

Minutes
Spring Hope Board of Commissioners Meeting
January 4, 2016

A regular meeting of the Town of Spring Hope Board of Commissioners was held at 7 p.m. in the Commissioners Room at the Spring Hope Municipal Building.

Members present: Mayor James Gwaltney, Commissioners Nancy Walker, Brenda Lucas, Daryl Emig and Drew Griffin. Commissioner Lee Bissett was absent.

Also present were Town Clerk Michele Collins, Town Attorney Mark Edwards, Chief Anthony Puckett and Anthony Branch from Envirolink.

Newspapers present were Joe Burnette from the Spring Hope Enterprise.

Visitors included citizens Veronica Cooper and Scottie Phillips.

Mayor Gwaltney called the meeting to order and lead the pledge of allegiance.

Commissioner Griffin made a motion to approve the minutes as written; Commissioner Emig seconded and the motion passed unanimously.

Mayor Gwaltney gave the oath of office to Commissioner Brenda Lucas and Commissioner Nancy Walker who were both reelected in the November 2015 election

There was no one for public forum.

The town clerk asked the board to consider raising the current prices of the Community Building rental. She reminded them of the recent renovations that had taken place to both the inside and the outside of the building. Commissioner Lucas asked the clerk if there were a lot of people that only rented for half day events. She said yes but that people were not allowed to go in before their scheduled time and that sometimes the half day caused problems. Mayor Gwaltney commented that he knew that the current price was much lower than other buildings in the surrounding area that were of the same size. Commissioner Emig asked if the building was rented often. Ms. Collins told them that the building was rented almost every weekend during the year and that people even reserve ahead of time. Commissioner Griffin asked what kind of events people were holding at the building. She said there were many different events such as family reunions, birthday parties, baby showers and even wedding receptions. Commissioner Emig said that he thought it was a good idea to eliminate the half day rental. The board agreed that the price should be \$250.00 for the entire day. Town Attorney Mark Edwards suggested that the board needed to wait until the new fiscal year so the prices would be reflected in the new budget.

Commissioner Emig made a motion to eliminate half day rentals, raise the price to \$250.00 for the entire day beginning July 1st 2016 and to raise the price to \$275.00 July 1st 2017; Commissioner Walker seconded and the motion passed unanimously.

Town Attorney Mark Edwards said that he had nothing to report in open session but needed to comment during closed session.

Anthony Branch from Envirolink gave the monthly report. Commissioner Griffin asked him if he had any news on the previously discussed pumps that had been purchased by the town to be used at the Country Inn Lift Station. Anthony told him that he had spoken with Operations Manager Heather Adams and she was checking with one of their vendors who may be interested in purchasing the pumps. Mayor Gwaltney referred to the report and asked him what kinds of problems were associated with the

unstopped sewer services. Anthony told him that these were problems that they checked on at resident's homes. Mayor Gwaltney asked him if the sewer problem was checked on the town side or if they were going underneath people's homes. Anthony told him that they only checked from the cleanout to the main line.

Chief Puckett said that during the month of December they had to charge a suspect with identity theft. He said a female had stolen her boyfriend's information and obtained credit with his credentials. He said that there were once again items stolen out of unlocked vehicles. He reiterated the importance of locking parked vehicles and not leaving valuable items in them for people to steal. He also said that there were several arrests that included a DWI and a charge of damage to a vehicle. He said on New Year's Eve they were called to the hospital for an accidental shooting which ended up with the victim admitting that he shot himself. Chief Puckett told the board that the click it or ticket campaign had been successful with twenty arrests being made as a result of the check points. He said that the Technology Grant had been approved and sent off to the state for the next step. He told them that the police department had held their first Shop with a Cop and that Officers Radford and Strickland, Sargent Breedlove, Lt. Proctor and himself had taken five children to Walmart for Christmas shopping. He also said that the Spring Hope Fire Department and Dollar General had generously donated toys to the event and Memo's Pizza had donated lunch.

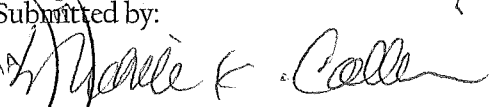
There were no new items from the board.

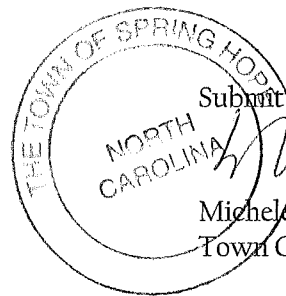
Commissioner Griffin made a motion to go into closed for Attorney Client privilege; Commissioner Lucas seconded and the motion passed unanimously.

Closed Session


Commissioner Emig made a motion to go back into open session; Commissioner Griffin seconded and the motion passed unanimously.

Commissioner Emig made a motion to go into closed session as requested by Mayor Gwaltney; Commissioner Lucas seconded and the motion passed unanimously.

Submitted by:

Michele K. Collins
Town Clerk



Attest:


Mayor James Gwaltney

BUDGET ORDINANCE AMENDMENT

BE IT ORDAINED by the Governing Board of the Town of Spring Hope, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

Section 1. To amend the General Fund, the appropriations are to be changed as follows:

Account No.	Decrease	Increase
10-3500-0300 Police Donations (Revenue)		\$530.00
10-5100-3300 Police Dept. Supplies and Materials (expense)		\$530.00


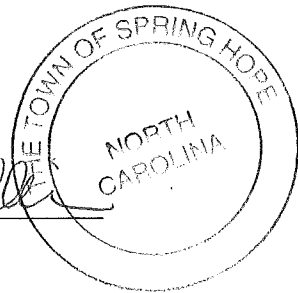
Section 3. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and the Budget Officer

Adopted this 1st day of February, 2016.

Attest:



Michele K Collins
Finance Officer



James F. Gwaltney III
Mayor

Minutes
Spring Hope Board of Commissioners Meeting
February 1, 2016

A regular meeting of the Town of Spring Hope Board of Commissioners was held at 7 p.m. in the Commissioners Room at the Spring Hope Municipal Building.

Members present: Mayor James Gwaltney, Commissioners Nancy Walker, Brenda Lucas, Lee Bissett, Daryl Emig and Drew Griffin.

Also present were Town Clerk Michele Collins, Town Attorney Mark Edwards, Chief Anthony Puckett and Josh Bennett from Envirolink.

Newspapers present were Joe Burnette from the Spring Hope Enterprise.

Visitors included citizens; Veronica Cooper, James Long, Chris Wheaton, Pumpkin Festival Queens Victoria Moss, Madison Lee and former Little Miss Pumpkin Taryn Reams.

Mayor Gwaltney called the meeting to order and lead the pledge of allegiance.

Commissioner Walker made a motion to accept the minutes of the January 4, 2016 meeting as written; Commissioner Lucas seconded and the motion passed unanimously.

Chris Wheaton from the Chamber told the board that they were again planning a cleanup day before the 5k run. He told them that they had a Facebook page for the run and that they would come back with the road closures that they needed. Chrissie Bailey said that they cleanup day would be something that would become an annual event to precede the 5k run. She said that the Pumpkin Festival Queens would be the main contacts for this event every year. She told the board that they were opened to any and all suggestions to make the cleanup day successful. Former Little Miss Pumpkin Queen Taryn Reams who had the original idea for the cleanup day addressed the board. She said that she would continue to be involved in the cleanup effort for the town. She introduced the new Pumpkin Queens Victoria Moss and Madison Lee. Miss Moss said that the cleanup day would be on April 9th and that volunteers should be at the Chamber office that morning. She said that water, snacks and trash bags would be provided for the volunteers but that they would have to bring gloves or anything that they would need to help pick up trash. Miss Moss said that there would be about 10 pickup trucks with volunteers on them to get the collected trash. She also said that there would be volunteers out the Friday before the race to pick up any last minute garbage before the race as well as someone blowing off sidewalks. Commissioner Bissett asked if there would be a food truck available in the depot area. Mr. Wheaton said that they were working on having some food in the area during the race.

The Finance Officer presented a budget adjustment for \$550.00 to be credited to the police supply line item. She said that a donation had been made to help the department acquire some needed equipment.

Commissioner Bissette made a motion to approve the adjustment as stated; Commissioner Emig seconded and the motion passed unanimously.

The Finance Officer also presented the tax discoveries and releases. She told them that the releases were due to billing errors which included outside city limits taxes as well as changes in value. The discoveries were due to a change in ownership and personal property that wasn't billed.

Commissioner Emig made a motion to accept the discoveries and releases as stated; Commissioner Lucas seconded and the motion passed unanimously.

The town clerk asked the board if she could inquire about the possibility to obtain a grant for sewer on Wilkins St. She told them that Wilkins was the only street within city limits that did not have town sewer. She said that the residents would have to give permission for a survey and that as long as they met the financial threshold the town would be in a good position to receive the grant. The board had no questions.

Commissioner Bissett made a motion to allow the clerk to precede with the grant preliminary procedures; Commissioner Walker seconded and the motion passed unanimously.

Mayor Gwaltney informed the board that at the last Planning Board meeting the group changed the regulation for signs in town and the ETJ and that it was mandated by the federal government. He said all temporary signs would be grouped together; in town they had to be 4 square feet and 32 square feet in the ETJ. The portable signs would have no restrictions if they were on the owner's property and advertising their business. The town and the chamber would have no restrictions for advertising events on the portable signs. Mayor Gwaltney said that there would be a public hearing next month on the issue.

The Town Attorney had no new business

EnviroLink gave the monthly report. Josh told the board that there had been three significant rain storms since the last report therefore the numbers were a little more.

Chief Puckett told the board that they had been called out on New Year's Eve for a report of someone being shot but it was determined that the person had shot themselves. He said that there was a breaking and entering on Third Street and a juvenile was arrested and charged. He emphasized once again the importance of locking parked vehicles even when they are in the yard. He said that there had been items stolen out of another car. Chief Puckett told the board that someone had been hit by a vehicle on East Nash Street in front of L&L food store but since it was on going he could not release the names. He said that the victim was in critical condition and had been taken to Greenville for treatment. He also stated that he was in the process of making changes to the Taser policy with the guidance of the town attorney. He said that this was due to an incident at another agency. Lastly, he said that they had received a donation from Nash County to assist the Police Department with a drug reduction program.

Commissioner's Walker, Lucas, Griffin and Bissett had no new business.

Commissioner Emig asked if the owners of the abandoned house on Hopkins Street were still interested in a controlled burn at this property. Commissioner Bissett said he thought asbestos had been found but he couldn't confirm it. Town Attorney Mark Edwards said that he didn't think there was any contact with the owner.

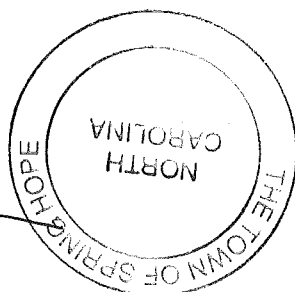
Commissioner Emig made a motion to go into closed session; Commissioner Bissett seconded and the motion passed unanimously.

Commissioner Bissett made a motion to go back into open session; Commissioner Emig seconded and the motion passed unanimously.

Commissioner Emig made a motion to recess until February 4th; Commissioner Lucas seconded and the motion passed unanimously.

Submitted by

Michelle Ober



Attested to

[Signature]

RESOLUTION

WHEREAS, North Carolina General Statute 143-355 (1) requires that each unit of local government that provides water services or plans to provide such services shall, either individually or together with other such local government, prepare and submit a Local Water Supply Plan; and

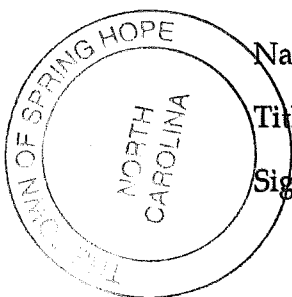
WHEREAS, as required by the statute and in the interests of sound local planning, a Local Water Supply Plan for the Town of Spring Hope, has been developed and submitted to the Board for approval; and

WHEREAS, the Board of Commissioners find that the Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355 (1) and that it will provide appropriate guidance for the future management of water supplies for the Town of Spring Hope, as well as useful information to the Department of Environment and Natural Resources for the development of a state water supply plan as required by statute;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for the Town of Spring Hope that the Local Water Supply Plan entitled, Spring Hope Water Supply Plan dated 2014 is hereby approved and shall be submitted to the Department of Environment and Natural Resources, Division of Water Resources; and

BE IT FURTHER RESOLVED that the Board intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This the 7TH day of MARCH, 2016

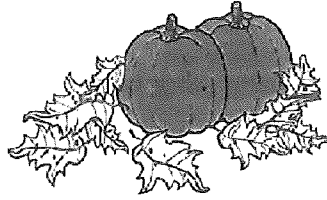


Name: J. F. GWINNBY, JR.
Title: TOWN OF SPRING HOPE (Mayor)
Signature: [Handwritten Signature]

TOWN OF SPRING HOPE

COMMISSIONERS

LEE BISSETT
DARYL EMIG
DREW GRIFFIN
BRENDA LUCAS
NANCY WALKER



JAMES (BUDDY) GWALTNEY III, Mayor

JAE H. KIM, Town Manager

MICHELE COLLINS, Town Clerk

RESOLUTION AMENDING THE MUNICIPAL PERSONNEL POLICY TO INCLUDE EMPLOYEE PROTECTION WHISTLEBLOWER POLICY

WHEREAS, the Town of Spring Hope currently does not have a formal Whistleblower Policy within the Municipal Personnel Policy; and

WHEREAS, the proposed Whistleblower Policy will provide guidance and protection for Town employees when reporting concerns, complaints and other issues arising in all areas of Town operations; and will provide procedures for those tasked with administering the policy in handling these concerns; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby amends the Town's Municipal Personnel Policy to include, Appendix I. – Employee Protection Whistleblower Policy, as follows:

Appendix I. Employee Protection Whistleblower Policy

The Town of Spring Hope is committed to operating in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its employees or volunteers. This policy outlines a procedure for employees to report any actions that employee reasonably believes violates a law, regulation, or that constitutes fraudulent accounting or other practices.

