

MINUTES

**THESE ARE THE MINUTES FROM THE REGULAR MONTHLY MEETING OF
THE BOARD OF COMMISSIONERS FOR THE
TOWN OF CONETOE, NORTH CAROLINA
February 7th, 2023**

Gerry Lynch, Mayor

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 Delane Bryant
Mayor Gerry Lynch

ABSENT

None

ALSO PRESENT

Town Clerk: Kelly Hunter

Special Guest: Matt Johnson with Edgecombe County Sherriff's Department

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

Mayor Lynch called the meeting to order and led the Pledge of Allegiance. The invocation was given by Minister Barnes.

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 Bryant made a motion to accept the minutes from the regular session that was on January 10th, 2022. The minutes were presented by Town Clerk, Kelly Hunter. Commissioner Hinnant seconded the motion and it carried unanimously without amendment.

4. DEPARTMENTAL AND ADMINSTRATIVE REPORTS

a. Town Administrator Report- Commissioner Delane Bryant

- i. Commissioner Bryant participated in the NC Water and Equity Virtual Summit put on by the Research Triangle Environmental Health Collaborative/NC Dept of Environmental Quality.
- ii. On January 31, 2023 the Keep America Beautiful organization donated an assortment of bulbs for the town to plant as a part of the beautification and revitalization of the town.

b. Buildings and Town Maintenance Report- Commissioner Clay Webb

- i. The town acquired new office furniture on January 20, 2023 for the State Surplus Warehouse in Raleigh. We were able to purchase 14 pieces of

furniture for \$52.00 for the Town Hall. The town rented a U-Haul to bring the furniture back.

- ii. The town is requesting that citizens have yard waste placed curbside no later than 7:00am on the mornings of pickup. Parker's Yard Waste and Debris Removal is who we are contracted with. Yard waste pick-up still remains on the second and fourth Wednesday of each month, and no more than two days after a storm.
 - iii. According to the DOT, it is the responsibility of the resident to keep their property edged and cut to the curbing along the right of ways of HWY 42 going through town. The drain tile under HWY 42 at the ditch on town property will be cleaned out by the DOT. This will allow water to flow. We have started the process of clearing the wooded area behind the Town Hall to help with this.
 - iv. The town will also be meeting with members of the Upper Coastal Plan Council of Government for ideas on financial assistance to tackle the drainage issues in the center of town. This includes Dawson St., Roberson Dr., and Park Dr.
 - v. Jay Pilgreen (our contracted electrician) came on February 1, 2023 to assess electrical issues throughout the building. He will soon begin work on the Town Hall to have these corrected.
- c. Parks and Recreations Report- Commissioner Jenny Hinnant**
- i. We attended the Down East Home Consortium meeting on January 31st, 2023. They will not be having the housing Rehabilitation Program at this time. The disbursement of the HOME Rescue Plan money has not been decided at this time. The Consortium has, "a little over 104 million dollars that has to be spend by September 2030." The Town Park needs updating and the broken equipment is in need of replacement. Commissioner Hinnant requested the board consider this and make a motion to replace the damaged equipment and update the park and covered areas around the park. Commissioner Bryant made the motion to replace the damaged equipment and renovate the covered areas at the park according to State Safety Standards and guidelines. Commissioner Webb seconded the motion and it carried unanimously.
- d. Events and Planning Report- Commissioner Regina Gray**
- i. This coming Saturday, the board will be at the town hall to begin preparing the building for the renovations that we previously decided on. Once the town hall and grounds are ready, we will be able to have a safe, updated place to have events.
 - ii. The Board has looked at our calendar for the year and we are looking forward to having a few events as soon as we have our space ready. Please let us know if there are any other interests that you have which will help us in our planning. Also, check out our new ConetoeLoop, 2719 Facebook community page for things happening around town.

Clerk Report

- iii. The Town's Quarterly Wage Reports were submitted January 17th. The TR-2 was submitted January 31st. Powell Bill Report is current and up-

to-date. The 941 and Withholding was submitted on January 17th. Our W2's were mailed out on January 27th. The 1099s were mailed out to vendors on January 26th. The 203 report was submitted January 17th. The Powell Bill allocation for January was automatically deposited into our General fund in the month of January. The reconciliation for January will be done within the next week. Bank totals for each account were given as well as the monthly totals for both funds deposited and paid.

1. Commissioner Hinnant made a motion to accept and approve all the bills paid and deposits made for the month of January. Commissioner Grey seconded the motion and it carried unanimously.
5. Commissioner Webb made a motion to accept and approve all the Departmental and Administrative Reports. Commissioner Bryant seconded the motion and it carried unanimously.

6. OLD BUSINESS

a. **READING OF THE MINUTES FROM THE SPECIAL MEETING HELD JANUARY 16TH, 2023**

- i. Commissioner Hinnant made a motion to accept the minutes from the Special Session that was on January 16th, 2023. The minutes were presented by Town Clerk, Kelly Hunter. Commissioner Grey seconded the motion and it carried unanimously without amendment.
- b. Commissioner Hinnant made a motion to accept and close the Old Business portion of the meeting. Commissioner Webb seconded the motion and it carried unanimously.

7. NEW BUSINESS

a. **Special Guest- Matt Johnson with Edgecombe County Sheriff's Department**

- i. Discussed the possibility of adding a camera system around various locations throughout Conetoe. He suggested the use of a two-part camera system including LPRs (License Plate Readers) and a Live Feed. The Edgecombe County Sheriff's department would be able to access them remotely as well as take still images and view recorded footage. The hope is that the town would invest in some sort of camera system that would help with crime in the area and to make citizen feel more secure. There are grants available to rural areas. Also, Sheriff Atkinson has recently designated one of his command staff members to every municipality throughout the county. Lieutenant Ryan Corey has been designated to the Town of Conetoe area.

b. **New Website Launched- Presented by Clerk Kelly Hunter**

- i. The town website is now live. This was one of the last few items that the state had mandated for the Town of Conetoe to comply with. It allows you

to view past agendas and minutes as well as access forms and future calendar of events.

- c. Commissioner Webb made a motion to accept and close all New Business. Commissioner Bryant seconded the motion and it carried unanimously.

8. PUBLIC COMMENTS

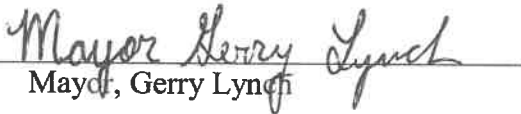
- a. There were no comment cards completed
 - i. Commissioner Webb made a motion to close the Public Comment portion. Commissioner Bryant seconded the motion and it carried unanimously.

9. COMMISSIONER AND MAYOR COMMENTS

- a. Mayor Lynch mentioned that there was a lot to be done in the month of January and we will continue moving forward. Commissioner Bryant expressed how important it is for citizens to participate in the census for funding in the community. Commissioners Webb and Grey thanked everyone for coming and encouraged the community to continue to try to come together.

10. ADJOURNMENT

- a. The next Regular Meeting is scheduled for Tuesday, March 14th, 2023 at 6:30pm in the Town Hall Board Room Commissioner Bryant made a motion to adjourn the meeting and Commissioner Webb seconded. It carried unanimously.


Mayor, Gerry Lynch


Kelly Hunter, Town Clerk