

**TOWN OF HOPE MILLS
BOARD OF COMMISSIONERS REGULAR MEETING
MONDAY, FEBRUARY 20, 2017, 7:00 P.M.
BILL LUTHER BOARD MEETING ROOM**

Mayor Jackie Warner called the regular meeting of the Hope Mills Board of Commissioners to order on Monday, February 20, 2017, at 7:00 p.m.

GOVERNING BOARD MEMBERS PRESENT

Mayor Jackie Warner, Mayor Pro Tem Bob Gorman, Commissioners Jerry Legge, Bryan Marley, Pat Edwards and Frances Jackson.

GOVERNING BOARD MEMBERS ABSENT. None

STAFF PRESENT

Interim Town Manager Melissa Adams, Interim Town Clerk Deborah Holland, Finance Director Drew Holland, Fire Chief Chuck Hodges, Human Resources Director Laticia Black, Police Chief Joel Acciardo, Parks & Recreation Director Kenny Bullock, Development & Planning Administrator Chancer McLaughlin, Public Works Director Hector Cruz and Town Attorney Dan Hartzog, Jr.

INVOCATION AND PLEDGE OF ALLEGIANCE

The invocation was led by Dr. Robert Kretzu of Hope Mills United Methodist Church, followed by the Pledge of Allegiance led by Mayor Warner.

1. **OATH OF OFFICE FOR NEW COMMISSIONER**

Frances V. Jackson was sworn as a Commissioner for the Hope Mills Board of Commissioners by the Honorable Judge Gale Adams.

2. **APPROVAL OF AGENDA – ADDITIONS OR DELETIONS.**

Motion made by Commissioner Edwards, seconded by Commissioner Marley and carried unanimously, to approve the agenda as presented.

3. **MOTION TO CONDUCT A CLOSED SESSION: PURSUANT TO NCGS 143-318.11 (a) (6) TO DISCUSS PERSONNEL MATTERS.**

Motion made by Mayor Pro Tem Gorman, seconded by Commissioner Edwards and carried unanimously, to conduct a closed session pursuant to NCGS 143-318.11 (a) (6) to discuss personnel matters.

Mayor Warner instructed the Board to assemble in the front conference room at 7:07 p.m.

At 7:50 p.m. Mayor Warner called the session back to order.

Motion made by Mayor Pro Tem Gorman, seconded by Commissioner Jackson and carried unanimously to seal the minutes of the closed session until such time as the release of the information would no longer frustrate the purpose of the closed session and further no action was taken.

Motion made by Commissioner Marley, seconded by Commissioner Edwards and carried unanimously, to appoint Melissa Adams as Town Manager effective March 1, 2017.

Ms. Adam will be formally sworn in at the next BOC Regular Meeting on Monday, March 6, 2017.

4. PRESENTATIONS:

a. Presentation of pay study.

Phillip Robinson of The Mercer Group reported on the results of his pay study including position classification and pay grade using a Factor Evaluation System. Mr. Robinson also worked to develop a new Market Pay Plan for the Town.

Commissioner Legge asked Mr. Robinson if the pay grades assigned to Hope Mills employees go along with their pay grade numbers. Mr. Robinson replied, “they do not” and went on to explain that in a Compensation Classification Study, an entirely new pay structure is created. Commissioner Legge also questioned whether any Hope Mills employees are being compensated above or below their pay grade. Drew Holland, Finance Director commented that with the adjustments from the Classification Study, they found that eleven employees were being affected. A total of \$12,140.76 will be required to bring these employees up to the minimum pay grade reflected in the study.

Motion made by Commissioner Marley, seconded by Commissioner Edwards and carried unanimously, to approve the pay plan, position titles by pay grade, ongoing provisions for hiring, market adjustments, reclassifications and salary adjustments for eleven employees based on the pay study amounting to \$12,140.76 to be made effective July 1, 2017.

b. Presentation from Grant-Murray Real Estate.

Neil Grant presented the rezoning for the corner of Golfview and North Main where two existing structures will be taken down and the proposed Popeye’s franchise will take their place. In turn, the property’s tax value will increase dramatically and approximately forty-five jobs will be created. The owner-operator of this franchise owns Marco’s Pizza in Hope Mills and noted he is in the process of gaining control of other Popeye’s franchises in the area. The right turn extension to access the Popeye’s is being paid for by the owner-operator and the new site plan added two points of ingress and egress.

c. Presentation of update report on Waste Management Services Transition.

