

Town of Spring Lake  
Regular Meeting of the Board of Aldermen  
Municipal Building  
300 Ruth Street  
Spring Lake, NC 28390

August 9, 2010

**MINUTES**

7:00 p.m.

The Spring Lake Board of Aldermen held a regular scheduled meeting in the Grady Howard Conference Room of the Spring Lake Municipal Building with Mayor Ethel T. Clark presiding.

**Board Members Present:** Mayor Pro Tem James O'Garra  
Alderman James Christian  
Alderman Richard Higgins  
Alderwoman Debora Hudson  
Alderwoman Fredricka Sutherland

Alderman Richard Higgins was absent.

**Others Present:**

Michael Uskiewicz, Town Manager  
Byron Blumenfeld, Water Resource Manager  
Paul Hoover, Public Utilities Director  
Ken Metcalf, Recreation Director  
Rhonda Webb, Town Clerk

John Jackson, Town Attorney  
Allen Coats, Finance Director  
Troy McDuffie, Police Chief  
Tina West, HR Director

**2. Invocation.**

Alderwoman Sutherland gave the invocation.

**3. Pledge of Allegiance.**

Mayor Clark led the meeting in the pledge of allegiance.

**4. Additions or Deletions to Agenda**

There were no additions or deletions to the agenda.

**5. Approval of Agenda.**

The Board approved the agenda.

**Action:** The Board approved a motion to approve the agenda as presented.

**Motion by:** Alderwoman Sutherland

**Second by:** Mayor Pro Tem O'Garra

**Vote:** Unanimous

(A copy of the agenda is hereby incorporated by reference and made a part of these minutes – see attachment one.)

## **6. Approval of Consent Items.**

The Board approved the consent items: Corrected version of the minutes of July 26, 2010 Regular Meeting.

**Action:** The Board approved a motion to approve the amended minutes of the July 26, 2010 meeting.

**Motion by:** Alderman Christian

**Second by:** Alderwoman Sutherland

**Vote:** Unanimous

## **7. Public Forum**

Mr. Robert Cooper of 130 Deerfield Drive spoke concerning intersections that need pedestrian crossing capabilities. He also suggested that the location of every stop for the bus service be made readily available to all citizens. He also expressed concern about the bus not stopping at every stop. He stated that the bus only stops if someone is waiting for the bus.

## **8. New Business**

**a. Case No. 10-071, Consideration of Balsawood, Zero Lot line Subdivision Review, Zoned: R6, Total Acreage: 3.44 +/-, Located on the North Side of SR 1601 (Chapel Hill Road,) Across and East of SR 2564 (McNeil Street) Intersection.**

Mr. Scott presented this case for the Board's consideration for approval. He reviewed the information contained in the packet and stated that the County recommends approval. Mr. Uskiewicz commended Mr. Carl Manning for taking a blighted trailer park and turning it into a beautiful single family residence community. He also advised that this will be the first green community in this region. It will be a model for other communities. The community will be single dwelling homes for sale.

Alderwoman Sutherland thanked Mr. Manning also. She commented that when she ran for the Board, she ran on dilapidated areas in Spring Lake and she is happy to see this area being taken care of. She is also happy about the walking trail to help promote healthier lifestyles. It was determined that the housing would be affordable.

**Action:** The Board approved a motion to approve case 10-071 with the conditions stated.

**Motion by:** Mayor Pro Tem O'Garra

**Second by:** Alderwoman Sutherland

**Vote:** Unanimous

(A copy of the agenda memo, Cumberland County memo, site maps and conditions of approval is hereby incorporated by reference and made a part of these minutes – see attachment two.)

**b. Ordinance, Changes to Authorized Positions, Accounting Technician.**

Ms. West explained the reorganization plan proposed by the Manager. This plan was created due to the vacancy of the HR position and the resources available. She stated that she will handle

the Human Resources duties and also maintain some of the supervisory duties of the accounting department. She requested that the Board approve the reorganization and fund another accounting technician position to assume some of the day to day duties that she has been doing in the Finance Department.

Alderwoman Sutherland thanked Ms. West for stepping up and assuming the duties of the Human Resources position. She inquired if Ms. West will be moving to the HR position permanently. Ms. West stated that her primary focus will be on Human Resources while still doing some of the upper level finance duties such as budget, audit, internal controls, etc.

There was some discussion about the positions, number of people in the positions and the titles. Ms. West clarified that the title, Accounting Technician, is approved but the Board approved only one position under that title and they are asking for one more for a total of two. She also stated that the Accounting Supervisor position will stay but will not be filled as a separate position. Ms. West will continue to be in that position for approximately 30% and in the Human Resource position for approximately 70%. She also stated that no extra funding will be necessary because they will use the extra money from the Human Resources position to fund the Accounting Technician. Mr. Uskiewicz advised that should the Board approve this request the Interim part of her title will go away and she will be the permanent Human Resource Director.

