

Special Call Meeting/Budget Session

Virtual via Zoom

Minutes

Town of Marshall Board of Alderman

Monday, May 11th, 2020

5:00pm

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, and Marshall Police Chief Mike Boone.

Meeting was called to order at 5:05pm by Mayor Jack Wallin.

Mayor Jack Wallin explained the process of zoom meetings. Town Administrator Nancy Allen stated the process of obtaining the budget information and requests.

Police Chief Mike Boone presented his Police Budget Requests and Proposed Draft Budget for Fiscal Year 2020-21.

Items presented in the budget session for discussion were as follows:

Town of Marshall Current Accounts

Marshall Community Volunteer Fire Department Proposed Requests and Budget for FY 2020-21

Proposed Water and Sewer Rates for FY 2020-21

Expenditures by Departments as 04/30/2020


Proposal Draft Budget by Departments for FY 2020-21

Next Budget Work Session will be Tuesday, May 26th at 5:00pm Virtual via Zoom.

Mayor Jack Wallin called for a motion to adjourn the Budget Work Session. Motion was made by Alderman Dr. Christiaan Ramsey and seconded by Alderman Billie Jean Haynie. Motion approved. Meeting adjourned at 6:20pm.



Jack Wallin, Mayor



Nancy G. Allen, Town Clerk

MINUTES

Town of Marshall Board of Alderman Virtual Meeting via Zoom Regular Meeting Monday, May 18th, 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 6:04pm.

Item 1

Mayor Jack Wallin called for a motion to approve the agenda. Alderman Billie Jean Haynie made the motion to approve the agenda and Alderman Dr. Christiaan Ramsey seconded the motion. Motion approved.

Item 2

Mayor Jack Wallin called for a motion to approve the minutes from Tuesday, April 21st, 2020 Town of Marshall Regular Monthly Board of Alderman Meeting via zoom and Monday, May 11th, 2020 Special Call Meeting/ Budget Session via zoom. Alderman Dr. Christiaan Ramsey made the motion to approve the minutes and Alderman Billie Jean Haynie seconded the motion. Motion approved.

Item 3

Nancy Allen, Town Administrator, presented Water/Sewer Report for the months of April 2020 with detailed explanation of the monthly operating reports for treatment facility including unaccountable water loss. Water loss for the month of April 2020 was 22.1%. Nancy Allen, Town Administrator, gave Don Byers report as stated: "As part of the recent USDA funded wastewater treatment plant upgrade the funding provided for purchase of new return activated sludge pumps and new aeration equipment. Also, included in the purchase was a new sludge transfer pump. USDA funding did not include labor for installation of any of the equipment in this project. The Town contracted with Reynolds Mechanical for equipment installation. The sludge transfer pump mentioned above was omitted from the equipment installation contract. Upon completion of the original installation contract Reynolds Mechanical provided a proposal to install the sludge return pump for approximately \$12,000.00 for the additional work. This amount exceeded the Town's labor budget balance for the project. This purchase order request includes Byers Environmental, in cooperation with KDT Technologies Services to remove the existing sludge return pump and piping and install all new piping, new sludge return pump and a new electric control panel for the pump. The new sludge return pump and electric control panel were purchased using USDA funding. The purchase order request includes labor and any associated cost to provide a fully functional sludge transfer system." Well #6 is listed as of date still "inactive" with NC Public Water Supply as it is still in "Corrective Action Plan" process. The plan requires the well to provide 6 consecutive months of monthly total coliform analysis that are absent of total coliform bacteria. The well has not produced these results in the monthly testing. The Industrial Park Reservoir Level Control Actuator Valve control unit has been repaired and reinstalled after sustaining a power surge during a thunderstorm last summer. Byers Environmental and KDT Services have scheduled to reconnect the electric service, reset the valve operating limits, and return the valve to service the week of May 18, 2020. Town Maintenance Staff is scheduled to receive a proposal this week for a new gravity drain for the existing valve vault to be installed using underground directional drilling.

Item 4

Jeff Hocz and Jessica Hocz, Geographics, LLC. presented an update on the NC Commerce Local Capacity Lighting Grant. The grant is close to completion. All work has to be finished by June 1st, 2020. Explanation was given concerning the intensify lighting and adjustments are being made on the new lighting system. Highlighted sections of the report by shared screen via zoom.

Item 5

John Davis, President of Downtown Marshall Association, reported cancellations as of date. Tremendous impact on the businesses in our town since COVID-19 has been going on. A brief discussion about fireworks for next year occurred.

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 cost estimates for Nix and Sunset Roads are in the board packet for review. Fortner Hollow is still in progress reviewing multiple avenues for repair. Building Repairs Reports should be forthcoming soon.

Item 7

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

Nancy Allen, Town Administrator, presented the "2019" Annual Drinking Water Quality Report for the Town of Marshall.