Public Works Director Hector Cruz spoke on Waste Management's efforts to reduce the amount of yard waste being collected and assisting the community in implementing the new waste cans. In light of the new changes, it was recommended that the Town increase the amount of work force in the Sanitation Department and provide them with new equipment to meet with demands. Mayor Warner asked Mr. Cruz if Public Works could implement a schedule to designate leaf pick up by neighborhood. Commissioner Legge questioned why the plan presented to the Board last year stated they didn't need as many employees in Public Works and suddenly there is an increased demand for employees. Mr. Cruz responded there are more demands to meet this year. Mayor Warner requested Mr. Cruz come up with a solution to stay within the budget and continue servicing the area as Public Works has done so and Mr. Cruz agreed to do so.

5. PUBLIC HEARINGS: None.

6. PUBLIC COMMENTS:

Robert Van Geons of Fayetteville Cumberland County Economic Development Corporation introduced himself as the county's new Economic Developer and commented that he looks forward to working with the Town of Hope Mills.

Rod MacLean, 5435 Fountain Lane, spoke on the rezoning of the property for the perspective Popeye's franchise. Mr. MacLean commented on the Public Works update and mentioned how Brunswick County uses recyclable brown paper bags to dispose of waste and suggests the Town give those a try.

7. CONSENT AGENDA:

- a. Consideration of the minutes of January 9, 2017 Regular Meeting.
- b. Consideration of the minutes of January 13, 2017 Emergency Meeting.
- c. Consideration to accept the 2017 Financial Statements.
- d. Consider of the proclamation for Multiple Sclerosis Awareness Week March 5-11 2017.

**OFFICE OF THE MAYOR
TOWN OF HOPE MILLS**

Multiple Sclerosis Awareness Week

Proclamation

WHEREAS, MS is a chronic and disabling disease of the central nervous system in which the progression, severity and specific symptoms cannot be foreseen; and

WHEREAS, every hour of every day someone new is diagnosed with MS, a disease that can erode a person's abilities and hopes, halt a career and unravel the fabric of families; and

WHEREAS, the North Carolina Chapters of the National Multiple Sclerosis Society reports that in our state more than 10,000 people are affected by this devastating disease, and multiple sclerosis generally strikes young adults aged 20 through 40, attacking them in the prime of their lives; and

WHEREAS, the North Carolina Chapters of the National Multiple Sclerosis Society have been committed throughout the years to heightening public knowledge and insight about this devastating and disabling disease, and raising more than \$8 million to find a cure for MS and develop effective treatments for the disease, as well as provide a wide range of client programs; and

WHEREAS, although research advances have brought us closer to finding the cure, much remains to be done, and services must continue to be provided to those who live with the disease; and

WHEREAS, finding the cause and developing a method of prevention for multiple sclerosis is an important task that all Americans and North Carolinians should support;

NOW, THEREFORE, I, Jackie Warner, by virtue of the authority vested in me as Mayor of the Town of Hope Mills do hereby proclaim March 5-11, 2017 as “**Multiple Sclerosis Awareness Week**” in the Town of Hope Mills, and commend this observance to all our citizens.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Hope Mills to be affixed this 20th day of February, 2017.

Jackie Warner, Mayor

- e. Consideration of the purchase for ammunition for the Police Department in the amount of \$11,745.47 to place shipping and tax.
- f. Consideration for the parade packet and policy and procedures for the July 4, 2017 parade.
- g. Consideration of the purchase and a replacement police vehicle from Capital Ford along with the purchase of the required equipment for the replacement vehicle, Resolution No. 2017-04 and Budget Amendment No.17 in the amount of \$34,400.

**RESOLUTION AUTHORIZING THE DISPOSITION OF CERTAIN PERSONAL
PROPERTY BY PRIVATE SALE**

RESOLUTION NO. 2017-04

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;
2011 Dodge Charger-VIN#2B3CL1CT4BH540600, FIXED ASSET NO. 510-198
- (2) The Town Manager is authorized to direct the salvage disposition of the described property to the Town's fleet insurance carrier, North Carolina League of Municipalities, Risk Management Services, for the sum of \$13,524.75.

ADOPTED and effective this 20th day of February, 2017.

JACKIE WARNER, MAYOR

ATTEST:

Deborah Holland, Deputy Town Clerk

Town of Hope Mills, North Carolina
Budget Ordinance Amendment
Fiscal Year 2016-2017
Amendment #17

BE IT ORDAINED by the Board of Commissioners of the Town of Hope Mills, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

Section 1. To amend the General Fund, the appropriations are to be changed as follows:

<u>Account</u>	<u>Decrease</u>	<u>Increase</u>
Capital Outlay-Equipment (10-510-9400)	-	34,400.00
	\$ -	\$34,400.00

This will result in a net increase of \$34,400.00 in the appropriations of the General Fund. To provide the additional revenue for the above, the following revenues will be increased.

