

Special Meeting – August 4, 2016

The Fairmont Board of Commissioners held a special meeting on Thursday, August 4, 2016 at 5:00 p.m. in the Council Chambers with Mayor Charles Townsend presiding. Commissioners present were Cassandra Gaddy, Terry Evans, Monte McCallum and Charles Kemp (by telephone). Commissioner J.J. McCree was absent. Staff present was Town Clerk Jenny Larson and Town Manager Katrina Tatum (by telephone).

Mayor Townsend called the meeting to order and gave the invocation.

Mayor Townsend stated the purpose of the meeting was to appoint a Board of Adjustment in order to hear a variance request by Mr. Legusta Floyd. Town Manager Katrina Tatum explained that a variance is required in order to allow Mr. Legusta Floyd to sell alcoholic beverages at the restaurant he is building on Main Street. The Board of Adjustment is made up of five members of the town board with two alternates.

Commissioner Evans made a motion to appoint Mayor Charles Townsend as Chairman, Commissioner Monte McCallum as Vice Chairman, and Commissioners Terry Evans, Cassandra Gaddy and Charles Kemp to the Board Adjustment with Commissioner J.J. McCree serving as the first alternate and Commissioner McLean's vacant seat as the second alternate. Commissioner McCallum seconded the motion and it passed unanimously.

There being no further business, a motion was made and seconded to adjourn the meeting at 5:15 p.m.

Jennifer H. Larson, NCCMC
Town Clerk

Regular Meeting – August 16, 2016

The Fairmont Board of Commissioners held their regular meeting on Tuesday, August 16, 2016 at 6:00 p.m. in the Town Hall Council Chambers with Mayor Charles Townsend presiding. Commissioners present were Monte McCallum, J.J. McCree, Terry Evans, Cassandra Gaddy, and Charles Kemp. Staff present included Town Manager Katrina Tatum, Town Clerk Jenny Larson, Finance Director Linda Vause, Public Works Director Ronnie Seals, WWTP Operator Kevin Taylor and Town Attorney Robert Price. Others in attendance included Sarah Willets, Winona Gause, Dwight Lancaster, Felecia McLean-Kesler, Chalmus Hood and several citizens.

Call to Order and Invocation

Mayor Townsend called the meeting to order and gave the invocation.

Special Recognition

Proclamation and Resolution 16-10 in Memory of Commissioner Amelia McLean.

Town Manager Katrina Tatum read a proclamation and resolution in memory of Commissioner Amelia McLean and Mayor Townsend presented copies to her daughter Felecia McLean-Kesler. Signed copies of the proclamation and resolution are hereby incorporated by reference and made a part of these minutes.

Recognition of Achievement – WWTP Operator Kevin Taylor.

Mr. Dwight Lancaster presented Kevin Taylor, the Town's Waste Water Treatment Plant Operator, the Utility Management Certification through the National Rural Water Association. This designation is "designed to recognize the professional educational achievements of individuals and to market their achievements and skills to increase the value of today's utility manager." According to the NRWA, this designation will make holders of this prestigious designation "more hireable, more promotable and more valued". To date very few have been able to pass the test and receive this designation. Mr. Taylor was hired in a part time status by the Town in 2009 and became full time in 2010. In 2014 he passed the Waste Water I and II and Grade 2 Collections; in 2015 he passed the Water Distribution Operator, the Grade 3 Biological Operator and the C-Well Water Operator exams; and in 2016, he passed the C-Well Water Operator, B Distribution Water, and WW III exams. Mr. Taylor is and continues to be an asset for Fairmont and will be rewarded for having received the Utility Management Certification designation with a bonus incentive payment of \$500.00.

Approval of Agenda

Commissioner Kemp made a motion to approve the agenda. Commissioner Evans seconded the motion and it passed unanimously.

Public Comment Period/Citizens Appearance

Mr. Chalmus Hood – unwanted phone calls

Mr. Chalmus Hood had concerns about receiving unwanted marketing and spam phone calls even though his phone number is registered on the national Do Not Call list.

Consent Agenda

Upon motion by Commissioner Evans and seconded by Commissioner McCallum, it was unanimously voted to adopt the following consent agenda items:

- a. Approval of Minutes – Regular Meeting, June 21, 2016, Special Meetings, June 30, 2016 and August 4, 2016.
- b. Resolution 16-10 in Memory of Commissioner Amelia McLean.

Committee Reports

Fairmont Economic Development Committee

FEDC Chairman Winona Gause invited everyone to a meeting with Ms. Patricia Mitchell of the North Carolina Department of Commerce on Wednesday, August 24 at 5:00 p.m. in the Heritage Center.

Unfinished Business

Proposed Resolution 16-08 - Sick Leave Amendment request for Retiree Health Insurance.

Ms. Tatum presented a proposal to amend Resolution 14-13 Health Insurance for Retirees to include a provision that allows those who have sick leave to use that leave in order to meet the requirement for years of service, which would also allow them to obtain retiree health benefits one year earlier without loss of the employee health benefits. During the May meeting, the Board requested that a recommendation for the number of sick leave hours an employee would need to trigger such a benefit. Ms. Tatum recommend 2,080 hours, which amounts to one full year of work hours. Therefore, an employee would be required to bank at least 2,080 sick leave hours earned while employed with the Town of Fairmont in order to take advantage of the proposed benefit.

Town Attorney Rob Price revised the section for returning employees, stating that anyone who leaves employment with the Town for any reason and who returns to employment with the Town, shall be treated as being hired on his or her first hire date for the purpose of determining whether the employee was hired before or after May 21, 2014, for the purpose of establishing qualification for health insurance upon retirement.

Commissioner Evans made a motion to adopt Resolution 16-08, Sick Leave Amendment request for Retiree Health Insurance, with the corrected language provided by the town attorney. Commissioner Kemp seconded the motion and it passed unanimously. A signed copy of this resolution is hereby incorporated by reference and made a part of these minutes.

FEDC appointments to replace Rod Heasley, Tony Mackey and Kelly Johnson

Ms. Tatum reported that Rod Heasley, Tony Mackey, and Kelly Johnson have resigned from the Fairmont Economic Development Committee. In terms of vacancies, the policy set forth by the Board of Commissioners states: “All vacancies shall be filled by the Town Board. All appointments are at will. Appointment to an unexpired term does not extend the period of the term to which a Committee member is appointed.” Last month, the board agreed to allow Commissioners Cassandra Gaddy and Charles Kemp to appoint one person each to the FEDC. Since that time another seat has opened and nominations for the third seat will be taken from all board members. Commissioner Kemp nominated Gradd Floyd, Commissioner Gaddy nominated Lynettah Hunt and Commissioner Evans nominated Stein Ellefson. With no other nominations, Commissioner Evans made a motion to appoint Gradd Floyd, Lynettah Hunt and Stein Ellefson to the Fairmont Economic Development Committee. Commissioner McCallum seconded the motion and it passed unanimously.

Bicycle/Pedestrian Steering Committee appointments.

Ms. Tatum reminded the board that the Town of Fairmont has applied for and secured a Bicycle and/or Pedestrian Planning Grant through the North Carolina Department of Transportation. One of the requirements for the Bicycle and/or Pedestrian Planning Grants is that a Steering Committee appointed by the Board of Commissioners be put in place. Jon Edwards, the appointed Police representative has now left the department and the Police Chief is asking that Jonathan Evans be appointed to this position. Buster Jackson, Glenda Jackson, James Rogers and Legusta Floyd are four citizens who are interested in serving on this Committee and have agreed to serve if appointed. Ms. Janet Robertson, Rural Transportation Organization Planner for the LRCOG will also represent the NCDOT. There will be a meeting on August 30, 2016, so the board needs to fill as many seats on this Committee as possible.

General categories for representation and individuals appointed to date:

- Relevant Planning staff – Town Manager Katrina Y. Tatum and Town Clerk Jenny H. Larson
- Police representative
- Public Works Director – Public Works Director Ronnie Seals
- Local council member – Commissioner Terry Evans
- Medical facility or health representative – P.A. Denis Ricard
- Elderly person possibly from retirement center/community (typically more for pedestrian plans)
- Chamber or downtown business or major employer
- School system representative

- Major community representative (someone who can speak for a large sector of the community) – Mayor Pro Tem Monte McCallum
- YMCA and other community physical activity-centered organizations
- One or two long-time (well known) town residents that can potentially represent the mixed demographic of the local community
- A knowledgeable bicycle or pedestrian advocate (depending upon which type of plan you are creating): someone who is already a strong active voice for bicycle or pedestrian needs – Felecia McLean-Kesler
- NCDOT Division Planning Engineer – Chuck Miller, PE and Joe Bailey, PE
- MPO/RPO representative
- Any other special populations

Commissioner Evans made a motion to appoint Jonathan Evans, Buster Jackson, Glenda Jackson, James Rogers, Legusta Floyd and Janet Robertson to the Bicycle/Pedestrian Steering Committee. Commissioner Gaddy seconded the motion and it passed unanimously.

New Business

Employee Benefits - Additional Holiday and Administrative Days

Ms. Tatum reminded the board that during the budget exercises, the possibility of giving employees additional days off during Easter, Thanksgiving and Christmas was mentioned. Management proposes that staff be given four additional administrative holidays in total: November 23, 2016, December 29, 2016, December 30, 2016 and April 17, 2017. This will effectively close Town Hall for three days during Thanksgiving week and from December 26, 2016 through January 2, 2017 during the Christmas holiday season. Staff is already allowed April 14th for Easter, which is Good Friday off and we are requesting Easter Monday, April 17th as an additional administrative day; both days Town Hall will be closed.

Commissioner Kemp asked if time off for employee birthdays could be added to the recommendation for additional Employee Benefits. Ms. Tatum thinks it is a great idea and staff would greatly appreciate the gesture. At present, most employees take their birthday off anyway, using their annual or compensatory leave. To be fair to police personnel who work shifts with tight schedules and public works staff who are subject to mandatory on-call hours, Ms. Tatum suggested that the birthday off policy grants individuals their birthday or a day of their choice. Ms. Tatum also suggested that this special day off must be taken within the fiscal year and not carried over to the next fiscal year. In addition, the birthday off must include no more than 8 hours for a full-time employee, and no more than the average work day over the past year, or over the entire time of employment for someone hired within the last twelve months, for a part-time employee.

Commissioner Evans made a motion to approve the additional days off for town employees for this fiscal year. Commissioner Kemp seconded the motion and it passed unanimously.

Ordinance 16-168 – Closing Main Street for Fairmont Farmers Festival.

The NCDOT requires a town to adopt an ordinance whenever it is going to close a state highway for a parade or festival. Commissioner McCallum made a motion to adopt Ordinance 16-168 – Closing Main Street for Fairmont Farmers Festival. Commissioner Evans seconded the motion and it passed unanimously. A signed copy of this ordinance is hereby incorporate by reference and made a part of these minutes.

Nuisance Abatement/Code Enforcement.

Commissioner Kemp presented a plan for code enforcement/nuisance abatement of four properties in town. The four houses are located at the corner of Pine & Holly Streets, corner of Liberia and Cottage Streets, 403 Cottage and 615 Canal Street. Commissioner Kemp has contacted a local contractor who is willing to take them down for a bundled price of \$14,500. He suggested that the property owners be requested to pay \$1,800 toward the structure removal cost. Commissioner McCallum has also researched costs to remove the dilapidated houses in town. He has talked to a contractor that is willing to take three houses down plus removal costs for \$7,000. He also suggested working with Public Works to push some houses down with the backhoe. Mayor Townsend advised Commissioners Kemp and McCallum to work together with Ms. Tatum to come up with the best solution to remove the dilapidated houses as quickly and cheaply as possible.

Discuss filling Commissioner McLean’s vacant seat.

Commissioner Evans nominated Felecia McLean-Kesler to fill Commissioner Amelia McLean’s unexpired term on the Fairmont Board of Commissioners. There being no other nominations, Commissioner Evans made a motion to appoint Felecia McLean-Kesler to fill Commissioner Amelia McLean’s unexpired term on the Fairmont Board of Commissioners. Commissioner Gaddy seconded the motion and it passed unanimously. Ms. McLean-Kesler will be sworn in at the September board meeting.

Commissioner Input

Commissioner Kemp stated for the record that he never spoke to any of our state representatives about the I-95 annexation project by phone, email, letter or in person. He is appalled that anyone would think that he would sabotage the initiative.

Manager’s Input

Town Manager Katrina Tatum presented the following report to the board:

1. Annexation Project – A letter has been sent to Senator Jane Smith and the State Representatives for Robeson County requesting a list of the names of people who objected to the Exit 10 annexation and a synopsis of their complaints or objections to the annexation. To date, the Town has not received a response.

2. Code Enforcement - Commissioner McCallum and I met with an heir to one of the properties on our list. He was interested in paying to tear the house down provided he can get his relatives to sign off of the ownership of the lot. He is also interested in building a home on the lot for his daughter. We provided county and town tax data and are still waiting to find out if this house will be able to be torn down this fiscal year. No response to date about his efforts to obtain ownership of this house.

Robeson County Solid Waste has been awarded a grant from the NC Department of Environmental Quality to aid in the costs associated with the removal of Abandoned Mobile Homes (AMH) for those candidates that meet the criteria. To find out if you qualify for this program or if you have received a violation notification in the mail, please call Robeson County Solid Waste. The County has limited funds and can only offer up to \$1,000 of the disposal cost. If you have any questions or need additional information, call Christina Cummings 910-865-3348.

I have also talked with Steve Edge, Director of the Robeson County Landfill, who provided the following data:

1. Once per year, the town is allowed to bring demolition debris for one residential structure to the Landfill at no cost.
 2. The debris from any other properties will be accepted at a reduced cost; \$23 per ton rather than \$29.50 per ton.
3. Sewer System Rehab Project – Phase III – CDBG No. 14-I-2657 - Sewer Improvements – No change from previous report. Surveying was completed during the week of June 6, 2016. The design work is well underway and we expect to submit the full plans in the fall to NC DEQ.
 4. Sewer System – In February of this year, the town’s flow exceeded the allowable 1.75 million gallons per day; the recorded flow was 1.90 million gallons. As a result, we received a Notice of Intent to Assess Civil Penalties by the State. A response to that notice was sent in an effort to avoid a Civil Penalty Assessment. However, we received the assessment notice on 8/10/2016 in the amount of \$1,659.26; \$1,500 assessment and 159.26 in enforcement costs.

During the month of February, the town took on in excess of 11 inches of rain and we continue to have record amount of rain and excessive storms. I am currently working on a response to request that the assessment be waived.

5. Information Regarding the Robeson County Solid Waste Program – Our citizens are interested in solid waste free days and hours of operation. In case you are approached, the following may be of some use:

The Landfill Hours of Operation are Monday-Friday 6:00 am to 4:30 pm. And Saturday 8:00 am to 11:30 pm. The Solid Waste Collection Sites are Monday – Saturday from 7:00 am to 6:00 pm and on Sunday from 1:00 pm to 6:00 pm. Unacceptable items are listed below:



Although the town does not have a free pickup day under the Keep Robeson County Clean and Green, the County does. It is typically in the spring April/May and facts concerning the free day, Special Hours, Acceptance of live Christmas Trees, the Robeson County Clean and Green Committee meetings, and landfill planned closures can be found by visiting their website: robesoncountysw.org, or calling 910-865-3348. The landfill is located at 246 Landfill Rd., St. Pauls, NC 28384.

6. Fairmont Pedestrian Planning Grant – A telephone conference was held with Mr. Tresohlavý and NC DOT representative Nicholas Scheuer regarding logistics for the grant. The first Steering Committee meeting will be held on Tuesday, August 30, 2016. I have sent several maps and contacts to Mr. Tresohlavý in an effort to make sure he has what is needed to get started on our grant. I have also contacted four citizens whose names will be submitted for considered at this month's Board meeting.
7. North Carolina Department of Labor – OSHA Consultation Project – OSHA Safety inspections have been completed on the following buildings: Town Hall, Fire Department, Library, and Heritage Center. OSHA Health inspections have been done on the Library and the Heritage Building. The Town has completed all requirements stipulated in the Safety Survey and sent in the required responses. Responses have been sent to OSHA for the two Health surveys and with the exception of the Asbestos requirements, the town has completed all required work.
8. Bridge Report – We have received a bid from Frank Horne Construction to demolish the Mitchell and Floyd Street Bridges in the amount of \$35,000 and \$25,000. The Town has accepted the bid and work will begin according to the contractor's schedule.
9. Expenditure Review and Tax Collection – I have begun a review of another property located inside the town limits to ascertain why the town has not received all back taxes. There are some legal issues involved which must be addressed. Once I have answers, you will be notified.
10. Munsingwear Building – In March, I reported that I hadn't heard back from a potential buyer of the Munsingwear Building. I assumed that he had lost interest in the building. However, I received a call from this prospect on August 10, 2016. He has asked for all requirements to occupy this building for manufacturing, including employee training avenues and incentives. According to him, his company will be purchasing the building. Once he has finalized his transactions, he will allow us to announce the business.

Announcements

Tuesday, August 23 – Rabies Clinic, 6:30 to 7:30 p.m., Fairmont City Fire Department. Cost \$5.00.

Wednesday, August 24 – Rabies Clinic, 6:30 to 7:30 p.m., Fairmont Rural Fire Department, Cost \$5.00.

Monday, August 29 - First Day of School.

Thursday, September 1 - Movie "Joe Gould's Secret", 6:00 p.m., The Stage.

Monday, September 5 - Labor Day, Town offices and schools closed.

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September 6 – September 17 – “S.N.I.P.” Spay & Neuter Clinic for dogs and cats. Appointments required. For more information, contact South Robeson Veterinary Hospital at 628-7178.

Thursday, September 8 - River Voices Reading: Joseph Mitchell, 6:00 p.m., The Stage. Free admission.

Sunday, September 11 - Patriot Day.

Sunday, September 11 - Grandparent’s Day.

Tuesday, September 13 - NCDMV Mobile Driver’s License Unit, 10:30 a.m. to 4:30 p.m., Town Hall Parking Lot.

Tuesday, September 13 – Fairmont Planning Board meeting, 5:30 p.m., Council Chambers.

Tuesday, September 20 - Regular Town Board meeting, 6:00 p.m., Council Chambers.

Saturday, October 15 - 30th Annual Fairmont Farmers Festival.

The Fairmont Chamber of Commerce meets on the first Monday of the month at 5:00 p.m. at the Fairmont Golf Course.

The Fairmont Downtown Business Association meets on the second Monday of the month at 11:00 a.m. in the Fairmont - South Robeson Heritage Center.

The Fairmont Economic Development Committee meets on the second Tuesday of the month at 12:00 noon in the Town Hall Council Chambers.

Adjournment

There being no further business, the meeting was adjourned at 7:25 p.m.

Jennifer H. Larson, NCCMC
Town Clerk

Board of Adjustment Meeting – August 23, 2016

The Fairmont Board of Adjust held a special meeting on Tuesday, August 23, 2016 at 6:00 p.m. in the Town Hall Council Chambers with Chairman Charles Townsend presiding. Board members present were Monte McCallum, J.J. McCree, Terry Evans, and Charles Kemp. Board Member Cassandra Gaddy was absent so Alternate J.J. McCree took her place at the meeting. Staff present included Town Manager Katrina Tatum and Town Clerk Jenny Larson.

Call to Order and Invocation

Chairman Townsend called the meeting to order and gave the invocation.

Administrative Matters – Set Date for Variance Public Hearing

Mr. Legusta Floyd has filed for a Variance to allow the sale of Liquor by the Drink in the restaurant he is renovating at 309/311 South Main Street. A public hearing must be held by the Board of Adjustment before making a decision on the variance.

Mr. Kemp made a motion to set the Variance Public Hearing for Thursday, September 22 at 6:00 p.m. in the Fairmont-South Robeson Heritage Center. Mr. Evans seconded the motion and it passed unanimously.

Adjournment

There being no further business, the meeting was adjourned at 6:10 p.m.

Jennifer H. Larson, NCCMC
Town Clerk

Clerk's Note: After a review of the town's zoning ordinance, Town Attorney Robert Price determined there was no need for a variance so the public hearing was cancelled. Mr. Legusta Floyd was issued a use permit allowing him to serve alcohol in his restaurant, located in the downtown Historic District.

Regular Meeting – September 20, 2016

The Fairmont Board of Commissioners held their regular meeting on Tuesday, September 20, 2016 at 6:00 p.m. in the Town Hall Council Chambers with Mayor Charles Townsend presiding. Commissioners present were Monte McCallum, Terry Evans, Cassandra Gaddy, Charles Kemp and Felecia McLean-Kesler. Commissioner J.J. McCree was absent due to a death in the family. Staff present included Town Manager Katrina Tatum, Town Clerk Jenny Larson, Finance Director Linda Vause, Public Works Director Ronnie Seals, and Town Attorney Robert Price. Others in attendance included Sarah Willets, Frank Floyd, Kelly Johnson, Renee Deranmus, and several citizens.

Call to Order and Invocation

Mayor Townsend called the meeting to order and gave the invocation. He announced that Commissioner McCree was absent due to a death in the family.

Swearing in of Commissioner Felecia McLean-Kesler

Superior Court Judge Frank Floyd swore in Commissioner Felecia McLean-Kesler. A copy of her sworn oath is hereby incorporated by reference and attached to these minutes.