Nancy Allen, Zoning Officer, presented update on the December 2018 and April 2019 flood reimbursement from the State of North Carolina. Total amount received as of date is in form of two checks \$1,664.14 and \$71,854.83. Additional information was given in regards stabilizing the bank along playground area on Blannahassett Island by Jessica Hocz.

Nancy Allen, Town Administrator, presented the Deicing Salt-Reimbursement Agreement #9302 that has been signed by North Carolina Department of Transportation. Copy of agreement is on file.

Nancy Allen, Town Administrator, presented the request from the Marshall Housing Authority for reappointment of Edith Overby to serve another term as the resident commissioner along with the Certification of Appointment. Motion was made by Alderman Dr. Christiaan Ramsey and seconded by Alderman Billie Jean Haynie stating amending the motion to be retroactive effective March 16th, 2020. Mayor Jack Wallin call for the vote. 3 (yes), 1 (no) and 1 (abstention). Motion passed.

Mayor Jack Wallin presented information and open the floor for discussion of possible location of maintenance building. A proposal for a possible survey on one of the locations is pending based on determination of location of maintenance facility. Options of locations discussed were: current location of existing maintenance building, parking lot across from the Depot, Blannahasset Island Wastewater Treatment Facility and Skyway Drive. After discussion of the size of building/shed, two areas will be further examined for feasibility of maintenance needs and at this time there is not a need for a survey to be completed. The two areas for further determination of building project will be Skyway Drive and current location of maintenance building.

Nancy Allen, Town Administrator, presented the sample of the Memorial Day Ad that was in the board packet.

Boards Reports

Planning Board– No Meeting

Board of Adjustment –No Meeting

Parks and Recreation Board-No Meeting

Department Reports

Fire Department – Nancy Allen, Town Administrator, presented the report stating 49 calls and 3000 gallons of water used.

Police Department – Report is in packet. Copy of the new police vehicle proposal is in the packet.

Water Department – Report is in packet.

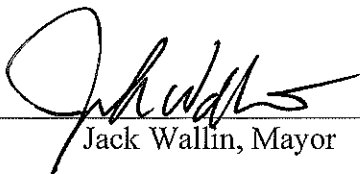
Maintenance Department – Report is in packet.

Zoning Department – No report given.

Finance Department - Report is in packet.

Public Comment-No Public Comment

Mayor Jack Wallin called for a motion to schedule the Public Hearing for the Town of Marshall Fiscal Year 2020-21 Budget at 5:30pm and Regular Monthly Board of Alderman Meeting at 6:00pm on Monday, June 22nd, 2020. Motion was made by Alderman Aileen Payne and seconded by Alderman Dr. Christiaan Ramsey. Motion approved. Mayor Jack Wallin called for a motion to adjourn. Alderman Laura Ponder Smith made the motion to adjourn the meeting and Alderman Thomas Jablonski seconded the motion. Motion approved. Meeting adjourned 8:34pm.



Jack Wallin, Mayor



Nancy G. Allen, Town Clerk

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Minutes

Town of Marshall Board of Alderman

Tuesday, May 26th, 2020

5:00pm

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, and Marshall Police Chief Mike Boone.

Meeting was called to order at 5:10pm by Mayor Jack Wallin.

Mayor Jack Wallin explained the process of zoom meetings. Town Administrator Nancy Allen stated the process of obtaining the budget information and requests.

Police Chief Mike Boone presented his Police Budget Requests and Proposed Draft Budget for Fiscal Year 2020-21.

Items presented in the budget session for discussion were as follows:

Town Administrator and Clerk presented Proposed Requests and Budget for FY 2020-21 beginning with the following accounts and departments:

Revenues

Governing Body

Administration

Planning and Zoning

Police

Streets

Powell Bill

Fire Department

Recreation


Capital Improvement

Water and Sewer Rates

Water and Sewer

Discussion of Public Hearing Date and notice to the public. Public Hearing Date established for Monday, June 22nd beginning at 5:30pm via zoom.

Mayor Jack Wallin called for a motion to adjourn the Budget Work Session. Motion was made by Alderman Billie Jean Haynie and seconded by Alderman Aileen Payne. Motion approved. Meeting adjourned at 6:22pm.



Jack Wallin, Mayor




Nancy G. Allen, Town Clerk

**AMENDMENT # 2 -2020 TO THE SICK LEAVE POLICY FOR THE TOWN OF
MARSHALL EMPLOYEES**

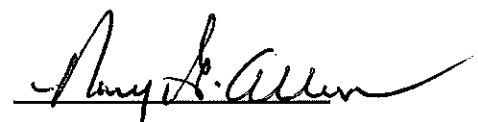
VOLUNTARY SICK LEAVE SHARING

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.

Effective date: Approved on June 3rd, 2020 Retroactive to May 25, 2020.



Mayor



Town Clerk