

TOWN OF BAILEY

The Regular Meeting of the Bailey Town Board was held in the Bailey Town Hall on January 19, 2015 at 7:00pm.

The following members of the Bailey Town Board were present: Mayor Timothy Johnson, Commissioners Shelley Carroll, Harold Flora, Phillip "Rocky" Winstead, Troy Conner and Jerry Bissette.

Called the meeting to order:

Mayor Johnson opened the meeting with the pledge of allegiance to the flag and welcomed the following guests: Gerald Coggin, Dean Holmes, McKenny Dixon, McCullon Wiggins, John Anthony and Ken Ripley.

Amendment to the agenda:

Mayor Johnson asked that the agenda be amended so he could address the town board as a member of the Upper Coastal Plain Council of Governments and not as Mayor. Commissioner Carroll made a motion to allow Mayor Johnson to address the board as a COG member. Commissioner Bissette seconded the motion and the motion passed.

Mayor Johnson also asked that any item that was brought to the board be moved to new business. Commissioner Carroll made a motion to have all items brought before the board be moved to new business. Commissioner Winstead seconded the motion and the motion passed.

Approval of minutes and financial statement:

The December 2014 financial statement and minutes had been presented to the board. Commissioner Flora had questions concerning the cost of repairing two spray heads at the WWTP. The clerk stated that it was two separate invoices. Dean Holmes (EnviroLink representative) said he would have to review the invoices. The financial statement for December 2014 and minutes of December 15, 2014 were unanimously approved upon a motion by Commissioner Conner and seconded by Commissioner Winstead.

Agenda items:

Phillip Whitford, with Braswell Library, came before the board to discuss the Wesley Privette Memorial Library. Mr. Whitford gave the board an update on the Wesley Privette Memorial Library (WPML). He said that since Braswell Memorial Library (BML) has been operating the WPML there has been a significant increase in the use of the library. See the attached sheet for the status.

Mr. Whitford stated that there have been problems with the heating and air and they were told that the system needed replacing. He stated that he has received three quotes and the cost for replacing the system will be about \$4,665.00. He said that WPML has enough funds to pay for the new system, but added that since the town owns the building he wondered if the town was interested in contributing to the cost of the new system.

The last item Mr. Whitford discussed was the cost of operating the WPML. Mr. Whitford stated that the BML has contributed approximately \$26,000.00 annually out of its operating budget to support the WPML. He stated that Nash County provides \$13,230.00 annually to WPML. He said that they have requested more funds from Nash County to operate the municipal libraries but has not received the additional funding. Mr. Whitford said that Braswell cannot continue to pull funds from their fund balance for the operation of the WPML. He asked if the town would consider increasing its financial support for the Wesley Privette Memorial Library in the coming fiscal year. He said he was not expecting an answer tonight. Mayor Johnson asked for copies of the quotes on the heating and air system. It was clarified that Nash County gives \$13,230.00 to each municipal library within the county. Mayor Johnson stated that item 2 (heating & air system) and 3 (future funding) would be moved to new business.

Beverly Marriott, President of the Bailey Chamber of Commerce, came before the board to discuss the cost of the Christmas Parade and upcoming events. Ms. Marriott stated that it was her understanding that the town would pay one-half of the Christmas Parade expenses, but added that \$1,500.00 was the max the town will contribute. Ms. Marriott told the board that the Chamber was planning a Tax Expo in February 2015; in June

they would like to hold a Job Expo; November will be the Ms. Bailey pageant and the Christmas Parade in December. She stated that the Chamber needed the support from the community.

