

TOWN OF COATS
Board of Commissioners
Thursday, October 12, 2017
OFFICIAL MINUTES
Recessed To Thursday, October 19, 2017
Recessed To Thursday, October 26, 2017

ABSTRACT:

A scheduled meeting of the Board of Commissioners was held on Thursday, October 12, 2017 at 7:00 p. m. in the Board of Commissioners' Meeting Room at Coats Town Hall.

ROLL CALL:

Mayor Walter Weeks, Mayor Pro-Tem Jerry Beasley, Commissioner JC Allen, Commissioner Chris Coats, Commissioner John Raynor and Commissioner Allen Mosby attended.
Attorney Alton Bain was present.

I. CALL TO ORDER:

A quorum being present, Mayor Weeks called the meeting to order at 7:00 p.m.

Mayor Weeks delivered the invocation and led those in attendance in the Pledge of Allegiance.

Changes to agenda as listed:

Add on the agenda:

- New Business- Item IV-D Heating and Air Unit
- Mayor asked to move closed session N.C.G.S. 143-318.11 (A) (6) immediately after Old Business. Leave the other closed session items on the agenda as presented.

RESOLVED, to approve amended Agenda.

MOTION BY: COMMISSIONER JOHN RAYNOR, SECOND BY: COMMISSIONER CHRIS COATS
APPROVED, AYES (5) MAYOR PRO-TEM JERRY BEASLEY, COMMISSIONERS COATS, MOSBY, ALLEN AND RAYNOR
NOES (0)

II. APPROVAL OF CONSENT AGENDA:

- A. Approval of Minutes September 12, 28, 2017**
- B. Approval of Attorney Bill**
- C. Review of Financial Statement**

RESOLVED, to approve Consent Agenda.

**MOTION BY: COMMISSIONER JOHN RAYNOR, SECOND BY: COMMISSIONER CHRIS COATS
APPROVED, AYES (5) MAYOR PRO-TEM JERRY BEASLEY, COMMISSIONERS COATS, MOSBY, ALLEN AND
RAYNOR
NOES (0)**

III. OLD BUSINESS:

A. Tyrus Clayton with Draper Aden Associates

Mayor Weeks stated the board needs help on this project. The board has some preliminary drawings of how they want the public works building to be laid out.

Tyrus Clayton reported he got a copy of survey from Robert Godwin. Mr. Godwin updated Mr. Clayton from the discussion on Saturday's work session. Mr. Clayton has questions for the board about some specifics. He understands the size of the building and what the function going to be. We need to work out how the town is to going go forward on the project. Mr. Clayton stated he would help in any capacity the board needed.

Mayor Weeks reported we are looking for the opportunity to attempt to take the size building that is sketched out and locate it on the property. If that does not work out, the board is open to turning the building the other way. The board would like to get an idea in terms of cost. The kind of building to move trucks and equipment in and out. We need to stay within budget but consider such things as the insulated interior. The board needs to schedule a work session with Mr. Clayton and go forward.

Tyrus Clayton stated he would like generate a couple of sketches w/ different options. He has done this type of project before and has some good ideas. He could have something in a week or so. It is going to be best to clad the inside of that building to protect the installation. Need to discuss the project in depth and move forward.

Karen Wooten, Interim Town Manager will work with Tyrus to get what the board wants. Once they get it together, they will work with the board to schedule a work session.

Mayor Weeks stated time is of the essence and we need get bids out as quickly as we can. He asked the board to consider continuing this meeting until next Thursday at 6:00 p.m.

Tyrus Clayton stated he would have an agenda for the board and it probably be less than hour.

B. Budget Amendment #4

Karen Wooten, Interim Manager reported the SCATA System was budgeted last year but completed this fiscal year. She has received both invoices from Custom Controls Unlimited, INC. and Charles R. Underwood, INC, they are exactly what the quotes were, other than the change we made from a panel to a solar panel. The cost is exactly what the board approved. Therefore, I have

to do a budget amendment for this year's budget for the total cost of both invoices. The tax money was increasing the budget line, which the town gets back. Instead of the \$72,429.67, the amount of the increase is \$70,523.99. We have budgeted \$27,150.00 for the Capital Improvement Plan (CIP) this year. She went over the items budgeted in the CIP and ask the board if they wanted to move some of the items in this year's CIP to 2018/2019. This would mean we would not have to increase this year's budget as much.

