



**REGULAR MEETING MINUTES**  
**MAYODAN TOWN COUNCIL**  
**March 12, 2018**  
**7:00 p.m.**  
**James A. Collins Municipal Building**

<b>Mayor and Council Present:</b>	<p style="text-align: right;">           Mayor Jeffrey Bullins            Darrell Allred            Lewis Bottoms            James “Bud” Cardwell            David Holland            Chad Wall         </p>
<b>Absent:</b>	
<b>Staff Present:</b>	<p style="text-align: right;">           Town Manager/Town Clerk Melessa K. Hopper            Assistant Town Attorney Katy Gregg         </p>
<b>Others Present:</b>	Geri Hunt, News & Record, Rockingham Edition
	<p>The Mayodan Town Council met at 7:00 p.m. on March 12, 2018 in the Council room of the James A. Collins Municipal Building, and with a quorum present Mayor Bullins called the meeting to order.</p>
<b>AGENDA TOPICS</b>	<b>ITEM</b>
Public Comment Period and Citizen Concerns	<i>No one wished to speak.</i>
Special Recognitions	<p><i>Mayor Bullins read a resolution awarding Retiring Police Officer Jacqueline Lemons her badge and service sidearm. Police Chief Charles Caruso presented Officer Lemons with a plaque commemorating her service and badge and service weapon.</i></p> <p><i>Police Chief Caruso introduced the Town’s newest hired police officer, Mark Pettie. Mayor Bullins administered the Oath of Office to Officer Pettie.</i></p> <p><i>Mayor Bullins called for a brief recess.</i></p>
Approval of Minutes:	<p><b>Motion</b> by Councilman Holland, seconded by Councilman Cardwell, to approve the minutes of the agenda and regular meetings held on February 8 and 12, 2018, continued meeting held on February 21, 2018, and closed session minutes held on February 8, 2018 as presented.</p> <p><i>Ayes: Councilmen Allred, Bottoms, Cardwell, Holland, and Wall.</i></p> <p><i>Nays: None.</i></p> <p><i>Motion carried unanimously.</i></p>
<b>Old Business:</b>	
Consideration of Approval of Resolution to Amend Personnel Policy X, Employee Benefits, Section 6, Training and Educational Incentives	<p><b>Motion</b> by Councilman Cardwell, seconded by Councilman Allred, to approve the resolution to amend the Personnel Policy X, Employee Benefits, Section 6, Training and Educational Incentives.</p> <p><i>Ayes: Councilmen Allred, Bottoms, Cardwell, Holland, and Wall.</i></p> <p><i>Nays: None.</i></p> <p><i>Motion carried unanimously</i></p> <p><i>**A copy of the resolution is hereby by reference made a part of these minutes and a copy is found in the documents section of these minutes.</i></p>

