

**TOWN OF HOPE MILLS
BOARD OF COMMISSIONERS REGULAR MEETING
MONDAY, FEBRUARY 19, 2018, 7:00 P.M.
WILLIAM F. "BILL" LUTHER, JR. & DORIS LUTHER MEETING ROOM**

Mayor Jackie Warner called the regular meeting of the Hope Mills Board of Commissioners to order on Monday, February 19, 2018 at 7:08 p.m.

GOVERNING BOARD MEMBERS PRESENT

Mayor Jackie Warner, Mayor Pro Tem Mike Mitchell, Commissioners Jessie Bellflowers, Pat Edwards, Meg Larson and Jerry Legge.

STAFF PRESENT

Town Manager Melissa Adams, Interim Town Clerk Deborah Holland, Finance Director Drew Holland, Parks & Recreation Director Kenny Bullock, Public Works Director Hector Cruz, Fire Chief Chuck Hodges, Deputy Fire Chief Steve Lopez, Police Chief Joel Acciardo, Stormwater Administrator Beth Brown and Planning & Development Administrator Chancer McLaughlin. Also present were Town Attorney Dan Hartzog, Jr. and Human Resources Assistant Patricia Jenkins.

INVOCATION AND PLEDGE OF ALLEGIANCE

The invocation was led by Pastor Michael Mathis, Mission Field Ministries, followed by the Pledge of Allegiance led by Mayor Jackie Warner.

1. APPROVAL OF AGENDA – ADDITIONS OR DELETIONS.

Motion made by Mayor Pro Tem Mitchell, seconded by Commissioner Edwards and carried unanimously, to approve the agenda as presented with the addition of New Business, item e. - Approval of new contract for Town Manager.

2. PRESENTATIONS:

a. Presentation of Certificate of Recognition to Alizdair Sebastien Ray, 2017 4-H Youth Council President, for the grant awarded through AARP which led to the success of *The Little Free Libraries* project implemented with the grant monies to promote reading and libraries.

Mayor Warner presented the Certificate of Recognition to Alizdair Sebastien Ray, for the grant awarded through AARP for The Little Free Libraries project.

b. Presentation of Certificate of Recognition to Alizdair Sebastien Ray for winner of the 2017 Cumberland County 4-H Member of the Year.

Mayor Warner presented the Certificate of Recognition to Alizdair Sebastien Ray for

being recognized as the 2017 Cumberland County 4-H Member of the Year award.

- c. Presentation by Charles Gardner on the proposed traffic pattern for Johnson Street.

Charles Gardner, 5535 Trade Street, Gardner Law Firm business address, commented at the October 9, 2017 meeting, an either one-way or two-way traffic option for Johnson Street was presented. The one-way pattern was adopted by the Board. Mr. Gardner presented a PowerPoint presentation of the issues addressed by staff as follows:

1. Johnson Street one-way versus two-way.
2. Easements, right-of-way.
3. Changes to location of power poles.
4. Water valves to be adjusted on both one-way and two-way traffic plans.
5. Removal of private fences.
6. Safety risks of possible traffic pattern options.

Mr. Gardner commented the previous Board approved the one-way traffic pattern change on October 9, 2017. Mr. Gardner referenced Rule 18; Motion 15 from the Rules of Procedure, which would not be an option, and Rule 18, Motion 16 which may be an option if the Board believes the previous decision was made in haste and wished to revisit the item.

- d. Request by Kelly West, Cumulus Media Marketing Representative, for waiver of fees for a special event, Pet Fest, on June 2, 2018, a free festival to the public to be held at the grounds between Town Hall and Parks & Recreation.

Kelly West of Cumulus Media Marketing was not present therefore no action could be taken.

- e. Presentation on the 2017 Annual Report on Crime Statistics, presented by Police Chief Joel Acciardo.

Police Chief Joel Acciardo presented the 2017 Annual Report on Crime Statistics for Hope Mills comparing the years from 2014 to 2017. Overall crime rates by year dropped significantly from 1,105 in 2014 to 877 in 2017. Felony arrests raised by 101 from 2016 to 2017 and misdemeanor arrests dropped by 42 from 2016 to 2017.

Commissioner Bellflowers inquired what would be the greatest challenges Hope Mills Police will face in the coming year. Chief Acciardo responded staffing would be a great concern to accommodate the growth and population. Chief Acciardo also commented supplying proper equipment is and will continue to be the biggest challenge.

3. PUBLIC HEARINGS: None.

4. PUBLIC COMMENTS:

Grilley Mitchell, 4056 William Bill Luther Drive, spoke in reference to the roles of the committees. Mr. Mitchell commented committees recommend, advise, and have no decision making authority.