Jerry Beasley, Mayor Pro-Tem suggested getting with Public Works Director and see if the items are needed this year and if not, place them in next year CIP.

Karen Wooten, Interim Town Manager stated she has gotten with the Public Works Director. Rodney Pleasant was not aware of the abandon meter on Hwy. 27. Mr. Pleasant and Ms. Wooten will get together to prioritize what needs to be kept in the Capital Improvement Plan (CIP) this year and move what is needed to next year CIP.

Mayor Weeks suggested we budget as if we are not going to do CIP items and the CIP items you are going to do follow up with a budget amendment at the next meeting to put the items back in the CIP.

Karen Wooten, Interim Town Manager agreed because she needs to process the two invoices for the SCATA system. What we have budgeted now is the \$27,000. However, we owe for the SCATA system \$70,500 which will be the difference of the \$27,000. The board asked Rodney Pleasant to check on the removal/abandonment on Hwy. 27. Ms. Wooten stated we need a budget amendment #4 for \$43,368.99.

RESOLVED, to adopt a Budget Amendment #4 for \$43,368.99.

**MOTION BY: COMMISSIONER JOHN RAYNOR, SECOND BY: COMMISSIONER CHRIS COATS
APPROVED, AYES (5) MAYOR PRO-TEM JERRY BEASLEY, COMMISSIONERS COATS, MOSBY, ALLEN
AND RAYNOR
NOES (0)**

(Reference # 1)

- C. Closed Session N.C.G.S. 143-318.11 (A) (6) – To consider the qualifications, competence, performance, character, fitness, conditions of appointment or conditions of initial employment of an individual, public officer, or employee or prospective public officer or employee.

RESOLVED, to go into Closed Session under N.C.G.S. 143-318.11 (A) (6)

**MOTION BY: COMMISSIONER JOHN RAYNOR, SECOND BY: COMMISSIONER CHRIS COATS
APPROVED, AYES (5) MAYOR PRO-TEM JERRY BEASLEY, COMMISSIONERS COATS, MOSBY, ALLEN
AND RAYNOR
NOES (0)**

Board went into Closed Session at 7:22 p. m.

Board returned to open session at 7:49 p.m.

IV. NEW BUSINESS

A. 2016/2017 Audit Report

J. Lee Grissom, III, CPA, CFE with S. Preston Douglas & Associates reported on the audit. This is the second year they have done the audit for Coats. This audit is for the fiscal year ending June 30, 2017.

Mr. Grissom went over the required communications to the board:

- Management provided full excess to records
- During audit no disagreements with management
- No illegal acts or compliance issues
- We had no consultations with other auditors
- Financial Audit presented is the opinion of S. Preston Douglas & Associates
- There is an internal control issue that he is required to report every year. This issue is because one employee does so many things, due to the size of the town
- FY 2017 is a clean audit in the opinion on the highest level of assurance we can provide
- Balance sheet for the entire town on page 9, Governmental Activities is the General Fund and the Business-type is the water fund.

The Town of Coats does not budget for pension deferrals, the outflow or inflow affect the budgetary accounting.

- The main operating fund is General Fund on page 11. The Emergency Fund is at 77%, which is nine months cushion. This is outstanding percentage.
- He pointed out on page 13 General Fund Miscellaneous Revenue \$211,988.00 is a one-time thing because of the cell tower lease. It was ridiculous to put it over 55 years; we contacted LGC to get their opinion, they recommended putting it in revenue.
- Long-term liabilities on page 38 under notes payable only show up in front two statements.
- Current year of tax levy is on page 52, current levy collection percentage is 99.73%.

The board discussed taxes and how they were broke out.

Karen Wooten suggested we have Harnett County Tax Office come to meeting and explain how they get the percentages.

J. Lee Grissom went over the graphs and the General Fund. In the last two years, the town had a bump because of unusual circumstances such as damage in the Library/one time money. The board agreed with Mr. Grissom that Karen Wooten has done a great job.

