

**TOWN OF YADKINVILLE
BOARD OF COMMISSIONERS
MINUTES OF REGULAR MEETING
December 5, 2011**

OFFICIALS PRESENT:

Mayor Hubert Gregory

Commissioners:

Gene Branon

Betty Driver

Phillip Graham

Tony Hall

Eddie Norman

STAFF PRESENT:

Town Manager – Christopher Ong

Clerk to the Board – Nancy Hollar

Tax Collector – Joy Hutchens

Chief of Police – Tim Parks

Public Works Director –

Perry Williams

Attorney – Ben Harding

Mayor Hubert Gregory called the December 5th meeting to order at 7:00 p.m. in the Commissioner's Chamber in Town Hall. Commissioner Graham gave the invocation.

PUBLIC COMMENTS

Kevin Austin expressed his appreciation to the Town for installing the water line on Hoots Road.

Bobbie T. Smith presented the Town with a petition from residents of Lincoln and Maple Streets requesting that the board take action regarding the removal of kudzu at the Nelson Miller property located on Lincoln Street. Also some residents from this location were present expressing concern over said property harboring dangerous insects, animals and reptiles. (See attachment #1)

SWEARING OF TOWN OFFICIALS

Clerk of Superior Court, Wayne Dixon, was present to swear in newly elected officials:

Gene Branon

Betty Driver

Tony Hall

(See attachment #2)

MINUTE APPROVAL

Commissioner Norman made a motion to approve the addendum to the minutes of September 23, 2011 which included amendment #5. Commissioner Hall seconded and all approved.

Commissioner Norman made a motion to approve the minutes of November 7, 2011 and Commissioner Branon seconded. All approved.

RECOGNITION OF NANCY HOLLAR

January board meeting rescheduled to January 9^{*} 2011

Quotes for town vehicle

Used vehicle would be approximately \$15,000

New vehicle would be approximately \$25,000

The Town Manager will be at the UNC-School of Government Municipal Administration class December 6 – 9.

FINANCE OFFICER JOB DESCRIPTION

The Town Manager presented a written job description for the position of finance officer. Upon motion of Commissioner Norman and second by Commissioner Graham the Board approved the description as presented. Ayes 5 – Noes 0.

HIRING OF FINANCE OFFICER

Motion was made by Commissioner Graham that the Town Manager be authorized to hire finance officer effective January 3, 2012 at the salary range advertised. Commissioner Norman seconded. All approved.

At 7:55 P.M. Commissioner Norman moved that the Board go into closed session in accordance with GS143-318.11(a)(3) and (6). Motion was seconded by Commissioner Driver. All approved.

No action was taken in closed session. At approximately 9:22 p.m. Commissioner Norman made a motion that the Board come out of closed session. Commissioner Branon seconded the motion and it was approved unanimously.

AGENDA ITEMS #24-28

Upon the motion of Commissioner Norman, agenda items 24-26 were approved as follows:

24. Eliminate Town Clerk and Deputy Town Clerk positions effective December 31, 2011.

25. Eliminate Secretary/Administrative Assistant position effective January 31, 2012.

26. Approve Administrative Assistant/Town Clerk job description.

The motion was seconded by Commissioner Branon and approved unanimously.

No action was taken on agenda items #27 and #28.

COMMISSIONER COMMENTS

Commissioner Tony Hall made the motion to authorize Town Manager to list 3 surplus vehicles on Gov Deals for on-line auction. Motion was seconded by Phillip Graham. All approved. Commissioner Branon requested cars be moved to town garage and placed in fenced area.