Alderwoman Sutherland and Mr. Uskiewicz commended Ms. West for her work and for stepping up to the plate. They both stated that she is the right person for the position.

Alderman Christian stated that he also believes she is the right person for this position. He requested that one of the first things he would like for her to do is to revise the Town's personnel policy.

**Action:** The Board approved a motion to approve Ordinance (2010) 13.

**Motion by:** Alderwoman Sutherland

**Second by:** Alderman Christian

**Vote:** Unanimous

(A copy of the agenda memo and Ordinance (2010) 13 is hereby incorporated by reference and made a part of these minutes – see attachment three.)

**c. Resolution, Personnel Policy Amendment, Holiday Schedule.**

Ms. West presented an amendment to the Town's Holiday Schedule for those employees who work five days per week. The current Holiday Schedule did not include the Friday after Thanksgiving and it would be more equitable in holiday hours for all employees to allow the employees who work five days per week to have the Friday after Thanksgiving off.

**Action:** The Board approved a motion to approve Resolution (2010) 18 to amend the Town's Holiday Schedule.

**Motion by:** Alderwoman Sutherland

**Second by:** Alderman Christian

**Vote:** Unanimous

(A copy of the agenda memo and Resolution (2010) 14 is hereby incorporated by reference and made a part of these minutes – see attachment four.)

**d. Resolution, Extending Time to Issue Bonds Authorized at November 2003 Referendum.**

Mr. Coats advised that in 2003 the citizens voted to approve a bond referendum for water, sewer and stormwater improvements. The bond was approved for a 7 year period of time. That time ends November 2010. The Town has a little more than \$14,000,000 that could be used should we need it to improve the water, sewer or stormwater system. He requested that the Board approve the request to extend the time. If we do not use the money before the time expires it will no longer be available and then should we find that we need the money we would have the expense of another election. BRAC may impact the need for this money and it would be wise to have that money available to us should we need it.

Mr. Uskiewicz advised during the retreat one of the priorities that the Board set was to fill in the donut holes by annexing them. He stated that we will need this tool to make the annexations happen.

Mr. Coats clarified that he is requesting the authority for he and Mayor Clark to send a letter to the LGC to extend the already approved bond. This a procedural thing and they typically approve these types of requests as long as the local government agency is in good standing which we are. Once the Local Government Commission approves the request, we will have to hold a public hearing. Once that is done the Board will be asked to adopt an order extending the bonds for three more years.

Alderman Christian asked if we are paying any bonds back now and Mr. Coats stated that we did utilize some money to do some sewer slip lining and we extended water and sewer to the Freedom Center. We have spent approximately \$2,000,000. How the bond money will be used in the future will have to be approved by the Board. Alderman Christian's concern is taking more money than we need and then putting it back on the taxpayers. Mr. Coats also advised that these are water and sewer bonds so the water and sewer fund should pay for them. That would be seen by the taxpayers as an increase in their water and sewer rates.

Mr. Uskiewicz advised that we will need money for the WWTP rehabilitation plan and for the capital improvement plan. Once we prioritize, this will provide a mechanism to take care the needs that the Board has already identified.

Mr. Jackson advised that this is absolutely not a spending action it is only extending the deadline to make those funds available. This is simply keeping that pot alive.

Mayor Pro Tem advised that we have had this in place for approximately 7 years and I can not see us not having this option.

**Action:** The Board approved a motion to approve Resolution (2010) 17.

**Motion by:** Alderwoman Sutherland

**Second by:** Alderwoman Hudson

**Vote:** Unanimous

(A copy of the agenda memo and Resolution (2010) 17 is hereby incorporated by reference and made a part of these minutes – see attachment five.)

**e. Resolution, Surplus of Capital Assets.**

Mr. Coats advised that this list is what is left on the surplus inventory and is ready to put them on the internet for auction. He requested that the Board approve the Resolution declaring those items as surplus and allowing them to be put up for auction.

Alderwoman Sutherland asked if the items are in working order and Mr. Coats advised that the conditions of the items will be advertised. Some of them are not in working condition but the condition will be advertised to the best of our knowledge.

**Action:** The Board approved a motion to approve Resolution (2010) 19.

**Motion by:** Mayor Pro Tem O'Garra

**Second by:** Alderman Christian

**Vote:** Unanimous

(A copy of the agenda memo, surplus property list and Ordinance (2010) 19 is hereby incorporated by reference and made a part of these minutes – see attachment six.)

**f. Ordinance, Amending Chapter 54, Water Conservation Regulations.**

Mr. Blumenfeld advised that the North Carolina Department of Environment and Natural Resources, Public Water Division requires a review of the Town's water conservation ordinance be reviewed every five years. The Town has revised the Ordinance and changed the name as outlined by the State.

**Action:** The Board approved a motion to approve Ordinance (2010) 12. to replace the existing Ordinance.

**Motion by:** Alderwoman Hudson

**Second by:** Mayor Pro Tem O'Garra

**Vote:** Unanimous

(A copy of the agenda memo and Ordinance (2010) 12 is hereby incorporated by reference and made a part of these minutes – see attachment seven.)