B. Pat Godwin, Coats Chamber of Commerce

Pat Godwin introduced Coats Harvest Little Beauty Queen Ella Johnson. Ms. Godwin went over the things that were happening for Farmer's Day. She thanked the Town for all their help. This year there are more vendors than ever before. The Wall Street Journal called from New York to do a story on the Town of Coats about not having a bank. Ms. Godwin encouraged the board to ride in the Farmer's Day parade Saturday.

C. Proclamation declaring October 2017 as "National Breast Cancer Awareness Month"

Mayor Weeks asked for approval of the proclamation since this cancer has touched us all.

RESOLVED, to adopt Proclamation declaring October 2017 as "National Breast Cancer Awareness Month"

**MOTION BY: COMMISSIONER JOHN RAYNOR, SECOND BY: COMMISSIONER CHRIS COATS
APPROVED, AYES (5) MAYOR PRO-TEM JERRY BEASLEY, COMMISSIONERS COATS, MOSBY, ALLEN
AND RAYNOR
NOES (0)
(Reference # 2)**

D. Heating and Air Unit

Karen Wooten, Interim Town Manager reported the need to install a new 4-ton Trane for the back part of the Police Department. This unit supplies heat and air in the back portion of the Police Department. The air handler is located in the boardroom, which has been leaking for a good while. The primary frame pan and the coil have rusted out. Repairs will not be cost effective due to the freon leaking without replacing the coil. The proposal from J & M Heating and A/C Inc. is \$6,645.00. She will get a couple of more quotes to replace the unit.

Mayor Weeks stated since this exceeds the \$5000.00 the board has to approve. After talking with Ms. Wooten and Mayor Pro-Tem this afternoon, he suggested to get other quotes. The Mayor also suggested getting a list of town's units and add them to Capital Improvement Plan (CIP) because the units are aging. Place a unit in the CIP each year so if needed it could be replaced. If unit does not go out roll it over to the next year. Another suggestion was to inquire about maintenance contract to come in each major season to service the units. This will extend the life of the units. If you negotiate correctly, you can specify an hourly rate for anything that is outside the maintenance contract. Include in the contract for the company to be available within twenty-four hours for repairs. The Mayor asked the Manager to check with local vendors for maintenance contract proposal. The agreement would save a lot of time and protect the town in the future.

Karen Wooten, Interim Town Manager ask the board to authorize her to make the right decision on the cost and the company for the replacement of the PD A/C unit. She will get others quotes that are comparable for this unit.

Mayor Weeks agreed with the Manager, this is something that needs to be done now.

RESOLVED, that **Karen Wooten**, Interim Town Manager is authorize to make the decision on replacing the HVAC unit in the police department.

**MOTION BY: COMMISSIONER JOHN RAYNOR, SECOND BY: MAYOR PRO-TEM JERRY BEASLEY
APPROVED, AYES (5) MAYOR PRO-TEM JERRY BEASLEY, COMMISSIONERS COATS, MOSBY, ALLEN
AND RAYNOR
NOES (0)**

The board asked Karen Wooten, Interim Town Manager to bring back some quotes for HVAC maintenance proposal. Ms. Wooten thanked Rodney Pleasant for helping cleanup the big mess from the leaking unit.

VI. MANAGER & COMMITTEE REPORT:

A. Cemetery Committee Report-Margaret House

Margaret House reported the Cemetery Committee met at 1:00 p.m. on September 27, 2017. Members present were Rodney Pleasant, Karen Wooten, Michelle Godwin and Margaret House. No quorum, so no actions was taken. We did discuss future items, such as crepe myrtle bushes at the entrance need to be cutback in the fall or spring, and paint the rails. Overall, the cemetery looks good because of Rodney Pleasant and his department. Ms. House talked with Chris Coat's family about taking a tree down in Coats Circle. Commissioner Chris Coats gave permission to take it down and remove the roots.

Mayor Weeks suggested some topics of discussion for the committee:

- Cemetery expansion
- Contracting the cemetery with company to oversee it.

Margaret House reported after researching cemeteries all over Harnett County, resulted that municipalities are getting out of cemetery business. The only areas in the cemetery for expansion were west swamp looking area or small corner.

Mayor Weeks stated the Circle Road might can be used for graves. It is time for the committee and the board to look hard at the cemetery.

