



REGULAR MONTHLY MEETING MINUTES

January 18th, 2024

THESE ARE THE MINUTES FROM THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS FOR THE TOWN OF CONETOE, NORTH CAROLINA JANUARY 18, 2024

The Board of Commissioners of the Town of Conetoe met in a Regular Meeting on Tuesday, January 18th, 2024 at 6:30 p.m. in the Town Hall Council Room at 204 West Church Street, Conetoe, NC.

PRESENT

Mayor Delane Bryant

Commissioners: Jenny Staton-Hinnant, Clay Webb, and Monica Worsley

ABSENT

Commissioner Cedric Barnes

ALSO PRESENT

Town Clerk: Kelly Hunter

1. MEETING CALLED TO ORDER AND INVOCATION GIVEN

Mayor Pro-Tem Bryant called the meeting to order, and Commissioner Jenny Hinnant offered the invocation.

2. WELCOME TO CITIZENS

Mayor Pro-Tem Bryant acknowledged citizens and read through the agenda as presented. Commissioner Hinnant made a motion to approve the agenda without amendment and Commissioner Webb seconded the motion and it carried unanimously.

3. READING OF THE MINUTES

The minutes from the Regular Monthly Meeting held on January 18th were read by Town Clerk, Kelly Hunter. These minutes were amended due to a date change. The original meeting was scheduled to take place on Tuesday, January 9th and it was rescheduled to January 18th due to illness and inclement weather. Commissioner Webb made a motion to approve the minutes with the amendment. Commissioner Hinnant seconded the motion and it carried unanimously.

4. OLD BUSINESS

- a. Mayor Bryant presented the Town Administration report and gave an update on various projects. This included information on the office updating policies and procedures, the implementation of more internal controls, a brief on both the state grant award and the CDBG grant, our town newsletter, and the collection of books for a new town library.
- b. Mayor Bryant received a text that Commissioner Barnes would not be attending the meeting this evening due to illness and shared that he is heading up the Parks and Recreation Committee if anyone would like more information about joining that committee to please contact the Town Hall.

- c. Commissioner Hinnant reported on the Upper Coastal Plain Council of Government Executive Director's Board Meeting that she and Mayor Bryant attending on January 16th. She also mentioned the Town's Grant Committee that she is heading if anyone is interested in joining her.
- d. Commissioner Worsley announced that she is the head of the Events and Revitalization Committee and is looking forward to planning some events for the town. Commissioner Worsley also revealed the three winners for the Conetoe Christmas Light Contest. They were the Sherrod's, Janet Webb, and the Brown family.
- e. Commissioner Webb informed the board that the Christmas Lights would be coming down next week and if any citizen has any issues or concerns regarding yard waste to please see him. He is also leading the Zoning & Planning Committee if anyone is interested in that area.

Commissioner Worsley made a motion to approve and close the Old Business portion of the meeting. Commissioner Hinnant seconded the motion and it carried unanimously.

5. NEW BUSINESS

- a. Town Clerk, Kelly Hunter, presented the clerk report and gave an accounting of both completed and upcoming reports for the Town and its Bank Totals.
 - i. The Quarterly Tax Reporting system through the Employment Security Commission had a website overhaul and changed their reporting program. This allowed me to find an error and past due balance from the fourth quarter of 2017 in the amount of \$276.96. This old balance has now been cleared.
 - ii. We met with our coach from the North Carolina State Treasurer's Office, Natalie Rountree, to discuss our audit, internal control practices, our year to date budget, election results, and municipal software.
 - iii. Bank totals for each account were given along with a list of all bills and invoices paid and deposited for the council to review and approve.
 - 1. Commissioner Webb made a motion to approve all bills and invoices paid. Commissioner Hinnant seconded the motion and it carried unanimously.
- b. Budget Officer, Commissioner Webb presented the monthly budget review. He asked Finance Officer/Town Clerk Kelly Hunter if funds in the amount of \$23,755.00 were available to be moved into the Unrestricted Fund Balance under our General Fund Revenue. She responded that there were funds available for that amount. Commissioner Webb then asked the board for a motion to amend the current budget and requested that \$23,755.00 be released into Budget under the unrestricted fund balance category.
 - i. Commissioner Hinnant made the motion for the disbursement of funds and Commissioner Worsley seconded the motion and it carried unanimously.
 - ii. Commissioner Worsley made a motion to approve the Monthly Budget Report and Commissioner Hinnant seconded the motion and it carried unanimously.
- c. Commissioner/Mayor Pro Tem Hinnant spoke about the upcoming NC Mayors Association Membership Meeting that she and Mayor Bryant will be attending in Greensboro. She also informed the board about a recent meeting with Edgecombe County and Mayor Jones of Princeville with regards to a future YMCA in the county.

