

TOWN OF NAVASSA  
REGULAR MEETING  
JUNE 16, 2011  
NAVASSA TOWN HALL  
7:30 PM

PRESENT: Mayor Eulis Willis, Councilmen Craig Suggs, Antonio Burgess, Milton Burns, Jerry Merrick and Michael Ballard.

The meeting was called to order by Mayor Eulis Willis.

**ADJUST/APPROVE AGENDA**

**Motion by Councilman Merrick and seconded by Councilman Ballard, under legislative action, to include item (f) Policies & Procedures for CDBG program to section VIII of the agenda.**

**Motion by councilman Suggs and seconded by Councilman Burns to approve the agenda with the necessary correction. Motion was unanimously carried.**

**APPROVAL AND OR CORRECTION OF MINUTES OF PREVIOUS MEETING**

**Motion by Councilman Ballard to approve the minutes of June 16, 2011 with any necessary corrections if there is any. Motion was seconded by councilman Burns.**

**PUBLIC COMMENT PERIOD**

**Mr. Bun Bethel** – stated his concerns of how the board address request for donations from groups and organizations. He suggested there be applications submitted, as well as a board to review applications and the board make recommendations to the council.

The mayor asked Travis to check into some type of procedure for donation request.

**Mr. Frank Willis** - questioned what was done by the citizens, and the reason, the entire police department was required at the previous meeting. He was also concerned that the Town was left unattended, for police protection.

The mayor asked Councilman Merrick, police liaison to address Mr. Willis question. Councilman Merrick addressed Mr. Willis by stating that there were some concerns, by citizens, about the language that was going on in the meetings, and they asked that some officers be present.

Chief Taylor interject, he stated that a treat was made by a citizen against Claudia. He stated he Heard a citizen said “she’s going to get it”. “She’s going to get what she deserves and she is not going to be in that position long”. He emphasized that this is a treat.

When asked by the Mayor why wasn’t action taken at that time. He stated “that it was not a direct treat”, but a potential that something could happen at the upcoming meeting. He informed the board that it was his call to have those police officers present at the meeting.

**Mr. Chris Alston** – concern as to why the police officers stop him or his son whenever he drives his green car. He stated that when he question the officer about why he was stopped, the officer inform him that he had the wrong tags on his car. He said he had documentation from DMV that shows the tags on his car were registered to this car for the past five years. He stated the officer also had the dog around his car. He also stated that the officer told him to shut up like he was a boy. He also said he had made complaints before to chief Taylor as well as administrator Claudia Bray.

#### **VENDORS DOING BUSINESS WITH THE TOWN**

There were no vendors present.

#### **UNFINISHED BUSINESS (ADMINISTRATOR UPDATE)**

- (A) CDBG Water Improvements – Claudia informed that the CDBG water and rehabilitation project is complete. Public hearing is scheduled for June 27<sup>th</sup> at 7:00.
- (B) CDBG infrastructure - Meeting is scheduled for Monday @ 9:00. Connection from home to water meter should begin soon. The meeting will consist of Sherry, and the two contractors. The Mayor expresses his concern of an easement for those water connections. The Town attorney stated, as long as you have the home owner permission there is no need for an easement.
- (C) Phoenix Sewer Extension - The board agreed that a vote has already been made to proceed with Condemnation on the property of Willie Shaw.
- (D) Multipurpose Center – McDavid Associates are working on the Funding Approval Conditions. There are an additional six that need to be completed. Mike Barnett of McDavid and Associates is requesting a sixty day extension to work on the funding approval.
- (E) Davis Creek Phase II – Preconstruction meeting was held on Wednesday, June 8<sup>th</sup>. Contractor will give notice so that sign can be placed stating hours park will be closed. Also waiting on contracts from Mr. Ronald Sparks
- (F) Financial Update – Claudia stated that she advertise for a CPA and financial services. She received only one proposal. She will go back and try to negotiate on the price that was submitted.
- (G) & (H) Claudia stated that as for the Audit, Greg Adams will be in the office tomorrow from vacation. Claudia stated that she will place a call to him to see when the Audit will be completed. Claudia informs the Board that she also contacted the state expressing her concerns about the audit. The state offer to assist her with a call to Greg Adams concerning the audit. The Mayor request that Claudia also check to see if the Budget can be adopted without the audit being completed. The Mayor also informs the Board that he has received a third letter from the state concerning the audit.
- (I) Bob Seagal – Claudia informed she has talked with Mr. Seagal, and he stated that he has already found \$20,000.00 in revenue of the Town's. The mayor questioned how he did this, without having access to Town's information. After a discussion, no action was taken.

#### **NEW BUSINESS**

Public Hearing for Budget Adoption – The advertisement was placed in the paper today, and is scheduled for June 29<sup>th</sup> @ 6:30. Mayor informed the public that a copy of the budget has been filed with the clerk, and is available for public inspection. The mayor volunteered the clerk, if assistance is needed from the public on the budget.

Claudia informed the Board that she has advertisement for a Planner as well as a Sr. Public Service Technician. The deadline for submitting applications is June 21<sup>st</sup>.

