



Town of Micro
Board of Commissioners Meeting AGENDA
Tuesday – January 10, 2023
7:00 p.m.
Micro Town Hall

1. CALL TO ORDER

- Call to Order
- Pledge of Allegiance
- Invocation

2. PUBLIC COMMENT

3. ADJUSTMENT/ADOPTION OF THE AGENDA

- a. Adjustments to the Agenda

- b. Adoption of the Agenda

POTENTIAL ACTION: Adoption of Agenda

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
 - [December 13, 2022 – Regular Meeting](#)

POTENTIAL ACTION: Adoption of Consent Agenda as Presented

5. SPECIAL PRESENTATION/INTRODUCTIONS

6. FINANCIAL REPORT

7. PLANNING BOARD REPORT

- a. Planning Board Report
Presenter: LC Smith, Planning Board Chair

POTENTIAL ACTION: None - Informational Only

8. POLICE REPORT

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

9. PUBLIC HEARINGS

10. OLD BUSINESS

- a. Triangle J Assistance to Town of Micro Update
Presenter: Lee Worsley, Executive Director – Triangle J Council of Governments

POTENTIAL ACTION: None - Informational Only

- b. Auto Draft Payment Updates
Presenter: Lisa Lee

POTENTIAL ACTION: None - Informational Only

- c. Audit(s) Update
Presenter: Marty Parnell, Mayor

POTENTIAL ACTION: None - Informational Only

- d. New Year's Eve Celebration
Presenter: Katy Garcia, Commissioner

POTENTIAL ACTION: None - Informational Only

11. NEW BUSINESS

12. BOARD REPORTS

13. CLOSED SESSION

14. ADJOURNMENT

- a. Adjourn the Meeting

POTENTIAL ACTION: Motion to Adjourn



**Town of Micro
Board of Commissioners Meeting MINUTES
Tuesday – December 13, 2022
7:00 p.m.
Micro Town Hall**

OFFICIALS/COMMISSIONERS PRESENT:

Marty Parnell, Mayor
Kevin Worley, Mayor Pro Tem
Coy Stanley, Commissioner
Katy Garcia, Commissioner

STAFF PRESENT:

Kimberly A. Moffett, Interim Town Clerk
Johnny Dixon, Public Works Director
Macon Jones, Police Chief

OTHERS PRESENT:

Lee Worsley, Executive Director –
Triangle J Council of Governments

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 Commissioner Stanley offered the Invocation.

2. PUBLIC COMMENT

No one wished to address the Board.

Ms. Moffett took a few moments to explain the new agenda template as well as the use of a Consent Agenda. She stated the consent agenda is a new addition to the agenda that would allow for routine items or items that previously had been fully discussed to be adopted with a single motion. This format would allow for a more efficient meeting.

3. ADJUSTMENT/ADOPTION OF THE AGENDA

- a. Adjustments to the Agenda
- b. Adoption of the Agenda

ACTION: Adoption of Agenda as Presented

Motion: Commissioner Worley

Second: Commissioner Stanley

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
 - November 8, 2022 - Regular Meeting
 - November 28, 2022 – Special Meeting

- b. Resolution Setting 2023 Town of Micro Holiday Schedule

ACTION: Adoption of Consent Agenda as Presented

Motion: Commissioner Stanley

Second: Commissioner Garcia

Vote: Unanimous

5. SPECIAL PRESENTATION/INTRODUCTIONS

6. FINANCIAL REPORT

Mayor Parnell stated report was not available at this time. He further stated an update would be available and provided shortly.

