



Town of Micro  
Board of Commissioners Meeting MINUTES  
Tuesday - February 14, 2023  
7:00 p.m.  
Micro Town Hall

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**1. CALL TO ORDER**

- Call to Order
- Pledge of Allegiance
- Invocation

Mayor Parnell called the meeting to order at 7:00 p.m. He led everyone in the Pledge of Allegiance and Mr. Smith offered the Invocation.

**2. PUBLIC COMMENT**

Mr. Harold, resident, was present and shared concerns and photos of water run off from new construction near his home. He stated there is standing water in his back yard. The Board thanked him for sharing his concerns and Mayor Parnell stated he would be at Mr. home on Friday and personally view the issue and see what could be done to alleviate the problem.

**3. ADJUSTMENT/ADOPTION OF THE AGENDA**

- a. Adjustments to the Agenda

Two adjustments were made to the agenda as follows:

Addition of Item 10h - Budget Ordinance regarding Community Building

Addition of Item 12a - Community Building Update

- b. Adoption of the Agenda

**ACTION:** Adoption of Agenda with Adjustments as Listed

Motion: Mayor Pro Tem Worley

Second: Commissioner Garcia

Vote: Unanimous

**4. CONSENT AGENDA**

*(Items on the consent agenda are considered routine in nature or have been thoroughly discussed at previous meetings. Any member of the Board may request to have an item removed from the consent agenda for further discussion.)*

- a. Draft Minutes

- January 10, 2023 - Regular Meeting
- January 14, 2023 - Special Meeting - Work Session

- b. Proclamation - All In Red Month - February 2023

**ACTION:** Adoption of Consent Agenda as Presented

Motion: Mayor Pro Tem Worley

Second: Commissioner Garcia

Vote: Unanimous

## 5. SPECIAL PRESENTATION/INTRODUCTIONS

- a. Presentation of Appreciation to Long Standing Planning Board Members
  - LC Smith
  - Art Pittman

Mayor Parnell presented a plaque to both Mr. Smith and Mr. Pittman in appreciation of their years of service to the Planning Board.

Both Mr. Smith & Mr. Pittman offered their thanks and appreciation.

## 6. FINANCIAL REPORT

## 7. PLANNING BOARD REPORT

- a. Planning Board Report

Mr. Corey Hartsfield was present from the Planning Board. He provided an overview of the items heard at the last Planning Board meeting which was held on January 24, 2023. He stated the board had been waiting on additional information related to septic system related to the Sebastien Zoning Request. The applicant did not attend the meeting, so the item was tabled again. There was a zoning permit request received from Ms. Temple with reference to an accessory building. It was stated that the applicant was asked to revise her application to indicate that building would be for farm use. The applicant was revised, and it was the recommendation of the Planning Board that the applicant be approved.

The board thanked Mr. Hartsfield for the updated information.

## POLICE REPORT

8.

- a. Police Department Monthly Update  
*Presenter: Macon Jones, Police Chief*

Chief Jones was present and provided a monthly report. He stated recently he had been receiving numerous calls on his personal phone and requested that folks call the police line so calls can be properly tracked. He stated he had recently met with Dr. Pearson, Johnston County Schools, regarding a School Resource Officer at the elementary school. Chief Jones stated he felt we should move forward with this and hoped to have an officer in place for the start of the new school year. Chief Jones stated he would like to begin purchasing gas at the Micro Mini Mart. He stated it was much more convenient and would allow for keeping purchases from in-town vendors. Chief Jones further stated that he receives many questions about the community building. He shared details about the recently held Bingo event and stated it was very well received. He further advised that the Girl Scout recently sold cookies at the Police Department.

The board thanked Chief Jones for his dedication and for the informative monthly updates.

## 9. PUBLIC HEARINGS

### a Braswell Duplex – 2023-01-SUP - *Quasi-Judicial*

Attorney Hewett was present and led the public hearing. He provided additional detailed information regarding the difference between a legislative and quasi-judicial public hearing. He stated that all testimony for a QJ hearing must be provided under Oath. He further stated the applicant had the burden of proof and further that all testimony must be competent evidence and no hearsay.

