

# MINUTES

## Town of Marshall Board of Alderman

### Regular Meeting

### May 21st, 2018

### 6:00pm

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

#### Item 1

Mayor Wallin called the regular monthly board meeting to order at 6:02pm.

#### Item 2

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

#### Item 3

Mayor Wallin called for a motion to approve the minutes from April 16<sup>th</sup>, 2018 Special Called Meeting/Budget Workshop and the April 16<sup>th</sup>, 2018 Regular Monthly Meeting. Alderman Jablonski made a motion to approve the minutes. Alderman Haynie seconded the motion. Motion approved.

#### Item 4

Town Administrator, Nancy Allen announced Earth Day Recognition for all the volunteers from the Town of Marshall and the Chad Ayers Career Education Classes' at Madison High School.

#### Item 5

The Water/Sewer Report for the month of April 2018 was presented to the Board of Alderman by Town Administrator Don Byers. Explained monthly operating reports for treatment facility and gave unaccountable water loss is 30.5% for the month. Water quality reports were presented to the board. Resolution for Water Shortage Response Plan with the Water Shortage Response Plan attached were presented. Motion was made by Alderman Ponder Smith and seconded by Alderman Payne to approve the plan with name change on page 1 to be Nancy Allen as Town Administrator. Motion approved. Don Byers updated the board concerning the wastewater project and site preparation for delivery of the aerators.

#### Item 6

Town Administrator, Nancy Allen, had requested an update on the various water and wastewater projects under construction from Keith Webb, McGill Associates. In absence of Keith Webb, Nancy Allen read the report. Water System Improvements indicated Ledford and Parker is approximately 15% complete. The contractor has completed approximately 1,400 LF of the 6" water line on Walnut Creek Road and the asphalt binder has been completed and in place for the trench repair. Work is estimated to be completed within the next 3 weeks. Ledford and Parker indicated they will make the repairs to the pressure reducing valves included in the project within the next 2 weeks. Ledford and Parker indicated they will be adding a second crew to the work in Marshall and anticipates that crew beginning work in the Rollins Community by the end of next week. The contractor will be mobilizing to this area as soon as completing the work on Walnut Creek Road.

Island Road Pump Station and Force Main Repair update includes a 4-inch HDPE sewer force main directional drill has been completed by Faith Underground. McGill Associates is working to obtain updated and final pricing from HNH, Ledford and Parker and a potential third contractor to make the connections on both ends of

the new force main. Prior to making the final connection, the 4-inch force main will be pressure test and flushed prior to making the connections. The connection on Island Road will tie to the force main outside of the pump station. The connection at the plant will consist of a new 4-inch sewer line to extend the force main into the oxidation ditch and by-pass the small pump station at the plant where the line currently connects.

In regards to the wastewater treatment plant, the aerators have been purchased from S&N Airoflo and are expected to be delivered to the site this week. Don Byers and his group are scheduled to make the installation. Arrangements to have the crane on-site to unload the aerators and install in the ditch along with the electrical connections are in process. The pumps have been ordered from Gorman-Rupp and are anticipated to be delivered within the next 6 to 8 weeks. McGill Associates has reached out to the pump supplier and a local contractor to obtain pricing for the installation of the pumps. It is the agreement from Don Byers and Jamie Chandler that a contractor is needed to complete the installation.

Alderman Ponder Smith asked questions concerning traffic signages on Walnut Creek Road. Jamie Chandler and Nancy Allen will follow up with the status of the signs and traffic situation.

#### Item 7

Mary Roderick, Grant Administrator, presented updates on the CDBG Phase II Waterline Replacement Project. She has updated a 20-page plan concerning the Equal Opportunity Plan. Mary is waiting for the payment portion for this section of the current grant. Mary explained the need to update current capital improvement plan for applying CDBG Phase III in the fall.

#### Item 8

Nancy Allen informed the board that the request for Beautification Project-Rebecca Sevier Waddell Chapter of the Daughters of the American Revolution will be tabled for the June meeting at the request of the chapter representative, Cecilia Ward.

#### Item 9

Ken Ray and Ben Smith, members of the Board of Adjustment, presented an update on the Youth League Batting Cage. Hearing was conducted on May 14, 2018 for consideration of the Conditional Use Permit. Conditional Use Permit was granted but added specifications. Signatures will be secured and notarized. Recommendation was made to the board for re-appointment of Ken Ray, Anne Schneider, and Kay Cody for the remainder of their three-year terms on the Board of Adjustment. Motion was made by Alderman Haynie and seconded by Alderman Jablonski. Motion approved.

#### Item 10

Mr. Will Beights did not appear to discuss his request for consideration of Hardwick Branch Road to be a private road.

#### Item 11

Connie Molland gave an update to the Board from the Downtown Business Association. The Memorial Day Event will start at 9:00am on Memorial Day on the Courthouse steps. Update was given on the Mermaids Event for June 2, 2018. Connie Molland explained the Mountain Cycle Ride that has been requested for Marshall and Madison County to consider hosting this event in 2019. Connie Molland is going to visit the event on August 4-5, 2018 in Tryon, NC.