If an employee has a reasonable belief that an employee has engaged in any action that violates any applicable law or policy, or constitutes a fraudulent practice, the employee is expected to immediately report such information to a supervisor or department head. If the employee does not feel comfortable reporting the information to the supervisor or department head, he or she is expected to report the information to the town manager.

An investigation conducted and all reports will be followed up promptly. In conducting investigations, the Town of Spring Hope will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

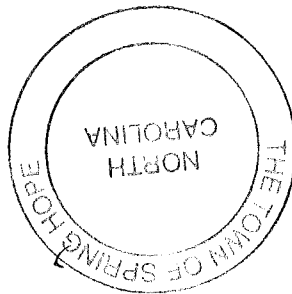
The Town of Spring Hope will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports to a supervisor, to the department head, the town manager, or to a federal, state, or local agency what the employee believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation

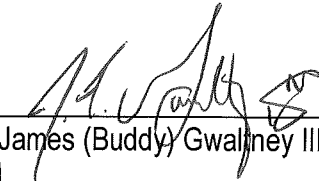
or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights.

The Town of Spring Hope may take disciplinary action (up to and including termination) against an employee in a supervisory position that has engaged in retaliatory conduct in violation of this policy.

In addition, the Town of Spring Hope will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or court truthful information relating to the commission or possible commission by the Town of Spring Hope or any of its employees of a violation of any applicable law or regulation.

Adopted and approved this 7th day of March, 2016.




James (Buddy) Gwaltney III, Mayor

Attest:



Michele Collins, Town Clerk

Minutes
Spring Hope Board of Commissioners Meeting
March 7, 2016

A regular meeting of the Town of Spring Hope Board of Commissioners was held at 7 p.m. in the Commissioners Room at the Spring Hope Municipal Building.

Members present: Mayor James Gwaltney, Commissioners Nancy Walker, Brenda Lucas, and Drew Griffin. Commissioners Daryl Emig and Lee Bissett were absent.

Also present were Town Manager Jae Kim, Town Clerk Michele Collins, Town Attorney Mark Edwards, Chief Anthony Puckett and Josh Bennett from Envirolink.

Newspapers present were Joe Burnette from the Spring Hope Enterprise.

Visitors included were; Phillip Mills, Veronica Cooper, Chamber members Tracey Jackson, Chris Wheaton and Chris Pace.

Mayor Gwaltney called the meeting to order and lead the pledge of allegiance.

Commissioner Lucas made a motion to accept the setting and consent of the agenda; Commissioner Griffin seconded and the motion passed unanimously.

Commissioner Walker made a motion to approve the minutes as written; Commissioner Lucas seconded and the motion passed unanimously.

Mayor Gwaltney administered the Oath of Office to the new Town Manager Jae Kim.

Tracey Jackson reminded the board that the Easter Egg Hunt would be on the 19th. She said that this year there would be a basket full eggs that had special offers from some of the business owners for the parents. She remarked that this was something new that they were trying this year in an effort to help merchants increase sales. She said that they would need parts of Pine and Railroad Streets blocked off while the children were hunting for eggs. Tracey said that the next event after the Egg Hunt would be business after hours which did not require any special road closings or extra police help. Chris Wheaton said that the road closures for the 5k run had been approved by NCDOT and that he had been in touch with Chief Puckett and Town Manager Jae Kim for things he needed from the town. He said that he felt like for the time being that the 5k plans were set. Tracey said that in May they would celebrate small business month with gift bags for the merchants as well as another business after hours. Chris Pace said the Summer Music Series also known as Dancin in the Depot would be in June, July and August and that Pine Street from the bank to Maze Florist would need to be closed. Tracey said that they had booked the band Liquid Pleasure for the Pumpkin Festival and would go ahead with the standard plans surrounding that event. She said that the only change for the festival would be that the parade would turn down one street sooner and that the children's activities would be on Ash. The reason was so that the stage would not have to be moved.

Chris Wheaton with the Chamber told the board that they would like to have a craft beer vendor at the 5k race and maybe the Music Series. He said there would be a separate tent used by a specialized vendor. He said that the vendor would have to have their permits and would be responsible for verification of the drinking age limit. Chris told them that the vendor would only be selling their beer and would give a portion of the profits to the particular event. He said that none of the details had been finalized because they want to have the permission of the town. He said that the 5K event was actually over at noon so that the food and beverage vendors would probably be out of the depot by 1:00pm at the latest. He mentioned that Rocky Mount had invested a lot in craft breweries as well as the fact that it was being

taught at Nash Community College and that he thought it might be a good fit for the Spring Hope events. Commissioner Walker asked what craft beer was. He said it was a higher end beer and that the company/brewery makes it themselves. Town Manager Jae Kim mentioned that the town would need copies of all the permits if the board decided to go ahead on the idea of the beer vendor. Mr. Kim said that sense the event was technically a partnership between the town and the chamber that there would be no need for a special use permit.

Commissioner Griffin made a motion to allow craft brewery vendors to be allowed to operate at Chamber/Town sponsored events; Commissioner Lucas seconded and the motion passed unanimously.

Heather Adams from Envirolink told the board that the 2014 Water Supply Plan had been received and approved by the Division of Water Quality. She said that the state required the town to adopt a resolution every five years to accept the plan so that they could also update the one for the state. She referred to the plan that had been sent with the packets and asked if there were any questions. The board had no questions.

Commissioner Griffin made a motion to adopt the 2014 Water Usage Supply Plan; Commissioner Lucas seconded and the motion passed unanimously.

Josh Bennett from Envirolink gave the month report. He said that they had replaced a hydrant on Third Street and also had done a lot of I and I investigations.

Chief Puckett said that during a stop for loud music there was also a charge of marijuana possession. He said that there was also a charge of possession of heroin in a separate incident in the Food Lion parking lot. He mentioned that there was a Nash County initiative to get residents of the county help with heroin addiction and that anyone needing help could go to the Nashville Police Department without fear of arrest. He said that the technology grant that they had been awarded had been partially used to get body camera's for some of the officer's. Chief Puckett mentioned that the department had applied to become a part of the watch me program which is a program to assist in pedestrian and bicycle traffic. Lastly he said that if residents see something suspicious that they need to dial 911 and also make sure to continue to lock unoccupied vehicles.

Town Manager Jae Kim told the board that the sales taxes from the state should be in by the middle of the month as well as franchise taxes before the end of the quarter. He mentioned that the town was still waiting for the last reimbursement for the STEP program as well as a reimbursement for the police department grant. He said that he attended the monthly Senior Friends meeting and the NC Department of Commerce competes for business meeting. Mr. Kim told the board that the town had received a letter from the state outlining some violations that were given because of water overflowing problems. He said that he had spoken with Envirolink and that they had addressed the problems. He told them that the town had sent a response to the letter and that hopefully had avoided any kind of penalty charges associated with the violations. Commissioner Griffin said he hoped that the state took in the fact that the month of February had been exceptionally wet because of the heavy rainfall and asked the manager to make sure and keep that in mind when talking to the state.

No new business from the board.

Commissioner Griffin made a motion to go into closed session for Attorney client privilege; Commissioner Lucas seconded and the motion passed unanimously.

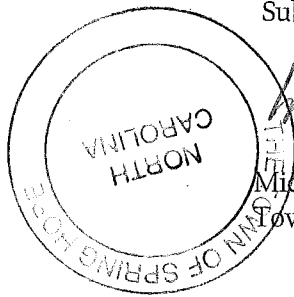
Closed Session

Commissioner Griffin made a motion to go back into open session; Commissioner Walker seconded and the motion passed unanimously.

Commissioner Griffin made a motion to add the Whistleblower Policy to the employee handbook;
Commissioner Lucas seconded and the motion passed unanimously.

Commissioner Lucas made a motion to adjourn; Commissioner Griffin seconded and the motion passed
unanimously.

Submitted by:



Michele K. Collins

Michele K. Collins
Town Clerk

Attest:

James Gwaltney
Mayor James Gwaltney

BUDGET ORDINANCE AMENDMENT

BE IT ORDAINED by the Governing Board of the Town of Spring Hope, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

Section 1. To amend the General Fund, the appropriations are to be changed as follows:

Account No.	Decrease	Increase
10-3490-0000 STEP Grant (Revenue)		\$36,038.84
10-4200-4500 Admin Contract Services (expense)		\$36,038.84

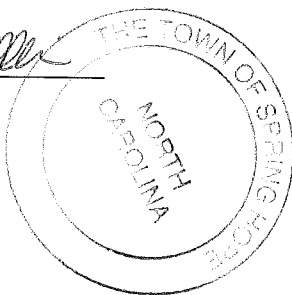
Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and the Budget Officer

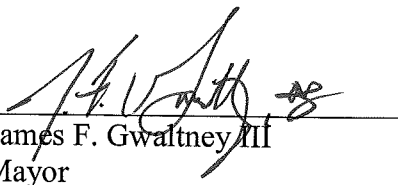
Adopted this 4th day of April, 2016.

Attest:



Michele K Collins
Finance Officer




James F. Gwaltney III
Mayor

BUDGET ORDINANCE AMENDMENT

BE IT ORDAINED by the Governing Board of the Town of Spring Hope, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:

Section 1. To amend the General Fund, the appropriations are to be changed as follows:

Account No.	Decrease	Increase
10-3350-0004 Ins/Police Car (Revenue)		\$10,803.00
10-5100-7600 Police Car (Expense)		\$10,803.00

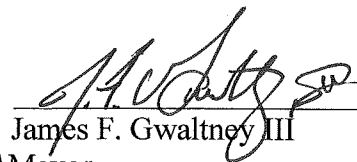
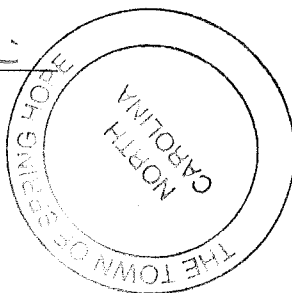
Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and the Budget Officer

Adopted this 4th day of April, 2016.

Attest:



Michele K Collins
Finance Officer



James F. Gwaltney III
Mayor

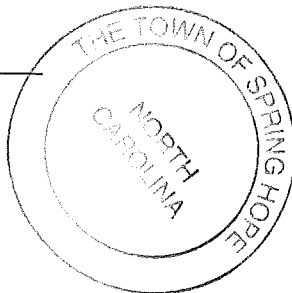
**TOWN OF SPRING HOPE
WATER & SEWER ADJUSTMENT POLICY**

1. The purpose of this policy is to create a method by which the Town can adjust water and sewer bills after a major leak on the customer's side of the meter that occurred outside of the customer's control (i.e., hidden pipe bursts in walls or underground, hot water heaters, water line breaks, etc.).
2. Major leaks are identified as an overage of use that is a minimum of 50 percent higher than the average monthly consumption based on the three (3) month average prior to the month with the leak.
3. Household meters & Irrigation meters: Adjustments are only applied to the sewer portion of the bill. Adjustments to the sewer is calculated based on the past twelve (12) months average prior to the leak. That average amount is deducted from the highest leak bill. If irrigation system is attached to household meter, there will be no sewer adjustment allowed. All leaks must be repaired, and proof must be shown by receipt from plumber.
4. Sewer Adjustment for Swimming Pools: A homeowner will report the meter or ask the Town to come and read the meter prior to filling up the pool. The total amount used to fill up the pool will be adjusted for their sewer billing as it would not enter the sewer system.
5. An adjustment will be allowed only after permanent repair has been made and necessary plumber receipt and/or repair parts receipts have been turned in to the Town. The repair must be verified and inspected by an authorized town employee or contractor.
6. There is a one-time per calendar year adjustment per meter. In the case of a second leak on a meter in the same calendar year that is greater than the first, the Town will allow the customer to pay the full amount on the first leak and adjust the second. Please note, if you have a leak and the Town has informed you of the leak and you request to leave the water on, you are not entitled to receive a second leak adjustment.
7. Payment plans can be arranged upon request for the bill affected by the leak. Moving forward, the normal bill must be paid in full after leak has been repaired.
8. Requests for adjustments must be accompanied by a plumber's receipt or other proof of repair along with a completed Adjustment Request Form by any of the following methods:
 - Email: custsrvc@springhope.net
 - Fax: (252) 478-7131
 - In Person or Mailed to:

Town of Spring Hope
Attn: Utility Billing
PO Box 87
Spring Hope, NC 27882

The foregoing policy on motion of Commissioner BISSETTS, seconded by Commissioner GILSON, was amended this 4TH day of April, 2016.

