

MINUTES

**THESE ARE THE MINUTES FROM THE REGULAR MONTHLY MEETING OF
THE BOARD OF COMMISSIONERS FOR THE
TOWN OF CONETOE, NORTH CAROLINA
April 11th, 2023**

The Board of Commissioners of the Town of Conetoe met for a Regular Monthly Meeting at 6:30pm in the Town Hall Council Room at 204 West Church Street, Conetoe, NC.

PRESENT

Commissioners: Jenny Staton-Hinnant, Clay Webb, Regina Gray, and Mayor Pro-Tem Delane Bryant

ABSENT

None

ALSO PRESENT

Town Clerk: Kelly Hunter

1. MEETING CALLED TO ORDER/PLEDGE OF ALLEGIANCE/ INVOCATION

Mayor Pro-Tem Delane Bryant called the meeting to order and led the Pledge of Allegiance. The invocation was given by Mrs. Linda Meeks.

Mayor Pro-Tem Bryant read the resignation letter of former Mayor Gerry Lynch. Effective March 31, 2023, Mayor Lynch decided it best to resign from his term as Mayor due to his residence being outside of the Conetoe City Limits. He provided condolences for the sudden departure as Mayor.

2. APPROVAL OF PROPOSED AGENDA BY COUNCIL

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

3. READING OF THE MINUTES

Commissioner Webb made a motion to accept the minutes from the regular session that was on March 14, 2023. The minutes were presented by Town Clerk, Kelly Hunter. Commissioner Grey seconded the motion and it carried unanimously without amendment.

4. DEPARTMENTAL AND ADMINSTRATIVE REPORTS

a. Town Administrator Report

- i.** Upper Coastal Plain Council of Government board meeting was held in March. There is potential for Grant Funding and training through this board.
- ii.** On Easter Sunday a citizen, Monica Worsley-Best, decided to have an Easter Egg hunt at the Town Park and it was a huge success. She pulled

2. Commissioner Hinnant made a motion to accept and approve and close all the Departmental and Administrative Reports. Commissioner Grey seconded the motion and it carried unanimously.

5. OLD BUSINESS

a. Adoption of the ordinance alter the terms to four-year Staggerd terms

i. The Implementation of the four-year Staggered Term.

- a. Commissioner Hinnant made a motion to approve and adopt the change of the charter. Commissioner Webb seconded the motion .
2. Commissioner Webb made a motion to approve and conclude all Old Business. Commissioner Gray seconded the motion and it carried unanimously.

6. NEW BUSINESS

- a. No new Business
- b. Commissioner Webb made a motion to approve and conclude all New Business. Commissioner Gray seconded the motion and it carried unanimously.

7. CITIZEN RECOGNITION

- a. It was with great pleasure to recognize Mrs. Linda Meeks as the TOC Citizen of the Month for April. Affectionally known as, "The Water Lady," Mrs. Meeks has been a tremendous asset to the Town of Conetoe for over 60 years. She has been with the Conetoe Community Water Association for 20+ years. The Town of Conetoe is very grateful for her participation and willingness to attend meetings and functions. It was a true honor to recognize her as the TOC Citizen of the Month.
 - i. Regina made a motion to close the Citizen Recognition portion. Commissioner Webb seconded the motion and it carried unanimously.

8. PUBLIC COMMENTS

- a. There were two comment cards completed
 - i. Paul Wilkins
 1. Stated that he has been waiting a year for a building permit. He is a veteran and believes in justice and honor to all and he needs to get this permit. He is losing money by having to keep the grass cut.
 - ii. Vivian Haynes

Stated that she is waiting for the permit. Her biggest concern was that she was not notified that when property was originally rezoned. She would like to give this board the opportunity to right that wrong.

Commissioner Gray made a motion to close the public comments portion of the meeting. Commissioner Webb seconded the motion and it carried unanimously.

out all the stops and had a great time including other residents and neighbors. We look forward to future partnerships with her.

b. Buildings and Town Maintenance Report

- i. CSX Railroad Debris remains. We have contacted the CSX again and will continue until it is all picked up.
- ii. The DOT has completed digging out the ditches along the right of ways on Thigpen Road and cleaning up of the drainpipes under driveways to help with draining. This will continue down Factory Street, by the cemetery, as well as the ditches on HWY 64 and HWY 42.
- iii. A Contractor/Engineer came to the Town Hall to look at how things drained and flowed when it rained around the Town Hall and park. We are excited to have these drainage issues addressed in the near future.

c. Parks and Recreations Report

Edgecombe County has funds, in the form of grants that are available to towns in the county. The Town of Conetoe has plans to try to obtain some of these funds. On 4/5/23, \$2000.00 was awarded to the Town of Conetoe through one of these grants.

d. Events Report

- i. Super Summer Saturdays is set to kick off in Conetoe. We will be going by the Edgecombe County Public School Calendar. Dates will be posted soon and we are in need of volunteers. The Town is also planning to hold an event for the Veterans at the memorial on Memorial Day. If you know anyone that's a resident of Conetoe who is or has been in the military please let us know. We have forms available in the office of the Town Hall.

e. Clerk Report

- i. A list of completed reports and dates of future reports were presented.
- ii. The 6 required policies for the ARP funds have been completed.
- iii. Bank Totals were given for all accounts. Bills paid and funds deposited were reviewed and approved by the board.
- iv. The Month to Actual Report is still being compiled.
- v. Town Coach, Natalie Rountree with the State Treasurer's Office came March 22nd, 2023 to review the Town financials and assess where we are on the Budget Proposal for FY 23-24 and various policies that the Town was lacking.
- vi. We read through fiscal agreement that was signed and submitted to the state.
- vii. Budget Draft for FY22-23 is due May 16th we will be having budget meeting/workshop in the near future.
- viii. There is a Master Clerk Class regarding Power Bill Training, Contracts proceeding for property annexation, and amendments on April 6th.
 1. Commissioner Webb made a motion to accept and approve all the bills paid and deposits made for the month of March. Commissioner Hinnant seconded the motion and it carried unanimously.

COMMISSIONER COMMENTS


- b. Commissioner Bryant mentioned that the drainage issues are being worked on and plans are soon to be submitted. There is a great possibility that some federal money may be given to help with these projects.
- c. Commissioner Webb, Gray, & Hinnant thanked everyone coming.
 - i. Commissioner Hinnant approved and closed the comments portion.
Commissioner Webb seconded the motion and it carried unanimously.

9. ADJOURNMENT

- a. The next Regular Meeting is scheduled for Tuesday, March 9^h, 2023 at 6:30pm in the Town Hall Board Room. Commissioner Bryant made a motion to adjourn this meeting and move to the closed session. Commissioner Gray seconded the motion. It carried unanimously.



Mayor Pro-Tem, Delane Bryant



Kelly Hunter, Town Clerk