Brenda Dix, 3532 Johnson Street, spoke in favor of one-way traffic on Johnson Street for safety concerns despite the inconvenience it would cause the residents.

Harriet Horner, 3536 Johnson Street, spoke in favor of one-way traffic on Johnson Street for safety despite the inconvenience it would cause her to enter her driveway.

Rod MacLean, 5435 Fountain Lane, spoke in favor of stopping the short cut to Rockfish Road from Main Street to eliminate the heavy traffic.

5. CONSENT AGENDA:

- a. Consideration of approval of the minutes from January 25, 2018 Special Meeting.
- b. Consideration of approval of the minutes from February 5, 2018 Regular Meeting.
- c. Consideration of approval of the minutes of February 5, 2018 Closed Session.
- d. Acceptance of the January 2018 Financials.
- e. Consideration of approval of the purchase of Field Paint through Burnett Athletics in the amount of \$6,379.88 including tax and no shipping cost for the Park & Recreation Department.
- f. Consideration of travel for Finance Director Drew Holland to Boston, Massachusetts to attend the Tyler Technologies conference (current software we are using) in the amount of \$2,494.00 on April 22, 2018 through April 25, 2018.
- g. (Moved to New Business)
- h. Consideration of replacement of the Terracing Area of fields #5 & #6 including the washout (Walking Trail) area behind Filed #6. Parks & Recreation has chosen D & D Deco in the amount of \$12,500.00, currently budgeted, which includes drainage in that area which was not included in other bids and authorize Town Manager to execute a contract.
- i. Consideration to approve Resolution No. 2018-06 Accepting the Report of Unpaid Taxes and Charging the Tax Collector to Advertise the Tax Liens.

**RESOLUTION
OF THE BOARD OF COMMISSIONERS
OF THE**

**TOWN OF HOPE MILLS, NORTH CAROLINA
RESOLUTION NO. 2018-06**

WHEREAS, N.C. General Statute 105-369 requires the Tax Collector to report unpaid taxes for the current fiscal year that are liens on real property by the second Monday in February; and

WHEREAS, the purpose of the reporting is to allow the Board of Commissioners to order the Tax Collector to advertise the tax liens; and

WHEREAS, upon receipt of the Order of the Board of Commissioners, the Tax Collector will advertise the tax liens by posting notice at the Town Hall, or by publishing each lien at least one time in one or more newspapers having general circulation in Cumberland County; and

WHEREAS, the N.C. General Statute requires that the advertisement period occur during the period of March 1st through June 30th; and

WHEREAS, the uncollected ad valorem taxes and fees for the Town of Hope Mills that are delinquent and a lien on real estate as of January 25, 2018 is \$676,607.08.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners that the report from the Cumberland County Tax Administrator of unpaid taxes for the current fiscal year that are liens on real property is hereby accepted; and

BE IT FURTHER RESOLVED that the Cumberland County Tax Collector is hereby charged to advertise the tax liens pursuant to the N.C. General Statutes.

ADOPTED this the 19th day of February, 2018.

JACKIE WARNER, MAYOR

ATTEST:

Deborah Holland, NCCMC
Interim Town Clerk

“END OF CONSENT AGENDA”

Motion made by Commissioner Legge, seconded by Commissioner Bellflowers and carried unanimously, to approve the consent agenda as read with item g moved to New Business.

6. **OLD BUSINESS:**

- a. Discussion regarding the Hope Mills Lake debris removal plan and if approved, authorize the Town Manager to execute a service agreement with Hall's Tree Service.

Town Manager Adams commented the Board inquired at the previous meeting whether the quote would include areas around the Clifton Forge sign, swim area and pier. Public Works Director Hector Cruz indicated Hall's Tree Service is willing to negotiate and bring back a new quote.

Commissioner Bellflowers inquired as to the alternative for debris cleanup if the current quote for service is not approved. Town Manager Adams responded the Public Works Department will have to work to remove the debris in conjunction with the water debris cleanup headed by Deputy Fire Chief Lopez. Town Manager Adams noted we are currently suspended from any debris cleanup until the Town is OSHA compliant.

Motion made by Commissioner Bellflowers, seconded by Commissioner Larson and carried unanimously, not to approve the \$12,500.00 bid for debris cleanup from Hall's Tree Service.

Motion made by Commissioner Bellflowers, seconded by Commissioner Edwards and carried unanimously, to continue negotiations and rebid with Hall's Tree Service to expand the scope of work.

- Update on Pier, Bulkhead/Boardwalk up to the boat ramp, Floating Docks and Clean up/Debris Removal at the Lake Park.

Town Manager Adams updated on the following items of Phase I construction:

1. Installation of handrails completed.
2. Floating boat ramps installed.
3. Contractor adjusted the floating docks to a lower elevation.
4. The contractor will be adding steps to access the floating docks at no additional cost.
5. Corner railing associated with the stainless steel mesh panels.

Commissioner Bellflowers inquired why there is an extension of the Boardwalk beyond the pier structure by Fleming & Associates. Town Manager Adams responded Fleming & Associates were instructed to extend it to a certain point of Town property.

Commissioner Bellflowers commented Fleming & Associates indicated in their design they would utilize compacted fill and top soil along with sod to match existing sod but it was not present. Town Manager Adams commented it may have been a recommendation but not a requirement in the contract and she would need to review the contract.

Commissioner Larson commented the seeding poses a safety hazard due to all the holes. Commissioner Larson inquired why the jut out was extended up or out when no public discussion on that change took place. Town Manager Adams commented it was likely a staff recommendation or Fleming & Associates. Public Works Director Hector Cruz responded the design of the new pier stays within the same footprint of the older pier.

- b. Consideration of Mayor Warner to form a committee for the Official Opening of the Lake Celebration (date to be determined) as requested by Mayor Warner.

Motion made by Mayor Pro Tem Mitchell, seconded by Commissioner Edwards and carried unanimously, to approve the Lake Celebration Committee to work with the Parks & Recreation Committee.

7. NEW BUSINESS:

- a. Discussion of shifted elected term from two years to four years staggered and instruct the Town Manager and Town Attorney to move forward with researching the matter, as requested by Mayor Pro Tem Mitchell.

Mayor Pro Tem Mitchell commented after attending the Essentials of Municipal Government training and researching the topic, many municipalities offer four year, staggered terms for their elected versus two.

Attorney Hartzog commented the process would include amending the charter to four year, staggered terms and he would need to research the ways in which the Town could amend the charter and if the General Assembly would allow for it.

Motion made by Mayor Pro Tem Mitchell, seconded by Commissioner Legge and carried unanimously, to instruct the Town Attorney and Town Manager to research further information on 4 year staggered term cycles.

Commissioner Legge commented the Board proposed the idea years ago as they believe a two year term is too short since a Board member is still in the process of learning during that two year period.

Commissioner Edwards commented four year terms would have advantages and disadvantages in regard to Board members. The Town residents may wish some to stay and others the Town may wish to finish their term sooner.

- b. Consideration of approval of scheduling a Shred-It Event at a date to be determined as part of the “Spring Clean” for Household Hazardous Waste event for residents to properly dispose of hazardous waste.

Stormwater Administrator Beth Brown commented the Shred-It Event is typically done in conjunction with the Household Hazardous Waste Event and if the Board so wishes,

she will bring back a quote. Stormwater Administrator Brown commented the cost was \$1,800.00 last year with a discount from \$2,250.00.

Motion made by Mayor Pro Tem Mitchell, seconded by Commissioner Bellflowers and carried unanimously, to continue the Shred-It Event.

- c. Consideration for discussion starting a Volunteer of the Month Program as requested by Commissioner Edwards.

Commissioner Edwards commented many committee members go above and beyond for the Town without any personal agenda and she would like to recognize an individual each month for their dedication.

Mayor Warner commented the Town will recognize one volunteer per month and we would need to set up guidelines and criteria for selection.

Motion made by Commissioner Edwards, seconded by Mayor Pro Tem Mitchell and carried unanimously, to start the Volunteer of the Month Program.

- d. Consideration of approval of the Resolution No. 2018-04, exempting engineering for the Lake Park Phase II from the requirements of G.S. CHPT. 143, Art. 3D and authorize the Town Manager to negotiate and execute a contract with Fleming & Associates on their submitted proposal for a fee not to exceed \$50,000.00 and BA #24.

Commissioner Legge inquired what the cost would be. Town Manager Adams responded the cost of Mr. Flemings design services would be less than \$50,000 and the total cost of the project is not yet determined.

Mayor Pro Tem Mitchell commented McAdams Group will present their Master Plan on February 26, 2018 and have been very proactive in receiving grant monies versus spending tax payer dollars. Mayor Pro Tem Mitchell suggested we wait to hear from McAdams Group before taking action.

Commissioner Bellflowers commented the Board needs to revisit the concept plan because they were unaware of many changes that have been presented such as an eight foot Boardwalk. Commissioner Bellflowers suggested a simple bulkhead with a limited amount of seating.

Mayor Warner commented the Town already paid WithersRavenel for the plans with which we had been moving forward. Town Manager Adams responded these plans were submitted to the Army Corp of Engineers to report the improvements the Town planned to make.

Commissioner Larson commented her concerns were the eight foot boardwalk and irrigation system which would raise the cost significantly along with the required maintenance.

Motion made by Commissioner Bellflowers, seconded by Mayor Pro Tem Mitchell and carried unanimously, to table Resolution 2018-04, exempting engineering for the Lake Park Phase II from the requirements of G.S. CHPT. 143, Art. 3D and authorize the Town Manager to negotiate and execute a contract with Fleming & Associates on their submitted proposal for a fee not to exceed \$50,000.00 and BA #242018-04 Fleming & Associates until the February 26, 2018 meeting.

- e. Consideration and approval of employment contract for Melissa Adams as Town Manager.

Mayor Warner commented Town Manager Adams has done a wonderful job in moving the Town forward and announced Ms. Adams would continue a three year contract, effective March 1, 2018 to March 1, 2021, with a salary of \$105,000.00.

Motion made by Mayor Pro Tem Mitchell, seconded by Commissioner Bellflowers and carried unanimously, to approve the three year contract of employment for Melissa P. Adams to serve as Town Manager, effective March 1, 2018.

- f. Consideration of Resolution No. 2018-05 for disposal of various surplus equipments no longer needed due to the condition or replacement of the fixed asset from Parks & Recreation and Police Departments and proceeds from any sales will be recorded in Sale of Assets.

Commissioner Legge inquired further information about the above items declared surplus. Finance Director Holland further explained that the items were scrapped and regarding the church property, it was returned to the heirs therefore it had to be taken off the books.

RESOLUTION AUTHORIZING THE DISPOSITION OF CERTAIN PERSONAL PROPERTY BY PRIVATE SALE

RESOLUTION NO. 2018-05

WHEREAS, the Board of Commissioners of the Town of Hope Mills, North Carolina desires to dispose of certain surplus property of the Town;

NOW, THEREFORE, BE IT RESOLVED by the Hope Mills Board of Commissioners that;

- (1) The following described property is hereby declared to be surplus to the needs of the Town;
 - 2007 Olympic Kiln-Parks & Recreation (to be sold)

- Overhead wiring, Ball fields at Municipal Park-Parks & Recreation (removed/scrap)
 - Dugouts for Ball fields 4,5,& 6 Municipal Park-Parks & Recreation (replaced/scrap)
 - Lake Pier-Parks & Recreation (replaced/scrap)
 - 2011 Misc. Equipment- Police (replaced/scrap)
 - 2013 Misc. Equipment-Police (replaced/scrap)
 - 2013 More Misc. Equipment-Police (replaced/scrap)
 - 1988 Humvee- Police (returned to US Military)
 - Episcopal Church-Parks & Recreation (returned to heirs)
- (2) The Town Clerk shall publish notice summarizing this Resolution in accordance with G. S. 160A-267.
- (3) **NOW, THEREFORE, BE IT RESOLVED** by the Hope Mills Board of Commissioners that the previously described property is hereby declared to be surplus to the needs of the Town and authorizes the use of electronic advertising for electronic auction of surplus property: and disposition of surplus property as scrap and/or returned to donor.
- (4) The sale may be consummated not earlier than ten (10) days from the date of publication.

ADOPTED and effective this 19th day of February, 2018.

 JACKIE WARNER, MAYOR

ATTEST:

 Deborah Holland, NCCMC
 Interim Town Clerk

Motion made by Mayor Pro Tem Mitchell, seconded by Commissioner Edwards and carried unanimously, to approve Resolution 2018-05 for disposal of various surplus equipments no longer needed due to the condition or replacement of the fixed asset from Parks & Recreation and Police Departments and proceeds from any sales will be recorded in Sale of Assets.

8. REPORTS AND INFORMATION ITEMS:

- a. Manager's update.

Town Manager Adams updated on the following topics:

1. Fire Trucks – The new fire trucks are currently being outfitted with the necessary fire equipment and will be available for the Board to view at the March 5, 2018 meeting.
2. Fire Department School Involvement – Members of the Hope Mills Fire Department participated in the South View Middle School Career Day on February 15, 2018.
3. Stormwater Project – Odessey Court is currently the only Stormwater project with a prebid date of February 22, 2018 and March 14, 2018 bid opening.
4. Street Paving Project - Diamond Constructors is set to begin the crack seal of identified streets.
5. Rockfish Road Sidewalks – Bids are due tomorrow, February 20, 2018 at 2:00 p.m. The additional extension was necessary to allow DOT time for additional revisions but all paperwork was approved.
6. Damage from Hurricane Matthew – A preconstruction meeting took place on February 14, 2018 and a Notice to Proceed for E. Patterson was issued.
7. Notice to Proceed for River Road, Davis Street and Thoroughbred Drive was issued for the week of February 26, 2018.
8. Golden LEAF Project – The Town has received the final reimbursement and reports have been submitted as of February 12, 2018.
9. CSX Beautification Project – The Town notified CSX that due to liability concerns, we will not be moving forward with the project.
10. Hope Mills Congestion Plan – Schedule for March 26, 2018 at 6:00 p.m. at Parks & Recreation.
11. Municipal Arts Allocation Program Grant – The Town was awarded the Municipal Arts Allocation Program Grant through the Fayetteville Cumberland Arts Council to pay for the concrete base for the UNC-P art students sculptures.
12. Repairs - Log Boons were repaired today.
13. Traffic Studies - The Police Department conducted patrols from January 24- January 30, 2018 in Georgetown Estates and based on their recordings, they recommend installation of speed reduction devices.

Motion made by Commissioner Legge, seconded by Commissioner Edwards and carried unanimously, to approve the installation of speed reduction devices in Georgetown Estates.

14. Labonte Drive and Rehoboth Road were placed on Special Area Check for the purposes of conducting directed traffic enforcement activities by the zone officer of the Hope Mills Police Department.

- Update on Walmart stormwater retention ponds.

Town Manager Adams reported Adcock Street and the parking repair have been completed and we are awaiting a final walkthrough by Stormwater Administrator Beth Brown. We have received a scope of work from the contractor for Walmart and work

began on February 12, 2018 draining pond A. The contractor is working to determine where the issues are with the project manager overseeing all repairs to report back to the owner.

b. Reminders of upcoming events:

- **Tuesday, February 20, 2018-6:00 p.m.**-Lake Advisory Committee Meeting-Parks & Recreation Center
- **Wednesday, February 21, 2018-5:30 p.m.**-Historic Preservation Commission Special Meeting-Parks & Recreation Center
- **Thursday, February 22, 2018-12:00 p.m.**-Board of Commissioner Workshop Meeting with Cumberland Co. Planning Department staff –Town Hall.

Mayor Warner commented this meeting has been cancelled and rescheduled for March 8, 2018 at 12:00 p.m.

- **Monday, February 26, 2018-6:00 p.m.**-Board of Commissioners and Parks & Recreation Committee Joint Special Meeting-Town Hall
- **Saturday, March 3, 2018-8:00 a.m.**- Board of Commissioners Budget Retreat –Camp Rockfish

Mayor Warner reminded of the ribbon cutting at Sammio's scheduled for February 20, 2018 at 11:00 a.m. and the Multimodal Congestion Management Plan meeting for March 26, 2018 at 6:00 p.m. at Parks & Recreation.

c. Department Monthly Reports

- Fire Department, January, 2018
- Police Department, January, 2018
- Inspections Department, January, 2018
- Parks & Recreation, January, 2018
- Stormwater Department, January, 2018
- Public Works Department, January, 2018
 - Sanitation
 - Service Garage
 - Buildings & Grounds
 - Street

All Monthly Reports

9. STAFF COMMENTS. None.

10. OFFICIAL COMMENTS.

Mayor Pro Tem Mitchell spoke in reference to the presentation by Charlie Gardner

commenting he would like to rescind the motion from the October 9, 2018 meeting as he is concerned with the egress for Golf Acres and Brightmoor.

Discussion pursued regarding the Rules of Procedure and which rule Mayor Pro Tem Mitchell's request would fall under and it would be Rule 31, Motion 16.

Commissioner Edwards commented the previous Board made the right decision concerning Johnson Street and she stands by it.

Commissioner Bellflowers thanked Charles Gardner for his presentation and noted his only concern is Hill Street which is two-way at the top of the street. Mayor Warner responded it was recommended to make Hill Street one-way up to Rockfish Road.

Mayor Pro Tem Mitchell commented he was concerned about how the Mayor's business would be affected by the traffic pattern changes and installation of sidewalks. Mayor Warner responded the sidewalks will be on opposite side of her business, there are several ways to access it, she has no decision making authority on this matter and her main concern is making Hope Mills safe and walk-able.

Commissioner Legge congratulated Town Manager Adams on her new contract to remain Town Manager for an additional three years.

11. ADJOURNMENT.

Motion made by Commissioner Legge, seconded by Commissioner Edwards and carried unanimously, to adjourn the meeting.

Mayor Warner adjourned the meeting at 9:20 p.m.

Jackie Warner, Mayor

ATTEST:

Deborah Holland, NCCMC
Interim Town Clerk