James (Buddy) Gwaltney, III
James (Buddy) Gwaltney, III, Mayor



ATTEST:

Michele Collins
Michele Collins, Town Clerk

Minutes
Spring Hope Board of Commissioners Meeting
April 4, 2016

A regular meeting of the Town of Spring Hope Board of Commissioners was held at 7 p.m. in the Commissioners Room at the Spring Hope Municipal Building.

Members present: Mayor James Gwaltney, Commissioners Nancy Walker, Brenda Lucas, Drew Griffin and Lee Bissett. Commissioner Daryl Emig was absent.

Also present were Town Manager Jae Kim, Town Clerk Michele Collins, Town Attorney Mark Edwards, Chief Anthony Puckett, Engineer Kevin Varnell and Dean Holmes from Envirolink.

Newspapers present were Joe Burnette from the Spring Hope Enterprise and Amanda Clark from the Nashville Graphic.

Visitors included were; James Long, Veronica Cooper, Savonia Richardson, Ed Bissett and Glen Telefsen.

Mayor Gwaltney called the meeting to order and lead the pledge of allegiance.

Commissioner Bissett made a motion to approve the minutes as written; Commissioner Lucas seconded and the motion passed unanimously.

Public Forum

Ed Bissett who is running for Nash County Commissioner introduced himself to the board. He said that he was a Spring Hope native and that he felt that with his experience he would be a good fit for Commissioner. He thanked the board for allowing him to speak.

The Finance Officer presented two budget ordinances for approval. The first was an increase to revenue and expenditures in Administration due to the town receiving the last reimbursement from the STEP program. The second one was also an increase to revenue and expenditures but this was for the Police Department and was the result of an insurance settlement after a police car was totaled. She also mentioned that the STEP program was officially over and that it had been a complete success.

Commissioner Griffin made a motion to accept the budget amendments as presented; Commissioner Walker seconded and the motion passed unanimously.

Commissioner Griffin made a motion to go into Public Hearing to discuss changes to the Zoning Code Text Amendment; Commissioner Walker seconded and the motion passed unanimously.

Public Hearing

Town Manager Jae Kim told the board that the reason for the hearing was to discuss changing how temporary signs were presented in the Code of Ordinances. Commissioner Bissett asked if the changes would affect the ETJ as well. Mr. Kim told him that ultimately the changes would affect temporary signs both inside and outside the city limits. He said that this was something that would have to be done due to court rulings. Mayor Gwaltney said that the head of the Planning Board had requested that this issue be sent back down to the Planning Board. The board decided to continue the Public Hearing next month on advice from Town Attorney Mark Edwards.

Commissioner Griffin made a motion to continue the Public Hearing at the May 2nd Commissioner's meeting; Commissioner Walker seconded and the motion passed unanimously.

Commissioner Lucas told the board that the Upper Coastal Plain Council of Government had recommended that Town Manager Jae Kim should be named as an alternate member of UCPOG for Spring Hope. She said that she had been appointed to replace the former town manager as the representative for the town but that naming Mr. Kim as an alternate would give him full voting rights in all matters requiring a vote.

Commissioner Lucas made a motion to appoint Jae Kim as the alternate to UCPOG; Commissioner Bissett seconded and the motion passed unanimously.

Town Manager Jae Kim told the board that the town qualified for a \$150,000.00 grant from the Department of Water Quality (DWQ). He said that the grant required a match of 5 to 20 percent which was based on the economic standing of the town. Mr. Kim told the board that the numbers had been looked at and that town met the requirements for the 5% grant which would be \$7500.00 if the town was awarded the grant. He said that the application had to be in by the end of the month but that the required resolution would be accepted past the deadline due to the short notice for most towns.

Mr. Kim said that the next grant he was interested in acquiring for the town was an EPA Brownfields Assessment Grant. He said that this was basically an economic grant that would assist in site planning, cleaning contaminations and community involvement. He told the board that it was possible to apply for this grant in conjunction with another community and that the application deadline was sometime in September. Commissioner Bissett asked if there was a match required for the grant and Mr. Kim said that there would be no matching funds required.

The last grant Mr. Kim proposed for the town was a through the Department of Commerce in conjunction with East Carolina and UNC Chapel Hill. He said that it was a \$50,000.00 grant that would assist in grant writing, planning and budgeting. He told them that he had spoken with some of the staff and would have some members attending this program if the town was awarded the grant. He said the deadline was in May and that there was no match.

Commissioner Bissett asked the finance officer if the \$7500.00 for the first grant was available in the budget; she told him that they could afford it. The board agreed that as long as the match was available that they were totally supportive of applying for the grants.

Town Engineer Kevin Varnell told the board that a permit had been issue from the Department of Water Quality for the Country Inn Lift station Project. He said that the bid package had been sent off for approval so that the process could begin. Commissioner Bissett asked him if he had found anyone to buy the pumps that had been purchased the prior year for the lift station. Dean Holmes from Envirolink said that he would see if that would be a possibility for another town.

Mr. Kim proposed a new water and sewer written adjustment policy. The new policy would now use a 3 month average which would determine if the leak would qualify for an adjustment and be deemed a major leak because of a 50% higher usage. The new policy would also give a second chance for a leak adjustment by allowing for an adjustment on a larger leak but then having the customer pay for the first leak.

Commissioner Bissett made a motion to approve the new adjustment policy; Commissioner Griffin seconded and the motion passed unanimously.

Town Attorney Mark Edwards had no new business.

Dean Holmes gave the Envirolink report.

Chief Anthony Puckett told the board that there was a theft that involved items being taken out of an unlocked vehicle at 316 Hopkins St. He reiterated the importance of locking vehicle doors even if they are in the owner's yard. He said that there was an active theft investigation at the elementary school. He also mentioned that the ABC store had been broken into but that nothing had been stolen. He said there had been several ABC stores hit and that it was probably the same people. He said the faces were covered when they entered the store so the video camera did not pick up any film of the suspects. He said that there were several charges made during the month including separate heroin possession charges and prescription fraud which was at Southside Pharmacy. He said that the click it or ticket campaign resulted in 14 charges. Lastly he encouraged everyone to call 911 if any suspicious activity was noticed

Gerrelene Walker presented the 2014-2015 audit. She said that the town received a clean audit and that she believed it was due to conservative spending and the attentiveness of staff to all matters concerning finances.

Town Manager Jae Kim told the board that he attended a land conversion meeting that was concerning the park area. He told the board that the owner of the land that was next to the Spring Hope park was interested in receiving access to his property through Spring Hope park land in exchange for 3 acres of land. He explained that the park land may not be eligible due to the legal limitations of the federally sponsored land.

The board decided to have a budget workshop on Saturday April 16th starting at 9 am.

There were no new items by the board.


Commissioner Griffin made a motion to go into closed session; Commissioner Walker seconded and the motion passed unanimously.

Closed Session

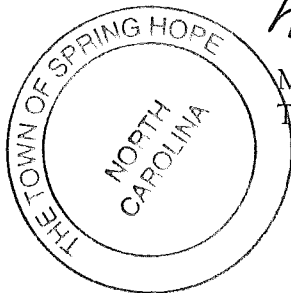
Commissioner Griffin made a motion to go back into open session; Commissioner Walker seconded and the motion passed unanimously.

Commissioner Bissett made a motion to adjourn; Commissioner Walker seconded and the motion passed unanimously.

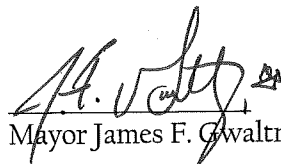
Submitted by:



Michele K. Collins
Town Clerk



Attest:



Mayor James F. Gwaltney

Minutes
Spring Hope Board of Commissioners Budget Workshop
April 16, 2016

A budget workshop was held at 9:00 am in the Commissioners Room at the Spring Hope Municipal Building.

Members present: Mayor James Gwaltney, Commissioners Nancy Walker, Brenda Lucas, and Daryl Emig
Commissioners Drew Griffin and Lee Bissett were absent.

Also present were Town Manager Jae Kim, Town Clerk Michele Collins and Tax Collector Sandra Morris.

Newspapers present were Joe Burnette from the Spring Hope Enterprise and Amanda Clark from the Nashville Graphic.

Town Manager Jae Kim began the workshop with asking the board to focus on priorities and goals for the upcoming year. The first of these suggestions was how to solve the problem of empty store fronts and why it seemed like many stores were being used for storage. He also touched on ideas that included incentives for businesses that relocate to Spring Hope. He mentioned Façade programs, infrastructure, street lights and green ways which focused on the attractiveness of the town. The next ideas included spraying for mosquitos, I and I problems for water and sewer, ordinances for abandoned vehicles, a bike and pedestrian plan, branding and updating the 2020 vision plan. Lastly he asked about reinvesting in town buildings and properties as it pertained to maintenance and upkeep. The board voted on their top picks for the upcoming year and the five that they were most concerned about were; upkeep of town property, incentives for new business, ordinance for grass and vehicles, I and I for water and sewer problems and the bike and pedestrian plan.

Mr. Kim asked the board to look at the current lineup of cars operated by the police department. He said that Chief Puckett wanted to be able to assign one car to each full time officer and have one reserve vehicle for the part time officers. He noted that currently there were only four vehicles that were operational for full time officers since the wreck of the car #253 in February. Mr. Kim told the board that there was a fully equipped demo for approximately \$28,000.000 that the department wanted to purchase in the new budget and that the car only had 30,000 miles on it and would be given to a full time officer as his assigned car. He also said that car #249 that the part time officer's use has about 132,000 miles on it and is having mechanical issues. He said that the Chief wanted to purchase two used vehicles in the current year budget from a neighboring town to take the place of #249 and the wrecked vehicle. He said these two cars would be purchased with the insurance money from car #253 the totaled vehicle from the wreck. Commissioner Emig asked if the money would be available to pay for the new vehicle. Mr. Kim said it would be because they were going to enter a lease to buy contract and make payments for the next four years starting in 2016-2017.

Commissioner Emig made a motion to allow the manager to sign a letter of intent to purchase the demo vehicle as long as it fits in the budget; Commissioner Walker seconded and the motion passed unanimously.

Commissioner Emig asked if Envirolink would be raising their prices for the upcoming year. Town Manager Kim said that this was the renegotiation year so he would let them know what was going on when it began.

There was no new business by the Commissioners

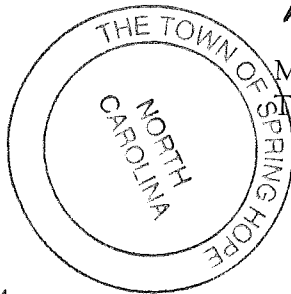
Mayor Gwaltney said that he wanted to mention that if there was any Powell Bill Funds left next year that speed bumps on McLean St. maybe something the board needed to think about. He also reminded everyone that the 5K race was on Saturday.

Commissioner Walker made a motion to adjourn; Commissioner Emig seconded and the motion passed unanimously.

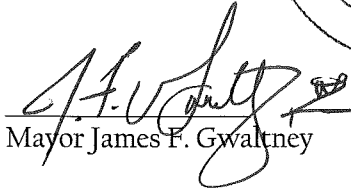
Submitted by:



Michele K. Collins
Town Clerk



Attest:

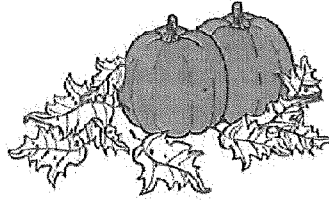


Mayor James F. Gwaltney

TOWN OF SPRING HOPE

COMMISSIONERS

LEE BISSETT
DARYL EMIG
DREW GRIFFIN
BRENDA LUCAS
NANCY WALKER



JAMES (BUDDY) GWALTNEY III, Mayor

JAE H. KIM, Town Manager

MICHELE COLLINS, Town Clerk

RESOLUTION NO. 2016-01

A RESOLUTION OF THE TOWN OF SPRING HOPE, NORTH CAROLINA TO SUPPORT AN APPLICATION FOR A GRANT FROM THE NORTH CAROLINA DIVISION OF WATER INFRASTRUCTURE FOR AN ASSET INVENTORY AND ASSESSMENT

WHEREAS, the Town of Spring Hope desires to be proactive in the planning, management, and financing of their water and wastewater system to ensure a viable and affordable service to their citizens; and

WHEREAS, the North Carolina Division of Water Infrastructure provides grant funding for Water and Wastewater Asset Inventories and Assessments; and

WHEREAS, the North Carolina Division of Water Infrastructure requires an official resolution to be adopted by the Town of Spring Hope verifying support of the Grant as well as indication of continuing support to updating the asset inventory and capital improvement plan in the future; and

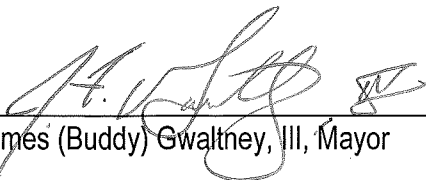
WHEREAS, the Town of Spring Hope intends to request state grant assistance for the Water and Wastewater Asset Inventory and Assessment projects; and

NOW, THEREFORE, BE IT RESOLVED that the Town of Spring Hope:

1. The Town of Spring Hope, the **Applicant**, supports the Asset Inventory and Assessment Grant application(s) to the North Carolina Division of Water Infrastructure in an amount of \$300,000.
2. The **Applicant** will arrange financing for the required match and all remaining costs of the project(s), if approved for the grant(s) in an amount not to exceed \$15,000.
3. The **Applicant** authorizes the Town of Spring Hope – Manager and/or Mayor, the **Authorized Official(s)**, and successors so titled, to execute and file on behalf of the **Applicant**, an application for the Asset Inventory and Assessment Grant(s) from the North Carolina Division of Water Infrastructure.
4. The **Applicant** authorizes the **Authorized Official(s)**, and successors so titled, to have legal authority to negotiate and execute the grant(s) contracts and amendments or change others, and to certify grant disbursement on behalf of the **Applicant**.
5. The **Applicant**, authorizes and directs the **Authorized Official(s)**, and successors so titled, to furnish such information as the appropriate State agency may request in connection with the grant application(s) and project(s); to make the assurances as contained above; and to execute such other documents as may be required in connection with the application(s).