CONSENT AGENDA

Upon motion of Commissioner Graham the consent agenda was approved as follows:

A. Approval for payment of invoices contingent upon reimbursement of funds from N. C. rural center.

- | | |
|----------------------------------|-------------|
| 1. Hobbs, Upchurch & Associates | \$15,000.00 |
| 2. Hobbs, Upchurch & Associates | \$ 5,000.00 |
| 3. Withers & Ravenel, Inc | \$ 7,749.56 |
| 4. Withers & Ravenel, Inc | \$19,727.76 |
| 5. Payne, McGinn & Cummins, Inc. | \$74,187.09 |

B. Town Park Debt – BB&T \$34,387.50

C. CMS Insurance \$44,439.00

D. Budget Amendment #9 (Public Safety) \$2,212.06 (Carried over to January Meeting)

E. Authorize Town Manager to countersign all checks and drafts pursuant to NCGS 159-25 (B)

This motion was seconded by Commissioner Branon and all approved.

POLICE CHIEF REPORT

Monthly statistical report presented

PUBLIC WORKS DIRECTOR

Public Works Director informed the Board that there were mandated changes in items of the Sewer Use Ordinance, these changes need to be adopted at the January meeting.

MANAGER'S REPORT

Town Manager report consisted of the following:

Holiday Closings	December 22
	December 23
	December 26
	January 2

The Board had a period of recognition for Nancy Hollar, Town Clerk, who will be retiring with 46 years of service on December 31, 2011.

Mayor Gregory declared a brief recess at 7:20 before reconvening the meeting at 7:25.

MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN

Keith Vestal, Yadkin County Emergency Service Director presented the board with a Resolution of Adoption of Yadkin County Multi-Jurisdictional Hazard Mitigation Plan. This plan would serve for getting federal funds in case of a disaster. Commissioner Norman moved that it be adopted and Commissioner Branon seconded the motion which was unanimously approved. (See Att. #3)

2010/2011 TOWN AUDIT

Mr. Craig Hopkins of Cannon and Company presented an overview of the audit report for the fiscal year ended 06-30-11. He indicated the Town was in sound fiscal condition.

PERSONNEL POLICY

Tabled until January meeting.

TASK ORDER #3 SANITARY SEWER REALIGNMENT COUNTY JAIL SITE – TASK #3

Motion was made by Commissioner Norman that the Board approve the agreement of engineering services with Withers and Ravenel, Inc. revising previously approved drawings and specs and preparing drawings and specs for alternate bids as directed by the Town. Motion was seconded by Commissioner Graham. Ayes 5 - noes 0.

In regard to the Sanitary Sewer Realignment, motion was made by Commissioner Norman that budget amendment #10 in the amount of \$3,500 be approved and that authorization be given to the Town Manager to execute Task #3. This motion was seconded by Commissioner Graham and was unanimously approved. (See attachment #4)

POWELL BILL

Commissioner Phillip Graham made a motion to approve the use of Powell Bill funds in the amount of \$29,250 to pave Bush and Holly Street. Commissioner Eddie Norman seconded the motion and all approved.

SURPLUS VEHICLES

Commissioner Graham commented on the meal at the annual Board Appreciation Dinner.*

Commissioner Norman expressed his regrets for being unable to attend the Board Appreciation Diner and the annual lighting of the Christmas tree, explaining that he was home taking care of his wife. Commissioner Norman, commenting on the size of the evening's agenda packet, suggested that the Board consider going "paperless," recommending that the Town Manager look into the cost of outfitting the Board with 32GB i-Pads.

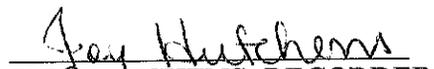
Commissioner Branon suggested that a letter should be written to both the local manager and the corporate headquarters of Food Lion regarding the amount of trash both on the grounds and blowing into the nearby residences off of Highway 601.

Commissioner Driver commented that the downtown looks good, noting the Garrison Square Christmas decoration and that the old Post Office has been torn down.

ADJOURNMENT

With no other business to discuss, the December 5, 2011 Yadkinville Board of Commissioners meeting was adjourned at approximately 9:30 pm. The motion to adjourn was made by Commissioner Norman, seconded by Commissioner Branon and approved unanimously.


HUBERT GREGORY, MAYOR


JOY HUTCHENS, RECORDER