

NAVASSA REGULAR COUNCIL MEETING

December 15, 2022

7:30 P.M.

MEMBERS PRESENT

Eulis Willis, Mayor
William Ballard, Councilman
Ernest Mooring, Jr, Councilman

Jerry Merrick, Councilman
Ida Dixon, Councilwoman

STAFF PRESENT

Claudia Bray, Project Consultant
Darryl DeCotis, Police Chief

Attorney Norwood Blanchard

CITIZENS & VISITORS PRESENT

Chiwale Thomas
Doris Willis
LaTonya Lowe
Clifton Ballard

Rose Terry
Frank Willis
Craig Suggs
Port City Daily news reporter

Councilman Ballard led the Invocation.

Before Mayor Willis called December 15, 2022, meeting to order at 7:33pm.

ADJUSTMENT AND APPROVAL OF AGENDA

Ms. Bray asked for the following items to be added to the agenda.

- Community Center Use Request (Jehovah Witness Communion Day April 4th)
- Bike/Ped Plan Approval
- Port City Builders Change Order
- Executive Session for Personnel

COUNCILMAN BALLARD MADE A MOTION SECONDED BY COUNCILWOMAN DIXON TO ADJUST AND APPROVE THE AGENDA TO INCLUDE THE ABOVE ITEMS. ALL VOTED IN FAVOR.

APPROVAL OF MINUTES

COUNCILWOMAN DIXON MADE A MOTION BY COUNCILMAN MOORING TO APPROVE THE MINUTES WITH THE NECESSARY CORRECTIONS. ALL VOTED IN FAVOR.

BUSINESS

Consent Agenda ARP Policies

COUNCILMAN MERRICK MADE A MOTION SECONDED BY COUNCILWOMAN DIXON TO APPROVE THE CONSENT AGENDA ARP POLICIES THAT ARE LISTED. ALL VOTED IN FAVOR.

District 2 Vacant Seat nomination

Mayor Willis explained that there was an issue regarding one of the applicants for the vacant seat and asked the Attorney for direction. Attorney Blanchard stated that the applicants do not fall under personnel and issue must be discussed in open meeting if the board chooses.

Councilman Ballard asked that the matter be tabled until the entire board can review the information.

COUNCILMAN BALLARD MADE A MOTION SECONDED BY COUNCILMAN MERRICK TO TABLE ACTION UNTIL JANUARY MEETING. ALL VOTED IN FAVOR.

Feasibility Study for Support to WMPO R-2022-15

COUNCILWOMAN DIXON MADE A MOTION SECONDED BY COUNCILMAN MOORING TO APPROVE THE FEASIBILITY STUDY FOR SUPPORT TO WMPO RESOLUTION. ALL VOTED IN FAVOR.

RESOLUTION SUPPORTING THE WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION'S APPLICATION TO THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION FOR THE INTEGRATED MOBILITY DIVISION FEASIBILITY STUDY GRANT PROGRAM TO COMPLETE A FEASIBILITY STUDY FOR A MULTI-USE PATH ALONG THE GULLAH GEECHEE HERITAGE CORRIDOR

WHEREAS, the Town of Navassa in coordination with the Wilmington MPO has adopted a Comprehensive Bicycle and Pedestrian Plan and a Collector Street Plan; and

WHEREAS, the Bike/Ped Plan combined with the Collector Street Plan provide details that are needed for the construction of Trails and sidewalk facilities; and

WHEREAS, the Wilmington Urban Area Metropolitan Planning Organization is committed to the planning and construction of trail and sidewalk facilities; and

WHEREAS, a feasibility study would improve the pipeline of this project to access state and federal funding and produce a well-conceived project with demonstrated community support that will be competitive in the State Transportation Improvement Program (STIP) and for federal investment; and

WHEREAS, to encourage the development of feasibility studies the North Carolina Department of Transportation has created a grant program to fund plan development; and

WHEREAS, the North Carolina Department of Transportation's Integrated Mobility Division seeks to bridge the gap between conceptual planning and programming of projects and build upon higher-level planning efforts and take a comprehensive approach to identify possible route alternatives of multimodal corridors; and

WHEREAS, the Feasibility Study Grant Program seeks to create plans that include planning level considerations for the study area such as demographics, existing and future land uses, the natural environment, the human environment, producing a final analysis of alternative route alignments; and

WHEREAS, the North Carolina Department of Transportation is accepting proposals for the Integrated Mobility Division Feasibility Study Grant Program until January 9, 2023; and

NOW THEREFORE, be it resolved that Town of Navassa hereby supports an application by the Wilmington Urban Area Metropolitan Planning Organization to the North Carolina Department of Transportation for the Integrated Mobility Division Feasibility Study Grant Program for a feasibility study along the Gullah Geechee Heritage Corridor. **ADOPTED** at a regular meeting of the Town of Navassa on December 15, 2022.