At this time Attorney Hewett issued the Oath to those who be offering testimony.

Mr. Hartsfield was present from the Planning Board. He stated the Planning Board offered their recommendation for approval with the condition that driveways be placed in the back of the building for safe ingress and egress.

There were no questions for Mr. Hartsfield from the board.

Mr. Braswell was present and stated he certainly would look at moving the parking to the rear of the property. He stated he felt this was an excellent project for the town. Application of project was presented as Exhibit "A" and is hereby made a part of the official record by attachment.

Mayor Parnell asked if plan was for this property to be rental. Mr. Braswell stated it would be. He further stated he has never had any issues with any of his rental properties and further added he had a mobile home park in Pine Level and the reputation of that property is very good. It was asked of Mr. Braswell if there was a good application vetting process in place and Mr. Braswell stated he does a thorough application process for all his tenants.

Mayor Parnell questioned the trees that are located near the stop light and Mr. Braswell stated those trees would be removed as they were dangerous as they stood.

There was question about site plan being seen and Mr. Braswell stated he would get the site plan updated with reference to parking being relocated to the rear of the property and would that updated plan to the board as soon as possible.

There were no further questions for Mr. Braswell.

With there being nothing further, the public hearing was closed and turned over to the board for their deliberation and consideration.

At this time all the Findings of Fact were read into the record, and it was unanimous that all Findings of Fact had been met. The SUP was approved with the addition of condition that parking be located in the rear of the building to ensure that Finding of Fact # 5 was met with reference to safe ingress/egress.

**ACTION:** Approval SUP 2023-01-SUP w/Condition of Parking Relocation

Motion: Commissioner Garcia  
Second: Commissioner Stanley  
Vote: Unanimous

## 10. NEW BUSINESS

a. NC Record Retention Schedule

*Presenter:* Kimberly A. Moffett, Interim Town Clerk

Ms. Moffett provided information regarding the North Carolina Record Retention Schedule which is provided by the NC Department of Cultural Resources for all government entities in the State of North Carolina. She stated the schedule for local government was revised in October of 2021 and requested that the board authorize the adoption of the schedule. It was further stated the retention schedule was available for anyone who wished to review it.

**ACTION:** Adoption of NC Record Retention Schedule

Motion: Commissioner Garcia  
Second: Commissioner Stanley  
Vote: Unanimous

b. Planning Board Appointment Recommendation(s)

*Presenter:* Kimberly A. Moffett, Interim Town Clerk

Ms. Moffett stated that interviews were recently completed for both an in-town and an ETJ vacancy on the Planning Board. She stated there were excellent candidates and the decision for recommendation was a difficult one. Ms. Moffett reminded that ETJ recommendations are forwarded to JC Commissioners for final approval. The interview committee made the following recommendation for appointments:

- Thaddeus "Byron: Smith - In Town Vacancy – Term Expiration February 2025
- Gary Wheeler - ETJ Vacancy – Term Expiration February 2026

**ACTION:** Approval of Recommendations for Appointments as Listed

Motion: Commissioner Stanley  
Second: Mayor Pro Tem Worley  
Vote: Unanimous

c. Discussion of Past Due Utility Bills

*Presenter:* Marty Parnell, Mayor

There was lengthy discussion regarding past due utility bills. He stated that recently there was a total amount of \$4,400 that were past due. He shared details regarding the billing process to include when late fees are added and when service is disconnected. He stated that Ms. Lee provided additional information regarding past due amount, which is \$1,416.84 as of this afternoon. He further stated that Ms. Lee was working with Social Services to assist with some bills. The mayor and board stated they are willing to work with folks but moving forward we are going to have to stick with due dates, late fee dates and cut off dates if no effort is made to contact the office and make some sort of arrangements. It was stated we must function as a business. Mayor Pro Tem Worley also reminded people to contact the town if they feel they may have a leak and we can assist with figuring out with what might be going on. It was stated that letters will be sent out shortly with information regarding process moving forward.

d. LGC – Fiscal Accountability Agreement Update

*Presenter:* Lee Worsley, Executive Director – Triangle J Council of Governments

Mr. Worsley was present and stated he would provide information during this portion of the agenda on the agreement, Triangle J Assistance, Purchasing Policy and a Financial Summary.

