

## MINUTES

**Town of Spencer  
Board of Aldermen  
Regular Meeting  
May 10, 2022**

The Town of Spencer Board of Aldermen met at Spencer Town Hall in regular session on May 10, 2022, at 6:01 p.m.

Present were:

- Mayor Jonathan D. Williams
- Mayor Pro Tempore Patricia Secreast
- Alderman Steve Miller
- Alderman Sam Morgan
- Alderwoman Patricia Sledge
- Alderman Rashid Muhammad
- Alderman Andrew Howe

Also, present were: Town Manager Peter Franzese, Town Clerk Stacy Craven, Town Atty Jay Dees, Code Enforcement Officer James Osborne, Fire Chief Michael Lanning, Public Works Director Joel Taylor, Planning & Zoning Administrator Steve Blount, Acting Police Chief Sgt. Mike File, Town Planner Kyle Harris, Special Projects Planner Joe Morris, and Bookkeeper John Sofley.

Mayor Williams called the meeting to order and led the *Pledge of Allegiance*. Mayor ProTempore Secreast offered the invocation.

### APPROVAL OF MINUTES

Alderwoman Sledge moved to approve the minutes. Mayor ProTempore Secreast seconded the motion which carried by a unanimous vote of 6-0.

### ADJUSTMENTS TO AND ADOPTION OF AGENDA

Alderwoman Sledge moved to approve the agenda. Alderman Miller seconded the motion which carried by a unanimous vote of 6-0.

### RECOGNITIONS

Mayor Williams recognized Jacqui Smith Watson for her dedication to the schools' events and capturing photos. Mrs. Watson will receive the Proclamation at the NRHS Awards Day Ceremony. Manager Franzese recognized Staff during the Public Service Week: Municipal Clerk, International Firefighters, Police, & Public Works and thankful to work alongside the team we have here. We are building a model small town and grateful for each member of the Team.

### PUBLIC COMMENT

Mayor Williams opened the floor to receive public comment. Linda Miller (402 Crestwood Ln) spoke to the Board on behalf of the Central United Methodist Church upcoming Summer Feeding Program for youth. If anyone would like to volunteer, there is still an opportunity to do so and must meet requirements. June 6<sup>th</sup>- July 29<sup>th</sup>.

Sharon Hovis (N Rowan Ave Ext.) spoke to the Board on behalf of email sent to Staff regarding an easement at her home. Receiving minimum service and would like thorough review of property. Do not keep kicking the can down the road and we need an agency head here for Finance and Police. I hope we are not still paying the county and my money should not be paying \$600/ day. Chick-Fil-A Leadership Group representative Hannah Wilkerson along with Amanda Gilmore reported to Board of success from the Unity Day event (4/23/22) and the donations they received; a donation was presented to the Board on the behalf of the Leadership Group. Being no one else present for comments, public comment section was closed.

**CONSIDER RECEIVING UPDATE ON FY20-21 AUDIT FROM RH CPAs AND CONSIDER AMENDING THE FY21 AUDIT CONTRACT**

CPA Nick Wicker spoke to the Board on the expectancy of the audit draft being submitted to John Sofley for review this Friday. Explained that primarily was unable to balance prior year, but during mid-January-February he received additional account balances/ reconciliations from Staff that had not been submitted previously that were tremendously helpful and pushed the phases into final review. Moving forward we do not see any issues and next years' audit would be completed prior to the October deadline.

Action

Alderman Miller moved to approve amending the audit contract. Alderman Morgan seconded the motion which carried by a vote of 6-0.

**CONSIDER A PRESENTATION ON TOWN OF SPENCER RESTRIPIING PROPOSAL**

Planning & Zoning Administrator Steve Blount briefed the Board with a presentation on the ins/ outs of bike lane(s), traffic patterns, narrow lanes, sidewalks, etc. NCDOT complete streets program was adopted in 2012 & Spencer adopted this concept in 2016. June 9<sup>th</sup> a public hearing will be held to obtain the comments and feedback of the residents on this concept. June 14<sup>th</sup> the Board will need to vote on this matter.

Action

No action needed at this time.

**CONSIDER A PRESENTATION ON TOWN OF SPENCER COMPREHENSIVE PLAN**

Planning & Zoning Administrator Blount provided a presentation to the Board that there has been no change in some sections of the plan from 2008. He has been able to identify some changes that need to be made and assist with planning for future growth. This will be addressed in further detail at the June pre-agenda meeting for public input.

Action

No action needed at this time.

**CONSIDER APPOINTING JADA ALLMAN TO COMMUNITY APPEARANCE COMMISSION**

Planner Kyle Harris spoke to the Board of the details included in the interviewing process of Jada and how the commission had interviewed her and believed she will make a great fit to serve the commission. The CAC has two vacant seats and one can be filled with the appointment of Jada for a 3-year term to expire 5/31/2025. Jada spoke to the Board of her interests and desires she would like to see fulfilled within the Town and the preserving of historic features of the Town.