<p>Mill Property Update</p>	<p>Mayor Bullins informed citizens and council members that EME had completed phase I of the clean-up proposal for the 300-foot area adjacent to Hwy 135 at the old mill. Wood debris was hauled to the landfill. The contract for wood debris clean up was just over \$23,000. The landfill tickets for acceptance of the debris resulted in an expenditure of slightly over \$24,000. The Council had previously approved expenditures of up to \$50,000. Phase II of the project (hauling away brick and concrete) would be estimated at \$60,000 at a minimum. Staff requested EME, Inc., to give a proposal of pushing the brick and concrete into the basement area exposed by the removal of the wood debris. Council will await a formal written proposal before taking any further action.</p>
<p>Tennis Court Partnership with Rockingham County Schools</p>	<p>Mayor Bullins reviewed the proposal of Rockingham County Schools to partner in a project to resurface the tennis courts at Farris Memorial Park. The High School men's and ladies' teams and the middle school girl's teams do not have a home court and after much research, the Farris Memorial Park tennis courts became the most viable location for home court play. Rockingham County Schools received a \$75,000 grant from the McMichael Foundation for resurfacing. A quote of \$85,000 was received from Court One to resurface. Ms. Shelby Rhyne, Executive Director of the Rockingham County Tennis Association encouraged the Town to apply for a \$10,000 grant with the United States Tennis Association for additional funds towards the resurfacing project. If awarded the \$10,000 grant, the Town could possibly also qualify for an additional \$5,000. Town costs to refurbish the area around the tennis courts with repaired bathroom facilities, gravel parking lot, and handicap accessibility would be estimated at \$10,000 or less. Upkeep of the courts after the resurfacing will be primarily the Town's responsibility. The company resurfacing would not be able to start for 90 days or more and will take at least four weeks to finish. The application for USTA can be filled out as soon as possible, but any funding for the project should be included in next year's budget. Work can not be started until the grant is applied for and awarded.</p> <p><b>Motion</b> by Councilman Wall, seconded by Councilman Holland to authorize the project to be included in the 2018-2019 budget in the amount of \$95,000 for resurfacing tennis courts and refurbish the area surrounding the courts, contingent upon receiving the \$75,000 McMichael Foundation grant.  Ayes: Councilmen Allred, Bottoms, Cardwell, Holland, and Wall.  Nays: None.  Motion carried unanimously.</p>
<p>Discussion – Solid Waste Collection Contract Renewal</p>	<p>Town Manager Melessa Hopper stated she met with Foothill Waste Solutions to go over the proposed contract renewal. Mr. Shelton indicated the company would still like to ask for a five-year contract extension but would drop the 5% possible increase each year to 3% year one, 1.5% year two, 3% increase year three, and 1.5% increases year four and five. He stated if he agreed to a three-year extension he would ask for a possible increase of 3% each of the three years, based upon the consumer price index.</p> <p><b>Motion</b> by Councilman Holland, seconded by Councilman Allred, to present a three-year contract extension with consumer price index increases of 3% each of the three years to Foothill Waste Solutions.  Ayes: Councilmen Allred, Cardwell, and Holland  Nays: Councilmen Bottoms and Wall  Motion carried.</p>
<p><b>New Business:</b></p>	
<p>Consider Approval of Terms for M-M Recreation Commission Members as Recommended by M-M Recreation Commission</p>	<p><b>Motion</b> by Councilman Cardwell, seconded by Councilman Allred, to approve a two-year term for citizen commission members with a three-term limit, at which time a member must be off the commission 12 months before being appointed back to the commission.  Ayes: Councilmen Allred, Bottoms, Cardwell, Holland, and Wall.  Nays: None.  Motion carried unanimously.</p>

