



## REGULAR MONTHLY MEETING

### MINUTES

May 14, 2024

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

**May 14th, 2024**

The Board of Commissioners of the Town of Conetoe met in a Regular Meeting on Tuesday, May 14, 2024 at 6:30 p.m. at the Conetoe Volunteer Fire Department located at 115 S. Canal St., Conetoe, NC 27819.

#### **PRESENT**

Mayor Delane Bryant

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

#### **ABSENT**

none

#### **ALSO PRESENT**

Town Clerk: Kelly Hunter

Tyra Hines

Ralph Webb, Edgecombe County Commissioner

,Edgecombe County Commissioner

#### **1. MEETING CALLED TO ORDER AND INVOCATION GIVEN**

Mayor Bryant called the meeting to order, and County Commissioner Ralph Webb offered the invocation.

#### **2. WELCOME TO CITIZENS**

Mayor Bryant acknowledged citizens and special guests. She read through the agenda as presented. Commissioner Hinnant made a motion to approve the agenda without amendment and Commissioner Worsley seconded the motion and it carried unanimously.

#### **3. READING OF THE MINUTES**

The minutes from the Regular Monthly Meeting held on April 9th were read by Town Clerk, Kelly Hunter. Commissioner Worsley made a motion to approve the minutes without amendment. Commissioner Hinnant seconded the motion to approve and amend the minutes and it carried unanimously.

#### **4. OLD BUSINESS**

- a. Commissioner Clay Webb gave an update on the renovation project taking place at the Town Hall. The renovation is in an effort to get the building up to code and meet ADA compliance guidelines, as well as, improve the grounds for public use.
- b. Commissioner Hinnant presented information on the Mobile Mammogram Unit that will be at the Town Hall on May 29<sup>th</sup>. This will be the only location for Edgecombe County. The Board encouraged citizens to come take advantage of this event and share information with people you know.
- c. Mayor Bryant gave an update on different grant opportunities afforded to the town. We have received the \$3000.00 Edgecombe County Mini Grant to help with the Seniors On The Go Project. The grant application for the Edgecombe County Get Off the List Initiative was delivered to the county office. If awarded that money will be used to complete our Town Library.

Commissioner Webb made a motion to approve and close the Old Business portion of the meeting. Commissioner Barnes 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 required reports for the Town and its Bank Totals.
  - i. A list of all bills and invoices paid and deposited were giving to the Council to review and approve.
    1. Commissioner Worsley made a motion to approve all bills and invoices paid. Commissioner Hinnant seconded the motion and it carried unanimously.
  - ii. The Town Clerk also gave notice of State Grant expenditures and reporting. As well as, a status on the FY23-24 Audit. Black Mountain Software came in on April 23<sup>rd</sup> to assess our finances & books to better understand what services we are in need of to begin the conversion process.
  - iii. The Board has attended two Budget Workshops and are planning a Public Hearing to present the Budget Draft Ordinance to the public. The Budget Draft will be submitted to the State Coach with the NC State Treasurer's Office for review before presenting it to the public.
    1. The Town Clerk requested a date for the Public Hearing and a Motion to purchase a Legal Ad for the upcoming Public Hearing for the Budget Draft Ordinance.
      - a. Commissioner Webb made a motion to set the Public Hearing for the Budget Draft Ordinance for June 11, 2024, at the Regular Town Meeting, and to approve June 21, 2024 for the date of Adoption of the Budget Ordinance. Commissioner Worsley seconded the motion and it passed unanimously.
      - b. Commissioner Webb made a motion to approve the request to purchase a Legal Ad for the Notice of the Public Hearing for the Budget Draft Ordinance. Commissioner Worsley seconded the motion and it passed unanimously.
- b. Budget Officer, Clay Webb, presented the Budget Report and gave an accounting of some of the overages in the current FY 23-24 Budget. These will require an amendment. The Board will be scheduling another Budget Meeting to address these in the near future. We are on schedule to have the Budget Ordinance Adopted on time for FY24-25
  1. Commissioner Worsley approved the Monthly Budget Report and Commissioner Hinnant seconded the motion and it carried unanimously.
- c. Tyra Hines, Regional Planner with the Upper Coastal Plain Council of Government presented some Compliance Documents needed to continue to stay in compliance with the CDBG Grant. This includes five plans that need to be adopted and 1 resolution. All of these plans and resolutions will be made available to the public and Board for review at the Town Hall.
  - i. Section Three Plan: Local Job Initiative
    1. Commissioner Barnes made a motion to adopt the Section Three Plan and Commissioner Worsley seconded the motion and it carried unanimously.
  - ii. Language Access Plan: All advertisements will be available for translation services.
    1. Commissioner Hinnant made a motion to adopt the Language Access Plan and Commissioner Webb seconded the motion and it carried unanimously.
  - iii. Equal Employment Procurement Plan: The Town will always practice Equal Opportunities when accepting bids and services for projects. The town will not retaliate in any capacity and will follow with its Grievance Policy.
    1. Commissioner Webb made a motion to adopt the Equal Employment Procurement Plan. Commissioner Hinnant seconded the motion and it carried unanimously.

