

**Board of Commissioners Meeting
Work Session - 7:00 PM**

Present: Mayor Lillie A. McKoy; Commissioners: Dean, McLean, Morton, Oxendine and Mayor Pro Tem McLaurin

Absent: None

Staff Present: Town Manager Tatum, Town Clerk Roberson and Town Attorney Grady Hunt (arrived at 7:25 p.m.).

Mayor Lillie A. McKoy called the October 9, 2007 work session of the Town of Maxton Board of Commissioner to order at 7:00 p.m.

Invocation was given by Commissioner Dean.

WORK SESSION

Mayor Pro Tem McLaurin motioned to add Ray Harrington – NCLM Wellness Program to the work session agenda. Commissioner Morton seconded. The motion carried. Mr. Harrington stated that his purpose at the meeting was to talk about the NCLM’s wellness initiative. He stated that a lot of absenteeism is due to lifting and police injuries while making an arrest. The League will do an assessment with the employees and all data collected on an individual is private. The program is voluntary – not mandated. During the period of one year the League will do a monthly check on the Town. Mr. Harrington stated that the number one leading cause of death is cardiovascular and the number two cause is cancer. Grant aid is available to all participating towns. Participation in the program requires a \$150 per person commitment/agreement (negotiable).

Town Manager Tatum presented the following:

1. National Flood Insurance Program Application Package

Phil Letsinger of the National Flood Insurance Program has worked with the Manager to prepare an application package for National Flood Insurance. In order for the town to receive state and federal assistance during and after a disaster, we must be a member of the program. The required documents are attached for your review and consist of an Inter Local Agreement with Robeson County, Resolution of Intent and a Flood Ordinance. Staff is asking that the Board approve the package including an application to be prepared by the Manager once the land estimates are complete.

2. Public Hearing and Ordinance to Extend the Corporate Limits of the Town of Maxton - Voluntary Satellite Annexation – Effie N. McEachin

Council have received and approved the Resolution to Set the Date for Public Hearing and the Certification of Sufficiency for Effie N. McEachin’s application for Voluntary Satellite Annexation. The floor was open to any questions regarding this request prior to holding a vote. Commissioner Oxendine asked if there was much property in between

the existing Town limits and where the property is located. Town Manager Tatum replied that there are a couple of houses across the street between the petitioning property and the Town limits.

3. Water Conservation Ordinance

Robeson County has received record high temperatures this season, resulting in Drought alerts. The State has requested that all North Carolina municipalities adopt a Water Conservation Ordinance as a precaution should water levels drop below a certain level. Attached is the draft ordinance the Lumber River Council of Governments is recommending be approved for the town. Since the draft ordinance prepared by the Lumber River Council of Governments was prepared for the County, which has a greater water capacity than Maxton, we have adjusted the alert levels to accommodate our system. Town Manager Tatum added that the State is in an alert stage.

4. Conditional Use Permit Application - #07-03

Gate Way Health Care Association owned by Connie Locklear and Ealise Hunt has requested a conditional use permit to operate a Day Care Facility and Clinic at 606 East Martin Luther King, Jr. Drive. The facility is located in an R-10 – Residential District which calls for a special or conditional use permit. Gate Way’s services conform to both, Clinic or Day Care Facility offering the following service(s):

1. HIV Case Management: Purpose of this program is to help client with all their needs, medical, housing, doctor appointments, transportation, medication, counseling, etc., on a referral basis.
2. Community Support: Technical Assistance given to those experiencing problems at school, home or within the community.
3. Day Program for Kids and Adults (60 children - Ages 3-18)

This zoning district requires 1 parking space per employee, plus four spaces for drop off and pick up. For this facility, nine (9) parking spaces are required. No off street parking is designated as of yet. However adequate space is located to the rear of facility. This facility plans to operate from 8:00 am to 5:00 pm with exceptions of 8:00 am to 8:00 pm. At its September 25, 2007, the Maxton Planning Board approved this request under the conditions that parking be developed in accordance with the required zoning and that a fence be erected as required by the state for day care facilities.

