

**TOWN OF HOPE MILLS  
BOARD OF COMMISSIONERS REGULAR MEETING  
MONDAY, MARCH 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, March 19, 2018 at 7:08 p.m.

**GOVERNING BOARD MEMBERS PRESENT**

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

**GOVERNING BOARD MEMBERS ABSENT**

None.

**STAFF PRESENT**

Town Manager Melissa Adams, Interim Town Clerk Deborah Holland, Inspections Ray Reeves, 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, Development & Planning Administrator Chancer McLaughlin, Human Resources Director Laticia Black and Human Resources Assistant Patricia Jenkins. Also present were Town Attorney Dan Hartog, Jr. and Betty Lynd of Cumberland County Planning.

**INVOCATION AND PLEDGE OF ALLEGIANCE**

The Invocation was led by Pastor Michael Mathis, Mission Field Ministries, followed by the Pledge of Allegiance led by Boy Scout Troop #742 members Preston Roberts and Nicholas Berry.

**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 to conduct a closed session pursuant to NCGS 143-318.11 (a) (6) to discuss personnel matters.*

**2. PRESENTATIONS:**

- a. Small Business Community Service Award – Presented by Commissioners Larson and Edwards to Debbie & Robby Jones of Hope Mills Plaza Florist and Gifts.

Mayor Warner presented the Small Business Community Service Award to Rob and Debbie Jones, owners of Hope Mills Plaza Florist and Gifts.

- b. Presentation by Erica Walls, Owner/Publisher of Stone Proof of Hope Mills Magazine.

Erica Walls presented a marketing proposal for her publication, Stone Proof. Ms. Walls commented the magazine which covers Hope Mills, costs nothing to tax payers and relies on sponsorships/investors and monies provided from marketing local businesses.

**3. PUBLIC HEARINGS:**

- a. Case P18-04 Initial Zoning 75.85+/- acs R7.5 or more restrictive zoning district; E. Mission Hill Rd, north of Rockfish Creek; submitted by GHM Group LLC and Milo Investments LLC (owners). (Hope Mills)

Development & Planning Administrator Chancer McLaughlin presented Case P18-04 for the initial zoning of 75.85+/- acres of land to the R7.5 Zoning District.

Commissioner Legge inquired how traffic will flow in and out of the subdivision. Mr. McLaughlin commented there will be more than one access point to enter and exit Phase 2 of West Hampton. Commissioner Legge expressed his concern for the amount of heavy traffic congestion. Mr. McLaughlin responded this request is for zoning, the case was already approved for annexation at the January 5, 2018 public hearing.

Commissioner Legge inquired if the Town would be expected to accept the swamp land in the rear of the land. Mr. McLaughlin responded he would have to look into it.

Mayor Warner opened the floor for comments for or against Case P18-04. There were no comments for or against Case P18-04.

*Motion made by Mayor Pro Tem Mitchell, seconded by Commissioner Edwards to approve Case P18-04 to R7.5 residential with the exception of the portion located within the Special Flood Hazard Area and Floodway to be zoned CD Conservancy and find this recommendation consistent with the South West Land Use Plan which calls for "Low Density Residential" and "Open Space" at this location; and further find that approval of this request is reasonable and in the public interest because the Town initiated the request and the district requested is in harmony with the surrounding zoning and the motion carried with a vote of 4 ayes and 1 no by Commissioner Legge.*

**4. PUBLIC COMMENTS:**

Carla Welsh, 3626 Lake Forest Road, spoke in reference to the clock at the Municipal Park that has been out of order for some time now and requested the Town address the issue.

Grilley Mitchell, 4056 William Bill Luther Drive, spoke in reference to Ellison Street being an eyesore and encouraged the community to help in an effort to clean up the Town.

Commissioner Bellflowers inquired who the Town needs to contact in order to fix the clock at the Municipal Park. Town Manager Adams responded she would look into it.

Mason Steele, 3626 Lake Forest Road, spoke in reference to the Golf Course Property and presented concept drawings for a possible Rockfish Parkway.

