

**NAVASSA REGULAR COUNCIL MEETING**

March 17, 2022

7:30 P.M.

**MEMBERS PRESENT**

Eulis Willis, Mayor  
William Ballard, Councilman  
Ida Dixon, Councilwoman

Jerry Merrick, Councilman  
James Hardy, Councilman  
Ernest Mooring Jr, Councilman

**STAFF PRESENT**

Darryl Decotis, Police Chief  
Claudia Bray, Town Administrator

Matthew Kollmeyer, Police Officer  
Michelyn Alston, Clerk

**CITIZENS & VISITORS PRESENT**

Matt McLean, CPA  
Henry B. Robbins  
Frank Willis  
Craig Suggs

Tracey Troy, audio recorder  
Doris Willis  
Rodney Grady

Councilman Ballard led the Invocation  
Before Mayor Willis called March 17, 2022, meeting to order at 7:34 pm.

**ADJUSTMENT OF AGENDA**

The Administrator asked for adjustment of the agenda to include Security Plus Electrical quote for the Police Department renovation.

**COUNCILMAN BALLARD MADE A MOTION SECONDED BY COUNCILMAN MERRICK TO ADJUST THE AGENDA FOR THE ADDITIONS. ALL VOTED IN FAVOR.**

**APPROVAL OF AGENDA**

**COUNCILMAN MERRICK MADE A MOTION SECONDED BY COUNCILWOMAN DIXON TO APPROVAL THE AGENDA WITH THE ADDITIONS. ALL VOTED IN FAVOR.**

**APPROVAL OF MINUTES**

**COUNCILMAN BALLARD MADE A MOTION SECONDED BY COUNCILMAN MERRICK TO APPROVE THE MINUTES OF THE PREVIOUS MEETING WITH THE NECESSARY CORRECTIONS. ALL VOTED IN FAVOR.**

## **VENDORS/VISITORS WITH TOWN BUSINESS**

Matt McLean, CPA with S. Preston Douglas Auditor Firm presented the board their Fiscal Year Audit for 2020/2021. Below are some highlights from his presentation.

- The assets and deferred outflows of resources of the Town exceeded its liabilities and deferred inflows of resources at the close of the fiscal year by \$3,351,711 (net position).
- Governmental activities increased the Town's net position by \$424,897.
- The fund balance for the Town general fund reached \$1,407,921 an increase of \$531,192.
- Water/Sewer system was conveyed to Brunswick County on July 1, 2021.
- Assets total \$3,746,984, Liabilities total \$11,958, Total net position \$3,351,711.
- Total Government activities expenses \$1,123,300, Total business type activities \$177,069, Total primary government \$1,300,369.
- Total fund balance \$1,407,921.
- Current levy collection percentage is 95.62%.
- Budget amendments were done on regular basis.
- The audit was turned in 4 days late due to his office dealing with COVID.

Mayor Willis asked for explanation of the Yellow Book and Single Audit which are used only if we have grant funding

Ms. Bray asked if this audit could help the Town be removed from the UL list, Mr. McLean stated he would assist with having the Town removed from list.

## **NEW BUSINESS**

### **Planning Services-Cape Fear COG**

Ms. Bray recommend CFCOG for planning services with the retainer for services option.

Fixed monthly rate of \$2000

Up to 20 hours per month, travel included

Not to exceed \$3,000 per month, if total hours are above 20

Capacity is retained for technical assistance

**COUNCILMAN HARDY MADE A MOTION SECONDED BY COUNCILWOMAN DIXON TO ACCEPT CFCOG PLANNING SERVICES OPTION 1 PROPOSAL. ALL VOTED IN FAVOR.**

### **PC Solutions Network Cabling Quote PD renovations**

The quote in the amount of \$1,964.73 was presented to the board for approval for the network equipment needed to complete the PD renovation from PC Solutions.

**COUNCILMAN HARDY MADE A MOTION SECONDED BY COUNCILMAN BALLARD TO ACCEPT PC SOLUTIONS QUOTE IN THE AMOUNT \$1,964.73 ALL VOTED IN FAVOR.**

**Budget Workshop/Organization Meeting Date**

The budget workshop/organization meeting has been scheduled for April 9<sup>th</sup> at 9:00 am.

**Security Plus Electrical Quote**

Council was present a quote from Security Plus Electrical in the amount of \$3,250 for police department renovations.

**COUNCILMAN BALLARD MADE A MOTION SECONDED BY COUNCILWOMAN DIXON TO APPROVE THE QUOTE FROM SECURITY PLUS ELECTRICAL IN AMOUNT OF \$3,250. ALL VOTED IN FAVOR.**

**ADMINISTRATION REPORTS**

Ms. Bray updated the board that NFWF contractors were chosen and asked for board approval.

Indian Creek project being awarded to S. Grady Towing in amount of \$25,000.

Waterfront project being awarded to Yard Runners in amount of \$15,000.

**COUNCILMAN HARDY MADE A MOTION SECONDED BY COUNCILMAN MERRICK TO AWARD PROJECTS TO S. GRADY TOWING \$25,000 AND YARD RUNNERS \$15,000. ALL VOTED IN FAVOR.**

The Administrator gave the following updates:

- Damaged was done to the Center overhand by UPS Delivery Truck, the process has started regarding repair.
- Brunswick County Planning Department will hold a meeting on March 22<sup>nd</sup> at 5:30 at Navassa Community Center for the Comprehensive Land Use Plan.
- Ryan Homes of Riverbend Project will start this summer phase 1 with a projected 250 homes.

