

**Special Call Meeting/Budget Workshop**

**Minutes**

**Town of Marshall Board of Alderman**

**Monday, March 19<sup>th</sup>, 2018**

**5:00pm**

In attendance were Mayor Jack Wallin, Alderman Aileen Payne, Alderman Billie Jean Haynie, Alderman Dr. Christiaan Ramsey, Alderman Laura Ponder Smith, Alderman Thomas Jablonski, Town Clerk Nancy Allen, Deputy Town Clerk Michelle Massey, Chief of Police Mike Boone, Wastewater Consultant Don Byers, CPA Consultant Sidney Mashburn, Marshall Fire Department Regina Bishop and Tammy Boyd and Attorney, Jamie Stokes.

Meeting was called to order at 5:00pm by Mayor Jack Wallin.

Items presented in the budget workshop were as follows:

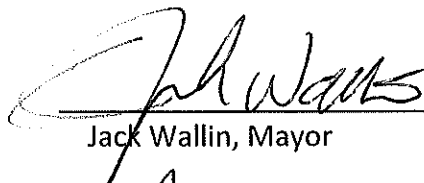
Police Department requests for 2018-2019 budget

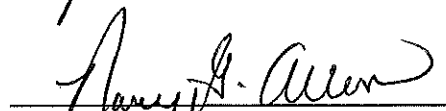
Wastewater Treatment requests for 2018-2019 budget

Marshall Fire Department requests for 2018-2019 budget

Open discussion concerning proposed draft budget

Mayor Jack Wallin adjourned the meeting at 6:00pm.

  
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Jack Wallin, Mayor

  
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Nancy Allen, Town Clerk

# MINUTES

## Town of Marshall Board of Alderman

### Regular Meeting

### March 19, 2018

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

#### Item 1

Mayor Wallin called the regular monthly board meeting to order at 6:00pm. Swearing-In Ceremony for Zoning Officer, Nancy Allen and Member of the Marshall Board of Adjustment, Benjamin Smith was administered by the Honorable NC District Court Judge Larry Leake. Mayor Wallin called for the Pledge of Allegiance and a Moment of Silence.

#### Item 2

Mayor Wallin called for a motion to approve the agenda. Alderman Ponder Smith made the motion to approve the agenda. Alderman Ramsey seconded the motion. Motion approved.

#### Item 3

Mayor Wallin called for a motion to approve the minutes from February 13, 2018 Special Call Meeting with the Madison County Board of County Commissioners, February 16, 2018 Special Call Meeting/Budget Workshop and the February 19, 2018 Regular Monthly Meeting. Alderman Ponder Smith made a motion to approve the minutes. Alderman Jablonski seconded the motion. Motion approved.

#### Item 4

The Water/Sewer Report for the month of February 2018 was presented to the Board of Alderman by Don Byers. Explained monthly operating reports for treatment facility and gave unaccountable water loss is 30.6% for the month. Water quality reports were presented to the Board. Don Byers reported every five years he submits the Water Shortage Response Plan for the Town of Marshall to the state. Don Byers will provide copy to the Board of Alderman at the next meeting for further reviewed.

#### Item 5

Nancy Allen, Town Administrator and Keith Webb, McGill Associates, presented the proposals for construction materials testing for our Phase II Water System Improvement Project/CDCB Grant. ECS Southeast, LLP proposal was in the amount of \$5,939.64 and the Bunnell-Lammons Engineering, Inc. proposal was in the amount of \$5,726.00. Motion was made by Alderman Jablonski and seconded by Alderman Ramsey for Bunnell-Lammons Engineering, Inc. proposal to be accepted. Keith Webb stated Ledford and Parker will begin this week(Monday) on cutting the pavement for the water lines replacement. Keith Webb updated the Board of Alderman concerning the notice of awards for Tencarva and S&N Aerators for the Wastewater Project. Keith Webb has contacted Faith Underground to confirmed begin date for the Island Road force main repair.

#### Item 6

Land of the Sky report was given by Nancy Allen, Town Administrator, informing the Board of Alderman that Kyle Guie had resigned his position at Land of Sky effective March 16<sup>th</sup>. Mary Roderick has accepted his position as grant administrator. DEQ had formally approved the Phase II amendment. Mary will be attending the 2018 application information session on CDBG grant funding. Erica Anderson and Mary Roderick will be meeting with Nancy Allen to discuss Phase III planning scope. Mary also indicated that Marshall is a good candidate to receive a Clean Water State Revolving Funds grant for sewer repairs. Sample press release for the new waterline project was summarized by Nancy Allen, Town Administrator.

Information was given concerning public input is underway for the LOSRPO Draft Project List for NCDOT Project Prioritization. The surveys are accessible through the end of April 2018 on the Land of Sky website.

#### Item 7

Jeff Hocz presented to the Town Board of Alderman the new mapping system for the town's water system. He also presented information concerning the 811 membership. Alderman Ramsey made the motion to submit the 811 membership and Alderman Ponder Smith seconded the motion. Motion approved.

