

Reviewed
1/26/22

Town of Macclesfield Board of Commissioners Emergency Meeting

Date: January 5, 2022 2:00pm

Minutes Recorded by Paula Etheridge and Joyce Braxton (transcribed by Christie Cobb)

Meeting Called to Order

Members Present:

Emily Stallings Turner
Paula Etheridge
Joyce Braxton
Charles Lewis-remote
Patricia Keel
Benji Lewis

Unfinished/New Business

Emily Turner contacted the League of Municipalities about taking office at the time of swearing in. Wrong information given. As of December 15, Emily was legally Mayor

\$5000 payment discussed if we need to replace technology. Chris Edwards attorney said not enough facts to get money back.

Hiring process needs to happen as soon as possible.

Mayor has opened and submitted resumes.

Audit-motion made by Paula Lewis to send, Second by Joyce Braxton to have Chris Edwards to send a letter to ask for any documents created on town time to be returned. Former employees did not respond to Mr. Edwards

Motion to Contact Recovery Service for Computers-no second, motion failed

Charles, Joyce, Paula voted to have properties returned. By handbook, Full time sick leave is not paid if terminated.

Motion made to get recovery service ,no second, -motion fails.

Paula Lewis makes a motion that Emily Turner be appointed as temporary town clerk and finance officer. Patricia keel seconded the motion.

Joyce makes a motion to have Benji Lassister present to look over resumes and Patricia Keel seconded the motion.

may just need graphite.

8. Keith Wade-to give a quote of repairs ex. doors, kitchen floor
9. Merle has been approved to clean buildings, price attached and approved. She has accepted
10. Swear In Date for New Office? Date to take office? (Not specified in Town Charter
NCLOM-rules-take office when sworn in? Added to? Discussion
By state statute, the date sworn in is the date to take office
11. Recommended Addition to Employee Handbook regarding discussion of election candidates or newly elected officials while on town payroll clock. Should be policy. Christie will follow up.
12. Covid Pay? Brent-Type of Leave (Sick, Vacation?) Sick time is to be taken.
13. Utility Matters- drafts, late charges, changes to routine past charges, overcharges, credits not documented on accounts, meter readings-no estimations. (Allowed only in rare instances), misleading billing, many inconsistencies in accounts. Motion by Paula to wave late charges and debt setoff as needed during time of limited staffing. Second: Joyce Vote 4-0 passed.
14. MLK Holiday. Motion that all federal holidays and the addition of the Juneteenth Holiday recognized by the town by Charles. Second: Paula Vote 4-0 Passed
15. Inventory-Motion to complete a town inventory prior to the end of Fiscal year by Jean. Second: Joyce. Vote 4-0 passed. Benji and Emily to complete inventory this Saturday at the Maintenance Building. Joyce and Paula to inventory Town Hall and Community Building to be completed prior to end of Fiscal Year
16. Notary Public- Christie is currently taking class. It is recommended that Emily and Benji also become notaries. Motion by Paula that fees for becoming notary will be paid or reimbursed by the town. Second: Jean Vote 4-0 passed.
17. Issue with bonuses to personnel fired, quit, laid off (to be approved by citizens?) Motion made by Paula to not give any more bonuses, gifts or packages to exiting employees. Second: Jean Vote: 3-1 passed
18. Locality Networks Information presented by Paula Request permission to get an estimate/quote from Will Burge(onsite IT person) to update computers, software, phone lines. Pinetops uses this service. Motion by Joyce to give permission to get information and estimate on upgrades. Second: Paula Vote: 3-1 Pam discusses the need for upgrade. Meeting scheduled Monday Jan 31 to begin the quote process.
19. Community Cameras Grant- Christie will contact Chief Harrell in Pinetops to inquire about the grant.
20. Motion by Paula that the town office will be open drive through only, for training of new staff on the following days. 1/31, 2/1. 2/7, 2/8. 2/14, 2/15. Citizens notified in writing in mailed utility bills and on office doors. Second: Jean Vote:4-0 passed.

ANNOUNCEMENTS

Fireworks booked. \$6000 due to transportation cost. Toddy Road band booked for 3 years.
Mayor recognized the hard work by mayor, commissioners, former Mayor Trey Lewis for the work done during Transition.
Discussion that training by board is required. Details at next Meeting
Regular Board Meeting scheduled by February 14, 2022 at 2:00.
Paula will call Chris Weaver about a water leak in rental property. (Jack)
All commissioners were encouraged to volunteer at town hall due to lack of staffing.

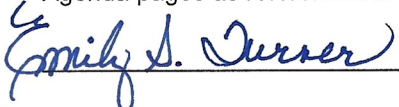
Closed Session Discussion

ADJOURNMENT

Respectfully Submitted on Wednesday, January 26, 2022.


Christie Cobb, Town Clerk

Agenda pages as referenced in these minutes follow and are a part of the official record.


Emily S. Turner, Mayor

W2 -Contract with CPA, R. Warren Accounting end of year documents and W2s

Patricia made a motion to make Emily Turner be administrator over medcost acct. Joyce seconded the motion.

Plan to Enforce Code.

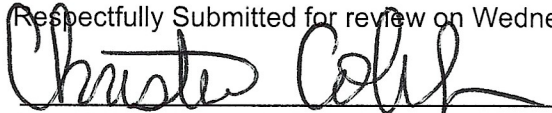
Town Charter found in the office.

July 1, 2021 documentation has not been sent to the auditor. Emily Turner will call the local government commission to help with the audit. Paula made a motion. Charles Lewis seconded the motion.

Adjournment

Paula Etheridge-motion to adjourn. Charles Lewis seconded the motion.

Respectfully Submitted for review on Wednesday, January 26, 2022.

 Christie Cobb, Town Clerk

Agenda pages as referenced in these minutes follow and are a part of the official record.

 Mayor