

Special Call Meeting

Via

Zoom

Minutes

Town of Marshall Board of Alderman

Wednesday, June 3rd, 2020

5:00pm

In attendance were Mayor Jack Wallin, Alderman Aileen Payne, Alderman Dr. Christiaan Ramsey, Alderman Laura Ponder Smith, Alderman Thomas Jablonski, and Town Clerk Nancy Allen.

Meeting was called to order at 5:01pm by Mayor Jack Wallin for the purpose of Amendment #2-2020 to the Sick Leave Policy for the Town of Marshall Employees Voluntary Sick Leave Sharing.

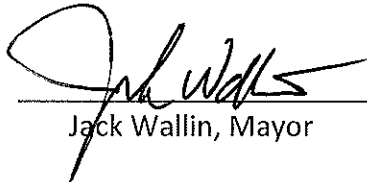
Mayor Jack Wallin called for a motion to approve the agenda. Motion was made by Alderman Aileen Payne and seconded by Alderman Laura Ponder Smith. Motion approved.

Mayor Jack Wallin requested for Town Clerk Nancy Allen to read the amendment to the sick leave policy. Amendment #2-2020 to the Sick Leave Policy for the Town of Marshall Employees-Voluntary Sick Leave Sharing stated as follows with an attached employee request form: "Donations of sick leave by other town employees to a co-worker in cases of extended medical illness or accident, which requires continued absence from work may be a maximum of two (2 full weeks) not to exceed 80 hours. An employee needs to make a written statement applying for shared leave program. The employee requesting the sick leave will need to exhaust all leave (vacation or sick) accrued before receiving any sick leave from other employees. Approval of the request must be by the Recipient's Department Head, Finance Officer and Town Administrator is required."


Motion was made by Alderman Laura Ponder Smith and seconded by Alderman Aileen Payne to approve the stated amendment to the sick leave policy with amending effective date to be retroactive to Monday, May 25th, 2020. Motion approved.

No public comment.

Motion was made by Alderman Thomas Jablonski and seconded by Alderman Aileen Payne to adjourn the meeting. Motion carried and meeting adjourned at 5:13pm.



Jack Wallin, Mayor



Nancy Allen, Town Clerk

MINUTES
Town of Marshall Board of Alderman
Virtual Meeting via Zoom
Regular Meeting
June 22nd, 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 6:17pm.

Item 1

Mayor Jack Wallin asked Town Clerk Nancy Allen for any changes to the agenda. Town Clerk Nancy Allen requested for Item 7 Special Recognition Certificates to be moved to Item 1 (a). Mayor Jack Wallin called for a motion to approve the agenda as stated. Alderman Thomas Jablonski made the motion and Alderman Billie Jean Haynie seconded the motion. Motion approved.

Item 1 (a)

Special Recognition Certificates were presented to Robin Merrell for her service to the Town of Marshall for serving as Chair and Member of the Marshall Planning Board. Frank and Cecilia Ward was presented special recognition certificate for their contribution of beautification efforts made on the entrance of the Marshall Post Office.

Item 2

Mayor Jack Wallin called for a motion to approve the minutes from Regular Monthly Board of Alderman Meeting, Monday, May 18th, 2020 via zoom, Special Call Budget Work Session, Tuesday, May 26th, 2020 via zoom and Special Call Amendment to Sick Leave Policy, Wednesday, June 3rd, 2020 via zoom. Alderman Dr. Christiaan Ramsey made the motion and Alderman Thomas Jablonski seconded the motion. Motion approved.

Item 3

Mayor Jack Wallin requested for Town Administrator Nancy Allen present to the Board of Alderman the Town of Marshall 2020-2021 Budget. Mayor Jack Wallin called for a motion to approve the Operating and Capital Improvement Budget Ordinances and Budgets for Fiscal Year 2020-2021. Alderman Aileen Payne made the motion and Alderman Laura Ponder Smith seconded. Motion approved. Mayor Jack Wallin called for a motion to approve the Water and Sewer Rate Ordinance for Fiscal Year 2020-2021 with a 1.5% increase. Motion was made by Alderman Billie Jean Haynie and seconded by Alderman Aileen Payne. Motion approved. Mayor Jack Wallin called for a motion for 3% pay raise increase for all employees for 2020-2021. Motion was made by Alderman Aileen Payne and seconded by Alderman Thomas Jablonski. Motion approved.