#### Item 8

Downtown Marshall Association update was given by Connie Molland. St. Patrick's Day event was successful. The Madison County Chamber of Commerce for the third year sponsored an expo as a countywide event. The Downtown Association of Marshall had a booth. The 11<sup>th</sup> Annual Mermaids Parade and Street Festival scheduled for Saturday, June 2, 2018 event details was presented to the Board of Alderman by Holly West. Connie Molland shared planning economic development map for downtown Marshall. Downtown Marshall Association is supporting bringing the 4<sup>th</sup> of July fireworks celebration back to the downtown area.

#### Item 9

Nancy Allen presented administrator's report for the month of March 2018 which included briefing the Board of Alderman of meetings, events, and monthly administrator calendar. Tax Collection and Water/Sewer Collection Report was presented.

Nancy Allen, Jamie Chandler and Keith Webb presented information concerning Fortner Holler Road which included a picture of the road condition. More information will be updated to the board as the project is evaluated. Capital Improvement updates included backhoe had been ordered and the price estimated was lower than original price. New cost will be \$78,215.00. Two estimates were presented by Jamie Chandler, Maintenance Supervisor, pertaining to replacement of town office lighting. Estimates were as follows: AVL Electric for \$3,500.00 and KDT Service Technologies for \$5,550.00. Motion was made by Alderman Payne to accept the AVL Electric proposal for \$3,500.00 and seconded by Alderman Jablonski. Motion approved. New updated information of members per designated town boards were presented to the Board of Alderman. All boards are currently in active status.

### **Boards Reports**

**Board of Adjustment** – Board of Adjustment was scheduled for Monday, March 12, 2018 but cancelled due to weather.

**Planning Board** – Planning Board met on Monday, February 26th, 2018 to review zoning permits and information.

**Parks and Recreation** – Parks and Recreation Board met on Wednesday, March 14, 2018 to discuss Earth Day and reappointment of two members. Motion was made Alderman Ponder Smith to accept the Parks and Recreation Board nominations for Fran Randall and Chris Brown to continue to serve another three-year term and seconded by Alderman Haynie. Motion approved.

### **Department Reports**

**Fire Department** – Report is in packet. 8 calls reported and 11,400 gallons of water usage for the month of February 2018. Regina Bishop informed the Board of Alderman that the Fire Department would like for the fireworks to return to downtown Marshall. Alderman Jablonski made the motion and Alderman Ramsey seconded the motion to approve \$3,500.00 to assist with the purchase of fireworks for the July 4<sup>th</sup> celebration. Motion approved.

**Police Department** – Report is in packet. Radar equipment and training were discussed.

**Water Department** – Report is in packet.

**Maintenance Department** – Report is in packet and consideration of the need of a maintenance building was mentioned. Nancy Allen recommend to form a steering committee at the next meeting.

**Zoning Department** – Report was presented in the administrator’s report and recommendation for the representatives of the Youth League to present batting cage plan at the next the Marshall Planning Board meeting.

**Finance Department** - Report is in packet. Nancy Allen presented the force main repair costs that have been received as of date. Michelle Massey and Nancy Allen will examine the budget to evaluate if we need a budget amendment at the next meeting. Keith Webb addressed the questions concerning the size of lines regarding the repair. Information was presented by Nancy Allen and Jamie Chandler concerning auto dialers for the wastewater lift stations at the price of \$258.44 for installation and monthly cost of \$119.96 from our current carrier, Frontier Communications. Motion was made by Alderman Ramsey and seconded by Alderman Jablonski. Motion carried.

**Public Comments**

No public comment

Alderman Haynie made a motion to go into closed session for personnel and legal matters. Alderman Jablonski seconded the motion. Motion approved.

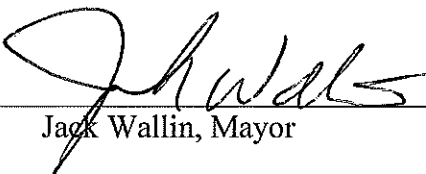
Alderman Haynie made a motion to return to open session. Alderman Jablonski seconded the motion. Motion approved.

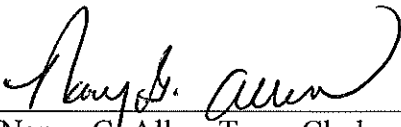
Motion was made by Alderman Haynie and seconded by Alderman Ponder Smith to accept the resignation of Officer Patrick Wilde. Motion approved.

Motion was made by Alderman Ramsey and seconded by Alderman Haynie to employ Officer Patrick Sluder at the rate of \$12.68 per hr. as a full-time officer for the Town of Marshall. Motion approved.

Motion was made by Alderman Payne and seconded by Alderman Ramsey to authorize Kristie Griffin, as tax collector, to direct execution against personal property for taxes to Mike Boone, Town of Marshall Chief of Police, specifically the personal property associated with the delinquent tax owed by Durryl Taylor. Motion approved.

Alderman Ponder Smith made a motion to adjourn the meeting. Alderman Ramsey seconded the motion. Motion approved. Meeting adjourned at 8:50pm.

  
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Jack Wallin, Mayor

  
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Nancy G. Allen, Town Clerk