MLK Day Celebration Funding

COUNCILMAN MOORING MADE A MOTION SECONDED BY COUNCILWOMAN DIXON TO APPROVE THE REQUESTED FUNDING FOR THE MLK DAY CELEBRATION. ALL VOTED IN FAVOR.

Cape Fear Council of Government Delegate

Mayor Willis informed the board that he is the current Delegate and asked the board for their pleasure regarding him remaining or replacing.

COUNCILMAN MERRICK MADE A MOTION SECONDED BY COUNCILMAN BALLARD FOR COUNCILWOMAN DIXON TO BE THE DELEGATE FOR CFCOG. 3-AYES, 1-NAY

Councilwoman Dixon declined the appointment at this time and no other nomination was offered. Mayor Willis will remain the Delegate by default.

TAC Alternate Representative

The mayor gave a brief about the Board responsibility and the qualifications needed.

COUNCILMAN MERRICK MADE A MOTION SECONDED BY COUNCILMAN BALLARD TO NOMINATE COUNCILWOMAN DIXON AS THE TAC ALTERNATE REPRESENTATIVE. 3-YAES, 1-NAY.

Councilwoman Dixon declined the position at this time.

COUNCILWOMAN DIXON MADE A MOTION SECONDED BY COUNCILMAN MOORING FOR HIM TO BE THE TAC ALTERNATE REPRESENTATIVE. 3-YAES, 1-NAY BY A SHOW OF HANDS.

Christmas Bonus

COUNCILMAN BALLARD MADE A MOTION SECONDED BY COUNCILWOMAN DIXON THAT THE CHRISTMAS BONUS THAT WERE PUT IN PLACE LAST YEAR REMAIN IN PLACE FOR THIS YEAR. ALL VOTED IN FAVOR.

Project Updates

Ms. Bray reported that Phase 1 of the Municipal Building is completed, and we will be moving into phase 2 with Clark getting the estimates to complete the building.

Multi use path has an issue with the right of way, but the Attorney is working on a resolution.

This week the final paperwork was completed for the hurricane Florence FEMA funding.

The NCORR funding was used for salaries, and this is the last year, and that grant will be closing out soon.

The two active NFWF projects are Navassa Waterfront and Indian Creek they are still working on their site delineations and have already done the clearing of the paths.

PLANNING DEPARTMENT

Reaves Chapel Variance Request

The mayor reported that the Reaves Chapel Variance Request is reschedule to next month.

POLICE DEPARTMENT

COUNCILWOMAN DIXON MADE A MOTION SECONDED BY COUNCILMAN MOORING TO APPROVE THE QUOTE FROM PREMIER FOR \$911.74 FOR AUTO REPAIR. ALL VOTED IN FAVOR.

Chief Reported the following:

1. Attended Sheriff Ingram's Swearing In ceremony on Friday, 12/09/2022
2. We received a CODIS hit on an OLD reported rape that was taken by Chief Preston Howell where no leads or suspects were identified in his report. A CODIS "hit" can be made by a DNA profile from evidence in an unsolved case matching the DNA profile from a convicted offender or an arrestee. A "hit" can also be made between evidence in an unsolved case and another unsolved case or to a previously solved case. NPD has conducted follow-up investigation and will be obtaining warrants in the next few days of suspect.
3. All Officers Mandatory In-Service Training has been completed for 2022 including firearms qualifications.
4. Attended the Brunswick County Law Enforcement Association Christmas gathering
5. All Full-Time Officers now have winter coats
6. Range fees have gone up for 2023 and we will need to make a line item for that expense. Total will be \$500.00 for the year
7. I donated many bullets to our department this past year and my supply is now depleted. We will need to purchase 9mm, 40cal, shotgun and .223, 5.56 and paper targets for the upcoming year. This will be approximately \$500.00 and another expenditure in budget
8. 2016 Charger estimate is \$911.74 This includes everything to make it drivable including siren and check engine light
9. All vehicles in fleet will all require inspection stickers on January 1st, 2023.
10. Currently working on performance appraisals and merit increases for Officers on their Anniversary dates