<p>Board and Committee Appointments and Re-Appointments</p>	<p><b>Motion</b> by Councilman Holland, seconded by Councilman Cardwell, to reappoint Bennie Bullins as in-town member, Tommy Watford and Phil Harger as outside members of the Planning and Zoning Board/Board of Adjustment for a three-year term.  Ayes: Councilmen Allred, Bottoms, Cardwell, Holland, and Wall.  Nays: None.  Motion carried unanimously.</p> <p><b>Motion</b> by Councilman Holland, seconded by Councilman Cardwell, to appoint Councilman Holland to the M-M Recreation Board Commission Council Member for a one-year term.  Ayes: Councilmen Allred, Bottoms, Cardwell, Holland, and Wall.  Nays: None.  Motion carried unanimously</p> <p><b>Motion</b> by Councilman Allred, seconded by Councilman Cardwell, to appoint Jason Barker and Charles Menard to a two-year term with the M-M Recreation Commission.  Ayes: Councilmen Allred, Bottoms, Cardwell, Holland, and Wall.  Nays: None.  Motion carried unanimously</p> <p><b>Motion</b> by Councilman Allred, seconded by Councilman Holland, to reappoint Tom Barksdale, Rita Wray, James Cardwell, Chad Wall, and Lessa Hopper to the Farris Memorial Park Commission for a one-year term.  Ayes: Councilmen Allred, Bottoms, Cardwell, Holland, and Wall.  Nays: None.  Motion carried unanimously</p> <p><b>Motion</b> by Councilman Holland, seconded by Councilman Allred, to appointment James Cardwell and Lewis Bottoms to the Firemen’s Relief Fund for a one-year term.  Ayes: Councilmen Allred, Bottoms, Cardwell, Holland, and Wall.  Nays: None.  Motion carried unanimously</p> <p><b>Motion</b> by Councilman Holland, seconded by Councilman Bottoms, to appoint Chad Wall to the Fire Department Appeals Board for a one-year term.  Ayes: Councilmen Allred, Bottoms, Cardwell, Holland, and Wall.  Nays: None.  Motion carried unanimously</p> <p>Mayor Bullins appointed Dickie Wray to the Fire Department Appeals Board for a one-year term.</p> <p><b>Motion</b> by Councilman Holland, seconded by Councilman Wall, to reappoint Mayor Bullins to the Piedmont Triad Regional Council of Governments for a one-year term.  Ayes: Councilmen Allred, Bottoms, Cardwell, Holland, and Wall.  Nays: None.  Motion carried unanimously.</p>
<p>Request from Little Cesar’s Restaurant to Waive Late Fees</p>	<p>Mayor Bullins asked Council if they would like to consider waiving water bill late fees per request by Little Cesar’s Restaurant. Discussion centered around not having waived late fees in the past for other requests.  <b>Motion</b> by Councilman Holland, seconded by Councilman Bottoms, to not approve the waiver of late fees.  Ayes: Councilmen Allred, Bottoms, Cardwell, Holland, and Wall.  Nays: None.  Motion carried unanimously.</p>
<p>Consideration of Granting Rockingham County</p>	<p><b>Motion</b> by Councilman Holland, seconded by Councilman Wall, to approve the request of Rockingham County Hunting and Wildlife Advisory Committee use of</p>

Hunting and Wildlife Advisory Committee Use of Farris Memorial Park	<i>Farris Memorial Park for their annual event to be held August 11, 2018 from 9:00 a.m. to 2:00 p.m., however no shooting of firearms/shotguns will be allowed on park property. Ayes: Councilmen Allred, Bottoms, Cardwell, Holland, and Wall. Nays: None. Motion carried unanimously.</i>
Finance Officer Budgets	<i>Town Manager Melessa Hopper presented Finance Director budget amendments for Council information. **A copy of the budget amendments appears in the document section below.</i>
USDA Loan/Grant Application – M-M Recreation Department Air Conditioning and Heat System in Gym	<i>Mayor Bullins asked Council to consider applying for a USDA loan/grant for heat and air system to be installed in the gym at the Recreation Center. The estimated cost of a unit and all supplies is \$90,000. The Town of Mayodan would incur the responsibility of applying for the loan/grant since the Town owns the building that will be used as collateral. The Funding, whether loan or grant money will be disclosed upon approval from USDA and the Town would have two years to enact the loan or grant. The Town of Mayodan would wish to work with the Town of Madison regarding the repayment of the loan. <b>Motion</b> by Councilman Holland, seconded by Councilman Allred, to make application for a loan and/or grant for heating and air conditioning improvements at M-M Recreation Center and for the Mayor and Manager to begin negotiations with the Town of Madison for an agreement on facility costs. Ayes: Councilmen Allred, Bottoms, Cardwell, Holland, and Wall. Nays: None. Motion carried unanimously.</i>
<b>Manager</b>	
<b>Council/Mayor</b>	<i>A memorandum of understanding between the County, Towns of Mayodan and Madison will be on the agenda for the April meeting regarding the proposed County water line extension. Mayor Bullins gave an update on the repair of the Town Clock.</i>
<b>Adjourn</b>	<i><b>Motion</b> by Councilman Allred, seconded by Councilman Holland, to adjourn the meeting. Ayes: Councilmen Allred, Bottoms, Cardwell, Holland, and Wall. Nays: None. Motion carried unanimously. Council adjourned at 8:37 p.m.</i>

