

105 S. Long St  
Post Box 339  
East Spencer, North Carolina  
28039



Telephone: (704) 636-7111  
Fax: (704) 639-7734  
www.eastspencer.gov

**TOWN COUNCIL MEETING  
JUNE 3, 2024, 6:30 PM  
AGENDA**

---

|                      |                      |
|----------------------|----------------------|
| CALL TO ORDER        | MAYOR BARBARA MALLET |
| INVOCATION           | COUNCILMAN RUSH      |
| PLEDGE OF ALLEGIANCE | MAYOR BARBARA MALLET |
| WELCOME              | MAYOR BARBARA MALLET |

**Present: *Mayor Barbara Mallett Board Members: Mayor Pro Tem Curtis Cowan, Alderman Albert Smith, Alderman Shawn Rush, Alderman George Jackson, Alderwoman Deloris High. Town Manager Michael Douglas, Town Clerk, ShaTaira Bailey, Town Attorney Thomas Brooke.***

**Absent: *Alderman Dwayne Holmes***

**APPROVE MINUTES** of regular meeting on May 6, 2024.

***A motion was made to table minutes from May 6 meeting until July 8, 2024, by Alderman Smith; seconded by Alderman Jackson. Motion passes unanimously.***

**PUBLIC COMMENT** Please note that comments shall be limited to five minutes and the Town Council reserves the right not to act on requests first presented this evening.

**Scott Shelton with Rowan EDC gave a brief summary on Rowan County development and East Spencer development.**

**NEW BUSINESS**

**1. Special Presentation**

***The Town Manager presented a presentation to the mayor, council and residents about a full-time fire department and a tax increase. After the presentation Mayor Pro Tem Cowan explained that he understands a lot of development is coming into town, but he is not in favor of a tax increase along with other residents he has spoken with. Alderman Jacksons asked Mr. Douglas how long it will be before tax rates go down and Mr. Douglas stated 5 years. Alderman Smith stated that everything around us is going up and we***

*need to get use to it. Alderman Rush stated the question what price do you put on safety? Alderman Smith asked what development would want to come here with no fire department? Alderman Jackson explained that residents would feel better moving to East Spencer knowing there is a 24-hour fire station instead of waiting for another city to come help during emergencies. He stated he would rather hurt a little while saving homes in East Spencer. Alderwoman High asked what other avenues the town have to secure funds? Mr. Douglas explained the grant that the town applied for is not guaranteed and we wouldn't know until November if the grant is awarded to the town. Alderwoman High stated she is not for the tax increase. Mr. Douglas explains to the board that at our 2024 Board Retreat the #1 priority stated by the board was to work on the fire station and that is what he is trying to do.*

2. Public Hearing – Budget FY 24-25

*Mr. Douglas explains that this is the required public hearing for the FY 24-25 budget. Residents have the ability to express their concerns and ask questions as it relates to the pending budget. There is no voting during or after this public hearing. Overall, the proposed budget incorporates the tax increase of .20 for the FY. This increase will give the Town the ability to hire a full-time fire department, increase personnel in public works, and set aside unrestricted funds.*

- *A motion was made to open the public hearing by Alderman Smith; seconded by Alderman Jackson. Motion passes unanimously.*

*Copies of the budget were given to residents who were in attendance.*

*No comments were made at the time.*

- *A motion was made to close the public hear by Alderman Smith; seconded by Mayor Pro Tem Cowan. Motion passes unanimously.*

3. Public Hearing – CDBG-I Closeout

*Mr. Douglas explains that the purpose of the public hearing is to review and assess the performance of the Town's FY18 CDBG-I Sewer Rehabilitation/ Replacement Project and allow residents an opportunity to express their views. The mayor and board were given documents that outline what was accomplished using the funds that were given by NCDEQ.*

- *A motion to open the public hearing was made by Alderman Smith; seconded by Alderman Jackson. Motion passes unanimously.*

*Mayor Mallett asked Mr. Douglas, "did the pump station occur?" Mr. Douglas said yes. Victoria Thomas asked about funds and street names. Alderman Smith explained why funds were frozen. Alderwoman High asked if our new audit would be completed on time. Mr. Douglas said yes. Alderwoman High asked, if we do more building do, do we get more revenue? Mr. Douglas explains that it is based on population growth. Mayor Mallett explains to everyone that this was a 7-year*

---

**grant that was put on hold during Covid. We have to send the remaining funds back due to there not being enough time to send bids back out. She also explained that what the town missed from that grant was gained with another grant when the town received 23 million.**

**➤ A motion was made to close the public hearing by Alderwoman High; seconded by Alderman Smith. Motion passes unanimously.**

**4. Policy 23-07 Public Comment Period Policy**

**Mr. Douglas explains that at the request of the Council this Policy will address the Public Comment Period. Highlights of this policy are below:**

- Deadline for electronic submissions**
- Deadline for written submissions**
- Time limit for group presentations**
- Time limit for public comment period**

**This policy will require the community to adjust how it appears and speaks with the Council. It may take up to six (6) months for this policy to be fully implemented.**

**A motion was made to approve Policy 23-07 by Alderman Smith; seconded by Alderman Jackson. Motion passes 3-2.**

**5. Policy 23-08 Conference Attendance Policy**

**Mr. Douglas explains that there has been discussion amongst the Council as to how do we hold employees and Board Members accountable for not attending a conference or workshop once the Town has paid for the event. This policy will outline how the Town can recoup all expended costs if the individual is found negligent for not attending the event. It also lays out the requirements for the individual person attending the conference or training as to attendance, tardiness, and acceptable reasons for absences. A motion was made to approve policy 23-08 by Alderman Jackson; seconded by Alderman Rush. Motion passes unanimously.**

**6. Policy 23-09 Key Control Policy**

**Mr. Douglas explains that the Town of East Spencer's employee key control policy is established for the purpose of promoting a secure environment and for maintaining a comprehensive system to efficiently manage the dissemination of keys throughout various departments for Town facilities. Individuals may be authorized to receive keys to conduct their work while limiting access where appropriate so as not to compromise security. It is necessary to maintain key control to uphold the integrity of office and building security. This policy describes the procedures by which control, dissemination, use, possession, and collection of keys to Town facilities will be managed. Alderwoman High asked**

---

**what kind of keys. Mr. Douglas explained the keys and explained how the keys are in a key box with numbers. Alderwoman High asked if we collected all keys. Mr. Douglas said yes. Chief Fewell goes into more detail explaining the key procedures for departments.**

7. Manager Comments

**Mr. Douglas lets everyone know the website has been updated and we have a page dedicated to public hearings and policies.**

8. Council Comments

**Alderman Rush asked if the date for the new meeting in June to be rescheduled. The date was changed to June 17, 2024, at 4 pm. Alderman Jackson asked if our events flyer or have signs made that could be bi-lingual. Alderwoman High asked if in the future if any board members go to meetings could they come back and brief the board on any news or information.**

ADJOURNMENT

**A motion was made to adjourn by Alderman Rush; seconded by Alderman Smith. Motion passes unanimously.**

  
Mayor, Barbara A. Mallett

  
Sha Taira Bailey, Town Clerk