Approval of Agenda

Commissioner Evans made a motion to approve the agenda. Commissioner Gaddy seconded the motion and it passed unanimously.

Public Comment Period/Citizens Appearance

There was no public comment this month.

Consent Agenda

Upon motion by Commissioner Kemp and seconded by Commissioner Evans, it was unanimously voted to adopt the following consent agenda items:

- a. Approval of Minutes – Regular Meeting, August 16, 2016, Board of Adjustment Meeting, August 23, 2016.

Committee Reports

Fairmont Chamber of Commerce

Fairmont Chamber of Commerce President Kelly Johnson announced that Michael Baker will be the Grand Marshal of this year's Farmers Festival. He stated this year's t-shirt features Charlie Stafford and is available for \$10 short sleeve and \$12 long sleeve at the Water Department, First Bank and Angie's Touch of Class.

Fairmont Economic Development Committee

FEDC Chairman Winona Gause was unable to attend tonight's meeting. The FEDC did not meet this month. Their next meeting will be held the second week in October with a date and time to be announced later.

Unfinished Business

Nuisance Abatement/Code Enforcement update

Commissioner McCallum gave the board an update on the dilapidated houses being removed in town. A house on 706 McKoy Street was recently demolished and the lot cleared. Commissioner Kemp thanked Commissioner McCallum for his efforts to clean up the dilapidated homes in town.

New Business

ABC Board appointment.

Ms. Tatum reported that Mr. Larry Floyd, Jr. whose term expires this month, has expressed interest in being reappointed to the Fairmont ABC Board. If reappointed by the board, he will serve a three-year term expiring September 2019. Commissioner Evans nominated Melvin Ellison and Commissioner Kemp nominated Larry Floyd, Jr. The board appointed Melvin Ellison to the Fairmont ABC Board for a three-year term expiring September 2019 with a vote of 4 to 1 as follows:

Mr. Ellison: Commissioners Evans, McCallum, Gaddy and McLean-Kesler
Mr. Floyd: Commissioner Kemp

Proposed four way stop sign at Stephens and Market Streets.

Ms. Tatum indicated that residents near the area of Market and Stephens Streets have asked that a four-way stop sign be installed. Ms. Tatum stated there are currently two stop signs installed at that location. However, there is a problem with speeding that is causing a safety issue for residents who walk to and from that location to get to the shopping area. The residents feel that a four-way stop sign will improve safety conditions. Because the current signs are not reflective, staff recommends that, if approved, the current signs be replaced with the reflective signs. The cost to install four signs is approximately \$200. Commissioner Evans made a motion to approve a four-way stop sign at the intersection of Stephens and Market Streets. Commissioner McLean-Kesler seconded the motion and it passed unanimously.

Set date for job fair.

Commissioner Kemp asked Renee Deranmus and Peggy Davis with the North Carolina Career Works Center to come tonight to talk with the board and strategize in preparation for the next Fairmont Job Fair. The last Job Fair was held on May 4, 2016. Ms. Deranmus suggested Wednesday, November 16 because it falls between Election Day and Thanksgiving. Commissioner Evans made a motion to set Wednesday, November 16 as the date for the next job fair. Commissioner Kemp seconded the motion and it passed unanimously.

Commissioner Input

The commissioners thanked the citizens for coming to tonight's meeting.

Manager's Input

Town Manager Katrina Tatum presented the following report to the board:

1. Market Street Light Request – At the request of residents who live on or around the 400 block of Market Street, I am working with Duke Energy to perform a lighting assessment. At the present time, there are no street lights, other than private area lights on that block. Also, there is a safety issue involving a leaning pole in the middle of the block that has a transformer attached to it. Thomas Bland, the Business Development Sales Manager is getting data together to let us know what can be done to assist these residents.
2. Annexation Project – Senator Jane Smith has indicated that she has no intention of divulging the names of the individuals who contacted her to protest this project.
3. Code Enforcement

Mayor Pro Tem McCallum, Commissioner Kemp and I met to discuss the work we are doing with the demolitions. Since our meeting Mr. Washington, of Washington Concrete, the demolition contractor, has decided that he can't perform the demolition work. We are still working on trying to contact owners to determine if they are interested and how much money they are willing to contribute to the demolition. Commissioner McCallum will give a report on the work that has been done at the meeting.

One mobile home has been referred to the county under the Abandoned Mobile Homes program with the county. I will not know the status of that application until the owner calls me back.

4. Sewer System Rehab Project – Phase III – CDBG No. 14-I-2657

Mark Lacy, with LKC, spoke with Phil Pittman at the NCDOT on 9/14/2016. NCDOT initially had an issue with the encroachment agreement paperwork as submitted, but everything has now been resolved and they have agreed to submit our request for an encroachment without any additional changes. The NC DEQ, Energy, Mineral and Land Resources has received our Erosion Control Documents, reviewed the paperwork and forwarded it to the state office for final review and approval. We have not received any requests for additional information regarding the sewer extension permit, so we expect to receive that permit soon. LKC has received confirmation that they received the project documents on September 1st and have begun their review. We will address any comments they have and resubmit for final approval to advertise the project for bids. The deadline for final approval is January 17, 2017. Provided we receive comments in a timely manner, we do not anticipate any problem meeting this deadline.

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5. Sewer System – As indicated last month, we received an assessment notice from NC DEQ on 8/10/2016 in the amount of \$1,659.26; \$1,500 assessment and 159.26 in enforcement costs. A request for remission was sent to the state on 8/26/2016 and was received in the NC DEQ office on 8/30/2016.
6. Fairmont Pedestrian Planning Grant – The first Steering Committee meeting was held on Tuesday, August 30, 2016. The VHB Consultant, Timothy Tresohlavy conducted the meeting and gained input from the Steering Committee about existing travel patterns and possible travel routes. NC DOT agreed to look again at statistical data on accidents at the Food Lion Complex, Leesville Road around the bridge and South Main around the park. I have collected most of that data and it will be sent with a request to reduce the speed limit on Leesville Road, putting a crosswalk at South Main where the park is located and placing a streetlight at the Food Lion complex. Another telephone conference will be held on September 28, 2016 to prepare for the next meeting on October 12th.
7. North Carolina Department of Labor – OSHA Consultation Project – OSHA Safety inspections have been completed for the following buildings: Town Hall, Fire Department, Library, Heritage Center, Public Works Shop, Ice House, Water Pump House and the old FCX Building (Arts Products Building). Health Inspections have been completed on the Library, Heritage Building, Public Works Shop, Ice House, Water Pump House and the old FCX Building (Arts Products Building). We have just received the Safety write-ups for the Public Works Shop, Ice House, Water Pump House and the old FCX Building (Arts Products Building). Work is in progress on the issues involving these buildings. The Health Inspections for the Library and the Heritage Building have been satisfied.
8. Bridge Report – We have received a bid from Frank Horne Construction to demolish the Mitchell and Floyd Street Bridges in the amount of \$35,000 and \$25,000. The Town has accepted the bid and work will begin according to the contractor's schedule. The contractor has not given the Town a certain time for when the bridge work will be done.
9. Expenditure Review and Tax Collection – There has been no change on the property under review for taxes, which is located in the downtown area; the owners are aware that there are outstanding taxes due as well as other issues surrounding this property. The Town has canceled all phones and air cards that were not being used. Eight phones were discontinued which will save the town about \$250 per month. We have purchased a 911 analog phone to replace the phone located outside town hall for walk-up 911 phone assistance. If the new phone works, after installation, the cost for the emergency phone will drop from \$420+- per month to \$55 per month, clearly a significant savings.
10. Munsingwear Building – I continue to have conversations with a prospective purchaser for the Munsingwear Building. According to the purchaser, he is to have a final walk through and sign the final purchase documents on Saturday, September 17, 2016. He is also contemplating purchasing another building here in Fairmont and will meet with that owner on Saturday as well. Once the purchases are finalized, I will be able to provide more data.

Announcements

Saturday, September 24 - Baltimore Baptist Church Fall Festival, indoor yard sale and baked goods, 8:00 a.m. to 1:00 p.m. BBQ Plate Sale, \$7.00 from 11:00 a.m. to 1:00 p.m.

Tuesday, September 27 – RCMA meeting hosted by the Town of Parkton, 7:00 p.m. in the First Missionary Baptist Church Fellowship Hall, 195 West David Parnell St. Parkton, NC 28371. The speaker will be Greg Bounds, EMS Director for Robeson County.

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Friday, September 30 - Fairmont High School Football vs. Whiteville, 7:00 p.m. Home game.

Saturday, October 8 -Fairmont Farmers Festival Pageant, 2:00 p.m., E.R. Gause Auditorium, Rosenwald Elementary School Auditorium.

Tuesday, October 11 - NCDMV Mobile Driver's License Unit, 10:30 a.m. to 4:30 p.m., Town Hall parking lot.

Friday, October 14 - Chamber of Commerce Farmers Festival Golf Tournament, 12:00 noon, Fairmont Golf Course.

Saturday, October 15 - 30th annual Fairmont Farmers Festival. Parade starts at 10:00 a.m. followed by food, crafts, kids activities and entertainment by the Coco Loco Party Band in the Fairmont Community Park until 4:00 p.m. Classic Soul featuring Terri Gore will perform at the Fairmont Golf Course from 8:00 p.m. to 11:00 p.m. Free Admission!

Tuesday, October 18 - Regular Town Board meeting, 6:00 p.m., Council Chambers.

Friday, October 21 - Fairmont High School Football vs. Red Springs, 7:00 p.m. Homecoming game.

Saturday, October 23 - Phantom of the Opera, 3:00 p.m., The Stage, \$15 donation.

Friday, October 28 - Fairmont High School Football vs. East Columbus, 7:00 p.m.
The Fairmont Chamber of Commerce meets on the first Monday of the month at 5:00 p.m. at the Fairmont Golf Course.

The Fairmont Downtown Business Association meets on the second Monday of the month at 11:00 a.m. in the Fairmont - South Robeson Heritage Center.

The Fairmont Economic Development Committee meets on the second Tuesday of the month at 12:00 noon in the Town Hall Council Chambers.

Adjournment

There being no further business, the meeting was adjourned at 6:35 p.m.

Jennifer H. Larson, NCCMC
Town Clerk

Special Meeting – October 17, 2016

The Fairmont Board of Commissioners held a special meeting in place of their regular meeting on Tuesday, October 17, 2016 at 6:00 p.m. in the Fairmont-South Robeson Heritage Center with Mayor Charles Townsend presiding. Commissioners present were Monte McCallum, Terry Evans, Cassandra Gaddy, J.J. McCree, Charles Kemp and Felecia McLean-Kesler. Staff present included Town Manager Katrina Tatum, Town Clerk Jenny Larson, Public Works Director Ronnie Seals, and Town Attorney Robert Price. Others in attendance included Sarah Willets, Jesse Munoz, Jan Stout, Rita Egan, Jerry Lowery, and several citizens.

Call to Order and Invocation

Mayor Townsend called the meeting to order and gave the invocation.

Disaster Recovery and FEMA information

Town Manager Katrina Tatum explained that the purpose of tonight's meeting is to give citizens a chance to get answers regarding FEMA and Hurricane Matthew recovery efforts.

Mr. Jesse Munoz, of the Federal Emergency Management Association, introduced himself and his colleagues Jan Stout and Rita Egan. Mr. Munoz stated the first step for citizens who had storm related damage should be to register with FEMA by calling 1-800-621-3362 or 1-800-462-7585 for the hearing impaired or registering online at www.disasterassistance.gov. There are plans to open a Disaster Recovery Center in Robeson County for residents who would rather apply in person. He also encouraged residents with insurance to contact their insurance agents to see what is covered because insurance must be used first. Once registered with FEMA, agents will visit your property to conduct a preliminary damage assessment. There will also be a disaster survivor recovery team who will go street to street in impact areas to check for unmet needs and for anyone who hasn't registered. If approved by FEMA, individuals will receive grant money with a letter describing how the funds are to be spent. If an individual is not approved, they will receive a letter explaining why they did not qualify with an opportunity to appeal the decision. FEMA does not provide assistance to businesses or secondary homes. Those individuals can apply for a low interest loan through the Small Business Administration. Individuals not approved for grant money can also apply for a loan through the SBA.

Ms. Rita Egan stated that FEMA has strict parameters but they can help you get back on your feet. She encouraged everyone to stay involved because disaster recovery is a long process. She encouraged those with internet access to visit <https://www.fema.gov/disaster/4285> because it gives detailed information on how to apply for FEMA assistance.

Commissioner Kemp asked about tree removal. Mr. Munoz said that individuals would have to rely on volunteer agencies for tree and debris removal. Rev. Delma Cribb, of Trinity United Methodist Church, encouraged residents to visit www.crisiscleanup.org or call 1-800-451-1954 to register for volunteers to come help with tree and debris removal.

Commissioner McCallum asked about a buyout program for flood homes. Ms. Tatum is talking to the National Flood Insurance Program (NFIP) to make sure the Old Field area is classified as a flood zone. She encouraged residents of that area to provide photos of past flooding as proof.

Adjournment

There being no further business, the meeting was adjourned at 7:20 p.m.

Jennifer H. Larson, NCCMC
Town Clerk

Special Meeting – November 9, 2016

The Fairmont Board of Commissioners held a special meeting on Wednesday, November 9, 2016 at 5:00 p.m. in the Town Hall Council Chambers with Mayor Charles Townsend presiding. Commissioners present were Monte McCallum, Terry Evans, Cassandra Gaddy, J.J. McCree, and Charles Kemp. Commissioner Felecia McLean-Kesler was absent. Staff present included Town Manager Katrina Tatum, Town Clerk Jenny Larson, and Finance Director Linda Vause.

Call to Order and Invocation

Mayor Townsend called the meeting to order and gave the invocation.

Resolution 16-11, Designation of applicant's agent for the NC Division of Emergency Management and FEMA

Town Manager Katrina Tatum explained that the purpose of tonight's meeting is to adopt Resolution 16-11, Designation of applicant's agent for the NC Division of Emergency Management and FEMA. This is a required document necessary for the town to receive monetary assistance from the state and FEMA. The resolution designates Town Manager Katrina Tatum as the primary agent and Town Clerk Jenny Larson as the secondary agent. Commissioner Evans made a motion to adopt Resolution 16-11, Designation of applicant's agent for the NC Division of Emergency Management and FEMA. Commissioner Gaddy seconded the motion and it passed unanimously. A signed copy of this resolution is hereby incorporated by reference and made a part of these minutes.

Adjournment

There being no further business, the meeting was adjourned at 5:05 p.m.

Jennifer H. Larson, NCCMC
Town Clerk

Regular Meeting – November 15, 2016

The Fairmont Board of Commissioners held their regular meeting on Tuesday, November 15, 2016 at 6:00 p.m. in the Town Hall Council Chambers with Mayor Charles Townsend presiding. Commissioners present were Monte McCallum, J.J. McCree, Terry Evans, Cassandra Gaddy, Charles Kemp and Felecia McLean-Kesler. Staff present included Town Manager Katrina Tatum, Town Clerk Jenny Larson, Finance Director Linda Vause, Public Works Director Ronnie Seals, and Town Attorney Robert Price. Others in attendance included Sarah Willets, Makaylie Jacobs and several citizens.

Call to Order and Invocation

Mayor Townsend called the meeting to order and gave the invocation.

Introduction of 2016-2017 Fairmont Farmers Festival Junior Miss

Mayor Townsend recognized the 2016-2017 Fairmont Farmers Festival Junior Miss Makaylie Jacobs.

Approval of Agenda

Commissioner Evans made a motion to approve the agenda. Commissioner McLean-Kessler seconded the motion and it passed unanimously.

Public Comment Period/Citizens Appearance

Sam Johnson – Rotary Club Dinner and Auction

Mr. Sam Johnson invited everyone to the annual Rotary Club Dinner and Auction on Tuesday, November 22 in the Heritage Center. Dinner starts at 6:00 p.m. followed by the auction at 7:00 p.m. Tickets are \$10, \$5 for the barbecue dinner and \$5 as an auction credit. They will also be raffling a gold coin and tickets are \$1 each.

Consent Agenda

Upon motion by Commissioner Evans and seconded by Commissioner McCallum, it was unanimously voted to adopt the following consent agenda items:

- a. Approval of Minutes – Regular Meeting, September 20, 2016 and Special Meetings, October 17, 2016 and November 9, 2016.

Unfinished Business

Nuisance Abatement/Code Enforcement update

Commissioner McCallum gave the board an update on the dilapidated houses being removed in town. Two houses located at 117 and 119 Liberia Street have been demolished and there are plans for another house to be demolished this weekend for a total of four homes so far.

New Business

Ordinance 16-169 – Declaring a road closure for the Fairmont Holiday on Main Twilight Christmas Parade.

The NCDOT requires a town to adopt an ordinance whenever it is going to close a state highway for a parade or festival. Commissioner Kemp made a motion to adopt Ordinance 16-169 – declaring a road closure for the Fairmont Holiday on Main Twilight Christmas Parade. Commissioner Gaddy seconded the motion and it passed unanimously. A signed copy of this ordinance is hereby incorporate by reference and made a part of these minutes.

CodeRED Emergency Notification System

Town Manager Katrina Tatum stated that most people were surprised and unprepared for the recent hurricane disaster. Commissioner Kemp and Ms. Tatum have discussed the need for an emergency outreach method. Robeson County uses the CodeRED Emergency Notification System and as a part of the County, the Town has access. It is an ultra-high-speed telephone communication service for emergency notifications and the distribution of information considered to be important. This system allows the County to telephone all or targeted areas of Robeson County in case of an emergency that requires immediate action, such as an evacuation, contaminated water, hazardous chemical spill, severe thunderstorm, flash flood, tornado warning, etc. If a citizen's phone number is not a public number or they rely on cell phones, they must register to get these notices. To help Fairmont citizens register for this vital service, Commissioner Kemp and Ms. Tatum would be glad to schedule a Saturday to register anyone who does not have access to the internet or who just needs help to register. Ms. Tatum stated that citizens can also register at the County's Water Department in Lumberton by writing down your name, address and telephone number and placing it in the CodeRed box.

FEMA Consultative Services

Ms. Tatum and the town staff have discussed the need to obtain consultative services to assist us in documenting and submitting all required paperwork to get the maximum amount possible from the federal and state governments for disaster assistance. This process took two devoted staff members to complete when we went through this before and we no longer have staff that can devote their time to filing for assistance. The federal and state procedure is cumbersome and complicated and a consultant with this type of expertise would be able to get our claims through much faster than we could. According to FEMA, since this is not an emergency item, we must go out for bids.

Ms. Tatum is not sure if the town needs a consultant but she is requesting permission to advertise for Consultation Services just in case. According to FEMA the cap on such services is \$143,000 and that amount would be an eligible expense given that the costs are reasonable. Commissioner Evans made a motion to advertise for FEMA consultation services. Commissioner Gaddy seconded the motion and it passed unanimously.

Recreation

Commissioner Kemp suggested that town and county recreation officials meet with Ms. Tatum to discuss ways to increase recreational programs in Fairmont without costing the town additional funds. Commissioner McCallum agreed that it would be a good thing to work with the county recreation department.

Commissioner Input

Commissioner Evans is excited to see dilapidated, eyesore houses being torn down.

Commissioner McCallum reminded everyone of the job fair being held on November 16 at 10:00 a.m. in the Heritage Center.

Commissioner Gaddy thanked Public Works Director Ronnie Seals and his staff for the excellent job they have done with the storm clean up.

Commissioner McLean-Kessler also thanked Mr. Seals and the public works department for keeping the town's water on following the storm.

Commissioner Kemp commended public works, police, fire and rescue for all their efforts during and after Hurricane Matthew.

Commissioner McCree also thanked Mr. Seals and his department for all their hard work. He also thanked Police Chief Jon Edwards for helping before he was even on the payroll.

Mayor Input

Mayor Townsend stated that the life and wellbeing of our citizens is important every day and that we should not wait until tragedy to come together.

Manager's Input

Town Manager Katrina Tatum presented the following report to the board:

PROJECTS

1. Market Street Lighting Request –Due to the storm, no progress has been made in correcting the lighting issues on Market Street. I have contacted Mr. Bland at Duke Progress to see if they have been able to get back on track.

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2. Annexation Project – On September 30, 2016, I sent the complete annexation package to Representative Pierce requesting that a bill be presented on behalf of the town. Hopefully, we will have better luck this time, since the long session will give us more time to push the paperwork through and answer any questions that may arise.
3. Code Enforcement - Owners have been slowly contacting the town with interest in tearing down dilapidated houses. Although the demolition work was interrupted by the storm, Mayor Pro Tem McCallum will give a full report during the Board meeting.
4. Sewer System Rehab Project – Phase III – CDBG No. 14-I-2657

Easements

The project required three easements on Liberia Street. I negotiated with the owner, secured the easement agreements and recorded them on November 2, 2016. The total cost to acquire the easements was \$200.00.

Sewer Improvements

Design review comments received from NC DEQ in early October have been addressed. Plans and specifications including all required revisions have been submitted for final review and approval. In addition, all necessary permit approvals have been received. As such, we anticipate being able to advertise the project for bids as soon as we receive final approval from NC DEQ.

