



**MINUTES  
TOWN OF WELDON  
BOARD OF COMMISSIONERS  
WORK SESSION  
MARCH 6, 2018**



**PRESENT:** Mayor Julia M. Meacham  
Mayor Pro-Tem Charlotte Moss

Commissioner Larry Brunson  
Commissioner Walter Clark, Jr.  
Commissioner John Smith  
Commissioner Reailyn Stanbeck

**PUBLIC PRESENT:** Melinda Blackshear, Rose Morlett, and Kioka Williams

**MEDIA PRESENT:** NONE

**STAFF PRESENT:** Mitchell Robinson, Town Administrator; Faith McDuffie, Town Clerk; Richard Brown, Code Enforcement Officer; Chief Martin Bolt, Fire Chief; Chief James Avens, Police Chief; Donald Crowder, Operator-In-Responsible-Charge; Antonio Williams, Street Department Supervisor

**VOTING KEY:** Aye – Nay – Abstain – Absent

**ITEM ONE:** Call to Order

Mayor Meacham called the Work Session of the Town of Weldon Board of Commissioners to order at 10:00 am.

**ITEM TWO:** Invocation

Commissioner John Smith gave the invocation.

**ITEM THREE:** Adoption of the Agenda

Commissioner Brunson requested an addition to the agenda called Local Government Administration which was subsequently given the designation of 7f.

Mayor-Pro Tempore Moss motioned that the agenda be adopted with the above addition. Commissioner Smith seconded the motion. Motion carried. 5-0-0-0

## OLD BUSINESS

### ITEM FOUR-A: Update on Chestnut Street Lots

Town Administrator, Mitchell Robinson, advised that notice of upset bid was properly advertised in the paper and no other party has submitted any bid to the Town at this time. Mr. Robinson advised that a new resolution approving the sale would be presented to the Board for vote at the next regular session, March 12, 2018.

## NEW BUSINESS

### ITEM FIVE – A: Application for a Temporary Special Event Permit by Hamilton Blackshear

Mrs. Melinda Blackshear addressed the Board on this subject. Mrs. Blackshear advised that their intention for applying for the special event permit was to host a tubing/social event on the property they had purchased in Weldon, NC.

Mayor Pro-Tempore Moss expressed concerns about the land owned by the Blackshears being land locked where their guests would have to travel over other owners properties to gain access to their property. Commissioner Moss also expressed concerns about the guests crossing the canal trail for which the Blackshears would need to obtain permission from the Canal Commission.

Commissioner Brunson advised that the last event held by the Blackshears caused many concerns for the citizens.

### ITEM FIVE-B: Maple Street Speed Bumps – Rose Morlett, Kioka Williams

Ms. Morlett and Ms. Williams took the podium to speak to the Board. They both expressed individual concerns about the traffic in the fourth block of Maple Street due to gangs and speeding.

Chief of Police, James Avens, provided Ms. Williams and Ms. Morlett with his card so they may contact him to report any suspicious activity.

Street Department Supervisor, Antonio Williams, advised that there are some speed bumps on Maple Street but not in the fourth block. Mr. Williams advised that the Street Department installed the existing speed bumps in-house.

Commissioner Smith inquired as to the time and day that incidents were the worst. Ms. Williams replied during the evening and on the weekend.

#### ITEM FIVE- C: Public Comment Policy

Town Administrator, Mitchell Robinson, advised that the Board had a draft of a policy that was considered previously but never adopted. Mayor Pro-Tempore Moss handed out a copy of a different policy for the Board to review.

Commissioner Smith advised that he would request that Attorney Wellman review the policy handed out in the packet prior to any vote.

Commissioner Moss advised that most towns have a public comment policy in place. Commissioner Moss concurred with the attorney review.

#### ITEM FIVE – D: Canal Walking Trail Observation Deck cleaning and repairs

Town Administrator, Mitchell Robinson, showed pictures of the Observation Deck which is need of repair. Mr. Robinson advised that he believes the work could be done in house for a few hundred dollars rather than hiring an outside agency to complete the work. Mr. Robinson advised that there is also graffiti in the canal bridge area which needs to be cleaned.

Mayor Pro-Tempore Moss inquired with Mr. Williams, Street Department Supervisor, about purchasing some graffiti remover.

Mr. Williams advised that graffiti remover may be purchased at Lowes.

#### ITEM FIVE – E: BB&T Building

Town Administrator, Mitchell Robinson, discussed the current state of the BB&T building and provided pictures for the Board to review. Mr. Robinson advised that in the short-term the windows on the second and third floor are in need of repair as they are currently a safety hazard. Mr. Robinson advised that in the long-term the Town needs to make a decision about the future of the building and its use. Mr. Robinson advised that the building is in a state of deterioration as the roof is leaking and the structural integrity of the building is in a state of decline.

After some discussion, Commissioner Brunson advised that this may be a good project for UNC student projects.

Mr. Robinson advised that the staff would return to the Board next month with a proposed project.

## ITEM FIVE – F: Local Government Administration

Commissioner Brunson advised that there is a lack of trust in government and the administration in Weldon. Commissioner Brunson advised that he has spoken with citizens and employees who feel that the administration is in disarray. Commissioner Brunson suggested committees work with different departments on various issues. Commissioner Brunson also suggested outsourcing payroll and adopting a time clock method for tracking employee attendance. Commissioner Brunson also advised that he would like to be provided a copy of the town charter. Commissioner Brunson advised that he would like to see some follow up on this subject at next month's meeting.