**5. CONSENT AGENDA:**

- a. Consideration of approval the minutes from February 26, 2018 Special Joint Meeting with Parks & Recreation Committee.
- b. Consideration of approval the minutes from March 3, 2018 Budget Retreat Special Meeting.
- c. Consideration of approval the minutes from March 5, 2018 Regular Meeting.
- d. Acceptance of the February 2018 Financials.
- e. Consideration of approval for travel to in-state training in New Hanover County for Fire Personnel Jeff Hill and Elvin Tatum, in the amount of \$1,029.60 and currently budgeted.
- f. Consideration of approval of purchase for Public Works Building & Grounds a Ventrac 4500Y mower, currently budgeted in the amount of \$29,590.95 with bids not required due to it is on State contract.
- g. Consideration of acceptance of the Arts Council of Fayetteville/Cumberland County grant award to the Town of Hope Mills in the amount of \$2,500.00 to establish the concrete bases for the art made by the UNC Pembroke students to be displayed around Municipal Park and approval of BA #26.

Town of Hope Mills, North Carolina  
Budget Ordinance Amendment  
*Fiscal Year 2017-2018*  
*Amendment #26*

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 in June 30, 2018:

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

<u>Account</u>	<u>Decrease</u>	<u>Increase</u>
Maintenance – 10-620-4001	-	2,500.00
	<u>\$ -</u>	<u>\$ 2,500.00</u>

This will result in a net increase of \$2,500.00 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>
Misc. Grants	-	2,500.00
	<u>\$ -</u>	<u>\$ 2,500.00</u>

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 19<sup>th</sup> day of March 2018.

\_\_\_\_\_  
Jackie Warner, Mayor

ATTEST:

\_\_\_\_\_  
Deborah Holland, Interim Town Clerk

- h. Consideration of approval the disposition of surplus items from the Public Works department and from the Police and Fire Departments due to the condition or replacement of the fixed asset and any amounts received from the sale of these assets will be recorded in Sale of Assets and approve Resolution No. 2018-08.

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

**RESOLUTION NO. 2018-08**

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;
  - (1) 1995 F150 (#62)-Sanitation Department (to be sold)
  - (1) 1996 F150 (#68)-Sanitation Department (to be sold)
  - (1) 2015 Ford Crown Vic (#120)-Police Department (to be sold)
  - (1) 1998 Pierce Pumper Fire Truck-Fire Dept. (to be sold)
- (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 19<sup>th</sup> day of March, 2018.

---

JACKIE WARNER, MAYOR

ATTEST:

---

Deborah Holland, NCCMC  
Interim Town Clerk

- i. Consideration of approval the Household Hazardous Waste & Shred Event for April 21, 2018 and authorize Town Manager to execute contracts.

**“END OF CONSENT AGENDA”**

*Motion made by Commissioner Edwards, seconded by Commissioner Legge and carried unanimously, to approve the consent agenda as read.*

**6. OLD BUSINESS:**

- a. 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, tabled at the BOC Meeting March 5, 2018.

Town Manager Adams commented the fee of \$50,000 is to cover engineering for the design of the boardwalk and bulkhead.

Mayor Pro Tem Mitchell commented the Board should wait to take action until the Parks & Recreation Comprehensive Plan is completed before we bid out the engineering work so the Town may receive grant monies in an effort to lessen the burden on tax payers.

Mayor Warner inquired the time frame for our current dam permit tied to the Lake Park. Town Manager Adams responded there is no set timeframe but work must continue taking place in an effort to improve the area for the public. Mayor Warner expressed her concern for postponing a project that directly affects Hope Mills' residents.

Commissioner Edwards commented the senior community of Hope Mills is looking forward to the Boardwalk enhancement. Commissioner Edwards commented she is in favor of moving forward with the project.

Commissioner Legge commented he is in agreement with Mayor Pro Tem Mitchell as he believes citizens will be affected if the Town opts to raise taxes to cover the cost of the boardwalk and bulkhead design.

Mayor Warner strongly suggested the Board continue to move forward so as not to postpone the Lake Park any further.

Commissioner Bellflowers inquired if Fleming & Associates could create two drawings; one depicting the bulkhead and another with both the bulkhead and the boardwalk. Town Manager Adams responded this was addressed via email among the Board last week. Fleming & Associates indicated they would design the bulkhead as the base bid and the boardwalk would be an addendum.

*Motion made by Mayor Pro Tem Mitchell, seconded by Commissioner Larson, to table 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 until the Parks & Recreation Comprehensive Plan is complete and the motion carried with a vote of 3 ayes and 2 noes by Commissioner Bellflowers and Commissioner Edwards.*

b. Consideration/ Discussion of scheduling a date for a Ribbon-Cutting Ceremony for the new Pier at the Lake Park.