5. Sewer System – As previously mentioned, we received an assessment notice from NC DEQ on 8/10/2016 in the amount of \$1,659.26 for exceeding the maximum allowable flow. We responded requesting remission of the assessment on 8/30/2016. As a result, the fine in the amount of \$1,500 was reduced by half. Our assessment plus enforcement cost was approximately \$900.00.
6. Fairmont Pedestrian Planning Grant – As you might have expected, the second Steering Committee meeting and public meeting scheduled for October 12th was postponed. We have tentative rescheduled both meetings for December 14, 2016. The Steering Committee will meet between 3-4:30 pm and the public meeting will be from 5:00-7:00 pm. Steering Committee notes from August 30, 2016 are attached.
7. North Carolina Department of Labor – OSHA Consultation Project – OSHA Safety inspections have been completed for the following buildings: Town Hall, Fire Department, Library, Heritage Center, Public Works Shop, Ice House, Water Pump House and the old FCX Building (Arts Products Building). Health Inspections have been completed on the Library, Heritage Building, Public Works Shop, Ice House, Water Pump House and the old FCX Building (Arts Products Building). We have just received the Safety write-ups for the Public Works Shop, Ice House, Water Pump House and the old FCX Building (Arts Products Building). The Health write-ups for those buildings have been received and both Health and Safety responses have been sent to NC DOL. Most of the work required was completed, but the storm caused delays and receipt of some of the labeling and staff work was slightly set back by the storm activity. Only a few items remain and Mr. Lupo expects to complete the electrical portion on November 10, 2016. We have been granted an extension until November 19, 2016 to complete those items.
8. Bridge Report – Because of the storm, the outcome for the bridges will be delayed. FEMA will inspect all infrastructure damage when our town is inspected.

9. Expenditure Review and Tax Collection – Installation of the new 911 phone has been delayed by the storm activity. We are still reviewing ways to save money. Our new Police Chief Jon Edwards has put some measures in place that will help save money as well on vehicles and equipment.
10. Munsingwear Building – It appears that someone, I still haven't received the particulars, has purchased the Munsingwear building. The only information I have is that the group operates here in the United States. As soon as I get more information, I will share it with you.
11. FEMA Update – On Monday, October 17th at 2:00 p.m. towns met with Jesse Munoz and his staff to get an overview of what had transpired to date. At the time only Categories A and B had been approved for assistance. Category A is Emergency Debris Removal and Category B is Emergency Protective Measures such as Fire, Police, Public Works and Administrative Staff.

I have attached a summary effective day 11 from FEMA. Please read the report and let me know if you have any questions.

Applicant Briefing – On November 1, 2016 Jenny and I attended the FEMA Applicant Briefing. At that time we were given more specifics on what would be expected by FEMA in order to receive assistance for our damages and costs. We were required to submit a preliminary document listing the Town's DUNS number and showing the Town's agents. Jenny and I were listed on the preliminary document.

NC WaterWarn – We experienced a sewer issue at the old sewer plant and we had to activate NC WaterWarn assistance. It is a mutual aid organization set up to send aid from various cities or counties to other cities or counties in cases of emergency. The Cities of Raleigh and Wilson came to our aid. They had to create a temporary fix for breaches of the 6" and 12" force mains that pump sewer from the Town of Fairmont to the Regional Waste Water Treatment Plant. We just received the invoice in the amount of \$32,447.978 for the work that was done. It will not be due until the money is received by FEMA.

FEMA Preliminary Estimate of Costs – On Friday, November 4, 2016 there was a telephone conference with FEMA in which we were required to give as many costs as we had to give FEMA an idea of some of the damages sustained by the town. The estimate was \$843,000.00 and no staff costs had been calculated at that point. Also, some other costs involving Fire, equipment and infrastructure were not included. According to Public Works, we are probably looking at close to \$1,500,000 before all costs are submitted to FEMA.

RFP for Consultative Services – I am in the process of drafting an RFP for consultative service to assist the town in documenting and submitting all required paperwork to get the maximum amount possible from the federal and state governments for disaster assistance. We went through this once before and it took almost three years to get the last check. The federal and state procedure is cumbersome and complicated and a consultant with this type of expertise would be able to get our claims through much faster than we could. According to FEMA, since this is not an emergency item, we must go out for bids.

LEGAL ASSISTANCE FOR CITIZENS: Legal Aid of North Carolina at Pembroke is trying to set up work sites throughout the county to help citizens process their claims and work through the federal system. I have indicated that town hall can be used as a work site. Each site will be manned with Attorneys from the area who have agreed to assist disaster victims.

Expenditures to Date:

Ms. Vause ran numbers to isolate Matthew expenditures to date:

General Fund:	\$89,686.69
Water/Sewer Fund:	<u>\$36,277.04</u>
Total	\$126,963.73

So far, the fund balance looks alright, but we do need to move swiftly to cover our expenses through federal and state disaster relief.

Ms. Tatum informed the board that she is writing thank you notes to groups/agencies/churches that helped out following the storm including the Gaston County Sheriff's department who helped maintain peace, the Matthew's Police Department who donated candy for Halloween and many churches who passed out supplies and fed citizens.

Announcements

Thursday, November 17, Robeson County Municipal Association meeting hosted by the Town of Fairmont, Heritage Center, 7:00 p.m.

Saturday, November 19, Lumberton Christmas Parade, 9:30 a.m.

Tuesday, November 22 – Rotary Club dinner and auction, Heritage Center, 6:00 p.m.

Wednesday, November 23 – Friday, November 25 – Town offices and schools closed in observance of Thanksgiving.

Saturday, November 26 – HANDS Junior Civitan Club “Breakfast with Santa”, Cukabury Farms, 8:00 a.m. to 10:00 a.m., \$5.00 per person.

Friday, December 2 – Chamber of Commerce Golf Tournament, Fairmont Golf Course, 12:00 noon.

Friday, December 2 – Holiday on Main, Tree lighting at 6:00 p.m. in the Fairmont Community Park, Twilight Christmas Parade, 6:30 p.m. and Entertainment in the Heritage Center at 7:30 p.m.

The Fairmont Chamber of Commerce meets on the first Monday of the month at 5:00 p.m. at the Fairmont Golf Course.

The Fairmont Downtown Business Association meets on the second Monday of the month at 11:00 a.m. in the Fairmont - South Robeson Heritage Center.

The Fairmont Economic Development Committee meets on the second Tuesday of the month at 12:00 noon in the Town Hall Council Chambers.

Adjournment

There being no further business, the meeting was adjourned at 6:28 p.m.

Jennifer H. Larson, NCCMC
Town Clerk

Regular Meeting – December 20, 2016

The Fairmont Board of Commissioners held their regular meeting on Tuesday, December 20, 2016 at 6:00 p.m. in the Town Hall Council Chambers with Mayor Charles Townsend presiding. Commissioners present were Monte McCallum, J.J. McCree, Terry Evans, Cassandra Gaddy, Charles Kemp and Felecia McLean-Kesler. Staff present included Town Manager Katrina Tatum, Town Clerk Jenny Larson, Finance Director Linda Vause, Public Works Director Ronnie Seals, Police Chief Jon Edwards, Officer Eric Chambers and Town Attorney Robert Price. Others in attendance included Terri Smith and several citizens.

Call to Order and Invocation

Mayor Townsend called the meeting to order and gave the invocation.

Approval of Agenda

Commissioner Evans made a motion to approve the agenda. Commissioner McLean-Kesler seconded the motion and it passed unanimously.

Public Comment Period/Citizens Appearance

There was no public comment this month.

Consent Agenda

Upon motion by Commissioner Gaddy and seconded by Commissioner Evans, it was unanimously voted to adopt the following consent agenda items:

- a. Approval of Minutes – Regular Meeting, November 15, 2016.

Unfinished Business

Nuisance Abatement/Code Enforcement update

Commissioner McCallum stated that four houses were demolished for the \$8,500 allocated in the budget. They were located at 403 Cottage Street, 706 McKoy Street and 117 and 119 Liberia Street.

Commissioner McCree asked for a FEMA update on buying out the houses flooded during Hurricane Matthew. Ms. Tatum does not have a clear answer to that question. She did say there was a possibility that citizens who take FEMA money to repair their homes may not be eligible for a buyout at a later date.

New Business

Discussion of CERT (Community Emergency Response Team)

Mr. Chris Surles, who was unable to attend the meeting, has asked the board to discuss the possibility of the Town of Fairmont developing a CERT.

Ms. Tatum explained that CERT educates individuals about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using training learned in the classroom and during exercises, CERT volunteers can assist others in their community following a disaster when professional responders are not immediately available to help. CERT volunteers are also encouraged to support emergency response agencies by taking an active role in emergency preparedness projects. Ms. Tatum stated that sometimes there is money to develop a CERT so she and the LRCOG are currently researching the possibility of getting a grant similar to the one the LRCOG had in the late 2000's. That team was sent to the 911 tragedy in New York.

Automated External Defibrillator (AEDs)

The Fairmont Chamber of Commerce is proposing to partner with the Town of Fairmont to purchase an AED to be used for our citizens in case of an emergency. The company that the machine is purchased from will often train a group of individuals about its use and operation. At one time AEDs were exclusively used in hospitals, but not anymore. They are being used on federal, state, and local government buildings, schools, airplanes, airports, private homes, health clubs, shopping centers, etc. All fifty states have now passed a mandate that all public gathering places be equipped with AEDs. The intent of these laws and regulations are so sudden cardiac death or neurological damage will not be the result in a heart attack. Many people are concerned about the liability of having and using an AED. Fortunately, North Carolina has passed some laws that protect a volunteer who uses the AED in an attempt to save a life. There are differences in AED price, water resistance, CPR help, overall operation, features, display options, size, warranty, the way it is upgraded, ownership costs and included accessories. Ms. Tatum has looked at some of the brands and the costs seem to range between \$1,245 and \$2,945. The town's budget and that of the Chamber will probably dictate which unit is purchased. AEDs pads must be replaced every 2-5 years and the AED units must also be replaced every 2-7 years depending on the model purchased. Considering the recent weather event, a water resistant unit might be desired. Right now, the only concern Ms. Tatum has is obligating to purchase a unit on the heels of Hurricane Matthew when, even at the state level, there is much uncertainty as to the level of reimbursement funding that will be awarded each jurisdiction. She is not opposed to partnering with the Chamber but advised the board to be mindful of any and all expenditures they might consider in the upcoming months.

Employee Salary Adjustment

Commissioner Charles Kemp has asked the board to consider a 2% raise for staff to be effective January 1, 2017, if approved. Ms. Tatum would never begrudge staff from any benefit, small or large, without having a good reason. Unfortunately, she can't just look at what is good for the staff in isolation of what is good for the town. Such an increase will cost approximately \$8,158 which doesn't include increases for part-time staff. Although mid-year salary increases are not rare, this particular year carries its own challenges, the most critical of which is the uncertainty of both fund balances due to the heavy Hurricane costs; which were estimated at \$839,000 one month ago. Since then, other losses and issues have increased. Every week Ms. Tatum is getting more estimates for permanent work that needs to be done. Keep in mind the town experienced very expensive temporary repairs that now require a permanent fix in order to remain in compliance with federal and state regulations. While the fund balance looked very well prior to the storm, the town has yet to receive any money from FEMA and unfortunately we don't know when money will start being paid. The town is required to submit requests for reimbursement by projects which must be complete when submitted. Some information, like insurance data, has yet to be received, which will hold up any request for payment of project #1, the emergency phase. Ms. Tatum stated that when we worked on FEMA reimbursements with Hurricane Floyd, it took about six months to turn in all costs for reimbursements and three full years prior to receiving the last payment from FEMA and the state and the Floyd project was very simple compared to the damage from Matthew. Ms. Tatum has already instructed staff to be very careful with spending. She would love for the staff to be given a raise of any kind, but right now isn't the time. Ms. Tatum respectfully asked the board to consider a higher raise in the upcoming budget exercise as long as we have begun the reimbursement phase of the Hurricane Matthew recovery process. Right now, the General Fund looks pretty good, but keep in mind that both the Water/Sewer and General Funds have to be fluid in order to give an across the board increase. The Water/Sewer Fund is losing money fast because of the Hurricane and our expenses have been massive. The loss of revenue to date from Fair Bluff alone is \$73,500. It is certainly up to the board to make this decision, but after reviewing the numbers, we don't have the funds right now.

Commissioner Kemp was very understanding of the situation though disappointed that circumstances make it impossible to grant a salary increase at this time. He hopes that FEMA is quick to reimburse the town for its hurricane expenditures and would like to consider giving a higher raise in the upcoming budget if finances allow.

Commissioner Input

Commissioner Evans likes seeing citizens coming to the meetings.

Commissioner McCallum thanked everyone for coming and wished everyone Happy Holidays. He stated that a new business is coming to the old Munsingwear building that could bring a 100 jobs to town.

Commissioner McLean-Kessler wished everyone a blessed and safe Merry Christmas and Happy New Year.

Commissioner Kemp thanked Chief Edwards for the recent arrest in the Lumbee Bank robbery. He also recognized the town's newest police officer, Eric Chambers.

Commissioner McCree wished everyone Happy Holidays.

Manager's Input

Town Manager Katrina Tatum presented the following report to the board:

1. Market Street Lighting Request –Due to the storm, no progress has been made in correcting the lighting issues on Market Street. I have contacted Mr. Bland at Duke Progress to see if they have been able to get back on track.
2. Annexation Project – No change since last month's report. I don't expect a change until January.
3. Code Enforcement - Four homes have been torn down and cleared to date; 706 McKoy Street, 117 Liberia Street, 119 Liberia Street and 403 Cottage Street.
4. Sewer System Rehab Project – Phase III – CDBG No. 14-I-2657. Sewer Improvements-Design review comments received from NCDEQ in early October have been addressed. Plans and specifications including all required revisions have been submitted for final review and approval. In addition, all necessary permit approvals have been received. As such, we anticipate being able to advertise the project for bids as soon as we receive final approval from NCDEQ.
5. Sewer System – As previously mentioned, we received an assessment notice from NC DEQ on 8/10/2016 in the amount of \$1,659.26 for exceeding the maximum allowable flow. Responding, requesting remission of the assessment on August 30, 2016. As a result, the fine in the amount of \$1,500 was reduced by half. Our assessment plus enforcement cost was approximately \$900.00.
6. Fairmont Pedestrian Planning Grant – We have rescheduled both meetings for December 14, 2016 at the Heritage Center building. The Steering Committee will meet between 3-4:30 pm and the public meeting will be from 5:00-7:00 pm. The January meetings will be held at the Heritage Center building on January 11, 2016 at the same times.
7. North Carolina Department of Labor – All work has been accomplished for the Town Hall, Public Works: FCX and Garage, Library, Fire Station, and Heritage Center buildings. The last building scheduled for inspection will be the Regional Wastewater Plant in Orrum.
8. Bridge Report – Bridge reports have been sent to FEMA.
9. Expenditure Review and Tax Collection – Installation of the new 911 phone has been delayed by the storm activity. We are still reviewing ways to save money.
10. Munsingwear Building – The new owner of the Munsingwear building has contacted Commissioner McCallum and is taking steps to refurbish the building. There will be jobs offered through this company. However, all particulars will be reserved until the company is ready to make an announcement.

11. FEMA Update – Linda, Jenny and I met with FEMA to hold the Town’s Kick-Off meeting where we discussed eligibility, initial costs, state involvement and the Section 404 and 406 programs. There will be an opportunity to take some measures under mitigation to safeguard the town in case of future events. During that meeting, we were assigned Mr. Alsie Poole, who will function as the Town’s Project Specialist to help us with our paperwork. We have already sent all data requested in the meeting; insurance policies, solid waste contract, waste water contracts, and the personnel policies for exempt employees and the town manager for emergency pay. I have sent data on the two vehicles that were damaged; Dodge Charger (total loss) and the Tahoe (water damage only) and the repair data for the 6” and 12” force sewer mains; including the contracted services and NC WaterWarn invoices. Linda has copied all invoices paid to date and I am in the process of sorting all the bills by project to file the FEMA claims. Hopefully the work being performed now will generate funds to refurbish our fund balances.

LRCOG - Hurricane Matthew Disaster Recovery Workers – The Lumber River Council of Governments has received funding to provide workers to assist local governments with recovery. To that end, we have received a clerical worker, Ms. Demetris Wright, who is currently assisting me with processing FEMA claims. The other worker that has already been interviewed by me is Mr. Edwin Fields, who will be working with Public Works to free them up for FEMA duties. We have requested four workers altogether. The LRCOG will be interviewing during the next two weeks to fill the other two positions.

Ms. Tatum announced that she would be having knee surgery in the morning and would be out of the office for a few weeks to recover.

Announcements

Thursday, December 22, 2016 to January 2, 2017 - Schools closed for Christmas break.

Friday, December 23 - Town offices closed at noon.

Monday, December 26 to Friday, December 30 - Town offices closed in observance of Christmas.

Monday, January 2, 2017 - Town office closed in observance of New Year's Day.

Tuesday, January 3 - Fairmont High School Basketball vs. Red Springs, 6:00 p.m.

Friday, January 6 - Fairmont High School Basketball vs. East Columbus, 6:00 p.m.

Tuesday, January 10 - NC DMV Driver’s License Unit, 9:00 a.m. to 4:00 p.m. Town Hall Courtroom.

Wednesday, January 11 - Bike-Ped Public Workshop, 5:00 p.m. to 7:00 p.m., Heritage Center.

Monday, January 16 - Town offices and schools closed in observance of Dr. Martin Luther King, Jr. Day.

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Tuesday, January 17 - Regular Town Board meeting, 6:00 p.m., Town Hall Council Chambers.

Friday, January 20 - Fairmont High School Basketball vs. South Robeson, 6:00 p.m.

Friday, January 27 - Fairmont High School Basketball vs. West Columbus, 6:00 p.m.

Adjournment

There being no further business, the meeting was adjourned at 6:30 p.m.

Jennifer H. Larson, NCCMC
Town Clerk

Regular Meeting – January 17, 2017

The Fairmont Board of Commissioners held their regular meeting on Tuesday, January 17, 2017 at 6:00 p.m. in the Town Hall Council Chambers with Mayor Charles Townsend presiding. Commissioners present were Monte McCallum, J.J. McCree, Terry Evans, Cassandra Gaddy, Charles Kemp and Felecia McLean-Kesler. Staff present included, Town Clerk Jenny Larson, Finance Director Linda Vause, Public Works Director Ronnie Seals, Police Chief Jon Edwards, Fire Chief Garrett Robinson, Officer David Thompson and Town Attorney Robert Price. Town Manager Katrina Tatum participated by telephone. Others in attendance included John Masters, Terri Smith and several citizens.

Call to Order and Invocation

Mayor Townsend called the meeting to order and gave the invocation.

Approval of Agenda

Town Manager Katrina Tatum asked to add Closed Session for the purpose of discussing Industry/Business as allowed under G.S. 143-318.11(4). Commissioner Evans made a motion to approve the amended agenda. Commissioner McCree seconded the motion and it passed unanimously.

Public Comment Period/Citizens Appearance

There was no public comment this month.

Consent Agenda

Upon motion by Commissioner Evans and seconded by Commissioner McLean-Kesler, it was unanimously voted to adopt the following consent agenda items:

- a. Approval of Minutes – Regular Meeting, December 20, 2016.

Unfinished Business

There was no old business this month.

New Business

2016 Audit presented by Mr. John Masters, S. Preston Douglas and Associates.

Mr. John Masters, of S. Preston Douglas and Associates, presented Fairmont's 2015-2016 audit report. Mr. Masters commended the town's finance department for a job well done. There were no findings or violations in this year's audit. The town's unassigned fund balance is 19.25 %, a big increase over last year's 12.63%. The state prefers 8% or higher. The town's tax collection rate is 92%. Mr. Masters stated the state revenues are up, the town's garbage, water and sewer revenue are static and payroll costs are up slightly. The town's structured debt has also decreased tremendously. Finance Director Linda Vause pointed out that the water fund is struggling with static revenue and rising repair costs. Commissioner McLean-Kesler made a motion to approve the 2015-2016 audit report. Commissioner Evans seconded the motion and it passed unanimously.

Employment Opportunity – Commissioner Charles Kemp.

Commissioner Charles Kemp would like to set up an individual employer job fair for Alamac Knits on Wednesday, February 1, 2017 in the Town Hall courtroom from 10:00 a.m. to 12:00 noon. He stated that 50-75 job seekers have attended individual employer job fairs in the past. Commissioner Kemp made a motion to set a job fair for Alamac Knits on Wednesday, February 1, 2017 in the Town Hall courtroom from 10:00 a.m. to 12:00 noon. Commissioner Evans seconded the motion and it passed unanimously.

Fire Truck request – Fire Chief Garrett Robinson.

Fire Chief Garrett Robinson came before the board to discuss the possibility of purchasing a new or used fire truck for the fire department. The town's 1990 Ford pumper truck was damaged during a recent fire and we have been using a loaner truck. The town's Volvo fire truck is basically inoperable due to the fact that only two people can operate it and hasn't responded to a call in over a year. Chief Robinson is working on getting a truck donated to replace the Volvo truck. It would cost \$40,000 to repair the Ford fire truck and it is only worth \$15,000. Chief Robinson is researching options but is hoping to get a USDA grant/loan. He hopes to have more information by next month's board meeting.

Declare two police cars surplus and authorize the sale by online auction – Police Chief Jon Edwards.

