

TOWN OF COATS
Board of Commissioners
Thursday, July 13, 2023
Official Minutes

The Town of Coats Board of Commissioners met in regular session on Thursday, July 13, 2023 at 7:00 p.m. in the Board of Commissioners' Meeting Room at Coats Town Hall.

Members Present:

Mayor Chris Coats
Mayor Pro-Tem Jerry Beasley
Commissioner Marc Powell
Commissioner Kelvin Gilbert
Commissioner Allen Mosby

Members Absent:

Commissioner Shirley Allen

Others Present:

Nick Holcomb, Town Manager
Al Bain, Town Attorney
Connie Lassiter, Finance Director/Town Clerk
Ken Storicks, Chief of Police
Rodney Pleasant, Public Works Director

I. CALL TO ORDER

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

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

Mayor Chris Coats requested to remove Item D SRO MOU Renewal from the consent agenda as well as Item B Library Consolidation Update and Item C Parks & Recreation Update from Section V of the agenda.

RESOLVED, to approve Agenda as amended.

MOTION BY: Commissioner Allen Mosby, SECOND BY: Commissioner Marc Powell

APPROVED: 4-0, unanimously approved

II. CONSENT AGENDA

- A. Approval of Minutes – June 8, 2023 Regular Meeting & June 29, 2023 Recessed Meeting
- B. Approval of Attorney Bill – Services Rendered June 30, 2023
- C. Approval of Police Vehicle Purchase

RESOLVED, to approve Consent Agenda as amended.

MOTION BY: Commissioner Kelvin Gilbert, SECOND BY: Mayor Pro Tem Jerry Beasley

APPROVED: 4-0, unanimously approved

III. PUBLIC FORUM

Mayor Chris Coats opened the Public Forum; and after hearing no one, Mayor Coats closed the Public Forum.

IV. NEW BUSINESS

A. Capital Area Metropolitan Planning Organization (CAMPO)

Alex Rickard, CAMPO Deputy Director, gave a presentation on the function, purpose and structure of CAMPO and explained that membership benefits included transportation planning services, technical services as well as project development and funding. Mr. Rickard cited examples of small funding projects such as models to help with downtown traffic.

Mr. Rickard mentioned project and funding options through the NCDOT Prioritization (SPOT) which is offered every two years and the Locally Administered Projects Program (LAPP) which is an annual program. He explained that LAPP program projects were ranked based on local priority, MTP compliance, prior agency funding level, project effectiveness and cost effectiveness.

Mayor Chris Coats asked how many projects were submitted on any given year. Mr. Rickard responded with 15 roadway projects for LAPP and 46 projects for SPOT.

Commissioner Marc Powell inquired about the amount of funding each year, and Mr. Rickard replied that approximately \$25 million was available each year.

Mr. Rickard estimated that annual dues would be in the range of \$1,200-\$1,500 based on population and would start in the year 2025.

RESOLVED, to join the Capital Area Metropolitan Planning Organization and appoint Town Manager Nick Holcomb to serve on the Technical Committee and Mayor Chris Coats to serve on Executive Board.
MOTION BY: Mayor Pro Tem Jerry Beasley, SECOND BY: Commissioner Marc Powell
APPROVED: 4-0, unanimously approved

B. Set Public Hearing – Future Land Use Map

Nick Holcomb, Town Manager, reported that the Planning Board had been working on updating the Future Land Use Map to best place the commercial, residential, agricultural and industrial zones throughout the town and ETJ in order to use it as the primary tool for making rezoning decisions.

RESOLVED, to set Public Hearing for Future Land Use Map for August 10.

MOTION BY: Commissioner Allen Mosby, SECOND BY: Commissioner Kelvin Gilbert
APPROVED: 4-0, unanimously approved

C. Prioritize Street Resurfacing Projects

Nick Holcomb, Town Manager, communicated that there was no formal quotes to be voted on at this time. He asked the Board for input on what streets that they considered to be top priorities for resurfacing. Commissioners mentioned Mason St between Main St and Washington St, Winchester Ave, Park Ln, Winchester and Remington, and Ida St at Hwy 27. Commissioner

Kelvin Gilbert asked for more time to review streets to decide areas of greatest need for resurfacing. Mr. Holcomb asked the Board to come prepared at the August meeting to vote on streets to bid out.

V. MANAGER & DEPARTMENT UPDATES

Finance Director Connie Lassiter noted that an additional \$450,000 had been moved to the Trust.

Police Chief Ken Storicks emphasized the number of non-reported calls generated through dispatch that are not included in the departmental report. Chief Storicks reminded the Board of the upcoming National Night Out event.

Public Works Director Rodney Pleasant reported that since January there had been 23 new taps. Town Manager Nick Holcomb pointed out that nine taps were purchased by customers at the end of June and wanted the Board to be aware that the Town's expenditures for installing taps would be in the new fiscal year.

