

**TOWN OF NAVASSA
REGULAR MEETING
SEPTEMBER 16, 2010
7:30 PM.**

MEMBERS PRESENT

Michael Ballard, Mayor Pro-Tem
Councilman, Craig Suggs
Councilman, Milton Burns
Councilman, Jerry Merrick
Councilman, Antonio Burgess

MEMBERS ABSENT

Mayor Eulis Willis

STAFF PRESENT

Charlene Alston, Town Clerk
Claudia Bray, Town Administrator
Travis Barnes, Town Planner
Steve Pagley, Public Works Supervisor
Elton Daniels, Management Advisor
Copelin Taylor, Chief
Brian Monzon, Police Officer

CITIZENS & VISITORS

Bunn Bethel, Josie Lewis, Marie Davis, Frank Willis, Roy Robinson, Barbara Thomas, Dorsey Jones Jr.
Darlene Jones, Lenora Willis and Jane Crowder of LNR

**IN THE ABSENCE OF THE MAYOR THE MEETING WAS CALLED TO ORDER BY MAYOR PRO-TEM,
MICHAEL BALLARD,**

APPROVAL OF AGENDA

Upon Motion by councilman Craig and second by councilman Antonio the agenda was approved.
Motion was unanimously carried.

AGENDA ADMENDMENT

There was a motion by Councilman Merrick and second by Councilman Antonio that there are two additions to be added under new business of the agenda. (1) Reassignment of Mayors responsibilities and (2) CDBG Grant application approval.

APPROVAL OF MUNUTES FROM PREVIOUS MEETING

Upon motion by Councilman Craig, and second by Councilman Antonio that the minutes from the previous meeting be approved as written with any necessary corrections. Yeas-3, Oppose-1.
Councilman Burns requested that the records reflect that the statement: " the meeting was worked around his schedule", in the minutes of August 22 made by Councilman Merrick was untrue.

VENDORS & VISTORS

There were no vendors or visitors.

FINANCE REVIEW

- Financial reports were distributed and reviewed. There were no questions or comments
- The administrator informs the board that she has phoned the auditor three times and her calls have not been returned. She will try to make contact again to set date for auditor to return.

OLD BUSINESS

- CDBG STATUS – M Brown Lane and Pine Valley project is going as plan, with an expected completion date in November 2010
 - PHOENIX WATER – Notice to proceed has been placed on hold until utility easements are obtained. Parties were notified by certified letter and must respond by September 24th. Before the town proceeds with interment domain.
 - BUILDING INSPECTIONS – This item will be discussed during the planning board reports.
 - PHOENIX PARK CONCEPTUAL DRAWINGS – Has been rescheduled until next month's regular meeting. Mr. Howard Capps will give update.
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- MUNICIPAL VEHICLE POLICY RESOLUTION – Councilman Suggs moved to recommend approval. Councilman Merrick seconded the motion. Approval was unanimous, 4-0. (THIS POLICY LOCATED IN THE POLICY & PROCEDURES BOOK IS HEREBY INCORPORATED INTO THE MINUTES OF THE MEETING).
 - CREDIT CARD RESOLUTION – Councilman Merrick moved to recommend approval. Councilman Suggs second the motion. Approval was unanimous, 4-0. (THIS RESOLUTION LOCATED IN THE RESOLUTION BOOK IS HEREBY INCORPORATED INTO THE MINUTES OF THE MEETING).
 - AUTHORIZATION FOR ADMINISTRATOR TO ATTEND NCLM CONFERENCE. Upon motion by councilman Merrick and second by councilman Burns that the administration attend the NCLM conference, October 24-October 26th. Approved unanimously, 4-0
 - AUTHORIZATION FOR ADMINISTRATOR TO SIGN TOWN DOCUMENTS – Upon motion by councilman Suggs and second by councilman Merrick to allow the administrator to enter into contracts and agreements on behalf of the town dealing with governance. Motion was unanimously carried. Yeas 4, No's- 0.
 - PLANNING TEXT AMENDMENTS & PUBLIC HEARING – Request that the Flood Damage Ordinance be amended from Brunswick County to the Town of Navassa as the chief building official. Public set for October 21 @7:00.
 - K-9 EQUIPMENT – Motion by Jerry and second by Craig to allow the police department to purchase k-9 equipment in the amount of \$1,200.00. Yeas -4, Nos-0.
 - CITIPACK SUPPORT FEE – Motion by Craig and second by Jerry to pay the annual support fee for software. Approved unanimously, 4-0.
 - RESIGNMENT OF MAYORS RESPONSIBILITY – Upon motion by Councilmen Merrick, that Mayor Willis duty will be as GS160A-67 states that he will be recognized as the official head of the city for the purpose of and for all ceremonial purposes. "Mayor Willis will no longer have the authority to sign agreements, checks, contracts or any other town documents. Motion was

