

Special Call Meeting

Minutes

Town of Marshall Board of Alderman

Friday, June 1st, 2018

1:00pm

In attendance were Mayor Jack Wallin, Alderman Aileen Payne, Alderman Dr. Christiaan Ramsey, Alderman Laura Ponder Smith, Alderman Thomas Jablonski, Town Clerk Nancy Allen, Chief of Police Mike Boone.

Absent : Alderman Billie Jean Haynie.

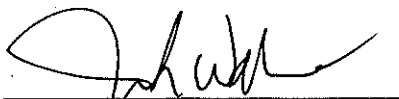
Meeting was called to order at 1:10pm by Mayor Jack Wallin for the purpose of budget and personnel policy amendment.

Motion was made by Alderman Thomas Jablonski and seconded by Alderman Aileen Payne for Budget Amendment #2018-07 to transfer monies from Appropriated Fund Balance to the Police Department Budget-Salary Line item to pay compensatory in the amount of \$23,000.00. Motion carried. Discussion with Chief Boone and Town Administrator Nancy Allen included sell of Police Department surplus property in the fiscal year 2018-2019 would be designated for expenditures in the Police Department Budget.


Motion was made by Alderman Aileen Payne and seconded by Alderman Laura Ponder Smith to approve an amendment to the Personnel Policy for the Town of Marshall effective June 1, 2018 which states "any employee who works more than the allotted hours for their job classification shall be entitled to overtime. For hours worked overtime, each employee shall be entitled to time and one-half of their regular rate of pay for all hours worked in excess of the allotted regular hours of work. Law enforcement employees shall be entitled to overtime for all in excess of 86 hours during a fourteen-day work period." Motion carried.

No public comment.

Motion was made by Alderman Thomas Jablonski and seconded by Alderman Dr. Christiaan Ramsey to adjourn the meeting. Motion carried and meeting adjourned at 1:30pm.



Jack Wallin, Mayor



Nancy Allen, Town Clerk

Annexation Hearing for Mato Road Manufactured Mobile Home Park

Minutes

Town of Marshall Board of Alderman

Monday, June 25th, 2018

5:00pm

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

Mayor Jack Wallin stated, "We have a petition for annexation of property located on Mato Road in Marshall, as a manufactured mobile home park." Requested for the Town Clerk, Nancy Allen, to verify if we have a quorum and was the hearing properly advertised. Clerk's response to both questions was yes.

Annexation Hearing for Mato Road Manufactured Mobile Home Park was officially opened at 5:00pm by Mayor Jack Wallin.

Mayor Jack Wallin requested, "Who will be speaking on behalf of the property owner requesting the annexation?"

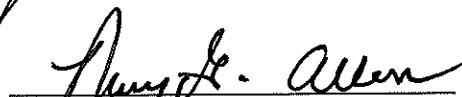
Property owner was not present. Town Clerk, Nancy Allen, could speak on the behalf of the annexation. No questions were asked. Mayor Jack Wallin asked Planning Board Chair, Garry Moore, to state the Planning Board recommendation. Mr. Garry Moore replied, "It is recommendation for the Manufactured Mobile Home Park be annexed into the Town of Marshall and it is consistent with the UDO."

No public comment. Mayor Jack Wallin requested a motion to close the public hearing.

Motion was made to close the public hearing by Alderman Billie Jean Haynie and seconded by Alderman Laura Ponder Smith. Motion approved. Public Hearing closed at 5:11pm.



Jack Wallin, Mayor



Nancy Allen, Town Clerk

Annexation Hearing for Mintz Family Care Home

Minutes

Town of Marshall Board of Alderman

Monday, June 25th, 2018

5:15pm

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

Mayor Jack Wallin stated, "We have a petition for annexation of property located on Mato Road in Marshall, as a Family Care Home." Requested for the Town Clerk, Nancy Allen, to verify if we have a quorum and was the hearing properly advertised. Clerk's response to both questions was yes.

