

TOWN OF BAILEY

The Regular Meeting of the Bailey Town Board was held in the Bailey Town Hall on December 18, 2017 at 7:00 pm.

The following members of the Bailey Town Board were present: Mayor Pro Tem Shelley Carroll, Commissioners Allen Daniels, Howard Wescott, Troy Conner, Jerry Bisette and Town Administrator Timothy Johnson.

Called the meeting to order:

Mayor Pro Tem Carroll called the meeting to order and opened the meeting and welcomed all guests who were attending the meeting.

Approval of minutes and financial statement:

The financial statement for November 2017 and the minutes for the Regular Board Meeting of November 2017 were unanimously approved upon a motion by Commissioner Bisette and seconded by Commissioner Conner. (5 affirm); (0 nays)

Agenda items:

Audit Report from Anthony & Tabb; John Anthony, Anthony & Tabb, performed the yearly audit for the town. Mr. Anthony stated that his firm has audited the books for the town for over 20 years. Mr. Anthony said that the town had a good year and has a good audit report. He stated that the Treasurer's office has accepted the audit but that they will provide a letter at some point in the near future if they need any additional information from the Town. He stated that what the Town would be looking for would be what is commonly called a clean opinion and that this was stated in the audit for the Town. He stated that the unrestricted cash flow for the Town increased by \$150,000 which for a Town the size of Bailey is about a 20% increase. He stated that General Fund showed an increase of \$98,500.00. He stated that the each fund in the General Fund spent less than what was budgeted and met State law requirements. He said that the Water & Sewer Fund showed a \$45,000.00 loss of income but added that the loss included depreciation. Mr. Anthony said that excluding depreciation the Water & Sewer Fund had an increase of \$60,000.00. He also stated that as far as cash flow the Water & Sewer fund had an increase of \$27,000 and did not spend more than was budgeted for the fiscal year. He said that the board would have to address the depreciation at some point. Mr. Anthony said that the town's tax collection was 97.85%, which is a good collection rate and was just above the States collection rate. He pointed out that the vehicle tax collection rate was 100% and that is due to DMV collecting the taxes.

Bailey Chamber of Commerce: Cecil Hawley, President of the Bailey Chamber of Commerce wanted to personally welcome Thomas Richards, Mayor-elect and Dwan Finch, commissioner-elect. Cecil Hawley provided the Town Board with the Christmas Parade and the Christmas tree lighting expenses. He stated that the overall expense was over \$5,800.00 and that with what was collected and raised that they were down \$3600.00. He stated that the Bailey Chamber of Commerce was a small organization that supported the community, the teachers, and needed families within the community. He was asked by Commissioner Conner how many members there were in the Chamber. He stated that there were 33 members but that did not represent just businesses within the Town. He stated that they wanted to expand what they were currently doing with more businesses joining the Chamber in 2018. He also inquired about the additional decorations that were in the maintenance building. Why could they not be used during the holidays as well? He stated that once the pigtail was in place that someone could run the electrical box and Duke Power could turn them on. He stated that even he could get it done just that it would need to cover the cost.

EnviroLink; JP McCann, representative of EnviroLink, was present and had nothing additional to report other than to state that the board had the monthly report in front of them and that if they had any questions he would be more than happy to answer their questions. He did state that there was a delay in yard waste pick-up due to high volume and that the work had begun today which was Monday, December 18, 2018. He did apologize for the delay.

He indicated the following:

1. That there were 57 works orders received.
2. That there were 309 meters read.
3. That there was 1.1 million gallons of water pumped.
4. That there was 1.64 million gallons of waste water processed.
5. That there were 251 sewer customers billed.

Commissioner Bisette then asked about the 26 days between pick-ups. Mr. McCann stated that this was due to the way it had been scheduled. However what was not on the schedule was the missed pick up dates of 11th and 12th of December. Commissioner Bisette stated that when there is a delay of scheduled pick up people are complaining and it comes back to the Town Hall of why hasn't this been done. Commissioner Conner then stated especially during the time of the Christmas parade because people want the Town looking clean during this time. Mr. McCann stated that he came by the Town Hall to advise what the issues were to the Town Administrator but that the only thing that did not happen was that they were not able to begin the work until today the 18th instead of the 17th as indicated. Commissioner Bisette wanted to know why the work had not been done to fix the issue with the area that the cones were at on Vance St. He stated that he brought this issue up back in September and that Mr. McCann was supposed to look into it back then. Mr. McCann stated that he would take care of it.