5. Request for Purchase of Ad – South Robeson Yearbook Committee

Joseph Darrel McEachin, a student at South Robeson High School, has requested that the Maxton Board of Commissioners purchase an ad in the 2007 year book or make a donation to help defray the costs. The following reflects the cost of the ads: \$50 - 1/8, \$75 – ¼, \$100 – ½ and \$150 – 1 page. Mayor Pro Tem McLaurin asked if Mr. McEachin was a citizen of Maxton. Town Manager Tatum replied that he was not. Commissioner Dean asked if it was a budget item. She also stated that we need to set criteria and limits. Mayor McKoy responded that it has been done before. Mayor Pro Tem McLaurin stated that we should support our schools. Commissioner Oxendine stated that we need to decide on an amount to give the schools that we support. Town Manager Tatum asked if the Board would like a set of criteria. Commissioner Oxendine responded, yes. Commissioner Morton stated that we would probably need to do it by the November meeting because many times things such as these need to be in by a certain time to avoid penalties. Mayor Pro Tem stated that the criteria should include all the schools that

Maxton citizens attend. Commissioner Morton stated that we need to clarify the Scotland County schools also. Town Manager Tatum stated that the Council of Governments is trying to do stats to determine where our students attend.

6. Maxton Housing Authority – Request for Reappointment

The Maxton Housing Authority is requesting that Ms. Lou Bertha Jones, whose term on the board expired in September, be reappointed. According to the Housing Authority, Ms. Jones is experienced, has served diligently and would very much like to remain on the board for another term. Ms. Jones is a Resident Commissioner and satisfies the Federal Government’s requirement that a Resident Commissioner be on the Board at all times.

AGENDA

Regular Meeting

Welcome by Mayor Lillie McKoy

Mayor Lillie A. McKoy called the October 9, 2007 regular session of the Town of Maxton Board of Commissioner to order at 7:45 p.m.

Present: Mayor Lillie A. McKoy; Commissioners: Dean, McLean, Morton, Oxendine and Mayor Pro Tem McLaurin.

Absent: None

Staff Present: Town Manager Tatum, Town Clerk Roberson, Police Captain Deese and Town Attorney Grady Hunt.

Also present and recognized was Robeson County Commissioner Noah Woods who arrived at 8:00 p.m.

Invocation was given by Commissioner Oxendine.

CONSENT AGENDA

1. Minutes:

Regular Meeting: September 18, 2007

Mayor Pro Tem McLaurin motioned to approve the Consent Agenda as presented. Commissioner Dean seconded. The vote was unanimous.

SPECIAL PRESENTATIONS - None

INTRODUCTION OF NEW STAFF - None

OLD BUSINESS

1. Public Hearing and Ordinance to Extend the Corporate Limits of the Town of Maxton - Voluntary Satellite Annexation – Effie N. McEachin. Mayor McKoy declared the Public Hearing open and asked if anyone wished to speak. No one came forward. Mayor McKoy declared the Public Hearing closed. Mayor Pro Tem McLaurin motioned to adopt the Ordinance 2007-10-01 Ordinance to Extend the Corporate Limits

of the Town of Maxton – Voluntary Satellite Annexation. Commissioner McLean seconded. Questions? Commissioner Oxendine stated that he thought that the League of Governments asked us not to do that annexation. Town Manager Tatum stated that was for several properties. Commissioner Oxendine stated that he would like to look at the other two properties. The vote was 4 – 1. Favor: Mayor Pro Tem McLaurin, Commissioner Dean, Commissioner McLean and Commissioner Morton. Oppose: Commissioner Oxendine.

NEW BUSINESS

1. National Flood Insurance Program Application Package – Commissioner McLean motioned approval of the National Flood Insurance Program Application Package. Commissioner Morton seconded. The vote was unanimous.

2. Water Conservation Ordinance – Commissioner Morton motioned approval of Ordinance 2007-10-02 Water Conservation Ordinance. Commissioner Oxendine seconded. The vote was unanimous.