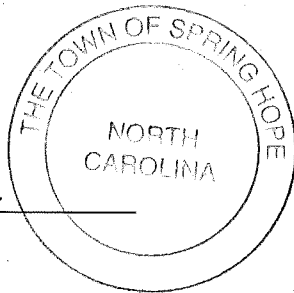
6. Upon award and reimbursement of the grant funding the **Applicant** is committed to implementing the asset inventory and assessment to guide a water and/or wastewater related capital improvement plan and updating and maintaining the asset inventory and capital improvement plan into future budget years, as further documented in the Asset Inventory and Assessment Grant Application Narrative.
7. The **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

The foregoing resolution on motion of Commissioner Griffin, seconded by Commissioner Lucas, was adopted this 2nd day of May, 2016.


James (Buddy) Gwaltney, III, Mayor

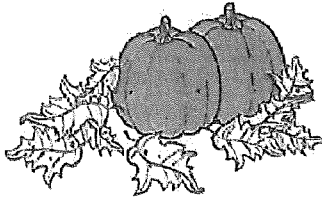
ATTEST:


Michele Collins, Town Clerk



TOWN OF SPRING HOPE

COMMISSIONERS
LEE BISSETT
DARYL EMIG
DREW GRIFFIN
BRENDA LUCAS
NANCY WALKER



JAMES (BUDDY) GWALTNEY III, Mayor

JAE H. KIM, Town Manager

MICHELE COLLINS, Town Clerk

RESOLUTION NO. 2016-02

RESOLUTION ADOPTING A PROCUREMENT POLICY

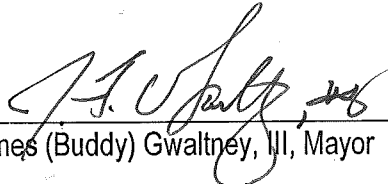
WHEREAS, the Town of Spring Hope currently does not have a written formal Procurement Policy; and

WHEREAS, the proposed Procurement Policy will provide guidance for the Town of Spring Hope for purchasing methods and practices; and

WHEREAS, the proposed policy provides a foundation for a sound centralized purchasing system and will better serve the citizens of the Town of Spring Hope; and

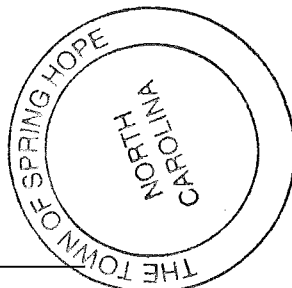
NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby adopt the Procurement Policy for Purchasing and Procedures for the Town of Spring Hope.

Adopted and approved this 2ND day of May, 2016.


James (Buddy) Gwaltney, III, Mayor

ATTEST:


Michele Collins, Town Clerk



Minutes
Spring Hope Board of Commissioners Meeting
May 2, 2016

A regular meeting of the Town of Spring Hope Board of Commissioners was held at 7 p.m. in the Commissioners Room at the Spring Hope Municipal Building.

Members present: Mayor James Gwaltney, Commissioners Nancy Walker, Brenda Lucas, Drew Griffin and Daryl Emig. Commissioner Lee Bissett was absent.

Also present were Town Manager Jae Kim, Town Clerk Michele Collins, Town Attorney Mark Edwards, Chief Anthony Puckett and Dean Holmes from EnviroLink.

Newspapers present were Joe Burnette from the Spring Hope Enterprise and Kendra Jones from the Nashville Graphic.

Mayor Gwaltney called the meeting to order and led the pledge of allegiance.

Commissioner Griffin made a motion accept the minutes of the April 4th regular meeting and the April 16th budget session as written; Commissioner Lucas seconded and the motion passed unanimously.

Mayor Gwaltney announced that the board would be continuing the Public Hearing on the Zoning Code Text Amendment 16-01 that remained opened from April's meeting. Town Manager Jae Kim told the board that he had spoken with a professor at the UNC School of Government and that there seemed to continue to be some unanswered questions about the Sign Ordinance which would be Amendment 16-01 in the Zoning Code. He said that there was some content in the language that would not fit within the new regulations for signs and that the charging of fees for some signs would also need to be discussed. Mr. Kim said because of these things that he recommended that the Public Hearing be closed and the matter sent back to the Planning Board to answer the additional concerns.

Commissioner Griffin made a motion to come out of Public Hearing; Commissioner Walker seconded and the motion passed unanimously.

Commissioner Emig made a motion to send Amendment 16-01 back to the Planning Board; Commissioner Lucas seconded and the motion passed unanimously.

Mr. Kim presented the resolution for the Asset Inventory Assessment Grant which was a required part of the grant process. He told the board that the grant application had been finished and delivered. Mayor Gwaltney asked Mr. Kim if this was strictly grant money or if a match was involved. He said that this was the grant that called for a \$5000.00 match which could be covered with money or a combination of money and in kind services.

Commissioner Griffin made a motion to continue to pursue the grant by accepting the resolution; Commissioner Lucas seconded and the motion passed unanimously.

Mr. Kim asked the board to look at the new procurement plan that was being proposed. He said in the past the town had a plan but that it was not in writing and that a written policy was needed. Commissioner Emig said that he thought that the wording of having only two credit cards may cause problems in the future if a third needed to be added. Mr. Kim said that currently if he or the Police Chief needed to use the card they would request to obtain one from the two employees who currently had them. He said that he felt comfortable having two cards at the present time but would rewrite that section of the policy in case a third card may be needed in the future. Mayor Gwaltney asked if any further changes were needed; the board did not have any.

Commissioner Griffin made a motion to accept the Procurement Policy Resolution 2016-02 with the changes recommended by Commissioner Emig; Commissioner Walker seconded and the motion passed unanimously.

Mr. Kim said that he thinks the town needs to draft a policy that will cover the issue of street closure requests that are made by either business owners or private citizens. Commissioner Griffin asked if other towns charged a fee for street closure permits. Mr. Kim said that the cost of the fees for other towns ranged from \$25.00 to \$500.00 dollars. He said that it mostly depended on the amount of people expected at the event and if additional police presence and particular equipment was needed. He also said that some events are charged a fee depending on whether it was a public town sponsored event or an event that was held by a third party. Commissioner Griffin said that there should be a policy in place that the manager should be able to approve since the board only meets once a month. Commissioner Emig said that maybe the policy could be limited to a Chamber or Business owner event. Mr. Kim said that unless it was a town co-sponsored event the Chamber is considered a not for profit business and it may cause problems with other businesses consider non-profit. Mayor Gwaltney said that the difference for some of the businesses is that they may be located on a state maintained street and would need permission from the NCDOT. Commissioner Emig said he thought that other businesses that would be affected by another's closing of a street should be able to voice their concerns at a Public Hearing. Town Attorney Mark Edwards said that questions could be asked by the board about the event but that the content of the question had to be general; this would include whether they had insurance, other permits and if extra police and equipment would be needed. Mayor Gwaltney agreed and said that the person who wants to have the street closed should also pay for the Public Hearing advertisement. Mr. Kim said he would speak with the Police Chief and bring in more information at the next meeting.

Attorney Mark Edwards had no new business.

Dean Holmes from Envirolink gave the monthly report.

Chief Puckett said that the 5k run went very well and they had no problems. He reminded the board that there would be a Spring Hope Police Department sponsored Blood Drive at the Community Building on May 18th from 3pm to 7pm. He said that the ABC store was broken into again and there were also several charges of marijuana possession during the month. Chief Puckett reiterated once again that everyone should be locking their vehicles even in their driveways. He said that there was an arrest of a road rage suspect in April and that later the same suspect was wanted in connection with a homicide. He said a search of a home on Gum Avenue had resulted in a charge of marijuana possession. Commissioner Walker asked what happened on Louisburg Rd; Chief Puckett said it was a routine vehicle stop.

Mr. Kim presented the 2016-2017 Budget Messages to the board. He said that the tax rate would continue at .63 per 100. He said the budget was balanced at \$1,527,150.00 which was 7% less than the current budget which is \$1,645,921.81. Mr. Kim told the board that he had balanced the General Fund at \$1,051,150.00 and Water and Sewer at \$476,000.00. He mentioned that he had put in a 1% increase for employee salaries as well as enough money to pay for a 5 year lease to own on a new police vehicle that would cost a total of \$28,500.00 after the five years. He said that he was recommending that the town do a rate study to determine whether the water and sewer rates needed to be adjusted. He reminded the board that the 2016 renegotiation of the Envirolink contract was coming up in December and that the rates would most definitely change and therefore the budget would have to reflect it. He also said that there would be an additional amount of \$9,000.00 in General Fund coming from the state to the town for economic development. The board had no questions.

Mr. Kim said that there was another meeting pertaining to the land conversion at the park with the Recreation Resource Service representatives. He said that they came to town hall and said that they were

in favor of the conversion and that the town needed to write a letter stating that all alternatives to the conversion had been assessed. He said that Mr. Poole from NC State Parks did not think that all alternatives had been explored but that the letter may be a first step to the conversion. He reminded the board that the current owner Mr. Telefson was not interested in developing the property and really just wanted to sell it. Mr. Kim told the board that it would be much better for the town if the short conversion process was chosen. Mayor Gwaltney asked if sending the letter would hurt or help the town. Town Attorney Mark Edwards said that putting the conclusion in writing would not hurt the town and would just be stating the facts. Mr. Kim said that this was just a first step and that everything would still have to be approved by the State of NC and also the Federal Government.

Commissioner Griffin made a motion to allow the Town Attorney and Town Manager to put into writing the intention to pursue the land conversion; Commissioner Lucas seconded and the motion passed unanimously.

Mr. Kim mentioned that the town may hear some kind of conclusion by July 20th whether or not the grant for the I and I assessment was awarded to Spring Hope. He also said that the EPA Brownsville grant was also still an option and that there had been a meeting in April to discuss the grant. He said that Nashville sent a representative from the Planning Department to see if they were interested in pursuing the grant as a coalition. He said that if there was no consensus among the towns then Spring Hope could possibly get the grant on its own. There were no questions from the board

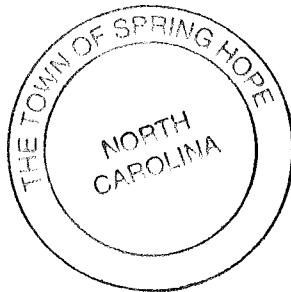
Commissioner Emig made a motion to go into closed session; Commissioner Lucas seconded and the motion passed unanimously.

Closed Session

Commissioner Walker made a motion to come out of closed session; Commissioner Griffin seconded and the motion passed unanimously.

Commissioner Emig made a motion to adjourn; Commissioner Walker seconded and the motion passed unanimously.

Submitted by:



A handwritten signature in cursive script, appearing to read "Michele K. Collins".

