

**MINUTES**  
**Town of Marshall Board of Alderman**  
**Regular Meeting**  
October 17, 2022  
6:00pm

In attendance were Mayor Nancy Allen, Aldermen Billie Jean Haynie, Thomas Jablonski, Aileen Payne, and Laura Ponder Smith. Also in attendance were Town Administrator Forrest Gilliam and Attorney Jamie Stokes.

Mayor Allen called the meeting to order at 6:00pm.

Item 1

Upon motion by Alderman Jablonski, seconded by Alderman Smith, the Board voted 4-0 to approve the agenda as presented.

Item 2

Upon motion by Alderman Smith, seconded by Alderman Haynie, the Board voted 4-0 to approve the minutes from the September 19, 2022 regular meeting.

Item 3

Discussion took place regarding vacancies on the Planning Board, Parks and Recreation Board, and Housing Authority Board.

Upon motion by Alderman Jablonski, seconded by Alderman Haynie, the Board voted 4-0 to table action on the Planning Board vacancy until the November meeting.

Upon motion by Alderman Payne, seconded by Alderman Jablonski, the Board voted 4-0 to re-appoint Jesse Mace and Fran Randall to the Parks and Recreation Board.

Upon motion by Alderman Payne, seconded by Alderman Smith, the Board voted 4-0 to table action on remaining Parks and Recreation Board appointments until the November meeting.

Upon motion by Alderman Smith, seconded by Alderman Jablonski, the Board voted 4-0 to appoint Annette Ipox to a term on the Housing Authority Board to expire on December 31, 2026, and to appoint Johnnie Ledford to a term on the Housing Authority Board to expire on March 16, 2027.

Item 4

Forrest Gilliam, Town Administrator, presented a draft contract extension for zoning services through the Land of Sky Regional Council. Funds for the contracted service at 10 hours per week were included in this year's budget. The initial contract was for a three-month trial basis for August, September, and October. Mr. Gilliam reported that the contract is working well and recommended extension of the contract through June 30, 2023. Upon motion by Alderman Haynie, seconded by Alderman Jablonski, the Board voted 4-0 to approve the Land of Sky contract for zoning services through June 30, 2023.

## Item 5

Discussion took place regarding the continued issue with people not cleaning up after their dogs in the downtown area and on the island. Complaints have been received from residents and businesses. Mr. Gilliam will research enforcement options under existing ordinances as well as possible new ordinance language and will report back to the Board.

## Item 6

Forrest Gilliam, Town Administrator, presented the Tax Collection and Water/Sewer Collection Report for September, 2022.

A copy of the Unaccountable Water Report and Monthly Operating Report for the Town's wells from Byers Environmental was presented to the Board.

The financial report for the month of September was provided to the Board.

Mr. Gilliam reminded the Board of upcoming dates for Halloween Safe Treat, Veterans Day, and the Christmas Parade. Discussion took place regarding a possible theme for the Christmas parade, with consensus that this issue would be revisited at the November meeting. Discussion also took place regarding the route for the parade. It was agreed that the parade will begin on the island, cross the bridge, turn right on Jerry Plemmons Way, turn left on Bridge Street, left on South Main, then go all the way to the old Farm Bureau lot on North Main, where participants will turn around and head back up North Main before making a right on Baileys Branch and crossing back over the bridge to the island.

Mr. Gilliam shared photos and an update on the status of repairs to Fortner Hollow Road. Mr. Gilliam also shared with members of the Board a request by Vaughn and Melton, engineers on the project, to exceed the contracted amount for engineering services in the amount of \$11,213.00. The stated reasons for the overrun are the cost of re-advertising the contract after no bids were received the first time, time to answer more questions than anticipated from the contractor that was awarded the contract for the work, and additional foundation testing at a wall that were contracted by Vaughn and Melton through ECS, a geotechnical engineering firm. Upon motion by Alderman Jablonski, seconded by Alderman Smith, the Board voted 3-1 to approve only the additional payment of \$2,040, representing the cost of additional advertising for the second round of bids. Voting in the affirmative were Aldermen Haynie, Jablonski, and Smith. Voting in the negative was Alderman Payne.

An update was provided regarding the recent resurfacing of Main Street by a contractor hired by the North Carolina Department of Transportation. Finish work is ongoing, and will require the replacement of some storm drain grates that were damaged during the milling process as well as some sidewalk repairs. Mr. Gilliam and Jamie Chandler, Maintenance Supervisor, have walked the streets and gone over the needed repairs to Town property with NCDOT, who will communicate with the contractor. The contractor is responsible for re-striping all parking spaces.

The Maintenance crew will transition to a new method of reading water meters with the October billing cycle. The FY 2022-2023 budget included funds to purchase two tablets that will allow employees who read meters to enter the information directly into a system that interfaces with the Town's billing software. This will save office staff from having to transfer written information from meter books into the billing system. The new process will be implemented over the next few months, with paper books still being used as backup.

## Reports from Boards and Community Organizations

**Downtown Marshall Association** – No report

**Board of Adjustment** – No meeting

**Planning Board** – Meeting October 18

**Parks and Recreation** – Met October 12

The Parks and Recreation Board met on October 12 and planned a fall cleanup day for the pocket park. The cleanup day will be held on Saturday, November 5<sup>th</sup> beginning at 10:00 a.m. Work will involve cleaning out any overgrown plants and preparing for a planting day in the spring.

The Parks and Recreation Board also discussed the use of the additional property on the Island the Town has recently acquired from the County, including the possibility of relocating the portable stage to higher ground that would reduce the number of times when it must be moved due to flooding threats. It takes the Maintenance crew several hours to break down the stage in order to transport it, and this can be difficult to accomplish when other equipment is needing to be moved. It also takes several hours to set the stage back up when it is moved back into place, and these steps are frequently taken as a precaution even if the island does not actually end up flooding. The consensus of the Parks and Recreation Board was that the relocation of the stage would be fine if it was accompanied by additional landscaping and improvements of the area at the upper end of the island.

The Board of Aldermen discussed the idea of moving the stage. The consensus of the Board was that the current location is superior regarding ease of use for events, due to being more centrally located and having more shade. There was also consensus that the moving of the stage is not the highest priority during a flood emergency, and there is an understanding that the stage may at some point be damaged or destroyed in a situation where conditions don't allow for it to be removed quickly enough.

## Department Reports

**Fire Department** – No report

**Police Department** – Report is in packet

**Water Department** – Jamie Chandler

**Maintenance Department** – Jamie Chandler

**Zoning Department** – Forrest Gilliam

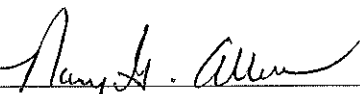
## Public Comment

There was no public comment.

Upon motion by Alderman Jablonski, seconded by Alderman Haynie, the Board voted 4-0 to enter into closed session for the purposes of attorney-client privilege and personnel.

Upon motion by Alderman Jablonski, seconded by Alderman Haynie, the Board voted 4-0 to return to open session.

Upon motion by Alderman Haynie, seconded by Alderman Jablonski, the Board voted 4-0 to adjourn at 7:09 p.m.

  
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Nancy Allen, Mayor

  
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Forrest Gilliam, Town Administrator