Ms. Marriott stated that the Chamber has an administrative assistant, Brenda Barnes. The Chamber was able to have Ms. Barnes work for them through a Senior Assistance program that helps older people, that would like to continue to work during their senior years, obtain jobs. This is through a grant that can be renewed each year. Ms. Marriott stated that when Ms. Barnes was hired she (Ms. Marriott) did not know that Ms. Barnes would have mandated hours (24 hrs. a week). The Chamber had planned the hours from 10:00am to 4:00pm Wednesday, Thursday and Friday. Ms. Marriott said in order for Ms. Barnes to get her hours in, the Chamber has been using the building Monday and Wednesday through Friday. Ms. Marriott apologized for not bringing this to the board in advance and stated it was necessary. She said she would like to address the letter of January 9 that was given to her with the conditions of how the Chamber would be allowed to use the building (Copy of the letter attached). Ms. Marriott said that WIC has use of the building on the 3rd Monday and Tuesday of each month. She said they WIC and Ms. Barnes would only cross paths on Monday. She stated that giving the Town Clerk a calendar of when the Chamber would like to use the building is no problem. One issue Ms. Marriott had were the hours people would be allowed in the building. She stated that most of the people are volunteers and some of the work the chamber needed to do would be after 5:00pm. Ms. Marriott said the next thing she would like to discuss is security of items in the building. She stated that there are shutters on the side windows but said that the back window has no covering. She said they (the chamber) would like to put up some type of window covering, at their expense, on the back door. Mayor Johnson stated that the front window cannot be covered. Lastly, Ms. Marriott asked that Ms. Barnes be given a key to the building. During inclement weather, Ms. Marriott asked, how would she or Ms. Barnes know that the town office is closed? Ms. Marriott thanked the board for allowing her to speak and stated that she wanted to earn the board's trust and friendship. Commissioner Winstead said he was happy with what the Chamber is doing. He added that other towns do not furnish a building for the Chamber to meet. He stated that the Chamber in other towns own their own buildings. Ms. Marriott said that the events are to raise money. She said that the Chamber appreciates the opportunity to get started. Commissioner Winstead said that "you can't do what you can't afford". Ms. Marriott said that the Christmas lights were for the citizens, not for the Chamber. She added it was a group effort for the citizens of Bailey.

At this time Mayor Johnson turned the meeting over to Mayor Pro-Tem Shelley Carroll. Mayor Pro-Tem Carroll recognized Timothy Johnson as a representative of the COG. Mr. Johnson, being a board member of the COG, spoke to the board concerning the Senior Employment Assistant Program. He stated that the Chamber could have jeopardized their assistant position with the Chamber. He said that the Senior Employment Assistant Program is funded through a grant and has responsibilities for the host agency that the Chamber was not aware of. The employer handbook was not given to a chamber representative. Mr. Johnson stated that a new person had been hired in December to oversee the Senior Employment Assistant Program and was learning the "ropes". Mr. Johnson said that the handbook states that no employee will be responsible for the opening and closing of buildings. He stated that COG could have pulled Ms. Barnes from the Chamber. Mr. Johnson said that he had contacted a state representative that oversees the grant concerning the key issue. He said the employee for the agency should not be responsible for opening and closing multi buildings. However, since the building Ms. Barnes occupies only requires opening and closing of one building she could be allowed a key as long as the key is provided by the town. Mr. Johnson said that Ms. Barnes could be given a key from town hall personnel and would sign for the key. Mr. Johnson stated that at the end of her tenor Ms. Barnes would return the key to the town hall. He said that this would solve the problem of inclement weather. Mr. Johnson thanked the board for allowing him to speak.

Mayor Pro-Tem Carroll turned the meeting back over the Mayor Johnson. Mayor Johnson resumed his seat as Mayor.

Dean Holmes, representing Envirolink, informed the board that there had been a bad water leak on Jackson Street next to the alley. He said the line had broken earlier that day and had been repaired.

Public Comments section: There were no comments.

Old Business:

Edge St. repairs; still nothing to report.

City limits signs; the clerk stated that she had been given a name of who to contact concerning the signs.

Zoning; the board had been given a copy of an e-mail from Betsy Kane concerning her fees for consulting with the town on zoning issues. Ms. Kane's reduce rate for Bailey is \$50.00 per hour. She said she would charge for actual time spent, after a quarter-hour minimum. It was said that Ms. Kane would be used on an as need bases. The clerk stated that she would not contact Ms. Kane unless it was something the Mayor or the clerk needed help with. At some point the town will have to have a subdivision ordinance in place. Ms. Kane stated it would take 159 hours to draft a subdivision ordinance at \$50.00 per hour; the cost would be \$7,950.00. The e-mail stated that this amount did not include time for meetings with the Planning Board to review the material. The clerk explained that the subdivision ordinance is part of the town's hazard mitigation plan. The clerk said she could extend the timeline for completion of the ordinance but added that one would have to in place in the future. The clerk added that this is something that FEMA wants in place. Commissioner Bisette asked why the town had to have the subdivision ordinance when the town is on a moratorium and there are no subdivision being built in town. The board was reminded that the Division of Community Assistant office in Winston Salem is where the clerk would need to call for help since the Stated closed the Division of Community Assistant office in Raleigh. Mayor Johnson said that then the town would be responsible for the DCA planner's expenses, which would include mileage, meals and possibly hotel. The subdivision ordinance was table until later. Commissioner Winstead made a motion to use Betsy Kane as a consultant with the town's zoning issues at \$50.00 per hour with a 15 minute minimum. Commissioner Flora seconded the motion and the motion passed.

