

**Town of Marshville
Town Council Meeting
Monday, November 19, 2012, 7:00 PM
Marshville Town Hall – 201 West Main Street**

REGULAR MEETING AGENDA

Council Members Present: Mayor Frank Deese, Mayor Pro-Tem Matthew Jefferson, Council Members Norma Carpenter, Dora Bridget, Margaret Bivens and Gary Huntley.

Staff Present: Town Manager, Amanda Reid; Town Clerk/Finance Officer Tonya Johnson; Town Attorney, Bobby Griffin; Director of Public Works, Bivens Steele; Police Chief, Carl Webber; Park Director, Alan Thifault

Call to Order/Invocation/Pledge of Allegiance

The meeting was called to order at 7:00 pm by Mayor Deese. The invocation was offered by Council Member Bivens. The Pledge of Allegiance was offered by all in attendance.

Adoption of Agenda for the Meeting

Mayor Deese suggested that Closed Session to Discuss Personnel be moved to directly after Town Council Member Comments. No action is planned taken after closed session and this would allow members of the public to leave after comments were made if they so desired. A motion to reverse agenda items 9 and 10 was made by Council Member Bridget. The motion was seconded by Council Member Bivens and passed unanimously.

A motion to adopt the agenda with the change as approved above was made by Council Member Bivens. The motion was seconded by Council Member Carpenter and passed unanimously.

Public Comment

There were no public comments.

Adoption of the Consent Agenda for the Meeting

- November 5, 2012 Town Council Minutes
- October 31, 2012 Budget Report
- Tax Releases from 2010, 2011 and 2012 – duplicate taxation

A motion to accept the consent agenda and the items thereon was made by Council Member Bridget. The motion was seconded by Council Member Bivens and passed unanimously.

Appointment of Planning, Zoning, and Subdivision Administrator, Ms. Jana McMakin

Ms. Jana McMakin requested official appointment as Planning, Zoning and Subdivision Administrator for the Town. Ms. McMakin stated she has met with the Planning Board and looks forward to working with the Town. Mayor Deese commented that Ms. McMakin has history with Marshville and is highly qualified. Mayor Pro-Tem Jefferson asked the Town Manager whether this appointment is her desire and/or design. The Town Manager replied that in contracting with N-Focus, Ms. McMakin will become a representative of the town and extension of staff. Mayor Pro-Tem Jefferson conveyed his pleasure with the new contract and his concern with the length of service Planning and Zoning personnel have worked for the people of Marshville in the past. Ms. McMakin stated she will essentially become part of the staff, possess a Town of Marshville email address and business cards, and two full work days (Monday and Thursday) per week at Town Hall. Ms. McMakin feels assured that customer service and public interaction will improve. A motion to appoint Ms. Jana McMakin as Planning, Zoning and Subdivision Administrator was made by Council Member Bivens. The motion was seconded by Council Member Carpenter and passed unanimously.

Town of Marshville Public Utilities Evaluation, Raftelis Financial Consultants, Inc.

The Town Manager introduced Doug Beane and Reid Washam with Raftelis Financial Consultants, Inc., to present the recently conducted utility audit. Mr. Beane gave a brief biography, an explanation of the services provided by Raftelis, and introduced Mr. Washam who performed the field investigation. Mr. Beane stated there are number of deficiencies with the meter reading and billing system and the Town Manager has been taking corrective action to address them throughout the process. Mr. Bean stated that upon review of the meter reading and billing system it was discovered the billing system is not being utilized to its full extent nor were records being retained as required. Several recommendations were made to rectify the problems identified by the audit. Mayor Pro-Tem Jefferson commented that citizens are upset and questioned how to address public concerns. Mr. Beane responded that policies and procedures should be implemented and followed uniformly to ensure accountability, the public should be kept informed, and customer service should be provided on an individual basis. Mayor Deese stated the need to be transparent and upfront in order to reestablish public trust. Council Member Bivens asked if the Town's meters are comparable to those of other towns. Mr. Beane stated that the Town's meters are old and technology outdated, and recommended budgeting to begin an annual phased replacement of the meters. Mayor Deese commented that the Town Manager is researching radio read meters and technology and investigating possible sources of funding. Mr. Beane thanked the Town Council for the opportunity to be of service.

Discussion and possible action regarding replacement of Elaine Street Pump Station and corresponding budget amendment

The Town Manager referenced an email correspondence received from Hobbs, Upchurch & Associates regarding bids for the replacement of the Elaine Street Pump Station. Four bids were received with the lowest bidder identified as Dellinger, Inc. with a base bid of \$104,500. The Town Manager stated that based upon the bid amount including an additional 10% of costs for contingency a budget amendment of \$41,000 is needed for the project. The Town Manager commented this amount may not be needed; however it would be better to err on the side of caution. The Town Manager stated that she will keep the Town Council apprised of the progress. A motion to approve Budget Amendment #2013-07 for \$41,000 to appropriate additional funds for the replacement of the Elaine Street Pump Station and to authorize the Mayor to sign said amendment was made by Council Member Bridget. The motion was seconded by Council Member Carpenter and passed unanimously. The Town Manager requested authorization to execute the contract documents to move forward with the project. A motion was made by Mayor Pro-Tem Jefferson to authorize the Town Manager to execute the contract documents to move forward with the Elaine Street Pump Station replacement. The motion was seconded by Council Member Bivens and passed unanimously.

