

MINUTES
Town of Marshall Board of Alderman
Regular Meeting
December 16th, 2019
6:00pm

The official swearing in ceremony for the Town of Marshall Elected Officials occurred at 6:00pm by the Honorable North Carolina District Judge Larry Leake. The elected officials that were administered the oath of office were: Mayor Jack Wallin, Alderman Aileen Payne and Alderman Laura Ponder Smith.

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

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

Mayor Jack Wallin called the regular monthly board meeting to order at 6:10pm.

Item 1

Mayor Jack Wallin called for a motion to approve the agenda. Town Administrator Nancy Allen recommended to amend the agenda for Item 4 to be moved to Item 3, add Budget Amendment #2020-002 under Administrator Report as item g and NC DOT Bicycle Initiative Grant as item h. Alderman Billie Jean Haynie made the motion to approve the amended agenda as stated and Alderman Laura Ponder Smith seconded the motion. Motion approved.

Item 2

Mayor Jack Wallin called for a motion to approve the minutes from the Town of Marshall Regular Monthly Board of Alderman Meeting, Monday, November 18th, 2019. Motion was made Alderman Aileen Payne and seconded by Alderman Billie Jean Haynie. Motion approved.

Item 3

Carol Avery, Lowdermilk, Church and Company, L.L.P. presented the 2018-2019 audit report. Presented highlights during her presentation. Audit report was sent and approved by the Local Government Commission.

Item 4

Nancy Allen, Town Administrator presented Don Byers, Byers Environmental, Inc. Water/Sewer Report for the month of November 2019 with detailed explanation of the monthly operating reports for treatment facility and gave unaccountable water loss as 30.3%. Water quality reports were included. The repair part for the reservoir level actuator valve was shipped on the 13th of December. S&N Aro Flow will be on site on Tuesday, December 17th, 2019 to repair the aerator at the Wastewater Treatment Plant. Don Byers stated in his correspondence he had reviewed the proposed content of Vaughn & Melton Comprehensive Water Study Proposal and found it to be satisfactory. Recommended to move ahead with this project. Byers Environmental, Inc. are performing the required sampling on Well #6 as described in the corrective action plan approved by North Carolina Public Water Supply.

Item 5

Hollie West, Downtown Marshall Association, introduced John Davis as the new president of the Downtown Marshall Association. Jingle Mingle was awesome and New Year's Eve will be a town wide celebration. John Davis made a request to explore having the fireworks in Marshall.

Item 6

Garry Moore, Project Manager from Vaughn & Melton Consulting Engineers, stated the Road Infrastructure Repair for Fortner Hollow, Nix Road, and Sunset Drive is still in investigative status. Vaughn & Melton Consulting Engineers are preparing the report for the January 2020 Regular Board Meeting. Proposal for providing Professional Engineering Services for a Comprehensive Water System Study for the Town of Marshall highlighting the use of the Town's existing GIS mapping to provide a model of the system, review the existing Water Capital Improvement plan and provide recommendations for improvement, review the existing well head protection plan and provide recommendations for improvement, and provide a planning document for use of future development requests. Garry Moore briefed the Board of Alderman with the status of the structuring damage of the town hall building. Explanation of the drainage under the building and parking lot area. Mayor Jack Wallin called for a motion to approve the proposal. Alderman Aileen Payne made the motion and Alderman Dr. Christiaan Ramsey seconded the motion. Motion approved.

Item 7

Nancy Allen, Town Administrator, presented administrator's report for the month of November, 2019 which included briefing the Board of Alderman of meetings, events, and monthly administrator calendar. Tax Collection and Water/Sewer Collection Report was presented for November 2019.

Nancy Allen, Town Administrator, presented the Board of Alderman a grant application to the Madison County Tourism Development Authority in the amount of \$5,000.00 for the project: "Find Your Way". This grant is based on the need for wayfinding/directional signs in downtown Marshall. Motion was made by Alderman Thomas Jablonski and seconded by Alderman Dr. Christiaan Ramsey. Motion approved.

Nancy Allen, Town Administrator, presented NC DOT information on renaming Back Street. Item was tabled.

Nancy Allen, Zoning Officer, presented the recommendation from the Town of Marshall Board of Adjustment that met on Monday, December 9th, 2019, for Kenny Ray and Anne Schneider to be reappointed for three years effective January 2020. Motion was made by Alderman Billie Jean Haynie and seconded by Alderman Laura Ponder Smith. Motion approved.

