

MINUTES

THESE ARE THE MINUTES FROM THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS FOR THE TOWN OF CONETOE, NORTH CAROLINA January 16th, 2023

Gerry Lynch, Mayor

The Board of Commissioners of the Town of Conetoe met in a Special Meeting on Monday, January 16th, 2023 at 12:00pm in the Town Hall Council Room at 204 West Church Street, Conetoe, NC.

PRESENT

Commissioners: Jenny Staton-Hinnant, Clay Webb, Regina Gray, and Delane Bryant
Mayor Gerry Lynch

ABSENT

None

ALSO PRESENT

Town Clerk: Kelly Hunter

1. MEETING CALLED TO ORDER AND INVOCATION

Mayor Lynch called the meeting to order and the invocation was given by Commissioner Gray.

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2. APPROVAL OF PROPOSED AGENDA BY COUNCIL

Commissioner Hinnant made a motion to approve the agenda as presented. Commissioner Bryant seconded the motion and it carried unanimously.

3. PROPOSED ARPA POLICIES (6) & DECISION ON ALLOCATION OF FUNDS

a. Eligible Use Policy

i. Commissioner Bryant made a motion to accept and use the Eligible Use Policy as is. a Commissioner Webb seconded the motion and it carried unanimously.

b. Allowable Cost & Cost Principles Policy

i. Commissioner Webb made a motion to adopt the Allowable Cost & Principles Policy. Commissioner Bryant seconded the motion and it carried unanimously.

c. Nondiscrimination Policy

i. Commissioner Bryant made a motion to accept the Nondiscrimination Policy as is. Commissioner Hinnant seconded the motion and it carried unanimously.

d. Records Retention Policy

i. Commissioner Webb made a motion to accept the Records Retention Policy. Commissioner Hinnant seconded the motion and it carried unanimously.

e. Conflict of Interest Policy

i. Commissioner Hinnant made a motion to accept the Conflict-of-Interest Policy as is. Commissioner Webb seconded the motion and it carried unanimously.

f. **Financial Management and Internal Controls Policy** Commissioner Bryant made a motion to table the Financial Management and Internal Controls Policy until the next Regular Meeting where it will be presented to the Council for review. Commissioner Hinnant seconded the motion and it was approved unanimously.

g. Decision on Allocation of ARPA Funds

i. The American Rescue Plan Act of 2021 allows local governments to spend their allocations on eligible *projects* within four major expenditure groupings. These are the following:

1. Addressing the COVID-19 public health emergency and its negative economic impacts
2. Premium pay for eligible workers performing essential work during the pandemic
3. Necessary water, wastewater, and broadband infrastructure
4. Revenue replacement for lost revenue growth

ii. **Commissioner Webb**

made a motion for the Town to approve the Revenue Replacement Expenditure grouping for the allocation of the ARPA funds. Commissioner Hinnant seconded the motion and it carried unanimously.

4. YARD WASTE DISCUSSION & MOTION

a. Town Administrator Delane Bryant opened the discussion on yard waste pick up. From January 6th, 2022 through April of 2022 the town was without a vendor for yard waste pick up. Since then, the town has taken bids from several different vendors. (Michael Everette, John Foster, Jeremy Bryant, Louis Summerlin, Rev. Richard Joyner and TJ Parker) The board has also investigated contracting with three outside companies that could pick up both household solid waste and yard waste. As well as discussed, changing the town ordinance to allow in town burning for yard debris.

b. The Town of Conetoe and Rev. Joyner with Conetoe Family Life had an agreement (s that yard waste would be picked up and dispersed of every other Wednesday for all in town residents for the amount of \$500.00 per day of removal. Excluding, the months of December & January where it was decided that the town would only pick up to yard waste once that month. Since entering into the agreement the board felt that the yard waste debris had not been picked up and disposed of as originally agreed upon. The board was in agreement that due to citizen complaints and failure to uphold the arrangement originally agreed upon that they would be terminating Conetoe Family Life as the yard waste vendor and moving to hire a new vendor.

