

## NAVASSA REGULAR COUNCIL MEETING

May 16, 2024

7:30 P.M.

### MEMBERS PRESENT

Eulis Willis, Mayor  
William Ballard, Councilman  
LaTonyia Lowe, Councilman

Jerry Merrick, Councilman  
Ida Dixon, Councilwoman

### MEMBERS ABSENT

Ernest Mooring, Councilman

### STAFF PRESENT

Michelyn Alston, Clerk  
Landin Holland, Planner

Marquisha Booker, Admin Assist.  
Dale Thomas, Police Chief

### CITIZENS & VISITORS PRESENT

Clifton Ballard  
Janice Robbins  
Rose Terry  
Yolanda Merrick

Barry McNeil  
Steven Hatcher  
Rodney Grady  
Denise Shaw

Henry Robbins  
Claire Woods  
Casondra Simmons  
Derwood Shaw

Council Member Ballard led the Invocation.  
Mayor Willis called May 16, 2024, meeting to order at 7:30 pm.

### ADJUSTMENT & APPROVAL OF AGENDA

The Town Administrator asked for adjustment to the agenda to add several items.

**COUNCILMAN BALLARD MADE A MOTION SECONDED BY COUNCILMAN MERRICK TO ADD THE FOLLOWING ITEMS TO THE AGENDA. ALL VOTED IN FAVOR.**

1. Ryan Marlar Financial Statement Agreement
2. Contract for Engineering Services (Street Acceptance)
3. Contract for Grounds Maintenance
4. Patrol Car Repair summary
5. Budget Amendment for Street Repairs
6. Street Paving Update

COUNCILMAN MERRICK MADE A MOTION SECONDED BY COUNCILMAN BALLARD TO REMOVE QUISHA BOOKER CONTRACT FROM NEW BUSINESS TO EXECUTIVE SESSION. ALL VOTED IN FAVOR.

### **APPROVAL OF MINUETS**

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

### **VENDORS WITH TOWN BUSINESS**

Ms. Claire Woods from Multistate Trust did a short update stating soil is being moved from one area onsite to another onsite area. There are two main contractors working the site with twenty Navassa citizens employed that received their OSHA training. June 27<sup>th</sup> there will be a community meeting that will include discussion on the Moze Heritage Site and the land donation.

Mayor Willis thanked Ms. Woods for her help with the design and application for the grant that will help with the Moze Heritage Building.

### **OLD BUSINESS**

#### **Multi Use Path Easement**

Town Administrator presented the board with he recommendation from Hugh Thompson regarding the easement.

COUNCILMAN MERRICK MADE A MOTION SECONDED BY COUNCILWOMAN LOWE TO MOVE FORWARD WITH HUGH THOMPSON RECOMMENDATION FOR THE MULTI USE PATH EASEMENT. ALL VOTED IN FAVOR.

Mr. Holland gave the board the following project updates;

1. Pre bid for Waterfront Project was held today and their will be a pause in the project from August to April. A special meeting may be needed in order to move forward before deadline.
2. The Strap project is moving forward with having the weeds portion of the project handle in the fall.
3. The Municipal Building has gone out for Bid and the pre bid will be held May 30<sup>th</sup> at 1pm.

#### **Ryan Marlar Financial Statement Agreement**

COUNCILMAN MERRICK MADE A MOTION SECONDED BY COUNCILMAN BALLARD TO APPROVE THE CONTRACT WITH RYAN MARLAR FOR FINANCIAL STATEMENT. ALL VOTED IN FAVOR.

### **Contract for Engineering Services**

COUNCILMAN MERRICK MADE A MOTION SECONDED BY COUNCILMAN BALLARD TO APPROVE THE CONTRACT FOR ENGINEERING SERVICES. ALL VOTED IN FAVOR.

Two questions were asked regarding this issue

1. Will the Administrator have DOT doing the oversight?
2. Will the Pickett project have to go through this process with their development?

### **Contract for Grounds Maintenance**

The Administrator stated there was some confusion regarding working on the right of way of the ditches on state roads and also the inter street therefore, this portion of the grounds maintenance will be going back out for bid. There should be a seven day turn around for the bid packets.

COUNCILMAN MERRICK MADE A MOTION SECONDED BY COUNCILMAN BALLARD TO AWARD TRIPLE H SERVICE THE BIKE PATH PORTION OF THE GROUNDS MAINTENANCE CONTRACT. ALL VOTED IN FAVOR.

### **NEW BUSINESS**

#### **Bicycle Awareness Month Proclamation**

COUNCILWOMAN DIXON MADE A MOTION SECONDED BY COUNCILWOMAN LOWE TO ADOPT THE BICYCLE AWARENESS MONTH PROCLAMATION. ALL VOTE IN FAVOR.

#### **Brunswick Heritage Riverside Ride Support Letter**

COUNCILWOMAN DIXON MADE A MOTION SECONDED BY COUNCILWOMAN LOWE TO GRANT PERMISSION FOR SUPPORT LETTER FROM TOWN AND POLICE DEPARTMENT. ALL VOTED IN FAVOR.

#### **Cemetery Liaison**

COUNCILMAN MERRICK MADE A REQUEST SECONDED BY COUNCILWOMAN DIXON TO TABLE THE CEMETERY LIASION UNTIL NEXT MONTH. ALL VOTED IN FAVOR.