Annexation Hearing for Mintz Family Care Home was officially opened at 5:15pm by Mayor Jack Wallin.


Mayor Jack Wallin requested, "Who will be speaking on behalf of the property owner requesting the annexation?"

Property owner Boyd Mintz was present and requested to be annexed into the Town of Marshall. Mayor Jack Wallin asked Planning Board Chair, Garry Moore, to state the Planning Board recommendation. Mr. Garry Moore replied, "It is recommendation for the Family Care Home be annexed into the Town of Marshall and it is consistent with the UDO."

No questions from the Board of Alderman.

No public comment. Mayor Jack Wallin requested a motion to close the public hearing.

Motion was made to close the public hearing by Alderman Billie Jean Haynie and seconded by Alderman Thomas Jablonski. Motion approved. Public Hearing closed at 5:23pm.



Jack Wallin, Mayor



Nancy Allen, Town Clerk

Annexation Hearing for Walnut Creek Community Club

Minutes

Town of Marshall Board of Alderman

Monday, June 25th, 2018

5:30pm

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

Mayor Jack Wallin stated, "We have a petition for annexation of property located on 2645 Walnut Creek Road in Marshall, as Walnut Creek Community Club." Requested for the Town Clerk, Nancy Allen, to verify if we have a quorum and was the hearing properly advertised. Clerk's response to both questions was yes.

Annexation Hearing for Walnut Creek Community Club was officially opened at 5:30pm by Mayor Jack Wallin.

Mayor Jack Wallin requested, "Who will be speaking on behalf of the property owner requesting the annexation?"

Property owner Donna Sue Peek was present and requested to be annexed into the Town of Marshall. Mayor Jack Wallin asked Planning Board Chair, Garry Moore, to state the Planning Board recommendation. Mr. Garry Moore replied, "It is recommendation for the Walnut Creek Community Club be annexed into the Town of Marshall and it is consistent with the UDO."

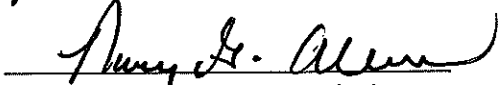
No questions from the Board of Alderman.

Public comment was made by Gary Kent. Concerned about how the annexation will affect him and septic system that is currently on the property. Mayor Jack Wallin requested a motion to close the public hearing.

Motion was made to close the public hearing by Alderman Dr. Christiaan Ramsey and seconded by Alderman Billie Jean Haynie. Motion approved. Public hearing closed at 5:40pm.



Jack Wallin, Mayor



Nancy Allen, Town Clerk

Public Hearing For 2018-2019 Town of Marshall Budget

Minutes

Town of Marshall Board of Alderman

Monday, June 25th, 2018

5:45pm

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

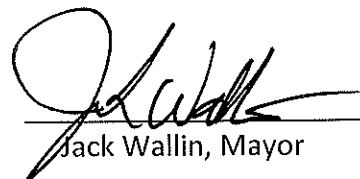
Public Hearing for the 2018-2019 Town of Marshall Budget was officially opened at 5:45pm by Mayor Jack Wallin.

Mayor Jack Wallin requested for the Town Clerk Nancy Allen to present the Town of Marshall Budget for 2018-2019. 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.

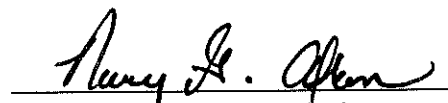
No questions from the Board of Alderman.

No public comment. 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 Thomas Jablonski. Motion approved. Public Hearing closed at 6:05pm.



Jack Wallin, Mayor



Nancy Allen, Town Clerk

MINUTES
Town of Marshall Board of Alderman
Regular Meeting
June 25th, 2018
6:30pm

Alderman in attendance were Billie Jean Haynie, Aileen Payne, Thomas Jablonski, Laura Ponder Smith, Dr. Christiaan Ramsey, 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 6:30pm.