<u>Account</u>	<u>Decrease</u>	<u>Increase</u>
Insurance Proceeds (10-3940)	-	13,525.00
Appropriations from Fund Balance (10-3991)	-	20,875.00
	\$ -	\$34,400.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Board of Commissioners, and to the Budget Officer and the Finance Officer for their direction.

Adopted this 20th day of February 2017.

Jackie Warner, Mayor

ATTEST:

Deborah Holland, Deputy Town Clerk

- h. Consideration of Brower Park Ball Field investigation by the Stormwater Administrator Beth Brown recommendations to address change to the drainage issues and approve the Interim Town Manager to sign purchase acquisitions from Bell's Seed Store and Wendell McMillan Masonry not to exceed \$2,000.

Motion made by Commissioner Edwards, seconded by Commissioner Marley and carried unanimously, to approve the consent agenda as presented.

8. OLD BUSINESS:

- a. Consideration of Mayor Warner's appointments to RULAC & Action Pathways, Inc. form with a CCAP.

Interim Town Manager Adams commented that Action Pathways, formerly Cumberland County Community Action Program, meets bimonthly and the next meetings for 2017 are scheduled for March 16, May 18, July 20, September 15 and November 16 and they meet at 6:00 p.m.

Mayor Warner requested the Board's permission to appoint Commissioner Jackson to represent the Board at CCAP and the RULAC meetings. Commissioner Marley is to continue attending the Veterans Affairs meetings and update Commissioner Jackson on the previous RULAC meetings.

Motion made by Commissioner, seconded by Commissioner Jackson and carried unanimously, to appoint Commissioner Jackson to represent the Board at the CCAP and RULAC meetings

- b. Consideration of the offer to purchase the Senior Citizens Building from the VFW.

Attorney Hartzog commented on the concern whether the Botanical Gardens parking lot will continue to be available to visitors of the Senior Building. Mr. Hartzog advised the Board to accept the terms of the current offer on the condition that visitors of the Senior Building still have access to the parking lot and the building remain as is once its contents are cleared out.

Jessie Bellflowers spoke on behalf of the VFW, Post 10630, asserting that they would comply with the Boards terms and conditions that apply to the shared parking lot and Seniors Building.

Motion made by Commissioner Edwards, seconded by Commissioner Marley and carried unanimously, to allow the Town Manger to execute the contract to sell the Senior Citizens Building to the Veterans of Foreign Wars with the condition of the VFW is to maintain the parking lot and the lot to remain available to visitors to the Botanical Gardens.

9. NEW BUSINESS:

- a. Consideration of the Salary Compression Analysis by the Finance Department.

Finance Director Holland reported that the Pay Study did not include a Salary Compression Analysis for all Town's employees salaries, thus a formula was created to perform an internal compression. The salary compression affected sixty-eight employees and salary increases were capped at .61% in order not to exceed \$17,000 in the current year budget.

Motion made by Commissioner Marley, seconded by Commissioner Edwards and carried unanimously, to approve the Salary Compression Analysis as presented, so long as it does not exceed \$17,000, to be made effective July 1, 2017.

- b. Introduction to propose amendments to the Article II - Hope Mills Lake section 62-31, Section 62-100, Section 62-101, Section 62-120 Reserved and consideration of setting a date for a public hearing.

Attorney Hartzog commented that after reviewing the ordinances, he feels the Board should review the use of motor boats on the lake. Commissioner Legge remarked that he was under the impression Hope Mills didn't allow combustible engines as the entire lake is a no wake zone. Both Mr. Hartzog and Rod MacLean referred to Article II Section 62-60 (a) to expand on that question. Article II Section 62-60 (a) states that special use permits are required to operate a motorized boat on the lake solely for the purpose of testing or demonstrating the boat or craft for sale. The Fire Department would not be subject to the permitting for training exercises they conduct.

Mayor Warner proposed the Board set a public hearing regarding the Hope Mills Lake Ordinances for March 6, 2017 at 7:00 p.m.

Motion made by Commissioner Marley, seconded by Mayor Pro Tem Gorman and carried unanimously, to set a public hearing on the Hope Mills Lake Ordinances for March 6, 2017 at 7:00 p.m.

10. REPORTS AND INFORMATION ITEMS:

- a. Update report on the Hope Mills Lake/Dam project.

Interim Town Manager Adams reported on the following ASI project progress since the last meeting:

- An approximate total of 490 cubic yards of concrete was placed.
- ASI placed the Stage 1 downstream, rip rap at the grade beams.
- ASI began work for the Stage 2 diversion channel by placing “super sacks” for the downstream cofferdam.
- ECI completed the west wall tie-back anchors and began installation of the east wall tie-back anchors.