Nick Holcomb, Town Manager, informed the Board of a request from the Coats Museum on placing wayfinding signage and asked if there was any interest from the Board in a town wide wayfinding program. Mr. Holcomb added that Museum Board Member Randy Stephenson had already done some work on signs that included Town Hall and other places of interest.

Mayor Pro Tem Jerry Beasley expressed concern with unbudgeted cost of signage. Town Manager Holcomb explained that the museum was prepared to pay for the cost of their signs and that maybe the Town could offer to do the installation for our part. The consensus of the Board was favorable for working with museum on wayfinding signs as long as the project abided by ordinances and there was no cost to Town. Mr. Holcomb stated that he would try to meet with the museum members and hoped to come back to the next town meeting with a map of how signs would look.

VI. RECESS

Mayor Chris Coats called for a motion to recess meeting.

RESOLVED, to recess the meeting to continue on Monday, July 17 5:00 p.m.

**MOTION BY: Commissioner Allen Mosby, SECOND BY: Commissioner Marc Powell
APPROVED: 4-0, unanimously approved**

Meeting recessed at 8:06 p.m.

The Town of Coats Board of Commissioners reconvened on Monday, July 17, 2023 at 5:00 p.m. in the Board of Commissioners' Meeting Room at Coats Town Hall.

Members Present: Mayor Chris Coats, Mayor Pro Tem Jerry Beasley, Commissioner Marc Powell, Commissioner Shirley Allen

Members Absent: Commissioner Kelvin Gilbert, Commissioner Allen Mosby

Staff Present: Town Manager Nick Holcomb, Finance Director/Town Clerk Connie Lassiter

A quorum being present, Mayor Chris Coats called the meeting to order at 5:00 p.m.

Update on Town's Financial Operation

Nick Holcomb, Town Manager, stated that the newly hired Customer Service Representative had been in that position for four weeks and was becoming more proficient each day. He reminded the Board of the heavy workload that was placed on the Finance Director during the transition and training time which was compounded by timing of the vacancy during finalizing budget and end of fiscal year close out. He added that even though it appeared that we were coming out of the tunnel, there would still be times of absences due to sickness and vacation. He mentioned that he wanted to make sure the Board was aware of these type situations because the Finance Director also serves in the position of Town Clerk which falls under the Board.

Finance Director/Town Clerk Connie Lassiter noted discoveries made during her time covering the customer service position which led to developing potential solutions for improvements. Town Manager Holcomb asked the Board to consider closing Town Hall to the public earlier so that the cash drawer could be balanced without interruption of phone calls and additional transactions. Mr. Holcomb explained the some of the difficulties with daily close out included only having one computer with utility software, once close out was completed then no more transactions could be entered that day and manual receipts had to be issued to customers which sometimes caused confusion.

Town Manager Holcomb stated that the suggested solution of closing early wouldn't cost anything, but the Board would need to be supportive of the decision due to potential complaints. Another solution would involve the expense of another computer with additional software license if the County would agree to it. Mr. Holcomb asked the Board to consider at what point it would make sense for a part-time person to be hired and recounted the auditor segregation of duties finding each year.

Commissioner Shirley Allen asked if there was too much work on the front desk. Ms. Lassiter replied that due to limited access to the utility software that was shared with Harnett Regional Water as well as lack of control over software functions led to the necessity of creating spreadsheets to track the Town of Coats information for things such as customer deposits, deposit refunds and utility payments by bank draft. Ms. Lassiter added that the practice was time consuming if tracked properly.

Discussion in regards to early closing included:

- Time needed to complete close out
- Employee work hours would still be from 8am-5pm
- Other methods of payment available
- Security of current drop box and potential of additional drop box at front of Town Hall
- When to start new hours and informing citizens of time change

Mayor Pro Tem Jerry Beasley voiced that we should start looking at part-time employee to be prepared.

RESOLVED, to close lobby at 4:30 p.m. beginning August 1st.

MOTION BY: Mayor Pro Tem Jerry Beasley, SECOND BY: Commissioner Shirley Allen

APPROVED: 3-0, unanimously approved

VII. ADJOURN

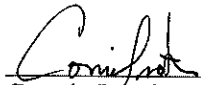
Mayor Chris Coats called for a motion to adjourn.

RESOLVED, to adjourn.

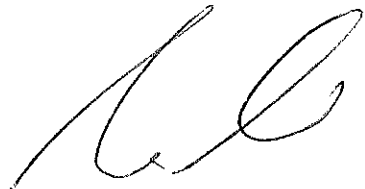
**MOTION BY: Commissioner Marc Powell, SECOND BY: Mayor Pro Tem Jerry Beasley
APPROVED: 3-0, unanimously approved**

Meeting adjourned at 5:41 p.m.

The attached documents of reference are incorporated herewith and are hereby made a part of these minutes.



Connie Lassiter, Town Clerk



Chris Coats, Mayor