**LEGISLATIVE ACTION**

**(A) NC RETIREMENT RESOLUTION – Motion by Councilman Ballard, to adopt the NC Retirement resolution based on the articles as stated in the resolution. Motion was seconded by Councilman Antonio Burgess. Motion was unanimously carried. This resolution is hereby incorporated into the minutes of this meeting.)**

**RESOLUTION ENROLLING IN  
NORTH CAROLINA LOCAL GOVERNMENTAL EMPLOYEES'  
RETIREMENT SYSTEM**

**WHEREAS**, the 1945 General Assembly amended the North Carolina Local Governmental Employees' Retirement System laws so as to make the benefits of said System available to all counties, cities, and towns and

**WHEREAS**, the governing body of this Unit realizes the necessity of providing it's employees with the security and protection provided by a sound retirement plan, and

**WHEREAS**, Article 3 of Chapter 128 of the General Statutes of North Carolina provides that any governmental unit desiring to enroll its employees in said System shall make application to the Board of Trustees of the North Carolina Local Governmental Employee's Retirement System and shall by resolution elect to participate in said System.

**NOW, THEREFORE, BE IT RESOLVED BY THE Town of Navassa**  
in regular session,

1. That the Town of Council hereby elects to participate its employees in the North Carolina Local Governmental Employees' Retirement System.

2. That the Town of Navassa hereby agrees to comply with all provisions of the North Carolina Local Government Employees' Retirement System as defined in Article 3, Chapter 128 of the General Statutes of North Carolina, as amended by the 1945 General Assembly

3. That the Town of Navassa is hereby ordered and directed to make application to the Board of Trustees of the North Carolina Local Governmental Employees' Retirement System for enrollment of this Unit as its employees in said System.

Upon motion of **Michael Ballard** and seconded by Jerry **Merrick**, the above resolution was introduced for passage. The following number of voted in the affirmative:

**5.**

The following number voted in the negative: **0.**

IN WITNESS WHEREOF, the Board of Councilman of the Town of Navassa have duly adopted this resolution and caused it to be executed by the officer below on this 16<sup>th</sup> day of June 2011.

**ATTEST:**

**CHARLENA ALSTON, CLERK**

**MICHAEL BALLARD, MAYOR PRO-TEM**

- (B) CONTRACT WITH CONNIE MILLER** – Claudia stated that the town can go back three years to file for reimbursement for sales tax. She stated that she did not want to use present staff. Or the staff that was cut back to thirty hours. She stated this was her recommendation to the board. The Mayor asked if Connie needed to be bonded, because she is presently receiving monies for utility bills. The administrator stated she didn't think the contract employee needed to be bonded. The Town attorney stated that he did not know if this was a legal requirement. Claudia stated that it will be a 14 day period. **Motion was made by Councilman Suggs and seconded by councilman Burgess. Motion was unanimously carried.**
- (C) TUITION REIMBURSEMENT** – The administrator is requesting tuition reimbursement for her attendance at Shaw University. **Motion was made by Councilman Ballard and seconded by councilman Suggs. Motion was unanimously carried.**
- (D) ANIMAL CONTROL SERVICES** – **A motion was made by councilman Suggs for the Administrator to investigate an interlocal agreement between Brunswick County and the Town.**
- (E) Motion by councilman Suggs and seconded by Councilman Ballard to adopt the Policy & Procedure Policy for 2010 CDBG –ER Program.**
- (F) Motion was made by Councilman Ballard and seconded by Councilman Suggs for Mayor Willis be appointed as the budget officer. Motion was unanimously carried.**

#### **PLANNING REPORTS**

Mr. Beatty informs the Board that the Planning Board in conjunction with the police department is working on an ordinance on littering of the streets and roads, speeding and park regulations.

Travis stated the planning board is continuing to work on the CAMA Land Use Plan. He also stated that the Park Committee is requesting that the council include the Phoenix Park in next year's budget.

#### **COUNCIL REPORTS**

**Councilman Burns motion that the Mayor be reinstated to his prior duties taken from him. Due to lack of a second, the motion died.**

Councilman Ballard stated that he is still waiting on a call from Anthony Long in reference to the water problem located at the home of Rose Terry. Councilman Ballard informed the board that he is waiting on a call from Allen Pope, for an update on the status of the coating on Royster Road and Cedar Hill Road.

Councilman Burgess reminded the board and citizens of Navassa's 30<sup>th</sup> Annual Homecoming Weekend July 7<sup>th</sup> thru July 10<sup>th</sup>. Mayor Willis informed of the souvenir booklet, which will be on sale by the parade committee. The booklet will include pictures of being a town as well. The mayor informed that ads are being sold as well.

#### **EMPLOYEE REPORTS**

The Clerk address the board, citizens and the newspaper that in the last meeting it was stated that she resigned as the finance officer. She inform the board that she did not resign, the position and duties of the finance officer were taken from her at the agenda meeting, the Monday before that months town meeting. She also wanted to clear up the statement made

That the accountant did not have access to the town's receipts, which she stated, was also untrue.

**ADJOURNMENT**

Councilman Merrick made a motion to adjourn the meeting. Councilman Suggs seconded the motion. Motion was unanimously carried.

Minutes approved and adopted on July 21, 2011

(ATTEST)

---

TOWN CLERK

---

MAYOR