

**TOWN OF WHITE LAKE  
BOARD OF COMMISSIONERS  
AGENDA COMMUNIQUE  
July 09, 2024  
7:00 P.M.**

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

**From:** Pat Kennedy-Taylor, Town Clerk

**Re:** July 09, 2024 Agenda Items

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- **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 is 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. June 11, 2024 Regular Meeting minutes.
2. June 11, 2024 Closed Session Meeting minutes.

**C. June Utility Release(s) (\$1,242.14)**

June utility releases (**ITEM #1.C**) (**\$1,242.14**) are submitted for the Board's consideration. All leak release requests have been approved by the Public Works Director.

**D. June Tax Release(s) (\$532.83)**

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)]. June tax releases (**\$532.83**) (**ITEM #1.D**) are presented for the Board's consideration. All releases have been approved by the Bladen County Tax Administrator's office.

**E. June Tax Refunds(s) (\$54.26)**

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. June tax refund(s) **(\$54.26) (ITEM #1.E)** are provided for the Board's consideration.

**2. PRESENTATION(S)**

**A. North Carolina Wildlife Resources Commission – White Lake Water Safety Rule Changes**

Officer Matthew Parrish has agreed to present the Board with a presentation on the water safety rule changes at White Lake. The changes discussed in the presentation went into effect on June 1, 2024.

**3 . ADMINISTRATIVE MATTERS**

**A. Project Update(s)**

**1. White Lake “Lake” Water Management Project Update**

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

**2. White Lake Water AIA Project Update – DEQ Grant Award Amount - (\$240,500)**

Deepthi Kaylanam, PE with WithersRavenel has provided an update to the Board for the project progress for the month of June 2024 and the project timeline for the month of July 2024. Town Administrator Sean Martin will present the project update **(ITEM #3A.2)**

**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. Board of Commissioner Response to White Lake Water Safety Rule Changes**

Staff has prepared a written response in opposition to the White Lake Water Safety Rule Changes recommended by NC State Parks. Staff is requesting that the Board of Commissioners approve and sign the response.

**ACTION:** Approve the response as presented.

**C . Appointment of Officers**

Title III, Administration, Section §30.03 of the Town's Code of Ordinances states that it shall be the duty of the Board of Commissioners, at its first regular meeting each year, to elect, or provide for the appointment of, the following officers: Mayor Pro Tempore, (Commissioner Timothy G. Blount), Town Administrator (Sean D. Martin), Finance Director/Finance Officer (Mary Jo Lennon), Town Clerk/Human Resource Officer (Pat Taylor), Chief of Police (Bruce Smith), Tax Collector (Tina Merritt-Smith), Accountant/Deputy Finance Officer (Amber Glisson), Public Works Director/Water and Sewage Superintendent (Kevin Taylor), Public Works Crew Leader/Zoning Inspector (Lee Cain), Fire Chief/Safety Officer (Dale Brennan), and Budget Officer (Mayor H. Goldston Womble, Jr.). Staff is asking the Board to make the necessary appointments to comply with Title III, Administration, Section §30.03 of the Town of White Lake Code of Ordinances.

**ACTION:** Make the appointments as presented.

**D. Water Tower Lease Agreement and Site Agreement**

Verizon Wireless (Cellco Partnership) has proposed an agreement (**ITEM #3D.1**) to utilize the Town water tower located on 54 E. Williams St. for placement of service-related equipment. Verizon proposes to provide rental payments for use of Town facilities in the sum of \$21,600.00 annually for five (5) years. The proposed agreement would be automatically extended for four (4) additional five (5) year terms, unless terminated by the lessee. The proposed annual rent for each five (5) year extension shall be increased by 5%. The purpose of the Site Agreement (**ITEM #3D.2**) is to enter into a site access license governing the Site Investigations that may be conducted by Licensee’s authorized agents, contractors, consultants, and employees.

**ACTION:** Approve the Lease Agreement and Site Agreement as presented.

**E. Tax Collector’s Full Settlement Report for Fiscal Year 2023/24**

As required by NC General Statute 105-373(a)(3), the Tax Collector is required to make an annual settlement with the governing board after July 1 and before the tax collector is charged with taxes for the current year. The tax collector shall make a sworn statement (Item #3E.1) to the governing body of the taxing unit showing a list of persons owning real property whose taxes for the preceding fiscal year remain unpaid and the principal amount owed by each person (Item #3E.2), a list of the persons not owning real property whose personal property taxes for the preceding fiscal year remain unpaid and the principal amount owed by each person (Item #3E.3), delinquent taxes for tax years 2013-2023 (Item #3E.4) and Small Underpayment and Overpayment Adjustments (Item #3E.5). In a settlement, the governing board reviews not only the amount of funds received by the collector, but also the collector’s collection practices and use of collection remedies. The tax collection rate for 2023 taxes as of June 29, 2024 was 97.36%. The Tax Collector is asking the Board to accept the Full Settlement Report for Fiscal Year 2023/24 as presented.

**ACTION:** Accept the Tax Collector’s Full Settlement Report for Fiscal Year 2023/24 as presented.

**F. Memorandum of Understanding Amendment for the Creating Outdoor Recreation Economies Project**

Program staff and Town staff recently discussed a suggestion by the Bladen County Creating Outdoor Recreation Economies (CORE) local work group to incorporate the White Lake CORE strategic plan into the Bladen County CORE strategic plan, rather than having two separate plans. This merger is proposed to emphasize the partnership and collaboration between Bladen County, municipalities located within Bladen County, and program volunteers. The MOU amendment updates the original agreement signed between the Town of White Lake and the North Carolina Department of Commerce, Rural Economic Development Division, on October 20, 2023.

**ACTION:** Approve the MOU Amendment as presented.

**4. RESOLUTION(S)/ORDINANCE(S)**

**A. Budget Ordinance No. 2025-01 (Wastewater Department) (\$35,000)**

Budget Amendment No. 2025-01 for (\$35,000) is necessary to increase revenue by a transfer from unappropriated fund balance and increase wastewater contribution to lake water capital reserves. (**ITEM #4A**)

**ACTION:** Approve Budget Ordinance Amendment No. 2025-01 as presented.

**B. Budget Ordinance Amendment No. 2025-02 (Water Department) (\$9,200.00)**

Budget Amendment No. 2025-02 for (\$9,200) (**ITEM #4B**) is necessary to increase revenue by a transfer from unappropriated fund balance and increase expenditures for the purchase of fire hydrants.

**ACTION:** Approve Budget Ordinance Amendment No. 2025-02 as presented.

**C. Budget Ordinance Amendment No. 2025-03 (Police Department) (\$121,600)**

Budget Amendment No. 2025-03 for (\$121,600) (**ITEM #4C**) is necessary to increase revenue by a transfer from unappropriated fund balance and increase expenditures for the purchase of two police vehicles. One vehicle was budgeted in FY 2023/24, and one vehicle is to replace a totaled vehicle involved in an accident in December 2023.

**ACTION:** Approve Budget Ordinance Amendment No. 2025-03 as presented.

**D. Budget Ordinance Amendment No. 2025-04 (Aquatic Control Department) (\$50,000)**

Budget Amendment No. 2025-04 for (\$50,000) (**ITEM #4D**) is necessary to increase revenue due to the receipt of funds from Bladen County to aid in ongoing Lake Water Management Projects.

**ACTION:** Approve Budget Ordinance Amendment No. 2025-04 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.

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

**CLOSED SESSION:** NCGS 143-318.11(a)(5), NCGS 143-318.11(a)(6)

**MEETING ADJOURNED**