Police Chief Jon Edwards requested the board to declare two old police vehicles as surplus and to allow him to sell the vehicles via the online auction website, GovWorldAuctions.com. The vehicles would cost \$6,000 to \$9,000 to repair. The required resolution reads as follows:

RESOLUTION 17-01
AUTHORIZING THE DISPOSITION OF CERTAIN PERSONAL PROPERTY
BY THE ONLINE AUCTION METHOD

WHEREAS, the Board of Commissioners of the Town of Fairmont, North Carolina desires to dispose of certain surplus properties of the Town of Fairmont;

NOW, THEREFORE, BE IT RESOLVED by the Fairmont Board of Commissioners that:

- (1) The following described properties are hereby declared to be surplus to the needs of the Town of Fairmont:

2003 Ford Crown Victoria	Estimated value \$242.00
2004 Ford Explorer	Estimated value \$906.00
- (2) The Town Manager is authorized to receive on behalf of the Fairmont Board of Commissioners bids via GovWorldAuctions.com for the purchase of the described properties.
- (3) GovWorldAuctions.com will begin the sale of the described properties on or about January 18, 2017, and will continue the sale until the described properties are sold. The terms of sale shall be as is with payment by cashier's check, money order, credit card, or wire transfer.

- (4) The highest bid, if it complies with the terms of sale, may be accepted by the Town Manager and the sale consummated.
- (5) The City Clerk will cause a notice of the online public auction to be published electronically only in accordance with G. S. 160A-270(c).

Commissioner Evans made a motion to adopt resolution 17-01, authorizing the disposition of certain personal property by the online auction method. Commissioner McCallum seconded the motion and it passed unanimously. A signed copy of this resolution is hereby incorporated by reference and made a part of these minutes.

Chief Edwards took the opportunity to introduce Fairmont's newest officer, David Thompson, to the board. Officer Thompson is from Fairmont and has experience working with the county sheriff's department.

Commissioner Input

Commissioner Evans is disgusted with FEMA and the slow hurricane recovery process.

Commissioner McCallum appreciated the fund balance improvement on the audit report and thanked the staff for getting us to where we are now.

Commissioner Gaddy wished everyone a happy new year and hopes to see the town continue to grow.

Commissioner McLean-Kessler also wished everyone a happy new year and was glad to see the town has a good surplus.

Commissioner Kemp thanked Fire Chief Garrett Robinson, the town fire department and the local volunteer fire departments for a great job in responding to three back to back fires in one weekend.

Commissioner McCree thanked the town employees for all their hard work in improving the town's fund balance.

Manager's Input

Town Manager Katrina Tatum did not have a report this month but thanked the staff for their hard work. She is still recovering from knee surgery and will be back in the office part time next week.

Executive/Closed Session – Industry/Business G.S. 143-318.11(a)(4)

Commissioner Evans made a motion to go into closed session at 6:41 p.m. to prevent the disclosure of information that is deemed privileged or confidential as determined under General Statute 143-318.10(e) and to discuss industry/business as permitted under General Statute 143-318.11(a)(4). Commissioner McCallum seconded the motion and it passed unanimously.

Page 4 – Regular Meeting, January 17, 2017

Mayor Townsend, Commissioners McCree, McCallum, McLean-Kesler, Kemp, Gaddy and Evans along with Rob Price, Katrina Tatum (by phone), and Jenny Larson were in attendance during closed session.

Commissioner Evans made a motion to come out of closed session at 6:52 p.m. Commissioner McLean-Kesler seconded the motion and it passed unanimously. Mayor Townsend announced that information was shared and no action was taken.

Announcements

Friday, January 20 - Fairmont High School Basketball vs. South Robeson, 6:00 p.m.

Thursday, January 26 – RCMA meeting hosted by the City of Lumberton, 7:00 p.m., Pier 41 Seafood restaurant.

Friday, January 27 - Fairmont High School Basketball vs. West Columbus, 6:00 p.m.

Monday, January 30 - Schools closed, teacher workday.

Friday, February 10 - Fairmont High Basketball vs. St. Pauls, 7:30 p.m.

Tuesday, February 14 - NCDMV Driver's License office, 9:00 a.m. to 4:00 p.m., Town Hall Courtroom.

Friday, February 17 - Schools closed, Teacher workday.

Tuesday, February 21 - Regular Town Board meeting, 6:00 p.m., Town Hall Council Chambers.

Adjournment

There being no further business, the meeting was adjourned at 6:52 p.m.

Jennifer H. Larson, NCCMC
Town Clerk

Regular Meeting – February 21, 2017

The Fairmont Board of Commissioners held their regular meeting on Tuesday, February 21, 2017 at 6:00 p.m. in the Fairmont-South Robeson Heritage Center with Mayor Charles Townsend presiding. Commissioners present were Monte McCallum, J.J. McCree, Terry Evans, Cassandra Gaddy, Charles Kemp and Felecia McLean-Kesler. Staff present included Town Manager Katrina Tatum, Town Clerk Jenny Larson, Finance Director Linda Vause, Public Works Director Ronnie Seals, Police Chief Jon Edwards, Fire Chief Garrett Robinson, and Town Attorney Robert Price. Others in attendance included Fairmont Middle School Junior Beta Club, Janet Robertson, Jamie Burney, Vanessa Abernathy, Winona Gause, Terri Smith and several citizens.

Call to Order and Invocation

Mayor Townsend called the meeting to order and gave the invocation.

Approval of Agenda

Commissioner Evans made a motion to approve the agenda. Commissioner McLean-Kesler seconded the motion and it passed unanimously.

Public Comment Period/Citizens Appearance

Vanessa Abernathy – The Stage events

Ms. Vanessa Abernathy, manager of The Stage, informed the board of upcoming events. On Tuesday, February 28 is “River Voices” celebrating the work of Fairmont native Joseph Mitchell. On Saturday, March 18, there will be a theater presentation of “Joseph and the Amazing Technicolor Dreamcoat.” Ms. Abernathy thanked the town for their continuing support.

Winona Gause – Fairmont Economic Development Committee report

Ms. Winona Gause gave the Fairmont Economic Development Committee report. Elections were held at last week’s meeting and Winona Gause will serve as chairman, Lynettah Hunt as vice chairman and Vanessa Abernathy as secretary. The FEDC reaffirmed their commitment to meeting on the Wednesday evening before the Fairmont town board meeting and the March meeting will be held Wednesday, March 15th at 6:00 p.m. in the Fairmont Council Chambers. In addition, the FEDC hopes the town board will commit to providing representation and participation each month this volunteer board convenes. They recognize it is the board’s discretion whether this representative is the Town Manager, Town Clerk, a Town Commissioner, Mayor Townsend or another Ex-Officio member. Ms. Gause has contacted Liz Parham, with the NC Department of Commerce, about meeting with the FEDC in the future.

Consent Agenda

Upon motion by Commissioner Evans and seconded by Commissioner Gaddy, it was unanimously voted to adopt the following consent agenda items:

- a. Approval of Minutes – Regular Meeting, January 17, 2017.

New Business

Recognition/Presentation – Fairmont Middle School Junior Beta Club.

The Fairmont Middle School Junior Beta Club was recognized for its achievements during the recent North Carolina State Junior Beta Club convention held February 5-7 in Greensboro, NC. Mr. Jamie Burney, the club's sponsor was named State Sponsor of the NC Junior Beta Club for the next two years. Sixth grader Luis Cortez was named NC Junior Beta Club Vice President for 2017-18. The club's campaign skit "Power up with Luis" won first place. Eighth grader Sarah Blanton made the top eight in the talent competition and her sister Katelyn Blanton won second place for her wreath in the Division I art category. The club gave a power point presentation and asked for donations as they try to raise money to attend the National Junior Beta Club convention in Orlando, Florida in June.

Appoint Commissioner Felecia McLean-Kesler as LRCOG board alternate.

Commissioner Kemp made a motion to appoint Commissioner Felecia McLean-Kesler as Fairmont's LRCOG board alternate, fulfilling her mother's term. Commissioner McCallum seconded the motion and it passed unanimously.

LRCOG presentation – Ms. Janet Robertson.

Ms. Janet Robertson, of the Lumber River Council of Governments, presented a brief update of the services they provide to municipalities. Their main areas of service are technical assistance, area agency on aging and workforce development. She gave out brochures and flyers on the Older Adults Nutrition Program, Lumber River Meals on Wheels, Area Agency on Aging and Community and Economic Services. Ms. Robertson informed the board of the 5K race and one mile fun walk on Saturday, March 18, 2017 at 8:00 a.m. at UNCP track. Proceeds will benefit the 24th Annual Lumber River Regional Senior Games. The Senior Games will be held April 24 to May 9, 2017 and the registration deadline is March 31. The LRCOG has a Hurricane Matthew grant for dislocated workers who are unemployed as a result of the storm. The LRCOG also has an application for housing assistance for home owners who received at least \$5,000 worth of damage from the storm.

Approve donation of benches for Fairmont Community Park.

The South Robeson Medical Development Corporation has agreed to donate four 6' in ground mounted green metal backless benches to be placed in the Fairmont Community Park. The board needs to approve the donation of the benches before they are ordered. Public Works will need to install the benches and placement is yet to be determined. The purpose of the benches is to allow walkers a chance to stop and catch their breath while exercising in the park. Commissioner Kemp made a motion to approve the donation of four benches to the Fairmont Community Park. Commissioner McCallum seconded the motion and it passed unanimously.

Employment Opportunity – Commissioner Kemp.

Commissioner Charles Kemp would like to set up an individual employer job fair for Perdue Farms Incorporated, of Dillon, SC, on Wednesday, March 1 in the Town Hall courtroom from 10:00 a.m. to 12:00 noon. Commissioner Evans would like to see statistics on how many people who attend job fairs are actually hired. Commissioner Kemp made a motion to set a job fair for Perdue Farms Incorporated on Wednesday, March 1 in the Town Hall courtroom from 10:00 a.m. to 12:00 noon. Commissioner McCallum seconded the motion and it passed unanimously.

Discussion of changing Town Hall hours – Commissioner McCallum

Commissioner McCallum has asked that the board consider a change in the Town operating hours. The new schedule would be Monday – Thursday from 8:00 a.m. to 5:30 p.m. with a half hour lunch and Friday from 8:00 a.m. to 12:00 noon. Commissioner Kemp was concerned how the change would impact citizens. Since the agenda packets went out late this month, he did not have a chance to gather citizen input. Town Manager Katrina Tatum said citizens would be given a three to four month notice of any change in operating hours and that the new schedule would be posted on the water bills and town newsletter.

Commissioner Evans made a motion to approve changing Town Hall hours to be Monday – Thursday from 8:00 a.m. to 5:30 p.m. with a half hour lunch and Friday from 8:00 a.m. to 12:00 noon effective in 3 to 4 months. Commissioner McLean-Kesler seconded the motion and it passed with a 4 to 2 vote as follows:

For: Commissioners Evans, Gaddy, McCallum and McLean-Kesler
Against: Commissioners Kemp and McCree

Request to set price and use requirements for Town of Fairmont firing range.

Police Chief Jon Edwards requested the board set requirements for use of the firing range as follows:

- * If a request is made to use the range, a certificate of liability insurance held by the requestor, shall be placed on file and maintained by the Police Department.
- * If a request is made to use the range and the purpose is to train private individuals for profit by the requestor, a fee of no more than \$5.00 shall be charged for each student to offset maintenance costs.
- * All scheduling of classes or use of the range by outside parties shall be done by Robeson County Sheriff Department Sgt. Larry Russ. As part of a longstanding partnership, Sgt. Russ maintains the firing range and takes care of the schedule for when the range is open for use in exchange for its use in teaching the 4-H members gun safety as part of their curriculum.

Commissioner McCallum made a motion to approve the price and use requirement for the Town of Fairmont firing range. Commissioner Evans seconded the motion and it passed unanimously.

Introduction of new Police Officers

Police Chief Jon Edwards introduced Officer Lisa Freeman and Captain Lee Davis to the board. Both are knowledgeable officers who bring years of experience to the force.

Selection of Contractor for Phase II Sewer Project.

Town Manager Katrina Tatum reminded the board that the town was awarded a grant for rehabilitation of a portion of the town's sewer system. This is the second phase of construction on the system and hopefully once completed, the town will be awarded a third grant for Phase 3. The town received four bids by February 7, 2017 and held the bid opening at 2:00 pm. The bids ranged from a low bid of \$1,097,350.25 to a high of \$1,799,387. The low bid was submitted by Frank Horne Construction, Inc. of Fair Bluff. The town has \$1,286,700 available for construction and an additional \$128,700 available to cover any construction contingencies. Our consultant, LKC Engineering, PLLC, is recommending the town accept the bid rendered by Frank Horne Construction, Inc. and staff is in agreement with this choice.

Commissioner Kemp made a motion to award the CDBG Phase II Sewer Project construction contract to Frank Horne Construction, Inc. in the amount of \$1,097,350.25. Commissioner Evans seconded the motion and it passed unanimously.

Selection of Archaeologist – Fairmont Cemetery.

As a result of Hurricane Matthew, the town has been experiencing issues at the Fairmont Cemetery on Highway 130. Bids have been sent to FEMA for consideration in order to correct severe erosion of the ditch bank adjacent to the cemetery. FEMA has asked the Town to consult with the State Historic Preservation Office (SHPO) Archaeological Division for guidance in a determination of action. Mr. John Mintz, Deputy State Archaeologist – Land, Office of State Archaeology, has been providing assistance to help with this process. Ms. Tatum drafted an RFP for a consultant to perform several services on behalf of the town and received three bids in response: the South Carolina Institute of Archaeology and Anthropology - \$9,011, Terracon - \$19,500, and S&ME - \$33,920. Mr. Mintz has reviewed the bids and has indicated the selection of the lowest bidder, the South Carolina Institute of Archaeology and Anthropology is acceptable. All bidders addressed the requirements adequately.

Commissioner McLean-Kesler made a motion to award the Fairmont Cemetery Archaeologist bid to the South Carolina Institute of Archaeology and Anthropology in the amount of \$9,011. Commissioner Evans seconded the motion and it passed unanimously.

Proposal to amend animal ordinance to allow non domestic animals on large acreage lots.

A citizen has approached the town with a request to have livestock. Our current ordinance prohibits non-domestic animals inside the city limits and within 100 feet of the city limits. This particular citizen has sufficient land to insulate his neighbors from any negative effects of having livestock and there are several lots in and within 100 feet of the city limits that could benefit from an ordinance that allowed domestic animals under the right conditions. Ms. Tatum submitted the following proposed ordinance and asked the board to review it and make recommendations for approval and/or modification at the next meeting on March 21, 2017:

§ 94.15 NON-DOMESTIC ANIMALS.

- (A) This section shall apply to properties located within the corporate limits of the town or in the Extra Territorial Jurisdiction within 100 feet of the corporate limits of the town.
- (B) No person shall possess or harbor any non-domestic animal which is dangerous to persons or property or which has the potential of being dangerous to persons or property. This section shall not apply to bona fide circuses, petting zoos and other traveling commercial animal exhibitions of limited duration.
- (C) It shall be unlawful for any person to maintain, keep, stable or house any livestock, horses, cows, fowl, sheep, goats or other non-domestic animals including poultry within the corporate limits of the town within 175 feet of any dwelling, school, church, restaurant, grocery store, drugstore, or other retail establishment, or within 100 feet of a septic tank or private water supply intended for human consumption. In addition, it shall also be unlawful to keep or maintain such animals by means of tether, fence or other type enclosure within 100 feet of the property line of an adjoining lot unless the adjoining lot is and the lot or area housing the livestock are under the same ownership: The following conditions must also be met when housing non-domestic livestock:
 - (1) Lot Size. The lot, section of land, or parcel shall not be less than 1 acre of undeveloped land. Land area can be met by combining lots as long as the combined unimproved area is at least 1 acre in size.
 - (2) No livestock shall be maintained for commercial sale or processing purposes in any residential zoning district of the town. All livestock shall be maintained for personal use and consumption only.
 - (3) Structures for Livestock. Best management practices shall be applied in using and maintaining structures for livestock, including stables, so as to eliminate or minimize nuisance and adverse impacts to the maximum extent possible. All yards, premises, sheds, structures, coops, and the like, occupied by livestock shall be deemed a nuisance if not cleaned regularly and kept in a sanitary condition at all times.
 - (4) Livestock shall be limited to three regardless of species with the exception of domestic chickens/fowl. Chickens/fowl shall be limited to 10. Any combination of the permitted number of chickens/fowl and the permitted number of other livestock shall require one additional acre of land.

- (D) Hogs or swine are prohibited; exceptions. No hogs or swine are permitted to be in any zone within the corporate limits, except in an industrial district for manufacturing purposes and/or in connection with a fair or other special event conducted on a temporary basis.
- (E) This section shall not be construed to prohibit the maintaining, keeping or housing of any hogs or pigs for immediate slaughter by licensed meat packer or abattoir.

Pending foreclosures.

Ms. Tatum received an email from Attorney Rob Price on 2/16/17 regarding the status of a property listed as 414 Lincoln Street by the county; the actual location is the corner of Liberia and Center Streets with an address of 414 Center Street. According to Attorney Price, in 2005, the board encouraged the foreclosure of this property with taxes due in the amount of \$323.01. At that time a decision had been made to aggressively foreclose on delinquent accounts. Ms. Tatum has no idea what criteria was used to decide which properties were desirable for foreclosure. However, the town is still saddled with properties we are unable to move.

Foreclosing is not an inexpensive venture. Therefore, a thorough analysis should be made before making the decision to foreclose on any property. If the taxes owed are very low, taking a property will be of no benefit to the town. On the contrary, it might end up being a maintenance nightmare and a financial albatross. If foreclosures are not structured and gauged in terms of marketability, they will cost more under the town's ownership than the tax return if it is realized or not. Staff will attempt to research the remainder of properties that were given to the attorney for tax foreclosure and will bring them before the board to make a decision once they are researched.

Since a decision needs to be made about the foreclosure of this particular property, the board is asked to either complete the foreclosure of the property identified as PIN 300604033, listed as 414 Lincoln Street or withdraw it.

Commissioner Gaddy made a motion to withdraw the foreclosure of the property at 414 Center Street, PIN 300604033. Commissioner Evans seconded the motion and it passed unanimously.

Consider bid to purchase two town owned properties.

Mr. Anthony Battle, Sr. made a bid on January 11, 2017 to purchase the Mercer House on 501 Iona Street and the Employee Fitness Center on South Main Street. The total bid is \$2,000 or \$1,000 for each property. Mr. Battle did not include a bid deposit. Staff is recommending that the board not accept this bid due to the low amount offered.

Commissioner Evans made a motion to reject Mr. Anthony Battle, Sr.'s bids for the Mercer House and the Employee Fitness Center. Commissioner McLean-Kesler seconded the motion and it passed unanimously.

Donation of funds to Fairmont Middle School Beta Club, Cheerleaders and Robeson County Recreation Department St. Patrick's Day Social

Mayor Townsend informed the board that the Fairmont Middle School Cheerleaders has requested a donation for their attendance at the CANAM National Cheerleading Competition in Myrtle Beach, SC on March 16-19. He added that the Robeson County Recreation Department is also requesting funds for a St. Patrick's Day Social for Senior Citizens. The Fairmont Middle School Beta Club made a presentation earlier in the meeting asking for funds to attend the National Beta Club Convention in Orlando, Florida. Mayor Townsend asked the board to consider helping these groups. Commissioner Evans made a motion to divide \$1,000 (\$333.33 each) between the cheerleaders, beta club and senior citizens. Commissioner McLean-Kesler seconded the motion and it passed unanimously.

Unfinished Business

Fire Truck update – Fire Chief Garrett Robinson.

Fire Chief Garrett Robinson reported the Pine Terrace Volunteer Fire Department in Lumberton has donated a 1986 GMC EEI Pumper Truck with a Top Mount to the Fairmont Fire Department. In addition, the Town of Clayton is considering donating a 1994 Freight Liner with Exterior Pump Controls. Chief Robinson negotiated the first acquisition at no cost to the Town and is currently working with the second agency. If their board's decision is favorable, the town will not need to purchase a new truck. The town owes a debt of gratitude to Pine Terrace Volunteer Fire Department and we are overwhelmed by their generosity.

Mayor Input

Mayor Townsend encouraged everyone to consider volunteering with the Guardian Ad Litem program, which helps children who have been neglected or abused.

Mayor Townsend announced that the Town of Pembroke will host this month's RCMA meeting on Tuesday, February 28 at 7:00 p.m. at Sheff's Seafood Restaurant.

Commissioner Input

Commissioner Evans encouraged everyone to contact Adrian Lowry at the LRCOG if they need help with applying for Hurricane Matthew housing assistance funds.

Commissioner McCallum appreciated the citizens coming to the meeting.

Commissioner Gaddy also thanked the citizens for coming.

Commissioner McLean-Kesler loved the presentation by the Fairmont Middle School Beta Club and was glad the town chose to support them.

Commissioner Kemp was grateful for the Beta Club presentation and stated how wonderful the kids are. They have helped serve at the Heritage Days dinner the past two years. Commissioner Kemp congratulated Finance Director Linda Vause for her work in increasing the town's fund balance to 24% and Town Manager Katrina Tatum for maintaining the town's financial progress.

Commissioner McCree commended the fire department for giving the Beta Club a welcome home escort when they returned from the state convention in Greensboro.