Nancy Allen, Town Administrator, presented an update on Madison County Early College High School Challenge Based Learning Oral History Project pertaining to the Parks and Recreation Site located on Skyway Drive. Interviews for oral history of the memories from the pool are on-going during the month of January, 2020. A kick-off event is in the process of being planned. Principal Jennifer Caldwell requested financial assistance from the Town of Marshall in the amount of \$750.00. Motion was made by Alderman Dr. Christiaan Ramsey and seconded by Alderman Thomas Jablonski to approve the designated amount from Miscellaneous Account under Governing Body line item in the Town of Marshall's Budget. Motion approved.

Nancy Allen, Town Administrator, requested the Board of Alderman to consider scheduling budget work sessions for fiscal year 2020-2021 beginning in January 2020. The first session will be at 5:30pm on Tuesday, January 21st, 2020. Regular Board of Alderman meeting will be at 6:00pm on Tuesday, January 21st, 2020.

Nancy Allen, Town Administrator, presented Budget Amendment #2020-002 in the amount of \$40,000.00 to allocate monies for a Comprehensive Water Study to be performed by Vaughn & Melton Engineering from budget line item 20.2980.0000 Retained Earnings to 20.4170.5106 Water/Sewer: Comp. Water Study. Motion was made by Alderman Laura Ponder Smith and seconded by Alderman Thomas Jablonski. Motion approved.

Nancy Allen, Town Administrator, presented grant information from North Carolina Division of Transportation Bicycle Safety and requested approval to apply for bicycle helmet safety grant program. Motion was made by Alderman Billie Jean Haynie and seconded by Alderman Laura Ponder Smith. Motion approved.

Boards Reports

Board of Adjustment – Met on November 25th, 2019 and December 9th, 2019. Ben Smith presented training materials. All board members received an updated copy of the Town of Marshall Unified Development Ordinance Handbook and a copy of Quasi-Judicial Handbook: A guide for Boards Making Development Regulation Decisions.
Planning Board – No Meeting. Next scheduled meeting will be in January 2020 with a half day work session included.
Parks and Recreation Board – Met on Wednesday, December 18th, 2019. Discussed the Parks and Recreation Challenged Based Learning Project.

Department Reports

Fire Department – Nancy Allen, Town Administrator, presented the report stating 11 calls and 6,500 gallons of water used. Board of Alderman requested for Nancy Allen to inquire concerning the month stated on the water use from fire hydrant. Nancy Allen will contact Regina Bishop and will report back to the board any corrections.
Police Department – Report is in packet. Chief Mike Boone highlighted his report.
Water Department – Report is in packet.
Maintenance Department – Report is in packet. Jamie Chandler highlighted his report.
Zoning Department – Report was presented in the administrator's report.
Finance Department - Report is in packet.

Public Comment-

Kerstin Davis stated concern about an abandoned residential home on Hill Street. Shared pictures of the condition of the structure. Tree has fallen on the home. Concerned about people coming and going in the home.

John Davis very concerned about the condition of the home and is very noticeable to guests in his home. Mentioned the General Statue 160A-426-Public Nuisance, Inspection, Fire Danger.

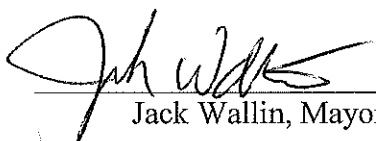
Michelle Miller stated concern about the home is in jeopardy of fire, animals living in the home and teens entering the home. Concerned about the effects of tourists passing the home.

Tom Graves stated concern about fire, homeless persons and the use of candles. Concern about proximity of other homes to the property in case of fire. Mentioned the past in reference to the same home.

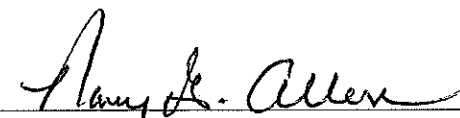
Mayor Jack Wallin call for a motion to go into Closed Session for consideration of personnel and legal matters. Motion was made by Alderman Dr. Christiaan Ramsey and seconded by Alderman Billie Jean Haynie. Motion approved.

Alderman Billie Jean Haynie made a motion to return to open session and Alderman Dr. Christiaan Ramsey seconded the motion. Motion approved.

Mayor Jack Wallin called for a motion to adjourn. Alderman Aileen Payne made the motion to adjourn the meeting and Alderman Laura Ponder Smith seconded the motion. Motion approved. Meeting adjourned 8:28pm.



Jack Wallin, Mayor



Nancy G. Allen, Town Clerk