7. PLANNING BOARD REPORT

- a. Planning Board Report
Presenter: Cory Hartsfield, Planning Board

Mr. Hartsfield stated the Planning Board met on November 22, 2022. He provided details about the items presented at that meeting as follows:

- The Planning Board received a permit request to building at single family residence on E. Fayetteville Street. It was stated that the applicant, Mr. Sebastian, stated he planned to use his own septic system due to issues his contractor stated would be encountered attempting to connect to the towns system. It was stated the applicant had concerns about the cost to connect to the town system. Mr. Dixon stated he was working on gathering information and providing a cost estimate to the applicant. Mr. Hartsfield stated the Planning Board would not be taking any action until all information was obtained

- Mr. Hartsfield reported that Mr. Salinas had requested to subdivide tag#1006006A into four lots as well as addition of a street. He was advised this request would require the major subdivision process. This request was originally heard by the Planning Board on October 25 and was tabled to the November 22, 2022, meeting. The applicant did not attend the November 22, 2022, Planning Board meeting and this item was again tabled to the next meeting of the Planning Board which will be held in January, 2023.

- Also heard by the Planning Board was a Special Use Permit regarding parcel #2008042 for a triplex. It was stated that it would be the recommendation of the Planning Board this request be denied. This item requires a quasi-judicial public hearing be held before the Board of Commissioners for approval or denial.
- A zoning permit was received for 300 Oak Grove Inn Road with reference to accessory use building being placed. The applicant was unable to attend the meeting this evening but will be in attendance at the January 2023 meeting.

Mayor Parnell questioned requirement regarding in town sewer hook-up. Mr. Dixon stated the current ordinance only encouraged that everyone within town limits hook-up to town sewer system. There was discussion about Code of Ordinance and requirements to connect to the town system. It was suggested that a sewer ordinance be included as part of the zoning ordinance. Discussion continued regarding the cost to connect into the town sewer system. Mr. Dixon shared additional information about the responsibility of the town with regard to sewer location.

ACTION: None - Informational Only

8. POLICE REPORT

- a. Budget Ordinance
Presenter: Macon Jones, Police Chief

Chief Jones was present and shared recent statistics. Chief Jones shared details about two laptops that were donated. He stated one of the laptops was currently being used this evening by the Interim Town Clerk for the meeting and requested that the other laptop be used by the Police Department to replace a laptop that was broken. Council was in consensus with this.

Chief Jones spoke about the proposed Ordinance that would reimburse the police department budget line item with monies received from the recent sale of a Chevrolet Impala. Chief Jones offered his thanks and appreciation to Mr. Dixon for his assistance with the posting and sale of the vehicle.

The chief reported that the town had two visitors for the Christmas parade from England and Ireland and stated they personally shared how much they enjoyed the parade. Chief Jones advised he had recently assisted both Princeton and Pine Level with their Christmas Parades.

There was discussion regarding OSS and paper copies of documents versus electronic copies. Chief Jones stated that electronic copies will be required no later than 2025. Discussion continued about delays being reported with paper copies of citations. Chief Jones stated that he was looking into options for police software. He stated that Southern Software, which is the software the town currently uses for utility billing, does have a Police Department software product, but he did not feel it was very user friendly.

The board thanked Chief Jones for his report and updates.