New Business:

Signage; Mayor Johnson stated that a request had been made to him that the town place signs at 264 hwy. and 581 hwy. entrances into town to honor Julius Peppers that would say that Bailey is his home town. It was stated that Mr. Peppers has always listed Bailey as his home town. Commissioner Winstead said that for two years Mr. Peppers lived at the basketball goal at the rail road tracks. Mayor Johnson said that the town cannot use Mr. Peppers name without his permission. He said he would proceed on and reach out to Mr. Peppers' agent if the board wanted to pursue this. Mayor Johnson said this request came from various citizens and not all from Bailey. Commissioner Carroll made a motion to have Mayor Johnson to research having the signs put up at the entrances of 264 hwy. and 581 hwy. Commissioner Winstead seconded the motion and the motion passed.

Library; the board discussed the need for a new heating and air system for the Wesley Privette Memorial Library (WPML) and the funding for the library. A summary was given from the earlier discussion with Phillip Whitford saying that the Braswell Memorial Library (BML) has been using their fund balance to operate the WPML. The WPML receives \$13,230.00 per year from Nash County and BML has paid in approximately \$26,000.00 to operate the WPML. In Mr. Whitford presentation he stated that without financial support it is unlikely the Braswell Memorial Library will be able to continue to operate the Wesley Privette Memorial Library. It was stated that we will need to discuss this when we begin to prepare the town's budget. It was also suggested that other towns be contacted to see how much they contribute to the library in their town.

Heating and Air Unit for the WPML is needed. Mr. Whitford said that there was money to pay for the unit but asked if the town was interested in contributing to the project. It was said that even though WPML has the funds to handle this it is the town's building. If WPML pays for the unit they could remove the unit should they leave the building. Commissioner Conner stated the town should help with the cost. Commissioner Bisette said the town needs to "fix it". It was decided to get the quotes and bring the item back to the board.

Bailey Chamber of Commerce; Mayor Johnson stated that he had gone over items pertaining to the Chamber and had suggestions he was like to state in the form of a motion. He stated the purpose of his suggestions was so there would be no misconception.

Parade; Mayor Johnson stated that in 2013 the board made a motion that the town would pay up to one-half of \$3,000.00 for the Christmas Parade expenses, adding the town's part would not exceed \$1,500.00. The cost of the 2014 parade was \$3,037.62 so the Chamber will receive \$1,500.00.

Chamber up-coming events; Mayor Johnson stated that the Tax Expos and the Job Expo planned for this year could bring in a large amount of people and the chamber would need a larger location where a projector and

screen could be used. He suggested allowing the chamber to use the council meeting room for these two events. He said these events would be held during the day and he did point out to the chamber members that the office is closed from 12:00pm to 1:00pm each day for lunch and that would include everyone. No one will be left in the building during those hours. No food or drink would be allowed in the meeting room. If refreshments are served, it will have to be in the lobby. Commissioner Conner stated that children should not be at these events.

Commission Bissette made a motion to allow the chamber to hold the two expos in the council room.

Commissioner Conner seconded the motion and the motion passed.

Use of the maintenance building; Mayor Johnson stated that Ms. Marriott came to the board in July 2014 and requested use of the maintenance building on Wednesday's and Thursday's from 12:00pm to 4:00pm. It was pointed out that since the chamber needed use of the building conditions needed to be set. Mayor Johnson had seven suggestive motions and presented them to the board.