Manager's Input

Town Manager Katrina Tatum presented the following report to the board:

1. Market Street Lighting Request – Two additional lights have been erected on Market Street.
2. Duke Energy Lighting Upgrades – I have received a report from Duke Energy indicating that we are still on their schedule for the city-wide lighting upgrades approved last year. However, due to the storm and other factors it will be quite a while until our town is scheduled. In the meantime, whenever we request lighting, a lighting upgrade will be installed. Ultimately, that will reduce our obligation by reducing the number of lights that will be upgraded under the program.
3. Annexation Project – The Town's Annexation Bill was filed in the House on 1/25/17. Mayor Townsend, Mayor Pro Tem McCallum and I went to Raleigh on the 15th to speak before the House Standing Committee. Our Annexation Bill was introduced by Representative Garland Pierce. It was approved and will now be sent to the House Finance Committee. We also met with Senator Danny Britt, who agreed to develop a Companion Bill for submission to the Senate. Once the Companion Bill is drafted and submitted to the Senate Standing Committee, if approved, it will be sent to the Senate Finance Committee for approval.
4. Code Enforcement - Four homes have been torn down and cleared to date; 706 McKoy Street, 117 Liberia Street, 119 Liberia Street and 403 Cottage Street.
5. Sewer System Rehab Project – Phase III – CDBG No. 14-I-2657 - Final approval was received from NCDEQ and the town was authorized to proceed with the construction process. The selection of a contractor is on this month's agenda. The Annual and Quarterly reports have been submitted to NCDEQ.
6. Fairmont Pedestrian Planning Grant –The Steering Committee met on January 11, 2017 at the Heritage Building and later that day a public meeting was held. The preliminary Facility Improvement Projects-NC DOT Review Table and the Preliminary Facility Improvement Projects documents have been drafted for review.
7. North Carolina Department of Labor – Staff is completing work for the Safety and Health components for the WWTP and the Health components for the Police and Fire Departments. All Hazard Assessments and the Blood Borne Pathogens Plan are complete.
8. Bridge Report – Due to Hurricane Matthew the bridges on Floyd and Mitchell were washed out. They have since been removed.

9. Expenditure Review and Tax Collection – Our electrical contractor had to switch priorities to the storm related improvements and is now finishing the Safety and Health concerns presented by OSHA.
10. Munsingwear Building – Although we have heard very little from the new owner, we understand that he has boarded and secured the facility in order to begin rehabilitation work.
11. FEMA Update:
 - Claims - Alsie Poole, the Town’s FEMA representative has been replaced. Our new representative is Tanya Pla, who has hit the road running. Everything that was previously sent to Alsie Poole is now being sent to Ms. Pla.
 - Cemetery and Facilities - I met with state and federal officials regarding the erosion of the drainage ditch adjacent to the Fairmont Cemeteries. They outlined a series of requirements we needed to meet. We were required to take temporary measures to safeguard the graves, vaults and caskets. The selection of a contractor to perform the work was placed on this month’s agenda. All data has been sent to the State Historic Preservation Office (SHPO) for the projects identified by the state and SHPO sent the last determination report on 2/16/2017.
12. Fire Truck Update – The Pine Terrace Volunteer Fire Department in Lumberton has donated a 1986 GMC EEI Pumper Truck with a Top Mount to the Fairmont Fire Department. In addition, another agency is considering a donation of a 4 door Freight Liner with Exterior Pump Controls. Our new Fire Chief has negotiated the first acquisition at no cost to the Town and is currently working with the second agency. If their Board’s decision is favorable, our chief would have saved the town a great deal of money and we will not need to purchase a new truck. We owe a debt of gratitude to Pine Terrace Volunteer Fire Department and we are overwhelmed by their generosity. You will receive an update shortly about the status of the Freight Liner Truck.

Announcements

Tuesday, February 28 - River Voices Reading & Discussing Joseph Mitchell, “Joe Gould’s Secret”, 6:00 p.m., The Stage.

Friday, March 3 - Half day of school for students.

Saturday, March 4 - Last day for baseball signups, 10 a.m. to 12:00 noon, Town Hall courtroom.

Friday, March 10 - Fairmont High School Baseball and Softball vs. Whiteville, 7:00 p.m.

Sunday, March 12 - Daylight Savings Time, Move clocks forward one hour.

Tuesday, March 14 - NCDMV Driver’s License office, 9:00 a.m. to 4:00 p.m., Town Hall Courtroom.

Saturday, March 18 - “Joseph and the Amazing Technicolor Dreamcoat”, 6:30 p.m., The Stage.

Tuesday, March 21 - Regular Town Board meeting, 6:00 p.m., Town Hall Council Chambers.

Adjournment

There being no further business, the meeting was adjourned at 7:28 p.m.

Jennifer H. Larson, NCCMC
Town Clerk

Regular Meeting – March 21, 2017

The Fairmont Board of Commissioners held their regular meeting on Tuesday, March 21, 2017 at 6:00 p.m. in the Town Hall Council Chambers with Mayor Charles Townsend presiding. Commissioners present were Monte McCallum, J.J. McCree, Terry Evans, Cassandra Gaddy, Charles Kemp and Felecia McLean-Kesler. Staff present included Town Manager Katrina Tatum, Town Clerk Jenny Larson, Finance Director Linda Vause, Public Works Director Ronnie Seals, Police Chief Jon Edwards, Fire Chief Garrett Robinson, and Town Attorney Robert Price. Others in attendance included Kelly Johnson, Vanessa Abernathy, Leon Jacobs, Brandon Stone, Terri Smith and several citizens.

Call to Order and Invocation

Mayor Townsend called the meeting to order and gave the invocation.

Approval of Agenda

Commissioner Kemp made a motion to approve the agenda. Commissioner Mclean-Kesler seconded the motion and it passed unanimously.

Public Comment Period/Citizens Appearance

There was no public comment this month.

Consent Agenda

Upon motion by Commissioner Gaddy and seconded by Commissioner McCallum, it was unanimously voted to adopt the following consent agenda items:

- a. Approval of Minutes – Regular Meeting, February 21, 2017.

Committee Reports

Fairmont Chamber of Commerce

Mr. Kelly Johnson gave an update on the Fairmont Chamber of Commerce. He announced the Chamber has partnered with the Fairmont Golf Club to purchase a defibrillator and that they will hold free CPR classes in the future. He invited everyone to a Chamber Social to be held this Thursday, March 23 at 6:00 p.m. at the golf course.

Fairmont Economic Development Committee

Ms. Vanessa Abernathy reported that the Fairmont Economic Development Committee is moving forward with getting technical assistance from the state in April.

Unfinished Business

There was no unfinished business this month.

New Business

Resolution 17-02 - Declare Public Works vehicle and equipment surplus.

Town Manager Katrina Tatum informed the board that Public Works has a vehicle and tractor that are no longer needed and presented the following resolution for adoption:

Resolution 17-02
Authorizing the Sale of Certain Personal Property by Sealed Bid Auction

WHEREAS, the Board of Commissioners of the Town of Fairmont desires to dispose of certain surplus property of the Town;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners that:

1. The following described property is hereby declared to be surplus to the needs of the Town:

<u>Year/Make/Model</u>	<u>Condition</u>
1996 Ford F-250 Truck	Poor - no engine, transmission bad, body wrecked on both sides
1990 Ford Tractor 4630	Poor – engine bad, no oil pressure, engine knocks, shuttle clutch locks in forward

2. The Town Manager is authorized to receive on behalf of the Board of Commissioners sealed bids for the purchase of the above-described Public Works vehicle and tractor. Receipt of bids shall be made on or before 12:00 noon on Friday, April 7, 2017 at Town Hall, 421 South Main Street.

3. Terms of the sale shall be “sold as is” with no express or implied warranties; payment by cash or certified check shall be required by 4:00 p.m. on Monday, April 10, 2017; vehicle must be removed from the premises by 12:00 noon on Tuesday, April 11, 2017.

4. The highest bid for each vehicle, if it complies with the terms of sale, may be accepted by the Town Manager and the sale consummated.

5. The Town Clerk shall cause a notice of the sealed bid auction to be published electronically in accordance with G.S. 160A-270(c).

PASSED AND ADOPTED after first and only reading this 21st day of March, 2017.

Commissioner McLean-Kesler made a motion to adopt Resolution 17-02 – Authorizing the Sale of Certain Personal Property by Sealed Bid Auction. Commissioner McCallum seconded the motion and it passed unanimously. A signed copy of this resolution is hereby incorporated by reference and made a part of these minutes.

Resolution 17-03 - Declare fire truck surplus and donate to South Robeson Rescue.

Ms. Tatum explained that she had initially planned to ask the board to surplus the 1990 Ford KME F800 Pumper Truck, VIN #1FDYK84A4LVA43855, because it can no longer be used as intended for the Fire Department. However, the town has received a request from Commander Brandon Stone and Deputy Commander Leon Jacobs of the South Robeson Rescue Unit that the truck be donated to the unit for use as a crash truck. Because it is still drivable, the truck can easily be used for this purpose. Commander Stone explained to the board their main crash truck is still out of service following damage from Hurricane Matthew and they are not sure when it will be repaired. Fire Chief Garrett Robinson stated the fire truck would be a good solution for the rescue squad's need to transport heavy equipment to save lives since it can no longer be used to put out fires. The resolution reads as follows:

Resolution 17-03

Authorizing the Donation of Surplus Property to South Robeson Rescue Unit Pursuant to G.S. 160A-280 Entitled Donations of Personal Property to Other Governmental Units

WHEREAS, the Town of Fairmont has in its possession a 1990 Ford KME F800 Pumper Fire Truck, VIN #1FDYK84A4LVA43855, that is hereby declared to be surplus property; and

WHEREAS, the Town of Fairmont desires to donate such surplus property to the South Robeson Rescue Unit to be used as a crash truck; and

WHEREAS, the Town of Fairmont is authorized to make such a donation pursuant to G.S. 160A-280 entitled "Donations of Personal Property to other Governmental Units"; and

WHEREAS, the Town of Fairmont posted its intention to conduct such donation on March 15, 2017 in Town Hall.

BE IT RESOLVED THAT the Board of Commissioners of Fairmont, North Carolina seeks to donate and provide to South Robeson Rescue Unit a 1990 Ford KME F800 Pumper Fire Truck, VIN #1FDYK84A4LVA43855.

PASSED AND ADOPTED after first and only reading this 21st day of March, 2017.

Commissioner Kemp stated that he could not vote on the resolution because he is a member of the South Robeson Rescue Unit's board of directors but fully supports this donation. Commissioner McCallum made a motion to adopt Resolution 17-03 - Authorizing the Donation of Surplus Property to South Robeson Rescue Unit Pursuant to G.S. 160A-280 Entitled Donations of Personal Property to Other Governmental Units. Commissioner Gaddy seconded the motion and it passed unanimously with Commissioner Kemp abstaining due to conflict of interest. A signed copy of this resolution is hereby incorporated by reference and made a part of these minutes.

Ordinance 17-170 – Street closure for May Day festival and parade.

The NCDOT requires a town to adopt an ordinance whenever it is going to close a state highway for a parade or festival. The ordinance reads as follows:

**ORDINANCE 17-170
AN ORDINANCE DECLARING A ROAD CLOSURE FOR THE
MAY DAY FUN FESTIVAL AND PARADE**

WHEREAS, the Fairmont Board of Commissioners acknowledges a tradition of providing an annual May Day Fun Festival for the pleasure and enjoyment of its citizens and visitors; and,

WHEREAS, the Fairmont Board of Commissioners acknowledges this festival provides an opportunity for day-long, family-oriented activities; and,

WHEREAS, the Fairmont Board of Commissioners acknowledges a parade and festival requires approximately two (2) hours to install signing and traffic control, and also requires approximately two (2) hours for removing signs, traffic control, and litter;

NOW THEREFORE BE IT ORDAINED by the Fairmont Board of Commissioners pursuant to the authority granted by G.S. 20-169 that they do hereby declare a temporary road closure during the date and times set forth below on the following described portion of a State Highway System route:

Date:	Saturday, May 6, 2016
Times:	7:00 a.m. to 5:00 p.m.
Route Description:	The parade route is Main Street (NC 41) from NC 130 Bypass to NC 130 Bypass. The parade lasts from 10:30 a.m. to 12:00 p.m. The main part of the festival is held on Main Street, which will require Main Street (NC 41) to be closed from Cottage Street (NC 130) to Railroad Street.

This ordinance to become effective when signs are erected giving notice of the limits and times of the parade, and implementation of adequate traffic control to guide through vehicles around the parade route.

Commissioner Kemp made a motion to adopt Ordinance 17-170 – declaring a road closure for the Fairmont May Day Festival and parade. Commissioner Gaddy seconded the motion and it passed unanimously. A signed copy of this ordinance is hereby incorporate by reference and made a part of these minutes.

Employment Opportunity – Commissioner Kemp.

Commissioner Charles Kemp stated the town is developing a good reputation in helping citizens find employment through job fairs. He reported that 48 people attended the Alamac job fair with 5 people hired and 21 attended the Perdue job fair with 8 hired for an 18% job hiring rate. Commissioner Kemp made a motion to set up three future job fairs for Harbor Freight on Wednesday, April 5, Two Hawk Staffing on Wednesday, April 26 and Mountaire Farms on Wednesday, May 10 from 10:00 a.m. to 12:00 noon in the Town Hall Courtroom. Commissioner McCallum seconded the motion and it passed unanimously.

Mayor Input

Mayor Townsend thanked the citizens for making Fairmont a great place to live.

Commissioner Input

Commissioner Evans is ready to start the budget process. Ms. Tatum replied the budget parameters have been sent to the board and department heads and the first budget workshop is scheduled for May 18, 2017.

Commissioner McCallum thanked everyone for coming and appreciates the hard work by all the departments. He is working on an anti-bullying campaign with the Harlem Globetrotters tentatively scheduled for Wednesday, March 29 from 10:00 a.m. to 1:00 p.m. at Fairmont High School.

Commissioner McLean-Kesler thanked the police, fire and rescue departments for working together for the benefit of the town.

Commissioner Kemp asked Ms. Tatum about the town's Hurricane Matthew expenditures and when we can expect reimbursement from FEMA. The town has spent \$177,042.37 from the General Fund and \$119,448.61 from the Water Fund on hurricane damage related expenses. Ms. Tatum replied that due to FEMA changing coordinators, the town has had to resubmit paperwork but hopefully the town should get some funds soon.

Manager's Input

Town Manager Katrina Tatum presented the following report to the board:

1. Market Street Lighting Request – Two additional lights have been erected on Market Street. I have gone over to Market at night to see if there is a difference and touched base with the residents; the lighting is much better.
2. Duke Energy Lighting Upgrades – No change since last report.
3. Code Enforcement
 - a. Four homes have been torn down and cleared to date; 706 McKoy Street, 117 Liberia Street, 119 Liberia Street and 403 Cottage Street. Two other buildings are down and waiting to be cleared; 613 Cottage Street and a two story duplex located at 104 Manilla Street.
 - b. Three properties were targeted for cleanup located on Pittman, Morro and Allison Streets. The property on Allison is approximately 80% complete and the Morro and Pittman Street properties are in the process of clean-up.
4. Spring Litter Sweep – The North Carolina Department of Transportation Biannual Cleanup Drive begins on April 15-29, 2017. Help keep NC Clean and Robeson County Clean and Green. If you would like to cleanup your street, you may obtain bags and gloves from the Robeson County Landfill in St. Pauls, NC.

Swat-A-Litterbug: Littering is illegal and a finable offense upon conviction under G.S. 14.399. Let the state know when a person is littering by contacting the Office of Beautification through the online Swat-A-Litterbug process or by calling the NC State Highway Patrol at *HP or NCDOT Customer Service at 1-877-368-4968.

Remember that the County provides for free disposal of items on Saturday, May 6, 2017.

5. Sewer System Rehab Project – Phase III – CDBG No. 14-I-2657

Sewer Improvements

On January 20, 2017 a Pre Bid Meeting was held at Fairmont Town Hall. Various contractors and representatives from the Town, NCDEQ CDBG Section and LKC Engineering were in attendance.

On February 7, 2017 bids were received and opened and read aloud at 2:00 p.m. at Fairmont Town Hall. Bids were submitted by four contractors with base bids ranging from \$1,097,350.25 to \$1,799,387.00. Frank Horne Construction of Fair Bluff submitted the low bid.

At the regularly scheduled board meeting on February 21, 2017, the Fairmont Board of Commissioners unanimously voted to award the construction contract to Frank Horne Construction.

The contractor is currently in the process of obtaining Performance and Payment Bonds and executing the contract documents. Once those documents have been returned to our office we will be coordinating a required Preconstruction Conference with representatives of NCDEQ.

6. Fairmont Pedestrian Planning Grant –No change since last report; Survey results are still being collected and tabulated.
7. North Carolina Department of Labor (OSHA) – All requested work is now complete and the necessary paperwork has been sent to NC DOL.
8. Expenditure Review and Tax Collection – We received one payment from Harger Lighting in January. We also changed plans on three cell phones in an effort to save money; this month's bill showed a decrease. Work has begun on the emergency contact phone outside the Town Hall building.
9. Munsingwear Building – No change since last report.
10. FEMA Update – Some of our claims have been sent for processing. Hopefully we will soon see funds. The insurance claim is complete; we have received \$62,777.25; one check in the amount of \$580 is pending receipt.

Claims - Alsie Poole, the Town's FEMA representative has been replaced. Our new representative is Tanya Pla, who has hit the road running. Everything that was previously sent to Alsie Poole is now being sent to Ms. Pla.

- a. Cemetery - The town issued an RFP for Archaeological Services on 2/3/2017. I received all proposals by 2/13/2017 and the Board has approved use of the S.C. Institute of Archaeology and Anthropology. We were notified that a check in the amount of \$9,011 is being processed for Fairmont.
- b. Facilities - Information on all projects that touched water has been sent to the U.S. Army Corps of Engineers for a determination. GPS coordinates for all projects were sent again on 3/8/2017.
- c. All environmental responses have been processed and a determination form SHPO has been received.

11. Fire Truck Update – The truck that is pending donation to the Town of Fairmont will be voted on by the Clayton Board of Commissioners at the end of this month.
12. Utility Bill – If you recall, in May of last year we submitted a utility bill to former Senator Jane Smith that would allow us to add delinquent utility bills as a tax on real property as long as the owner occupant was the utility account holder. The bill did not get passed in the May session of the General Assembly. However, I have asked Senator Britt to carry it forward for us. He is including several Robeson County Towns and we are one of them. The local bill is now NC 2017 Senate Bill 115.
13. Non-Domestic Animals Ordinance: James Perry with the Lumber River Council of Governments is looking over this ordinance for me. It will be presented during the April Board Meeting for consideration.
14. Fairmont Voluntary Annexation – Exit 10 Parcels. The senate and house bills on the Exit 10 annexation are currently being discussed in committees.

Ms. Tatum thanked Ron Pringle and Julia Morales with the Second Harvest Food Bank for bringing a food distribution truck to Fairmont on March 20. They served over 200 Fairmont area residents. She also thanked Commissioners Kemp and McCallum for volunteering to help distribute the food.

Announcements

- Friday, March 24 - Fairmont High Baseball vs. East Columbus, 7:00 p.m.
- Friday, March 31 - Half day of school for students.
- Tuesday, April 4 - Fairmont High School Baseball vs. Whiteville, 7:00 p.m.
- Friday, April 7 - Fairmont High School Baseball & Softball vs. West Columbus, 7:00 p.m.
- Saturday, April 8 – Opening Day for Little League Baseball, Civitan Ballfield, 11:00 a.m.
- Saturday, April 8 - Easter Egg Hunt, 11:00 a.m., Fairmont Community Park, Ages 0-12.
- Monday, April 10 - Fairmont High School Baseball & Softball vs. South Columbus, 7:00 p.m.
- Tuesday, April 11 - NCDMV Driver’s License Unit, 9:00 a.m. to 4:00 p.m., Town Hall Courtroom.
- Wednesday, April 12 - Fairmont High School Baseball & Softball vs. Red Springs, 7:00 p.m.
- Friday, April 14 and Monday, April 17 - Town office closed in observance of Easter.
- April 14 - April 21 - Schools closed for spring break.
- Tuesday, April 18 - Regular Town Board meeting, 6:00 p.m., Town Hall Council Chambers.
- Friday, April 21 - Fairmont Heritage Days dinner, 7:30 p.m., Heritage Center.
- Saturday, April 22 - Fairmont Heritage Days, 8:00 a.m. to 4:00 p.m., Border Belt Museum grounds.
- Friday, April 28 - Fairmont High School Baseball & Softball vs. St. Pauls, 7:00 p.m.

Adjournment

There being no further business, the meeting was adjourned at 6:25 p.m.

Jennifer H. Larson, NCCMC
Town Clerk

Regular Meeting – April 18, 2017

The Fairmont Board of Commissioners held their regular meeting on Tuesday, April 18, 2017 at 6:00 p.m. in the Town Hall Council Chambers with Mayor Charles Townsend presiding. Commissioners present were Monte McCallum, J.J. McCree, Terry Evans, Cassandra Gaddy, Charles Kemp and Felecia McLean-Kesler. Staff present included Town Manager Katrina Tatum, Town Clerk Jenny Larson, Finance Director Linda Vause, Public Works Director Ronnie Seals, Police Captain Lee Davis, Officer Brian Walker, Officer Welbert Cummings, Jr. and Town Attorney Robert Price. Others in attendance included Kendra Rhodes, Elizabeth Epps, Fairmont Middle School Cheerleaders, Terri Smith and several citizens.

