

**TOWN OF HOPE MILLS  
BOARD OF COMMISSIONERS REGULAR MEETING MINUTES  
MONDAY, MAY 4, 2020 7:00 P.M.  
VIRTUALLY via ZOOM**

Mayor Jackie Warner called the regular meeting of the Hope Mills Board of Commissioners to order on Monday, May 4, 2020 at 7:02 p.m.

**GOVERNING BOARD MEMBERS PRESENT**

Mayor Jackie Warner, Mayor Pro Tem Dr. Kenjuana McCray, Commissioners Jessie Bellflowers, Pat Edwards, Jerry Legge and Bryan Marley.

**STAFF PRESENT**

Town Manager Melissa Adams, Town Clerk Jane Starling, Finance Director Drew Holland, Parks & Recreation Director Lamarco Morrison, Public Works Director Don Sisko, Chief Building Inspector David Ray Reeves and Planning & Economic Development Director Chancer McLaughlin. Also present was Town Attorney Dan Hartzog, Jr.

**INVOCATION AND PLEDGE OF ALLEGIANCE**

The invocation was led by Pastor Ellen McCubbin of Hope Mills United Methodist Church, followed by the Pledge of Allegiance led by Mayor Jackie Warner.

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

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

*Mayor Warner called for a roll call vote. The motion passed unanimously, 5-0.*

**2. PRESENTATIONS.**

- a. Proclamation of May as National Older American's Month in Hope Mills.

Mayor Warner read the proclamation for National Older American's Month.

- b. Proclamation of May 7<sup>th</sup> as National Day of Prayer in Hope Mills.

Mayor Warner read the proclamation for National Day of Prayer.

- c. Proclamation of May 3<sup>rd</sup> – 9<sup>th</sup> as Professional Municipal Clerks Week in Hope Mills.

Mayor Warner read the proclamation for Municipal Clerks Week.

d. Proclamation of May 10<sup>th</sup> – 16<sup>th</sup> as National Police Week in Hope Mills.

Mayor Warner read the proclamation for National Police Week.

e. Proclamation of May 17<sup>th</sup> – 23<sup>rd</sup> as National Public Works Week in Hope Mills.

Mayor Warner read the proclamation for National Public Works Week.

f. Presentation of Manager's recommended proposed FY 2020-2021 Budget.  
**Budget Books will be sent out on Monday, May 4<sup>th</sup> prior to the Meeting.**

Town Manager Melissa Adams read the message for Manager's recommended proposed fiscal year 2020-2021 Budget. Town Manager Adams provided an overview of the proposed budget for fiscal year 2020-2021. Town Manager Adams noted there would be no increase in property taxes.

- Consideration and Possible Action to hold a Budget Workshop(s) in May and/or set a date for Public Hearing on proposed FY 2020-2021 Budget for Monday, June 1, 2020 at 7:00 p.m.

Mayor Warner inquired whether the Budget Workshop will be held electronically or in person. Town Manager Adams responded it is at the pleasure of the Board.

Discussion ensued regarding setting a date for the Budget Workshop and whether to hold the meeting in person or electronically.

*Motion made by Commissioner Bellflowers, seconded by Commissioner Legge and carried unanimously, to set the Budget Workshop for May 18, 2020 at 5:00 p.m. and the Public Hearing on the proposed FY 2020-2021 Budget during the June 1, 2020 regular meeting at 7:00 p.m.*

*Mayor Warner called for a roll call vote. The motion passed unanimously, 5-0.*

### **3. PUBLIC COMMENTS.**

Town Clerk Jane Starling read a public comment submitted via email to the Clerk's office.

Ms. Sue Moody, 3647 Lake Forest Rd, Hope Mills, NC. Ms. Moody inquired why the Lake Park was closed and walking trails were left open. Ms. Moody respectfully requested that the Lake Park be reopened with the same restrictions as the other parks.

### **4. CONSENT AGENDA:**

a. Consideration of Approval of Minutes from the Jan. 30, 2020 Special Meeting.