ACTION: Adoption of Ordinance #2022-12-01

Motion: Commissioner Worley

Second: Commissioner Garcia

Vote: Unanimous

9. PUBLIC HEARINGS

10. OLD BUSINESS

a. Triangle J Assistance to Town of Micro Update

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

Mr. Worsley was present and provided an update of how Triangle J was assisting the town. He stated he would be present at each board meeting to provide an update. Mr. Worsley provided details and information about Triangle J and their services. He stated that Triangle J is a local government by law. He shared information about his personal background and Johnston County. He offered his appreciation and credit to the mayor and board for reaching out for assistance. He stated there were no critical issues but did address the need of some work to be done, due to staff turnover. He further stated that numerous municipalities were seeing an increase in staff turnover. He stated that the first issue that needed to be addressed was providing an Interim Town Clerk, which has been done. He shared his thoughts on the next highest priorities to be addressed that included staff stabilization. He stated discussion needed to be had as to vacancies for both Town Clerk and Finance Officer. He suggested a work session with the board be held in January to discuss how to proceed with crafting of vacancies, job descriptions, advertisement and recruitment. He further stated that a special meeting was held on November 28 where the mayor was appointed as the Interim Finance Officer as well as appointment of two Deputy Finance Officers. Information regarding required bonding for the Finance Officer was shared and it was stated we are currently working with the League to obtain the required bonding. Mr. Worsley further stated that annual audits needed to be caught up. The Local Government Commission (LGC) has been in contact with town and it was stated we are making progress with reference to the audits. Originally there was a total of 3 audits that were due. To date FY '19-'20 has been completed and approved by the LGC. FY '20-'21 audit is well underway and we are expecting a draft shortly. Once the draft is received Triangle J will assist with the review prior to submission to the LGC for their acceptance and approved. Due to staff turnover, there will be some additional work required for the '21-'22 audit. It was stated that some bills, expenditures and revenues were not entered into the finance system and we will need to have electronic records entered prior to being able to work on the audit. Mr. Worsley stated there was a capacity issue with ability to getting Triangle J financial staff in place until after the start of the new year. Mr. Worsley stated that training for both staff and the board are underway. Vendor for the finance system is ready and willing to offer any required training when new or temporary staff are brought on. Ethics training has been set up for all commissioners. It was suggested there was excellent web based training from the LGC that was available that could be viewed during the January work session of the board.

Mr. Worsley stated that initial review regarding financial obligations to the Micro Fire Department had been completed and further stated the plan was to sit down with the Fire Department to ensure everyone was on the same page. Mr. Worsley offered his appreciation to the Fire Department for all their good service.

Mr. Worsley added internal controls and segregation of duties are easily fixable and this issue happens often with small towns. He stated it was very important to have a plan in place for bank reconciliations and documentation for next Finance Officer and have this process continue so these items do not get behind again. He also added the current budget ordinance is appropriate to meet the needs of the community and further Triangle J would assist in ensuring all boxes were being checked with regard to any federal awards.

Mr. Worsley added the LGC is very appreciative and supportive of the town and efforts. He stated the town is on the right track and again offered appreciation to the board. He stated he was happy to address any questions or concerns. There were no questions for Mr. Worsley.

Johnston County Commissioner Godwin was present and offered his support and stated Triangle J is an amazing resource of expertise. The board offered their appreciation to Commissioner Godwin.

Mr. Worsley provided an update regarding the Powell Bill submission. He offered his appreciation to Ms. Lee for her willingness and dedication in assisting with this submission. He stated a possible concern was discovered and that has been shared with NCDOT. Currently, we are waiting to hear back from them as to their preference for amending a previous submission or trueing up the current submission. An additional update will be provided at the January board meeting.

Mayor Parnell stated that he visited with the mayor and staff members from Selma. He stated they indicated they would be happy to assist in any way they could. It was suggested that moving forward a separate budget be set up for the Powell Bill.

- b. 2022 Christmas Parade Update
Presenter: Kevin Worley, Mayor Pro Tem

Mayor Pro Tem Worley provided an update on the 2022 Christmas Parade. He stated the parade was excellent. He offered his thanks to the Fire Department as well as the Garcia and Stanley families who assisted. He stated there was a total of forty-seven entries and everything went very well. Mayor Parnell offered his thanks and appreciation as well.

- c. Auto Draft Payment Updates
Presenter: Kimberly A. Moffett, Interim Town Clerk

Ms. Moffett reported that Ms. Lee is continuing work on this issue with both the bank and software company. Currently there are still glitches. The problem has been identified and a solution for a permanent fix is being worked on. Further update will be provided shortly.

- d. Audit(s) Update
Presenter: Marty Parnell, Mayor

Mayor Parnell stated this item was previously discussed under Mr. Worsley 's presentation. He further stated a rough draft of the '20-'21 audit is expected around December 15.

- e. Fire Department Contract Update
Presenter: Marty Parnell, Mayor

Mayor Parnell stated this item was being worked on with Triangle J and it was hoped that a meeting could be set up with the Fire Board. Mr. Dixon requested the meeting be set up prior to Christmas if possible. He stated they are willing to do whatever is needed to get this completed.

Mr. Worsley shared information about the fire tax being paid to Fire Department. He stated the fire tax is not collected by the town but paid to the County. He stated it appears that there was year or two the fire taxes were not paid to the Fire Department, however, it appears the town issued a payment to the Fire Department of \$50,000 last year, however, a budget ordinance was not completed. Mr. Worsley spoke about the timing/issuance of this payment/check He further stated that current review indicates approximately \$25,000 - \$27,000 is due to the fire department. Mr. Dixon shared history of how the town got behind in payment to the fire department. Mr. Worsley offered to meet with Mr. Dixon following tonight's meeting. There was also discussion regarding monthly payments vs. lump sum. It was stated the contract currently reads monthly payment, which is probably the best way to move forward.

There was discussion regarding the current contract for the Fire Department. Fire Board Member Lassiter was present and stated they would like to see the contract executed as soon as possible He stated the attorney for both the fire department and the town encouraged approval of the contract. He stated the fire department had executed their contract and were waiting for the town to execute it as well. It was stated that the town had not executed the contract as there was some concern about a clause that was not very clear regarding collection of fire tax. Mr. Worsley stated he did not feel there was any issue or problem with the execution of the contract as currently written as everyone understood the intent of the contract.

Mayor Parnell stated he felt it might be better to hold off on execution until the contract language was cleared up. Mayor Pro Tem Worley asked Mr. Worsley if he felt it the unclear language was a make or break in the contract. Mr. Worsley stated that while the contract was vague regarding whether fire tax district included both incorporated and unincorporated parts of the fire tax district, he didn't feel it was worth haggling over. It was further stated the contract language was drafted by Attorney Hewitt.

<u>ACTION:</u>	Approval of Contract Execution
Motion:	Mayor Pro Tem Worley
Second:	Commissioner Stanley

Vote: Unanimous

11. NEW BUSINESS

- a. Resolution Setting 2023 Town Council Meetings
Presenter: Kimberly A. Moffett, Interim Town Clerk

Ms. Moffett shared information about this Resolution. She stated it is required that a yearly regular meeting schedule of the council/board be adopted. This Resolution sets out the schedule for the 2023 Board of Commissioners meetings which are held on the second Tuesday of each month at 7:00 p.m.

ACTION: Adoption of Resolution #2022-03

Motion: Commissioner Garcia
Second: Commissioner Stanley
Vote: Unanimous

- b. Resolution Setting Rules of Procedures – Public Comment Period
Presenter: Kimberly A. Moffett, Interim Town Clerk

Ms. Moffett shared information regarding NCGS 160A-81.1 which states that every municipality hold at least one public comment per month at a regularly scheduled council/board meeting. It also authorizes the council/board to adopt reasonable guidelines to govern this section of the agenda. The proposed procedures in Resolution #2022-04 include the total time allotted at the council/board meeting for public comment, the location on the agenda for public comment as well as expectations of courtesy, response and follow up from the council/board members.

ACTION: Adoption of Resolution #2022-04

Motion: Commissioner Stanley
Second: Commissioner Garcia
Vote: Unanimous

- c. New Year's Event Celebration
Presenter: Commissioner Garcia

Commissioner Garcia stated a New Year's Event Celebration was being planned. She stated the event would be held on December 31, 2022 at 12:00 noon. She stated this would be a family event and would include a ball drop, food trucks and music. She stated the location would be somewhere uptown but the final location is still being determined.

d. Other

A resident, Ms. Sims, was present and questioned if she were able to place a single wide mobile home where she currently has a single wide. Mr. Dixon stated he believed a single wide could only be replaced with another single wide due to a hardship and single wide mobile homes had to be updated with a double wide. Mayor Parnell stated he would confirm what process would be and would be in contact with Ms. Sims shortly.

Mr. Dixon offered his thanks and appreciation on behalf of the staff for the Christmas bonuses received.

13. ADJOURNMENT

a. Adjourn the Meeting

With there being nothing further, the meeting was adjourned at 8:18 p.m.

ACTION: Motion to Adjourn

Motion: Commissioner Stanley

Second: Commissioner Garcia

Vote: Unanimous

Duly adopted this the 10th day of January 2023 while in regular session.

Marty Parnell
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Interim Town Clerk