Call to Order and Invocation

Mayor Townsend called the meeting to order and gave the invocation.

Approval of Agenda

Commissioner Kemp made a motion to approve the amended agenda with the addition of Resolution 17-05, adopt the Robeson County Multi-Jurisdictional Hazard Mitigation Plan. Commissioner McCree seconded the motion and it passed unanimously.

Public Comment Period/Citizens Appearance

There was no public comment this month.

Mayor Presentation

Mayor Townsend recognized the Fairmont Middle School Cheerleaders for winning a National Championship at CANAM in Myrtle Beach, SC. Coach Elizabeth Epps thanked the board and parents for always supporting the cheerleaders.

Consent Agenda

Upon motion by Commissioner Evans and seconded by Commissioner McLean-Kesler, it was unanimously voted to adopt the following consent agenda items:

- a. Approval of Minutes – Regular Meeting, March 21, 2017.

Unfinished Business

Job Fair Update – Commissioner Kemp

Commissioner Kemp reported that 25 people attended the Select Staffing/Harbor Freight job fair, of which 9 were Fairmont area residents. Commissioner Kemp stated that 60% of those who attended have been hired or will start work soon. Commissioner McCallum disputed the number of people hired but thanked Commissioner Kemp for his efforts to help citizens find employment.

New Business

Introduction of new police officers – Welbert Cummings, Jr. and Brian Walker

Police Captain Lee Davis introduced Fairmont’s newest police officers, Welbert Cummings, Jr and Brian Walker.

Resolution 17-04 – Requesting the services of the NC Rural Planning Center for assistance with the development of an Economic Development Strategic Plan.

Town Manager Katrina Tatum has requested the NC Department of Commerce, NC Rural Planning Center staff assist our Economic Development Committee in developing an Economic Development Strategic Plan that can be used as a guide in establishing and executing an economic development initiative. The NC Department of Commerce is the state’s lead agency charged with promoting economic development and growth. The town established the Fairmont Economic Development Committee over a year ago to develop an Economic Development Plan. With such a mammoth task to undertake, professional planners are needed to provide guidance. The NC Department of Commerce, through their NC Rural Planning Center, can provide that guidance at a much lower cost than a private planner. One of the conditions of the state providing assistance is the town must be responsible for paying for project-related expenses incurred by their staff, such as transportation (mileage), meals, lodging, and other costs directed related to the execution of the project. Mr. Mark D. Zeigler, AICP, Community Economic Development Planner has been assigned to work with the Town of Fairmont. The board needs to execute a memorandum of understanding, obligating the Town to cover expenses and provide the data necessary to help Mr. Zeigler with his task and pass a resolution requesting the services of the NC Rural Planner Center to assist the town with the development of an economic development strategic plan. The resolution reads as follows:

RESOLUTION 17-04 Requesting the Services of the NC Rural Planning Center for Assistance with development of an Economic Development Strategic Plan

WHEREAS, the Mayor and Board of Commissioners of the Town of Fairmont would like assistance with developing an Economic Development Strategic Plan; and

WHEREAS, the Mayor and Board of Commissioners would like assistance with this project from the North Carolina Department of Commerce, Rural Planning Center; and

WHEREAS, the Rural Planning Center and the Town have reached a mutual agreement on the work to be performed;

NOW, THEREFORE BE IT RESOLVED that the Mayor and Board of Commissioners of the Town of Fairmont hereby requests the Rural Planning Center to assist the Town with developing an Economic Development Strategic Plan and is committed to the planning process and the implementation of this project when the work is completed.

Commissioner Kemp asked for an estimated cost for the planner’s assistance. Ms. Tatum said it would depend on how many times Mr. Ziegler would have to come down but based on past experience, no more than \$3,000. Commissioner Evans made a motion to approve the Memorandum of Understanding with the NC Rural Planning Center and to adopt Resolution 17-04, Requesting the Services of the NC Rural Planning Center for Assistance with development of an Economic Development Strategic Plan. Commissioner McCallum seconded the motion and it passed unanimously. A signed copy of the resolution is hereby incorporated by reference and made a part of these minutes.

Resolution 17-05- Adopt the Robeson County Multi-Jurisdictional Hazard Mitigation Plan.

Ryan Cox and Quinn Woolard at the State of North Carolina and Landin Holland with Holland Consulting Planners have been working with the county and local municipalities to formulate a multi-jurisdictional hazard mitigation plan as required by the federal government. The State of North Carolina would like all communities to adopt the multi-jurisdictional hazard mitigation plan as soon as is possible as the plan is being reviewed by FEMA for final approval. The current plan will expire soon, so to remain eligible for federal disaster funding, the revised plan must be adopted at the earliest possible time to remain compliant for those funds. The resolution reads as follows:

RESOLUTION 17-05 ADOPT THE
ROBESON COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN

WHEREAS, the Town of Fairmont is vulnerable to an array of natural hazards that can cause loss of life and damages to public and private property; and

WHEREAS, Fairmont desires to seek ways to mitigate situations that may aggravate such circumstances; and

WHEREAS, the development and implementation of a hazard mitigation plan can result in actions that reduce the long-term risk to life and property from natural hazards; and

WHEREAS, it is the intent of the Fairmont Board of Commissioners to protect its citizens and property from the effects of natural hazards by preparing and maintaining a local hazard mitigation plan; and

WHEREAS, it is also the intent of the Fairmont Board of Commissioners to fulfill its obligation under Section 322: Mitigation Planning, of the Robert T. Stafford Disaster Relief and Emergency Assistance Act to remain eligible to receive state and federal assistance in the event of a declared disaster affecting Fairmont ; and

WHEREAS, the Town of Fairmont, in coordination with Robeson County has prepared a multi-jurisdictional hazard mitigation plan with input from the appropriate local and state officials; and

WHEREAS, the North Carolina Division of Emergency Management and the Federal Emergency Management Agency have reviewed the Robeson County Multi-Jurisdictional Hazard Mitigation Plan for legislative compliance and has approved the plan pending the completion of local adoption procedures;

NOW, THEREFORE, BE IT RESOLVED that the Fairmont Board of Commissioners hereby:

1. Adopts the Robeson County Multi-Jurisdictional Hazard Mitigation Plan; and
2. Agrees to take such other official action as may be reasonably necessary to carry out the proposed actions of the Plan.

Commissioner Gaddy made a motion to adopt Resolution 17-05, Adopt the Robeson County Multi-Jurisdictional Hazard Mitigation Plan. Commissioner Evans seconded the motion and it passed unanimously. A signed copy of the resolution is hereby attached and made a part of these minutes.

Mayor Input

Mayor Townsend wants to make sure there is community buy in with the economic development strategic plan.

Commissioner Input

Commissioner Evans thanked the citizens for coming and encouraged them to stay informed and abreast of what is going on in our community. He also thanked Commissioner Kemp for organizing the job fairs.

Commissioner McCallum thanked the fire department for their efforts in getting a new fire engine donated to the town. He thanked the police and public works departments for all they do. He reminded everyone of the fourth annual May Day Fun Festival coming up on Saturday, May 6.

Commissioner Kemp inquired about the potential purchaser of the old Shell Building. Ms. Tatum replied that Classic Metals out of South Carolina has purchased the property and they sell metal roofs.

Manager's Input

Ms. Tatum announced that the next two job fairs will be Wednesday, April 26 and Wednesday, May 10 from 10:00 a.m. to 12:00 noon in the Town Hall courtroom.

She also announced that the town received notification from FEMA that the town will be receiving a check for \$300,000 shortly.

Department Head Input

The Fire Department invited the board and citizens to view the new fire truck donated to the department by the Town of Clayton and to see their new turn out gear.

Announcements

April 14 - April 21 - Schools closed for spring break.

Tuesday, April 18 - Regular Town Board meeting, 6:00 p.m., Town Hall Council Chambers.

Friday, April 21 - Fairmont Heritage Days dinner, 7:30 p.m., Heritage Center.

Saturday, April 22 - Fairmont Heritage Days, 8:00 a.m. to 4:00 p.m., Border Belt Museum grounds.

Friday, April 28 - Fairmont High School Baseball & Softball vs. St. Pauls, 7:00 p.m.

Adjournment

There being no further business, the meeting was adjourned at 6:29 p.m.

Jennifer H. Larson, NCCMC
Town Clerk

Regular Meeting – May 16, 2017

The Fairmont Board of Commissioners held their regular meeting on Tuesday, May 16, 2017 at 6:00 p.m. in the Town Hall Council Chambers with Mayor Charles Townsend presiding. Commissioners present were Monte McCallum, J.J. McCree, Terry Evans, Cassandra Gaddy, Charles Kemp and Felecia McLean-Kesler. Staff present included Town Manager Katrina Tatum, Town Clerk Jenny Larson, Finance Director Linda Vause, Public Works Director Ronnie Seals, Police Chief Jon Edwards, and Town Attorney Robert Price. Others in attendance included John Woodall, Kelly Johnson, Mark Madden, Terri Smith and several citizens.

Call to Order and Invocation

Mayor Townsend called the meeting to order and gave the invocation.

Approval of Agenda

Commissioner McLean-Kesler made a motion to approve the agenda. Commissioner Evans seconded the motion and it passed unanimously.

Public Comment Period/Citizens Appearance

There was no public comment this month.

Consent Agenda

Upon motion by Commissioner Evans and seconded by Commissioner McLean-Kesler, it was unanimously voted to adopt the following consent agenda items:

- a. Approval of Minutes – Regular Meeting, April 18, 2017.

Committee Reports

Fairmont Chamber of Commerce

Chamber President Kelly Johnson thanked the flower clubs for helping plant the flowers on Main Street prior to the May Day festival. Mr. Johnson said a t-shirt design and color have been chosen for the Fairmont Farmers Festival and the committee will meet in June to start making plans. Mr. Johnson introduced Mr. Mark Madden with Lumbee Bank. Mr. Madden wants to partner with the Chamber of Commerce to turn the festival golf tournament into a tournament to benefit the children of soldiers killed or wounded in action.

Fairmont Economic Development Committee

There was no report this month.

Unfinished Business

Job Fair Update – Commissioner Kemp

Commissioner Kemp reported that 28 people attended the Two Hawk Staffing job fair on April 26, twelve of which were Fairmont residents. Two Hawk hired 16 people. On May 10, 44 people attended the Mountaire Farms job fair, of which 20 were Fairmont residents. Mr. Kemp announced that since May 2016, 543 people (199 Fairmont residents) have attended the town sponsored job fairs.

New Business

Camp4Heroes – Mr. John Woodall.

Mr. John Woodall was present to discuss Camp4Heroes. The camp is designed as a retreat for injured Veterans, Firefighters, Police Officers and their Caregivers. The camp is located on an 80-acre tract of land on Zimp Road in Fairmont, NC with a 9-acre lake. This camp will be a point of refuge and sanctuary where veterans can support one another and healing can begin. Some of the activities that will be offered include art therapy, music therapy, growing crops, raising farm animals, archery, skeet shooting, fishing, and much more. The camp will also offer retreats and activities for Caregivers, Gold Star Families, etc. Mr. Woodall, a Raleigh firefighter for 28 years, discussed the high rate of suicide among veterans. He stated that all visitors to the camp take the Spartan Pledge where veterans pledge on a sword made from 911 steel not to harm themselves until they have talked to a battle buddy. Mr. Woodall plans to have a grand opening for the camp in the fall and encouraged the board and citizens present to come visit and volunteer.

Fairmont Planning Board – appointment/reappointment of three members for three-year term.

The following Planning Board members' terms expire in May 2017: Phostenia McCrimmon, Dennis Hicks and Willie Grissett (out of town member). Ms. McCrimmon and Mr. Grissett are willing to serve another term. Mr. Hicks does not want to serve again. The newly appointed planning board members will have three year terms, expiring May 2020.

Commissioner Evans nominated Michelle Bethea. With no other nominations, Commissioner McLean-Kesler made a motion to close the nominations. Commissioner McCallum seconded the motion and it passed unanimously. Commissioner Evans made a motion to appoint Michelle Bethea, Phostenia McCrimmon and Willie Grissett to a three year term on the Fairmont Planning Board expiring May 2020. Commissioner Gaddy seconded the motion and it passed unanimously.

Audit contract approval – S. Preston Douglas & Associates.

Town Manager Katrina Tatum informed the board that it is very important to have an external audit because it validates the fiscal operations of an organization and provides professional accounting insight with respect to its financials. It also helps to discover errors in the accounting process; critiques the internal operating procedures and recommends behaviors or procedures that will help maximize income and reduce expenditures. It limits legal issues, and educates staff in order to improve fiscal management. An audit also insures that the local government entity is in compliance with state and federal rules and regulations. This year, Fairmont will be required to have a Single Audit, also known as the OMB A-133 audit. It is a rigorous, organization-wide audit or examination of a local government entity, that expends \$750,000 or more of Federal assistance (commonly known as Federal funds, Federal grants, or Federal awards) received for its operations. With the Infrastructure contract in excess of one million and the federal funds the town anticipates receiving from FEMA, it is expected the town will expend well over the threshold of \$750,000. S. Preston Douglas & Associates indicates that the gross audit fee will not exceed \$12,900. Commissioner Evans made a motion to approve the audit contract with S. Preston Douglas & Associates in the amount of \$12,900. Commissioner Felecia McLean-Kesler seconded the motion and it passed unanimously.

Discussion of HC – Highway Commercial Zoning District.

Ms. Tatum informed the board that she is working on a Highway Commercial Zoning District for the property the town is trying to annex at Exit 10. The intent of the Highway Commercial District is to provide primarily for auto-dependent uses in areas not amenable to easy pedestrian access and a comfortable pedestrian environment. It is expected that the Highway Commercial District will serve not only the Fairmont Community, but interstate travelers as well. Because of the scale and access requirements of uses in this category, they often cannot be compatibly integrated within the Central Downtown, General Business or Neighborhood Business Districts. Development at district boundaries must provide a compatible transition to uses outside the district; property boundaries adjacent to highways, freeways or expressways will require a 50-foot foliated buffer yard; and frontages on major or minor arterials will require formal street tree planting. Ms. Tatum stated the draft is for information only and asked the board to contact her with any suggestions or comments on the proposed zoning district.

LREMC proposed donation of land to town.

The Lumbee River Electric Membership Corporation has approached the town with an offer to donate land owned by them to the town. The parcel of land is located within the Town Hall Complex at Red Cross Street and previously housed the Lumbee River EMC. That building burned and they relocated to their existing location on Walnut Street. The land is .33 acres or roughly 14,374.8 square feet. Unlike other property offered to the town, accepting this property would not result in a loss of tax dollars, as this property is not currently taxed. The town also maintains this lot from time to time and Public Works is not opposed to the acquisition. Commissioner Evans made a motion to accept the donation of the vacant lot located at 401 South Main Street, Tax Parcel #300801022 from the Lumbee River Electric Membership Corporation. Commissioner Gaddy seconded the motion and it passed unanimously.

Commissioner Input

Commissioner Evans thanked everyone for coming and encouraged them to bring a neighbor or friend to the next meeting.

Commissioner McCallum thanked the police department and public works for all their help with the May Day Fun Festival. The festival was a success and there were no problems.

Commissioner McCallum announced that Second Harvest will be in the town hall parking lot on May 23.

Commissioner McLean-Kesler announced that the Department of Correction will meet on May 22 at town hall to discuss updating the Calvin Haggins and Rudolph Currie parks with new equipment.

Commissioner Kemp thanked Mike Hollingsworth of Lake Waccamaw for the display of 29 flags at the museum. The flags will be on display the rest of the week and he encouraged everyone to come out to the Armed Forces Day Social on Saturday, May 20 from 10:00 a.m. to 12:00 noon at the museum.

Manager's Input

Ms. Tatum will present the first draft of the budget at the budget workshop on May 18. There has been an increase in sales tax revenue so the staff is working on a second draft with more benefits for staff. She encouraged the board to be conservative when giving payroll increases to make sure the town will be able to continue to carry those increase in future years. She advised a moderate increase would be better than a large one.

Announcements

Thursday, May 18 - Budget Workshop, 6:00 p.m., Town Hall Council Chambers.

Friday, May 19 - Robeson County Relay for Life, 9:00 a.m., Robeson County Fairgrounds.

Monday, May 29 - Town offices and schools closed in observance of Memorial Day.

Tuesday, May 30 - Budget Workshop, 6:00 p.m., Town Hall Council Chambers.

Tuesday, June 6 - Budget Workshop (if needed), 6:00 p.m., Town Hall Council Chambers.

Wednesday, June 7 - Last day of school.

Tuesday, June 13 - NCDMV Driver's License Unit, 9:00 a.m. to 4:00 p.m., Town Hall Courtroom.

Page 5 – Regular Meeting, May 16, 2017

Tuesday, June 20 - Regular Town Board meeting and Budget FY 2017-2018 Public Hearing, 6:00 p.m., Town Hall Council Chambers.

Sunday, June 25 - Fairmont Fantastic Fourth, Fairmont Community Park.

Thursday, June 29 - Special Town Board meeting to adopt Amended FY 2016-2017 Budget and FY 2017-2018 Budget, 6:00 p.m. Town Hall Council Chambers.

Adjournment

There being no further business, the meeting was adjourned at 6:44 p.m.

Jennifer H. Larson, NCCMC
Town Clerk

Special Meeting and Budget Workshop – May 18, 2017

The Fairmont Board of Commissioners held a budget workshop on Thursday, May 18, 2017 at 6:00 p.m. in the Town Hall Council Chambers with Mayor Charles Townsend presiding. Commissioners present were Monte McCallum, J.J. McCree, Terry Evans, Cassandra Gaddy, Charles Kemp and Felecia McLean-Kesler. Staff present included Town Manager Katrina Tatum and Finance Director Linda Vause.

Call to Order and Invocation

Mayor Townsend called the meeting to order and gave the invocation. Mayor Townsend was excused from the meeting at 6:15 p.m. and Mayor Pro Tem McCallum led the remainder of the meeting.

Budget Workshop – Fiscal Year 2017-2018

Town Manager Katrina Tatum presented the following overview of the Fiscal Year 2016-2017 Budget:

Draft #1 with a 2.5% COLA Adjustment:

- General Fund Revenue Estimated at \$1,887,338
- General Fund Expenditures Estimated at \$1,887,338
- Powell Bill Revenue Estimated at \$88,200
- Powell Bill Expenditures Estimated at \$88,200
- Water Sewer Fund Revenue Estimated at \$1,219,500
- Water Sewer Fund Expenditures Estimated at \$1,219,500
- Bonus Stipend for all Full Time Employees - \$350, Part Time Employees - \$175
- Increases/Decreases in Shared Revenues
- Increase in State Required Contributions to the Retirement System: LOCG – Current 7.43%/Increase to 7.5%, LOCL – Current 8%/Increase to 8.25%
- Increase in Planning and Zoning/Code Enforcement - \$14,000
- Increase in Recreation Activities of \$2,000 for July 4th Celebration
- Longevity Increases
- 401k Retirement Savings Contribution of 5%
- A 10% increase in Health Insurance beginning July 1, 2017
- May Day allocation of \$3,500
- Funding of all debt service
- Increase in Elections to accommodate November election - \$2,700
- Funding for all approved departmental equipment purchases
- No increase in Solid Waste or Water/Sewer Fees
- Increased Expenses for Water Sewer Fund to include Capital Purchases for Equipment, COLA adjustments
- Increased Expenses for the General Fund to Accommodate Equipment Replacement, COLA adjustments and Recreational and Special Event Activities
- A Balanced Budget for Both Funds; General and Enterprise
- No Carryover Funding

Draft # 2 with a 4% COLA Adjustment (only changes different from Draft #1 noted below):

- General Fund Revenue Estimated at \$1,898,657
- General Fund Expenditures Estimated at \$1,898,657
- Increase in Planning and Zoning/Code Enforcement - \$15,000

Ms. Tatum explained the proposed budget leaves the tax rate at 73 cents per hundred-dollar valuation and keeps water, sewer and garbage fees the same. The budget does not add or cut any positions. She provided the board with options for a 2.5 percent cost of living raise and a higher 4 percent raise. Both draft budgets include a one-time stipend of \$350 for full time employees and \$175 for part time employees.

Commissioner Evans proposed a conservative pay increase of 1.5 percent. Commissioner Kemp had asked for the 4 percent raise, while Commissioner McCree would like to see a 6 percent COLA. Commissioner McCallum favored a 3.5 percent raise to possibly prevent employee turnover. Commissioner McLean-Kesler feels any raise percentage would be better than not giving the employees a cost of living increase.

Ms. Tatum advised the board to be cautious and conservative with their budget expenditures due to a proposed reduction in state utilities franchise revenues. The town is also expected to pay a 10 percent increase in employee health insurance premiums.

The board agreed to discontinue the emergency telephone located outside Town Hall due to increased costs. The phone line is rarely used and has increased in cost from \$100 a month to \$430 a month.

Ms. Tatum plans to finance \$200,000 for needed equipment in the water sewer fund to be paid back over four or five years.

Commissioner Kemp wanted to know how much money from nuisance abatement is spent on beaver drainage control.

Commissioner McCallum wanted to see what would be needed to open the library on Saturday twice a month.

The next budget workshop will be Tuesday, May 30 at 6:00 p.m. in the Council Chambers.

Adjournment

There being no further business, the meeting was adjourned at 6:45 p.m.