Discussion pursued regarding setting a date for the Ribbon-Cutting Ceremony for the new Pier at the Lake Park. The consensus of the Board was to open the pier to the public and hold a ceremony at a later date when benches are in place.

**7. NEW BUSINESS:**

- a. Discussion/Consideration of Adoption of the New Personnel Policy, presented at the Board of Commissioner's Budget Retreat, March 3, 2018.

Human Resources Director Laticia Black commented the Personnel Policy had not been updated since 2008.

Commissioner Legge commented he was not in favor of paid birthdays for employees and had not heard of it being observed elsewhere. Human Resources Director Black responded the Town saw this benefit as a means to recruit and retain employees, especially Police which has been a trying area.

Commissioner Larson commented she was in agreement with Commissioner Legge in that the only issue she had was with birthday leave in the proposed Personnel Policy. Human Resources Director Black commented the Town saw this as a retention tool.

Commissioner Bellflowers commented the longevity pay was an area of concern for him in that less than one year of employment is not considered longevity. Commissioner Bellflowers suggested the Town reinstate the holiday bonus and recognize longevity pay at the five to ten year mark. Human Resources Director Black responded according to the North Carolina League of Municipalities and MAPS Group, 75% of all local governments are using this similarly stated policy.

Mayor Warner commented holiday bonuses are contingent based on budget versus longevity pay which would already be budgeted.

Mayor Pro Tem Mitchell inquired if the new policy clearly states that longevity pay will be in lieu of holiday bonuses. Human Resources Director Black responded it is clearly indicated.

Commissioner Larson inquired what steps would be taken if a grievance was concerning the Town Manager. Town Manager Adams responded an outside source would be brought in.

*Motion made by Mayor Pro Tem Mitchell, seconded by Commissioner Edwards to approve the New Personnel Policy as presented and the motion carried with a vote of 3 ayes and 2 noes by Commissioner Larson and Commissioner Legge.*

- b. Consideration of authorizing Mayor Warner to sign the Legal Notice of Endorsement in favor of incorporation of the Town of Rockfish, Hoke County, NC.

Mayor Warner commented she is seeking authorization from the Board to endorse the Town of Rockfish, North Carolina for full incorporation.

*Motion made by Commissioner Larson, seconded by Commissioner Edwards and carried unanimously, to authorize Mayor Warner to sign the Legal Notice of Endorsement in favor of incorporation of the Town of Rockfish, North Carolina.*

**8. REPORTS AND INFORMATION ITEMS:**

- a. Manager's update.

Town Manager Adams updated on the following items:

1. Construction of the pier/bulkhead/boardwalk – Wire mesh panel inserts were installed on March 19, 2018.
2. Street Paving – The cracked sealing has been completed and the Town is waiting on the resurfacing of the streets.
3. Johnson Street Sidewalk Project – The design engineer is moving forward with preliminary engineering, right-of-way, environmental documents and everything included in the design phase.
4. Rockfish Road Sidewalk Project – The Town will be receiving sealed bids for the project until 2:00 p.m. on April 3, 2018. All bids received will be opened and read aloud. A mandatory pre-bid conference will be held at the Town Hall Board Room at 2:00 p.m. on March 27, 2018.
5. Damaged Areas from Hurricane Matthew – 30% of the rock has been installed on the bank along East Patterson Street. Work on East Patterson Street should be complete within the next two to four weeks. Work on Thoroughbred Trail, Davis Street and River Road will follow. River Road is currently delayed due to suppliers. Materials should be available in four to six weeks.
6. 2018 Bicycle and Pedestrian Planning Grant – Our proposal was not accepted but we are encouraged to submit another application in August for the 2019 grant.
7. Odessey Court Stormwater Project – No bids were received during the bid opening at Town Hall on March 14, 2018 at 4:00 p.m. Staff is working with the engineer to rebid the project in the coming weeks.
8. New Museum location – Deputy Public Works Director Don Sisko is working on defining a scope of project to move forward with design and construction of the interior based on the Historic Preservation Commissions guidelines.
9. Lake Cleanup – An RFP was sent on March 7, 2018 with a prebid conducted on March 13, 2018 at 11:00 p.m. A proposal from Hall's Tree Service was received on March 15, 2018 to include cleanup of the lower reservoir along the perimeter of the lake at a sum of \$48,000.
10. Eel Migratory Season – Eel Migratory Season has officially started. The eel basket was inspected on March 15, 2018 per the 401-404 Permit. No eels were present. The pump was switched on by members of Public Works on March 12, 2018.
11. Items for corrections at the Dam - A request was made through Schnabel and MBP to address a few items with ASI to include low spots of ponding water, receding of water where no grass has grown in relocated piezometer locations,



and areas of demolished concrete and riprap along the upstream side of the dam. Schnabel representatives will be inspecting the areas of concern this week.