- b. Consideration of Approval of Minutes from the April 20, 2020 Regular Meeting.
- c. Consideration of Approval of Audit Contract for FY 2019-2020 With Thompson, Price, Scott Adams And Co., P.A., Currently Budgeted in the Amount of \$18,500.
- d. Consideration of Approval of Resolution R2020-11 Authorizing the Donation of a Surplus Police Vehicle. Vehicle #131 a 2008 Crown Victoria whose book value is 0 to be donated to the St. Pauls' police department.
- e. Consideration of Approval of Resolution R2020-12 Authorizing the Disposal of Sprint Phone Equipment. This was a phone system for all departments of the Town and has already been replaced.
- f. Consideration of Ordinance 2020-01 Authorizing a Road Closure for the Fourth of July Parade, July 4, 2020.

**“END OF CONSENT AGENDA”**

*Motion made by Commissioner Edwards, seconded by Mayor Pro Tem Dr. McCray and carried unanimously, to approve the consent agenda as read.*

*Mayor Warner called for a roll call vote. The motion passed unanimously, 5-0.*

**5. NEW BUSINESS:**

- a. Consideration and Possible Adoption of Resolution R2020-08 to Amend the Hope Mills Board of Commissioners 2020 Meeting Schedule.

Town Manager Adams commented the proposed resolution is to remain consistent with the Rules of Procedure to allow for electronic meetings as necessary with no change to the adopted meeting schedule.

*Motion made by Commissioner Legge, seconded by Mayor Pro Tem Dr. McCray and carried unanimously, to adopt Resolution R2020-08 to Amend the Hope Mills Board of Commissioners 2020 Meeting Schedule allowing for electronic meetings.*

*Mayor Warner called for a roll call vote. The motion passed unanimously, 5-0.*

- b. Consideration and Possible Adoption of Resolution R2020-09 to Set a Public Hearing Date of May 18, 2020 for Annexation No. 2020-02.

Commissioner Legge inquired whether the proposed public hearing would be held electronically or in person. Town Manager Adams responded staff is planning a

combination meeting in which it would be held partially in person and remotely for those who wish to continue socially distancing themselves from others.

*Motion made by Commissioner Legge, seconded by Commissioner Edwards and carried unanimously, to adopt Resolution 2020-09 and to set the public hearing date for Annexation No. 2020-02 for May 18, 2020 at 7:00 p.m.*

*Mayor Warner called for a roll call vote. The motion passed unanimously, 5-0.*

- c. Consideration and Possible Adoption of Resolution R2020-10 to Set a Public Hearing Date of May 18, 2020 for Annexation No. 2020-03.

*Motion made by Commissioner Legge, seconded by Commissioner Edwards and carried unanimously, to approve Resolution 2020-10 and to set the public hearing date for Annexation No. 2020-03 for May 18, 2020 at 7:00 p.m.*

*Mayor Warner called for a roll call vote. The motion passed unanimously, 5-0.*

- d. Consideration and Possible Action Regarding Bids for a Driveway and Parking Lot for the Former Golf Course Property. This project is currently unfunded.

Town Manager Adams commented in February 2019, the previous Board authorized her to negotiate and execute a contract to engage an engineer and to have a survey of the property conducted; with a cap of \$25,000. Town Manager Adams provided the following information to the Board of Commissioners via email prior to the meeting:

- The amount for the survey of the former golf course property was \$10,500; it included the entire property, not just the area for the temporary driveway and parking lot, due to the fact that we did not know the survey boundaries around the entire property.
- The cost for engineering the design for the driveway and parking lot, along with the application to NCDOT, was \$7,550.00.
- The combined total is \$18,050.00 which is \$6,950.00 less than the authorized amount of \$25,000.00.
- Both of those amounts were absorbed into the current year's budget without needing a Budget Amendment.

Of the three bids received, our representative encouraged us to accept the lowest bid, from Diamond Construction, in the amount of \$36,814.75 as it was a significant difference versus the two higher bids of \$65,800 and \$67,193.

Commissioner Edwards inquired who contacted the owner of the parking lot and what was said in regard to renewing the lease. Town Manager Adams responded the owner was contacted by the previous Board members and he did not express interest in renewing the lease after it expires in September 2020.

Mayor Pro Tem Dr. McCray inquired if the entirety of funds for the temporary parking lot will be taken out of the General Fund. Town Manager Adams responded it is possible that a Budget Amendment may not be required for the entire amount. Town Manager Adams commented this driveway will eventually become permanent as we continue to develop Golfview Greenway. If the Board were to opt out of accepting the current bid, the Town would end up paying double or triple that amount in the long run. The bid amount is reasonable and will allow the Town to keep the walking trail open.

Discussion ensued regarding the cost and installation of the temporary parking lot for Golfview Greenway and residents' comments regarding future development of Golfview Greenway.