- (1) Key; he suggested a motion be made to provide a key for Ms. Barnes directly from the Town Clerk. Ms. Barnes is to understand that she is to come directly to the Town Hall and sign for the key and is to be made aware that if she should leave the hose agency (i.e. Bailey Chamber of Commerce) that she is to return the key to the Town Clerk. Commissioner Conner made the motion as stated. Commissioner Winstead seconded the motion and the motion passed.
- (2) Regarding days of operation for the Bailey Chamber of Commerce; he suggested a motion be made to allow the Bailey Chamber of Commerce use of the town's maintenance building on a regular basis for the following days and time of Monday-Friday 9am to 5pm. This will allow them to set their own schedule regardless of the towns schedule whether regular or inclement. Commissioner Carroll made a motion as stated. Commissioner Bissette seconded the motion and the motion passed.
- (3) Regarding regular scheduled meeting of the Bailey Chamber of Commerce; he suggested a motion be made to allow the Bailey Chamber of Commerce use of the town's maintenance building for the 3rd Tuesday of every month with the hours of 5pm to 10pm for their regular scheduled monthly meeting. Commissioner Conner made such motion. Commissioner Bissette seconded the motion and the motion passed.
- (4) Regarding holiday schedule for Town; Mayor Johnson suggested a motion be made that states we advise our maintenance contractor that there will be no change in escalation due to any issues with town buildings other than the police department when the town is closed for business. This is to ensure that the town does not get charged for overnight, weekend or holiday labor rates. This was explained as if the Chamber is using the building during the hours the Town Hall is closed any problems that arises will have to be taken care of once the normal working hours of the Town Hall have resumed. The only exemptions are; sewer backing up or a broken water line. Commissioner Conner made the motion. Commissioner Bissette seconded the motion and the motion passed.
- (5) Regarding additional use requested of the maintenance building; he suggested a motion be made that states we advise the Bailey Chamber of Commerce that should they need additional usage of the town's maintenance building that a call to the Town Clerk or an email request be sent no later than day of the request and before 4pm and that it can be made for any number of consecutive days for up to five days. Commissioner Carroll made the motion. Commissioner Flora seconded the motion and the motion passed.
- (6) Regarding use of the building with WIC; he suggested a motion be made that states we advise the Bailey Chamber of Commerce that the Town Board will allow for both entities to be in the building at the same time, however should any complaints arise from the WIC program the Town Board has the right to investigate the complaint and revisit the allowance of both of the entities in the building at the same time with the understanding that due to WIC's long standing relationship with the Town, WIC's will be considered before the Bailey Chamber of Commerce. Commissioner Conner made the motion. Commissioner Bissette seconded the motion and the motion passed.
- (7) Regarding who should create tickets for maintenance work for the maintenance building; Mayor Johnson suggested a motion be made that states during normal or inclement weather hours of business for the Town of Bailey that any issues that arise during this time with the town's maintenance building will be directed to the Town Clerk for the appropriate ticket escalation process with our maintenance contractor. Anything after normal or inclement weather hours for the Town will follow the normal after hour's process. Commissioner Conner made a motion as stated. Commissioner Bissette seconded the motion and the motion passed.

State of Emergency; Mayor Johnson stated that in the case of a State of Emergency all calls fall to him. Should he not be available then it falls to the Chief of Police. He stated that if that happens the maintenance building may be evacuated.

Commissioner's remarks:

Commissioner Flora had questions concerning the report that Envirolink provides to the board. There is a large difference in the amount of water that is being used and the amount of water that is going into the Wastewater Treatment plant.

Commissioner Flora said he would like Bissette's Repair shop to rebuild the spray heads at the WWTP. The Mayor and the clerk said we may have to review the contract.

Department Heads:

The Town Clerk stated that she had spoken to Lu Harvey Lewis concerning signs at the park stating the hours the park is opened. She said that they are waiting to see what the county does, adding that there is money in Nash County Recreation's park budget for signage. Mr. Lewis said that if Nash County Parks & Rec did not put the signs up then he would order them himself.

Mayor's remarks:

Mayor Johnson stated that there was another meeting with him, Lu Harvey Lewis, Sue Yerkes and Derek Hawk concerning the park and that Nash County has finally taken over the Bailey/Middlesex Park operation. Mayor Johnson said that the park had been closed due to Nash County cutting off the water, but added everything has been straighten out. Commissioner Conner said he would like a traffic counter put out there to see how many people are using the park.

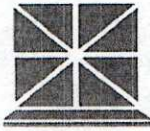
Mayor Johnson stated that he attended a meeting concerning the Atlantic Pipeline (natural gas pipeline) that will be coming through the town's ETJ. He stated that the company is having some problems with people not allowing the surveyors on their property.

Adjournment:

There being no further business, Commissioner Carroll made a motion to adjourn. Commissioner Conner seconded the motion and the motion passed.