Commissioner Smith advised that there were issues with the previous Board. Commissioner Smith advised that this is a new Board and that progress has been slow but steady. Commissioner Smith advised this is why the training the board members are about to attend is so important for the Board to learn to work together through positive communication.

Mayor Meacham advised that the new board has only met a few times and it is important to allow time for the new Board to learn to work together.

## ITEM SIX – Water and Sewer Report

Operator-In-Responsible Charge (ORC) for the Water Treatment Plant (WTP), Donald Crowder, gave the monthly report for the Water Department. Mr. Crowder advised that the department has repaired a 4" water main on West 3<sup>rd</sup> Street, replaced a water meter which was broken due to tampering, and the department has continued with fire hydrant flushing.

Mr. Crowder gave the monthly report for the Sewer Department. Mr. Crowder advised that the department has received quotes for the repair of the sludge storage tank at the waster/water treatment plant. This would replace 27 panels which are now rusted , remove the stainless steel decant arm, remove the interior overflow piping assembly, and replace the external assembly, install new cathodic protection anodes and includes labor. The cost of the project has been quoted at \$80,143.00 by Carolina Storage Systems, Inc.

Town Administrator, Mitchell Robinson, advised that the money for this project would come from the enterprise funds and not the general fund. Mr. Robinson advised that there would be budget amendments for consideration during the regular session on March 12, 2018 in regards to water and sewer projects.

Mr. Crowder advised that Sewer Department repaired a broken sewer line on Stuart Circle. Mr. Crowder reported that department completed the Pretreatment Annual

Report (PAR) and submitted it to the state. Mr. Crowder advised that the department completed and submitted the annual Biosolids (sludge) report to the state and the Environmental Protection Agency (EPA).

Full report on file in clerk's office.

**ITEM SEVEN – Street Department/Needed Road Repairs**

Town Administrator, Mitchell Robinson, presented photographs of 813 Elm Street, 400 Sycamore, 900 Elm St., and 700 Cedar as areas in need of road repairs. Mr. Robinson advised that the town could use Powell Bill monies to complete these projects. Mr. Robinson advised that there is approximately \$125,000 in Powell Bill funds.

Mayor Pro-Tempore Moss inquired about the priority of the sites.

Mr. Robinson advised that he would start with 700 Cedar. Mr. Robinson advised he would then move to 400 Sycamore and 813 Elm Street. Mr. Robinson advised that the Town will request bids on these projects. Mr. Robinson advised that once bids are received they would be placed on an agenda for the Board to consider.

**ITEM EIGHT – Fire Department Analysis**

Town Administrator, Mitchell Robinson, advised that there is a need for additional staff in the Fire Department. Mr. Robinson advised that Chief Bolt has been working over in order to make up the difference. Mr. Robinson advised that it is important for Chief Bolt to be able to focus on running the department.

After some discussion, the Board agreed to consider the staffing needs of the Fire Department at the regular session on March 12, 2018.

Town Administrator, Mitchell Robinson, advised that there is an additional need for turnout gear for the department. After some discussion, the Board will consider the turnout gear in the 2018-2019 budget.

**ITEM NINE – Town Administrator's Report**

**ITEM NINE – A: Healthy Places for Healthy People**

Town Administrator, Mitchell Robinson, presented Healthy Places for Healthy People Program which helps further engage with community leaders and health care professionals to create walkable, healthy, economically vibrant downtowns and

neighborhoods in Halifax and Northampton Counties in partnership with Halifax Community College. Mr. Robinson advised that he attended a semi-finalist interview for the 2017-18 application. Mr. Robinson advised that he would inform the Board if the Town of Weldon is selected.

Mayor Pro-Tempore Moss advised that she would be willing to volunteer with this project should the town be selected.

#### ITEM NINE – B: Library repairs

Town Administrator, Mitchell Robinson, advised that part of the Department of Commerce Uptown Revitalization grant of \$33,334 was to be used to make needed repairs including the roof of the Library. A request for proposals was sent out to all known local contractors to perform the repair.

Mr. Robinson advised that the original proposed budget for the grant had allocated \$21,000 for the Library project. Mr. Robinson advised that he had contacted the Department of Commerce and was told that the Town would be able to revise the original budget to cover the additional amount for the Library repairs; however this would require the Town to adjust the budget for the remaining projects to cover the additional cost for the Library.

After some discussion, the Board will review the quotes and the item will be placed on the agenda for the regular session on March 12, 2018.

#### ITEM NINE – C: 2016-2017 Audit

Town Administrator, Mitchell Robinson, presented an amended audit contract for the Board's consideration. Mr. Robinson advised that the original audit was to be completed by October 31, 2017. Mr. Robinson advised that the amended contract moves this date to March 31, 2018.

Commissioner Smith motioned that the amended audit contract between the Town of Weldon and Johnson, McLean & Company be approved. Commissioner Brunson seconded the motion. Motion carried. 5-0-0-0.

Mayor Pro-Tempore Moss motioned that the Work Session of the Town of Weldon Board of Commissioners stand adjourned. Commissioner Stanback seconded the motion. Motion Carried. 5-0-0-0.

Mayor Meacham adjourned the Work Session of the Town of Weldon Board of Commissioners of March 6, 2018 at 12:19 pm.

Julia M. Meacham

Julia M Meacham – Mayor

Faith E. McDuffie

Faith E McDuffie – Interim Town Clerk

