Alderman Christiaan Ramsey made the motion and Alderman Laura Ponder Smith seconded the motion. The motion was approved by a vote of 5-0.

Item 2

Mayor Jack Wallin called for a motion to approve the minutes from Regular Monthly Board of Alderman Meeting, Monday, July 20, 2020. Alderman Aileen Payne made the motion and Alderman Billie Jean Haynie seconded the motion. The motion was approved by a vote of 5-0.

Item 3

The Water/Sewer Report for the month of July 2020 was presented to the Board of Alderman by Forrest Gilliam, Town Administrator. Water quality reports were also presented to the Board. There was discussion about the potential cause for the reduction in unaccountable water between June and July. Jamie Chandler, Maintenance Supervisor, stated that four or five fire hydrants were replaced during that timeframe, and that there may have been some underground leaks that were fixed during that process. No major waterline leaks were identified or repaired during that timeframe. The Board was also informed of the water system inspection that occurred the previous Friday by the North Carolina Department of Environmental Quality. Don Byers was on hand for the survey, along with Forrest Gilliam. The inspection went well, and the State will send a final written report in a few weeks.

Item 4

Forrest Gilliam, Town Administrator, presented Tax Collection and Water/Sewer Collection Report was for July 2020.

Discussion took place regarding the status of Town sponsored events for the remainder of 2020 in light of the COVID-19 pandemic and restrictions on crowd sizes currently in effect. Events for the remainder of the year include Safe Treat, Veterans Day, and the Christmas Parade. The Governor's Phase 2 order is set to expire prior to the September board meeting. Consensus was to await any extension or lifting of that order before making a decision about Safe Treat.

The Board was presented a draft plan for the use of the Town of Marshall's portion of Federal Coronavirus Relief Funds. Funds available to the Town total \$66,188.67, which can cover eligible COVID-19 related expenses between March 1 and December 30 of 2020. The Town must submit its plan for the use of these funds to the County by September 1. The proposal includes the use of funds for the purchase of technology equipment to enable remote work for Town employees and to facilitate remote meetings of the Town Board and appointed boards, purchase of additional cleaning supplies and PPE, and payment for additional cleaning services for Town Hall. Discussion took place regarding potential use of the funds and eligibility for coverage under Federal and State guidelines that have been released. Upon motion by Alderman

Aileen Payne, seconded by Alderman Christiaan Ramsey, the Board voted 5-0 to approve the presented plan, with the balance of the funds going toward public safety salaries.

Forrest Gilliam, Town Administrator, presented a copy of a proposed Interlocal Agreement between the Town of Marshall and Madison County regarding the procedures for handling Coronavirus Relief Funds. Jamie Stokes, Town Attorney, has reviewed the Interlocal Agreement and has no concerns with it. Upon motion from Alderman Christiaan Ramsey, seconded by Alderman Billie Jean Haynie, the Board voted 5-0 to authorize the Mayor and Town Clerk to sign the Interlocal Agreement Between the County of Madison and the Town of Marshall for Management of Funds from the Coronavirus Relief Fund.

Forrest Gilliam, Town Administrator, updated the Board on the status of ongoing grant projects:

The deadline for the TDA funded Find Your Way grant has been extended to October 31. Mr. Gilliam will work with Rhesa Edwards to finalize locations with property owners and get signs purchased by the deadline.

The application to the Appalachian Regional Commission for the 213 sewer project has been submitted. This grant application is for ARC matching funds for a larger grant from the Federal Economic Development Administration, which is due at a later date. There will also be an application to the Golden LEAF Foundation to assist with match. No local funds will be used for a match. Mr. Gilliam informed the Board of the need to consider identifying other grant funds to upgrade the wastewater distribution system between the area of the extension and the wastewater treatment plant. Garry Moore, Vaughn and Melton, stated that the cost estimate provided by the firm for the grant application is a rough estimate provided within the short timeframe available, and is not based on any detailed physical analysis of the project area. The estimated usage by the existing homes and businesses served by the proposed extension will not add significant volume to the Town's treatment plant, but additional development in the future could significantly increase demands on the existing system. Mr. Gilliam will work with Terry Bellamy, Madison County Economic Development Director, on the submittal of the larger grant application for Economic Development Administration funds.

