

NAVASSA REGULAR COUNCIL MEETING

February 15, 2024

7:30 P.M.

MEMBERS PRESENT

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

Jerry Merrick, Councilman
Ida Dixon, Councilwoman
LaTonyia Lowe, Councilwoman

STAFF PRESENT

Michelyn Alston, Clerk
Dale Thomas, Police Chief
Claudia Bray, Financial/Project Consultant

Landin Holland, Planner
Quisha Booker, Admin. Assistant

CITIZENS & VISITORS PRESENT

Denise Shaw
Rodney Grady
Clifton Ballard
Frank Willis
Craig Suggs

Sandra Walker
Rose Terry
Dexter Mapson
F. Hooper
Valorie Hatten

Henry Robbins
Minnie Brown
Marva Robinson
Kalitah Crawford

Council Member Ballard led the Invocation.

Mayor Willis called February 15, 2024, meeting to order at 7:30 pm.

ADJUSTMENT & APPROVAL OF AGENDA

The following items was requested to be added to the agenda:

1. NBHS yearbook request.
2. Quotes for lettering for naming of buildings.
3. Phase 2 Bids
4. Budget Ordinance Amendment O-2024-03

COUNCILMAN BALLARD MADE A MOTION SECONDED BY COUNCILWOMAN DIXON TO ADD QUOTES FOR LETTERING FOR NAMING OF BUILDINGS TO AGENDA. ALL VOTED IN FAVOR.

COUNCILMAN MERRICK MADE A MOTION SECONDED BY COUNCILMAN BALLARD TO ADD PHASE 2 FOR BUILDING WITH CLARK HIPPO TO THE AGENDA. ALL VOTED IN FAVOR.

COUNCILWOMAN DIXON MADE A MOTION SECONDED BY COUNCILMAN BALLARD TO ADD BUDGET ORDINANCE AMENDMENT TO THE AGENDA. ALL VOTED IN FAVOR.

COUNCILWOMAN DIXON MADE A MOTION SECONDED BY COUNCILWOMAN LOWE TO ADD NBHS YEARBOOK REQUEST TO THE AGENDA. ALL VOTED IN FAVOR.

COUNCILMAN BALLARD MADE A MOTION SECONDED BY MERRICK TO APPROVE THE AGENDA WITH THE ADDITIONS. ALL VOTED IN FAVOR.

APPROVAL OF MINUTES

COUNCILMAN BALLARD MADE A MOTION SECONDED BY COUNCILWOMAN DIXON TO APPROVE THE MINUTES WITH NECESSARY CORRECTION. ALL VOTED IN FAVOR.

OLD BUSINESS

Updates

Ms. Bray gave the board the following report:

1. Commend the Board on the decision that they're making regarding the finances towards reaching the goal of 3 million in the bank.
2. The NCORR grant that was written in 2020 was closed out and the town was in compliance.

Financial Software Training update

Ms. Bray informed the board that the new software training for Black Mountain was ongoing and should be completed the first week in March.

Resolution for Community Center Waiver R-2024-01

The Board was presented the Resolution for Community Center Waiver.

Resolution Establishing a Waiver of Fees Relating to use of the Town of Navassa Community Center For Repass or Memorial Service Gatherings

WHEREAS, the Town of Navassa Town Council has determined that use of the Community Center is a privilege. available to all citizens of the Town of Navassa for a nominal fee; and,

WHEREAS, the Council has determined that this fee should be waived for individuals that have provided service to the Town of Navassa through the years.

NOW, THEREFORE, BE IT RESOLVED, by the Town of Navassa Town Council:

That the fee for use of the Town of Navassa Community Center for the purposes of Repass or Memorial Services shall be waived for individuals that have made exceptional contributions to the Town and/or the community at large in the form of time or overall service to the community. Additionally, the Town Council may at their discretion authorize this fee waiver for other individuals as deemed appropriate. Request for use is limited to non-working hours. Requests for a fee waiver should be submitted to the Town Clerk for consideration by the Town Council.

That this Resolution shall take effect immediately upon its adoption.
Adopted this the 15th day of February 2024 in Navassa, North Carolina.

COUNCILMAN MERRICK MADE A MOTION SECONDED BY COUNCILMAN MOORING TO ADOPT RESOLUTION R-2024-01. ALL VOTED IN FAVOR.

Lowes Quote for PD Blinds

The quote for blinds for the Navassa PD was presented in the amount of \$1,621.43 for thirteen blinds.

COUNCILWOMAN DIXON MADE A MOTION SECONDED BY COUNCILWOMAN LOWE TO APPROVE THE QUOTE FROM LOWES IN THE AMOUNT OF \$1,621.43. ALL VOTED IN FAVOR.

Retreat Date

The board agreed to hold a retreat February 22nd from 9:00 am to 1:00 pm.

Naming of Building

Councilman Merrick asked that he be given permission to move forward with getting cost related to the lettering for the following public building, Administration Building, Law Enforcement Building, Senior Center, Maintenance Building, and Athletic Center.

COUNCILMAN BALLARD MADE A MOTION SECONDED BY COUNCILMAN MERRICK TO MOVE FORWARD WITH OBTAINING THE QUOTES FOR THE LETTERING OF BUILDINGS. ALL VOTED IN FAVOR.

Phase 2 Bids

The Board discussed the Municipal Building Phase 2 status.

