

# MINUTES

## Town of Marshall Board of Alderman Virtual Meeting via Zoom Regular Meeting Tuesday, April 21<sup>st</sup>, 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, 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 6:05pm. Mayor Jack Wallin stated materials presented during this Board of Alderman will have March and April reports since the Regular Monthly Board of Alderman meeting was canceled due to the COVID-19 restrictions.

### Item 1

Mayor Jack Wallin called for a motion to approve the agenda. Town Administrator Nancy Allen recommended to amend the agenda adding under the Administration Report item 7(e) North Carolina Appalachian Regional Commission Program North Carolina Department of Commerce FY-2021 Grant Pre-Applications and 7(f) Memorial Day Program. Alderman Dr. Christiaan Ramsey 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 Monday, February 24<sup>th</sup>, 2020 Town of Marshall Regular Monthly Board of Alderman Meeting and Monday, March 16<sup>th</sup>, 2020 Emergency Town of Marshall Board of Alderman COVID-19 Meeting. Alderman Laura Ponder Smith made the motion to approve the minutes and Alderman Aileen Payne seconded the motion. Motion approved.

### Item 3

Nancy Allen, Town Administrator, presented Water/Sewer Report for the months of February and March 2020 with detailed explanation of the monthly operating reports for treatment facility including unaccountable water loss. Water loss for the month of February 2020 was 31.6% and March 2020 was 29.8%. Additional information included an update on parts from Rotork are expected to arrive for the water valve located on US Hwy 25/70, Well #14 pump has been replaced and well returned to normal operating service on April 20<sup>th</sup>, 2020. The 2019 Local Water Supply Plan has been submitted to North Carolina Public Water Supply. Well #6 still remains in the "Corrective Actions" mode of operation.

### Item 4

Jeff Hocz and Jessica Hocz, Geographics, LLC. presented an update on the NC Commerce Local Capacity Lighting Grant. Detailed discussion of the current status of the grant, inventory of current lighting with mapping illustrations, cost savings with LED bridge lights, including location of new lights and installation process.

Item 5

Nancy Allen, Town Administrator, and Connie Molland, Member of Downtown Marshall Association reported the cancellation of Mermaid Festival for June 2020.

Item 6

Garry Moore, Project Manager from Vaughn & Melton Consulting Engineers, presented the following updates in regards to the Comprehensive Water Study currently working on the Preliminary Draft Report waiting for flow tests on the fire hydrants. Flood Damaged Areas related to the Road Infrastructure will have cost estimates for Nix and Sunset Roads this week and the estimates will be sent to Nancy Allen, Town Administrator, for board review. Fortner Hollow is still in progress. Building Repairs Reports should be forthcoming soon.

Item 7

Nancy Allen, Town Administrator, presented administrator's report for the months of February and March 2020 which included briefing the Board of Alderman of zoom meetings, events, and monthly administrator calendars. Tax Collection and Water/Sewer Collection Reports were presented for February and March 2020.

Nancy Allen, Town Administrator, presented the Board of Alderman a Letter of Support to the Pigeon River Fund Grant Selection Committee addressing needs of Blannahassett Island in regards to save the island from future land and infrastructure loss. A request through the Pigeon River Fund to involve engineering services to study the stated need has been made. Jessica Hocz presented current condition of banks eroding and need for restoration.

Nancy Allen, Zoning Officer, presented a handout on the changes to the North Carolina General Statute Chapter 160D, Planning Laws and Resources. Nancy Allen expressed the need to consider entering into an agreement between Land of Sky Regional Council and the Town of Marshall in regards to the Provision of Technical Service Assistance for the purpose of assisting with the changes mandated. More information will be presented at the next board meeting.

