

Special Call Work Session for CDBG Phase III

Minutes

Town of Marshall Board of Alderman

Tuesday, September 4, 2018

5:00pm

In attendance were Mayor Jack Wallin (per phone), Alderman Aileen Payne (Acting Mayor Pro-Tem), Alderman Laura Ponder Smith, Alderman Thomas Jablonski, Town Clerk Nancy Allen, Byers Environmental Consultant Don Byers, Vaughn & Melton Representatives, Garry Moore, Dean Helstrom, and Jamie Noe, Maintenance Supervisor Jamie Chandler, Land of Sky Grant Administrator, Sara Nichols.

Meeting was called to order at 5:00pm by Mayor Pro-Tem Aileen Payne.

Items presented in the work session were as follows:

Phase III Scope-Well Development and Water Line Replacement

Draft Capital Improvement Plan and Draft Preliminary Engineering Report

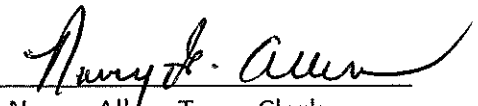
Open discussion concerning priorities for consideration in the scope of work included:

1. Well Development
2. North Rollins to South Main
3. Hill Street
4. North Main Street
5. Sams Road
6. Completion of Redmon Road
7. AB Tech Value to Long Branch Road

Mayor Pro-Tem, Aileen Payne adjourned the meeting at 6:20pm.



Aileen Payne, Mayor Pro-Tem



Nancy Allen, Town Clerk

MINUTES
Town of Marshall Board of Alderman
Regular Meeting
September 17th, 2018
6:00pm

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 6:03pm.

Item 2

Mayor Wallin called for a motion to approve the agenda with the correction on 8 (d) instead of the word Resolution for Town Sponsored Events, it is an Ordinance for Town Sponsored Events. Alderman Ponder Smith made the motion to approve the agenda. Alderman Jablonski seconded the motion. Motion approved.

Item 3

Mayor Wallin called for a motion to approve the minutes from August 20th, 2018 CDBG Phase III Public Hearing. Motion was made by Alderman Ponder Smith and seconded by Alderman Payne. Motion approved. Mayor Wallin called for a motion to approve the minutes from August 20th, 2018 Regular Monthly Meeting and the September 4th, 2018 Special Called Work Session CDBG Phase III. Alderman Jablonski made the motion and Alderman Ramsey seconded the motion. Motion approved.

Item 4

J Meliski from McGill Associates presented information concerning the current status of Phase II Waterline Project. We are roughly 75% completed with the project. Highlighted the Smith Hollow, Redmon Road and Rollins Road. We are executing a Change Order No. One-Revised for change in contract times to extend to January 3, 2019. The projected completion date is December 4, 2018.

Item 5

The Water/Sewer Report for the month of August 2018 was presented to the Board of Alderman by Don Byers. Explained monthly operating reports for treatment facility and gave unaccountable water loss is 28.1% for the month. Water quality reports were presented to the board. The Capital Improvement Plan and Resolution Adopting the Capital Improvement Plan was presented by Don Byers. Mayor Wallin called for a motion to approve the Capital Improvement Plan and Resolution by Alderman Payne. Alderman Jablonski seconded the motion. Motion approved.

Don Byers also presented the Well Head Protection Amended Plan and Resolution Adopting Wellhead Protection Plan Amendment. Mayor Wallin called for a motion to adopt the amended plan and resolution. Motion was made by Alderman Ramsey and Alderman Ponder Smith seconded the motion. Motion approved.

Item 6

Nancy Allen presented the Marshall Town Board of Alderman information pertaining to Larry Peek's Subdivision Request on NC Hwy 213. This zoning request had been reviewed by the Marshall Planning Board. Garry Moore, Chair of the Planning Board had recommended in the last Planning Board Meeting on September 4th, 2018 to waive the fee for the new zoning application. Larry Peek described the current project would begin with four single family residential homes. The Planning Board had made the recommendation to the Town Board of Alderman to move forward with the Deerfield Subdivision pending the water and sewer issues are resolved. Don Byers explained the current water and sewer infrastructure. Letter was received from William P. Conner, P.E., Assistant Regional Engineer addressed to the Mayor and Town of Marshall dated August 24, 2018 stating "any such development that wishes to connect to the Town's water system would need to provide the Town with a well or wells of sufficient capacity to meet the peak water demands of the development at peak build out." In the utility meetings, it has been requested to obtain a preliminary engineering report. The next step would be for the developer to bring the engineering report to the Board of Alderman. The request was tabled.

Item 7

Sara Nichols, Land of Sky, presented the updated information concerning progress on the Community Development Block Grant Phase III Application process.

Item 8

Connie Molland, Downtown Marshall Association, gave update on upcoming events in the Town of Marshall. The events are: Art on the Island-September 29th, 2018. Sunday, September 30th, 2018 Distinguished Gentlemen's Ride through Marshall approximately 200 motorcycles. Jingle Mingle on Main in December. More information will be presented in the October meeting.

Item 9

Nancy Allen presented administrator's report for the month of August 2018 which included briefing the Board of Alderman of meetings, events, and monthly administrator calendar. Tax Collection and Water/Sewer Collection Report was presented for June/July 2018 and July/August 2018. An Ordinance Declaring Road Closures for Halloween Safe Treat, Christmas Pageant, and Christmas Parade was presented. Mayor Wallin called for a motion to approve the ordinance. Motion was made by Alderman Ramsey and seconded by Alderman Jablonski. Motion approved. Veteran's Day Celebration was changed to Monday, November 12th at 9:00am.