3. Conditional Use Permit Application - #07-03 Gate Way Health Care Association owned by Connie Locklear and Ealise Hunt - Mayor Pro Tem McLaurin motioned approval of Conditional Use Permit Application #07-03 Gate Way Health Care Association under the conditions that parking be developed in accordance with the required zoning and that a fence be erected as required by the State for daycare facilities. Commissioner McLean seconded. The vote was unanimous.

4. Request for Purchase of Ad – South Robeson Yearbook Committee – Commissioner McLean motioned to table Request for Purchase of Ad – South Robeson Yearbook Committee. Commissioner Morton seconded. The vote was unanimous.

5. Maxton Housing Authority – Request for Reappointment - Commissioner Morton motioned approval of the reappointment of Lou Bertha Jones as Resident Commissioner of the Maxton Housing Appointment. Commissioner McLean seconded. The vote was unanimous.

REPORTS

1. Commissioner’s Reports

A. Commissioner Dean reported that Collard Festival meeting will be held on each Thursday at 6:00 p.m. at the Resource Center leading up to the festival, which is to be held on November 10, 2007 at Beacham Park. The committee is asking for cooperation in all of the events and competitions.

B. Mayor Pro Tem McLaurin reported that Graham Street and some of the others areas in Town are improving. She thanked staff and expressed appreciation of the work that is being done.

C. Mayor McKoy reported that on Thursday, NC STEP and the Rural Center will be in Maxton.

2. Manager’s Report

A. NC STEP – Leadership Team monthly meetings were held on September 27th and October 4th, 2007.th Yolanda Burwell the coordinator for the Rural Center Entrepreneurial Economic Development Initiative was present at the October meeting to announce that the Town of Maxton, along with 5 other towns was

selected to participate in a new and innovation program. It is designed to assist the town in creating sustainable income for underserved populations. Roger Sheets has developed a book outlining Maxton's progress to date. It will be submitted for Board review when complete.

B. OSHA - As indicated in last month's report, the Occupational Safety and Health Administration made a spot check visit to the Public Work complex September 13, 2007. All violations that were cited have been corrected and a letter to that effect is being drafted by staff. We will be requesting that the Town receive leniency based on our rapid response to correct the violations.

C. URGENT REPAIR PROGRAM - Nine applications have been sent to the Wooten Company for consideration in the Urgent Repair Program. An additional seven applicants are being processed. Town Manager Tatum asked that we keep in mind that only seven (7) properties can be selected.

D. BUDGET - John Masters has completed all research and requested a meeting with the Town during the week of October 15th. He found no issues. A draft report should be completed on time and will be submitted to the Board on November 13, 2007.

E. PUBLIC WORKS EQUIPMENT: STREET SWEEPER - Four fire hydrants, one grinding saw and a watering tank and trailer have been ordered to assist in our daily activities. Town Manager Tatum stated that the Street Sweeper is still on her report because the men are proud of it and they would like for Board members to come and look at it.

F. FLOOD INSURANCE PROGRAM - Once the board has approved the packet Application for National Flood Insurance, it will be sent to Robeson County for signature and approval. Robeson County will then forward all documents to the National Flood Insurance Program.

G. TAX ADJUSTEMENTS - The October Tax Adjustments will be submitted in October due to illness of Tax Collector.

H. DIVISION OF COMMUNITY ASSISTANCE - The town has received yet another visit from the Department of Commerce, Division of Community Assistance in connection with our application for Concentrated Needs and Innovation Project (PALS Center). We should hear something relative to our application soon.

3. Police Report

A. Police Captain Tammy Deese gave the police report in the absence of Police Chief McDowell. The Activity Log Event Summary (Cumulative Totals) for the month of September 2007 and the September Monthly Gun report is included in the packets. She reported that Charles Watson was hired as the part-time Animal Control Officer. Mr. Watson is currently non-certified and he is on the Rescue Squad. He was not able to attend the meeting tonight because of his obligation to another meeting. The police department is looking to hire two more officers.