second by Councilman Suggs. Yeas-3, Nos-1. Councilman Burns had unreadiness, and requested an explanation for the Board's decision. Councilman Ballard, Mayor Pro-tem, stated that the decision was made due to some forged documents and there were two other options of dealing with it or the way they are. He also stated that the NCLM and the Council of Governments says you can point a committee to pull every document that was signed in the Town's history. The other option is to bring the DA in and do an investigation and whatever the findings the person or persons will be procuted accordingly. He stated he requested the board that in order to have transparency, that the board should do things according to the General Statue.

Councilman Burns ask if the mayor was the only person that has signed unauthorized documents. He also asks if the board will be fair towards everyone. There was also some discussion of another document that he said was not signed by the proper person.

Councilman Merrick made a motion that all town documents that require an elected official signature, authorization are given to mayor pro –tem Michael Ballard, and any contracts or agreements that does not require an elected officials signature that authorization be given to Claudia Bray, town administrator. Also that Councilmen Suggs, Burgess, and Burns will have authority to sign all town checks. Motion was second by councilman Suggs. Approval was unanimous. 4-0.

CDBG GRANT APPROVAL

Upon motion by Councilman Merrick and second by councilman Suggs, that authorization is given to administrator, Claudia Bray to enter into contract on behalf of the Town of Navassa. Approval was unanimous. 4-0.

PLANNING BOARD REPORT

Travis Barnes, Town Planner reported on the following:

- Working on text amendments to zoning and subdivision ordinances, expect to have before council in about two months.
- Election of officers at last meeting, appointed the following: Al Beatty-chairman,
- Diane Graham-vice chairman and Beverley Hutchinson – secretary.
- David Illigan hired as intern
- Building inspections is going well, have permitted three homes
- Storm water committee is working on final draft of the storm water ordinance.
- Received notification from NCLM was awarded the advance award from Green Challenge.
- Energy grant will be sent out for bid within the next month.
- October 9th rain garden planning 9-12. Lowes Home Improvement is providing most of the landscape materials.
- Next Planning Board meeting Wed, October 13th at 7:30 pm.

EMPLOYEES REPORTS

There were no employee's reports

CITIZENS TO BE HEARD

Josie Lewis –Concern about children in streets with bikes, and crossing in front of cars.

Frank Willis – Concern about the animosity and image of the board. He commented on the was the Board conduct themselves at the meetings. Also question as to how long Has forgery been going on and how long has the board known.

Barbara Thomas – Stated that it seems to be a one sided board. Also stated that it was disrespectful to voters, the way the board members walked out of the last meeting.

Elton Daniels – Informed that the local schools is having Career Day in October, and inform everyone If interested in participating to contact him.

Marie Davis – Concern about kids in streets, the dirt bikes on streets. Stated that activities is need at the Park so the children won't be in the streets.

Dorsey Jones – Did not have anything to report on behalf of TCC.

Chief Taylor updated the Board on the Mutual Aid Agreement that he and Leland Police Department is working on. He also reported that the cars are almost ready and the police department is invited to speak to the public more. Leland First Baptist has requested a presentation by the PD as well. Chief also stated that Brunswick County Sheriff Department has offered their assistance in any way.

COUNCIL MEMBERS REPORTS

Michael – Tutoring program at CDC building from 4-6 pm, on any subject as well as grade level. The lights Old Mill and Cedar Hill have been taken care of.

Antonio – Fire Department is on scheduled and should be in operation by December 22. He and the fire Chief is working on getting the public works workers cross trained. Reported that the work on speed bumps will begin once the contractors finish M Brown Lane.

CLOSE SESSION

Councilman Merrick motion and Councilman Burgess second to go into closed session, to discuss personnel, unanimously carried 4-0.

Upon motion by councilman Merrick and second by councilman Suggs to return from close session, and return to open session.

Upon discussion in closed session, Motion is made by councilman Burgess that Willie Byrd be promoted to senior technician, with pay increments upon completion of water class and upon obtaining water license. Motion was second by councilman Suggs. Unanimously carried 4-0.

Discussion on Alonza Davis was tabled until the Clerk get copies of the signed document to the board.

There was a motion by councilman Merrick that Steve is allowed to advertise for the position of Public Service Technician. Motion seconded by councilman Suggs. Motion was unanimously carried.

ADJOURNMENT

Motion made by councilman Burgess to adjourn the meeting. Motion seconded by councilman Burns.