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 May 21st, 2018 Regular Monthly Meeting, May 29th, 2018 Special Call/Budget Meeting, and June 1st Special Call Meeting. Alderman Ponder Smith made motion to approve the minutes. Alderman Haynie seconded the motion. Motion approved.

Item 4

Zoning Officer Nancy Allen presented the following zoning annexations amendments and ordinances for approval.

UDO Text Amendments:

Ordinance No. 2018-UDO-01-Sections 3.3.2 In the Permitted Uses Table, under "Residential Uses," add a P in the "Manufactured Home Park" in the MU column.

Ordinance No. 2018-UDO-02-Section 3.3.2 In the Permitted uses Table, under "Recreational Facility (indoor, designed to accommodate less that 1,000 people)," add a P in the OSR column.

Motion was made by Alderman Payne and seconded by Alderman Ramsey. Motion approved.

Annexation Ordinances:

Annexation Ordinance AO-2018-01-Daniel Arnold c/o Entrust Carolina LLC property located on Mato Road as a Manufactured Mobile Home Park.

Annexation Ordinance AO-2018-02-Mintz Family Care Home located on Mato Road.

Annexation Ordinance AO-2018-03-Walnut Creek Community Club, Inc. located on Walnut Creek Road.

Motion was made by Alderman Haynie and seconded by Alderman Ponder Smith. Motion approved.

UDO Zoning Map Amendments:

Ordinance No. ZM-2018-01-Manufactured Mobile Home Park located on Mato Road be rezoned from R-A to Mixed Use (MU).

Ordinance No. ZM-2018-02-Family Care Home, Inc., located on Mato Road be rezoned from R-A to Mixed Use (MU).

Ordinance No. ZM-2018-03-Walnut Creek Community Club located on Walnut Creek Road be rezoned from R-A to Open Space and Recreation (OSR).

Motion was made by Alderman Haynie and seconded by Alderman Ponder Smith. Motion approved.

Item 5

Motion was made by Alderman Payne and seconded by Alderman Ramsey to approve the 2018-2019 General Fund Budget as presented by Town Clerk Nancy Allen. Motion approved. Motion was made by Alderman Payne and seconded by Alderman Jablonski to approve the 2018-2019 Capital Improvement Budget as presented by Town Clerk Nancy Allen. Motion approved. Motion was made by Alderman Haynie and seconded by Alderman Ponder Smith to approve the Water/Sewer rates presented by Town Clerk Nancy Allen which included a 1.5% increase. Motion approved. Budget Ordnnances will be filed and recorded.

Item 6

The Water/Sewer Report for the month of May 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 explained half of our Wastewater Treatment Project is complete. On June 19th, Jamie and I, met with Division for Water Quality for an inspection. The inspection indicated operation is well organized and in compliance. No violations. Contract for Services with Byers Environmental, Inc. for 36 months was presented. Motion was made by Alderman Jablonski and seconded by Alderman Ponder Smith to approve the contract. Motion approved.

Item 7

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 constructed by Ledford and Parker is approximately 25% complete. The contractor continues to work on the water line on Walnut Creek Road and anticipate this work will be completed within the next three weeks. The traffic control plan for Walnut Creek to allow for closure has been approved. Modifications to the creek crossing in the Rollins Community have also been resolved. Ledford and Parker indicated they will soon mobilize to the Rollins Community, possibly with a second crew.

Island Road Pump Station and Force Main Repair included the repair and replacement of the sewer force main under the French Broad from Island Road has been completed and is in service. Jamie Chandler and his crew did a great job installing some of the line to help reduce cost to the town. The aerators are in service and working well based upon discussions with Don Byers. It is the understanding the return/waste sludge pumps are scheduled for delivery for the week of July 16th. McGill Associates continues to try to obtain a price for the installation of the pumps from a local contractor. Mary Roderick addressed the Board of Alderman with additional information concerning the waterline replacement update. Recommendation from Nancy Allen to obtain the last construction meeting minutes to be sent to the Board of Alderman for information purpose. The Mayor and Board of Alderman requested for Steve Morgan to attend the next meeting with a progress update.