Action

Alderman Miller moved to approve the appointment of Jada Allman to the CAC for a 3-year term set to expire 5/31/2025. Alderman Morgan seconded the motion, which carried by a vote of 6-0.



**CONSIDER ADOPTING BUDGET AMENDMENT ORDINANCE 22-008- 8<sup>TH</sup> STREET BALL PARK**

Manager Franzese briefed the Board of a donation received and the need to move funds over for the use of the Ball Park.

Action

Alderman Morgan moved to adopt budget amendment ordinance 22-008. Alderman Howe seconded the motion, which carried by a unanimous vote of 6-0.

**CONSIDER ADOPTING BUDGET AMENDMENT ORDINANCE 22-009- FIRE DEPARTMENT DONATION**

Manager Franzese briefed the Board of Rowan County's generous \$50,000 donation for the use of the fire department.

Action

Alderwoman Sledge moved to adopt budget amendment ordinance 22-009. Alderman Muhammad seconded the motion, which carried by a vote of 6-0.

**CONSIDER ADOPTING BUDGET AMENDMENT ORDINANCE 22-010- FIRE DEPARTMENT GRANT AWARD**

Manager Franzese reported to the Board that the Fire department has been awarded a donation on the behalf of the Office of State Fire Marshall in the amount of \$10,000 to provide public education materials.

Action

Alderman Morgan moved to adopt budget amendment ordinance 22-010. Alderwoman Sledge seconded the motion, which carried by a unanimous vote of 6-0.

**CONSIDER ACCEPTING THE ROBERTSON FAMILY FOUNDATION & THE WOODSON FOUNDATION GRANT AWARDS & ADOPTING THE BUDGET AMENDMENT ORDINANCE 22-011- VINTAGE SIGN RESTORATION**

Manager Franzese reported to the Board our NC Lead Fellow Skye Allan has been successful in applying and obtaining two grants to assist in the vintage sign (murals) renovation project in the amount of \$20,000. There will be a mural selection committee appointed to identify the needs and priorities of which murals should be handled ahead of others.

Action

Mayor ProTempore Secreast moved to adopt budget amendment ordinance 22-011. Alderman Morgan seconded the motion, which carried by a vote of 6-0.

**CONSIDER ADOPTING REVISIONS MADE TO TOWN OF SPENCER PERSONNEL HANDBOOK SECTION 2 ARTICLE VI. LEAVE POLICY**

Manager Franzese spoke to the Board of the revisions that need to be made to the handbook since the new hire of the three full-time firefighters 24/48 and the current accruals account for typical 40-hour per week shifts. This revision allows new accrual rates per shift with a cap and adds a table for the outlining of 6, 8, 8.5, 12, and 24/48 hour shifts with a recommended holiday leave/ pay at 12-hours per observed holiday/ day.

Action

Alderman Morgan moved to adopt revisions made to leave policy under Article VI. Section 2 Leave Policy. Alderman Muhammad seconded the motion, which carried by a vote of 6-0.

**CONSIDER RECEIVING UPDATE ON THE YADKIN RIVER TRAILHEAD**

Special Projects Planner Morris briefed the Board on the planned steps ahead for the project and the goal was to have the contract provided this week as we're at the top of the list according to their admin

board as a shovel ready project. We are hopeful that in the next few days we shall receive the contract and can be signed by the manager as the Board has already approved the application. We could be 90 days behind at this point, it depends on when the contract is approved and bidding (RFP) it could be the first week of September for groundbreaking. Morris quoted, "I would like to make note to the Board that you all just approved \$182,500 in grants on tonight".

## **DEPARTMENTAL REPORTS**

### **Planning Department**

Planning & Zoning Administrator Steve Blount gave the monthly Planning report; also noted that some revisions made need to be made for the car restoration business being that he is not able to complete punch list of items within the timeframe he initially accepted to comply. Planner Kyle Harris gave a short update and that there's an upcoming CAC garden project, June 5<sup>th</sup> 4-6 project/ fundraiser and publications provided how to help at the garden.

### **Code Enforcement Department**

Code Enforcement Officer James Osborne gave the monthly Code Enforcement report; Discussed the materials distributed in packet and that he included photos of two properties in before and after phases illustrating the willingness of some homeowners in to make their homes in compliance with code enforcement.