**ATTEST:**

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**Melessa K. Hopper, CMC**  
**Town Clerk**

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**Jeffrey G. Bullins, Mayor**

## ATTACHMENTS

### Documents Below

**Resolution To Amend The Town of Mayodan Personnel Policy Article X, Employee Benefits,  
Section 6, Training and Educational Incentives**

**Whereas**, the Town of Mayodan Town Council adopted a Personnel Policy on October 8, 2001; and

**Whereas**, from time to time the policy has need of changes and updating; and

**NOW, THEREFOR, BE IT RESOLVED** that the Mayodan Town Council at a meeting on Monday, March 12, 2018, has discussed and agreed upon the following amendments to the Town of Mayodan Personnel Policy with regards to Article X, Employee Benefits, Section 6, Training and Educational Incentives:

March 12, 2018

Section 6. Training and Educational Incentives

The town recognizes the need to encourage its employees to acquire job-related training and to further their education through accredited programs and institutions. Therefore, with the prior knowledge and recommendation of the department head, and concurrence of the Town Manager, the town will, if funds are available, provide reimbursement for expenses incurred in completing job-related training sessions, seminars, or workshops which relate directly to the employees' duties and responsibilities with the town. Reimbursement for expenses will be limited to registration fees, reimbursement for use of private vehicle at the United States Internal Revenue service allowable rate, lodging expenses which must be documented by receipts, and meals costs which must also be documented by receipts. Claims for reimbursement of expenses must be approved by the Town Manager before submission to the finance director for reimbursement.

*Police Officers who complete the rigorous requirements to obtain the North Carolina Intermediate Law Enforcement certificate and/or the Advanced Law Enforcement certificate will have the following incentive amount added to their annual salary at the time of completion of each certificate:*

*Intermediate Law Enforcement Certificate - \$1,000*

*Advanced Law Enforcement Certificate - \$1,500*

ATTEST:

s/ \_\_\_\_\_  
Melessa K. Hopper, CMC, Town Clerk

s/ \_\_\_\_\_  
Jeffrey G. Bullins, Mayor

**Finance Officer Budget Amendment #3**

**FISCAL YEAR 2017-2018**

<b>SANITATION DEPARTMENT</b>				
<b>Account Name</b>	<b>Current Approved Expenditures 2017-2018</b>	<b>Expenditures Through June 30, 2018</b>	<b>Budget Change Requested</b>	<b>Date Approved</b>
Medical Insurance 10-580-0600	1,200.00	3,600.00	2,400.00	
<b>OFFSETTING ENTRIES</b>				
Brush Disposal 10-580-1500	3,000.00	1,700.00	1,300.00	
Departmental Supplies 10-580-3301	1,500.00	400.00	1,100.00	

**Finance Officer Budget Amendment #4**

**FISCAL YEAR 2017-2018**

<b>ADMINISTRATIVE DEPARTMENT</b>				
<b>Account Name</b>	<b>Current Approved Expenditures 2017-2018</b>	<b>Expenditures Through June 30, 2018</b>	<b>Budget Change Requested</b>	<b>Date Approved</b>
Workers Compensation 10-420-5401	11,650.00	12,150.00	500.00	
Administrative Salaries 10-420-0200	85,260.00	90,250.00	6,000.00	
Dan River Basin Association 10-420-7306	0.00	425.00	425.00	
Insurance & Blanket Bond 10-420-5400	13,200.00	14,150.00	950.00	
<b>OFFSETTING ENTRIES</b>				
Service Agreements 10-420-3205	5,000.00	4,500.00	-500.00	
Auto Expense-Town Mgr 10-420-3100	5,000.00	0.00	-5,000.00	
League & Institute Fees 10-420-5300	5,200.00	4,775.00	-425.00	
Downtown Façade Grant 10-420-9106	4,000.00	3,060.00	-950.00	