

TOWN OF BRIDGETON
BOARD OF COMMISSIONERS MEETING MINUTES
APRIL 9, 2024 AT 7:00 PM

CALL MEETING TO ORDER

ROLL CALL OF TOWN OFFICIALS: PEGGIE WILSON, RANDY ALEXANDER, PAUL TREMBLAY, KEITH TYNDALL, JOHN CHITTICK, TONYA WHITLEY BELL, BILL HOWARD, JIM TUTT AND HIS WIFE, JAMES, RICK BARNEY, TREY FURGESON, GRANT AND HIS WIFE, SUSAN, PAM JOHNSON, JOE ANDERSON, MIKE ODECECT,

INVOCATION – COMMISSIONER TYNDALL

PLEDGE OF ALLEGIENCE – LED BY MAYOR CHITTICK

CONSIDERATION OF APPROVAL OF AGENDA AS PRESENTED:

Motion: Keith Tyndall Second: Paul Tremblay

Consider approval of the meeting minutes For the following Meetings:

March 12, 2024

March 26, 2024

Motion: Keith Tyndall Second: Peggie Wilson

Police Report: Chief Barney

Financial Report: Clerk Whitley Bell Motion: Keith Tyndall Second: Paul Tremblay

Mayor's Report: Mayor Chittick

Billing, Planning and Zoning Report: Chair Chittick and Admin Howard: The Abatement Update will have the house at 527 N C street accumulating a \$500.00 a month fine until it is repaired or sold. A lien will be placed on the property by and for the Town of Bridgeton. The Board cannot honor the request by Larry Fulfer regarding the payment of half of the cost toward the tile at 105 Washington Street. The Town cannot contribute to any instance regarding personal property. There is a motion to rezone the lot at C Street and Old Hwy 55 from Residential to Business/Residential by Keith Tyndall. The Planning Board's recommendation is to be included in this motion. Second by Paul Tremblay. Carried. Have to have the Public Hearing procedures implemented to complete that task. Bill will submit new fee schedule proposal at the next BOC meeting. Jonathan Shanks is resigning from the Planning Board. Motion made by Keith Tyndall to nominate Rocky Carter to fill his place. Second Peggie Willson and Carried. Notification will be made and he will be sworn in at the next BOC meeting in May. Invoice Cloud process to be added to Budget Workshop Line Item consideration as per included information packet.

Administrative Report: Clerk Whitley-Bell

Attorney's Report: Trey reiterated that the Clerk needs to advertise for the Public Hearing on the Rezoning from Res to Bus/Res.

OLD BUSINESS:

Motion made by Commissioner Tyndall and seconded by Commissioner Alexander to approve the payment of the Bills against the Town. Carried.

Any new information on the renaming of A,B and C Streets: In contact with Google and the Mapping of Craven County, and this is in progress. Commissioner Tyndall has explained that the renaming process should start with one street at a time.

The Consideration of the Amendment to the Cattery Lease:

Commissioner Wilson recused herself from the Cattery Lease vote with a motion from Tyndall and second by Tremblay. Motion “to adopt a resolution approving the Lease Agreement, adopt the Amendment to Settlement Agreement and have the documents signed by the Wilsons and lastly to vote to sign the Lease Agreement along with the Wilsons. The beginning date of the lease agreement needs to be inserted in paragraph one” was made by Commissioner Tyndall and seconded by Commissioner Alexander and the motion passed.

ECC Review of them assisting with our Minimum Housing Code and It’s enforcement as laid out in the supporting documents. ECC has given us an as needed on call: \$110.00 per hour for the MHC so that we may utilize Carlton for the establishment of the MHC. Bill will talk to Carlton and get an estimate so that we can add to budget list. Attorneys will need to approve the procedures. We have to budget for the attorney time for that legal review as well.

Block Party: Reiterate the date, time and information regarding the block party as per flyer.

