

**TOWN OF STANTONSBURG**

DATE: February 12, 2019

Mayor William Edmundson called the regular monthly meeting to order at 7:05 pm. The following Council members were present: Donnie Bass. Also present were Town Manager Gary Davis, Town Clerk Tabitha Bailey, and Police Chief Orlando Rosario. Councilman Ken D. Horne arrived at approximately 7:27 pm. Councilwoman Jackie Grice arrived at approximately 7:50 pm. Councilman Powell Dew and Councilwoman Coley Rhodes were unable to attend.

**Pledge of Allegiance to the Flag and Prayer:**

Councilman Bass led the Pledge of Allegiance and Mayor Edmundson began the meeting with prayer.

**A. Approve Regular meeting minutes for January 14, 2019 (Open and Closed):**

Councilman Horne made a motion to approve the January 14, 2019 open and closed meeting minutes. Councilwoman Grice seconded the motion. All Council members present voted in favor of the motion.

**B. Financial Report:**

*Receipts \$520,632.17 Disbursements \$359,122.13 Difference 161,510.04*

**MMB:** Councilman Bass made a motion, with a second by Councilwoman Grice, to approve the Financial Report. All Council members voted in favor of the motion.

**C. Invoices for Payment: Total: \$10,958.78**

Councilman Horne made a motion to approve the invoices for payment. With a second by Councilwoman Grice, all Council members present voted favorably.

**D. Public Present: N/A**

**E. Police Report:** Police Chief Orlando Rosario informed the Board that he has received approval from the NC Department of Public Safety to begin the acquisition of equipment related to the Police Department's 2017 Equipment Grant of \$24,500. At this time, Chief Rosario presented the Council with estimates for a Records Management System. Chief Rosario stated that Sunguard OSSI would have been his first choice for a Records Management System, but there is an initial cost of \$20,080 and an annual maintenance fee of \$8,764. Police Chief Rosario recommended going with Southern Software, Inc. This system would cost \$14,312 with an annual maintenance fee of \$1,300. Chief Rosario stated that the Stantonburg Police Department would not be able to file share with Wilson County using this system, but they would be able to total incident reports and the system will automatically submit reports to the SBI.

Chief Rosario informed the Board that if the final purchase for the Records Management System is less than the grant award, the Stantonburg Police Department will still have

access to any remaining funds. At this time, Chief Rosario presented to the Council three estimates for K9 dogs. Police Chief Rosario recommended retiring the Town's current K9, Aaron, and purchase a new K9 for the Town of Stantonsburg with any remaining grant funds. Chief Rosario also recommended selling Aaron to the Town's K9 Officer, Officer Williams, for the amount that the Town purchased Aaron.

Police Chief Rosario informed the Council that the Stantonsburg Police Department has taken parts off of the Police Department's 1998 Ford Crown Victoria and sold the motor. Chief Rosario has recommended that the Town sell the Stantonsburg Police Department's 1998 Ford Crown Victoria to NC K9 LLC for a scrap price.

At this time, Chief Rosario presented the Board with information regarding Lexipol. Chief Rosario informed the Council that Lexipol is a company that digitizes and keeps departmental policies up to date. Police Chief Rosario also stated that if a lawsuit were filed against the Town of Stantonsburg's Police Department, Lexipol would send an attorney to help defend the Town. Chief Rosario stated that the annual fee for Lexipol \$4,974.

Chief Rosario informed the Council that the Stantonsburg Police Department has begun a Narcotics Campaign and currently has an undercover officer. Once the Narcotics Campaign has ended the undercover officer will be formally introduced to the Council members.

**F. Parks & Rec:** Mayor Edmundson stated that the Parks and Recreation Committee has been in touch with the Town attorney, Slade Rand, and he is willing to sign a lease agreement confirmation for the park. Mayor Edmundson also informed the Council that in order to proceed with the grant process for the park, the Town will need to extend the lease agreement for the park for another twenty-five years.

**G. EMS: N/A**

**H. Appearance Committee:** Town Manager Gary Davis informed the Board that the Town has removed some of the windows and plywood from the Seal Building.

Town Manager Gary Davis presented (5) utility extension requests. After reviewing each request, Councilwoman Grice made a motion to approve all extension requests with the stipulation that any request for a Friday be paid by noon on that date. Councilman Horne seconded the motion. All Council members present voted in favor of the motion.

**I. Town Managers Report:** Town Manager Gary Davis presented the overtime report for January 2019. January 2019 overtime was down with 48  $\frac{3}{4}$  overtime hrs compared to 155 overtime hrs in January 2018. January 2018 overtime hours were high due to weekend utility relocation for the DOT on bridge projects.

Town Manager Gary Davis informed the Council that it is time to update the Regional Hazard Mitigation Plan that the Town of Stantonsburg is a party to. Mr. Davis stated that officials are requesting one or two staff members and one community representative to represent the Town. This would involve six meetings over a six month period. Mr. Davis suggested that the Council think about someone to represent the Town that is not an elected official. Town

Manager Gary Davis informed the Council that he will need a name for the community representative by February 22, 2019 to submit.

At this time, Town Manager Gary Davis presented to the Board an amended contract from Carr, Riggs and Ingram requesting the audit completion and report submission be extended to February 28, 2019. The contract stated that the Town of Stantonburg made their records available for audit in a timely fashion and is not at fault. Mr. Davis informed the Board that this delay is due to Carr, Riggs and Ingram experiencing the loss of two staff accountants during the time when field work was to be performed. Hurricane Florence also contributed to missed days of work. Councilman Horne made the motion to approve the amended contract and allow the audit completion and report submission deadline to be extended to February 28, 2019. With a second by Councilwoman Grice, all Council members present voted favorably.

Mr. Davis stated that Town employee, Jeff Reddick, is retiring and the Town will be having a retirement party in his honor. More information regarding the retirement party will be provided in the coming weeks.

**J. Councilman Horne: N/A**

**K. Councilman Bass:** Councilman Bass asked Town Manager Gary Davis how the Sewer Rehabilitation Project was going. Mr. Davis stated that there were some issues with the contract workers blocking driveways and some missed days of work, but that these issues were going to be addressed during a progress meeting with the Town Engineer and the contractor on Thursday.

**L. Councilwoman Rhodes: N/A**

**M. Councilman Dew: N/A**

**N. Councilwoman Grice: N/A**

**O. Mayor:** Mayor Edmundson asked Town Manager Gary Davis if the GPS devices for the Stantonburg Police Department vehicles had been installed. Mr. Davis stated that GPS devices have been installed on all police vehicles except the Humvee.

Mayor Edmundson informed the Council that he, along with Town Manager Gary Davis, will be meeting with Robert Hiatt of Upper Coastal Plain Management on February 15, 2019 at 10:30 am. This meeting will be held at the Town Hall and all Board members are welcome to attend.

At this time, the Council discussed the requests Chief Rosario made for the grant funds. After much discussion Councilwoman Grice made a motion to table the issues with the Stantonburg Police Department grant until the next Board meeting on March 11, 2019 so that hopefully all members would be present. Councilman Horne seconded the motion. All Council members present voted in favor of the motion.

Councilman Horne made a motion to adjourn. Councilwoman Grice seconded the motion. All other members voted in favor of the motion. The meeting was adjourned at approximately 8:50 pm.

Respectfully submitted,

Tabitha E. Bailey, Town Clerk/Finance Officer

William H. Edmundson, Mayor