c. After much discussion, the bid of services, provided by TJ Parker for the position as vendor of Yard Waste Debris Removal at the rate of \$500.00 per day of removal was voted on and approved.

d. Commissioner Hinnant requested that going forward because of the struggle to keep a vendor that the town would only enter into a temporary contract. At the end of that temporary contract the services of that vendor would be reevaluated and brought before the board again where they would vote to keep the services of that vendor or go a different route. Mayor Lynch advised that if the board so chooses to go ahead with a temporary contract with TJ Parker then another backup list should be constructed just in case. Ultimately, Commissioner Webb suggested that TJ Parker sounded like the best option and Commissioner Hinnant agreed. Commissioner Hinnant then made a motion to send a letter of termination to Conetoe Family Life and move forward with a 90 day trial basis (contract) with TJ Parker to pickup yard waste. Commissioner Webb seconded the motion and it carried unanimously.

5. OFFICE FURNITURE/PRINTER DISCUSSION & MOTION

a. The board discussed the purchase of new office furniture and a printer. Commissioners Webb and Bryant brought up the State Surplus Sale happening on Friday, January 20th. It was agreed that we would go to sale and we would rent a uhaul to bring back any purchases. Commissioner Hinnant made a motion to set a \$1000.00 limit to purchase office furniture, a new printer, and rent a uhaul if needed to bring back purchases from the State Surplus Sale. Commissioner Bryant seconded that motion and all approved.

6. AMENDMENTS TO BUDGET

a. Commissioner Bryant made motion to hold a Budget Meeting Workshop in May 2023 and propose all Budget Amendments at that time. Commissioner Hinnant seconded the motion and it carried unanimously.

7. AMENDMENT TO PREVIOUS MINUTES

a. THIS IS AN ADMENTMENT TO THE DECEMEBER 2021 MINUTES. It was discussed and agreed upon to no longer hold bills until the monthly meeting but to pay for them as they come in and are due. However, no motion was made in that meeting. This amendment is to correct that oversight. Commissioner Hinnant made a motion to set the spending, out of the General Fund, for up to \$1000.00 without immediate approval by the board to pay invoices upon receipt. However, it will need to be presented to the board in a monthly report for approval at the Regular Monthly Meeting. Commissioner Webb seconded the motion and it passed unanimously.

8. POWELL BILL ACCOUNT

a. Commissioner Bryant made motion to give the Town Clerk flexibility and permission to handle the Powell Bill Account (Money Market Account at Truist) as far as banking and finances go. Commissioner Webb seconded the motion and it passed unanimously.

9. NEW BUSINESS

a. MOTIONS

i. Commissioner Bryant made a motion for Commissioner Webb, with Streets & Maintenance, to get quotes from three businesses regarding the drainage issues surrounding the park area and Dawson Street. Commissioner Hinnant seconded motion and it carried unanimously.

ii. Commissioner Bryant made motion to accept Commissioner Gray as the new Events and Revitalization Coordinator. Commissioner Webb seconded the motion and it carried unanimously.

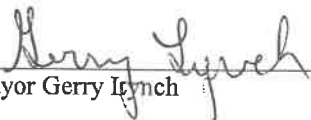
iii. Commissioner Bryant made a motion to make Commissioner Clay Webb the new Flood Plain Administrator according to the Proposed Zoning Ordinance. Commissioner Hinnant seconded the motion and it carried unanimously.

iv. Commissioner Bryant made a motion for Commissioner Hinnant to investigate and bring back information regarding state regulations for updating the park. Commissioner Webb seconded the motion and it carried unanimously.

v. Commissioner Hinnant made a motion for Commissioner Bryant to become the new Zoning Administrator. Commissioner Webb seconded the motion and it carried unanimously.

10. ADJOURNMENT

a. Commissioner made a motion to adjourn the meeting and commissioner Hinnant seconded. It carried unanimously.



Mayor Gerry Lynch



Kelly Hunter, Town Clerk