Item 4

The Water/Sewer Report for the month of May 2020 was presented to the Board of Alderman. Town Administrator Nancy Allen explained monthly operating reports for treatment facility and gave unaccountable water loss is 28.6% for the month. Water quality reports were presented to the board. Update from Don Byers, Environmental, Inc. stated the reservoir level has been reinstalled and all the wiring has been identified and reconnected. Scheduled date for July 14, 2020 to restart the valve which includes setting the valve limits and testing the unit for proper operation. The Industrial User Permit for Derringer-Ney renewal has been prepared and forward to the NC PERCS Unit for approval. The NPDES Permit renewal application has been completed and forwarded to NC DWQ for review and approval. The renewal reoccurs every five years. The 2019 Water System Consumer Confidence Report has been completed with direct mailing to the public.

Item 5

Garry Moore, Project Manager from Vaughn & Melton Consulting Engineers, presented to Nancy Allen Town Clerk the following updates: Comprehensive Water Study is waiting for flow test on the fire hydrants. Flood Damaged Areas pertaining to the Road Infrastructure will be ready for the next board meeting involving Nix and Sunset Roads. In reference to Town Hall still waiting on reports.

Item 6

John Davis, Downtown Marshall Association, stated no additional information concerning town events at this time due to COVID-19. Additional businesses are opening in downtown area.

Item 7

Jim Tibbetts addressed the Town of Marshall Board of Alderman with consideration of establishing an Extraterritorial Jurisdiction Zoning Classification. Requesting where do we stand with this zoning classification and concerned about the asphalt plant situation. Nancy Allen, Zoning Officer, explained the process of zoning classifications and the stages of development of the Town of Marshall Unified Zoning Ordinances. Currently the Town of Marshall has not established an Extraterritorial Jurisdiction Zoning District. Mayor Jack Wallin stated the Board of Alderman will take this item under advisement.

Item 8

Nancy Allen, Town Administrator, presented administrator's report for the month of May 2020 which included briefing the Board of Alderman of meetings, events, and monthly administrator calendar. Tax Collection and Water/Sewer Collection Report was presented for May 2020 and the 2019-2020 Tax Releases and Discovery Report. Mayor Jack Wallin called for a motion to approve the tax releases and discovery for 2019-2020. Motion was made by Alderman Laura Ponder Smith and seconded by Alderman Thomas Jablonski. Motion approved.

Nancy Allen, Town Administrator presented an agreement/contract between Land of Sky Regional Council and Town of Marshall for the provision of Zoning Technical Service Assistance from July 1, 2020 through June 30, 2021. The work program will include reviewing Marshall's zoning code and make all necessary changes mandated by NCGS Chapter 160D by July 1, 2021. The amount of the agreement is \$5,000.00. Motion was made by Alderman Aileen Payne and seconded by Alderman Dr. Christiaan Ramsey to enter into this agreement for zoning services. Motion approved.

Town of Marshall Volunteer Fire Department Contract for Fiscal Year 2020-21 was tabled.

Nancy Allen, Town Administrator, presented the completed copy of the Lighting Feasibility Study for Local Capacity Grant. Project has been completed and closed out.

Nancy Allen, Town Administrator, presented an updated on the Appalachian Regional Applications which included the status on the Downtown WIFI Grant and the Sewer Expansion Grant. Sara Nichols had provided a draft copy of the grant and Nancy Allen read the information to the Board of Alderman on the WIFI Grant. Town of Marshall had received funding of \$5,000.00 for the "Find Your Way" Grant from the Tourism Development Authority.

Nancy Allen, Town Administrator, presented three Budget Amendments stated as follows:

Budget Amendment #2020-005 is to allocate insurance proceeds for the police car into the police department budget. This is going into the salary line item police salaries in the amount \$4,398.33. Alderman Laura Ponder Smith made the motion and Alderman Thomas Jablonski seconded the motion. Motion approved.

Budget Amendment #2020-006 is the "Find Your Way" Grant for signage is to move the grant monies of \$5,000.00 from revenue to signage line item. Motion was made by Alderman Laura Ponder Smith and seconded by Alderman Billie Jean Haynie. Motion approved.