12. Hope Mills Fire Department promotions – Lieutenant Jeff Cannady and Lieutenant Billy Evers have been promoted to Shift Captains. Effective March 19, 2018, Fire Marshal, Brett Ham has been promoted from the rank of Captain to Division Chief.

b. Reminders of upcoming events:

- **Saturday, March 24, 2018 – 9:00 a.m. until 2:00 p.m.** Medicine Drop Off, Hosted by the Hope Mills Fire Department and the Cumberland County Sheriff's Department, located at the Hope Mills Fire Department
- **Saturday, March 24, 2018 – 8:30 a.m. until 11:00 a.m.** Breakfast with the Bunny, Parks & Recreation Center.
- **Saturday, March 24, 2018 – 11:45 a.m. until 12:15 p.m.** Easter Egg Hunt-ages 1-10 at the Parks & Recreation Fields 1 & 2.
- **Monday, March 26, 2018 - 6:00 p.m. until 8:00 p.m.** Town of Hope Mills Multimodal Congestion Management Plan Public Meeting #3, Parks & Recreation Center.
- **Friday, March 30, 2018** Town Offices will be closed in observance of the Good Friday Holiday.
- **Sunday, April 1, 2018 – 7:00 a.m.** Sunrise Easter Service at Hope Mills Town Center Gazebo led by the Community Ministers Association.
- **Monday, April 2, 2018 – 7:00 p.m.** Next Board of Commissioners regular meeting, Town Hall Meeting Room.
- **Tuesday, April 3, 2018 – 6:00 until 8:00 p.m.** Citizens Academy Program starts with Orientation and first class on Administration and Human Resources, Town Hall Meeting Room.
- **Thursday, April 5, 2018 – 5:00 p.m.** Hope Mills Food Truck Rodeo, parking lot between Town Hall and Parks & Recreation Center.
- **Saturday, April 14, 2018 – 10:00 a.m. until 2:00 p.m.** Open House for the Welcome Center Opening at the Crossings at Hope Mills.
- **Saturday, April 14, 2018 –** Opening Day for Youth Sports – JP Riddle Stadium.

- c. Department Monthly Reports
  - Fire Department, February, 2018
  - Police Department, February, 2018
  - Inspections Department, February, 2018
  - Parks & Recreation, February, 2018
  - Stormwater Department, February, 2018
  - Public Works Department, February, 2018
    - Sanitation
    - Service Garage
    - Buildings & Grounds
    - Street

*All Monthly Reports*

**9. STAFF COMMENTS.**

**10. OFFICIAL COMMENTS.**

Mayor Warner thanked Interim Town Clerk Holland for her hard work and preparation of the meeting agendas.

Mayor Pro Tem Mitchell inquired if staff had contacted Trey Allen concerning the Motion to Rescind. Town Attorney Hartzog responded he spoke with Trey Allen to verify the Town's language was correct. Town Manger Adams commented Mr. Allen verified Attorney Hartzog's edit to the language was appropriate.

Commissioner Larson commended Public Works Director Cruz for his design of the educational eel signage.

Commissioner Bellflowers thanked the Boy Scouts for attending and leading the color guard.

Commissioner Legge thanked everyone for attending the meeting.

**11. 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 PURSUANT TO NCGS 143-318.11 (A) (6) TO DISCUSS PERSONNEL.**

*Motion made by Mayor Pro Tem Mitchell, seconded by Commissioner Legge and carried unanimously, 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 pursuant to NCGS 143-318.11 (A)(6) to discuss personnel.*

Mayor Warner instructed the Board to assemble in the front conference room at 8:39 p.m.

At 9:25 p.m. Mayor Warner called the meeting back to order.

*Motion made by Mayor Pro Tem Mitchell, seconded by Commissioner Larson 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.*

**12. ADJOURNMENT.**

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

Mayor Warner adjourned the meeting at 9:26 p.m.

---

Jackie Warner, Mayor

ATTEST:

---

Tiffany Gillstedt  
Administrative Assistant/Acting Deputy Town Clerk