Clerk

Mayor



Braswell Memorial Library

727 North Grace Street, Rocky Mount, North Carolina 27804

WESLEY PRIVETTE MEMORIAL LIBRARY, BAILEY

Jan 19, 2015

1. Current Status

- Since Sep 1, 2013 Wesley Privette Memorial Library (WPML) has been operated by Braswell Memorial Library (BML)
- Since that time we have seen significant increases in use of WPML by the citizens of Bailey.
 - There are 174 registered library card holders (about 30% of the population of Bailey)
 - On average 285 people visit WPML every month & we are only open 2 days a week
 - An average of 70 people a month come in and use the library computers
 - An additional 30 people a month use the free wi-fi provided by the library
- Those numbers have been consistently on the increase since Sept 2013
- Nash County provides \$13,230 annually to support WPML
- The Town of Bailey provides grass cutting services, pays part of the annual facility insurance, and provides the building itself
- Since assuming management of WPML BML has contributed approximately \$26,000 for staff, IT support, facility upkeep, IT equipment, and library materials (books, DVDs, periodicals, etc.).
- ***It is our belief that WPML is serving an important community need and that the increasing use of the library by the citizens of Bailey is proof of that value.***

2. Immediate Need

- This past summer the WPML Heating Ventilating Air Conditioning (HVAC) system failed and required several repairs. We were advised that the system needed replacing.
- Based on three quotes the cost for replacing the system will be about \$4,665.
- **While the WPML Library Board has sufficient funds to pay for this repair as the town owns the building we are wanted to see if the town was interested in contributing to this project**

3. Future Needs

- It is not sustainable for BML to continue to pay approximately \$26,000 annually out of its operating budget to support WPML
- BML has requested, but not received, additional funding from Nash County specifically to support Nash County municipal libraries like WPML
- **Accordingly, BML requests the Town of Bailey consider increasing its financial support for WPML in the coming fiscal year**
- **Without sufficient financial support it is unlikely BML will be able to continue operating WPML**

Phillip B. Whitford, Associate Director, 252-469-1630, pwhitford@braswell-library.org

Town of Bailey

COMMISSIONERS

W. Jerry Bisette
Shelley Carroll
Troy Conner
Harold Flora
Phillip Winstead

P.O. Box 40
Bailey, N.C. 27807
Phone: 252-235-4977

Timothy Johnson., Mayor
Becky Smith, Town Clerk

January 9, 2015

Ms. Beverly Marriott
Bailey Chamber of Commerce President
Bailey, NC 27807

Dear Beverly,

On December 15, 2014 the board decided that guidelines for use of the Maintenance building are needed. The board is glad that they can be of help to the chamber but some issues have been raised.

Please note that WIC has priority. The chamber cannot be in the building on the days that WIC is there. Both entities cannot occupy the building at the same time. At times WIC has had to reschedule their days. Should that happen the chamber will have to rearrange their days as well. The board has asked that you submit a calendar to the town clerk on the days that the chamber will be using the building and the hours of operation. Please be aware that other organization may use the building during the year so any night use of the building will have to be scheduled through the town clerk. It is understood that the chamber meets on the third Tuesday night of each month. No other organization will be allowed to use the building on that night.

Lastly, the board has decided that the Maintenance building can only be opened on the days that the Town Office is open. Below is a schedule of when the Town Office is closed. So once again, please note that the normal operational hours of the Town Office are from 8:00am to 5:00pm Monday through Friday.

2015 HOLIDAY SCHEDULE

| | | |
|-----------------|----------|-----------------------------|
| January 1, 2015 | Thursday | New Year's Day |
| January 19 | Monday | Martin Luther King Birthday |
| April 3 | Friday | Good Friday |
| May 25 | Monday | Memorial Day |
| July 4 | Friday | 4th of July |
| September 7 | Monday | Labor Day |

| | | |
|-------------|-----------|------------------|
| November 11 | Wednesday | Veteran's Day |
| November 26 | Thursday | Thanksgiving Day |
| December 25 | Friday | Christmas Day |

November 27 – Friday – Town Office Closed; vacation day for office personnel

December 24 – Thursday – Town Office Closed; vacation day for office personnel

Your co-operation will be greatly appreciated.

Thank you,

Becky Smith
Town Clerk

cc: Timothy Johnson, Mayor
cc: Shelley Carroll, Commissioner
cc: Jerry Bissette, Commissioner
cc: Troy Conner, Commissioner
cc: Harold Flora, Commissioner
cc: Phillip "Rocky" Winstead, Commissioner