Mr. Worsley introduced himself to everyone present and provided a brief personal background as well as background information regarding the Triangle J.

Mr. Worsley stated that issues have on ongoing and building over the last 3 years. He stated there was excess expenditures over revenues, late audit reports, failure to reconcile balance sheet accounts, weak internal control and further that issues had compounded and would take months of work and continued commitment from the board. He stated he had a very positive outlook for the town.

He shared information about employee turnover and the importance to stabilize permanent staff, however, at this time the town was unable to afford a full time position. He further stated we were looking at other opportunities to including a fellow program and that the town might be able to get someone to assist with numerous duties from such a program. He stated in totality it might cost the town only \$10,000. He stated we were extremely hopeful we would be able to obtain someone, but this would not be possible until August. He further added it was important to note that Ms. Lee was doing an outstanding job and further she had taken on many additional responsibilities. He stated it was statue that each municipality have a Finance Officer appointed and further that the mayor was willing to take on that role and was recently appointed as such. All required bonding has since been secured. Mr. Worsley offered his appreciation to the mayor.

Mr. Worsley stated we are in the process of getting caught up on past due annual audits. He stated we recently received a draft for FY '20-'21. He further stated there was some concern with that draft and that we had contacted the LGC (Local Government Commission) for some direction. He stated the LGC is a great partner. He further stated that this audit must be completed before we can begin the audit for FY '21-'22.

Mr. Worsley stated that training for staff and the board was in progress. He stated the board took Financial Operations Training back on a Saturday in January and further that all board members took the required Ethics Training.

Mr. Worsley provided an update with reference to the Fire Department. He stated a new contract had been signed and all monies due the Fire Department through November 2022 had been made. He stated that payments from the county for both December and January had just been received by the town and payment to the Fire Department from the town for those months would be made shortly.

Mr. Worsley provided information regarding an Accountability Agreement with the Local Government Commission (LGC). He stated all debt approval for any municipality must go through the LGC. He further stated the LGC has authority for any entity that is not fiscally secure to be put on a watch list. He stated there are currently 130 on that list and Micro is one of them on the list. This agreement allows conversation and control. He further stated the LGC has authority to take over any town and should that happen all decisions regarding the budget leaves the town and goes to the LGC.

Mr. Worsley stated we are working with the LGC. He stated that it was the recommended of members of Triangle J that we create a manual excel finance system and there are numerous issues with the current financial system, and we cannot wait for repairs to the current financial software.

Mr. Worsley provided a financial summary through December 21, 2022, which is half of the fiscal year. He stated we could not be 100% confident the numbers are correct but felt it was a good starting point. He shared details that the current line item for property taxes was budgeted at a 99% collection rate and a collection rate of 90% should have been used. He stated there would be several budget amendments presented to the board in the near future. He shared that there is currently \$171,000 APR funding for Micro which has been received and not yet spent. He further stated that when the budget was prepared that money was added inadvertently, and it must be removed. He further stated there is now an opportunity to rebuild the fund balance, which has dropped dramatically,

He also shared details about two expenditures and two large payments that elevated the administrative expenditure line item. He also stated that approximately 8-10 months ago bank accounts had been combined. He stated while having a central depository is fine if you have a properly working finance system, however, the town does not. He shared details that the bank balance included the community building funds, ARPA funding and Powell Bill funds. He stated the approximately current cash balance for the general fund plus the utility fund is \$220,000. He stated the unassigned fund balance is \$27,059 which is a drop of over \$25,000. He stated things are tight and there is concern about the cash condition.

Details were shared regarding the utility fund, water and sewer. It was stated this needs to operate as a business and that it was necessary that the town be able to do whatever is needed with reference to repairs. He stated there was concern we were not building funds to allow for any issue that may arise. He further stated he felt the budgeted amounts to be collected may be a bit too high. He stated there were no concerns on the expenditure side. The concern was mainly not building equity.