Linda W. Vause
Deputy Town Clerk

Special Meeting and Budget Workshop – May 30, 2017

The Fairmont Board of Commissioners held a budget workshop on Tuesday, May 30, 2017 at 6:00 p.m. in the Town Hall Council Chambers with Mayor Charles Townsend presiding. Commissioners present were Monte McCallum, J.J. McCree, Terry Evans, Cassandra Gaddy, Charles Kemp and Felecia McLean-Kesler. Staff present included Town Manager Katrina Tatum, Finance Director Linda Vause, Town Clerk Jenny Larson, Public Works Director Ronnie Seals and Police Chief Jon Edwards. Robesonian reporter Bob Shiles also attended.

Call to Order and Invocation

Mayor Townsend called the meeting to order and gave the invocation.

Budget Workshop – Fiscal Year 2017-2018

Ms. Tatum presented the following overview of the Fiscal Year 2016-2017 Budget:

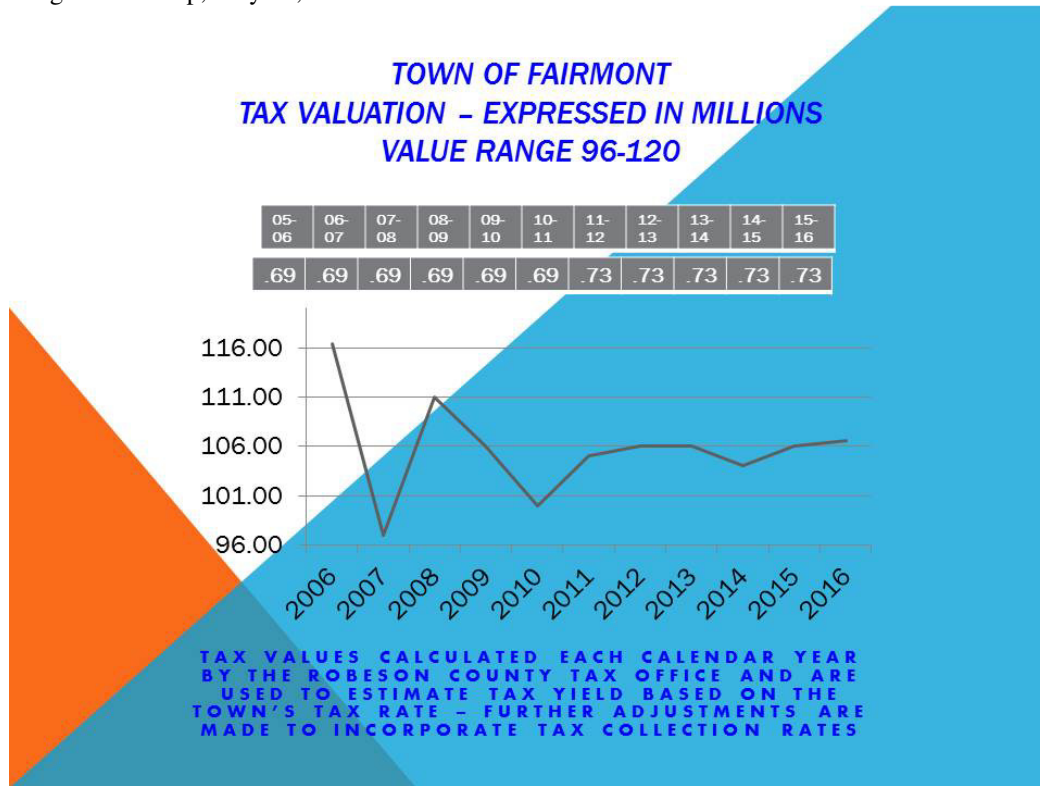
The following is a detailed summary of the Fiscal Year 2017-2018 Budget. The Town of Fairmont utilizes a departmental based budget, thus revenues are allocated for the operations of each department and expenditures are approved by department. Revenues and Expenditures are allocated to departments within two major funds; The General Fund and the Enterprise Fund. The General Fund serves as the primary fund for all governmental operations and expenditures. The Enterprise Fund is designed to function as a business, generating profits to pay for all expenses including current and future capital improvements associated with the delivery of Water and Sewer Services. It is important to note that the salaries that are paid to employees are derived from both funds. Therefore any decision to add or remove staff, all benefits, insurance, raises, bonuses, worker's compensation insurance, etc. directly impacts both funds. Any decisions made with respect to such expenditures must consider whether or not the levels established are sustainable in future years. All funds experienced a 25% increase in Worker's Compensation insurance coverage.

GENERAL FUND – FUND 10

The General Fund or Fund 10 is comprised of the revenues from real, personal, motor vehicle and other taxes, government fee collections, and any state generated shared revenue (excluding water and sewer operations). For the purposes of the Town of Fairmont, the General Fund includes expenditures for all departments: Administrative, Clerk, Finance, Elections, Tax, Legal, Planning & Codes, Buildings, Police/Public Safety, Fire, Garage, Street, Sanitation, Parks & Recreation, Donations/Contributions, Special Events, and Non-Departmental.

REVENUE

This budget includes no property tax increase and the tax rate will remain at \$.73 per \$100 of assessed valuation. Sales tax numbers are projected to increase slightly; however, the projections remain conservative. Staff is not recommending any increase in sanitation or solid waste fees. The total revenue projection is based upon past collections activity, anticipated tax levy to date and North Carolina League of Municipality projections for each area of shared revenue. A conservative anticipated collection rate of 90% was used to estimate funds derived from real property, public services and personal property taxes. An anticipated valuation of \$98,731,330 was used to project a resulting tax yield of \$720,738.71. When the collection rate is applied; the yield is \$648,664.84. The amount of \$645,100 is reflected in the recommended budget to be on the safe side. Last year's collection rate for motor vehicles was 99.90%. For budget purposes, a 99.0% collection rate was applied to an anticipated valuation of \$12,753,364. An income of \$92,000 from motor vehicles tax is projected. The level of tax levies are subject to change from year to year due to values fluctuating, personal property depreciation, etc. As you can see by the chart that follows, caution with respect to revenues is warranted when estimating tax yield. If the levy decreases, so does the amount of revenue available to cover expenses. This among other revenues is estimated conservatively. The charts show that there is a direct correlation between the high COLAs awarded from 2006-2010 and the town's inability to award any COLAs in the years following, until some recovery had taken place. Also, during the recovery period the town reduced employees in the Dispatch Department, raised water, sewer and sanitation rates and discontinued one staff position in the Tax Department in order to maintain services for our citizens. It is always nice to be able to help employees since they are the town's greatest asset. However, when determining benefits that require sustainability, caution must be used. Otherwise cuts in future years may result as they have in the past.



EXPENSES

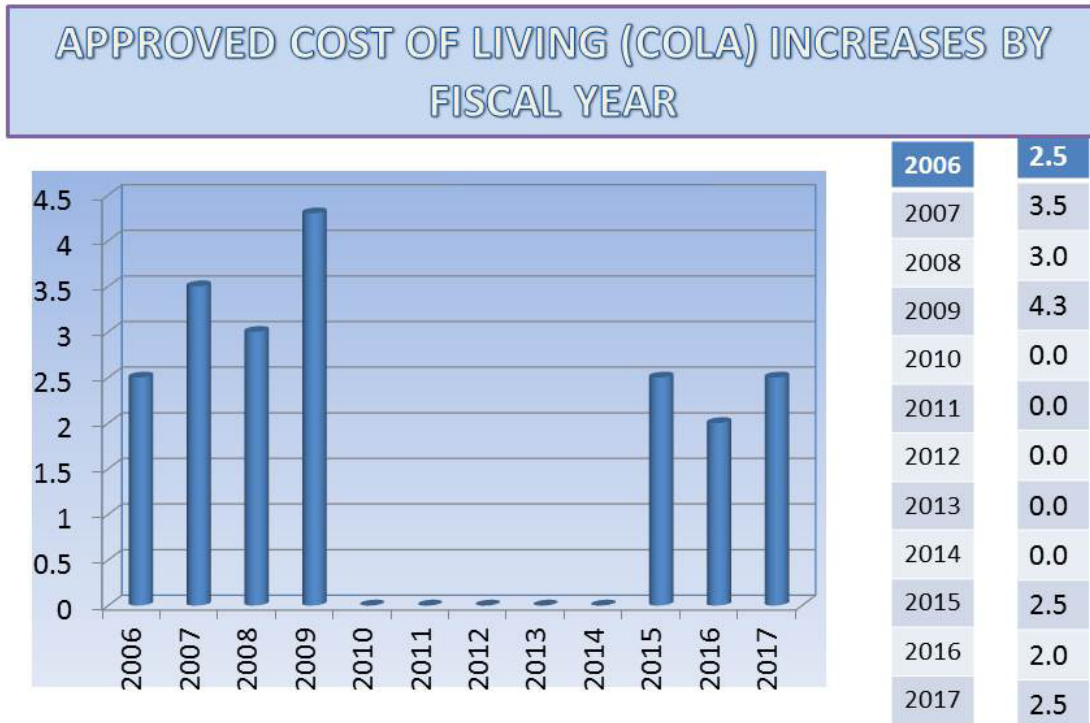
After careful consideration, the following budget recommendations represents, board goals, department input, and community needs within the existing tax rate of \$0.73. The recommended budget for the General Fund is \$1,907,000, with no appropriated fund balance and is presented below:

EXPENSES		
Council	\$	13,305
Administration	\$	95,331
Clerk	\$	62,490
Elections	\$	2,700
Finance	\$	116,217
Tax Listing	\$	21,150
Legal	\$	10,500
Planning, Codes & Zoning	\$	15,900
Building	\$	144,435
Police	\$	682,895
Public Safety Communications	\$	102,431
Fire	\$	55,643
Garage	\$	51,547
Street	\$	153,396
Sanitation	\$	223,300
Recreation	\$	16,897
Palmer Drug/Library/Border Belt Museum	\$	8,325
Special Events	\$	5,500
Non-Departmental	\$	125,038
TOTAL	\$	1,907,000

The total General Fund budget is \$1,907,000; an increase of \$55,970 which is primarily reflected by the addition of an election expense, a Cost of Living Adjustment, increases in Code Enforcement and Recreation and a higher cost for the town’s Health Care plan, and a 25% increase in Worker’s Compensation Insurance.

The General Fund budget includes a one-time bonus of \$350 per full time employee, \$175 per part time employee and a 2.5% Cost of Living increase. It also includes longevity and probation increases for new employees in accordance with the Town of Fairmont Personnel policy.

All debt service payments for current equipment or vehicles and any equipment or vehicles expected to be financed are included.



The chart shown above is a striking reflection of what can happen when high COLA’s are allocated without sufficient funds to maintain those COLAs from one year to the next. Keep in mind that the 2017 figure what we are proposing. Over an 11 year period the average pay increase was 1.66%, that average will increase to 1.73% assuming the 2.5% COLA is approved. It is not what is desired. However, this town is still in a financial recovery mode and caution is always the best policy. According to a survey performed by the North Carolina League of Municipalities as of April 2017, the average COLA awarded by towns with populations of 2,500-4,999 is 2.22%. The recommended COLA of 2.5% included in this budget is slightly higher than the average for towns our size.

Departmental Highlights

Council/Administration/Clerk/Elections and Finance

The total budget for these departments is \$290,043. Other than the COLA increase, the expenses remain relatively unchanged, reflecting moderate increases for the replacement or purchase of computer hard and software. A sum of \$2,700 is budgeted to accommodate anticipated election costs with a slight cost increase applied over the cost of the last election. Staffing and services will remain at the current level with no additional staff recommended.

Tax Listing/Legal/Planning & Codes

The total budget for these departments is \$47,550. The services reflected in these departments is pretty much held steady except for a moderate increase in the Code Enforcement line to accommodate additional abatement activity.

Buildings

The total budget for this department is \$144,435, which represents a modest increase to reflect increases in salary and benefits. Please note that the cost of supplies is rising and this budget will have to be closely monitored during the year. The budget includes the repair and maintenance costs for all town-owned real property.

Police/Public Safety Communication & Administration

The total for these departments is \$ 785,326. The budget for the Police Department is the largest budget in the General Fund and accounts for 42.5% of the General Fund Expenditures. It is slightly higher than the current year, which is in part due to a planned capital purchase for a police car at \$8,000. The staffing level will remain the same as current and all probation increases are reflected.

Fire

The total budget for the Fire Department is \$55,643. The Fire Department staffing and expenditures are estimated to hold current levels of service and purchase minor equipment. No additional staffing is included in this budget. The town must contemplate a major purchase for a fire truck and more sophisticated equipment in future years because of aging vehicles and modern technology. Because the town is in a state of financial recovery, such purchases are not feasible at this time.

Garage/Street

The Garage and Street Departments account for a total of \$204,943 of the total General Fund. No additional staffing is included in this budget and the service levels will remain the same.

Recreation & Parks

The total budget for this department is \$16,897. The Recreation and Parks Department accommodates no new staff and an increase to help cover the 4th of July Celebration in the amount of \$2,000.

Palmer Drug/Library/Border Belt Museum

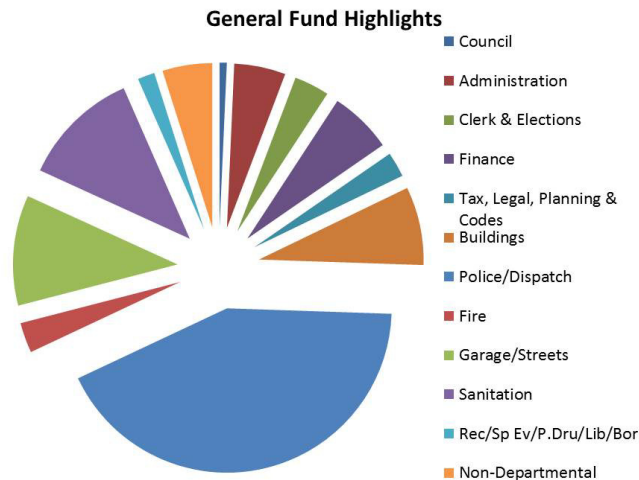
The total budget for these departments is \$8,325. These departments reflect annual donations from the town to help cover expenses for the organizations listed above.

Special Events

The total for this department is \$5,500 reflecting a slight decrease in the May Day expense line. The funded events are the Farmer’s Festival and May Day. No new events have been added under this department.

Non-Departmental

The total for this department is \$125,038 and primarily includes professional services, dues, insurance and bonds, retiree insurance (which will rise substantially over the current year), and miscellaneous expenses that are not directly associated with any functional department. No staff is funded under this budget.



POWELL BILL FUND – FUND 20

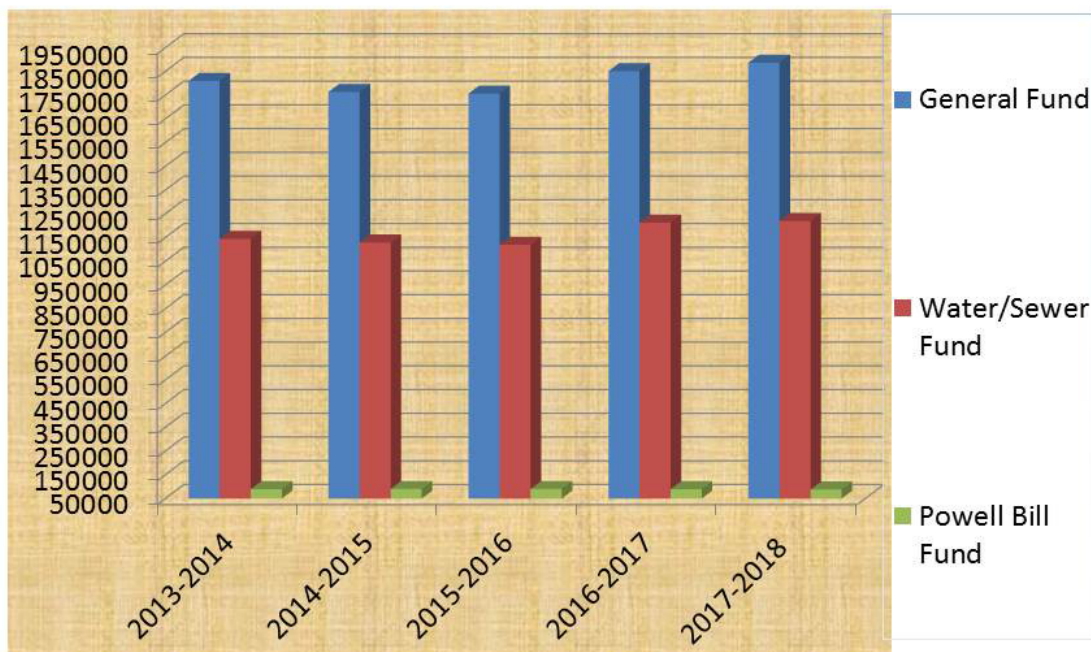
REVENUE

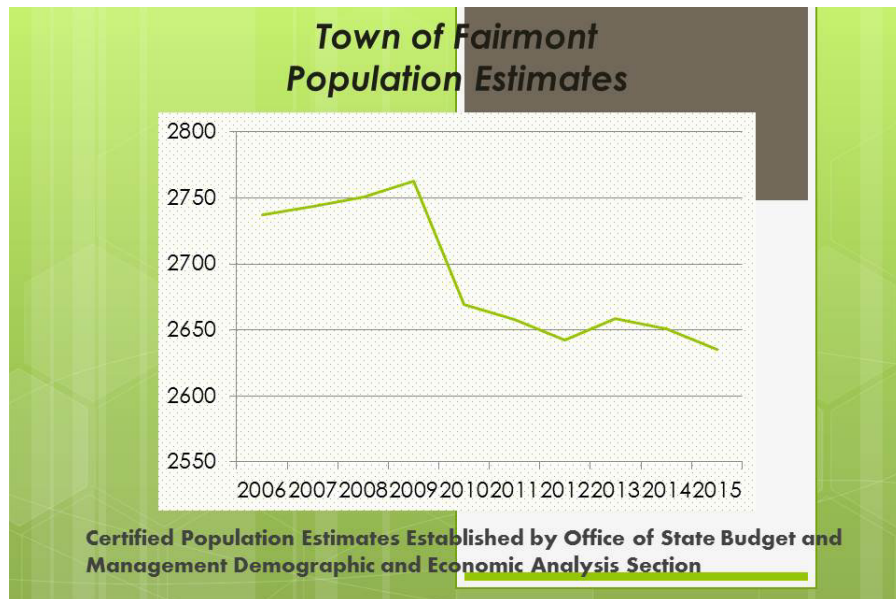
This fund is regulated by G.S. 136-41.1-136-41.4. It requires the NC Department of Transportation to “annually appropriate out of State Highway Funds a sum equal to ten and four-tenths percent (10.4%) of the net amount after refunds that was produced during the fiscal year by the tax imposed under Article 36C of Chapter 105 of the General Statutes and on the equivalent amount of alternative fuel taxed under Article 36D of that Chapter; one half that amount to be allocated in cash before October 1st of each year and the second half of the appropriation to be allocated in cash on or before January 1st of each year. It is based on state determined per mile and per capita rates. The North Carolina League of Municipalities estimates were used to project revenue under this fund. The state’s \$20.04 per capita allocation was multiplied by the current State Demographic population figure of 2,635. The per mile allocation of \$1622.49 was multiplied by the total miles of streets currently listed under the Town of Fairmont Street System; 22.29 miles. The resulting allocation is slightly lower than the previous year due to a drop in the State Demographic population count and the per mile rate; from 2,649 to 2,635 and from \$1624.41 to \$1,622.49 respectively. N.C.G.S. 136-41.3 provides (Powell Bill), in part: “the funds allocated to cities and towns under the provisions of G.S. 136-41.2 shall be expended by cities and towns only for the purpose of maintaining, repairing, constructing, reconstructing or widening of any street or public thoroughfare including bridges, drainage, curb and gutter, and other necessary appurtenances within the corporate limits of a municipality or for meeting the municipality’s proportionate share of assessments levied for such purposes or for the planning, construction and maintenance of bikeways, greenways or sidewalks.”

EXPENSES

The total estimated budget for this department is \$88,200. It includes salaries and benefits for staff working in the categories listed above in addition to maintenance costs, paving and drainage.

APPROVED BUDGET COMPARISON CHART





ENTERPRISE (WATER/SEWER) FUND – FUND 30

An Enterprise Fund is a government-owned fund that sells goods and/or services to the general public. Enterprise funds are common at the local government level and are bound by the same generally accepted accounting principles that private companies must follow. The total budget for Water/Sewer is \$1,219,500.

In the Town's case, we offer water and sewer services to the general public at a rate that is established by the governing board each year. Like a private company we must seek to have a positive fund balance in order to make upgrades to our system. What would be profit in a private company is used for upgrades and repairs to the systems we have in place. State and Federal agencies are moving more and more to eliminate grants and encourage municipalities to become sustainable. I recommend that the town consider, if not this year, then next year, making small incremental increases in this fund each year. Small incremental increases have a lower impact on the citizens while helping to cover the increasing cost to provide services.

