

Town of Macclesfield
Regular Session Board Meeting
Monday, May 8, 2023 6:00 pm

Mayor Pro Tem Paula Lewis called the meeting to order at 6:00 pm. Members in attendance were Mayor Emily Turner (via phone), Mayor ProTem Paula Lewis, Commissioner Charles Lewis, Commissioner Joyce Braxton, Commissioner Jean Wooten-Jiles, Town Administrator Jennifer Stanley, Town Clerk Gracie Etheridge, Public Works Director Benjy Lassiter, Mr. Ralph Clark, Fire Chief Ethan Strickland, and guest RL Willoughby. Commissioner Wooten-Jiles offered the invocation and all in attendance recited the Pledge of Allegiance to the flag.

Commissioner Wooten-Jiles made a motion to approve the agenda with the addition of an update on the City Vision conference which became Old Business item #7. Commissioner Braxton seconded the motion and with none opposed, the motion carried.

Commissioner P Lewis made a motion to approve the previous minutes. Commissioner Wooten-Jiles seconded the motion and with none opposed, the motion carried.

There were no citizen concerns at this time.

The Community Building repairs are completed. Mrs. Stanley will be going in to clean before the first rental on May 20th. Mrs. Stanley also reported that every Saturday in June has been rented. Mr. Harrell will install the deadbolt on the back door and it will use the same key that currently exists. Mr. Lassiter reported that the hot water heater is located in the storage room.

Mrs. Stanley reported on the walk audit training. The board decided to set the date for the walk audit to occur as Saturday, June 3 at 10:00 am. Mrs. Stanley agreed to contact Ms. Jennifer Fields to get the fliers and any other information needed. She will have the flier put on the website and sent to Mayor Turner to be put on the town's facebook page.

Mrs. Stanley explained to the board that the Technical Services agreement for the WWTP project was included in the packets sent to the commissioners last week. It will require the board to vote to approve the agreement for McDavid to provide the services. Commissioner P Lewis made a motion to approve the agreement. Commissioner C Lewis seconded the motion and with none opposed, the motion carried.

Mrs. Stanley then explained that the second set of Technical Service agreements was for the Asset Inventory Assessment. Commissioner Wooten-Jiles made a motion to table this until the board has time to review. The motion was seconded by Commissioner Braxton and with none opposed, the motion carried and the agreement was tabled.

Mrs. Stanley reported that the July 3rd fireworks are confirmed with Hale Artificier (Dennis Lewis) with the cost being \$5500. Commissioner Braxton stated that she has spoken with Mr.

Tim Cole and he is in agreement for the fireworks to be shot from his land and the farmer agrees as long as the crops are not damaged. Mayor Turner confirmed that the DJ (Danny Manning) has also been confirmed. Mrs. Etheridge has updated all the vendor forms and they have been sent out to previous vendors via email or regular mail. There has been one returned.

Commissioner Wooten-Jiles gave a recap of the City Vision conference she attended. She stated that it was a very informative conference, with lots of networking. She also brought back some of the booklets to share with the town.

Commissioner P Lewis asked if there was a way to ask volunteers to help deliver the Meals on Wheels to the participants. It is difficult for one or two people to deliver it every week.

Commissioner Wooten-Jiles asked about the broadband that has been run through town. Would anybody be able to access it? It is the belief that it is for people on government assistance programs to be able to have access to the internet. Commissioner P Lewis and Commissioner Wooten-Jiles stated that they would follow up and get more information.

Mr. R.L. Willoughby presented the results of the Electric Distribution System Assessment. Though not perfect, the system is in acceptable condition, but it obviously has seen years of neglect. There a lot of places along the system where tree limbs are an issue. He stated that Electricities is a good contact for tree trimming contractors and should be able to connect the town with a contractor. Mr. Greg Walsh would be a good contact for the town. He does recommend for the town to consider having all three public works employees trained if the town decides to continue in the electric business. Macclesfield Grocery has not been being billed correctly – They have a demand meter but the demand has not been read in years. They are also being charged at a lower rate. He recommends having the meter checked – CTs, wiring, correct multiplier being used, etc. NC General Statutes states that we could legally bill retro for up to three years. There needs to be some research done on the situation, a letter sent to explain or even a face to face meeting with the Kumars, and begin the process of correcting this problem as it is costing the town approximately \$8500 per year. There is dire need for routine maintenance on the electric system. There are also attachments on the poles that nobody is being charged for. According to the FY 20-21 audit, there was a net loss of \$30,000 in the electric fund. The town is on the LGC “watch list” because the utility reserves are lower than they should be. Mr. Willoughby also mentioned that the sales tax from electric usage isn’t being credited in the sales tax line item – where is it going?

Mrs. Stanley explained to the board that the town pays Basys to process the credit card transactions. So far this year those fees total \$4000. It is her recommendation that the board implement a convenience fee for credit card transactions. It would not recover the total amount of the fees but even half of the amount is better than nothing. Mrs. Stanley stated that this could be discussed at the budget workshop.

Mrs. Stanley also informed the board that of the two remaining CDs left in Southern Bank, one matures on May 29th. She asked the board for their approval to move the CD upon maturity to NCCMT. Commissioner Wooten-Jiles made a motion to move the CD upon maturity. Commissioner P Lewis seconded the motion and the motion carried.