Budget Amendment #2020-007 is budget reimbursement monies received from the State of North Carolina for flooding expenses for the December 2018 and April 2019 Floods. Flooding State Reimbursement \$73,518.97 and Appropriated Fund Balance \$5,743.68 totaling the amount of \$79,262.65 to December 2018 Flooding Event of \$8,872.75 and April 2019 Flooding Event \$70,389.90 totaling \$79,262.65. Motion was made by Alderman Laura Ponder Smith and seconded by Alderman Thomas Jablonski. Motion approved.

Boards Reports

Board of Adjustment – The Board of Adjustment met on June 8th, 2020.

Planning Board – The Planning Board met on June 2nd, 2020.

Parks and Recreation – No Meeting.

Department Reports

Fire Department – Report is in packet. Regina Bishop reported 19 calls and 2000 gallons used.

Police Department – Report is in packet.

Water Department – Report is in packet.

Maintenance Department – Report is in packet. Met with the Maintenance Staff to discuss building needs.

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

Finance Department - Report is in packet.

Public Comment

Fire Chief Regina Bishop requested a copy of the hydrant flow test when it is completed and she also presented a copy of a survey of the Fire Department Building. A brief discussion of property line which is showing part of the parking lot is being reviewed. Fire Chief Regina Bishop stated she will provide a copy to the Town of Marshall for further discussion.

Mayor Jack Wallin call for a motion for Closed Session for Legal Matters and Personnel. Motion was made by Alderman Laura Ponder Smith and seconded by Alderman Dr. Christiaan Ramsey. Motion approved.


Alderman Dr. Christiaan Ramsey made a motion to return to open session and Alderman Laura Ponder Smith seconded the motion. Motion approved.

Mayor Jack Wallin call for a motion to approve full time employment for Officer Bradley Hicks to begin effective July 1, 2020 as a Town of Marshall Police Officer at the rate of \$16.50 per hour. Based salary of \$36,036.00 yearly. Alderman Laura Ponder made the motion for Officer Bradley Hicks to join the police department and Alderman Dr. Christiaan Ramsey seconded the motion. Motion approved.

Alderman Dr. Christiaan Ramsey made the motion to adjourn the meeting and Alderman Laura Ponder Smith seconded the motion. Motion approved. Meeting adjourned at 7:36pm.



Jack Wallin, Mayor



Nancy Allen, Town Clerk

Public Hearing For 2020-2021 Town of Marshall Budget Minutes

Town of Marshall Board of Alderman

Monday, June 22nd, 2020

5:30pm

Virtual Meeting - Via Zoom

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

Public Hearing for the 2020-2021 Town of Marshall Budget was officially opened at 5:30pm by Mayor Jack Wallin.

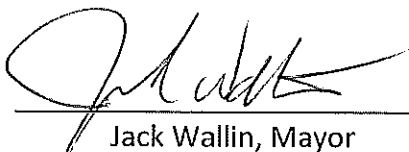
Mayor Jack Wallin requested for the Town Clerk Nancy Allen to present the Town of Marshall Budget for 2020-2021. Town Clerk Nancy Allen presented the budget by sections designated in the proposed budget ordinance which included General Funds, Enterprise Fund, Tax Rate, Duties of the Finance Officer or Designee, Capital Improvement Budget, and Water/Sewer Rates for the Town of Marshall. Town Clerk Nancy Allen stated the budget had been for review by the public and advertised properly.

Mayor Jack Wallin called for open discussion from the Board of Alderman. Line items were clarified.

Public Comment was made by Fire Chief, Regina Bishop concerning the amount money proposed in the budget hearing for the fire department. Fire Chief Bishop presented their request of additional funding based on personnel to be full time and on call 24 hours daily. Tammy Boyd presented a recommend amount of \$100,000.00. Tammy Boyd gave copy of the previous year budget and the need for employee benefits. Alderman Aileen Payne requested for additional information pertaining to the budget. Tammy Boyd explained the monies received from the county and town. Alderman Dr. Christiaan Ramsey asked for clarification of the additional \$30,000.00 and call volume. Fire Chief Regina Bishop explained the use of manpower for the additional request. Based on the number of calls received. Alderman Laura Ponder Smith addressed the Smoky Mountain Fire District Tax.

