

**TOWN OF WHITE LAKE
BOARD OF COMMISSIONERS
AGENDA COMMUNIQUE
AUGUST 13TH, 2024
7:00 P.M.**

To: H. Goldston Womble, Jr., Mayor
Town Board of Commissioners
Sean Martin, Town Administrator

From: Sean Martin, Town Administrator

Re: August 13th, 2024 Agenda Items

- **OPENING & CALL TO ORDER:** 7:00 P.M.
- **INVOCATION:** Mayor H. Goldston Womble, Jr.
- **PLEDGE OF ALLEGIANCE**

AGENDA ITEMS:

1. Approve Consent Agenda Items

The Board is requested to approve the Agenda Consent items as presented. Items 1A through 1E.

ACTION: Approve the consent agenda items 1A through 1E as presented.

A. Agenda Adoption

The Board shall consider the proposed agenda (to include the Supplemental Agenda, if one if provided) as presented. Board members may by majority vote add, subtract, or revise the order of items in the agenda. Once approved, the Board should follow the agenda as decided upon.

B. Approval of Minutes

1. July 9th, 2024 Regular Meeting minutes.
2. July 9th, 2024 Closed Session Meeting minutes.

C. July Utility Release(s) (\$2,638.67)

July utility releases (**ITEM #1.C**) (**\$2,638.67**) are submitted for the Board's consideration. All leak release requests have been approved by the Public Works Director.

D. July Tax Release(s) (\$101.60)

Reductions, refunds, and releases of tax claims are matters to be decided by the Town's governing body. By NC Statute, tax releases are not to be left to the discretion of the Tax Collector. Once a tax bill has been computed, it can only be released by specific authorization of the governing body [NC General Statute 105-380, 105-381(b), and 105-373(a) (3)]. July tax releases (**\$101.60**) (**ITEM #1.D**) are presented for the Board's consideration. All releases have been approved by the Bladen County Tax Administrator's office.

E. July Tax Refunds(s) (\$146.45)

Reductions, refunds, and releases of tax claims are matters to be decided by the Town's governing body. By NC Statute, tax refunds are not to be left to the discretion of the Tax Collector. Once a tax bill has been computed, it can only be released by specific authorization of the governing body [NC General Statute 105-380, 105-381(b), and 105-373(a)(3)]. All refunds have been approved by the Bladen County Tax Office and are in accordance with the guidelines of the General Statutes. July tax refund(s) **(\$146.45) (ITEM #1.E)** are provided for the Board's consideration.

2. PRESENTATION(S)

A. Employee Achievement Recognition- Public Works

On June 13, 2024, Bennett Lee Cain met the requirements for certification for Grade 1 Collections Operator (Certificate #1015114) **(ITEM #2.A)** from The State of North Carolina Water Pollution Control System Operators Certification Commission.

3. ADMINISTRATIVE MATTERS

A. Project Update(s)

1. White Lake "Lake" Water Management Project Update (ITEM #A.1)

Dr. Diane Lauritsen, Ph.D., LIMNOSCIENCES has provided her monthly report to the Board.

2. White Lake Water AIA Project Update (ITEM #A.2)

Town Administrator Sean Martin will give the Board an update on the White Lake Water AIA Project.

3. Lumber River Council of Government Strategic Plan Project Update

Town Administrator Sean Martin will give the Board an update on the planning discussion to develop a strategic plan for the Board of Commissioners.

B. Charge to Collect 2024 Ad Valorem Taxes

NCGS 105-321(b) states that a "municipal governing body shall adopt and enter in its minutes an order directing the tax collector to collect the taxes charged in the tax records and receipts". The order of collection shall have the force of judgment and execution against the real and personal property. The Charge to Collect Taxes **(Item #2B)** directing the Tax Collector to collect the 2024 taxes charged in the tax records and receipts and enter them into the governing board's official Town minutes is provided for the Board's consideration. Total ad valorem taxes to be billed for 2024 is \$819,452 compared to \$813,569 in 2023 (an increase of \$5,883). 2024 assessed values are \$302,870,187 compared to 2023 assessed values of \$300,537,807 (an increase of \$2,332,380).