The Town has been notified that \$30,000 has been reserved in the Governor's allocation of Appalachian Regional Commission funds for the Downtown Wi-Fi project. Mr. Gilliam will work with Land of Sky and the County on putting together the final funding for the project and determining how it will be implemented and how the infrastructure and service will be maintained.

Boards Reports

Board of Adjustment – No Meeting.

Planning Board – No Meeting.

Parks and Recreation – No Meeting.

Department Reports

Fire Department – No report given.

Police Department – Report is in packet.

Water Department – Report is in packet.

Maintenance Department – Report is in packet.

Following up on the request from the July meeting that the contractor for the Hill Street project provide a performance bond, Garry Moore, Vaughn and Melton, recommended that the Town instead request that the contractor guarantee the portion of their work that is on the expanded footprint of the street. Mr. Moore stated that performance bonds are rare for resurfacing projects and that contractors are reluctant to guarantee work that is impacted by the existing surface. In the case of Hill Street, much of the existing road is an old concrete road that is cracked and will continue to crack. This will eventually cause cracking of the new asphalt pavement, and the only way to avoid this is to undergo a costly removal and replacement of the concrete on the entirety of the road. There was consensus from the Board to seek a one-year warranty from the contractor for the portion of the work that occurs on expanded footprint in the areas where the road is being widened.

Zoning Department – Report was presented during Board Reports.

Finance Department - Report is in packet.

Forrest Gilliam, Town Administrator, presented three Budget Amendments stated as follows for approval:

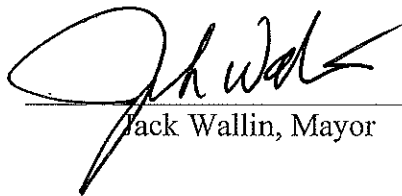
Budget Amendment#2021-005 in the amount of \$1,000 to record the revenue and expense for Police Calendar donation. Upon motion by Alderman Laura Ponder Smith, seconded by Alderman Billie Jean Haynie, the Board voted 5-0 to approve Budget Amendment #2021-005.

Budget Amendment: #2021-006 in the amount of \$58,500 to move funds from Administration Salaries and benefits to Administration Professional Services, and to increase the revenue from Appropriated Fund Balance, to cover the consulting fee for the Town Administrator. Upon motion by Alderman Billie Jean Haynie, seconded by Alderman Laura Ponder Smith, the Board voted 5-0 to approve Budget Amendment #2021-006.

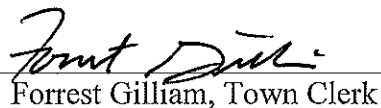
Upon motion by Alderman Christiaan Ramsey, seconded by Alderman Billie Jean Haynie, the Board voted 5-0 to enter into closed session for the purpose of Legal Matters and Personnel.

Upon motion by Alderman Laura Ponder Smith, seconded by Alderman Aileen Payne, the Board voted 5-0 to return to open session.

Upon motion by Alderman Christiaan Ramsey, seconded by Aileen Payne, the Board voted 5-0 to adjourn. The meeting adjourned at 7:36pm.



Jack Wallin, Mayor



Forrest Gilliam, Town Clerk

Closed Session

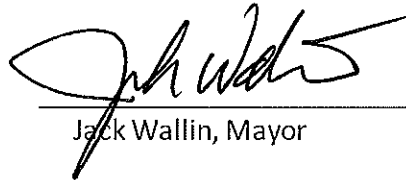
Town of Marshall Board of Alderman

Monday, August 17, 2020

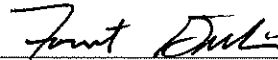
In attendance were Mayor Jack Wallin, Alderman Aileen Payne, Alderman Billie Jean Haynie, Alderman Laura Ponder Smith, Alderman Thomas Jablonski, Alderman Dr. Christiaan Ramsey, Town Administrator Forrest Gilliam, and Attorney Jamie Stokes.

Legal Matters-Marshall Fire Department Contract
Personnel-Law Enforcement Officer Separation Contract, Lieutenant George Cole

No action taken.



Jack Wallin, Mayor



Nancy Allen, Town Clerk

Forrest Gilliam