Michele K. Collins
Town Clerk

Attest:

A handwritten signature in cursive script, appearing to read "James F. Gwaltney".
Mayor James F. Gwaltney

**TOWN OF SPRING HOPE
ANNUAL BUDGET ORDINANCE
FISCAL YEAR 2016-2017**

BE IT ORDAINED by the Governing Board of the Town of Spring Hope, North Carolina that the following anticipated fund revenues and departmental expenditures, together with certain fees and schedules, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of the Town government and its activities for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

Summary

Section 1: General Fund - Expenditures

Governing Body	7,000
Administration	219,714.50
Buildings	102,500
Public Safety	406,832.50
Streets	92,000
Powell Bill	41,000
Sanitation	157,000
Recreation	7,000
Library	8,500
Cemetery	9,000
Museum	<u>503</u>
Total:	\$1,051,050

Section 2: General Fund - Revenues

Ad Valorem Taxes	426,450
Taxes all other years	9,500
Motor Vehicles Taxes	52,000
Penalties & Interest	2,500
Permits and Fees	1,000
Powell Bill Funds	41,000
Franchise Fees	55,000
Sales Tax/Video Program	7,000
Local Option Sales Taxes	213,000
Hold Harmless Funds	44,000
Beer & Wine Tax	6,000
Rental on Buildings	3,500
Cemetery	18,000
Sales/Telecommunications	8,000
Garbage Fees	149,000
Other Revenues	<u>15,100</u>
Total:	\$1,051,050

Section 3: Water & Sewer Fund – Expenditures

Water & Sewer Administration & Finance [1]	142,619.50
Water & Sewer Operations	<u>333,380.50</u>
Total:	\$476,000

[1] Portion of department for debt service

Section 4: Water & Sewer Fund – Revenues

Water Usage Charges	194,000
Sewer Usage Charges	239,000
Taps & Connection Fees	3,000
Other Revenues	<u>40,000</u>
Total:	\$476,000

Section 5: Levy of Taxes

There is hereby levied a tax at the rate of sixty-three cents (\$.63) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2016, for the purpose of raising the revenue listed "Ad Valorem Taxes" in the General Fund in Section 2 of this ordinance. This is based on a valuation of property for purposes of taxation of \$69,466,000 and an estimated rate of collection of 95%.

Section 6: Special Authorization of the Finance Officer

- A. The Finance Officer shall be authorized to reallocate any appropriations within departments without limitation and without a report being required. These changes should not result in increased obligations such as salaries.
- B. The Finance Officer may transfer amounts up to \$1,000 between departments within the same fund. The Finance Officer shall make an official report on such transfers at the next regular meeting of the Governing Board.
- C. The Finance Officer may not transfer any amount between funds, except as approved by the Governing Board in the Budget Ordinance as amended.

Section 7: Pay Plan

Cost of Living Adjustment (COLA) for all Town employees shall be 1% and shall begin the first payroll in the new fiscal year.


Section 8: Utilization of the Budget Ordinance

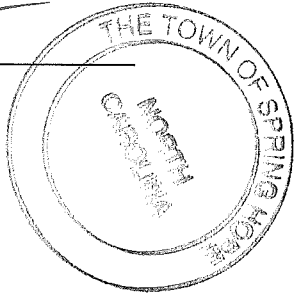
This ordinance shall be the basis of the financial plan for the Town of Spring Hope municipal government during the 2016-17 fiscal year. The Finance Officer with the assistance of the Town Manager administer the Annual Operating Budget and shall ensure the operating staff and officials are provided with guidance and sufficient details to implement their appropriate portion of the budget.

Section 9: Copies of this Budget Ordinance

Copies of this Budget Ordinance shall be furnished to the Town Clerk, Governing Board, and Finance Officer to be kept on file by them for their discretion in the disbursement of funds.

Adopted this 6TH day of June, 2016.


James F. Gwaltney, Mayor



Attest:


Michele Collins, Town Clerk

BUDGET ORDINANCE AMENDMENT

BE IT ORDAINED by the Governing Board of the Town of Spring Hope, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:


Section 1. To amend the General Fund, the appropriations are to be changed as follows:

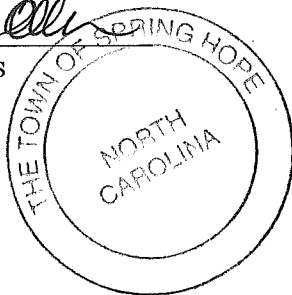
Account No.	Decrease	Increase
10-3510-0000 Police Tech Grant (Revenue)	\$9,610.00	
10-5100-3300 Supplies and Materials (expense)		\$9,610.00

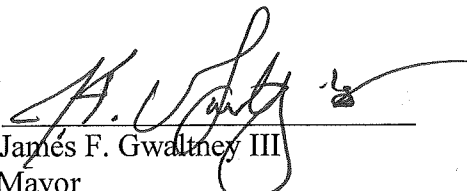
Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and the Budget Officer

Adopted this 6th day of June, 2016.

Attest:


Michele K Collins
Finance Officer




James F. Gwaltney III
Mayor

**RESOLUTION NO. 2016-05
APPROVING THE TOWN MANAGER'S PERFORMANCE EVALUATION FORM**

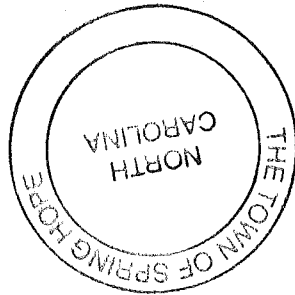
WHEREAS, the Town of Spring Hope has a council-manager form of local government in which the elected governing body (Board) is responsible for legislative functions and the town manager provides professional management and carries out the implementation of town ordinances for the elected body; and

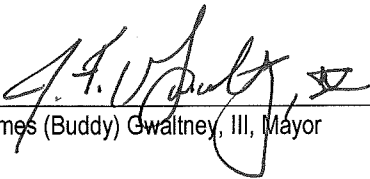
WHEREAS, to accomplish the goals of continuously improving the effectiveness and efficiency of Town services that a mechanism be established to provide a two-way communication between manager and Board; and

WHEREAS, that method to accomplish such goals be in the form of an annual performance evaluation; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners hereby approves the performance evaluation form to be used to assess the annual job performance of the Town Manager.

ADOPTED this the 6TH day of June, 2016.




James (Buddy) Gwaltney, III, Mayor

ATTEST:



Michele Collins, Town Clerk

**AN ORDINANCE AMENDING THE SPRING HOPE CODE OF ORDINANCES
WITH REGARD TO PROPERTY KEPT CLEAN**

WHEREAS, after due consideration of the needs of public health, safety and welfare including public nuisance, the language defining the section: property kept clean needed refinement;

WHEREAS, the Board of Commissioners have an important governmental interest in protecting the public health, safety and welfare by keeping premises free from noxious weed, trash, and all other forms of animal or vegetable refuse which may constitute a public nuisance;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Spring Hope the following:

Section 1. Section 10-52. – Property kept clean is hereby amended and reads as follows:

Sec. 10-52. - Property kept clean.

- (a) Premises required to be kept clean. Every person owning or occupying any premises in the corporate limits shall keep the premises free from noxious weed, trash, and all other forms of animal or vegetable refuse which may be dangerous or prejudicial to the public health, or which may constitute a public nuisance. No owner or occupant of any premises shall bury therein any animal or vegetable matter which, upon decaying, may become dangerous or prejudicial to the public health, or may constitute a nuisance.
- (b) Weeds; time for cutting. Every owner or person in possession of a ~~vacant~~ lot within the corporate limits shall cut down, within ~~twelve~~ ~~four~~ inches of the ground, all weeds, grass or other noxious growth from said lot as needed. If said weeds or other noxious growth are not cut in compliance with this article, the town manager or the town manager's designee shall proceed to have said weeds or other noxious growth cut pursuant to the terms of subsection (c) of this section.
- (c) Penalties and remedies. If any person shall violate the provision of either subsections (a) or (b) of this section, it shall be the duty of the town manager or another designated agent to give notice to the owner and person in possession of such premises that within ~~ten~~ ~~seven~~ days from the date of such notice, any material in violation of either subsections (a) or (b) of this section shall be removed. If the owner and/or the person in possession of such premises do not remove the said materials within ~~ten~~ seven days from the date of the notice, the town manager may:
 - (1) Proceed to hire a qualified third party to cut and/or remove the material in violation of this section.
 - (2) Charge the owner and person in possession of the premises, jointly and severally, \$250.00 plus any and all costs incurred by the town pursuant to subparagraph (1) of this subsection.
 - (3) Utilize any of the appropriate provisions of section 1-18.
 - (4) If a private qualified third party is hired to cut and/or remove the material, the material must be carried away and properly disposed of by the contractor and not left for the solid waste collector to dispose of.

(Prior Code, ch. VII, § 3; Res. of 9-8-2008(01); Res. of 8-6-2012, § 2)

Section 2. All provisions of any town ordinance or resolution in conflict with this ordinance are repealed.

Section 3. This ordinance shall become effective upon adoption.

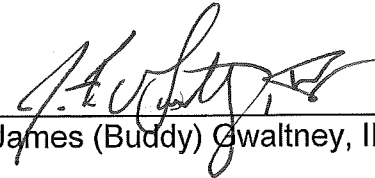
The foregoing ordinance, having been submitted to a vote, received the following vote and was duly amended this 6th day of June, 2016.

Ayes: 3


Noes: —

Absent or Excused: 2

Dated: 6/6/16


James (Buddy) Gwaltney, III, Mayor

Attest:


Michele Collins, Town Clerk

**RESOLUTION NO. 2016-03
AUTHORIZING FINANCING TERMS FOR A NEW POLICE VEHICLE**

WHEREAS, the Town of Spring Hope (the "Town") has previously determined to undertake the financing of a new police vehicle, (the "Vehicle"), and the Town Manager has now presented a proposal for the financing of such Vehicle.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF SPRING HOPE:

1. The Town hereby determines to finance the Vehicle through Providence Bank (the "Bank"). The amount financed shall not exceed \$29,800, the annual interest rate (in the absence of default or change in tax status) shall not exceed 3.50%, and the financing term shall not exceed five (5) years from closing. The Amortization Schedule for the Vehicle is attached hereto as Attachment A.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the Town are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Vehicle as contemplated by the proposal and this resolution.

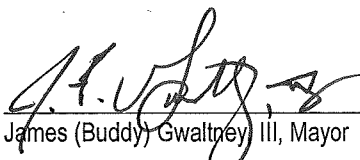
3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Town officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Documents for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The Town shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations.


5. The Town intends that the adoption of this resolution will be declaration of the Town's official intent to reimburse expenditures for the Vehicle that is to be financed from the proceeds of the Bank financing described above. The Town intends that funds that have been advanced, or that may be advanced, from the Town's general fund or any other Town fund related to the Vehicle, for Vehicle costs may be reimbursed from the financing proceeds.

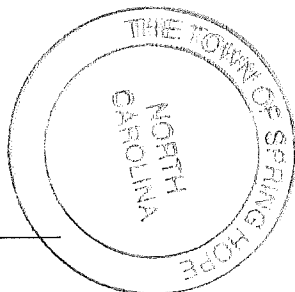
6. All prior actions of Town officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

ADOPTED this the 6TH day of June, 2016.


James (Buddy) Gwaltney III, Mayor

ATTEST:


Michele Collins, Town Clerk



BUDGET ORDINANCE AMENDMENT

BE IT ORDAINED by the Governing Board of the Town of Spring Hope, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016:


Section 1. To amend the General Fund, the appropriations are to be changed as follows:

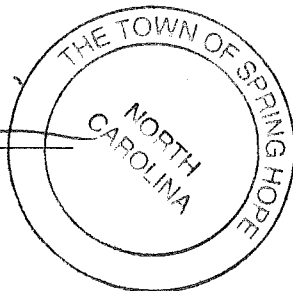
Account No.	Decrease	Increase
10-4200-4500 Admin Contract Services	\$11,000.00	
10-5000-1300 Utilities (Buildings)		\$2,000.00
10-5800-4500 Sanitation Contract Services		\$5,500.00
10-6400-4500 Contract Services (Cemetery)		\$3,500.00

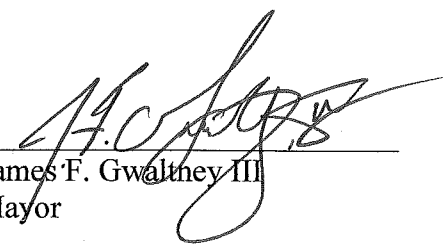
Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and the Budget Officer

Adopted this 29th day of June, 2016.

Attest:


Michele K Collins
Finance Officer




James F. Gwaltney III
Mayor

Minutes
Spring Hope Board of Commissioners Meeting
June 6, 2016

A regular meeting of the Town of Spring Hope Board of Commissioners was held at 7 p.m. in the Commissioners Room at the Spring Hope Municipal Building.

Members present: Mayor James Gwaltney, Commissioners Nancy Walker, Brenda Lucas and Lee Bissett. Commissioners Drew Griffin and Daryl Emig were absent.

Also present were Town Manager Jae Kim, Town Clerk Michele Collins, Town Attorney Mark Edwards, Admin Specialist Sandra Morris, Chief Anthony Puckett and Josh Bennett from Envirolink.

Newspapers present were Joe Burnette from the Spring Hope Enterprise and Kendra Jones from the Nashville Graphic.

Mayor Gwaltney called the meeting to order and led the pledge of allegiance.

Visitors present included Chamber members Tracey Jackson and Chris Wheaton. Spring Hope Police officers Tim Bell, Durwood Radford and Lt. Allen Proctor were also present.

Commissioner Walker made a motion to approve the minutes of May 2nd 2016 as written; Commissioner Lucas seconded and the motion passed unanimously.