Public Comment:

Mayor Pro Tem opened the public comment section. Since no one wanted to speak during the public comment section Mayor Pro Tem Carroll closed the public comment with no further discussion.

Old Business:

Effluent pump quotes – Mayor Pro Tem Carroll asked if there was any further information in reference to the (3) quotes on the effluent pump. Town Administrator Johnson asked Mr. McCann to speak on these three quotes. He stated that he wanted him to cover the quotes which were for material & labor and those with material and no labor. Mr. McCann stated that Charles Underwood came in at \$4186.38 for the pump cost. ClearWater came in at \$4995.00 for the pump, \$200 freight with a total of \$6450.00 which included the alignment. Envirolink came in at \$5023.66 for the part and install. Commissioner Daniels then asked how far behind was Envirolink if they were to be given the bid for this project. He stated that he knew that several key people had left and that it had put them behind but that he would rather it go to someone who could do it in a timely manner instead of having to wait for it to be installed. Mr. McCann then recommended Charles Underwood. Administrator Johnson then stated that the quote could be quoted again because this was not with an inspection on site quote. Commissioner Daniels then said that he would make a motion to accept the quote from Charles Underwood but that he would defer back to the Town Board if the quote was under or over ten percent. He then asked Administrator Johnson if this was something that he could do. Commissioner Bisette spoke first that he should bring it back to the Board. Administrator Johnson then stated that yes it would need to come back to the Board because there was material being purchased. Administrator Johnson then asked who would coordinate this with Charles Underwood and Commissioner Daniels. Mr. McCann then stated that he would coordinate this for the Town.

Green St Fire Hydrant – Mayor Pro Tem Carroll asked if there was any progress on the quotes for the fire hydrant and Commissioner Daniels stated that Mr. McCann would be providing that part list for the rebuild. The one on Finch St would need to be looked at further to see if it could be rebuilt or if it would need to be replaced. This was due to the issue with what was showing in the mapping versus what was on the ground.

Bailey Chamber of Commerce Sponsor Application Request – Mayor Pro Tem Carroll asked what was the wish of the Board. She asked Administrator Johnson if it was correct that in past budgets that \$1500.00 had been allocated. Administrator Johnson confirmed that was correct. Commissioner Daniels then made a motion that the Town of Bailey pays half of the cost of \$3600 dollars and Mayor Pro Tem Carroll stopped him to state that we only had \$1500.00 available in the budget. He then amended his motion to state that the Town of Bailey pays \$1500.00 to the Chamber of Commerce for the cost of the parade. Commissioner Wescott seconded the motion. Then Commissioner Bisette then stated that we bought the lights from the Chamber of Commerce so that we could get out of having to pay this yearly cost with Chamber. Mayor Pro Tem stated that she remember the discussion. Then it was asked by Commissioner Bisette how much did we pay for the lights.

Administrator Johnson then stated it was for \$10,000.00. Commissioner Bissette then reiterated that this money was supposed to be used by the Chamber to help cover cost for the parade over some years but the request for funds keep coming on and on year after year. Administrator Johnson then stated that it was an agreement that was signed by the then Chamber President. Mayor Pro Tem Carroll asked what the agreement was for. Administrator Johnson stated that the signed agreement stated that once the lights were purchased from the Town of Bailey that there would be no further obligation for the Town to provide the \$1500.00 to the Chamber that was done by motion. It also stated that the Chamber could come to the Town for sponsorship but that it would be up to the Town to determine if it would be a sponsor at all. Commissioner Conner then asked how critical it was for the Town to sponsor this because they knew their finances better than anyone. Chamber President Hawley then said you know that we only have 33 members. We are a small organization but the way we set up the parade this year and last year was to have people here all day. Commissioner Conner then stated the vendors and such. Chamber President Hawley confirmed this by saying that vendors were set up from 8am until. Commissioner Conner asked if the Chamber paid for the vendors to come or if the vendors paid the Chamber to come. Chamber President Hawley stated that the Chamber only charged \$10 for the vendors to come and setup because they did not know if they would be able to sell anything or not. Vince Seibert from the Chamber then added that the Chamber did not want it to be advertised as solely being a Chamber parade but that it would be a joint venture between the Chamber and the Town. Mr. Seibert stated that he was not aware of the deal with the Chamber on buying the lights. He indicated that he was part of the Chamber for he was not the treasurer at that time. Commissioner Bissette stated that the Town was paying \$1500.00 every year and that the Chamber came to the Town wanting them to purchase the lights. The purpose as he continued was to remove the burden from the Town to continue to pay the \$1500.00 every year for this exact purpose because you had the monies paid by the Town. Mr. Seibert then stated that the sponsorship was done last year with the anticipation that there would be nothing contributed by the Town. Commissioner Bissette stated that he received one for his business and that he contributed. He also stated that he told Mr. Hawley that business should be the ones who are putting the money in. Mayor Pro Tem Carroll then interjected that it was a Bailey parade. Chamber President Hawley then stated that if you want to have a lot of ill people again because you were not here for the library issue last month and Commissioner Bissette then stated I would have rather been at the meeting last month. Chamber President Hawley then suggested that the Town should sponsor something for the parade. A motion was made to provide sponsorship in the amount of \$1500.00 to the Bailey Chamber of Commerce by Commissioner Daniels and seconded by Commissioner Wescott. By a show of hands the motion passed with Commissioners Daniel, Wescott, Conner and Mayor Pro Tem Carroll voting in the affirm and Commissioner Bissette voting in the nay. (4 affirm); (1 nay)