#### **Motor Vehicle Dispatch Record**

COUNCILMAN BALLARD MADE A MOTION SECONDED BY COUNCILMAN MERRICK TO DEVELOP AND USE THE MOTOR VEHICLE DISPATCH RECORD. ALL VOTED IN FAVOR.

**GPS for Town Vehicles**

The Board held a discussion regarding the installation of devices on vehicles with the citizens expressing their displeasure of the conversation.

COUNCILMAN MERRICK MADE A MOTION SECONDED BY COUNCILWOMAN LOWE TO MAKE THIS AN ACTION ITEM. 3 YEAS Merrick, Lowe, Ballard, 1 NAY Dixon.

COUNCILMAN MERRICK MADE A MOTION SECONDED BY COUNCILWOMAN LOWE TO HAVE GPS INSTALLED ON TOWN VEHICLES. 3 YEAS Merrick, Lowe, Ballard, 1 NAY Dixon.

**Budget Amendment**

**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 Amendment**

<u>Account Number</u>	<u>Account Description</u>	<u>Increase(Decrease)</u>	
10-4999	General Fund Appropriation ARP Funding		\$54,923.00
10-5740-521	Street Repairs	\$54,923.00	
10-4999	General Fund Appropriation		\$ 4,478.75
10-5300-551	PS Equipment	\$ 4,478.75	

Adopted this the 16<sup>th</sup> day of May, 2024.

COUNCILMAN MERRICK MADE A MOTION SECONDED BY COUNCILWOMAN LOWE TO APPROVE THE BUDGEMENT AMENDMEND ORDIANCE O-2024-05. ALL VOTED IN FAVOR BY SHOW OF HANDS.

**Street Paving Update**

Mr. Holland informed the board that the storm drains in Lena Springs Development the old section needs repair. There are currently two with an estimate cost of \$800 per storm drain. Speed bumps are on order and Councilman Mooring gave directive regarding installation.

Councilman Ballard wanted an update regarding if Ferguson was completed.

## **PARKS AND RECREATION**

The board reviewed a request from Navassa Diamond Dolls request donation for uniforms. Councilman Merrick made a motion seconded by Councilwoman Lowe to give \$900 to Navassa Diamond Dolls, due to unreadiness and concerns Councilman Merrick withdrew his motion.

Councilman Merrick stated he made the motion based on the past experience with other organization request. Mayor stated in the past the Town has purchase equipment, Councilman Ballard express his concern about Phoenix Park not having any amenities and felt that the town should assist but not be responsible for the entire amount.

**COUNCILWOMAN LOWE MADE A MOTION SECONDED BY COUNCILWOMAN DIXON TO GIVE A DONATION OF \$600 TO NAVASSA DIAMOND DOLLS. 3 YEARS IN FAVOR. Councilman Merrick abstains from voting.**

Administrator informed the board that a PARTF Grant will be submitted for Parks Improvements. Some of the improvements for Phoenix Park is Water Installation, then ballfield reconstruction while working on the concession stand. A sink and electricity along with Councilwoman Dixon request for better lighting will be added to improvements.

Councilwoman Lowe informed the board that a group is interested in starting a girls Flag Football Team.

## **PLANNING DEPARTMENT**

Mr. Holland gave the following updates:

1. A application to community core to help with design, cost estimate for Moze Center, riverwalk, and trail system throughout the town has been applied for.

## **POLICE DEPARTMENT**

Chief Thomas reported an increase in construction site materials also increase in traffic on Old Mill Road, Cedar Hill Hill Road, and South Navassa.

Mayor Willis request for visiblity due to speeding on some of the major streets.

### **Patrol Car Repair**

The board held a discussion about vehicles repair and gave the directive to have two vehicles repair until a workshop could be schedule to discuss the plan moving forward. The board requested the Crown Vic and Durango be repaired.

**COUNCILMAN BALLARD MADE A MOTION SECONDED BY COUNCILMAN MERRICK TO HAVE TWO CARS REPAIRED AT THIS TIME. ALL VOTED IN FAVOR.**

## **COUNCILMEMBER REPORT**

Mayor Willis reminded the board and informed the Citizens that he would be out of town the upcoming week returning on Thursday.

**CITIZENS TO BE HEARD**

Rose Terry had the following comments and/or concerns:

- Clean up for the districts was a success
- Mowing is visible and asked that the town keep that up with DOT joining in with cleaning of the ditches.
- The draining of the wetlands near her home has done completed.
- More communication like zoom and a earlier start time for meetings may improve attendance.
- Motion has to be made “so moved” it is not correct format that the board is using.

Derwood Shaw informed the board that the ditch near Jake Green on the Bike Path needs more cutting back. Also, asked that the board act as a unit instead of bickering among themselves.

**EXECUTIVE SESSION-PERSONNEL**

COUNCILMAN MERRICK MADE A MOTION SECONDED BY COUNCILWOMAN LOWE TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL. ALL VOTED IN FAVOR.

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

The Administrator and Clerk was given directive to make an offer of employment letter.

**ADJOURNMENT**

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

**ATTEST:**

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Town Clerk

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Mayor Pro Tem