

**TOWN OF HOPE MILLS
BOARD OF COMMISSIONERS REGULAR MEETING MINUTES
MONDAY, JUNE 17, 2019 7:00 P.M.
LUTHER BOARD MEETING ROOM**

Mayor Jackie Warner called the regular meeting of the Hope Mills Board of Commissioners to order on Monday, June 17, 2019 at 7:00 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, Town Clerk Jane Starling, Finance Director Drew Holland, Police Chief Joel Acciardo, Fire Chief Chuck Hodges, Public Works Director Don Sisko, Parks & Recreation Director Lamarco Morrison, Chief Building Inspector Ray Reeves, Stormwater Administrator Beth Brown and Development & Planning Administrator Chancer McLaughlin. Also present was Town Attorney Dan Hartzog, Jr.

INVOCATION AND PLEDGE OF ALLEIGANCE

The Invocation was led by Pastor Michael Mathis, Mission Fields 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 and carried unanimously, to approve the agenda as presented.

2. PRESENTATIONS:

- a. Presentation on the State of Fort Bragg by Deputy Garrison Commander Justin Mitchell.

Deputy Garrison Commander Justin Mitchell commented Fort Bragg is in a very good state and growing. Fort Bragg has 53,000 soldiers and services a population of 263,000 making it the fifth to seventh largest city in North Carolina. Hope Mills is home to a large number of active duty and retired service members.

- b. Presentation on PWC Customer Data by Senior Customer Programs Officer Mark Brown P.E.

PWC Senior Customer Programs Officer Mark Brown gave an overview of time of use rates. Mr. Brown commented the time of use rates align the way PWC bills their customers with the way they pay for power as they contract with Duke Energy. Hours are seasonal and peak hours from April to October are between 3:00 p.m. to 7:00 p.m., and 6:00 a.m. to

10:00 a.m. from November to March. Mr. Brown provided tips on how to lower water and energy usage.

3. PUBLIC HEARINGS:

- a. **Case P19-27:** Rezoning of 77.30+/- acres from C3 Heavy Commercial & C(P) Planned Commercial to M1(P) Planned Light Industrial or to a more restrictive zoning district; located on both sides of SR 2333 (Corporation Drive, west of Walmart Drive; submitted by Palmer Williams on behalf of Pelican Property Holdings, LLC and Great Oaks Property Holdings, LLC (owners) & William Seymour (agent). (Hope Mills).

Mayor Warner opened the public hearing for Case P19-27 at 7:41 p.m.

Mayor Warner called for comments for or against Case P19-27. There were none.

Motion made by Commissioner Legge and carried unanimously, to close the public hearing.

Mayor Warner closed the public hearing for Case P19-27 at 7:41 p.m.

Motion made by Mayor Pro Tem Mitchell and carried unanimously, to approve Case P19-27 rezoning from C3 Heavy Commercial & C(P) Planned Commercial to M1(P) Planned Light Industrial and find: a. The approval is an amendment to the adopted current Southwest Cumberland Land Use Plan (2014) map; and that the Board of Commissioners should not require any additional request or application for amendment to said map for this request; b. The following change in conditions was considered in amending the Zoning Ordinance (zoning map) to meet the development needs of the community: the subject property meets the location criteria for "light industrial/manufacturing" as defined in the Land Use Policies Plan (2009), and the heavy commercial designation was likely put in place due to the existing C3 & C(P) zoning on the subject property; c. And, this rezoning approval is reasonable and in the public interest because the district requested is in harmony with surrounding zoning and the tracts are of sufficient size to allow for adequate buffering, landscaping, and parking for an industrial use when recombined.

4. MANAGERS REPORT.

1. Lake Bulkhead: The contractor is back at work this week, following a brief work stoppage, due to the weather. All piles have been driven; they are currently working on the whalers and uprights for the bulkhead wall. Concurrently they are doing grading work and backfilling with the stone element. Weather permitting, they are scheduled to work on the kayak launch area by the end of the week. Staff has coordinated with an irrigation specialist and has held a preliminary site visit along with the bulkhead contractor. The plan is for the contractor to complete the initial grading, and the irrigation will be installed, followed by the sod being placed.

2. Rockfish Road Sidewalk Project: We are still consulting with Town Attorney Hartzog regarding the contract with Charles W. Hughes Construction, LLC.
3. Johnson Street Sidewalk Project: The stormwater calculations have been completed by the field engineer and are being reviewed for submittal to NCDOT. Staff has completed the paperwork requesting CSX review. CSX will notify us of their fee for review.
4. Public Works Director Don Sisko is continuing to work on obtaining additional proposals for the walking trail at the former golf course property. In addition to Freese and Nichols, several additional firms have been contacted and an RFP has been written and sent out. George Rose was contacted. Mr. Rose remarked he was not interested in the golf course trail and thanked us for the consideration.
5. The new telephone system for all Town offices was supposed to be installed last week, due to a few minor issues with our telephone extensions, the installation date has been delayed. I will report when a new date has been determined.
6. Last week staff and I had a preliminary meeting with Ashley Anderson a representative from the Firm that will be contracted to do our Strategic Planning. She spent almost the entire day here in Hope Mills. She was given an overview of the History of the Town, along with a tour.
7. The Town of Hope Mills has had brief conversations over the past few months with Representatives of Cumberland County and FCEDC about moving forward with proactively guiding development in the Hope Mills Municipal Influence Area (MIA). We are interested in meeting with the Cumberland County Planning Department, FCEDC and North Carolina Department of Commerce to spearhead these efforts. Since Mayor Pro Tem Mitchell is the FCEDC Municipal Advisory Committee Liaison, he has been included in this effort, as well. Our first goal is to research ways to update the Southwest Cumberland Land Use Plan but to do it in coordination with FCEDC from an economic development perspective. We have reached out to Grace Lawrence with NC Dept of Commerce to engage them in a study of our MIA to assist in regional rural planning and gateway development efforts. The overall goal of this would be to build an effort to exercise more control over the future development of our MIA in the areas of the proposed 295 construction. This will be done in conjunction with our Strategic Planning, so that they will complement each other. We feel that as development begins to move forward, these efforts will provide the Town of Hope Mills an advantage, in order to guide the future development of this area. We are trying to set up a meeting between all parties between now and the end of July.
8. Update regarding the Church Parking Lot:
 - Sometime in 2014/2015, the Stormwater Department started preparing to complete the West Patterson storm drain capital improvement project. The Public Works Department was working on plans for the church property. Gordon Johnson was hired for the church project and presented these plans to the Town. The Town Manager at the time requested staff look over the plans. Staff found they had designed a paved parking lot with curb cuts for stormwater to sheet flow off the back of the parking lot. Due to the potential

for severe erosion, staff advised against the plan and was asked to come up with a solution.

- Since the West Patterson storm drain line passes through the parking lot, staff asked the West Patterson project engineer for suggestions. He recommended installing inlets and 2 lines as part of the West Patterson project. The extra design work was done pro-bono, and the installation was paid by the Stormwater Department and installed by the Town's contractor in 2016/2017. Stormwater was not involved in any portion of the church or parking lot design. The Engineer worked directly with Gordon Johnson to acquire the proposed parking lot elevations and dimensions.
 - The storm drainage portion was completed when West Patterson was finished, however the church/parking lot never moved forward. To date, the storm drainage infrastructure is in place but can't be used because we can't drain a dirt lot into the storm drainage infrastructure. The inlets had to be secured with fabric or covered until the Town moved forward with an improved surface on the lot. The drainage boxes and lines are brand new and in working condition. The newly installed inlets can connect directly to a parking lot when the Town moves forward with paving. Part of the connection will require the paving contractor to raise the inlets to meet the proper elevation to drain the lot. Prior to the former Public Works Director leaving, he was beginning the initial stages of obtaining paving quotes for the church parking lot. However, since his departure and due to the fact that this project is not and has not been funded, it was placed on the back burner. Since it has been requested to incorporate all of the Church property and the Museum into the Heritage Park Master Plan, we are planning to include the church parking lot portion, as well.
9. Provided that she is not out on maternity leave, Rachel Cotter with McAdams is planning to attend the July 15th Regular Board of Commissioners Meeting to present the Final Parks & Recreation Comprehensive Plan and the Final Master Plan for the Golf Course Property.
 10. The Town Hall now offers free public Wi-Fi in the building. This is at no extra cost to the Town.
 11. To date, the Town's Contractor has cleaned storm drain lines and outfalls on the following streets:
 - Lillian Place
 - Dove Drive
 - Yorktown Road
 - Lexington Drive
 - Kenny Drive
 - Sturbridge Drive
 - Brandywood Circle
 - Hackberry Drive
 12. Also, the following subdivisions lines and outfalls have been cleaned:
 - Meadowbrook Subdivision
 - Clifton Forge Subdivision

- Fairway Forest East Subdivision
 - Fairway Forest West Subdivision
 - Staff intends to continue cleaning lines through June 30, 2019 and beginning a new contract July 1, 2019. This cleaning is in an effort to make certain that all lines remain clean and clear in the event we experience any type of adverse weather that creates heavy rain.
13. Miss Hope Mills Cotton Pageant:
- After a yearlong hiatus, the Parks and Recreation Department is excited to bring back the Miss Hope Mills Cotton Pageant. The pageant will be the first event in a week-long celebration of the Old Mills Day Festival, which is scheduled for Saturday, October 5th. This year the pageant will be Jack Britt High School, due to the facilities at Southview High School being unavailable until late October.
 - A dress rehearsal will be held at Jack Britt High School on Thursday, September 26th at 6:30 p.m., and then Friday, September 27th, the pageant for age group 3 – 9 years old will be held on Saturday, September 28th, the pageant for age group 10 – 22 years old will be held.
 - Information packets will be available in the near future. Parks and Recreation is also soliciting sponsorships, and volunteers to serve as judges.
14. Eight and Under Dixie Youth Baseball:
- On June 15th, the Hope Mills Nationals defeated Lee County 14-0 in the 1st Round District Tournament held in Dunn, North Carolina. The Hope Mills Americans defeated Dunn 18 – 9 to advance to the finals. In Round two, the Hope Mills Nationals defeated the Hope Mills Americans 12-0 and 10-1 in a double header. The Hope Mill Nationals have advanced to the district championship which will be played tonight in Dunn, NC at 6 p.m. The winner of this game will represent our district in the State All Star Tournament. The Town of Hope Mills would like to wish them luck. Also, at tonight's game, the Hope Mills Americans will be presented with the Sportsmanship Trophy.
15. To date, the Town has delivered the Town of Hope Mills Tourism Booklets to over 20 locations, including featured local businesses and the Library. If you know of a business that would like to display copies of this publication, please contact me.
16. The Special Events Committee has recently approved applications for Music in the Park with DJ King James on Saturday, July 13, 2019 from 6:00 p.m. – 8:00 p.m.; and the Peace, Love, Walk and Family Festival, scheduled for Saturday, October 19, 2019 from 4:00 p.m. – 8:00 p.m. at the Municipal Park.

5. PUBLIC COMMENTS: None.

6. CONSENT AGENDA:

- a. Consideration of Release of Closed Session Minutes for June 11, 2018.
- b. Consideration of Release of Closed Session Minutes for September 5, 2018.

- c. Consideration of Release of Closed Session Minutes for October 8, 2018.
- d. Consideration of Release of Closed Session Minutes for October 22, 2018.
- e. Consideration of Release of Closed Session Minutes for November 5, 2018.
- f. Consideration of Approval of Special Meeting Minutes for April 29, 2019.
- g. Consideration of Approval of Regular Meeting Minutes for June 3, 2019.
- h. Consideration of Acceptance of bid in the Amount of \$3,402.64 from Environmental Asbestos to Remediate Hazardous Material from 5439 Fountain Lane Currently Funded in 2018/2019 Budget.
- i. Consideration of Approval of Budget Amendment #14, Addition of \$1,925 to the General Fund for Payment of Invoice from Cauley Pridgen, P.A.

Town of Hope Mills, North Carolina
 Budget Ordinance Amendment
Fiscal Year 2018-2019
Amendment #14

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, 2019:

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

<u>Account</u>		<u>Decrease</u>	<u>Increase</u>
Contract Services	10-410-1270	-	1,925.00
		<u>\$ -</u>	<u>\$ 1,925.00</u>

This will result in a net increase of \$1,925 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>
Sales Tax Distribution	10-3310	-	1,925.00
		<u>\$ -</u>	<u>\$ 1,925.00</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 17th day of June 2019.

Jackie Warner, Mayor

ATTEST:

Jane G. Starling, Town Clerk

- j. Consideration of Approval of Budget Amendment #15, Acceptance of Insurance Proceeds of \$18,565 for Damage to the Baseball Field Light during Hurricane Florence.

Town of Hope Mills, North Carolina
Budget Ordinance Amendment
Fiscal Year 2018-2019
Amendment #15

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, 2019:

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

<u>Account</u>		<u>Decrease</u>	<u>Increase</u>
Maint & Repairs - Bldgs	10-410-1270	-	18,550.00
		-----	-----
		\$ -	\$ 18,550.00
		=====	=====

This will result in a net increase of \$18,550 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	-	18,550.00
		-----	-----
		\$ -	\$ 18,550.00
		=====	=====

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 17th day of June 2019.

Jackie Warner, Mayor

ATTEST:

Jane G. Starling, Town Clerk

- k. Consideration of Approval of Budget Amendment #16, Acceptance of FEMA Proceeds of \$218,200 for Hurricane Florence Reimbursement.

Town of Hope Mills, North Carolina
Budget Ordinance Amendment
Fiscal Year 2018-2019
Amendment #16

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, 2019:

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

<u>Account</u>		<u>Decrease</u>	<u>Increase</u>
Contract Services - PW	10-501-1272	-	186,925.00
Salaries - Police	10-510-1000	-	11,100.00
Salaries – Fire	10- 530-1000	-	10,175.00
Temporary Labor – Sanitation	10-580-1015	-	10,000.00
		\$ -	\$ 218,200.00

This will result in a net increase of \$218,200 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>
FEMA Reimbursement	10-3325	-	218,200.00
		\$ -	\$ 218,200.00

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 17th day of June 2019.

Jackie Warner, Mayor

ATTEST:

Jane G. Starling, Town Clerk

- l. Consideration of Approval for a 3rd Party Encroachment Agreement for Sidewalks at Biscuitville.
- m. Consideration of Authorizing the Town Manager to Execute an Agreement with Stewart Inc. for an ADA Transition Plan. The Cost of which is \$39,551 and is included in the 2019/2020 Town Budget.
- n. Acceptance of the May, 2019 Financial Statements.

“END OF CONSENT AGENDA”

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

7. OLD BUSINESS:

- a. Discussion and Possible Action Regarding Interior Demolition Requested by Chuck Lysaght P.E. to Allow Access to Parish House Structural Components.

Town Manager Adams commented Mr. Lysaght visited the Parish House and conducted a preliminary site visit. Town Manager Adams commented his notes and demolition requirements are included in the agenda packet and that information was forwarded to the Historic Preservation Commission.

Commissioner Legge commented the Town needs to move forward with the Parish House so as not to incur additional future costs.

Commissioner Bellflowers commented the proposed work to preserve the structural integrity of the Parish House should have been completed in 2013 or 2017 when both AmeriSpec and then Terminix performed inspections.

Commissioner Larson inquired why a crawl space on the lower level of the Parish House was not being utilized thus requiring the contractor to cut a hole in the flooring. Commissioner Bellflowers responded he spoke with Public Works Director Don Sisko regarding that same question. The contractor cannot access the damage and transport wood to the affected area from the crawl space.

Mayor Pro Tem Mitchell commented the Historic Preservation Commission would prefer the contractor utilize the current crawl space or create a new crawl space on the other end of the building. Additionally, they wish for the original tongue and groove wood to be preserved.

Commissioner Edwards commented the Town needs to place their trust in qualified engineers as it is their area of expertise to preserve structures.

Motion made by Commissioner Bellflowers to approve Lysaght & Associates, P.A. four demolition requirements to allow access to the structural components to complete the structural evaluation and cost estimate for the Parish House and the motion carried 4 to 1, with Commissioner Larson voting against.

Mayor Pro Tem Mitchell commented the Historic Preservation Commission sorted through items remaining in the Parish House last week. The Committee has requested the Boards permission to hold a yard sale to sell the remaining miscellaneous items to free up space while the building is undergoing stabilization. Historic Preservation Committee member Mason Steele has offered to take the lead on the yard sale and if approved, has requested a key to access the building.

Motion made by Mayor Pro Tem Mitchell and carried unanimously, to approve the Historic Preservation Commission hold a community yard sale of the miscellaneous remaining items from the Parish House in the church parking lot and allow the Historic Preservation Commission to set the date and time.

Attorney Hartzog commented he submitted the information for the Historic Preservation Commission to the Department of Natural and Cultural Resources to establish the Town's Historic District.

Motion made by Commissioner Legge and carried unanimously, to request the Historic Preservation Commission and Mason Steele compile a list of items to be sold in the community yard sale as the Town will be required to adopt a resolution for the sale of those items.

- b. Discussion and Possible Action Setting Date after Mid July for Ceremonial Ribbon Cutting Accepting Donated Sculptures.

Town Manager Adams commented the plaques for the sculptures have been ordered and will be ready by mid-July.

Discussion pursued regarding setting a date for a ceremonial ribbon cutting accepting the donated sculptures.

The consensus of the Board was to hold the ceremonial ribbon cutting on Monday, August 5, 2019 at 5:00 p.m. by the sculpture at Hope Mills Lake and move to the Municipal Park to accept the two additional sculptures.

8. NEW BUSINESS:

- a. Discussion and Possible Action Regarding Recommendations for Committee Seats by the Nominating Committee.

Mayor Pro Tem Mitchell commented the nominating committee has recommended Amy Mullins for the Parks & Recreation Advisory Committee and Shawnelle Jones for the Festival Committee.

Motion made by Commissioner Bellflowers and carried unanimously, to appoint Amy Mullins to the Parks & Recreation Advisory Committee and Shawnelle Jones to the Festival Committee.

- b. Discussion and Possible Action Regarding Renewing the Full Responder Contract with Stoney Point Fire Department.

Town Manager Adams commented the current contracts ends on June 30, 2019. The only significant change in the five-year renewal contract is a cap of \$70,000. The Town has recommended renewal as we are in the process of building a public safety facility but no substation in the foreseeable future.

Discussion pursued regarding the language provided to nullify the contract.

Motion made by Commissioner Bellflowers and carried unanimously, to approve the renewal Full Responder Contract with Stoney Point Fire Department and to include strengthened language on page 12, Chapter 16 Breach; subsection c.) iv.); a clause that states the Town may end the contract if a substation is built.

9. REPORTS AND INFORMATION ITEMS:

- a. Reminders.
 - June 18, 2019 @ 9:30 a.m. - **Tier 1 Strategy Meeting** at the FAST Transit Community Room, 505 Franklin Ave.
 - June 24, 2019 @ 6:30 p.m. - **Parks and Recreation Committee** at the P&R Center.
 - June 25, 2019 @ 6:30 p.m. – **Appearance Commission**, in the Parks and Recreation Center.

- June 27, 2019 @ 6:00 p.m. – **Veterans Affairs Committee**, in the Parks and Recreation Center.
- July 1, 2019 @ 6:00 p.m. **CANCELLED Festival Committee Meeting.**
- July 1, 2019 @ 7:00 p.m. **CANCELLED Regular BOC Meeting.**
- July 4, 2019 **HOLIDAY** Town offices closed.
- July 4, 2019 @ 10:00 a.m. **Independence Day Parade.**
- July 4, 2019 @ 4:00 p.m. – 10:00 p.m. **Independence Day Celebration** at HM Municipal Park.
- July 6, 2019 @ 9:00 a.m. **Good 2 Grow Farmers Market** between Town Hall and P&R Building.
- July 8, 2019 @ 12:30 p.m. **Chamber Luncheon** at the Parks and Recreation Building.
- July 10, 2019 @ 5:00 p.m. **Historic Preservation Commission** in the Parks and Recreation Building.
- July 15, 2019 @ 7:00 p.m. **Regular BOC Meeting** in Town Hall in the Luther Board Room.
- July 16, 2019 @ 6:00 p.m. **Lake Advisory Committee** in the Parks and Recreation Building.

b. Department Monthly Reports

- Fire Department, May, 2019
- Police Department, May, 2019
- Inspections Department, May, 2019
- Parks & Recreation, May, 2019
- Stormwater Department, May, 2019
- Public Works Department, May, 2019
 - ◊ Sanitation
 - ◊ Service Garage
 - ◊ Buildings & Grounds
 - ◊ Street

All Monthly Reports

10. STAFF COMMENTS.

Town Clerk Starling commented the Mid-Carolina Council of Governments Revitalization Summit is scheduled for Thursday, June 20, 2019 in Dunn, North Carolina.

11. OFFICIAL COMMENTS.

Commissioner Legge thanked Deputy Garrison Commander Mitchell and Mr. Brown of PWC for their presentations and congratulated the Hope Mills baseball team.

Commissioner Bellflowers thanked everyone for attending the meeting and Public Works Director Sisko for providing him with a tour of the Parish House.

Mayor Pro Tem Mitchell wished everyone a Happy Fourth of July and encouraged them to attend the Town's celebration.

12. CLOSED SESSION:

- a. To discuss a personnel matter pursuant to NCGS 143-318.11(a)(6).
- b. To consult with the Town Attorney pursuant to NCGS 143-318.11(a)(3) to protect the attorney-client privilege.

Motion made by Mayor Pro Tem Mitchell and carried unanimously, to conduct a closed session pursuant to NCGS 143-318.11 (a)(6) to discuss personnel matters and pursuant to NCGS 143-318.11 (a)(3) to consult with the attorney on matters within the attorney-client privilege.

Mayor Warner instructed the Board to assemble in the front conference room at 8:40 p.m.

At 9:18 p.m. Mayor Warner called the meeting back to order.

Motion made by Mayor Pro Tem Mitchell 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.

13. ADJOURNMENT.

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

Mayor Warner adjourned the meeting at 9:18 p.m.