Mayor Jack Wallin requested a motion to close the public hearing.

Motion was made to close the public hearing by Alderman Laura Ponder Smith and seconded by Alderman Dr. Christiaan Ramsey. Motion approved. Public Hearing closed at 6:10pm.



Jack Wallin, Mayor



Nancy Allen, Town Clerk

**TOWN OF MARSHALL, NORTH CAROLINA
2020-21 BUDGET ORDINANCE**

BE IT ORDAINED by the Board of Alderman of Marshall, North Carolina:

SECTION 1: The following amounts are hereby appropriated in the General Fund for the operation of the town government and its activities for the fiscal year beginning July 01, 2020, and ending June 30, 2021, in accordance with the chart of accounts heretofore established for this Town:

Governing Board	\$ 178,025.00
Administration	\$ 203,582.00
Planning and Zoning	\$ 7,000.00
Elections	\$ 0.00
Police	\$ 315,355.00
Streets	\$ 349,815.00
Powell Bill	\$ 38,750.00
Fire Department	\$ 70,000.00
<u>Recreation</u>	<u>\$ 5,600.00</u>
Total Appropriation	\$ 1,168,127.00

SECTION 2: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 01, 2020, and ending June 30, 2021:

Interest Ad Valorem Taxes	\$ 4,500.00
2010 Ad Valorem Tax	\$ 50.00
2011 Ad Valorem Tax	\$ 50.00
2012 Ad Valorem Tax	\$ 50.00
2013 Ad Valorem Tax	\$ 50.00
2014 Ad Valorem Tax	\$ 200.00
2015 Ad Valorem Tax	\$ 400.00
2016 Ad Valorem Tax	\$ 400.00
2017 Ad Valorem Tax	\$ 1,500.00
2018 Ad Valorem Tax	\$ 2,000.00
2019 Ad Valorem Tax	\$ 10,000.00
2020 Ad Valorem Tax	\$ 428,447.00
Vehicle Tax	\$ 22,000.00

Payment in lieu of taxes	\$ 11,000.00
Police Officer Fees	\$ 50.00
Local Sales & Use Tax	\$ 225,000.00
Alcohol/Beverage Tax Distr.	\$ 4,000.00
Solid Waste Disposal Tax	\$ 700.00
Utilities Franchise Tax	\$ 140,000.00
Unauthorized Substance Tax	\$ 800.00
Parking Fines	\$ 750.00
Paid Parking Fees	\$ 1,700.00
Interest earned	\$ 2,500.00
Powell Bill Interest	\$ 50.00
Credit Card Processing Fees	\$ 200.00
Town Hall – Copies	\$ 25.00
Parks & Recreation	\$ 1,200.00
Fines – Town Ordinance	\$ 800.00
Zoning Application Fees	\$ 1,500.00
Cell Tower Revenue	\$ 250.00
Sale of Surplus Equipment	\$ 0.00
Miscellaneous Fees	\$ 0.00
Donations	\$ 100.00
Powell Bill – Allocation from State	\$ 22,492.53
Appropriated Fund Balance	\$ 269,105.00
<u>Appropriated Fund Balance –Powell</u>	<u>\$ 16,257.47</u>
Total Estimated Revenues	\$ 1,168,127.00

SECTION 3: The following amounts are hereby appropriated in the Enterprise Fund for the operation of the Town's Water/Sewer System for the fiscal year beginning July 01, 2020 and ending June 30, 2021 in accordance with the chart of accounts heretofore established for this Town.

Water/Sewer	\$ 659,850.00
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SECTION 4: It is estimated that the following revenue will be available in the Enterprise Fund for the fiscal year beginning July 01, 2020, and ending June 30, 2021:

Water/Sewer – Miscellaneous	\$ 5,000.00
Water/Sewer – Service Fees	\$ 640,000.00
Water/Sewer – Samples	\$ 1,000.00
Water/Sewer – Tap Fees	\$ 2,000.00
Water/Sewer – Rec-connect Fees	\$ 500.00
Water/Sewer – Late Fees	\$ 9,500.00
Water/Sewer – Disconnect Fees	\$ 250.00
Water/Sewer – Bad Check Fees	\$ 100.00
<u>Water/Sewer – Credit Card Fees</u>	<u>\$ 1,500.00</u>
Total Estimated Revenues	\$ 659,850.00

SECTION 5: There is hereby levied a tax rate of .49 cents per one hundred dollars (\$ 100.00) Valuation of property listed as of January 01, 2020 for the purpose of raising revenue included in “2020 Ad Valorem Taxes” in the General Fund in Section 2 of this ordinance. This rate is based on as estimated total valuation of property for the purpose of taxation of \$ 91,081,332 and as estimated rate of collection of 96%.