**g. Resolution, Governor's Highway Safety Program, Traffic Safety Grant.**

Chief McDuffie requested that the Board approve Resolution (2010) 16 to allow the Police Department to submit for a grant for funding from the North Carolina Governor's Highway Safety Program for a traffic officer. Basically this will put a traffic officer in the community and his/her primary duty will be to enforce traffic laws. He will be a sworn law enforcement officer with all the rights and responsibilities of any sworn officer but the focus will be on traffic. The goal is to eliminate the amount of alcohol and vehicle related auto accidents in Spring Lake.

This is a three year grant. The grant will pay 100% the first year. This includes the officer's salary, vehicle, uniform, and everything that the officer would need to do his job. It will pay a percentage the next two years and on the fourth year the Town will pick up all the costs if they want to keep the officer on duty.

Alderman Sutherland inquired about the word peak and clarified that the officer will be working at all times and not just peak times.

Alderman Christian asked if other officers will be crossed trained. Chief McDuffie advised that basically all officers have to investigate traffic accidents and enforce traffic laws but they do not focus primarily on traffic as this officer will do. He expressed concern with having this officer work a set schedule because people will get to know when he/she is working and Chief McDuffie advised that the officer will work varied shifts.

Mr. Jackson asked if the cash contribution has been appropriated specifically for this purpose. He stated that on most "cops grants" the Board only has to commit the funds rather than actually appropriating the money for this purpose. Mr. Uskiewicz advised that the Police Department's equipment budget line item has enough money to fund the equipment and the salary will be paid for by the grant.

The board decided to change the wording on the resolution to more accurately reflect what is happening with the cash contribution.

**Action:** The Board approved a motion to approve Resolution (2010) 16 with the amendment in section 3.

**Motion by:** Mayor Pro Tem O'Garra

**Second by:** Alderman Christian

**Vote:** Unanimous

(A copy of the agenda memo and Resolution (2010) 16 is hereby incorporated by reference and made a part of these minutes – see attachment eight.)

**h. Discussion, NC League of Municipalities Annual Conference.**

Mr. Uskiewicz advised that the North Carolina League's Conference will be held during a regular scheduled meeting in October this year and suggested that the Board think about what they wanted to do about the meeting. The Board's consensus was to put it on the agenda for next

meeting.

**9. Board and Staff Comments:**

**Mayor Pro Tem O'Garra**

- Glad to see everyone out there.
- Someone made a mistake and thought that I was playing with my telephone at the last meeting but it was actually the timer that we use for public forum that kept going off so if you need to straighten it out on your blog let it be known what it was.

**Alderwoman Hudson**

- Glad to see everyone.
- Chief, you are doing an awesome job, thank you for what you do.
- Tina, congratulations, I think you will do an awesome job for the Town.
- All the other Town employees I think you do an awesome job, keep up the good work.

**Alderman Christian**

- I am glad we have such a packed audience.
- Thanked Rhonda for changing the minutes. I think it is important that what we say is in the minutes and that nothing is left out and that they are as accurate as possible.
- I appreciate Tina talking with me. I was going to go in another direction until I spoke with her concerning the position.
- I am always available if employees and citizens have any concerns, questions or comments.

**Alderwoman Sutherland**

- Thanked the citizens for coming out to support us and the Town employees as well.
- Thanked Rhonda for the job that she does. The more knowledge you have the more knowledge you can pass along to the Board so stay educated and stay informed so we can be informed as well.
- Thanked those who were involved with National Night Out. I feel it was not published enough. We need an event planner to handle these kinds of events. I would like to see this put in the community next time and have the Police Officers and Board members visit the communities. It was a good event and I don't know if there was any money spent. It was advised that there was no money spent on the National Night Out. I thank those who donated.

**Mr. Uskiewicz**

- Complimented Tom Spinks. He and I have been very aggressive on these dilapidated houses. We will continue to move forward. I will give Tom a certificate of appreciation for his continued work on this project.
- On the National Night Out the Chief and the Officers did a great job. Estimates that we had over 200 people. It was in the newspaper three times. Community watch and churches were informed. I want to thank Sonic, Wal-Mart, Target, House of Raeford, Spring Lake Kiwanis and Optimist Clubs. Very nice event.

**Mr. Jackson**

- Just proud to be here.

**Mrs. Webb**

- I will be on vacation until next Wednesday but will be working out the agenda while I am gone so if you have anything you need me to get on the agenda, please call my cell phone or email me.

**10. Adjournment.**

**Action:** There being no further business to come before the Board, the meeting was adjourned at 8:15 p.m.

**Motion:** Alderwoman Sutherland

**Second by:** Mayor Pro Tem O'Garra

**Vote:** Unanimous



*Rhonda D. Webb*

Rhonda D. Webb, MMC  
Town Clerk

ATTEST:

*Ethel T. Clark*

Ethel T. Clark  
Mayor