Tracey Jackson and Chris Wheaton presented the Police Department with a \$2000.00 donation which came from money raised at the recent 5k event sponsored by the Chamber. Mr. Wheaton and Mrs. Jackson said that they were very appreciative of all that the department had done for them at the race and past events. Mr. Wheaton said that he felt like the event was successful due to the community coming together and helping in any way possible.

Commissioner Bissett made a motion to go into Public Hearing for the 2016-2017 budget; Commissioner Walker seconded and the motion passed unanimously.

Public Hearing

Town Manager Jae Kim said that the General Fund was balanced at \$1,051,050.00 and that Water and Sewer was balanced at \$476,000.00. He said that the total operating budget was \$1,527,050.00 which included a 1% COLA for all full time employees. He also said that he thought the town needed to pursue a water and sewer rate study because the fund was very tight financially. Commissioner Bissett asked if the study would be done internally. Mr. Kim said that the town would be getting assistance from Envirolink on the study. Mayor Gwaltney asked the manager if there was any possibility of a tax increase; Mr. Kim said no that the rate would remain at .63 per \$100.00 valuation of property. There was no further comment.

Commissioner Bissett made a motion to close the public hearing and go back into regular session; Commissioner Walker seconded and the motion passed unanimously.

Town Manager Jae Kim pointed out the 2016-2017 Fiscal Year Ordinance contained the Revenues and Expenditures for each fund as well as special authorization for the Finance Officer as it pertained to the budget.

Commissioner Lucas made a motion to adopt the 2016-2017 Budget Fiscal Year Ordinance; Commissioner Bissett seconded and the motion passed unanimously.

Mr. Kim presented a budget amendment that would reimburse monies spent by the Police Department in the amount of \$9610.00 which was part of a police tech grant.

Commissioner Bissett made a motion to approve the budget amendment; Commissioner Walker seconded and the motion passed.

Mr. Kim presented a resolution to authorize the purchase of a new police vehicle. He pointed out that the bank had requested the resolution and also had sent a copy of the amortization schedule.

Commissioner Lucas made a motion to accept the resolution for the new police vehicle; Commissioner Bissett seconded and the motion passed.

Mr. Kim presented the tax and water writes offs; he said that all collection efforts had been made. He told the board that if anyone from the write off list tries to open a water account in the future they would have to pay the written off amount before a new account would be opened. He said that the taxes had been in collections for the maximum of 10 years and would also need to be written off.

Commissioner Bissett made a motion to accept the write offs; Commissioner Walker seconded and the motion passed.

Mr. Kim asked the board to approve the request to advertise the 2015 list of late tax payers in the local paper.

Commissioner Bissett made a motion to advertise the list; Commissioner Lucas seconded and the motion passed.

Mr. Kim asked for a motion to approve the discoveries and releases from Nash County.

Commissioner Lucas made a motion to approve the discoveries and releases; Commissioner Walker seconded and the motion passed.

Mr. Kim asked the board to consider approval of an audit contract from the current audit firm of Maxton C. McDowell to perform the 2015-2016 financial audits. He said that next year the town would put the audit contract out for bid.

Commissioner Bissett made a motion to accept the audit contract with the McDowell firm; Commissioner Lucas seconded and the motion passed.

The manager asked the board to look at the proposed change to the zoning ordinance section 10-52 E and C which pertains to town property owners keeping their lots maintained. He said that currently the owner would be in violation if the height of the grass was over 4 inches but the new regulation would change that to 12 inches. The other change would be the length of time to comply with the violation notice; it would go from 7 days to 10.

Commissioner Bissett made a motion to approve the request to amend Section 10-52 items b and c; Commissioner Walker seconded and the motion passed unanimously.

Josh Bennett from Envirolink gave the monthly report. He said that annual hydrant flushing would take place the 14th and 15th.

Chief Puckett told the board that there had been two people shot at a residence on West Nash Street last month. He said that the suspects shot the victims as they left the home. He said that two people shot were taken to the hospital with non-life threatening injuries and that several suspects were arrested and taken to jail. He said that Nash County Sheriff's deputies along with the Tar River Task force assisted in the shooting investigation with Spring Hope PD. He told the board that there had been some counterfeit

\$20.00 bills found in town at Food Lion and wanted everyone to be aware. He also said that Probation and Parole officers had been in town to assist in finding violators and found marijuana and cocaine at a residence on West Nash Street. He said that the blood drive at the Community Building that was headed up by Lt. Proctor was a success. Lastly he said that Officer Hess had resigned his full time position and he was in the process of replacing him.

Mr. Kim said that the letter from the town pertaining to the park land conversion stating that all alternatives had been used was written and delivered. He said that the next step with the project included walking the property with owner Glen Telefsen and meetings with Federal representatives regarding the conversion. He also told the board that the Town of Nashville decided not to apply for the EPA Brownsville grant with Spring Hope and that the town would be applying alone.

Mr. Kim said that he had begun the negotiations with Envirolink on the new terms for renewal of the contract. He told the board that Belt Concepts was interested in natural gas coming to town. He said that there wouldn't be any cost to the town but that it could actually give residents an opportunity to choose the service.

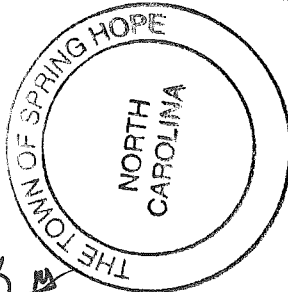
Mr. Kim asked the board to consider June 24th or June 27th as dates for the end of the year budget adjustments. Mayor Gwaltney suggested the 24th at 5:00pm may be easier for everyone instead of during the day on Monday the 27th. The board agreed.

Commissioner Bissett made a motion to recess until June 24th at 5:00 for end of the year adjustments; Commissioner Walker seconded and the motion passed unanimously.

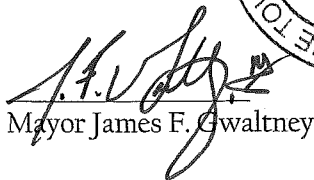
Submitted by:



Michele K. Collins
Town Clerk



Attest:



Mayor James F. Gwaltney

Minutes
Spring Hope Board of Commissioners Special Called Meeting
June 29, 2016

A special called meeting of the Town of Spring Hope Board of Commissioners was held at 5:15 p.m. in the Commissioners Room at the Spring Hope Municipal Building.

Members present: Mayor James Gwaltney, Commissioners Nancy Walker, Brenda Lucas and Daryl Emig. Commissioners Drew Griffin and Lee Bissett were absent

Also present were Town Manager Jae Kim and Town Clerk/Finance Officer Michele Collins.

Mayor Gwaltney called the meeting to order.

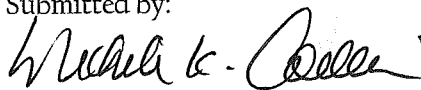
The Finance Officer asked the board to look at the end of the year Budget Adjustments. She told the board that both the Water and Sewer and General Fund budgets had remained balanced as a whole for the year. She said that the adjustments were for individual departments within the General Fund budget. She explained to the board that the Buildings, Sanitation, and Cemetery departments had all gone over budget therefore would need to be supplemented by one that had a surplus. She proposed taking \$11,000.00 from contract services in the Administration Department. She said that would give her enough to cover the \$2,000.00 in buildings, \$5,500.00 in sanitation and \$3,500.00 in cemetery departments that came up short. Commissioner Emig asked if the cemetery revenue wasn't covering the cemetery expenses. She told him that the revenue collected was more than the expense used for the year but that the original expense appropriation was not enough. She said that to stay within the limits of the budget it was best to take out of another expense therefore leaving the budget the same. Commissioner Walker asked why the Sanitation was over budget. She told her it was a matter again of incorrect appropriation at the onset of the budget. She said the difference with sanitation was that there were set prices that would not change during the year unlike with the cemetery which could change at any time.

Commissioner Emig made a motion to approve the budget amendments as presented; Commissioner Lucas seconded and the motion passed unanimously.

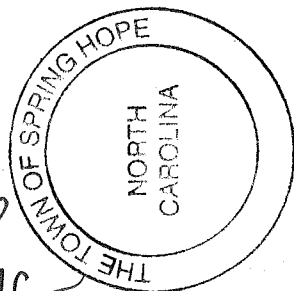
Mayor Gwaltney reminded everyone that the next meeting would be on Tuesday the 5th due to the Fourth of July holiday.

Commissioner Walker made a motion to adjourn; Commissioner Lucas seconded and the motion passed unanimously.

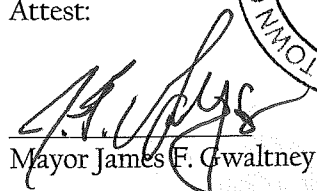
Submitted by:



Michele K. Collins
Town Clerk



Attest:



Mayor James F. Gwaltney

Minutes
Spring Hope Board of Commissioners Meeting
July 5, 2016

A regular meeting of the Town of Spring Hope Board of Commissioners was held at 7 p.m. in the Commissioners Room at the Spring Hope Municipal Building.

Members present: Mayor James Gwaltney, Commissioners Nancy Walker, Brenda Lucas, Drew Griffin and Daryl Emig. Commissioner Lee Bissett was absent.

Also present were Town Manager Jae Kim, Town Clerk Michele Collins, Town Attorney Mark Edwards and Lt. Allen Proctor.

Newspapers present were Joe Burnette from the Spring Hope Enterprise and Kendra Jones from the Nashville Graphic.

Visitors were Danny Rice

Mayor Gwaltney called the meeting to order and led the pledge of allegiance.

Commissioner Walker made a motion to accept the minutes of the June 6, 2016 meeting as written; Commissioner Lucas seconded and the motion passed unanimously.

Commissioner Lucas made a motion to accept the minutes of the June 29th special called meeting; Commissioner Emig seconded and the motion passed unanimously.

Public Forum

Danny Rice told that board that he been talking to Mr. Kim about opening several businesses in town now that he has purchased property in the downtown area. He said that he was interested in starting a flea market, opening a restaurant and bringing a DMV license agency to town. Mr. Kim told the board that currently in the Central Business District where he wanted to have the flea market it was not zoned to allow the market. He said that Mr. Rice could go to the Planning Board to start the process of a zoning amendment to change the current text in the ordinance. Mayor Gwaltney asked Mr. Rice if he would be interested in going to the Planning Board with his request. Mr. Rice said he was willing to do whatever he had to do to open his proposed businesses because he wanted to see the town grow. Commissioner Lucas asked what building he had planned to use for the flea market; he said it was at Ill East Railroad St and that he had bought 2 other buildings on North Pine that were connected by the alley. He said that he figured people could go into all of the businesses since they all would be selling the same kind of items. Commissioner Emig said that he thought it was a good idea and would be glad to listen once the Planning Board made their recommendation. Mr. Kim said that once the Planning Board had made their decision there would have to be a Public Hearing. Town Attorney Mark Edwards said that the town would need to publish the Public Hearing after the Planning Board has made a decision. Mr. Kim said that the Public Hearing would be some time after August 1st and that it would be a special called meeting. Mr. Rice said he would be happy to attend whatever meetings he had to so he could get things started.

Commissioner Griffin made a motion to accept the annual legal contract with Fields and Cooper for the 2016-2017 fiscal year; Commissioner Emig seconded and the motion passed unanimously.

Town Attorney Mark Edwards had no new business.

Lt. Allen Proctor told the board that they had sent all the paperwork in to training and standards for the new officer they were hiring to fill the open position. He also said that the new car the town had

purchased would be in within the next few weeks. He said that the department had assisted in the arrest of a suspect who was involved in a homicide on the outskirts of town as well as assisting the Tar River Task Force in several drug related arrests. He told the board that the next blood drive would be on July 28th at the Community Building and that currently the police department had four officers that were radar certified. He mentioned that he want to start the COPS meetings again and wanted to know if the board had any ideas on how to get people to attend the meeting.

Town Manager Jae Kim said that he had a meeting about the park conversion and during his meeting state park representatives Jenn Beedle and Pete Armstrong said the town needed to obtain signed paperwork from property owners. He said that he had been in touch with Town Attorney Mark Edwards to work on this and other details concerning the conversion.

Mr. Kim told the board that the town was still waiting to hear about the AIA grant from DEQ. He also said that the RFQ for the EPA grant would be going on the NC IPS site. He said that was the state site and therefore the town should get some good quotes for the work to be done on that grant.

The manager told that board that he and Commissioner Lucas had been attending Council of Government (COG) meetings every month. He said that the last meeting was at the Impact Center in Rocky Mount which used to be the Home Depot and that the facility was very nice and open to the public with free services for everyone.

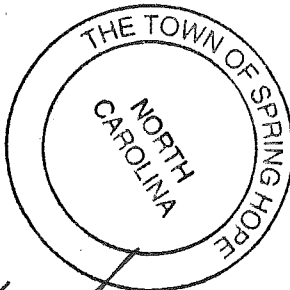
He said the Country Inn lift station project was moving forward and referred to the letter from DEQ that gave the town their recommendation to proceed. He told the board that the town engineer would be coming to the town hall for a meeting with him and the finance officer.

Commissioner Griffin made a motion to go into closed session; Commissioner Emig seconded and the motion passed unanimously.