SECTION 6: The Finance Officer or designee shall be authorized to transfer appropriations as contained herein under the following conditions:

The Finance Officer or designee shall be authorized to transfer amounts between line items expenditures within a department without limitation and without a report being required. These changes must not result in increases in recurring obligations such as salaries.

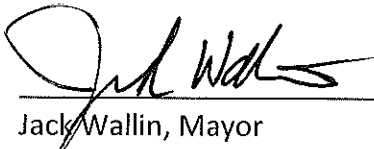
SECTION 7: The Finance Officer or designee is hereby restricted from transferring appropriations as contained herein under the following conditions:

- A: The utilization of any contingency appropriation shall be accomplished only with Board authorization.
- B. No salary increase may be made without Board approval.
- C. No new positions/vacancies temporary full-time may be filled without Board approval.

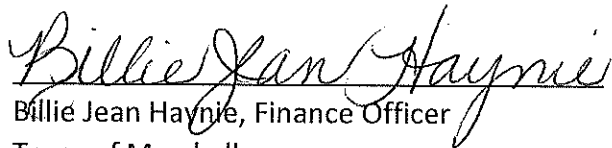
SECTION 8: This ordinance shall be the basis of the financial plans of the Town of Marshall during 2020-21 Fiscal Year. The Finance Officer or designee shall administer the budget and shall insure that the operating officials are provided guidance and sufficient detail to implement their appropriate portion of the budget. The accounting section shall establish records which are in consonance with the budget and this ordinance and the appropriate statutes of the State of North Carolina.

SECTION 9: Copies of the Budget Ordinance shall be furnished to the Clerk of the Board of Alderman and to the Finance Officer or designee to be kept on file by them for their direction in the disbursement of funds.

Adopted this 22nd day of June 2020.



Jack Wallin, Mayor
Town of Marshall



Billie Jean Haynie, Finance Officer
Town of Marshall

An Ordinance to Establish Water and Sewer Rates for the Town of Marshall

WHEREAS, the Town of Marshall pursuant to the authority of the North Carolina General Statutes Chapter 160A-314, the Town has the "Authority to Fix and Enforce Rates"; and

WHEREAS, the Town of Marshall provides water and sewer service to residents of Madison County, Both inside and outside the municipal boundaries of the Town;

NOW THEREFORE, the Town of Marshall Board of Alderman establishes the following 1.5 % increase rate structure for Marshall Water and Sewer System effective July 1st, 2020.

Water and Sewer Usage Charge:

Residence inside Town limits:

- Water: \$ 21.14 for 2000 gallons + \$ 8.44 per thousand over 2000 gallons
- Sewer: \$ 30.09 for 2000 gallons + \$ 4.83 per thousand over 2000 gallons

Residence outside Town limits:

- Water: \$ 47.19 for 2000 gallons + \$ 9.66 per thousand over 2000 gallons
- Sewer: \$ 47.19 for 2000 gallons + \$ 4.95 per thousand over 2000 gallons

Commercial inside Town limits:

- Water: \$ 30.29 for 2000 gallons + \$ 11.27 per thousand over 2000 gallons
- Sewer: \$ 39.85 for 2000 gallons + \$ 6.44 per thousand over 2000 gallons

Commercial outside Town limits:

- Water: \$ 71.58 for 2000 gallons + \$ 11.27 per thousand over 2000 gallons
- Sewer: \$ 87.84 for 2000 gallons + \$ 11.27 per thousand over 2000 gallons

Late fees will be \$ 13.20 per month for any account past due each month it is delinquent.

Adopted this 22nd day of June 2020.



Nancy Allen, Town Clerk



Jack Wallin, Mayor