New Business:

Installation of Mayor and Commissioner's – In new business Thomas Richards was sworn in as Mayor by Town Administrator Johnson. Immediately following, Mayor Richards conducted the swearing-in of re-elected commissioners: Allen Daniels and Shelley Carroll, as well as newly elected commissioner Dwan Finch

Proposed amending of 2018 Holiday Schedule – Administrator Johnson stated that they could keep the current standard holiday schedule or they could accept the new proposed holiday schedule where Martin Luther King Jr day and Veterans day are now worked but those (2) days would be transferred to better reflect and align with the Christmas Holidays that are given at the State, County and sister Municipalities of (3) days off instead of (1). Mayor Richards asked if there was a motion to accept the new proposed holiday schedule for 2018. A motion was made to accept the new proposed 2018 Holiday Schedule as presented by Commissioner Carroll and seconded by Commissioner Conner and was passed unanimously. (5 affirm); (0 nays)

Setting of Board Meetings for Town of Bailey in 2018 – Mayor Richards opened with the new business of setting the meeting dates for 2018. Administrator Johnson then stated that in December of each year the Board is required to set the meeting dates for the next calendar year. He then asked what the Board's pleasure was since currently they are having the meetings on the third Monday of each month and would they be keeping that schedule. A motion was made to keep the Regular Monthly Meetings on the third Monday of each

month was made by Commissioner Carroll and seconded by Commissioner Conner and was passed unanimously. (5 affirm); (0 nays)

Setting of Dept Heads by recommendation of the Mayor - Mayor Richards appointed each commissioner as follows; Commissioner Carroll, Mayor Pro Tem and Cemetery Commissioner; Commissioner Bissette, Police Commissioner; Commissioner Conner, Water & Sewer Commissioner; Commissioner Finch, Streets & Tress Commissioner; and Commissioner Daniels, Maintenance Commissioner. A motion to accept the Dept Heads recommended by the Mayor was made by Commissioner Carroll and seconded by Commissioner Conner and was passed unanimously. (5 affirm); (0 nays)

Modified agreement w/VWS contract for recycling – Mayor Richards stated that we would move on to the modified agreement with VWS for solid waste collection. Commissioner Carroll asked if there was any change. Administrator Johnson stated in the payment and billing section of the contract that he had VWS break out each fee for solid waste and recycling but that it adds up the fee that we discussed with VWS. So because of how we true up our billing it needed to be broken down in the contract. We just need to accept the modified agreement so that we can move forward with the recycling charges to our customers. Commissioner Daniels stated that this was the rate that we agreed to and that it did not increase that rate was previously negotiated. Administrator Johnson stated that was correct. Commissioner Daniels then asked when the old recycling center bins would be picked up and Administrator Johnson stated that it was scheduled for December 31, 2018. Commissioner Bissette wanted to know if we were going to remove the wood rails and put up a sign of NO DUMPING. Administrator Johnson stated yes. Commissioner Daniels then asked if the signs like the ones for the park could be bought and placed out at that location. Administrator Johnson stated yes they could. Mayor Richards asked for a motion regarding the VWS modified agreement. Commissioner Daniels then made a motion to accept the modified agreement with VWS and it was seconded by Commissioner Finch and was passed unanimously. (5 affirm); (0 nays)