ACTION: Adopt the 2024 Charge to Collect Taxes as presented.

C. Administration Vehicle Replacement

Town Administrator Sean Martin will brief the Board on condition on Administration Department 2011 Ford Explorer. Staff is requesting that the Board of Commissioners approve the sale of the 2011 Ford Explorer (\$500) and purchase of 2022 Jeep Grand Cherokee for an estimated \$25,000.

ACTION: Approve as presented.

D. Memorandum of Understanding for Human Resource Management Services (ITEM #3D)

Town staff recently discussed performing a comprehensive pay and classification study with the NC League of Municipalities and the MAPS group. This study includes the development of classification and pay plans, preparation of employee allocation list, revisions of personnel policy, and continuous communication with the Town throughout the implementation process. Staff is requesting that the Board of Commissioners approve the MOU as presented.

ACTION: Approve the MOU as presented.

4. RESOLUTION(S)/ORDINANCE(S)

A. Budget Ordinance No. 2025-05 (Administration) (\$2,275)

Budget Amendment No. 2025-05 for (\$2,275) (**ITEM #4A**) is necessary to decrease administration budgeted salaries due to employee leave of absence (unpaid) and to reallocate funds to contracted services for the purchase and implementation of Code Red from OnSolve, LLC.

ACTION: Approve Budget Ordinance Amendment No. 2025-05 as presented.

B. Budget Ordinance Amendment No. 2025-06 (Water/Wastewater/Fire) (\$46,740)

Budget Amendment No. 2025-06 for (\$46,740) (**ITEM #4B**) is necessary to increase revenue for receipt of insurance proceeds (\$47,240) less deductible (\$500), from Lightning Strike to the Public Works Building on 07/19/2024.

ACTION: Approve Budget Ordinance Amendment No. 2025-06 as presented.

5. OTHER BUSINESS/PREVIOUS AGENDA ITEMS

A. Departmental Briefings/Reports

The following departmental reports are provided as information:

- Town Administrator's Report (**ITEM #5A.1**)
- Finance Report (**ITEM #5A.2**)
- Tax Collector's Report (**ITEM #5A.3**)
- Post Office Report (**ITEM #5A.4**)
- Police Department Report (**ITEM #5A.5**)
- Police Department Fuel Report (**ITEM #5A.6**)
- Fire Department Fuel Report (**ITEM #5A.7**)
- Public Works Department Fuel Report (**ITEM #5A.8**)

B. FY 23/24 Audit Questionnaire

As information, Staff would like to remind the Board of Commissioners that Audit Questionnaires have been mailed by the Town's auditing firm, Thompson, Price, Scott, Adams, & Company, PA. Please complete the questionnaire and mail it back using the prepaid envelope contained in your questionnaire packet.

C. Wildlife Commission Temporary Rule Amendment Public Comment Period (ITEM #5C)

Wildlife Resource Commission adopted an emergency rulemaking at White Lake in Bladen County, that prohibits motorboats from operating on a course parallel to the shoreline in the restricted area on White Lake. The Commission also initiated temporary rulemaking with an open

comment period. A virtual public hearing will be held on August 20, 2024, from 7pm-9pm. Mail written comments can be sent to NCWRC, Rulemaking Coordinator, 1701 Mail Service Center Raleigh, NC 27699-1701. The public comment period ends September 23, 2024.

D. The Lake Clean-Up & Great Trail State Day

Commissioner Hawley would like to remind the Board of Commissioners that Lake Clean-up and Great Trail State Day will be on October 19th, 2024.

E. North Carolina Division of Parks and Recreation Special Permit

On September 19th, 2024, 3rd Special Forces Group (Airbourne) will conduct parachute jump into White Lake between 8am to 5pm. The boat support will launch from and return to White Lake Water Sports and Marina/Mr. Bullard's Boat Dock.

OPEN FORUM: Three (3) minutes per citizen. Should state name and address.

CLOSED SESSION: NCGS 143-318.11(a)(5)

MEETING ADJOURNED