Additional details were provided regarding the LGC Fiscal Accountability Agreement. LGC has authority to issue agreements when they have concerns about a towns ability to operate or have concerns about audit(s). The agreement was received in January and there were meetings with each board member where they were provided with information. Each board member was required to individually sign the agreement. This agreement was signed by everyone and returned to the LGC within 2 days. One of the requirements in the agreement was training, which had already been completed in January. Another requirement is a 6-month budget to actual, which has been completed and returned. A meeting is being scheduled for LGC staff and town staff to get an idea of what actions are being taken. Additionally, a draft budget is required by the middle of May. Mr. Worsley stated that we will need to begin to schedule some budget work sessions.

Consideration of Adopting Purchasing Policy

e. *Presenter:* Lee Worsley, Executive Director - Triangle J Council of Governments

Mr. Worsley stated a Purchasing Policy and Purchase Order System had been developed and provided to the board for their consideration. It was stated this policy would provide staff direction with reference to bids and purchase order requirements. It was stated at this time purchase orders would be needed for any purchase amount. This purchase amount would eventually be raised once we have a better handle on the financial situation. Purchase orders would be issued, checked by Triangle J staff and then the Finance Officer would sign off on the purchase order. There was also discussion regarding blanket purchase orders, which would be issued for routine bills, gasoline, etc.

**ACTION:** Adoption of Resolution # 2023-05

Motion: Mayor Pro Tem Worley  
Second: Commissioner Garcia  
Vote: Unanimous

f. Consideration to Alter Hours Town Hall is Open to Public

*Presenter:* Marty Parnell, Mayor

Mayor Parnell spoke about the many additional tasks being assigned to Ms. Lee and the need to provide uninterrupted time to work on some these tasks. Suggestion was made to temporarily change hours so that the office would continue to open at 8:00 a.m. but then close at 11:00 a.m. to provide Ms. Lee with an hour devoted to working on tasks without having to stop and assist at the window, then have Ms. Lee take her lunch from 12:00 – 1:00 p.m. and reopen to the public at 2:00 p.m. to provide Ms. Lee another hour after her lunch to work on tasks.

Ms. Lee was present and stated she had been taking note of busiest times with the window and phone and stated lunch time is a bit busier than other times during the day. She suggested that hours be adjusted to open to the public at 9:00 a.m.

Ms. Blalock, a resident, stated she was opposed to the town being closed and that taxpayers should be receiving services during the entire day. She stated the town should be looking at hiring temporary workers that would work for an hourly wage with no benefits.

Commissioner Garcia reminded this would only be a temporary situation.

Mr. Erwin, who is with the LGC, was present. He stated he has worked with hundreds of municipalities over his 20 + year career and fully supported staff having dedicated quiet time. He stated this helps to create a much more effective work environment.

It was stated there was no current available funding for temporary employees. It was also stated that current full-time employees do not currently receive any type of benefits. Mayor Parnell stated we are currently working on getting proper benefits in place.

After lengthy discussion it was agreed that the temporary hours for the public would be amended, on a temporary basis, as follows and notification would be posted:

Open: 9:00 a.m. – 12:30 p.m.  
Closed: 12:30 pm. – 1:30 p.m. – LUNCH  
Open: 1:30 p.m. – 5:00 p.m.

**ACTION:** Temporarily Alter Town Hall Hours as Above

Motion: Mayor Pro Tem Worley  
Second: Commissioner Garcia  
Vote: Unanimous

- g. Rules of Procedures – Board of Commissioner Meetings  
*Presenter:* Kimberly A. Moffett, Interim Town Clerk

Ms. Moffett stated a suggested draft version of the Rules of Procedures were included in the board agenda packet. She stated the draft version was pretty standard and these rules could be amended at any time the board wished. The rules would provide guidance regarding running of meetings and protocol.

**ACTION:** Adoption of Rules of Procedures

Motion: Commissioner Stanley  
Second: Mayor Pro Tem Worley  
Vote: Unanimous

- h. Budget Ordinance – Community Building  
*Presenter:* Lee Worsley, Triangle J

Mr. Worsley shared details regarding a \$350,000 appropriation from the General Assembly for a community building. He stated it was best practice to adopt a Capital Project Ordinance, which would travel with the life of a project. Mr. Worsley further stated there was an additional \$150,000 that may be available from Johnston County. He stated this amount was not included in the budget ordinance as the funding had not yet received final approval. He stated the stipulation attached to this additional funding was that once design was complete, the project would need to go before the County Commissioners for review before actual appropriation of the funds took place.

**ACTION:** Adoption of Ordinance #2023-02-01

Motion: Commissioner Garcia  
Second: Mayor Pro Tem Worley  
Vote: Unanimous

## 11. OLD BUSINESS

- a Triangle J Assistance to Town of Micro - Update  
*Presenter:* Lee Worsley, Triangle J Council of Governments

*This item was presented under Item 10d.*



b. Financial Report

*This item was presented under Item 10d.*

c. Audit(s) Update

*This item was presented under Item 10d.*

**12. BOARD REPORTS**

Community Building Update

Commissioner Garcia provided an update regarding the Community Building. She stated everything would be updated to include the parking lots, handicap parking, ramp, steps, insulated windows, a new kitchen and updated bathrooms. She also stated the roof would be updated. The hardwood floor will be updated but will preserve as much as possible of the heritage and history. Desire is for this to be a true community building that is enjoyed by the entire community. Within the next week or two the project will go out for final bids. Additionally, a project sign will be placed at the site, so folks know what is going on. It is hoped the project will be completed within 9 months.

Mr. Smith asked if there were any environmental concerns. Commissioner Garcia stated there were none and the interior was going to be replaced. Mayor Parnell stated the building was structurally sound. It was stated that a total of 5 parking spaces would be added to the front of the building and additional parking would be available on the side street. It is hoped that the land behind the building could be purchased in the future.

Commissioner Garcia reminded everyone that a list of annual events for the Town have been added to the website. She stated there would be a Craft Fair held on March 18. Vendor applications were available with Ms. Lee. The vendor fee is \$30, with the fee for not for profits being waived.

**13. ADJOURNMENT**

a. Adjourn the Meeting

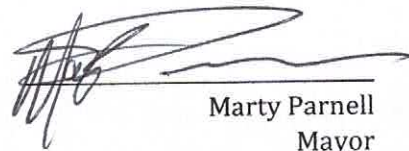
With there being nothing further, the meeting was adjourned at 9:07 p.m.

**ACTION:** Motion to Adjourn

Motion: Commissioner Stanley  
Second: Mayor Pro Tem Worley  
Vote: Unanimous

Duly adopted this the 14<sup>th</sup> day of March 2023 while in regular session.



  
Marty Parnell  
Mayor



TOWN OF MICRO  
 PO Box 9  
 450 US Highway 301 N  
 Micro, NC 27555  
 Office: 919-284-2572

## SPECIAL USE PERMIT APPLICATION

\$50 fee + any applicable rezoning fee

New Special Use Permit       Modification to Previously Approved SUP

**SITE INFORMATION:**

Name of Project: BRASWELL Duplex  
 Acreage of Property: lot .48 acres      Zoning District: \_\_\_\_\_  
 County Tag #: 10008042      NC Pin #: 263619-61-6082  
 Address/Location: 107  
 Existing Use: VACANT lot (House torn down)

**APPLICANT INFORMATION:**

Applicant: Richard D. Braswell  
 Mailing Address: 45 Shoreline Dr, Princeton, N.C., 27569  
 Phone: 919-291-4853  
 Contact Person Name: Dick Braswell      Phone: 919-291-4853  
 Email: RDBRASWELL@RDBRASWELL.COM

**OFFICE USE ONLY:**

Date Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ File Number: \_\_\_\_\_



**REQUIRED FINDINGS OF FACT:**

*Section 2-105-6 of the Town of Micro Zoning Ordinance requires applications for a Special Use Permit address the following findings. The burden is on the applicant and failure to adequately address the findings may result in denial of the application. Please attach additional sheets if necessary.*