- iv. Equal Employment Opportunity Plan: The town will always practice equal rights opportunities with regards to employment.
    - 1. Commissioner Barnes made a motion to adopt the Equal Employment Plan. Commissioner Worsley seconded the motion and it passed without.
  - v. Citizen Participation Plan: The town will always keep the citizens involved and up to speed in the process by offering Public Hearings.
    - 1. Commissioner Worsley made a motion to adopt the Citizen Participation Plan. Commissioner Webb seconded the motion and it carried unanimously.
  - vi. HUDD Fair Housing Plan: The town will offer fair housing opportunities through brochures, workshops, have lenders out, etc.
    - 1. Commissioner Hinnant made a motion to adopt the Fair Housing Plan. Commissioner Worsley seconded the motion and it carried unanimously.
  - vii. Performance Plan Contract- Project Time Line: 27 months to complete the project.
    - 1. Commissioner Hinnant made a motion to adopt the Performance Plan Contract. Commissioner Webb seconded the motion and it carried unanimously.
  - viii. Grant Project Ordinance: Breakdown of Grant Project Budget
    - 1. Commissioner Webb made a motion to approve the Grant Project Ordinance. Commissioner Worsley seconded the motion and it carried unanimously.
  - ix. The 504 Survey was given to the Town Clerk for review. It is a self-evaluation survey that is to be completed by Town Staff.
  - x. Grant Administration Contract: Breaks down duties of the COG and the Town.
    - 1. Commissioner Hinnant made a motion to adopt the Grant Administration Contract. Commissioner Barnes seconded the motion and it carried unanimously.
  - xi. Resolution: By Mayor and Governing Body (Revitalization Program Grant)
    - 1. Commissioner Barnes made a motion to approve and adopt the Resolution. Commissioner Hinnant seconded the motion and it passed without amendment.
  - xii. Signatory Card Request: Anyone listed is certified to sign on behalf of the town.
    - 1. Commissioner Hinnant made a motion to approve the Signatory Card Request. Commissioner Worsley seconded the motion and it carried unanimously.
      - a. Commissioner Worsley made a motion to close out this portion of the meeting with Tyra Hines. Commissioner Barnes seconded the motion and it carried unanimously.
- d. Town Tee Packet-** Presented by Town Clerk Kelly Hunter
- i. The Town Clerk presented the Board with a Town T-Shirt Packet. It included a time line of correspondence with vendors. It gave a list of key details regarding the cost, handling of payment, how orders will be taken, and information on the pick-up.
    - 1. Commissioner Webb made a motion to approve the T-Shirt Packet and sell. Commissioner Worsley seconded the motion and it carried unanimously.
- e. Additional New Business**
- i. Mayor Bryant presented information on the updating and revising taking place on our Zoning and Town Ordinances. We are waiting for the Mid-East Commission to come back and present the Board with the final draft for review.
    - 1. Commissioner Worsley made a motion to approve and close the New Business. Commissioner Hinnant seconded the motion and it carried unanimously.
- 6. PUBLIC COMMENTS-**
- i. Andrea Chance and Evelyn Powell with Conetoe Family Life
    - 1. Presented to the Board an opportunity to partner with them. They gave inform on their organization and their goals to provide produce to residence.

They wanted to explore any previous grievances with the board, businesses, and residents. They also brought their food truck with samples of food they provide.

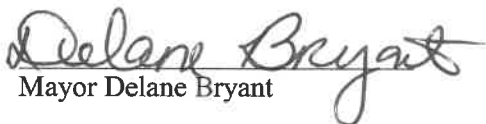
- a. Mayor Bryant opened the floor for commissioners and local residents to respond to the idea of a partnership. Ultimately, Commissioner Webb made a motion to table the discussion for now and revisit at another time. Commissioner Hinnant seconded the motion and it carried unanimously.

**7. CLOSING COMMENTS WERE GIVEN BY MAYOR AND COMMISSIONERS**

- a. Commissioner Worsley made a motion to close the Commissioner Comments portion and Commissioner Webb seconded the motion and it carried unanimously.

**8. ADJOURNMENT**

- a. Commissioner Webb made a motion to adjourn the meeting and Commissioner Worsley seconded the motion and it carried unanimously. Our next regular monthly meeting is scheduled for June 11th, 2024 at 6:30PM at the Conetoe Volunteer Fire Department

  
Mayor Delane Bryant

  
Kelly Hunter, Town Clerk