Modified agreement w/Sarah's Cleaning Service– Mayor Richards stated that we would move on to the modified agreement with Sarah's Cleaning Service. Administrator Johnson then stated that last month the Board had asked for me to get her to submit a modified agreement from Sarah's Cleaning Service which would include the Town Hall, Maintenance Building and the Police Department. Commissioner Daniels asked how many times she cleaned the maintenance building and Administrator Johnson stated that it was every month because WIC and the Chamber are in there every month. Commissioner Conner then asked that the only change tonight was the police station. Administrator Johnson confirmed that it was just the police station. Commissioner Daniels then asked if John was doing that before. Administrator Johnson confirmed that was correct. Commissioner Daniels then asked if Chief Bullock was not doing this. Administrator Johnson stated that he was not. Commissioner Daniels then stated that we could leave it on there but that it would be remembered at pay raise time. Commissioner Daniels then made a motion to accept the modified agreement with Sarah's Cleaning Service and it was seconded by Commissioner Carroll and was passed unanimously. (5 affirm); (0 nays)

Commissioner's remarks:

Commissioners Conner, Bissette, Daniels, and Carroll had no remarks. Commissioner Finch wanted to thank everyone that voted for her and that she was looking forward to working with everyone on the Board.

Mayor's remarks:

Mayor Richards wanted to thank everyone for their support from family, friends, and everyone that turned out for voting. He stated that he got to meet a lot of new people and hopefully made some new friends. He also stated that he would try to do the best that he could and try to do the best for the Town of Bailey

Department Heads Remarks:

Administrator Johnson provided the Board with the pamphlet that would be going out to residents regarding the recycling bins and the charges for those bins. He gave this information to Mr. McCann to word smith on the Yard Waste Brochure that goes out to our customers at the first of the year as well.

Administration Johnson asked Mayor Richards and Commissioner Carroll to go to the bank and sign the signature cards for the Town as soon as possible.

Administrator Johnson advised the Board that there is an issue over on Elm & Peele with a septic vs sewer problem with a former Commissioner. He was advising them that he would continue to allow for sewer charges to accrue until we got a concrete answer on what was happening but not penalizing them for not paying the sewer charges. Commissioner Conner confirmed that he had been questioned about this already. Commissioner Daniels knew that there is a septic tank because he saw it get pumped out but that he advised them to come to a Town meeting and advise the Town on exactly what is going on but he knew that this had not happened yet. Administrator Johnson stated that because there are now more people using the system that it could be clogging up but until all parties are together this was the plan he was proceeding with until told otherwise.

Administrator Johnson provided the Board a schedule for using a convenience fee amount that is uniform across all card holders that would allow for the Town to be accepting telephone payments over the phone. Commissioner Conner made a motion to accept the Convenience fee schedule as it was presented to the Board and it was seconded by Commissioner Carroll and was passed unanimously. (5 affirm); (0 nays)

Administrator Johnson asked the Board to close the office early on December 22, 2017. He stated that the office would open and then work through until 2pm then close. Commissioner Conner made a motion to close the Town Hall at 2pm on December 22, 2017 and it was seconded by Commissioner Carroll and was passed unanimously. (5 affirm); (0 nays)

Closed Session: A motion was made to go into closed session as permitted by NCGS 143-318 (a) (6) to consider the qualification competence and performance of an employee by Commissioner Carroll and seconded by Commissioner Conner and was passed unanimously. (5 affirm); (0 nays)

A motion was made to go back into open session by Commissioner Conner and seconded by Commissioner Carroll and was passed unanimously. (5 affirm); (0 nays)

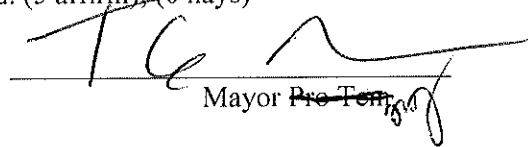
Open Session: Once back in open session Mayor Richards advised that the Board has accepted the resignation of Auxiliary Officer Timothy Sherman.

Adjournment:

There being no further business, Commissioner Carroll made a motion to adjourn. Commissioner Conner seconded the motion and the motion unanimously passed. (5 affirm); (0 nays)



Clerk


Mayor Pro Temp