### **Police Department**

Acting Police Chief Sergeant Mike File gave the monthly Police Department report; reporting that O'Brien should be released from FTO (usually 8-12 weeks of field training) soon and one officer is out on leave. Our contract with RCSO will end 6/7/22 and we will need to extend that at reduced hours to ensure adequate coverage, however the SROs will be available to assist in shift coverage until school re-opens for the next school year. Still have 5 openings in the department including the Chief position.

### **Fire Department**

Fire Chief Michael Lanning gave the Fire Department report; reporting that Coffee with the Fire Chief was successful and had members of the community along with Staff in attendance this month. There is still the need of a station addition being that there is now additional need for the full-time staff members and adequate housing accommodations, this is identified as a priority and then a new engine. There have been some planning and discussion of hosting a fire vs. police soft ball game (no timeframe yet). UTV has been delivered and sitting in the Fire Bay for Staff use.

### **Public Works Department**

Public Works Director Joel Taylor gave the monthly Public Works Department report; Reminder Memorial Day is coming up and there will be a trash pick-up delay by one day. Mulch event was successful and had 42 loads delivered this is the most compared to all years. Upcoming SpencerCARES event 5/21/22 and we have been receiving a lot of responses. Contact Skye Allan for details on how to get on the list as a volunteer or recipient. We have identified and hired a candidate who is a local resident and veteran, he is set to start on next Monday.

### **Finance Department**

Manager Franzese gave the monthly Finance Department report; Revenue and expenditures are good; property and sales taxes are coming in strong as well.



## **Library Report**

Librarian Beverly McCraw gave the monthly Library report; noting that May 7<sup>th</sup> Fabulous Fifties event was a success even in the rain portion of the event, it was believed to be a great atmosphere for all.

## **TOWN MANAGER REPORT**

Manager Franzese gave his monthly report; added emphasis of the SpencerCARES event and that anyone who wants to participate should visit the Town's website page. PARTF grant has been submitted which requires a \$500,000 match and the Rural Transformation for \$950,000 no required match has been submitted as well. The Primary Election is scheduled for 5/17/2022 and will be hosted here at Town Hall.

## **REQUESTS & COMMENTS BY THE MAYOR AND BOARD MEMBERS**

Mayor Pro Tempore Secrest:

- I think we have the best Staff in the County and State, I tip my hat to all the activities going on here in Spencer; the library event, High School play, Senior Lunch, etc. we are doing so much here and I am just proud.

Alderman Muhammad:

- I was able to attend the Chick-Fil-A Leadership Unity Day and it was a pleasure and seeing people receive vaccines. Fabulous Fifties event was a great one to attend and I am glad I had the opportunity to do so. Thank you for your hard work and dedication Staff.

Alderman Sledge:

- I will be attending the Centralina Council meeting tomorrow and will be at NRHS awards day presentation for Mayor ProTempore Secrest who is unable to be there.

Alderman Miller:

- I'd like to reiterate all the others before me and special thanks to Beverly McCraw, Central United Methodist Church, and Terry & Sue Schultz, Oakdale Church for the events there is a lot going on here in Spencer. I second what Joe Morris said about accepting \$182,500 in grant approvals tonight.

Alderman Morgan:

- I'd like to add to events from Kyle and Staff it has been approved for a low-impact cruise-in happening every 4<sup>th</sup> Saturday from May- October to hang out in the parking lot area and experience a good time, the Jay-cees will be selling hot dogs and drinks.

Alderman Howe:

- Everyone has said it well. We all have a collective effort to make this done. Well done!

Mayor Williams:

- Centralina meeting Thursday and local transportation advisory meeting. Micro transit options/ pilot programs are being mentioned and we will have an update after the meeting. Property owner meeting tomorrow (Long Ferry Rd.) and how we gain access to these sites EDC & potential future access options will be identified/ discussed at this meeting. Keep in mind that Creek Week will be the week of September 24<sup>th</sup> and Spencer will host the closing event.

**EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSION OF PERSONNEL & CLIENT ATTY PRIVELEGE PER NC G.S. 143-318.11 (A)(6) & (A)(3)**

Alderman Muhammad moved to adjourn to executive session for the purpose of discussion of personnel matters and client attorney privilege per N.C. General Statute 143-318.11(a)(6) & (a)(3). Alderwoman Sledge seconded the motion which carried by a vote of 6-0. The regular meeting stood in recess at 8:55 p.m.

**RECONVENE OPEN SESSION**

Alderman Howe moved to approve the motion of reconvening open meeting. Alderman Morgan seconded the motion which carried by a vote of 6-0.


Mayor Willams reconvened the meeting at 11:45 p.m.

**ADJOURNMENT**

Alderman Morgan moved to adjourn the regular meeting. Alderman Howe seconded the motion which carried by a unanimous vote of 6-0. The meeting stood adjourned at 11:45 p.m.

Approved by:

Attest:

  
Jonathan D. Williams  
Mayor