Jerry Beasley, Mayor Pro-Tem suggested looking at graves not used and the town buy them back. Some graves bought years ago may never be used.

Margaret House stated owners would have to be contacted personally for a buy back.

Mayor Weeks stated there are some cases with no more family around. The decedents may not know the family has plots. Need to look into that more and look into our rates because they are cheaper than the surrounding areas.

Margaret House stated the perpetual care-falls on town. The surrounding areas recommended not going out to buy more land for expansion. They recommended getting out of the cemetery business. Most cemeteries are privately owned or a company takes care of them. The next committee meeting is November 15, 2017 at 12:30 p.m., which was moved up a month because of Christmas. They plan to report to the board in January 2018. She told the Mayor that it has been a pleasure working with him all these years.

B. Recreation Committee Report- Drew Bryant

In the absence of Drew Bryant, Mike Collins gave the Recreation Committee Report and his department report.

Mike Collins reported the Recreation Committee met on September 27, 2017. Present were Commissioner Chris Coats, Interim Town Manager Karen Wooten, Coats P & R Director Mike Collins, Harnett County P & R Assistant Director Drew Bryant. The meeting was short and we discussed three things:

- Soccer teams/revamped the age groups to have three teams for each age group. The parents like it because they did not have travel to other towns.

- Tennis Courts, we met with the contractor and look at the materials. The price is estimated around \$10,000.00 to make the repairs. Mr. Collins is working on PARTF matching grant. He wants to make sure this is the right contractor. We do not want to do a patch job on the courts. Mr. Collins thinks this contractor will go beyond what is expected and we have some FEMA money so it will not come out of line item. We may have to ask for a little more for repairs to the lighting. We will keep everyone in the loop and make sure we go through the right channels. The tennis courts offers another avenue of expansion for families to enjoy the park.
- Water fountains outside in the park. Mr. Collins talked with the manager about the pros and cons of water fountains. Most towns are getting away from water fountains and they are not cheap. Right now the cons out weigh the pros. We are going to continue to look into the fountains. We do have a stainless steel fountain attached to the building that we could get running.

Karen Wooten, Interim Town Manager talked with the county and they are not concerned about fountains sanitary issues, they are more concerned of vandalism. We talked to the Chief about placing a camera to watch out for vandalism. There was some discussion of some cases when you would need water availability.

C. Department Managers Report

- **Teresa Brown**, Librarian went over her report.

(Reference # 3)

- **Jeremy Hall**, Chief of Police went over his report.
Chief also reported two new officers were sworn in yesterday and fourteen quest attended. He introduced one of the new officers Levi Creek. The board welcomed Mr. Creek. The other officer Kaitlin Shaver will be here in about two weeks.

(Reverence # 4)

- **Rodney Pleasant**, Public Works went over his report.

(Reference # 5)

Karen Wooten, Interim Town Manager reported that Halloween in Town of Coats would be on October 31, 2017 6:00 p.m. until 8:00 p.m.

IX. PUBLIC FORUM:

Mayor Weeks opened Public Forum.

Pat Godwin, Chamber Director spoke for Amy Johnson, Beautification Committee has plans to come to the Community building one Friday night in November. They asked for donations of ornaments, trees, wreaths or anything with a Christmas theme to sell. The money they raise will go toward 15 flag brackets, and help the town with the Christmas lights.

Mayor stated it was the intent of the Board to recess this meeting until Thursday, October 19, 2017 at 6p.m.

X. CLOSED SESSION:

Conduct a closed session pursuant to:

N.C.G.S. 143-318.11 (a) (1) – To consider approval of closed session minutes.

N.C.G.S. 143-318.11 (a) (3) - To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body.

RESOLVED, to go into Closed Session under N.C.G.S. 143-318.11 (a) (1), and N.C.G.S. 143-318.11 (a) (3).

**MOTION BY: COMMISSIONER JOHN RAYNOR, SECOND BY: COMMISSIONER CHRIS COATS
APPROVED, AYES (5) MAYOR PRO-TEM JERRY BEASLEY, COMMISSIONERS COATS, MOSBY, ALLEN AND
RAYNOR
NOES (0)**

Board returned to closed session at 9:04 p.m.