- d. Mayor Bryant reported that she will be working on submitting a grant application for the new 2024 Edgecombe County Recreation Mini Grant. She was also invited to attend a meeting with the NCLM for a Grant Services through the League
- Commissioner Webb made a motion to approve and close all New Business. Commissioner Worsley seconded the motion and it carried unanimously.
- e. We have a new Conetoe Loop Newsletter for citizens. This will have information and news about the Conetoe Community. If you would like a newsletter please see us and we will make sure we have your address.
 - f. Christmas Caroling will take place on Friday, December 22nd. We will also be nominating a first, second, and third place winner for the best Christmas Lights around town.
 - g. The Christmas Lights have been put up but the town is looking at a possibility to replace these current lights with more modern energy efficient lights next year.

Commissioner Worsley made a motion to approve and close New Business. Commissioner Hinnant seconded the motion and it carried unanimously.

6. CITIZEN RECOGNITION

- a. Jeremiah Humphrey was named Conetoe's Citizen of the Month. Jeremiah has been such a huge help and supporter of the town by volunteering and working multiple events. He has made such an impression on everyone because of his amazing manners and thoughtfulness. He is very proactive and willing to help out wherever it is needed. He is a junior at South West Edgecombe. Jeremiah plays football, runs track, and does very well in school. His mom wrote that Jeremiah has always helped his family. He cooks dinner, helps clean and maintain his home, and helps with his sisters when his mom has to work late. He is very outgoing and playful. She is very proud of the young man he has grown to be. She said that Jeremiah is going to do great things, and has a good head on his shoulders and we could not agree more. The Board is very appreciative to have such a great young man among our residents and we look forward to watching him succeed in future endeavors.

Commissioner Hinnant made a motion to approve and close the Citizen Recognition portion. Commissioner Barnes seconded the motion and it carried unanimously.

7. PUBLIC COMMENTS

- a. There was one citizen wishing to address the board, Ms. Fostina Lynch. However, she decided to hold her comment for the next meeting.

Commissioner Hinnant made a motion to close the Public Comments. Commissioner Barnes seconded the motion and it carried unanimously.

8. CLOSING COMMENTS FROM COUNCIL

- a. Commissioner Webb thanked everyone for coming and is looking forward to working with a new board.
- b. Commissioner Hinnant thanked everyone for voting and let everyone know that we are here for the community.
- c. Commissioner Barnes is very thankful for the opportunity to be a new member of the Board and he is up for the task.
- d. Commissioner Worsley is happy and thankful to be here and is ready to work.
 - i. Commissioner Webb made a motion to approve and close the Council Comments portion and Commissioner Hinnant seconded the motion and it carried unanimously.

9. ADJOURNMENT

- a. Our next regular monthly meeting is scheduled for February 13th , 2024 at 6:30PM in the Town Hall Board Room. Commissioner Worsley made a motion to adjourn the meeting and Commissioner Hinnant seconded the motion and it carried unanimously.


Mayor Pro-Tem Delane Bryant


Kelly Hunter, Town Clerk