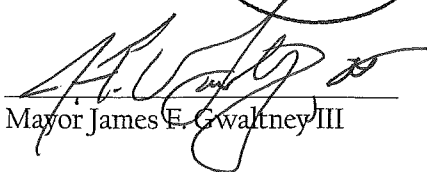
Closed Session

Commissioner Emig made a motion to go back into regular session; Commissioner Griffin seconded and the motion passed unanimously.

Commissioner Griffin made a motion to adjourn; Commissioner Emig seconded and the motion passed unanimously.



Attest:


Mayor James E. Gwaltney III

Submitted by:



Michele K. Collins
Town Clerk

BUDGET ORDINANCE AMENDMENT

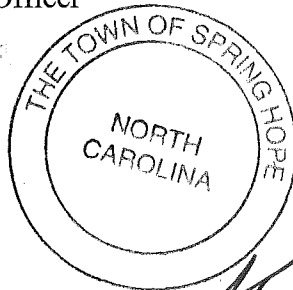
BE IT ORDAINED by the Governing Board of the Town of Spring Hope, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

Section 1. To amend the General Fund, the appropriations are to be changed as follows:

Account No.	Decrease	Increase
10-3350-0005 Loan Police Car (Revenue)	\$29,800.00	
10-5100-7600 Police Car (Expense)		\$29,800.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and the Budget Officer

Adopted this 1st day of August, 2016



Attest:

Handwritten signature of Michele K Collins in black ink.

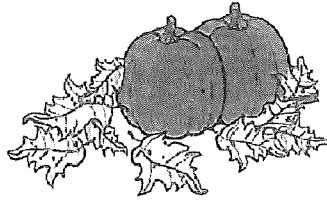
Michele K Collins
Finance Officer

Handwritten signature of James F. Gwaltney III in black ink.

James F. Gwaltney III
Mayor

TOWN OF SPRING HOPE

COMMISSIONERS
LEE BISSETT
DARYL EMIG
DREW GRIFFIN
BRENDA LUCAS
NANCY WALKER



JAMES (BUDDY) GWALTNEY III, Mayor

JAE H. KIM, Town Manager

MICHELE COLLINS, Town Clerk

RESOLUTION NO. 2016-06

RESOLUTION AGREEMENT TO REPAIR LIFT STATION

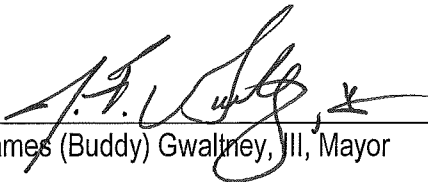
WHEREAS, the Town of Spring Hope reimbursed the Hawleys for the installation of a sewer lift station located on parcel of real estate described in Book 1822, Page 634 of the Nash County Registry; and

WHEREAS, the said lift station has failed; and


WHEREAS, the Town will make repairs to the lift station contingent on an agreement that ownership and maintenance of the lift station in the future will be the responsibility of the property owner(s); and

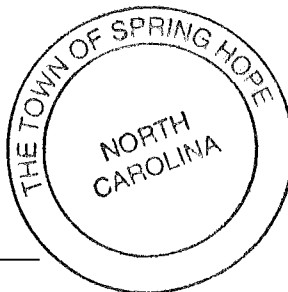
NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby agrees to repair the lift station.

Adopted and approved this 15 day of August, 2016.


James (Buddy) Gwaltney, III, Mayor

ATTEST:


Michele Collins, Town Clerk



BUDGET ORDINANCE AMENDMENT

BE IT ORDAINED by the Governing Board of the Town of Spring Hope, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

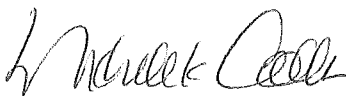
Section 1. To amend the General Fund, the appropriations are to be changed as follows:

Account No.	Decrease	Increase
10-3510-0000 Police Tech Grant (Revenue)	\$5,318.93	
10-5100-3300 Supplies and Materials (Expense)		\$5,318.93

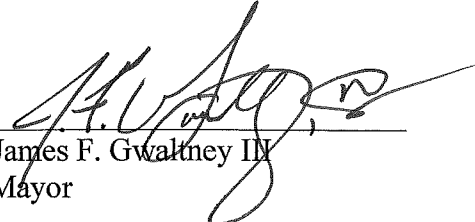
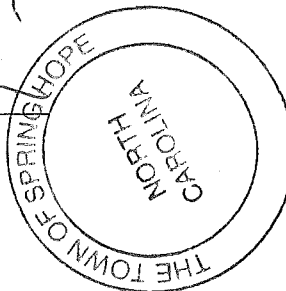
Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and the Budget Officer

Adopted this 6th day of September, 2016.

Attest:



Michele K Collins
Finance Officer



James F. Gwaltney III
Mayor

Minutes
Spring Hope Board of Commissioners Meeting
August 1, 2016

A regular meeting of the Town of Spring Hope Board of Commissioners was held at 7 p.m. in the Commissioners Room at the Spring Hope Municipal Building.

Members present: Mayor James Gwaltney, Commissioners Nancy Walker, Brenda Lucas and Daryl Emig. Commissioners Lee Bissett and Drew Griffin were absent.

Also present were Town Manager Jae Kim, Town Clerk Michele Collins, Town Attorney Mark Edwards, Chief Anthony Puckett and Josh Bennett from Envirolink.

Newspapers present were Joe Burnette from the Spring Hope Enterprise and Kendra Jones from the Nashville Graphic.

Visitors were; Veronica Cooper and Spring Hope Police Officer Jake Gwaltney.

Mayor Gwaltney called the meeting to order and led the pledge of allegiance.

Commissioner Emig made a motion to approve the minutes of the July 5, 2016 meeting; Commissioner Walker seconded and the motion passed unanimously.

Chief Anthony Puckett introduced the new member of SHPD Jake Gwaltney. He said that this was his first job in Law Enforcement and that the department was happy to have him. Officer Gwaltney told the board that he had gone through BLET as well as received a 2 year degree from Nash Community College. He said that he was happy to be in Spring Hope. The commissioners congratulated and welcomed him aboard.

Chief Puckett said that the Police Department had applied for and received a block grant to help the department buy new radios that will be compatible with the county communications system. He said the grant would also allow the department to buy body cameras and weapon lights. He said that the funds would not be available until October and that it was a 100% grant that would not require matching funds from the town. Mayor Gwaltney asked if the grant had been approved; Chief Puckett said yes and that they were very grateful to have received it.

Town Manager Jae Kim asked the board to look at the fence permit application #2016-8 in the packet. He said the request was for a 4foot fence in the front yard at 221 East Branch which would be a foot higher than the present limit. Mr. Kim showed the board pictures of several other fences in the town that were taller than the proposed fence. The new owner of the property said that they wanted the higher fence to be able to contain their dog within the yard. He said that the fence would actually be behind the shrubbery and the only thing visible would be a picket fence in front.

Commissioner Lucas made a motion to approve the request for the 4ft fence; Commissioner Walker seconded and the motion passed unanimously.

Mr. Kim presented a budget amendment for the price of the new police car.

Commissioner Walker made a motion to approve the budget amendment for purchase of the new car; Commissioner Emig seconded and the motion passed unanimously.

Mr. Kim asked the board to approve the contract for the lift station on Barbee St.

Commissioner Emig made a motion to approve the contract; Commissioner Walker seconded and the motion passed unanimously.

Josh Bennett from Envirolink gave the monthly report. He said that because of the heavy rain fall there was a couple of sewer spills and some flooding but it had all been contained.

Chief Puckett thanked the community for the support. He said there were several arrests including a man from Rocky Mount who had taken his mother's car without permission and a charge of assault of a school employee when a juvenile was charged with throwing objects at a school bus while there was a driver present. He also said that there was a stolen vehicle from a local car lot as well as a traffic stop resulting in a marijuana charge. He told the board that there was a fatality on 581 when the driver of a vehicle lost control and overcorrected hitting a pole. Lastly he said that Pastor Orr from Bethel Church came in to speak with the town manager to open a dialogue about Community Policing and having a meeting at the church. Chief Puckett said that going through the local churches may be a good way to start having regular meetings again.

Town Manager Jae Kim said that the bid process for the Country Inn Lift station would continue for another two weeks due to the low response. He said that they would however be able to take the lowest bid after the second round and that there would be a resolution ready for the next meeting. He said he was reviewing the submittals that he received from the RFQ request as it pertained to the EPA Brownsfields Grant. Mr. Kim told the board that he had attended the NCAZO annual conference and would hopefully have some video downloads he could share with the BOC as well as the Planning Board. He said that the spills at the lift stations and WWTP during the prior month were reported to the news media within the state mandated time frame. He also asked the board to look at the packet information which contained notice of violation and a civil penalty amount from the state; this was due to a spill that had occurred earlier in the year. He said that the town would be submitting a written request for remission. Commissioner Emig asked what happened after the request for remission. Mr. Kim said that the state could either lower the penalty cost or request the entire amount be remitted.

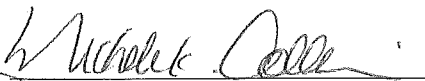
Commissioner Emig made a motion to go into closed session; Commissioner Lucas seconded and the motion passed.

Closed Session

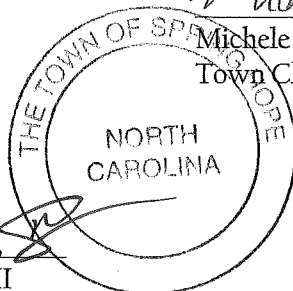
Commissioner Emig made a motion to go back into open session; Commissioner Walker seconded and the motion passed.

Commissioner Emig made a motion to recess until August 8th; Commissioner Walker seconded and the motion passed unanimously.

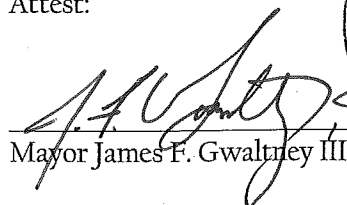
Submitted by:



Michele K. Collins
Town Clerk



Attest:



Mayor James F. Gwaltney III

Minutes
Spring Hope Board of Commissioners Meeting
August 8, 2016

A recessed meeting of the Town of Spring Hope Board of Commissioners was held at 7 p.m. in the Commissioners Room at the Spring Hope Municipal Building.

Members present: Mayor James Gwaltney, Commissioners Nancy Walker, Brenda Lucas and Daryl Emig. Commissioners Lee Bissett and Drew Griffin were absent.

Also present were Town Manager Jae Kim, and Town Clerk Michele Collins.

Kendra Jones was presenting for the Nashville Graphic

Property Owner Danny Rice was also in attendance.

Mayor Gwaltney reconvened the recesses meeting and Town Manager Jae Kim led the pledge of allegiance.

Town Manager Jae Kim told the board that a group had been chosen to assist with the EPA Brownfields Grant. Commissioner Emig asked if the town would be entering into an agreement with Cardno the group that was chosen. Mr. Kim said that there would be no cost or contract signed to assist the town at this time. He said that they would only be paid if the town was awarded the grant and then it would come out of the grant.

Commissioner Emig made a motion to all town staff to work with the Cardno group in preparation for the grant; Commissioner Lucas seconded and the motion passed.

Commissioner Lucas made a motion to go into public hearing to discuss Zoning Text Amendment #2016 regarding flea and Farmer's Markets; Commissioner Walker seconded and the motion passed unanimously.

Public Hearing

Town Manager Jae Kim said the applicant Danny Rice was requesting that Flea Markets and Farmer's Market be allowed in the Central Business section of town. He said told the board that it had already gone to the Planning Board and received approval with the following changes; all tents must be removed by the close of business and the hours of operation would be daily 6:00am to 9pm and Sundays 2pm to 6pm.

There was no comment from the public. Mr. Kim reminded everyone that once the public hearing was closed nothing else could be added or discussed. Mayor Gwaltney asked Mr. Rice if he was in agreement with everything, he said yes. Commissioner Lucas asked when he would start; Mr. Rice said as soon as possible.

Commissioner Lucas made a motion to go back in to open hearing; Commissioner Walker seconded and the motion passed.

Commissioner Emig made a motion to accept that 2016-ZTA-01 is not inconsistent with comprehensive plans that have been adopted by the town; Commissioner Lucas seconded and the motion passed. Mr. Kim said that the motion is in harmony with the 2020 plan of the town.

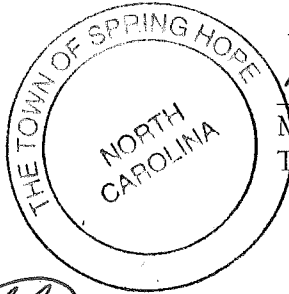
Commissioner Emig made a motion to accept that 2016-ZTA-01 is reasonable and in the public interest; Commissioner Walker seconded and the motion passed. Mr. Kim explained that this is true do to the fact that it is compatible with the town's plans for economic growth.


Commissioner Emig made a motion to approve the amendment to the Zoning Code in section 26-70 and Article VII: standards for individual use for farmer and flea markets; Commissioner Walker seconded and the motion passed.