COUNCILMAN MERRICK MADE A MOTION SECONDED BY COUNCILMAN BALLARD TO MOVE FORWARD WITH THE MUNICIPAL BUILDING PHASE 2 PORTION. ALL VOTED IN FAVOR BY SHOW OF HANDS.

NEW BUSINESS

Registers Auto Glass Quote

The Clerk spoke about the quote from Register Auto Glass in the amount of \$1,177 for the community center door.

COUNCILMAN MERRICK MADE A MOTION SECONDED BY COUNCILWOMAN DIXON TO APPROVE THE QUOTE FROM REGISTER AUTO GLASS. ALL VOTED IN FAVOR.

Streetlights Upgrade

Councilman Mooring informed the board about the 7 upgrades for free and 50 upgrades will cost \$50 each.

COUNCILMAN MERRICK MADE A MOTION SECONDED BY COUNCILWOMAN DIXON TO APPROVE THE STREETLIGHTS UPGRADE. ALL VOTED IN FAVOR.

NPSRTC Letter

Mayor Willis informed the board about the National Park Service Rivers, Trails, and Conservation Assistance Program. Stating a letter needs to be sent requesting assistance.

COUNCILMAN MOORING MADE A MOTION SECONDED BY COUNCILWOMAN DIXON TO MOVE FORWARD WITH SUBMITTING A LETTER FOR NPSRTC PROGRAM. ALL VOTED IN FAVOR.

Candidates' Forum Request

Mayor Spoke about a request for a Candidates forum for March 3rd from 3:00 to 6:00 pm to be hosted at the community center and asked the board about their thoughts.

COUNCILMAN BALLARD MADE A MOTION SECONDED BY COUNCILMAN MERRICK TO GRANT PERMISSION FOR CANDIDATES' FORUM TO BE HELD AT COMMUNITY CENTER. ALL VOTED IN FAVOR.

NBHS Yearbook Request

COUNCILWOMAN DIXON MADE A MOTION SECONDED BY COUNCILWOMAN LOWE TO PURCHASE A FULL PAGE IN THE AMOUNT OF \$250 FOR NBHS YEARBOOK. ALL VOTED IN FAVOR.

PARKS AND RECREATION

The following update was given:

1. The MUP easement was signed.
2. A letter was sent to Brunswick County accepting the grant for the Navassa Township Park upgrade.
3. Phoenix Park upgrade is in discussion will speak with Councilman Ballard regarding details.
4. Councilwoman Dixon spoke about the campers at Davis Creek Park and asked if signage could be placed regarding no camping area. Councilman Merrick and Chief Thomas will handle matter.
5. Mayor spoke about the entrance around the fence at Davis Creek Park stating some type of blockage is needed for security matters.

PLANNING DEPARTMENT

Street Maintenance

Mr. Holland provided the board with the Street Maintenance info and will ask that the procedure be adopted at next month’s meeting.

Councilman Mooring ask to have we received the RFP and report about the conditions of the streets from Lena Springs.

Fee Schedule

The Board received a copy of the fee schedule, and the planner is requesting a decision at next month’s meeting.

Updates

The planner discussed the street closing of Robin Court stating the filing fee would be \$100 and asked if this could be moved forward when the proper paperwork is filled out.

POLICE DEPARTMENT

Brunswick County Sheriff’s officers will be monitoring traffic with the State Trooper monitoring I140 traffic due to the Bridge closing.

The board was presented with Budget Ordinance Amendment O-2024-03

FY 2023-2024 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, 2024.

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</u> | <u>(Decrease)</u> |
|------------------------------|-----------------------------------|------------------------|--------------------------|
| 10-5210-577 | Contingency | | \$2,000.00 |
| 10-5300-561 | Capital Outlay | \$2,000.00 | |

Adopted this the 15th day of February, 2024.

COUNCIL REMARKS

Councilman Merrick thanked the financial team for their hard work with the finances.

CITIZENS TO BE HEARD

Mr. Clifton Ballard stated that all the naming of the building was for people in District 1 only and think other Districts should be included. The Board responded that the buildings are being named after the people who incorporated the Town.

Ms. Minnie Brown is requesting that Church Street be paved stating that her neighbor will begin a petition to have this task done.

EXECUTIVE SESSION

COUNCILMAN MERRICK MADE A MOTION SECONDED BY COUNCILMAN BALLARD TO GO INTO EXECUTIVE SESSION. ALL VOTED IN FAVOR.

COUNCILMAN BALLARD MADE A MOTION SECONDED BY COUNCILMAN MERRICK TO COME OUT OF EXECUTIVE SESSION. ALL VOTED IN FAVOR.

COUNCILWOMAN DIXON MADE A MOTION SECONDED BY COUNCILMAN MERRICK TO MOVE FORWARD WITH THE NECESSARY STEPS FOR ERIC WALLEN AS AUXILLARY OFFICER. ALL VOTED IN FAVOR.

COUNCILMAN MERRICK MADE A MOTION SECONDED BY COUNCILWOMAN DIXON TO ENTER INTO AGREEMENT WITH CAPE FEAR MEMORIAL BRIDGE FOR POLICE SERVICES WITH CONDITIONS THAT WERE LISTED IN EXECUTIVE SESSION. ALL VOTED IN FAVOR.

ADJOURNMENT

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

ATTEST:

Town Clerk

Mayor Pro Tem