Town Manager's Report

- *Utility Report/Evaluation* – The Town Manager reported that staff is working diligently to provide individual customer attention and that Mrs. Alicia Melton has provided significant assistance with that process. The Town Manager reported she is working to prepare a management response to the Raftelis evaluation as well as a policies/procedures manual regarding utilities. The Town Manager informed council of a meeting with NC Rural Water Association scheduled for the following Monday to discuss possible services, some at no cost since the Town is a member of the association. Discussions will include a GPS/Map system which would make the meter reading route more efficient as well as meter classification. Mayor Pro-Tem Jefferson inquired as to the amount of money the Town has lost as well as the need for segregation of duties as it pertains to meter reading and how that will be accomplished with limited staff and a limited budget. The Town Manager stated that a dollar amount is not known at this time as accounts are still being reviewed and that existing Public Works staff is being rotated to perform meter reading and verifications. The Town Manager also stated that council approved part time/seasonal positions to provide assistance to a limited staff. The Town Manager commented that staff is working diligently to address the issues, to provide high levels of customer service and to implement policies and procedures. Mayor Pro-Tem Jefferson expressed that the public deserves to hear

the audit findings and asked if a press release has been drafted to which the Town Manager stated that one had not been drafted at that time.

- *Christmas Tree Lighting* – The Town Manager reminded council of the Christmas Tree Lighting service scheduled for December 1, 2012 at 6:00 pm.
- *Crosswalks* – The Town Manager reported that work continues on the installation of ADA components to complete crosswalks around town.
- *Public Works Part Time/Seasonal Position* – The Town Manager reported that the job posting closed on November 15, 2012 and applications are being reviewed.
- *Administrative Staff* -The Town Manager reported that staff is working on cross training of job duties and that she continues to work with staff to complete an organizational chart and to review/update job descriptions.

Mayor and Town Council Member Comments

Mayor Pro-Tem Jefferson commented that the Veteran's Day ceremony and Christmas Parade both went well and were well attended. He thanked the Public Works staff for their efforts. Mayor Pro-Tem Jefferson also commented on the progress of the crosswalk installation. He also commented on the need for a sidewalk to the park. Mayor Pro-Tem Jefferson inquired about the status of the Highway 74 Sidewalk Project to eventually reach Food Lion. The Town Manager stated she is working with the engineer, coordinating with NC Department of Transportation, and that the engineers are scheduled to meet with Union County. The Town Manager stated the sidewalk project should be closed out this fiscal year. Mayor Deese commented that E. Union Street is probably the most appropriate route for a sidewalk to the park and suggested that the Town's Transportation Advisory Committee delegate speak with a representative at a meeting.

Council Member Carpenter reported that she attended the Rocky River Rural Planning Organization meeting in Mayor Pro-Tem Jefferson's absence. Council Member Carpenter enjoyed the parade and wished everyone a Happy Thanksgiving.

Council Member Bivens thanked the Park Director for decorating the wagon for the parade and expressed concern of the need for a sidewalk at Elizabeth Avenue.

Council Member Bridget welcomed Council Member Huntley back and expressed thanks to the Town Manager for working on the utility issues.

Council Member Huntley thanked everyone for their prayers and stated he was happy to return. Council Member Huntley thanked the Town Manager and staff for their hard work. Council Member Huntley reminded everyone to be mindful of the meaning of Thanksgiving. Mayor Deese welcomed back Council Member Huntley.

Closed Session to Discuss Personnel -NCGS 143-318.11. (a) (6.) Closed sessions: To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee...

Council Member Bridget made a motion to go into closed session per NC General Statute 143-318.11. (a)(6) as cited above. The motion was seconded by Council Member Bivens and passed unanimously. Mayor Deese called for a brief recess at 8:09 pm.

Open Session (8:21 pm)

There was no action from the closed session. Mayor Deese asked if prior to advertising for a position was there a procedure to identify what the responsibilities would entail. The Town Manager responded that there would need to be.

Adjourn

A motion to adjourn was made by Council Member Carpenter. The motion was seconded by Council Member Huntley and passed unanimously. There being no further comments the meeting adjourned at 8:25 pm.

These minutes approved this 3rd day of December 2012.

By: _____

Frank Deese
Mayor

Attest: _____

Tonya D. Johnson
Town Clerk

A brief recess may be called every 45-60 minutes, as desired by Council.