1. The proposed use and development comply with the applicable regulations of this Ordinance.

No, that's why I'm requesting a SUP

2. The proposed use and improvements are compatible with the character of the surrounding area and the capacity of neighboring lands to develop as permitted in the applicable zoning district.

yes

3. The proposed use will have minimal adverse impact on surrounding land with regard to service delivery, traffic circulation, aesthetics, odor, noise, glare, and vibration.

yes

4. The use will not deteriorate or otherwise adversely impact water, air, scenic, and other natural resources.

No

5. The use will maintain safe ingress and egress to the site.

yes

6. The use will be served by adequate road and infrastructure to support development of the site.

yes

7. The use will protect property values and preserve public safety and welfare of the surrounding area and community at-large.

yes

8. The use complies with other applicable town, state, and federal laws regulating development of land within the Town's jurisdiction.

yes

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**PROCEDURE INFORMATION:**

Applications for Special Use Permits shall be referred to the Planning Board. The Planning Board will report on its recommendation to the Board of Commissioners. After notice has been given pursuant to Section 2-103-2, a **quasi-judicial\*** hearing shall be held pursuant to Section 2-104. Required mailed notice shall be sent to the owners of property within a 500' radius subject parcel boundary lines. A simple majority of the Board of Commissioners is required for approval of a Special Use Permit. Conditions for approval, if any, shall be specified in the motion and on the permit.

*\*A quasi-judicial hearing resembles a court trial where testimony is presented. Citizens may give testimony in a quasi-judicial hearing after they have taken an oath. The Board of Commissioners acts like a court of law and receives only sworn testimony and other credible evidence. In addition, the Board of Commissioners must make findings of fact based upon the evidence presented. The Board of Commissioners refrains from "ex parte communication" about these cases, as the Town Council must decide based solely on the evidence presented at the hearing itself.*

**APPLICANT AFFIDAVIT:**

I/We, the undersigned, do hereby make application and petition to the Board of Commissioners of the Town of Micro to approve the Special Use Permit. I hereby certify that I have full legal right to request such action and that the statements and/or information made herein or any plans submitted are true and correct to the best of my knowledge. I understand this application and any related material become official records of the Town of Micro, North Carolina.

Richard D. Braswell  
Print Name

Richard D. Braswell  
Signature

01-03-2023  
Date



**OWNERS CONSENT FORM**

Consent is required from the property owner(s) if an agent/applicant will act on their behalf. A separate form is required for each owner.

Project Name: BRASWELL'S Duplex Address or PIN#: 107 N US Hwy 301  
Micro, N.C.

**AGENT/APPLICATION INFORMATION:**

Richard D. Braswell 45 Shoreline Dr.  
(Name - please type or print clearly) (Address)  
Princeton, N.C., 27569  
(City, State & Zip)

I hereby give CONSENT to the above referenced agent/applicant to act on my behalf, to submit applications and all required documents and materials, and to attend and represent me at all meetings and public hearings pertaining to the following process:

Special Use Permit [ ] Other If Other Indicate: \_\_\_\_\_

Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify that I have authority to execute this consent form as/on behalf of the property owner. I understand that any false, inaccurate or incomplete information provided by me, or my agent will result in the denial, revocation or administrative withdrawal of the application, request, approval or permit. I further agree to all terms and conditions that may be imposed as part of the approval process of this application.

**OWNER AUTHORIZATION:**

Richard D. Braswell 45 Shoreline Dr.  
(Name - please type or print clearly) (Address)  
Richard D. Braswell Princeton, N.C. 27569  
(Signature) (City, State & Zip)

**NOTARY:**

STATE OF North Carolina COUNTY OF Johnston

Sworn to and subscribed before me Angela B. Holloman, a Notary Public for the above State and County, this the 3<sup>RD</sup> day of Jan, 2023.

SEAL



Angela B. Holloman  
Notary Public Signature

My Commission Expires:

5-9-2027