

NAVASSA REGULAR COUNCIL MEETING

July 15, 2021

7:30 P.M.

MEMBERS PRESENT

Eulis Willis, Mayor
James Hardy, Councilman
Minnie Brown, Councilwoman

William Ballard, Councilman
Antonio Burgess, Councilman

MEMBERS ABSENT

Jerry Merrick, Councilman

STAFF PRESENT

Michelyn Alston, Town Clerk
Stephen Conard, Police Officer

Barnes Sutton, Town Planner
Claudia Bray, Administrator

CITIZENS & VISITORS PRESENT

Clifton Ballard
Terri Jennings
Tonya Lowe

Craig Suggs
Damein Jennings

Shavon Holiday
Ernest Mooring, Jr

The Invocation was led by Councilman Ballard.
Before Mayor Willis called July 15, 2021, meeting to order.

ADJUSTMENT OF AGENDA

Ms. Bray asked that Budget Amendment Ordinance O-2021-05 be added to the agenda as 11d.

COUNCILMAN BALLARD MADE A MOTION SECONDED BY COUNCILWOMAN BROWN TO ADD BUDGET AMENDMENT ORDINANCE O-2021-05 TO AGENDA AS 11D. ALL VOTED IN FAVOR.

Councilman Hardy asked for a Budget Workshop date added to agenda under item number 12.

COUNCILMAN BURGESS MADE A MOTION SECONDED BY COUNCILWOMAN BROWN TO ADD BUDGET WORKSHOP TO AGENDA UNDER ITEM 12. ALL VOTED IN FAVOR.

Councilman Burgess would like to make recommendation for planning board members to be added under as item 9d.

Mr. Sutton asked for roof replacement engineer certification cost be an action item and Monarch Roofing invoice to be added under 7d.

COUNCILMAN BURGESS MADE A MOTION SECONDED BY COUNCILWOMAN BROWN TO ADD MONARCH INVOICE UNDER 7D. ALL VOTED IN FAVOR.

APPROVAL OF AGENDA

COUNCILMAN BALLARD MADE A MOTION SECONDED BY COUNCILMAN BURGESS TO APPROVE THE AGENDA WITH THE ADDITIONS. ALL VOTED IN FAVOR.

APPROVAL OF MINUTES

COUNCILMAN HARDY MADE A MOTION SECONDED BY COUNCILMAN BALLARD TO APPROVE THE MINUTES WITH ANY CORRECTIONS. ALL VOTED IN FAVOR.

The following were corrections made to the Capital Project Fund; Municipal building \$150,000, Indian Creek Project \$2,316,555, Navassa Waterfront Park \$1,531,455, Navassa Stormwater \$263,300, and Moze Heritage \$241,500.

VENDORS WITH TOWN BUSINESS

None.

OLD BUSINESS

2021 People for Bikes Grant Cycle

The People for Bikes Community Grant Program supports bicycle infrastructure projects and targeted advocacy. The Grant request for matching funding in the amount of \$10,000. With the authority to allocate up to \$5,000 from the Navassa Open Space Improvement Fund recommending pursue grant funding for the following:

9 Bicycle Racks for Public Facilities plus anchors	\$1,481.35
4 Bicycle Repair Stations	\$6,600.00
Total cost \$8,081.35 with Town's match (60/40) \$4,848.81.	

COUNCILMAN BALLARD MADE A MOTION SECONDED BY COUNCILMAN HARDY TO SPEND \$4,848.81 TOWARDS GRANT FUNDING FOR 2021 PEOPLE FOR BIKES GRANT. ALL VOTED IN FAVOR.

Police Department Renovation-Surveillance Equipment

Councilman Burgess informed board that he has be in communication with Graham Security regarding surveillance equipment and will have information later.

COUNCILMAN HARDY MADE A MOTION SECONDED BY COUNCILMAN BURGESS TO TABLE UNTIL ALL THE QUOTES ARE READY. ALL VOTED IN FAVOR BY A SHOW OF HANDS.

NEW BUSINESS

North Brunswick Chamber of Commerce Membership

The board discuss the benefits of being a member of NB Chamber of Commerce.

COUNCILMAN BALLARD MADE A MOTION SECONDED BY COUNCILWOMAN BROWN TO RENEWAL MEMBERSHIP WITH NB CHAMBER OF COMMERCE. ALL VOTED IN FAVOR.