Commissioner Edwards commented she is not opposed to the parking lot though she is apprehensive as changes have taken place since the Board voted on this item last year; specifically the COVID-19 pandemic which is affecting taxpayers and revenues. The Town has several projects that have not been completed as well.

*Motion made by Commissioner Legge, seconded by Commissioner Bellflowers to accept the bid from Diamond Construction Company in the amount of \$36,814.75 for construction of the driveway and parking lot at Golfview Greenway and the motion carried 4-1, with Commissioner Edwards voting against.*

*Mayor Warner called for a roll call vote. The motion passed 4-1, with Commissioner Edwards voting against*

## **6. REPORTS AND INFORMATION ITEMS:**

### **a. Manager's Report.**

Town Manager Adams provided the following report:

Rockfish Road Sidewalk Project: Contractor is working on mobilization to start. There may be a slight delay in the May 25th projected start date due to contractor waiting on updated pricing for change order.

Johnson Street Sidewalk Project: We have received the additional review and licensing fees from CSX. Staff is contacting FAMPO to ensure that the costs can be included in the sidewalk grant. Nothing new to report.

The Fountain Lane property: To date, we have not received the corrected mapping back. Public Works staff is meeting with the surveyor to go over the mapping.

Former Episcopal Parish House vacant lot: RFPs were sent out for seeding the vacant lot. Deadline is Monday, May 4th.

Trade Street Museum: Nothing new to report at this time.

Blackbridge Subdivision: The reinspection for Street (Streets, Sidewalks, & Stormwater) acceptance for Blackbridge Subdivision Phase I was completed on April 22nd. The contractor is working on making corrections that were identified during the reinspection. Eel ladder: One of the interior pumps for the eel ladder is inoperable. Public Works staff is working on the repair or possibly replacement.

The contractor for PWC that will be doing the painting of the water tank is scheduled to begin on May 1st.

Public Works has completed the site work preparation for repairs to the sidewalks (in accordance with the ADA Transition Plan) on both sides of the road along S. Main Street between Lakeview and E. & W. Patterson Street. Awaiting on the contractor to schedule a start date.

Pumphouse repairs in Heritage Park: The installation of a fence around the pumphouse to protect the structure from any possible future damage has been completed. Public Works staff is still in the process of trying to find a mason to do the repairs to the masonry.

Public Works is waiting on the final draft of the ADA Transitional Plan. Once the plan is received, they will review the document before acceptance. Nothing new to report.

Update on Temporary Police Station: The Police Department has completed the move and opened for regular operation on Monday, April 13, 2020. The signage has been installed on the building. Waiting on the freestanding sign to be refaced.

Public Safety Building: The final site plan and construction drawings are being reviewed by staff. Once the review is completed, updated drawings will be submitted and the process for requesting bids will begin. The Stormwater plans have been approved. The bid process may take a few weeks and we are optimistic with respect to the current pandemic conditions that we should receive several bids.

Heritage Park PARTF Grant: McAdams plans to submit the PARTF Grant on May 1st to the State.

NCDOT has selected McAdams as the consultant for the NCOT Bicycle and Pedestrian Planning Grant Initiative for the Town of Hope Mills. This is excellent news, as the Town already has a great relationship with McAdams. Due to the COVID-19 Pandemic, there is a possibility of the NCDOT falling below the legislatively-mandated cash floor this month. If this happens NCDOT may be unable to enter into new contractual agreements. This could possibly delay the start date of the grant.

The Fire Department is planning on hosting the County Fire Chief's Association meeting in late June.

Economic Development: Staff submitted for the RFP released from Cumberland County Community Development for \$415,000 in CDBG Funds. If awarded, the grant funds will be utilized for the installation of a sidewalk along Ellison Street from W Patterson to Cross Street.

The plan review team will be conducting the first of 2 upcoming zoom sketch plan review meetings on Tuesday, May 5th.

COVID-19 Update - Town Operations: No changes are recommended at this time to the current operating procedures that have been in place in response to the COVID-19 pandemic. As such, the Town Hall and Parks & Recreation buildings will remain closed to the public. Town Hall will be accessible by appointment only. Opening of playground equipment will be dependent based on Governors recommendations. The Lake Park will remain closed and we will continue to monitor and reassess the situation weekly.