Nancy Allen, Town Administrator, presented to the Town of Marshall Board of Alderman, Budget Amendment #2020-003 is made to the annual budget ordinance for the fiscal year ending June 30, 2020 for the purpose to allocate monies was received from Unauthorized Substance Tax to the Marshall Police Department in the amount of \$33,290.90 to be moved to Police: Capital Equipment. Motion was made by Alderman Aileen Payne and seconded by Alderman Thomas Jablonski. Motion approved. Second Budget Amendment presented is Budget Amendment #2020-004 is made to the annual budget ordinance for the fiscal year ending June 30, 2020 for the purpose to allocated monies to install a security gate at the old swimming pool property. The amendment is a transfer between departments only. Transfer from Governing Body: Capital Outlay of \$2, 200.00 to Recreation: Non-Capital Improvements. Motion was made by Alderman Dr. Christiaan Ramsey and seconded by Alderman Thomas Jablonski. Motion approved.

Nancy Allen, Town Administrator, presented North Carolina Appalachian Regional Commission 2021 Pre-Applications for the Town of Marshall to apply for two different purposes. The first pre-application was for Non-construction project for Downtown WiFi that Sara Nichols from Land-of-Sky Regional Council presented information in a previous meeting and the second pre-application was Sewer Expansion that Madison County Executive Director of Economic Development, Terry Bellamy, has proposed and assisted in preparation of the pre-application. The previous Downtown Wifi information has been presented and a motion was made at an earlier meeting. The second pre-application mentioned in regards to the sewer expansion, needs action taken tonight. Mayor Jack Wallin called for a motion to approve the submittal of the Pre-Application of the Town of Marshall Sewer Expansion. Motion was made by Alderman Thomas Jablonski and seconded by Alderman Dr. Christiaan Ramsey. Motion approved.

Nancy Allen, Town Administrator, presented the Traditional Memorial Day Celebration would not be happening for this year due to the current COVID-19 Stay-at-Home Order. Town of Marshall Alderman requested for Nancy Allen to submit an advertisement to the News-Record remembering our service men and women.

## Boards Reports

Planning Board– Met on March 2 2020-Discussed Text Amendment and Permit Applications were reviewed.  
Board of Adjustment –Met on Monday, March 9<sup>th</sup>, 2020 at 6:00pm. Information was provided on proposed zoning changes mandated at state level for upcoming year.  
Parks and Recreation Board-Met on March 11<sup>th</sup>, 2020 to discuss plans for Spring Clean-up Event and Earth Day.

## Department Reports

Fire Department – Nancy Allen, Town Administrator, presented the report stating 16 calls and 300 gallons of water used.

Police Department – Report is in packet. Chief Mike Boone highlighted his report including status of his current personnel and current vehicles. Chief Mike Boone informed the Board of Alderman a new vehicle had been ordered and due to Ford Motor Operations, he is waiting to hear on a production date. Questions were addressed concerning the use of the trail and clarification to the public about the use.

Water Department – Report is in packet.

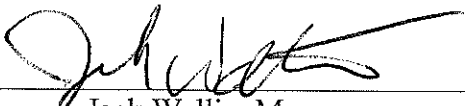
Maintenance Department – Report is in packet. Jamie Chandler, Maintenance Supervisor, highlighted his report. During the Maintenance Department report, a discussion to study and secure a location for a proposed maintenance building. Alderman Thomas Jablonski briefed the Board of Alderman with a design he had submitted for the board packet. After discussion of possible locations in the town, the Board of Alderman agreed to check the land use and secure cost of a survey for one of the town properties located on South Main Street. Alderman Dr. Christiaan Ramsey presented the request to pursue the possibility of selling the old backhoe to the Madison County Schools System. The Board of Alderman has requested for Nancy Allen to ask Don Byers concerning this request.

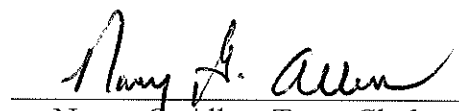
Zoning Department – Report was presented in the administrator's report.

Finance Department - Report is in packet.

## Public Comment-No Public Comment

Mayor Jack Wallin called for a motion to adjourn. Alderman Aileen Payne made the motion to adjourn the meeting and Alderman Thomas Jablonski seconded the motion. Motion approved. Meeting adjourned 7:43pm.

  
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Jack Wallin, Mayor

  
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Nancy G. Allen, Town Clerk