BACK INTO OPEN SESSION AT 9:16 P.M.

RESOLVED, Recess meeting until Thursday, October 19, 2017 at 6:00 p.m.

**MOTION BY: COMMISSIONER JOHN RAYNOR, SECOND BY: COMMISSIONER CHRIS COATS
APPROVED, AYES (5) MAYOR PRO-TEM JERRY BEASLEY, COMMISSIONERS COATS, MOSBY, ALLEN AND
RAYNOR
NOES (0)**

RECESSED at 9:17 p.m.

Recessed to: Thursday, October 19, 2017 at 6:00p.m.

Thursday, October 19, 2017 6:00 p.m. Meeting Continued

ROLL CALL:

Mayor Walter Weeks, Mayor Pro-Tem Jerry Beasley, Commissioner Allen Mosby and Commissioner John Raynor attended.

Absent: Commissioners JC Allen and Chris Coats.

CALL TO ORDER:

A quorum being present, Mayor Weeks called the meeting to order at 6:00 p.m.
Mayor Weeks delivered the invocation and led those in attendance in the Pledge of Allegiance.

RESOLVED, to go into Closed Session under N.C.G.S. 143-318.11 (A) (6)

**MOTION BY: COMMISSIONER ALLEN MOSBY, SECOND BY: COMMISSIONER JOHN RAYNOR
APPROVED, AYES (3) MAYOR PRO-TEM JERRY BEASLEY, COMMISSIONERS MOSBY, AND RAYNOR
NOES (0)
CLOSED SESSION 6:05 P. M.**

RESOLVED, to go into Open Session

**MOTION BY: COMMISSIONER ALLEN MOSBY, SECOND BY: COMMISSIONER JOHN RAYNOR
APPROVED, AYES (3) MAYOR PRO-TEM JERRY BEASLEY, COMMISSIONERS MOSBY, AND RAYNOR
NOES (0)**

Open Session at 6:45 p. m.

Old Business

A. Update of Project Fund

Tyrus Clayton reported on the Project/Public Works building.

Mr. Clayton gave the board two preliminary drawings to review. The board went over the drawings discussed the following points:

- Truck turn-around radius
- Light poles/phone poles/active or not
- Run off water/Dry Detention/Safety
- Middle of the lots spongy soil
- Elevation of lots
- Board did not consider Option #2
- Option #1 moving it forward/help with turn-around radius
- Grading
- Inside Building/Office/Bathroom/Break area
- Protecting Installation
- Heat/Air affordable by Budget
- Smaller equipment and Parks and Recreation storage at Old PW Bldg.

Tyrus Clayton reported the building is 4800 feet at \$65.00-\$75.00 sq. ft. Estimated around \$300,000.00 to build. Electric for the building should be a single phase. Mr. Clayton recommended a single contractor. The Board asked Mr. Clayton to bring back a third option with the building facing the other way, like the drawing from Mr. Cole.

First Option facing E. Lemon Street located near Isabella Street with a Dry Detention pond

(Reference # 6)

Second Option facing E. Lemon Street located near Orange Street

(Reference # 7)

Tyrus Clayton reported on the next steps:

1. Preliminary drawing with changes
2. Preliminary drawing with building facing the other way.

RESOLVED, request proposal on this project from Tyrus Clayton.

**MOTION BY: COMMISSIONER ALLEN MOSBY, SECOND BY: COMMISSIONER JOHN RAYNOR
APPROVED, AYES (3) MAYOR PRO-TEM JERRY BEASLEY, COMMISSIONERS MOSBY, AND RAYNOR
NOES (0)**

Mayor Weeks asked that this meeting continue next Thursday at 6:00 p.m. and Mr. Clayton bring drawings back with changes because we would like to get a proposal before the end of the year.

RESOLVED, recess this work session to Thursday, October 26, 2017 at 6:00 p.m.

**MOTION BY: COMMISSIONER JOHN RAYNOR, SECOND BY: COMMISSIONER ALLEN MOSBY
APPROVED, AYES (3) MAYOR PRO-TEM JERRY BEASLEY, COMMISSIONERS MOSBY, AND RAYNOR
NOES (0)**

RESOLVED, short break for the board at 7:35-7:40p.m.

