



**Town of Micro  
Board of Commissioners  
Special Meeting/Work Session MINUTES  
Saturday - January 14, 2023  
9:00 a.m. - 12:00 noon  
Micro Town Hall**

***Present:***

Marty Parnell, Mayor  
Coy Stanley, Commissioner  
Katy Garcia, Commissioner  
Lee Worsley, Triangle J Council of Governments  
Kimberly Moffett, Interim Town Clerk

***Absent:***

Kevin Worley, Mayor Pro Tem

---

**1. CALL TO ORDER**

- Call to Order
- Pledge of Allegiance
- Invocation

Mayor Parnell called the meeting to order at 9:20 a.m.

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

- a. Adoption of the Agenda

**ACTION:** Adoption of Agenda  
  
Motion: Commissioner Garcia  
Second: Commissioner Stanley  
Vote: Unanimous

**3. BOARD TRAINING**

- a. LGC Fiscal Training for Elected Official

Everyone in attendance watched a total of 8 modules regarding Fiscal Training for board members. This training module was created and offered by the Local Government Commission.

- b. Additional Board Training

Ms. Moffett shared a document that included many topics; organizational meeting, types of meetings, quorums, open meeting laws, public records, record retention, agendas, motions, types of documents, items that require annual adoption, and ordinances information.

#### 4. STAFF RECRUITMENT

- a. Staff Vacancy Discussion
  - Town Clerk
  - Financial Officer

There was discussion regarding opportunities to assist with filling in until such time there is a better understanding on full financial situation. Some suggestions included interns, university apprentice programs and Next Gen.

#### 5. OTHER

- a. Planning Board Appointment(s)
  - T. Byron Smith – In-Town
  - John Schullery – In-Town
  - Chad Holloman – ETJ

There was discussion regarding process for appointment to boards. It was consensus of the board they would like to begin an interview process when there is more than one applicant for a vacancy. Currently there are two vacancies for ETJ positions and one vacancy for in-town. It was agreed that Chad Holloman would be recommended to Johnston County Board of Commissioners for appointment to fill one of the ETJ vacancies on the Planning Board. Ms. Moffett will forward this recommendation to the County Clerk for inclusion on the next Johnston County Board of Commissioners meeting. It was also consensus that interviews be set up for the in-town vacancy. Included in the interview process would be either the Mayor or Mayor Pro Tem, Town Clerk and Planning Board representative. Following interviews, recommendation(s) for appointment will be provided to the Board of Commissioners at their next meeting for appointment.

**ACTION:** Recommendation of Mr. Holloman for appointment to ETJ vacancy

Motion: Commissioner Stanley  
Second: Commissioner Garcia  
Vote: Unanimous

- b. Financial Items
  - Operational Items

There was discussion and concerns about correct figures and numbers. As many bank reconciliations were not completed, we cannot proceed with the audit without these records. This item is being addressed and worked on the Triangle J Staff. There was lengthy conversation about audits and the process.

Mr. Worsley shared concerns about the findings from the recent FY '20-'21 audit. Mr. Worsley stated these types of findings (segregation of duties) are very typical for small towns with small staff numbers. Mr. Worsley addressed some budget

violations and stated there was a need to get a handle on this. He stated this would include pre-audit procedures and monthly reporting.

It was also stated there were some minor errors in payroll and the way some information was entered. He reassured there was nothing improper just a simple entry mistake.

It was agreed that a financial report needs to be provided on each agenda moving forward.

Mr. Worsley stated there is concern over decrease in fund balance. It was stated a good deal of money is being lost in the utility fund. It was stated the upcoming budget will need to be as essential as possible and the town will need to be very mindful moving forward. There was a discussion regarding operational savings and looking for all opportunities for savings. There was also discussion regarding ARPA funds. Mr. Worsley stated they can be used for revenue replacement and additional information will be provided.

## 6. ADJOURNMENT


### a. Adjourn the Meeting

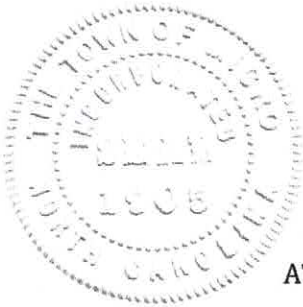
With there being nothing further, the meeting was adjourned at 1:28 p.m.

**ACTION:** Adjournment of the Meeting

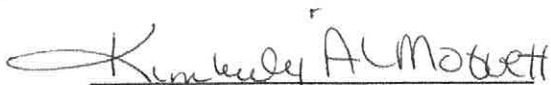
Motion: Commissioner Garcia  
Second: Commissioner Stanley  
Vote: Unanimous

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

  
Marty Parnell  
Mayor



ATTEST:

  
Kimberly A. Moffett, CMC, NCCMC  
Interim Town Clerk