The increased cost of providing water and sewer, state and federal unfunded mandates, the increased capital projects needed to replace infrastructure, the increased cost of repairing and replacing equipment, and the rising costs of providing health insurance, yearly COLAs, and other benefits all play a part in necessitating increased user fees. It will become more difficult each year to provide these services if the cost of operation goes up each year without increasing the cost of services. The Regional Waste Water Treatment plant is now 15 years old and a reduction in its useful life occurs each year (depreciation) which results in higher and higher maintenance costs. Those costs can only be covered by income. If the income remains the same while the costs are steadily rising, the operation will suffer. Public Works has gone without new equipment, vehicles and capital improvements due to a lack of income to provide for those needs. It is my responsibility to inform you when price increases are needed and they are needed. That said, the Enterprise Fund is reflected below:

REVENUE

At the pleasure of the Board, the proposed Enterprise budget includes no increase in user fees for water and sewer. We are currently engaged in an Infrastructure project in an effort to lower the cost of sewer operation and have recently awarded a contract to a local contractor to begin work during the month of May. The grant is intended to reduce the inflow and infiltration of stormwater into the sewer system thereby reducing the cost of operating the plant. Also, taking the stress of additional flow off the system will, in some part, reduce repairs. The Enterprise Fund is also impacted from year to year by the costs of providing staff and benefits. The total estimate of revenue is \$1,219,500. The total estimated operational cost is \$1,219,500. The distribution of funds to operate the Enterprise Fund is depicted below:

Non-Departmental

The major costs under this department are the bond payments and Insurance and Bonds. Depreciation must be considered as indicated above and will be reflected at year end.

Water/Sewer Administration

Staff expenses, Postage/Telephone and Supplies account for the bulk of expenses under this department. No capital projects are budgeted under this department.

WATER DEPARTMENT

This Department includes all costs associated with the delivery of water to our citizens. The Town of Fairmont obtains all raw water from three wells in the Black Creek Aquifer. The well depths are as follows: Marion Stage Road-275 feet, Morro Street-256 feet and Gertrude Street-280 feet. An aquifer is the saturated zone beneath the water table and it functions as a huge storehouse of water. It bears a body of saturated rock through which water can easily move. The water is treated with Fluoride and Chlorine. It is also filtered to remove iron particles in addition to the chlorine helping in that area.

Water Treatment

Staff Expenses, Postage/Telephone, Utilities, Maintenance and Repair of Equipment, and Capital Outlay account for the bulk of expenses under this category. The sum of \$46,423 is set aside for equipment purchase and expenses in the Capital Outlay Line.

Water Maintenance

The major costs under this category include Staff Expenses, Vehicular Maintenance and Repair, Equipment Maintenance and Repair, Auto Supplies, Departmental Supplies, and Capital Outlay. The sum of \$30,000 is set aside for equipment purchase and expenses in the Capital Outlay Line.

SEWER DEPARTMENT

The Sewer Department reflects all costs required to deliver sewer services to the Towns of Fairmont, Fair Bluff, Cerro Gordo, Boardman, Proctorville, and Orrum Middle School. The Town operates a Regional Wastewater system that transports raw sewage through collection lines to the wastewater plant for treatment. The treatment involves the process of removing all contaminants from the wastewater. It undergoes physical, chemical and biological processes to remove these contaminants and produce environmentally safe treated wastewater. There is a byproduct that many refer to as sludge that must go through additional treatment before it can be disposed of. The cost of the entire process is depicted in this following budget.

Sewer Treatment

The bulk of costs in this category is Salaries, Professional Services, Postage/Telephone, Utilities, Maintenance and Repair of Equipment, Departmental Supplies and Capital Outlay for expenses, repair and/or equipment.

Sewer Maintenance

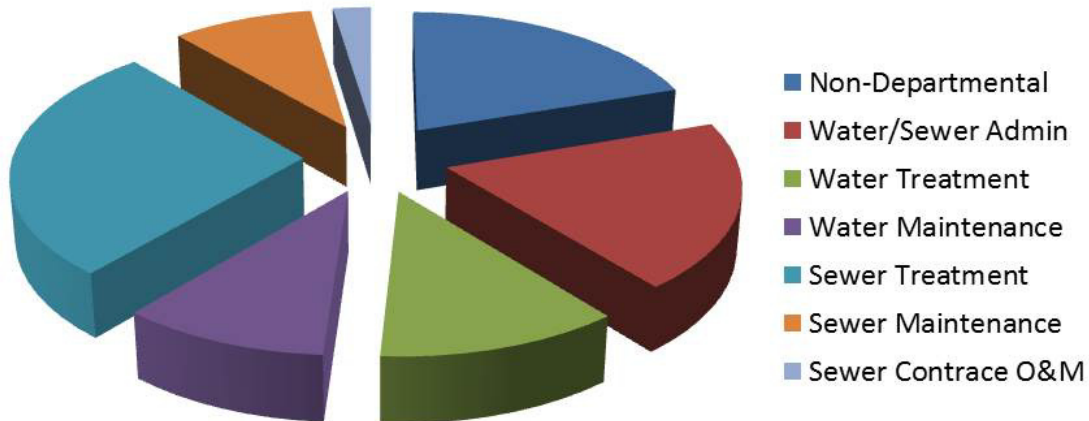
Sewer Maintenance primarily includes the collection system and the bulk of costs under this category include Maintenance and Repair of Equipment and Capital Outlay to cover major repairs, equipment and/or Expenses.

Sewer Contract Operations and Maintenance

Each year we must budget for the cost of providing services to our Regional Partners. This category covers those costs. The bulk of costs under this category is Postage/Telephone, Utilities, and Auto Supplies.

EXPENSES		
Non-Departmental	\$	241,369
Water/Sewer Administration	\$	236,359
Water Treatment	\$	144,365
Water Maintenance	\$	123,571
Sewer Treatment	\$	335,885
Sewer Maintenance	\$	108,651
Sewer Contract Operations and Maintenance	\$	29,300
TOTAL	\$	1,219,500

Enterprise Fund Highlights



Ms. Tatum explained that the budget includes a 2.5% cost of living increase for the town employees, which is the highest pay increase the town could afford due to an unforeseen 25% increase in workers compensation insurance. The budget also reduces funding for two vacant positions: one police officer position for nine months and a public works position for six months.

Ms. Tatum advised the board to be conservative with spending because revenues could be reduced in future years due to the county revaluation of property and decreasing town population, which affects certain state revenues such as Powell Bill. The town also needs to have savings to cover unexpected expenses such as Hurricane Matthew or unfunded state mandates. She wants the board to approve a budget that can be sustained in the future.

Commissioner Kemp appreciated the \$15,000 budgeted for nuisance abatement. He suggested that in July the board prioritize 2-3 dilapidated houses to be demolished.

The board agreed that further budget workshops were not necessary. The proposed budget will be available for public review in the water department and the town clerk's office on June 1. The public hearing on the budget will be June 20.

Adjournment

There being no further business, the meeting was adjourned at 6:37 p.m.

Jennifer H. Larson, NCCMC
Town Clerk

Regular Meeting – June 20, 2017

The Fairmont Board of Commissioners held their regular meeting on Tuesday, June 20, 2017 at 6:00 p.m. in the Town Hall Courtroom with Mayor Charles Townsend presiding. Commissioners present were Monte McCallum, J.J. McCree, Terry Evans, Cassandra Gaddy, Charles Kemp and Felecia McLean-Kesler. Staff present included Town Manager Katrina Tatum, Town Clerk Jenny Larson, Finance Director Linda Vause, Town Attorney Robert Price, Public Works Director Ronnie Seals, and Police Chief Jon Edwards. Others in attendance included Timothy Treshalavy, Terri Smith, and Annie Durant.

Call to Order and Invocation

Mayor Townsend called the meeting to order and gave the invocation.

Public Hearing - Fiscal Year 2017-2018 Budget

Commissioner McLean-Kesler made a motion to go into public hearing at 6:01 p.m. for the purpose of discussing the Fiscal Year 2017-2018 Budget. Commissioner Evans seconded the motion and it passed unanimously.

Town Manager Katrina Tatum said there have been no material changes to the budget since the last workshop. Commissioner Kemp wanted to know how much the difference would be between a 2.5% COLA and a 3% COLA raise. Ms. Tatum stated she did not have the figure available but reiterated that half a public works position and one-quarter of a police position were cut in order to afford the 2.5% COLA. Commissioner Kemp also inquired how much of the \$15,000 budgeted for nuisance abatement would go toward dilapidated housing demolition. Ms. Tatum replied that she was not sure how much beaver removal was going to cost but the board can choose to cap it at \$2,700. If they do, there is a risk of flooding if the beaver problem gets worse. Commissioners Evans and McCallum complimented the town staff for their work on the budget.

Commissioner Evans made a motion to come out of public hearing at 6:17 p.m. Commissioner McCallum seconded the motion and it passed unanimously.

Approval of Agenda

Commissioner Evans made a motion to approve the agenda. Commissioner McCallum seconded the motion and it passed unanimously.

Public Comment Period/Citizens Appearance

Annie Durant, Stackhouse Family Parade

Ms. Annie Durant came before the board with a complaint against the police department for denying a parade permit for the annual Stackhouse Family Parade held every Memorial Day. Police Chief Jon Edwards apologized for any miscommunication but the permit was approved and someone should have called to tell her so.

Consent Agenda

Upon motion by Commissioner Evans and seconded by Commissioner Gaddy it was unanimously voted to adopt the following consent agenda items:

- a. Approval of Minutes – Regular Meeting, May 16, 2017, and Budget Workshops, May 18, 2017 and May 30, 2017.

Unfinished Business

Job Fair report

Commissioner Kemp stated that Mountaire Farms hired 8 of the 44 people who attended the May 10th job fair. He announced two upcoming job fairs; M.J. Soffe on Wednesday, June 28 and Sanderson Farms on Wednesday, August 2 from 10:00 a.m. to 12:00 noon in the courtroom. Commissioner Kemp made a motion to approve the upcoming job fairs with M.J. Soffe on Wednesday, June 28 and Sanderson Farms on Wednesday, August 2 from 10:00 a.m. to 12:00 noon in the courtroom. Commissioner Evans seconded the motion and it passed unanimously.

Bike/Pedestrian Plan presentation – Timothy Tresohlavy

Mr. Timothy Tresohlavy, with VHB Engineering, presented the comprehensive Bike and Pedestrian Plan. The plan has been submitted to the NCDOT for their final approval.

The town applied for the Bicycle and Pedestrian Planning Grant through the NCDOT in December 2014. The town board appointed a steering committee who reported that the town had sidewalk gaps and connectivity issues, safety issues such as not enough street lighting and speed limits and a desire to connect sidewalks to the Fairmont Community Park. A public survey was held and the results show that citizens want more places to walk and bike. Two public workshops were held in December 2016 and January 2017. The committee identified primary and secondary corridors in town and ranked proposed projects by from low to high priority. Among the possibilities being considered are: new sidewalks a half-mile long on both sides of Morro Street for pedestrians and bicyclists; new sidewalks about four-tenths of a mile long on both sides of Leesville Road for pedestrians and bicyclists; and new curbing, gutters, and sidewalks for about a quarter of a mile on both sides of Martin Luther King Drive.

New Business

Ordinance 17-171 – Animals at Large

The Town has had several complaints about dogs and cats running at large in the city limits of Fairmont. While the town has the ability to cite animal owners for nuisances involving their pets, the “Running at Large” requirements omit dogs and cats. Ms. Tatum strengthened the animal ordinance to make it unlawful to allow dogs and cats to run at large on public or private property other than property owned, leased or rented by the animal owner. The changes also modify the penalty for damages caused by the animals.

Commissioner Evans made a motion to adopt Ordinance 17-171 – Animals at Large. Commissioner Gaddy seconded the motion and it passed unanimously. A signed copy of this ordinance is hereby incorporated by reference and made a part of these minutes.

Ordinance 17-172 – Parking Schedule Change

The Town has received several complaints regarding parking on South Main Street downtown. It appears that some organizations are parking multiple vehicles overnight and during the day that restrict others from being able to park and shop. Ms. Tatum stated signs are being ordered so the town can begin to more strictly regulate parking. In addition, overnight parking prevents staff from being able to effectively clean the street when needed and hampers the flow of traffic during special events. To prevent any store or organization from monopolizing the parking and parking vehicles overnight, staff is suggesting that overnight parking on Main Street from Railroad and Byrd Streets to the intersection of Red Cross Street be strictly prohibited.

Commissioner Evans made a motion to adopt Ordinance 17-172 – Parking Schedule Change. Commissioner McCallum seconded the motion and it passed unanimously. A signed copy of this ordinance is hereby incorporated by reference and made a part of these minutes.

Ordinance 17-173 – Adopt Fiscal Year 2017-2018 Budget.

Ms. Tatum explained that the \$4,794,011.00 budget includes a 2.5% cost of living raise for employees and keeps the property tax rate at \$0.73 per hundred dollar valuation. Commissioner Evans made a motion to adopt Ordinance 17-173 – Fiscal Year 2017-2018 Budget. Commissioner McLean-Kesler seconded the motion and it passed with a vote of 4 to 2 as follows:

For: Commissioners Evans, McCallum, Gaddy and McLean
Against: Commissioners Kemp and McCree

Commissioner Kemp stated that he could not support the budget because he thinks it is unfair that the employees could not receive more than a 2.5% cost of living increase. A signed copy of this ordinance is hereby incorporated by reference and made a part of these minutes.

Small Town Main Street Agreement.

Ms. Tatum asked the board to continue participation in the NC Small Town Main Street Program. Commissioner Evans made a motion to approve the NC Small Town Main Street Agreement for 2017-2018. Commissioner McLean-Kesler seconded the motion and it passed unanimously.

Duke Energy Progress Small Business Energy Saver Program

The town is being assessed to see if we qualify for the Duke Energy Small Business Energy Saver Program. As a participant, Duke Energy will pay up to 80% of select energy efficiency improvements such as lighting. Duke pays their share of the improvement upgrade upfront, so that the business doesn't have to bear a large initial expense. The assessment is free, it will provide energy-saving recommendation for us to review, and there is a turn-key installation around the town's needs.

The total cost for the Town Hall, Fire Hall and Public Works buildings is \$7,632.16, the Utility Incentive is \$4,882.24 and the Town's share is \$2,749.92. The total savings per year equals \$2,442 or \$12,210 over a five-year period.

Commissioner Evans made a motion to go forward with the Duke Energy Small Business Energy Saver Program. Commissioner McLean-Kesler seconded the motion and it passed unanimously.

Small Business Recovery Program Leadership Team appointments

Ms. Tatum asked the board to amend the agenda toward the end of the meeting to add appointing a Leadership Team for the Small Business Recovery Program. Commissioner Kemp made a motion to add the Small Business Recovery Program Leadership Team appointments to the agenda under New Business. Commissioner McLean-Kesler seconded the motion and it passed unanimously.

Ms. Tatum explained that in an effort to help towns and cities in Eastern North Carolina rebuild, the Rural Center is offering an intensive Small Business Recovery Program to six communities impacted by Hurricane Matthew, the western wildfires, Tropical Storm Julia or Tropical Storm Hermine. In addition to planning and implementation assistance, the program will establish a locally-led revolving loan fund in each community. As part of the application requirements, the town board needs to appoint a local leadership team of 4-5 people.

Mayor Townsend nominated Vayda Taylor, Commissioner McCallum nominated Vickie Tate and Demetrius Hill, Commissioner Kemp nominated Rod Heasley and Ms. Tatum suggested Legusta Floyd. Commissioner Kemp made a motion to accept the names of Vayda Taylor, Vicki Tate, Demetrius Hill, Rod Heasley and Legusta Floyd for the Small Business Recovery Program Leadership Team. Commissioner McLean-Kesler seconded the motion and it passed unanimously.

Commissioner Input

Commissioner Evans thanked the staff for the excellent work on the budget.

Commissioner McCallum wondered about the status of South Robeson Rescue. He has heard from concerned citizens that they were closed again. Commissioner Kemp, a member of their board, responded that they have reorganized under a new name and are working on getting licensed staff.

Commissioner McLean-Kesler asked why Fairmont does not have a probation officer stationed at town hall. Ms. Tatum replied that the town used to have a probation office but the state withdrew funding. Commissioner McLean-Kesler suggested organizing a community cleanup day.

Commissioner Gaddy has heard complaints about citizens receiving tickets rather than citations or warnings.

Commissioner Kemp wanted to know why he had to be excused by the full board to leave early at a meeting in December 2015, whereas on three separate occasions this year, Mayor Townsend and Commissioners Evans and Gaddy left without a board vote to excuse them. He feels it should be the mayor's right to excuse a member. Commissioner Evans said he could adjourn himself and left at 7:20 p.m. Town Attorney Robert Price explained any commissioner that leaves without a vote of the board is unexcused and any vote that takes place after that absence counts as if that commissioner voted in favor of the motion.

Manager's Input

Town Manager Katrina Tatum referred the board to her monthly report in the packet. She announced that she will be having knee surgery tomorrow and will be out of the office while she recovers but she will be available by phone during that time.

Announcements

Sunday, June 25 - Fairmont Fantastic Fourth, Fairmont Community Park.

Thursday, June 29 - Special Town Board meeting to adopt Amended FY 2016-2017 Budget, 6:00 p.m. Town Hall Courtroom.

Tuesday, July 4 - Town Offices closed in observance of Independence Day.

Tuesday, July 11 - NCDMV Driver's License Unit, 9:00 a.m. to 4:00 p.m., Town Hall Courtroom.

Tuesday, July 18 - Regular Town Board meeting, 6:00 p.m., Town Hall Council Chambers.

Saturday, July 22 - Celebrate Lumber River Day, 9:00 a.m. to 2:00p.m., Lumber River State Park.

Adjournment

There being no further business, the meeting was adjourned at 7:27 p.m.

Jennifer H. Larson, NCCMC
Town Clerk

Special Meeting – June 28, 2017

The Fairmont Board of Commissioners held a special meeting on Wednesday, June 28, 2017 at 1:30 p.m. at the Fairmont Regional Wastewater Treatment Plant with Mayor Charles Townsend presiding. Commissioners present were J.J. McCree, Charles Kemp, Monte McCallum, Cassandra Gaddy, Terry Evans and Felecia McLean-Kesler. Staff present included Public Works Director Ronnie Seals, WWTP Operator Kevin Taylor and Town Clerk Jenny Larson. Others present included North Carolina Governor Roy Cooper, NCDEQ Secretary Michael Regan, Fair Bluff Mayor Billy Hammond and other Fair Bluff and state representatives.

The purpose of the gathering was for North Carolina Governor Roy Cooper to visit Fairmont's Regional Wastewater Treatment Plant, view photos of Hurricane Matthew flooding, visit the Town of Fair Bluff, a partner on Fairmont's sewer system and have a roundtable discussion about the hurricane recovery.

Governor Cooper announced that nearly \$1 million in disaster recovery funding would be given to the Town of Fair Bluff. Hurricane Matthew devastated Fair Bluff in Columbus County, causing about a quarter of its businesses along with the revenue they generated to disappear and many residents to leave. Fairmont's Wastewater Treatment Plant serves Fair Bluff, along with the towns of Proctorville, Orrum, Cerro Gordo, and Boardman. Fairmont relies on revenue from the service it provides Fair Bluff to keep the treatment facility operating, and Fair Bluff's financial troubles have put at risk wastewater treatment services for the entire area. The funds will help with repairs to the system and plans to develop long-term solutions to lessen the impact future storms could have on the town's infrastructure and finances.

After leaving Fairmont's WWTP, Governor Cooper went to Fair Bluff to open a new boat ramp along the river walk and have a roundtable discussion on hurricane recovery efforts at the First Baptist Church in Fair Bluff, North Carolina. Commissioners Kemp and McCree did not attend this portion of the meeting.

The meeting concluded around 3:30 p.m.

Jennifer H. Larson, NCCMC
Town Clerk

Special Meeting – June 29, 2017

The Fairmont Board of Commissioners held a special meeting on Thursday, June 29, 2017 at 6:00 p.m. in the Town Hall Courtroom with Mayor Charles Townsend presiding. Commissioners present were J.J. McCree, Charles Kemp, Monte McCallum, Cassandra Gaddy and Felecia McLean-Kesler. Commissioner Terry Evans was absent. Staff present included Finance Director Linda Vause and Town Clerk Jenny Larson.

Mayor Townsend called the meeting to order and gave the invocation.

Write Off Uncollected Water Accounts for 2016-2017 in the amount of \$1,135.39.

Commissioner McLean-Kesler made a motion to write off uncollected water accounts for 2016 - 2017 in the amount of \$ 1,135.39. Commissioner Kemp seconded the motion and it passed unanimously. A copy of the 2016-2017 uncollected water accounts is hereby incorporated by reference and made a part of these minutes.

Write Off 2006 Property Taxes in the amount of \$5,827.05.

Commissioner Gaddy made a motion to write off the 2006 property taxes in the amount of \$5,827.05. Commissioner McLean-Kesler seconded the motion and it passed unanimously. A copy of the 2006 property tax accounts is hereby incorporated by reference and made a part of these minutes.

Ordinance 17-174 - Amended Fiscal Year Budget 2016-2017

Commissioner Gaddy made a motion to adopt Ordinance 17-174 - Amended Fiscal Year Budget 2016-2017 in the amount of \$4,136,169.00. Commissioner McLean-Kesler seconded the motion and it passed unanimously. A signed copy of the 2016-2017 amended budget ordinance is hereby incorporated by reference and made a part of these minutes.

There being no further business, a motion was made and seconded to adjourn the meeting at 6:02 p.m.

Jennifer H. Larson, NCCMC
Town Clerk