Update on Case 18-020 - 3121 N. Main Street Car Dealership: At the April 20<sup>th</sup> regular meeting the Board approved a request for the vehicle repair in the rear of this establishment but noted that it is currently operating in violation of its original approval from September of 2019 which approved a vehicle display area in the rear. Staff sent a Notice of Violation on April 23, 2020 stating that displaying the vehicles in front was a violation of its original approval and that the business owner's recent approval on April 20<sup>th</sup> would be conditioned in bringing the issues into compliance. The business owner responded to the violation notice indicating he would be applying for another site plan approval to allow for the vehicles to be displayed in the front as it would be more beneficial to the operation of his business. Staff will keep the Board updated on when this new application is filed and what the hearing date will be scheduled for consideration by our Board.

Commissioner Bellflowers inquired of the other projects that were eligible for the Economic Development, Community Development Block Grant (CDBG). Town Manager Adams responded CDBG grant funds are for infrastructure and the Town has no other infrastructure other than streets and sidewalks. CDBG is for typically for lower income areas in need of repair.

Commissioner Bellflowers inquired if other areas in Town would qualify for sidewalks. Town Manager Adams responded there are but they would not likely meet the criteria of CDBG. Planning & Economic Develop Director McLaughlin responded the Southwest Cumberland Land Use Plan has been the guided document for his department as he is governed by the recommendation of the adopted plans and studies that have been approved by the Board. Further discussion ensued regarding identified areas for sidewalk development and grant opportunities.

- b. Reminders: All Dates and Locations are Dependent on the Governors Guidelines in place at the time.

- May 13, 2020 5:00 PM Historic Preservation Commission at Parks and Recreation Building.
- May 18, 2020 7:00 PM Board of Commissioners Regular Meeting, Luther Board Room.
- May 25, 2020 Memorial Day Holiday – Town Offices Closed.
- May 26, 2020 6:30 PM Appearance Commission – Parks and Recreation Building.
- May 28, 2020 6:00 PM Veterans Affairs Committee – Parks and Recreation Building.
- June 1, 2020 7:00 PM Board of Commissioners Regular Meeting, Luther Board Room.

Mayor Warner commented the Census deadline has been extended to October 1, 2020 and gave an overview of the recent Mayor’s Coalition meeting held via Zoom.

## **7. STAFF COMMENTS.**

Town Manager Adams thanked Town Clerk Starling and Deputy Town Clerk Shadik for their hard work in recognition of Municipal Clerks Week.

## **8. OFFICIAL COMMENTS.**

Commissioner Legge commended Town staff for continuing to work during the pandemic and

Commissioner Marley thanked the Town’s first responders for their efforts during the pandemic. Commissioner Marley commented on the funding in regard to the temporary parking lot for Golfview Greenway, and the grant funding for Ellison Street sidewalks. Additionally, Commissioner Marley commented there has been an increase in 4-wheeler traffic in Hope Mills.

Commissioner Edwards commented she misses seeing her fellow Town’s people and staff in person and thanked Town Clerk Starling and Deputy Town Clerk Shadik as well as all Town staff for their hard work.

Commissioner Bellflowers wished everyone safety and thanked all the Town employees for everything they do for the citizens.

Mayor Pro Tem Dr. McCray acknowledged Town Clerk Starling and Deputy Town Clerk Shadik as it is Municipal Clerks Week and thanked the Police Officers who have been delivering the Commissioners meeting materials. Mayor Pro Tem Dr. McCray commented it is Air Quality Awareness Week and noted information on each day’s theme can be found on FAMPO’s website as well as educational materials for parents to utilize while homeschooling their children. Lastly, Mayor Pro Tem Dr. McCray encouraged everyone to support our local small businesses.



Mayor Warner commented Sally Bailey and Grilley Mitchell have raised money to provide dinner for employees who have continued to work on site during the pandemic. The employee appreciation dinner will be catered by Bruce & Mickey's, Chef Glenn & Company, Big T's, Marci's Cakes & Bakes and Little Caesars. The local vendors initially offered to donate the meals but due to the pandemic the Town wished to compensate them in support of local small businesses. The dinner is scheduled for Friday, May 8, 2020 from 5:00 – 7:00 p.m.

**9. ADJOURNMENT.**

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

Mayor Warner adjourned the meeting at 8:33 p.m.

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Jackie Warner, Mayor

ATTEST:

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Jane G. Starling CMC, NCCMC  
Town Clerk