Mrs. Stanley spoke to the board regarding the finance report. There has been no change since the commissioners received their packets last week. She asked the board for them to review and approve Budget Amendment #6 – the movement of funds to cover the cost of the City Vision conference for Commissioner Wooten-Jiles. Commissioner Braxton made a motion to approve Budget Amendment #6. The motion was seconded by Commissioner C Lewis. Commissioner Wooten-Jiles abstained from voting and the motion carried. Commissioner Braxton asked if in the future that before reservations were made for travel, a specific amount be approved and anything over that amount be the individual's responsibility.

Mrs. Stanley asked the Board if everyone was available for a budget workshop on Thursday, May 11th at 2:00 pm for the presentation of the budget to the board. After some discussion it was decided that the budget workshop would be held on Thursday, May 11th at 3:00 pm.

Mrs. Stanley spoke to Mr. Rich Moore with McDavid Associates and was informed that the town should have the surveyed site map for the ATM site later this week.

Commissioner Wooten-Jiles asked Mr. Lassiter if the trees on Brick Mill Rd would be included in the trees being trimmed through town.

Mr. Ralph Clark informed the board that Tuesday would be his last day physically in the office. He feels that Mrs. Stanley is ready, but still has a lot to learn. He has given her many contacts to help her. He recommended that the board allow Mrs. Stanley, as Administrator to have the authority to make personnel decisions as well as be the point of contact between staff and the board. Mr. Clark thanked the board and staff making his time here pleasant.

Commissioner P Lewis made a motion to enter into closed session. Commissioner Braxton seconded the motion and the board entered closed session at 8:03 pm.

The board returned to open session at 8:19 pm.

Commissioner P Lewis made a motion to adjourn the meeting. Commissioner Wooten-Jiles seconded the motion and the meeting adjourned at 8:21 pm.

Town of Macclesfield
Budget Work Session
Monday, May 11, 2023 3:00 pm

Mayor Emily Turner called the Budget Workshop to order at 3:00 pm. Members in attendance were Mayor Turner, Commissioner Jean Wooten-Jiles, Commissioner Joyce Braxton, Commissioner Charles Lewis, Town Administrator Jennifer Stanley.

Town Administrator began going over the proposed budget with the board. Mrs. Stanley answered the board's questions regarding the budget.

Mayor Turner had a few items to bring up: Commissioner P Lewis had made a suggestion to her to raise the donation to the Fire Department from \$2500 to \$3000 in lieu of adding fire tax. She also mentioned that the Public Works staff needs safety equipment – vests, safety glasses, etc. One other item was to discuss the recommendations from Mr. Clark upon his departure. What exactly is meant by his suggestions regarding the electric system? Mayor Turner agreed to contact mayors from surrounding towns regarding a possible partnership.

During the employee evaluations, Chevy Taylor has expressed interest in taking electrical classes and Benjy Lassister would like to take some management classes. Austin Wooten is interested in storm water training as well.

Since Mrs. Stanley, Mrs. Etheridge, and Mr. Wooten have just received raises, they are not going to receive a cost of living raise. With Mr. Taylor on probation, he is ineligible for any raise at this time. Therefore, Mr. Lassiter will be the only one to receive a cost of living increase for the new budget year. It was agreed that he would receive a 3% cost of living increase.

Mayor Turner asked if it would help for board members to volunteer one day a month to help in the office. Commissioner Wooten-Jiles mentioned that there is money out there for towns and the town needs to go after it. Mayor Turner "nominated" Commissioner Wooten-Jiles to write the grants since she has experience in that area. Commissioner Wooten-Jiles stated that she would have to think about it as she has "many irons in the fire".

There was discussion of moving the board meetings back to 5:00 pm. It will be added to the upcoming agenda.

Mrs. Stanley asked the board about the "on-call" pay for the public works guys. In the employee handbook it states that the on-call person would receive an hour per day on their on-call week and if called in they get a guaranteed 2 hours per event although currently the guys are receiving \$70 per week as well as 2 hours per weekend day. The board agreed that the hour per day be removed from the policy, and they only receive 2 hours per weekend day when on call. This will go into effect on July 1st with the new budget. Mrs. Stanley will research the minutes to see when the \$70 per week was put into practice.

There was discussion regarding overtime versus compensatory time. With compensatory time, it is earned at time and a half rate. (like overtime) The board agreed to allow compensatory time to be earned in lieu of overtime but set a maximum of 5 consecutive days to be used at a time and only one employee off at a time.

It was recommended that the town frame their mission statement and hang in the town hall.

There was discussion regarding changing the term for the mayor to four years instead of two. Mrs. Stanley agreed to investigate any ordinance regarding the mayor's term of office. It was mentioned that with the term only being for two years, by the time you get an understanding of the responsibilities of the position, it's time for election again. This will be added to the June agenda.

There was a question regarding some of the taxes and Mrs. Stanley explained.

It was asked if the board would be getting a cost of living increase. It will be voted on at the next board meeting.

It was explained that the town properties will begin paying for utilities used to eliminate the unbilled utilities each year.

There was discussion regarding the town's outdated zoning ordinance, and it was agreed to check into adopting the county zoning ordinance. Mrs. Stanley will contact the county to see what the process would be to adopt their ordinance.

It was agreed to vote on adding the convenience fee for credit card usage. It was suggested that the charge be \$5. The final charge will be decided upon at the next board meeting to be effective on July 1.