Item 8

Mary Roderick, Grant Administrator, presented updates on the CDBG Phase II Waterline Replacement Project.

The following plans were presented: Procurement Plan, Equal Opportunity Plan, Local Jobs Initiative for Low Income Residents-Section 3 Plan and Limited English Proficiency and Language Access Plan. Mary Roderick stated we are going to work on an extension to the project. She explained the process of the extension. Mary Roderick highlighted the monitoring visit from Colleen Simmons and no major findings.

Item 9

Nancy Allen, Town Clerk, and Michelle Massey, Deputy Town Clerk presented Procurement Plan, Purchasing Policy, Conflict of Interest Policy, Electronic Disbursement Policy and Resolution, and Electronic Obligations Policy for approval by the Board of Alderman. Detailed explanation was provided per policy. Recommendation to remove land use and purchase of rental property in the purchasing policy under section 5.2.1. Motion was made by Alderman Haynie and seconded by Alderman Ramsey to approved the policies and polices will be effective July 1, 2018. Motion approved.

Item 10

Cecilia Ward, Member of the Madison County Rebecca Sevier Waddell Chapter of the National Society of the Daughters of the American Revolution, presented to the board a proposal to install a pollinators plot on town property which would include a plaque explaining the importance of pollinators. Location on the island for the plot and the planters at the entrance of our town need some flowers planted. Jamie Chandler to work with Cecilia Ward to locate site on the island. Motion was made by Alderman Haynie and seconded by Alderman Ramsey to approve the request. Motion approved.

Item 11

Downtown Marshall Association no update due to Connie Molland was unable to attend.

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. A motion was made by Alderman Haynie and seconded by Alderman Ramsey to approve the 2017-2018 Tax Releases and Discovery Report. Motion approved.

A motion was made by Alderman Jablonski and seconded by Alderman Haynie to approve the Marshall Fire Department Contract for 2018-2019. Motion approved. Grand Fondo National Series Proposal 2018 was presented to the Board of Alderman. The Board of Alderman requested for Nancy Allen to inform the churches in town since the event is scheduled on Sunday, July 22nd, 2018.

Boards Reports

Board of Adjustment – Board of Adjustment met June 11th, 2018. Two hearings are scheduled for July 9th, 2018.

Planning Board – Planning Board met June 5th, 2018 to review zoning permits and information. Chair, Garry Moore highlighted information.

Parks and Recreation – Parks and Recreation Board met June 13th, 2018 to assess the condition of the outdoor stage located on island. Board recommended to secure the stage from the public until repairs are made.

Department Reports

Fire Department – Report is in packet. 19 calls reported and 0 gallons of water usage for the month of May, 2018. Chief Regina Bishop highlighted plans for the 4th of July event in Marshall.

Police Department – Report is in packet. Chief Boone highlighted his report. Officer Sluder has completed FTO training. The Department has completed 4 hours of Taser Training and 4 hours of 2018 classroom firearms training including day time firearms on the range.

Water Department – Report is in packet.

Maintenance Department – Report is in packet. Jamie Chandler provided update information concerning leaks and repairs. Recommendation to make repairs to the outdoor stage on the island.

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

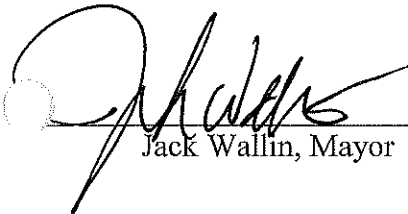
Finance Department - Report is in packet.

Public Comments

Mary Pat Franklin shared a magazine article, "The Appalachian Mural Trail Makes a Stop at the Marshall Depot."

Alderman Ponder Smith made a motion to go into closed session for legal matters. Alderman Payne seconded the motion. Motion approved.

Alderman Ponder Smith made the motion to return to open session and seconded by Alderman Jablonski. Motion approved. Meeting adjourned at 8:05pm.



Jack Wallin, Mayor



Nancy G. Allen, Town Clerk