Consideration of supplying a permanent source of electricity to the park in the area just left of the pavilion and about 1/3 of the way from the water. This will assist with this year’s Blueberry Festival as well as all of those future Blueberry Festivals and other events in the park. Pole would be installed for additional outlets. Paul and Miss Susan will mark it off. Also consider making the receptacles secure by locks including pre-existing receptacles to prevent electricity theft. Materials List and Labor costs in the packet. This will come to a total of approximately \$5,000.00. This is not covered by the budget. The Park Budget is down to \$941.00. **It is the determination and recommendation of this Clerk to defer this cost to the new budget of 2024-2025.** The same arrangements from last year should be made to cover the BB Festival until we can get this done. The work has to be done by a licensed electrician. **Against the recommendation of the Clerk, Commissioner Tyndall made the motion to approve the expenditure, contingent to the licensed electrician doing the work. Commissioner Alexander seconded the motion and it carried.**

NEW BUSINESS:

Consideration of declaring the road abandoned and going through the correct procedures for that process. They covered the procedure and after discussion, the BOC, with the advice of the planning committee decided not to declare the road abandoned. The closure would put several property owners in a land locked situation. And it would also entail involving Craven County. Research for the benefit of the Town will continue.

Consideration to install a camera at the park. Check with Ernuls about adding a park camera and this has been tabled to a later date due to this being a more complicated issue than first thought.

Budget Wish List Protocol: Write it down and submit it to the Clerk to be added to the Budget Workshop List.

Consideration of the Town seriously considering offsite automated Backup System Cover by Black Point Software. The threat of third party infiltration and even hijacking of our data is very real. Pricing will be provided By Bills analysis to be presented at the next meeting. Procedures will also be covered. We would be implementing in the 2024-2025 Budget.

Consideration of the Town of Bridgeton to open a separate bank account for a sewer overages percentage of 5% to be deposited monthly. This money will be classified as an emergency sewer maintenance account. The separateness of this account will make it more difficult to access and spend. Reid has said that this is totally legal. We would continue to work with Reid and FMS to properly set up and manage this account. There was this same type of account established previously but closed. This will involve more Admin work but will be advantageous to the program. Keith Tyndall made the motion to open and manage the account. Paul Tremblay seconded the motion and it carried. This will start July in the new fiscal year period, 2024.

Consideration of the Employee/Personnel/Job Description handbook and possible revisions and updates. Motion was made by Randy Alexander to change the hour amount used to determine full time from 20 to 32 hours. Seconded by Commissioner Tyndall. Motion carried. Clerk will change the page in the hand book and this will not affect the employees already working with the Town. We will be working on that correction as well as a previously discovered mistake regarding those benefits.

Consideration of the Line Item Transfers for the budget amendments to accommodate the majority of the remaining fiscal year. See the accompanying list. Motion: Randy Alexander Seconded: Tyndall Carried

Consideration to the Town from Mr. Grant Elwood. He has proposed breaking up the concrete from the dangerous, uneven and unsafe sidewalk in front of his residence. He has proposed removing the broken concrete and landscaping that area at no charge to the Town. Proposed plan for the Planning Board to approve and send up to the Board for approval regarding the actual plan for the area in question: IE shrubs, grass, flowers.

Approval to release communication to CC BOE for request to attach bulkhead/retaining wall to their property beside Blades Park was given. Letter will be sent.

The Town needs to sign off on the Amendment to Contract to Audit Accounts as per Reid Parker, our Auditor. This amendment is necessary because the completion date is stated as 04/15/2024. If the completion is past that date, then we have covered the technicality to cover the extension instead of having to wait another month to file the audit with the state. Motion: Keith Second: Peggie Carried.

There will be a training session on April 23, 2024. This will be a training session given by yours truly, Bridgeton Town Clerk. Hopefully, you will be able to get some good information about what we do here at the Town Hall.

Citizen Input:

Miss Susan: Moisture Control Dirt will be put in the park. BOE contact did talk to her about the condition of their property beside the bulkhead. No resolution at this time. She will continue to pursue communication.

Clean up the garbage at the retaining wall. Mr. Freddie will be asked to address this issue.

Motion made by Commissioner Tyndall to go into closed session. Seconded by Commissioner Wilson. The Forum released from the meeting.

Continuation of this meeting will resume April 23, 2024 at 7:00 here at the Town Hall.

Motion: Paul Tremblay Second: Peggie Wilson

Time: 9:03 PM

Accepted: Mayor John Chittick

Clerk Tonya Whitley Bell

Date: