



TOWN OF MOUNT GILEAD BOARD OF COMMISSIONERS MINUTES

110 West Allenton Street, Mount Gilead, North Carolina, 27306
December 6, 2016

The Mount Gilead Board of Commissioners met at 7:00 p.m. at Mount Gilead Fire Department, 106 East Allenton Street, Mount Gilead, North Carolina.

PRESENT: Mayor Joseph Miller Jr., Mayor Pro Tem Tim McAuley, Commissioners Paula Covington, Mitchell Taylor, and Branson Webb.

ABSENT: No one.

Staff Members Present: Matthew Christian, Town Manager; Lessie Jackson, Acting Town Clerk, Daniel Medley, Public Works Director; Patrick Preslar, Police Chief.

Meeting called to order by Mayor Miller at 7:00 p.m.

CALL TO ORDER

Call to order by Mayor Miller.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ITEM I. ADOPTION OF AGENDA

...Motion by Commissioner Webb to adopt the agenda. Motion seconded by Mayor Pro Tem McAuley and carried unanimously.

ITEM II. APPROVAL OF MINUTES

...Motion by Commissioner Webb to approve the regular minutes and the closed session minutes from November 1, 2016. Motion seconded by Mayor Pro Tem McAuley and carried unanimously.

ITEM III. CONSENT AGENDA

ITEM IV. PRESENTATIONS, PROCLAMATIONS, RECOGNITIONS, AWARDS

ITEM V. PUBLIC

A. No comments from the public.

ITEM VI. PUBLIC HEARINGS

A. No public hearings.

ITEM VII. OLD BUSINESS
None at this time.

ITEM VIII. NEW BUSINESS

A. 2017 Holiday Schedule

The Town's personnel policy says that the Town will designate the same holidays as the State of North Carolina with full pay for all regular full-time and year-round-part-time employees. The Town Manager presented the Board of Commissioners with the State of North Carolina holiday schedule for 2017.

...Motion by Commissioner Taylor to adopt the 2017 holiday schedule. Motion seconded by Mayor Pro Tem McAuley and carried unanimously.

B. Purchasing Policy and Procedures Manual

The Town Manager present the Board with the proposed Purchasing Policy. This policy sets new limits for when purchase orders are required, delegates purchasing responsibilities, and establishes both informal and formal bidding procedures. One of the goals of this policy is to ensure the efficient use of valuable tax dollars.

...Motion by Commissioner Taylor to approve the Purchasing and Policy and Procedures Manual. Motion seconded by Commissioner Webb and carried unanimously.

C. Utility Billing Policy

The Town Manager presented the Board with the Utility Billing Policy. This document remains largely unchanged, but minor revisions were made to provide staff clear direction on utility billing issues. One notable change is that customer will now be required to complete a Utility Adjustment form when applying for adjustments to the sewer bill. This new information gives staff a uniform method for collecting information relating to adjustments and requires the applicant to acknowledge the limitations of the adjustment policy. Only one adjustment will be allowed within a one-year period.

...Motion by Mayor Pro Tem McAuley or to approve the Utility Billing Policy. Motion seconded by Commissioner Webb and carried unanimously.

ITEM IX. REPORTS

A. Manager's Report

The Town Manager updated the board on several ongoing projects. The sidewalk project along Highway 73 is complete, and staff is attempting to contact the property owner to determine the appropriate location of the driveway cut that was overlooked during construction. The project to construct additional parking downtown is being revisited; the committee previously established to discuss this topic should meet in the coming months. The grant application for improvements to the wastewater treatment plant has been submitted, and results are expected early 2017. The annual paving project is complete with the exception of several manhole risers that had to be custom ordered. These risers have been received and will be installed as soon as possible. The Board discussed the updated costs for installing new street signs along Highways 73, 731, and 109. After an inquiry by the Mayor regarding the old water tower, the Manager has been exploring strategies to have this water tower demolished

or removed. All town departments recently activated the new Voice-over-IP phone system, and the first draft of the new website has been received for staff review.

- B. Fire
- C. Police
- D. Public Works

ITEM X. COMMISSIONER REPORTS

No report.

ITEM XI. COMMITTEE REPORTS

No report.

ITEM XIII. CLOSED SESSION FOR LEGAL OR PERSONNEL MATTERS

A. Closed session for personnel matters pursuant to G.S. 143-318.11(a)(6)

...Motion by Commissioner Webb to enter closed session at 7:45 p.m. Motion seconded by Commissioner Covington and carried unanimously.

ITEM XIV. ADJOURNMENT

...Motion by Commissioner Covington to adjourn at 8:45 p.m. Motion seconded by Commissioner Webb and carried unanimously.

Mayor Joseph Miller Jr.

Matthew Christian, Town Manager