**MOTION BY: COMMISSIONER JOHN RAYNOR, SECOND BY: COMMISSIONER ALLEN MOSBY
APPROVED, AYES (3) MAYOR PRO-TEM JERRY BEASLEY, COMMISSIONERS MOSBY, AND RAYNOR
NOES (0)**

Back from Break to Open Session

RESOLVED, to go into Closed Session under N.C.G.S. 143-318.11 (A) (6)

**MOTION BY: COMMISSIONER JOHN RAYNOR, SECOND BY: COMMISSIONER ALLEN MOSBY
APPROVED, AYES (3) MAYOR PRO-TEM JERRY BEASLEY, COMMISSIONERS MOSBY, AND RAYNOR
NOES (0)**

CLOSED SESSION CONTINUED 7:43 P.M.

RESOLVED, to go into Open Session

**MOTION BY: COMMISSIONER JOHN RAYNOR, SECOND BY: COMMISSIONER ALLEN MOSBY
APPROVED, AYES (3) MAYOR PRO-TEM JERRY BEASLEY, COMMISSIONERS MOSBY, AND RAYNOR
NOES (0)**

OPEN SESSION 8:46 p.m.

RESOLVED, to recess the Closed Session under N.C.G.S. 143-318.11 (A) (6) until October 26, 2017 at 6:00 p.m.

**MOTION BY: COMMISSIONER, SECOND BY ALLEN MOSBY: COMMISSIONER JOHN RAYNOR
APPROVED, AYES (3) MAYOR PRO-TEM JERRY BEASLEY, COMMISSIONERS MOSBY, AND RAYNOR
NOES (0)**

RECESSED AT 8:47 p.m.

Thursday, October 26, 2017 6:00 p.m. Meeting Continued

ROLL CALL:

Mayor Walter Weeks, Mayor Pro-Tem Jerry Beasley, Commissioner Allen Mosby and Commissioner John Raynor attended.

Absent: Commissioners JC Allen and Chris Coats.

CALL TO ORDER:

A quorum being present, Mayor Weeks called the meeting to order at 6:00 p.m.

Mayor Weeks delivered the invocation and led those in attendance in the Pledge of Allegiance.

Old Business

A. Update of Project Fund

Continued Work Session

Tyrus Clayton with Draper Aden Associates went over the updated drawings:

Option 1

(Reference #8)

Option 2

(Reference #9)

The board discussed the two options:

- Slope
- Electrical Service on North Lemon Street
- Bucket truck is 33 feet long and need forty-five to turn it around
- Hauling in dirt to level the property
- Earth work cost more
- Considering the two options for expansion not a significant difference in cost (because a lot will be already in place such as electrical, water, etc...)
- Old public works facility will be used for storage for small equipment, decorations, Parks and Recreation Department and the Police Department

- Rodney Pleasant and Jerry Beasley favored option 3 because they would not have to deal with the power lines

Mayor Weeks stated it comes down to the cost of moving power lines in option one and hauling in dirt for option 3. The Board asked Mr. Clayton to bring back a proposal so the board went into close session to review it.

CLOSED SESSION CONTINUED 6:40 P.M.

RESOLVED, to go into Closed Session under N.C.G.S. 143-318.11 (A) (6); N.C.G.S. 143-318.11 (a) (1), and N.C.G.S. 143-318.11 (a) (3).

RESOLVED, to go into Open Session at 8:00 p.m.


**MOTION BY: COMMISSIONER JOHN RAYNOR, SECOND BY: MAYOR PRO-TEM JERRY BEASLEY
APPROVED, AYES (3) MAYOR PRO-TEM JERRY BEASLEY, COMMISSIONERS MOSBY, AND RAYNOR
NOES (0)**

RESOLVED, to Adjourn at 8:01 p.m.

**MOTION BY: COMMISSIONER JOHN RAYNOR, SECOND BY: COMMISSIONER ALLEN MOSBY
APPROVED, AYES (3) MAYOR PRO-TEM JERRY BEASLEY, COMMISSIONERS MOSBY, AND RAYNOR
NOES (0)**

Adjournment

Respectfully,


Connie M. Sorrell,
Interim Town Clerk


Walter Weeks
Mayor