Construction Progress for next 2 Weeks:

- ECI will continue to install the tie-back anchors on the east wall. Projected completion of the east retaining wall tie-back anchors is Friday, February 24, 2017.
- ASI plans to complete the formwork, reinforcing steel, and concrete for the upstream section of labyrinth walls to complete cycles #3 and #5. Cycle #4 will be completed during Stage 3.
- ASI also plans to complete the formwork, reinforcing steel, and concrete for R5 sidewall, and R6, R7, and R8 approaching walls.
- ASI plans to complete the Stage 2 Diversion Channel.
- The demolition subcontractor, EHG, will remobilize and complete the demolition of the concrete slab downstream.
- ASI’s current forecast for the water Diversion, to allow Stage 2 construction is March 6, 2017. This will allow demolition of the remaining dam to commence.

Ms. Adams also reported that a member of the Lake Advisory C asked if Kevin Lugo could give an update on the eel ladder. MBP is contacting demolition subcontractors and other subcontractors in an attempt to locate low cost, or donated materials if available for a DIY eel ladder.

Mason Steele, 3626 Lake Forest Road, commented that since Hope Mills is required to have an eel ladder, why not turn it into a learning tool. Mr. Steele proposed a glass enclosure be installed at the dam for those who are curious or want to learn about the American eel.

b. Manager’s update.

Interim Town Manager Adams reported on the following updates:

- Update on Traffic Assessment on William B. Luther Drive and Edwin Deaver Drive.

Enforcement activities took place from January 24-27, 2017. During the course of this assessment, 41.1% vehicles were in violation of the posted 25 mph speed limit.

The Police Department would like to immediately place speed bumps in front of the stop signs at the following intersections:

- Labonte Drive & William B. Luther Drive.
- Ellison Street & Edwin Deaver Drive.
- Ellison Street & Patterson Street.

Motion made by Commissioner Legge, seconded by Commissioner Marley and carried unanimously to install the speed bumps as recommended by the Police Department.

- Updates on Golf Acres – There have been no more reported violations to this date.
- Updates on Parks & Recreation- The fence has been ordered for the dog park to include the phase items that were approved at the last meeting. The sign, adjustable bars, trash, pooper scooper bins and bench have also been ordered. We are in the process of getting the quote for the water fountain.
- Update on renovation at Parks & Recreation Storage and Office Areas – All areas have been painted. We are waiting on the electrician to come back and finish with the electrical work. The flooring that was approved at the last meeting will be installed on February 28, 2017 and the phone line will be put in after the flooring is completed.
- Interim Town Manager Adams attended her second PWC Meeting on February 8, 2017 and will be attending another on February 22, 2017. At the meeting on the 8th, Ms. Adams inquired about the refunds process and whether interest was being added to those receiving refunds. In response to Ms. Adams inquiries, PWC stated they are accelerating their mailings but will stop accepting claims on June 30, 2017.
- NCLM Board of Directors Meeting Update – Fall Conference in Charlotte scheduled for November 14-16, 2017.

11. STAFF COMMENTS. None.

12. OFFICIAL COMMENTS.

Commissioner Edwards congratulated Commissioner Jackson and Interim Town Manager Adams for to their newly appointed positions.

Mayor Pro Tem Gordon commented on the Lake Advisory Committee on tireless work on the ordinances.

Commissioner Legge also congratulated Commissioner Jackson and Interim Town Manager Adams and thanked the Town Departments for their outstanding work.

Mayor Warner offered a reminder of the Budget Retreat on March 4, 2017.

Commissioner Jackson thanked the Board for appointing her and remarked she looks forward to working with her fellow Board Members and Hope Mills staff.

Interim Town Manager Adams commented on the incredible staff at Hope Mills and thanked them for their support.

13. MOTION TO CONDUCT A CLOSED SESSION: PURSUANT TO NCGS 143-318.11 (a) (3) TO CONSULT WITH THE ATTORNEY ON MATTERS WITHIN THE ATTORNEY-CLIENT PRIVILEGE AND TO PURSUANT TO NCGS 143-318.11 (A) (6) TO DISCUSS PERSONNEL MATTERS.

Motion made by Mayor Pro Tem Gorman, seconded by Commissioner Marley and carried unanimously, to conduct a closed session pursuant to NCGS 143-318.11 (a) (6) to discuss personnel matters.

At 9:35 p.m., Mayor Warner instructed the Board to assemble in the front conference room to conduct a closed session.

At 10:22 p.m. Mayor Warner called the session back to order.

Motion made by Mayor Pro Tem Gorman, seconded by Commissioner Jackson and carried unanimously, to seal the minutes of the closed session until such time as the release of the information will no longer frustrate the purpose of the closed session, and further no action was taken.

14. ADJOURNMENT.

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

Mayor Warner adjourned the meeting at 10:24 p.m.

Jackie Warner, Mayor

ATTEST:

Deborah Holland
Deputy Town Clerk