11. **The A/C & Heat unit in the rear of the Police Department does not work and continually runs without cooling or heating. It has been turned off and we may need a portable heater to get us through the winter months or until it can be repaired**
12. **We had approximately 195 calls for service in NOVEMBER 2022 and this is about 6.5 per day**

FINANCE DEPARTMENT

Grant Project Ordinance O-2022-12

COUNCILWOMAN DIXON MADE A MOTION SECONDED BY COUNCILMAN MOORING TO ADOPT THE GRANT PROJECT ORDINANCE FOR ARP. ALL VOTED IN FAVOR.

COUNCILWOMAN DIXON MADE A MOTION SECONDED BY COUNCILMAN MOORING TO WAIVE THE SECOND READING FOR THE GRANT PROJECT ORDINANCE FOR ARP. ALL VOTED IN FAVOR.

Grant Project Ordinance for the Town of Navassa American Rescue Plan Act of 2021: Coronavirus State and Local Fiscal Recovery Funds

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF NAVASSA, NORTH CAROLINA, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

SECTION 1: This ordinance is to establish a budget for a project to be funded by the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF). The Town of Navassa (Town) has received the total allocation of \$734,916.31 of CSLFRF funds. These funds may be used for the following categories of expenditures, to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff.
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector.
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic; reimburse direct and benefits expenditures.
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

SECTION 2: The Town has elected to take the standard allowance, as authorized by 31 CFR Part 35.6(d)(1), and expend all its ARP/CSLFRF funds for the provision of government services.

SECTION 3: The following amounts are appropriate for the project and authorized for expenditure:

Internal Project Code	Project Description	Expenditure Category (EC)	Cost Object	Appropriation of ARP/CSLFRF Funds
001	Administration for period of March 3, 2021, through June 30, 2021	6.1	Benefits	\$11,038.00
002	Planning Department for period of March 3, 2021, through June 30, 2021	6.1	Benefits	\$4,730.00

003	Street Department for period of March 3, 2021, through June 30, 2021	6.1	Benefits	\$5,939.00
004	Law Enforcement for period of March 3, 2021, through June 30, 2021	6.1	Benefits	\$6,240.00
005	Environmental Protection for period of March 3, 2021, through June 30, 2021	6.1	Benefits	\$2,308.00
001	Administration for period of July 1, 2021, through June 30, 2022	6.1	Benefits	\$35,120.00

002	Planning Department for period of July 1, 2021, through June 30, 2022	6.1	Benefits	\$10,325.00
			Salaries	\$35,190.00
003	Street Department for period of July 1, 2021, through June 30, 2022	6.1	Benefits	\$3,716.00
004	Law Enforcement for period of July 1, 2021, through June 30, 2022	6.1	Benefits	\$26,629.00
			Salaries	\$33,029.00
			Subtotal:	\$174,264.00

001	Governing Body for period of July 1, 2021, through June 30, 2022	6.2	Expenditures	\$127,611.00

002	Administration Department for period of July 1, 2021, through June 30, 2022	6.2	Expenditures	\$78,526.00
003	Public Building Department for period of July 1, 2021, through June 30, 2022	6.2	Expenditures	\$38,909.00
004	Law Enforcement for period of July 1, 2021, through June 30, 2022	6.2	Expenditures	\$195,357.00
005	Streets Department for period of July 1, 2021, through June 30, 2022	6.2	Expenditures	\$43,467.00

006	Environmental Protection Department for period of July 1, 2021, through June 30, 2022	6.2	Expenditures	\$14,706.00

007	Planning Department for period of July 1, 2021, through June 30, 2022	6.2	Expenditures	\$20,678.00
008	Park & Recreation for period of July 1, 2021, through June 30, 2022	6.2	Expenditures	\$18,466.00
009	Community Center for period of July 1, 2021, through June 30, 2022	6.2	Expenditures	\$22,932.00
			Subtotal:	\$560,652.00
			Grand Total:	\$734,916.00

SECTION 4: The following revenues are anticipated to be available to complete the project:

ARP/CSLFRF Funds: \$734,916.00
Total: **\$734,916.00**

SECTION 5: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements, including payroll documentation and effort certifications, in accordance with 2 CFR 200.430 & 2 CFR 200.431 and the Town’s Uniform Guidance Allowable Costs and Cost Principles Policy.