**POLICE DEPARTMENT**

Chief Decotis gave the board a report below are a few high lights:

- The Police Department has answered several calls for service in the community since the last Board meeting. Calls range from Larceny, domestic disturbance, animal complaints, and motor vehicle crashes.
- The Records Management System from Southern Software is beginning to take shape and all necessary Hardware has been purchased to undergo the transition.
- Two more new officers have been introduced to board (1 Fulltime & 1 Parttime).
- Chief has been selected as 1 of 3 Police Chief's in North Carolina to attend a North Carolina Conference of District Attorneys in Phoenix Arizona, April 4 – 7, 2022.
- Two-way Radios are being phased out and by 2025 the current configurations will not work (Countywide) to include Fire and EMS.
- Flagpole in front of new Police Department will need repairing/replacing because it is unserviceable.

Chief Decotis also recommended hiring of Matthew Kollmeyer as full-time officer at maximum salary.

**COUNCILWOMAN DIXON MADE A MOTION SECONDED BY COUNCILMAN HARDY TO HIRE MATTHEW KOLLMAYER AS FULL TIME OFFICER AT MAXIMUM SALARY. ALL VOTED IN FAVOR.**

*Mayor Willis gave the Oath of Office to Matthew P. Kollmeyer.*

“I, Matthew P. Kollmeyer accept the duties and responsibilities of the position of Police Officer with the Town of Navassa, and do solemnly and sincerely swear that I will support the Constitution of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; so help me God.

I do solemnly swear that I will be alert and vigilant to enforce the criminal laws of the State of North Carolina; that I will not be influenced in any matter on account of personal bias or prejudice; that I will faithfully and impartially execute the duties of my office as Police Officer according to the best of my skill, abilities, and judgment; so, help me, God.”

### **FINANCE DEPARTMENT**

Budget vs actual report and Bank Reconciliation are in packets.

Councilwoman Dixon questioned Parks/Rec Board stipend line being used since there has not been no meeting and she noticed bonus line in several department asking that for which they were used.

Ms. Bray explained the budget year started July 1<sup>st</sup> and the Park Board held a few meetings also, the bonus line was used for Christmas Bonus for that department.

Mayor Willis and Ms. Bray held a discussion about the fund balance appropriation asking about developing a Fund Balance Policy as suggested in the Essential Government Class.

Ms. Bray informed the board that in the new budget the Powell Bill and Community Center will be self-sufficient funds in the upcoming budget.

### **COUNCILMEMBERS REPORT**

Councilman Ballard thanked the staff for working hard to ensure that we receive a clean and good audit and enjoyed hearing positive report versus a negative report.

Councilman Hardy also thanked the staff for working hard towards the Town receiving a good audit. Also, informed the board about the following:

- Ms. Lollie Beatty family is willing to donate/allow her property for the community garden in that area as part of the beautification efforts.
- Developing a community garden in Phoenix area behind the Phoenix Ball Park.

- Awaiting quotes from Brunswick County to get a building for the Phoenix Park and Davis Creek Park.
- Will begin holding Parks/Recreation board meeting again in April.
- Awaiting quotes to resurface the baseball field in Phoenix Park.
- Awaiting quotes to clean and develop the Phoenix community garden.

Mayor Willis informed the board that himself, Councilman Mooring and Councilwoman Dixon will attend the Rural Summit.

Councilman Mooring is investigating a program for COVID free Wi-Fi from the rural center.

Councilman Merrick thanked Madam Administrator and financial team which is our budget officer Mr. Hardy and Michelyn Alston for doing a great job. I have been on this board over twelve years and in twelve years in the audience we have two former council members that I had the pleasure to work with. And some here other than Ms. Dixon this year. In my twelve years we have never received such an outstanding audit not one time as they had alluded to earlier, we have been on a list of bad towns. Tonight, we got the information not from a councilmember, not from doing politics. We got a great audit by the administrative staff doing their work and no disrespect to the new councilmembers, but the former councilmember was the best board with which he has ever worked. We came in and did the hard work and made the hard decision that is why we are here today with this audit. Doing the hard work taking the politics out of it, this is what it means this is what it is for the citizens themselves. Everyone should be proud the administrative team, council as well, I am hoping we can keep the work up because this is what we are here for.

Mayor Willis expressed his concerns about the citizens not receiving services since we have only two employees and four police officers. He reminded the board that they are here to provide a productive and full filled life for the citizens.

Councilman Merrick made the following statement without the Chair yielding the floor to him. "Council and citizens as I said before the book speaks for itself as you can see right now, we are moving forward with a great audit. We are hiring Police Officers, moving forward with a new Police Department building as well as a new Town Hall. Getting the staff where they need to be doing the things they need to be doing. So, if that is not providing services today, not talking about yesterday. So, I do not understand that statement from Mayor Willis.

Councilman Merrick wants the record to reflex his comments verbatim.

### **CITIZENS TO BE HEARD**

Mr. Suggs stated as a former council member he was pleased about the good audit that the Town received. He stood to thank everyone on the excellent job they were doing and reminded the board that they need to work together and not allow the confusion and discord to detour them from working together.

**ADJOURNMENT**

There being no further business, Mayor Willis asked for adjourned of March 17, 2022.

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

**ATTEST:**

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**Town Clerk**

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**Mayor Pro Tem**