4. Public Works Report – See Manager's Report

ANNOUNCEMENTS

- 1.** The Town of Maxton will host the November 29, 2007 Robeson County Municipal Association meeting. BRAC officials will give an overview of current efforts and Abigail's will be catering the meal. Parkton/Lumber Bridge will host the October meeting. Location, time and date to be announce.
- 2.** NC STEP Leadership Team Meeting – November 1, 2007 at 7:00pm.
- 3.** North Carolina League of Municipalities Annual Conference is scheduled for October 14-16, 2007, at the Fayetteville Crown Expo Center. Activities are scheduled throughout the day. Eight youth will be sponsored by the Town and the PALS program for the Youth Summit.
- 4.** The Lumber River Council of Governments, 35th Annual Dinner Meeting is scheduled for October 18, 2007 @ 6:00pm, at the Southeastern Agricultural Center. The theme is the 60's.
- 5.** The Fairmont Farmer's Festival will be held Saturday, October 20, 2007. The parade starts at 10:00am.
- 6.** The Robeson County Community College is having open house for the Flight Training Center Hangar on Tuesday, October 16, 2007 from 4:30pm to 6:30pm at the Lumberton Regional Airport.
- 7.** All local government officials are invited to the 7th Annual Banquet of the New Era Association at the Brunswick Waccamaw Association Building on November 17, 2007 at 6:00pm.
- 8.** The North Carolina Rural Center will host the 2007 Rural Partners Forum. The theme is "Lighting the Way Forward." NC STEP leaders are encouraged to attend. It will be held October 24-25, 2007 in Raleigh at the North Raleigh Hilton. The program starts at 7:30am on the 24th. If you are interested in attending, please see Jacqueline Roberson.
- 9.** North Carolina League of Municipalities Municipal Board Training: The Council-Manager and Mayor-Council Municipalities training will be held November 27, 2007 at Western Carolina University, Outreach Center, 138 Camp Building, Cullowhee from 9:00am to 4:00pm. The Council-Manager Municipalities training will be held at the Local Government Credit Union Conference Center at the Quorum Center, 323 West Jones Street, Raleigh.
- 10.** The Annual Collard Festival is scheduled for November 10, 2007. It will be held from 9:00am to 6:00pm. Competition and Vendor applications are available at Town Hall.
- 11.** The Rural Center is hosting a Rural Water and Wastewater Project workshop called "Getting to Success with your Consulting Engineer." The open dates are October 30th – Plymouth, register by 10/24/07 and November 14th – Kenansville, register by 11/08/07. Mayor McKoy stated that attendance at this workshop by a local official will make the unit of local government eligible to receive ten (10) bonus points on applications to Rural Center Infrastructure grant programs offered in FY 07-08.

PUBLIC FORUM – No One Wished to Speak

RECOGNITION - Mayor McKoy recognized and welcomed Robeson County Board of Commissioners Chairman Noah Woods to the meeting.

CLOSED SESSION - Personnel

Mayor Pro Tem McLaurin motioned to enter into Closed Session pursuant to North Carolina General Statute §143.318.11(a)(6) to discuss personnel matters. Commissioner Dean seconded. The vote was unanimous. Discussion. Commissioner Morton motioned to come out of Closed Session and return to Regular Session. Commissioner McLean seconded. The vote was unanimous.

REGULAR SESSION RESUMED

Mayor McKoy told Town Manager Tatum that the Board would like to know how many credit hours and classes she is taking and on what days. Town Manager Tatum replied that she is taking three (3) credits hours on Tuesday and Thursdays from 8:00 a.m. – 9:15 a.m. Commissioner Oxendine stated that his concern was about transportation stating the contract says fees and books and you have been driving the Town vehicle. Town Manager Tatum replied that she has been driving the Town vehicle and that she drives her vehicle for Town business, but does not charge the Town. She stated that staff can attest to the fact that she also conducts Town business on those days. Commissioner Oxendine stated that he doesn't know if the other members would but he would like to know her schedule. Commissioner McLean felt that an issue such as that should come before the Board. Mayor Pro Tem McLaurin agreed that request should be a decision of the entire Board.

Adjournment

Mayor McKoy entertained the motion to adjourn. Commissioner McLean motioned to adjourn. Commissioner Morton seconded. The vote was unanimous. Meeting adjourned at 8:35 p.m.

Mayor Lillie A. McKoy

Town Clerk Jacqueline Roberson, CMC