Brunswick Search & Rescue Donation

The board held a discussion regarding the amount to be given ranging from \$1,250 to \$500.

COUNCILWOMAN BROWN MADE A MOTION SECONDED BY COUNCILMAN BALLARD TO GIVE A DONATION OF \$500. 3-YEAS Ballard, Brown, Mayor tie breaker and 2-NAYS Hardy, Burgess.

Moze Heritage Donation Footprint

Mr. Sutton spoke about the board receiving a letter from Greenfield Environmental Multistate Trust confirming their continued support for the proposed Moze Heritage Center and Nature Park and them wanting to begin discussions with the Town about how to secure approval to donate Multistate Trust land for the Moze Center to the Town.

Councilman Hardy asked about the existing agreement for Canal Drive and thought perhaps the Town should investigate another way to excess the property.

Councilman Burgess express his concerns about the location of the Center shifting.

Mayor reminded everyone that this would give Navassa access to the river with this Moze Heritage footprint donation.

COUNCILMAN HARDY MADE A MOTION SECONDED BY COUNCILMAN BURGESS TO APPROVAL THE MOZE HERITAGE DONATION FOOTPRINT. ALL VOTED IN FAVOR.

Town Hall Construction

Mr. Sutton read recommendation from J. Clark Hipp stating the ribbon slab allows the installation of below slab plumbing after the building is erected. His structural engineer who is designing the ribbon slab did note that the ARCO design assumed a much higher wind load than is required. He strongly feels that his foundation design based on actual loading requirements will result in a savings over the ARCO plan.

COUNCILMAN HARDY MADE A MOTION SECONDED BY COUNCILWOMAN BROWN TO CHOOSE THE RIBBON FOUNDATION FOR THE TOWN HALL CONSTRUCTION. ALL VOTED IN FAVOR.

The board reviewed the architectural floor plan design for the Town Hall and asked for additional time before deciding.

COUNCILMAN HARDY MADE A MOTION SECONDED BY COUNCILWOMAN BROWN TO TABLE THE ARCHITECTURAL FLOOR PLAN DESIGN FOR FURTHER STUDY. ALL VOTED IN FAVOR.

Mr. Sutton informed the board about the change order in the amount of \$585.00 additional to the contract for the Monarch Company due to the Engineer Certification that is needed to obtain the permit for the roof replacement.

COUNCILMAN HARDY MADE A MOTION SECONDED BY COUNCILWOMAN BROWN TO APPROVE THE CHANGE ORDER FOR MONARCH COMPANY IN THE AMOUNT OF \$585.00. ALL VOTED IN FAVOR.

Mr. Sutton address the issue with the board about the material cost of 25% that was due at time of material delivery not being paid yet due to the delay with the project. Ask the board would they move forward with releasing the payment as stated in the contract.

Councilman Burgess stated that his concerns were addressed and asked about the time frame for the project.

COUNCILMAN BURGESS MADE A MOTION SECONDED BY COUNCILWOMAN BROWN TO PAY THE 25% MATERIAL COST INVOICE FROM MONARCH COMPANY. ALL VOTED IN FAVOR.

Ditch Maintenance Contract

Councilman Burgess asked that this be tabled until he receives the necessary quote documentation.

ADMINISTRATION REPORTS & UPDATES

CDS Maintenance Contract

Ms. Bray presented to the board the copiers maintenance agreement from Coastal Document Systems for their approval.

COUNCILMAN HARDY MADE A MOTION SECONDED BY COUNCILMAN BALLARD TO ENTER INTO MAINTENANCE CONTRACT WITH COASTAL DOCUMENT SYSTEMS. ALL VOTED IN FAVOR.

Mosquito Control

It was reported that Brunswick County will assist us Sept 21st by spraying for mosquitoes.

Auction Bid Update

Mr. Clifton Ballard won the coin toss to break the bid tie for the Police Department Building.

PLANNING DEPARTMENT

Parks Charcoal Grills Quote

The board discuss the quote given for the heavy-duty steel park style charcoal grill for the Navassa Township Park.

Councilman Ballard express concerns about the Phoenix Park in regards to rules and regulations.