SECTION 6: The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

SECTION 7: Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to Town Council.

SECTION 8: This grant project ordinance is effective as of December 15, 2022, and expires on December 31, 2026, or when all the ARP/CSLFRF funds have been obligated and expended by the Town, whichever occurs sooner. Adopted this 15th day of December 2022.

Community Center Usage

A request was made from Jehovah Witness to use the Community Center on April 4th for their communion day.

COUNCILMAN MOORING MADE A MOTION SECONDED BY COUNCILWOMAN DIXON TO APPROVE JEHOVAH WITNESS COMMUNITY CENTER REQUEST. 3-YEAS, 2-NAYS, BY A SHOW OF HANDS. (Mayor broke the tie)

Councilman Merrick requests the record reflect is concern about the board picking and choosing who will be able to use center and suggest the building be open for any rentals.

Bike/Ped Plan Approval

COUNCILWOMAN DIXON MADE A MOTION SECONDED BY COUNCILMAN MOORING TO APPROVE THE BIKE/PED FOR THE TOWN OF NAVASSA. ALL VOTED IN FAVOR.

Budget Amendment O-2022-13

COUNCILMAN MERRICK MADE A MOTION SECONDED BY COUNCILMAN MOORING TO ADOPT THE BUDGET AMENDMENT O-2022-13. ALL VOTED IN FAVOR.

FY 2022-2023 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, 2023.

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 (Decrease)</u>	
10-4300-75	Police Department Renovations	\$1,500.00	
10-3316-02	Fund Balance Appropriation – GF		\$1,500.00
10-4110-11	Life Insurance	\$ 500.00	
10-4120-99	Contingency		\$ 500.00
10-4120-99	Contingency		\$1,000.00
10-4110-32	Communications	\$1,000.00	
10-4120-04	Contract Services	\$20,000.00	
10-4120-00	Salaries		\$20,000.00

Adopted this the 15th day of December 15, 2022

Port City Builder Change Order

COUNCILMAN MERRICK MADE A MOTION SECONDED BY COUNCILMAN MOORING TO APPROVE THE CHANGE ORDER FOR PORT CITY BUILDERS. ALL VOTED IN FAVOR.

COUNCILMEMBER REPORT

Councilman Ballard asked what is the status of the water for Phoenix Park in District 3? Mayor informed him that a vendor is schedule to investigate and supply a quote, once that has been done will let board and concern citizens know.

CITIZENS TO BE HEARD

Ms. Rose Terry thanked the board for moving forward with the water situation for Phoenix area. She asked was the Feasibility Study for Support to WMPO was that a cost to the town? Is the Christmas Bonus based on a percentage of their salary or a set amount?

Mr. Clifton Ballard stated it was good to see Claudia back and he miss Councilman Hardy that spoke to educate the public where a lot of the sitting board members are

holding their heads down and talking low. He also has an issue with no African Americans on the Police Force.

Councilman Ballard stated he has requested diversity on the Police Force several times.

Councilwoman Dixon informed the public she is the liaison over that department and minority applicants have applied then changed their mind or simply couldn't pass standard qualifications. With the nations climate it is hard to find people who are willingly to work as officers and the Town can't hire based just on race. Also, also wanted it noted that there is diversity currently on the Police Force.

Mr. Chiwale Thomas asked the board to discuss and decide regarding the use of the Community Center because his Church was interested in using the Center and called in November and told the building wasn't open at time pending Board decision.2

EXECUTIVE SESSION

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

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

The mayor asked that the record show no action taken in the Executive Session but requesting a motion in open session.

COUNCILWOMAN DIXON MADE A MOTION SECONDED BY COUNCILMAN MOORING ANY ACTION PERTAINING TO THE CHIEF PROBATION PERIOD BEING EXTENDED BE NULL AND VOID ALSO REMOVED FROM HIS PERSONNEL RECORD. 3-YEAS, 1- NAY.

ADJOURNMENT

There being no further business, Mayor adjourned December 15, 2022, meeting.

COUNCILMAN MOORING MADE A MOTION SECONDED BY COUNCILWOMAN DIXON TO ADJOURN THE TOWN MEETING. ALL VOTED IN FAVOR.

ATTEST:

Town Clerk

Mayor Pro Tem