#### Item 12

Nancy Allen presented administrator's report for the month of May 2018 which included briefing the Board of Alderman of meetings, events, and monthly administrator calendar. Tax Collection and Water/Sewer Collection Report was presented. Delinquent Tax List of Marshall 2017 was included in the board packet. Motion was made by Alderman Haynie and seconded by Alderman Payne for the Copier Lease Agreement with Ricoh for fiscal year 2018-19 to be approved. Motion approved. Audit date has been established for the week

of August 13<sup>th</sup>. A motion was made by Alderman Jablonski and seconded by Alderman Ponder Smith to approve the Resolution Designation of Applicant's Agent from the North Carolina Division of Emergency Management and the Designation of Applicant's Agent form. Motion approved. A letter was presented from Madison Has Heart to the Mayor concerning the request that the Town of Marshall consider donating the Marshall Freewill Baptist Church to the local organization.

## **Boards Reports**

**Board of Adjustment** – Board of Adjustment met May 14, 2018 to review a conditional use permit and conduct a public hearing from the Madison County Baseball Youth League for installation of 2 batting cages located on Blannahassett Island.

Hearing was conducted. Permit was approved with specifications.

**Planning Board** – Planning Board met May 7, 2018 to review annexations, zoning permits and information.

**Parks and Recreation** – Parks and Recreation Board met on May 9, 2018 to review and discuss future plans for the recreational site located on Skyway Drive.

## **Department Reports**

**Fire Department** – Report is in packet. 25 calls reported and 30,500 gallons of water usage for the month of April 2018.

**Police Department** – Report is in packet. Chief Boone highlighted his report. Officer Sluder has completed just under 300 field training hours with Lieutenant Cole and Chief Boone. Projection date of completion of training will be mid-June.

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

**Maintenance Department** – Report is in packet. Jamie Chandler provided update information on Fortner' Hollow Road, new water lines, wastewater project, lights in main office, new backhoe, island bathrooms, sidewalk project, and streets. Jamie Chandler has estimated the paving projects around \$20,000.00 or less.

Nancy Allen reviewed the current purchasing policy with the board. Jamie Chandler and Nancy Allen asked if the three quotes be waived with the authorization of the mayor or finance officer addressing the section in our purchasing policy. Jack Wallin, Mayor waived the requirement concerning the projects mentioned as P. Davis Road, Fortner Hollow and island bathrooms.

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

**Finance Department** - Report is in packet.

## **Public Comments**

Alan Roderick expressed interest in looking inside the Freewill Baptist Church.

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

Alderman Haynie made the motion to return to open session and seconded by Alderman Ponder Smith. Motion approved.

Alderman Jablonski made the motion to approve budget amendment 2018-006 to transfer monies from the Administration Department to the Police Department Budget-Salary line item for hiring an additional full-time officer and Alderman Payne seconded. Motion approved by 3 yes and 1 no.

Alderman Payne made the motion for Officer Randy Hensley's request of 91 hours sick leave from AB Tech Community College to be transfer to his current sick leave total. Alderman Haynie seconded. Motion approved.

Alderman Jablonski made the motion to adjourn the meeting. Alderman Haynie seconded the motion. Motion approved. Meeting adjourned at 8:30pm.



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Jack Wallin, Mayor



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Nancy G. Allen, Town Clerk

**Special Call Meeting/Budget Workshop**

**Minutes**

**Town of Marshall Board of Alderman**

**Tuesday, May 29<sup>th</sup>, 2018**

**5:45pm**

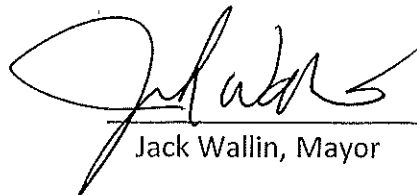
In attendance were Mayor Jack Wallin, Alderman Aileen Payne, Alderman Billie Jean Haynie, Alderman Dr. Christiaan Ramsey, Alderman Laura Ponder Smith, Alderman Thomas Jablonski, Town Clerk Nancy Allen, Deputy Town Clerk Michelle Massey, and Sidney Mashburn, CPA.

Meeting was called to order at 5:50pm by Mayor Jack Wallin.

Motion was made by Alderman Billie Jean Haynie and seconded by Alderman Aileen Payne to approve Resolutions for Annexations Fixing Date of Public Hearing Pursuant to G.S. 160-A-58.2 for the Walnut Creek Community Club, Mato Road Mobile Home Park-Entrust Carolinas, LLC., and Family Care Home-Boyd and Edwina Mintz. Motion carried.

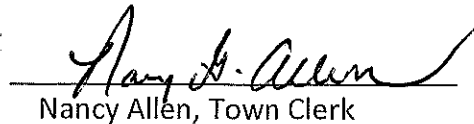
Open discussion concerning proposed draft budget fiscal year 2018-2019.

Motion was made by Alderman Thomas Jablonski and seconded by Alderman Billie Jean Haynie to adjourn the meeting. Motion carried and meeting adjourned at 7:15pm.



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Jack Wallin, Mayor



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Nancy Allen, Town Clerk