Estimate for Island Stage Repair was presented by Nancy Allen. North Carolina League of Municipalities Insurance estimate on the damage has been submitted. Total insurance estimate is \$26,182.63 which includes a \$1,000.00 deductible. Additional estimate for repairing the stage not included in the insurance settlement was \$8,338.00. Tabled the decision until more information is provided.

Boards Reports

Board of Adjustment – No Meeting.

Planning Board – Planning Board met September 4, 2018 to review zoning permits and information. Total of 6 applications were reviewed. Nancy Allen presented information.

Parks and Recreation – No Meeting.

Department Reports

Fire Department – No report.

Police Department – Report is in packet. Chief Boone highlighted his report.

Water Department – Report is in packet.

Maintenance Department – Report is in packet. Jamie Chandler highlighted his report. The maintenance department has obtained from GovDeals a truck. The purchase was within budget.

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

Finance Department - Report is in packet.

Mayor Wallin shared information concerning donations for Hurricane Florence.

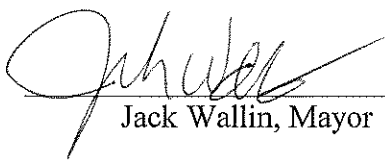
Public Comment-Dean Pistor presented a request pertaining to his property at 192 North Main Street. He reviewed with the Board concerning an issue with the deed dated back to the early 1900's indicating a small portion of the property was deeded to the Town of Marshall and Madison County. After a discussion, Mayor Wallin called for a motion to designate the portion of property in question as surplus property. Alderman Ponder Smith made the motion to approve the designated property as surplus property. Motion was seconded by Alderman Haynie. Motion approved. The Board of Alderman requested Attorney Jamie Stokes to proceed with necessary legal matters pertaining to the action taken.

Mayor Wallin called for a motion for closed session for legal matters. Alderman Ponder Smith made the motion and Alderman Ramsey seconded the motion. Motion approved.

Alderman Ramsey made a motion to return to open session and Alderman Jablonski seconded the motion. Motion approved.

Mayor Wallin called for a motion for Attorney Jamie Stokes to prepare a lease agreement for the Roberts Wells with the terms of \$40,000.00 annually for three years with a legal back out clause. Motion was made by Alderman Haynie and seconded by Alderman Ponder Smith. Motion approved.

Alderman Ponder Smith made the motion to adjourn the meeting and Alderman Payne seconded the motion. Motion approved. Meeting adjourned.



Jack Wallin, Mayor



Nancy G. Allen, Town Clerk

RESOLUTION ADOPTING WELLHEAD PROTECTION PLAN AMENDMENT

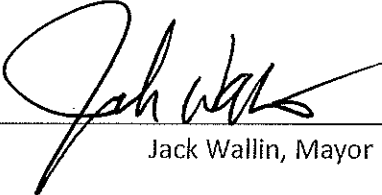
WHEREAS, the overall intent of the Board of Alderman was to create a Wellhead Protection Plan which will lay out a roadmap for pollution prevention actions.

WHEREAS, NCDEQ regulations require documentation that the plan has been formally adopted by the governing body of the Town of Marshall in the form of a Resolution and furthers requires approval of the Plan at the State Level; and

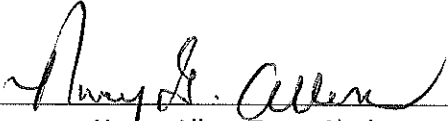
NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Board of Alderman, that the governing body of the Town of Marshall does herewith adopt the Wellhead Protection Plan Amendment and does herewith request approval of the plan at the State Level.

Adopted this 17th day of September 2018.

ATTEST:



Jack Wallin, Mayor



Nancy Allen, Town Clerk

RESOLUTION ADOPTING CAPITAL IMPROVEMENT PLAN

WHEREAS, The Town of Marshall, like other North Carolina municipalities, face demand for public services that are sometimes difficult to foresee; and

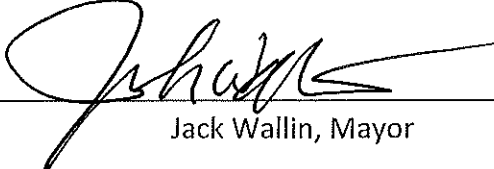
WHEREAS, The Board of Alderman foresees the need for certain public infrastructure improvements that have built up over time and that these should be addressed in future planning efforts; and

WHEREAS, likewise there is a need for a fiscal plan to undertake the orderly replacement of major capital items, such as equipment, in order to promote sound fiscal practices within the Town;

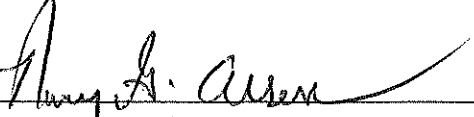
WHEREAS, the Town of Marshall initially adopted a Capital Improvement Plan in 2009 and this Plan, over the course of the preceding fiscal years, has served to guide the Town in questions of policy and planning to meet future capital needs;

NOW, BE IT THEREFORE RESOLVED by the Town of Marshall has forecasted for acquisition over the upcoming 12 year period be known as the official Capital Improvement Plan of the Town of Marshall.

Adopted this 17th day of September 2018.



Jack Wallin, Mayor



Nancy Allen, Town Clerk