

Regular Meeting
May 6, 2024
STB

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TOWN COUNCIL MEETING
May 6, 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 Dwayne Holmes, Alderman George Jackson, Alderwoman Deloris High. Town Manager Michael Douglas, Town Clerk, ShaTaira Bailey, Town Attorney Thomas Brooke.*

Absent:

A motion was made to add agenda item #7 – Resolution 23-11 CDBG-I Program Compliance Plan by Alderman Smith; seconded by Alderman Rush. Motion passes unanimously.

APPROVE MINUTES of regular meeting on April 8, 2024.

A motion was made to approve regular minutes for April 8, 2024, by Alderman Smith; seconded by Alderman Rush. 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.*

There are no requests for public comment at this time.

NEW BUSINESS

1. Draft UDO Revision

Mr. Douglas explains that as the Town continues to grow and more development comes, it is imperative for the Town to lean forward with creating a comprehensive Uniform Development Ordinance (UDO). This draft UDO gives more detail to how development will take place within the Town. It outlines structures, streets, trees, play areas and more. This has already been reviewed by the planning director and he will be here next month to answer any of your questions. Mr. Douglas also explains that the objective is for the Town Council to review this draft UDO to see if this is what the Town needs.

2. Community Meetings Update

Mr. Douglas explains that the Town has conducted three community meetings thus far regarding the development of a full-time fire department. Residents that have attended the meeting have stated that they understand the need for the increase and would support the increase. We have made signs that have been placed within the community advocating support for the department and we continue to add items to our social media channels. There are two more opportunities for the community to come out and participate in the community meetings prior to the board taking action.

3. Draft 2024-2025 Budget

This is a draft budget for the 2024-2025 fiscal year. This budget incorporates the tax increase of .20 for the FY. Mr. Douglas explains that there have been some changes to the budget since the board and mayor last saw it. For instance, the town has hired a full-time Park Attendant that will serve in a director's role. He will be responsible for coordinating programs, writing grants, and managing the personnel of the splash pad. Overall, Mr. Douglas explains that this proposed budget will give the Town the ability to hire a full-time fire department, increase personnel in public works, and set aside unrestricted funds. Copies of the proposed budget were given out to residents attending the meeting as well.

4. Audit Update

Mr. Douglas explains that the 2022-2023 audit was expected to be completed by October 31, 2023. The town has run into a couple of issues with the preparation of the audit, but there is no timeline for the completion of the audit. We have been notified by the State Treasurer's Office that if the budget is not completed and submitted by July 1, 2024, they will withhold all sales tax revenue due to the Town until the budget is submitted. The Town submitted a Request for Proposal (RFP) for audit services in April, but only received one submission. The second RFP was sent out and is due on May 17. Mayor Mallet had a few questions at the time.

5. Ordinance 23-11 Knox Box

Mr. Douglas tells the board that due to the increased development within the Town, it is imperative that we create situations when first responders can respond to situations without delay. A Knox Box is a small, wall-mounted safe that holds building keys for fire departments, emergency medical services, and sometimes police to retrieve in emergency situations. The Ordinance would mandate that all NEW commercial buildings that are built within the Town install a Knox Box on their building(s) to assist first responders into entering the building. A motion was made to approve ordinance 23-11 by Alderman Rush; seconded by Alderman Jackson. Motion passes unanimously.

6. Ordinance 23-12 Demolition of 212 Grant St property

The Town of East Spencer Zoning Department has issued several notices and conducted hearings for the property located at 207 Grant St. The property owner has not adhered to the notices and requests from the Town to repair or demolish the property. The Town will abate the structure and place a lien on the property with the Rowan County Tax office.

7. Resolution 23-11 CDBG-I Program Compliance Plan

The Town was awarded a CDBG-I grant from NC Department of Environmental Quality (DEQ) Division of Water Infrastructure (DWI) in April 2019. The CDBG Compliance policies were adopted in December 2019 designed to meet requirements for participation in the CDBG-I program. Supplemental policies compliance plans and policies adopted in August 2021. DWI requested the Town to update the compliance for the CDBG-I Program Procurement Policy. (1) Procurement Policy: The Plan now includes information for the new NC digital system for procurement, what needs to happen after multiple failed seal bidding attempts, clarification on cost reasonable requirements, clarification on change orders and contract amendments, and bid negotiations. A motion was made to approve the resolution by Alderman Rush; seconded by Alderman Jackson. Motion passes unanimously.

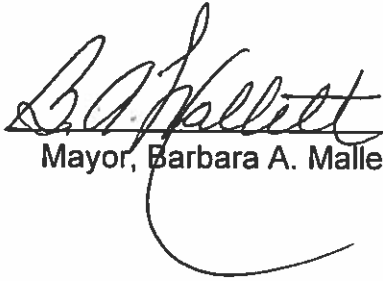
8. Manager Comments

9. Council Comments

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ADJOURNMENT

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



Mayor, Barbara A. Mallett



ShaTaira Bailey, Town Clerk

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