COUNCILMAN HARDY MADE A MOTION SECONDED BY COUNCILWOMAN BROWN TO ACCEPT THE QUOTE FOR TWO CHARCOAL GRILLS FOR NAVASSA TOWNSHIP PARK. ALL VOTED IN FAVOR.

Surety Bond (Seaboard Industrial Park)

The board held a discussion about the Surety Bond and concluded that the attorney should review the documentation.

COUNCILMAN BALLARD MADE A MOTION SECONDED BY COUNCILWOMAN BROWN TO HAVE ATTORNEY REVIEW THE SURETY BOND FOR SEABOARD INDUSTRIAL PARK MAJOR SUBDIVISION. 3-YEAS, 1-NAY

Designate Emergency Operation Personnel

The board gave the directive for Ms. Bray and Mr. Sutton to work on developing procedures and contact personnel.

POLICE DEPARTMENT

Acting Chief Conrad informed the board that Candidate Wolf information was sent to Training and Standards. Also, he has been working on animal control solution asking for assistance from Town of Leland, in which they are unable to assist. He suggested perhaps a contract with Brunswick County Animal Control for services.

Ms. Bray told the board about scheduling five interviews for Police Chief position and asked if Council members were interested in participating in the interviewing, please provide her with their availability.

FINANCE DEPARTMENT

S. Preston Douglas Auditor Contract

Ms. Bray presented the board the auditor contract for their approval.

COUNCILMAN HARDY MADE A MOTION SECONDED BY COUNCILMAN BURGESS TO ENTER INTO CONTRACT WITH S. PRESTON DOUGLAS AND ASSOCIATES. ALL VOTED IN FAVOR.

Budget Amendment

Ms. Bray presented the board with the budget amendment.

COUNCILMAN HARDY MADE A MOTION SECONDED COUNCILMAN BALLARD TO APPROVE AND ADOPT THE FY 2021-2022 BUDGET ORDINANCE AMENDMENT O-2021-05. ALL VOTED IN FAVOR.

FY 2021-2022 Budget Ordinance Amendment

BE IT ORDAINED, by the Governing Board of the Town of Navassa, North Carolina that the following amendments are made to the annual budget ordinance for the fiscal year ending June 30, 2022.

Section 1. To amend the General Fund to transfer funds as follows:

General Fund Amendments

<u>Account Number</u>	<u>Account Description</u>	<u>Increase</u>	<u>(Decrease)</u>
10-3991-00	Fund Balance Appropriation	\$53,373.00	
10-4300-75	Building Renovations	\$18,948.00	
10-4910-27	Stormwater	\$10,000.00	
10-4110-19	Professional Svcs. – Accounting	\$ 9,425.00	
10-4110-21	Auditors Fees	\$15,000.00	

Adopted this the 15th day of July, 2021.

COUNCIL MEMBER'S REPORTS

Councilman Hardy asked the board members to consider scheduling a workshop to make plans for the ARP Funding. Also, asked if the bicycles that are stored in public works area can be used by Parks and Recreation for kids who don't have bikes.

Councilman Burgess request a special meeting be scheduled in two weeks to take care of items that have been tabled. Also recommended that Ms. Lucy Vasquez be appointed to the Planning Board.

CITIZENS

Ms. Lowe request that the board give the Parks and Recreation Board time to work out the knots regarding rules and regulations. Also, reported that the event that was held this past weekend had no issues and request a large trash can for parks due to animals turning them over.

Mr. Ballard thanked Barnes Sutton for attending Brunswick County meeting and speaking on the citizens behalf for district 3.

EXECUTIVE SESSION

COUNCILMAN BALLARD MADE A MOTION SECONDED BY COUNCILMAN BURGESS TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL. ALL VOTED IN FAVOR.

COUNCILWOMAN BROWN MADE A MOTION SECONDED BY COUNCILMAN HARDY TO COME OUT OF EXECUTIVE SESSION. ALL VOTED IN FAVOR.

No action taken in executive session requesting that liaison be presented.

ADJOURNMENT

There being no further business, Mayor asked for adjourned of July 15, 2021, meeting.

COUNCILMAN BALLARD MADE A MOTION SECONDED BY COUNCILMAN HARDY TO ADJOURN THE MEETING. ALL VOTED IN FAVOR.

ATTEST:

Town Clerk

Mayor Pro Tem