Mr. Kim told the board that the town did not receive the AIA grant but that it would be resubmitted.


Commissioner Walker made a motion to adjourn; Commissioner Lucas seconded and the motion passed.

Submitted by:




Michele K. Collins
Town Clerk

Attest:


Mayor James F. Gwaltney III

Minutes
Spring Hope Board of Commissioners Meeting
September 12, 2016

A recessed meeting of the Town of Spring Hope Board of Commissioners was held at 7 p.m. in the Commissioners Room at the Spring Hope Municipal Building.

Members present: Mayor James Gwaltney, Commissioners Nancy Walker, Brenda Lucas, Lee Bissett, Daryl Emig and Drew Griffin.

Also present were Town Manager Jae Kim, Town Clerk Michele Collins, Town Attorney Mark Edwards, Lt. Allen Proctor and Dean Holmes from Envirolink.

Kendra Jones was present from the Nashville Graphic.

Mayor Gwaltney called the meeting to order and led the pledge of allegiance.

Commissioner Bissett made a motion to accept the minutes of the August 1st and 8th meetings as written; Commissioner Emig seconded and the motion passed unanimously.

Town Manager Jae Kim presented a Budget Amendment. He told the board that the Police Department had received monies from a tech grant and he was seeking the amendment so that the money could be put into the expenditure budget.

Commissioner Emig made a motion to accept the amendment; Commissioner Bissett seconded and the motion passed unanimously.

Mr. Kim asked the board to accept the road closures for the Pumpkin Festival. He said that the town had gone through the proper procedures with DOT to close the state maintained streets for the parade.

Commissioner Griffin made a motion to close the streets that were requested by the town and the Spring Hope Chamber; Commissioner Lucas seconded and the motion passed unanimously.

Dean Holmes gave the monthly report for Envirolink. He reminded the board that hydrant flushing would be on the 20th and 21st of the month. Commissioner Griffin asked Dean to be mindful of the cemetery mowing and filling in of pot holes.

Lt. Proctor said that he had brought charges on the suspect that they had chased. He said that the guy had many charges in several different states including forgery and theft. He said that there had been several thefts a Dollar General but due to their anti-theft methods the suspects had been caught. Lt. Proctor told the board that during a license check with Nash County; Officer Bell had arrested a suspect and charged him with marijuana possession. He said that the department assisted the county on Old Spring Hope Road with someone shooting into an occupied building. He said during the click it or ticket campaign 21 charges were made including driving under the influence of alcohol. He told the board that the new officer J. Gwaltney had been through pepper spray training and would next go through Taser training. Lastly he told the board that one of the officers was involved in a pursuit with a driver who was clearly driving erratically, the driver hit a telephone pole and the wires from the pole hit the police car. He said that there were no injuries but that the driver was underage and had been drinking. He announced that the Police Department was partnering with Bethel Church for a community meeting. He encouraged everyone to attend to exchange ideas and thoughts. Mayor Gwaltney told the Lieutenant that there were several complaints from residents about people driving through neighborhoods too fast. He said that one of the officers was actually working on getting the names of the main streets affected. Commissioner Lucas asked if anyone had been arrested for the car break-ins at the Oak Hill apartment complex. Lt. Proctor said that they had not arrested anyone yet. Lt. Proctor said that there had been some other vandalism to cars in the town that they were also investigating.

Mr. Kim told the board that the state had sent someone to check the old landfill site. He said that there was a scientist that worked for the state that was doing the initial testing. Commissioner Bissett asked him if he knew who owned the property; Mr. Kim said that he wasn't sure but that he would do a search. Commissioner Griffin asked if there was a cost for this; Mr. Kim said that currently the town was not paying for the testing and surveying.

Mr. Kim said that the Country Inn Lift Station Project went out for bids for the second time and that there was a winning bid. He said that presently the contract and state approval were being worked out and that a resolution would be presented to the board when these details complete.

Mr. Kim told the board that a letter was sent to the town about the completed Waste Water Treatment Plant. He said that the letter said that there was an outstanding balance of grant monies that the town may be entitled to collect. He said that there was a reimbursement request sent in for this money but it was never received. Mr. Kim also mentioned that the EPA Brownsville Assessment Grant was still being worked on even though there was not an official deadline date. He also mentioned that he had received a grant from the Local Government Credit Union committee that would allow him to attend the UNC School of Government Municipal and County Administration Course. He said it's a 7 month course that will meet for one week each month. He said that it was one of only two grants given during the present year.

Commissioner Bissett made a motion to go into Closed Session; Commissioner Lucas seconded and the motion passed unanimously.

Closed Session

Commissioner Bissett made a motion to go back into regular session; Commissioner Walker seconded and the motion passed.

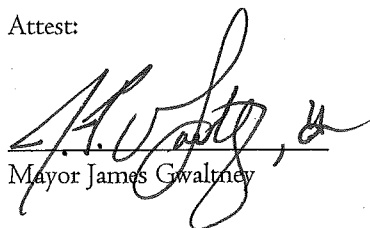
Commissioner Lucas made a motion to adjourn; Commissioner Bissett seconded and the motion passed unanimously.

Submitted by

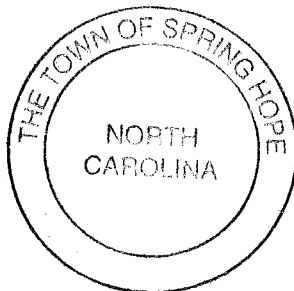


Michele K. Collins
Town Clerk

Attest:



Mayor James Gwaltney



Minutes
Spring Hope Board of Commissioners Meeting
October 3, 2016

A regular meeting of the Town of Spring Hope Board of Commissioners was held at 7 p.m. in the Commissioners Room at the Spring Hope Municipal Building.

Members present: Mayor James Gwaltney, Commissioners Nancy Walker, Brenda Lucas, Daryl Emig and Drew Griffin. Commissioner Lee Bissett was absent.

Also present were Town Manager Jae Kim, Town Clerk Michele Collins, Town Attorney Mark Edwards, Town Engineer Kevin Varnell, Lt. Allen Proctor and Josh Bennett from Envirolink.

Newspapers present were; Kendra Jones from the Nashville Graphic and Joe Burnette from the Spring Hope Enterprise.

Mayor Gwaltney called the meeting to order and led the pledge of allegiance.

Commissioner Griffin made a motion to accept the minutes as written; Commissioner Walker seconded and the motion passed unanimously.

Mr. Kim said that he had a concern about the current setup of the Board of Adjustments which is made up of six positions. He told them that they are both board and county appointed. He said that their major purpose is to listen to quasi-judicial proposals and render decisions. He told the board that they meet only a few times within the year and that it has become difficult to obtain a quorum. He said that he wanted the board to consider changing the makeup of the Board of Adjustments; he gave several options including appointing new members, letting the Planning Board have a dual role or having the Commissioners serve as the Board of Adjustments. Mayor Gwaltney said he didn't feel like the Board of Adjustments should be the last word on some of the items and that it should be the elected officials that actually make the quasi-judicial decisions. Mr. Kim said he was hoping that the board would think about it and a formal discussion could take place at a later date. Mayor Gwaltney reminded the board that the only way to change a decision by the Board of Adjustment in these kinds of hearings was to appeal in the court system. Commissioner Emig said at this time he didn't agree with the combination of the two boards and wanted to discuss the matter in more detail. Mr. Kim said that if there were a change it would come sometime later in the year.

Mr. Kim asked the board to look at the updated fee schedule. He said that he had changed several of the fees and thought that having everything on one list would make it easier in the future if changes were needed. He said that the new prices were more in line with other towns of the same size.

Commissioner Emig made a motion to accept the new fee schedule; Commissioner Griffin seconded and the motion passed unanimously.

Attorney Mark Edwards had nothing new.

Josh Bennett from Envirolink gave the monthly report. He said that the Hurricane had shifted west and that they would be doing more preparation due to that new development. Commissioner Emig told Josh that he was impressed that Envirolink fixed the man hole issue quickly before the Pumpkin Festival Parade.

Lt. Proctor told the board that Officer Radford had been chasing a DWI suspect and that the driver hit a utility pole. He said the pole fell and the patrol car was damaged in the accident. He said that there were two cars damaged on Virginia St. as well as several thefts from vehicles. Lt. Proctor told the board that

the department had identified a suspect that they thought could be linked to most of the recent vehicle theft incidents. He said that the department set up a video at one of the places where a vehicle had been vandalized in the past and caught the suspect trying to break in to a car. He said they charged him with seven counts of larceny and breaking & entering. He also mentioned how grateful the department was to all of the surrounding agencies that sent officers to help during the Pumpkin Festival. Lastly, he said that SHPD assisted Nash County Sheriff's Department in apprehending juveniles who escaped from the Edgemcombe Youth Center in Rocky Mount.

Mr. Kim told the board that he had spoken with Envirolink concerning the new contract. He said that if the board agreed Envirolink would pay for the first \$6,000.00 worth of sludge removal, all lab costs and only raise the contract price \$2,000.00 for the year instead of the purposed \$8,000.00.

Mr. Kim said that the contractors for the Country Inn Lift Station were still trying to get the costs of the project under the amount of the loan. He said that one of the questions was about a permanent generator for the project. Mayor Gwaltney asked if the mobile generator that was already available would be strong enough to power the station if necessary. Kevin Varnell said it would be and if there was an area wide outage the mobile generator would be used at all the lift stations by priority. Kevin said that the state was looking at the revised plan that did not include the generator and the one that does. He said that the approved plan would come back to the board before any work would be done.

Mr. Kim said that Kevin was still working with Dept. of Commerce Rural Development as it pertained to the left over grant monies from the Waste Water Treatment Plant Project. Mr. Varnell said that it was still a matter of getting in the right paperwork that Rural Development officials would accept.

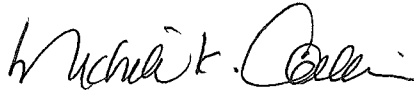
Commissioner Griffin made a motion to go into closed session; Commissioner Walker seconded and the motion passed unanimously.

Closed Session

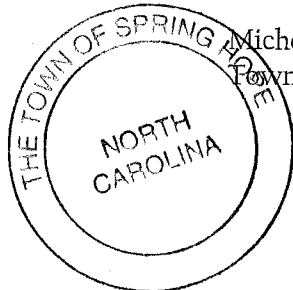
Commissioner Emig made a motion to come out of closed session; Commissioner Griffin seconded and the motion passed.

Commissioner Griffin made a motion to adjourn; Commissioner Walker seconded and the motion passed unanimously.

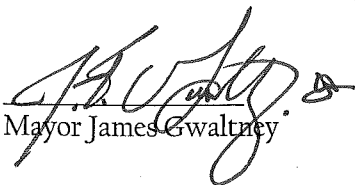
Submitted by



Michele K. Collins
Town Clerk



Attest:



Mayor James Gwaltney

RESOLUTION No. 2016-08
DESIGNATION OF APPLICANT'S AGENT
 North Carolina Division of Emergency Management

Organization Name (hereafter named Organization) Disaster Number:
 Town of Spring Hope FEMA -4285-DR-NC

Applicant's State Cognizant Agency for Single Audit purposes (If Cognizant Agency is not assigned, please indicate):

Applicant's Fiscal Year (FY) Start Month: 7 Day: 01

Applicant's Federal Employer's Identification Number
 56-6001341

Applicant's Federal Information Processing Standards (FIPS) Number
 127-64160-00

PRIMARY AGENT	SECONDARY AGENT
Agent's Name Jae Kim	Agent's Name Michele Collins
Organization Town of Spring Hope	Organization Town of Spring Hope
Official Position Town Manager	Official Position Town Clerk/Finance Officer
Mailing Address PO Box 87	Mailing Address PO Box 87
City, State, Zip Spring Hope	City, State, Zip Spring Hope
Daytime Telephone 252-478-5186	Daytime Telephone 252-478-5186
Facsimile Number 252-478-7131	Facsimile Number 252-478-7131
Pager or Cellular Number 336-260-7672	Pager or Cellular Number 252-314-4500

BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and the assurances printed on the reverse side hereof. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally. PASSED AND APPROVED this 7th day of November, 2016

GOVERNING BODY	CERTIFYING OFFICIAL
Name and Title	Name <u>J.F. Gwaltney, III</u>
Name and Title	Official Position <u>Mayor, Town of Spring Hope, NC</u>
Name and Title	Daytime Telephone <u>919-868-5545</u>

CERTIFICATION

I, J.F. Gwaltney, III, (Name) duly appointed and Mayor (Title) of the Governing Body, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Governing Body of Spring Hope, NC (Organization) on the 7th day of November, 2016

Date: 11/7/16 Signature: [Signature]

Rev. 06/02

RESOLUTION NO. 2016-07
BID AWARD FOR COUNTRY INN LIFT STATION REHABILITATION PROJECT

WHEREAS, the Federal Clean Water Act Amendments of 1987 and the North Carolina Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, and

WHEREAS, the Town of Spring Hope advertised for bids to be received for the Country Inn Lift Station Rehabilitation Project on August 16, 2016, and

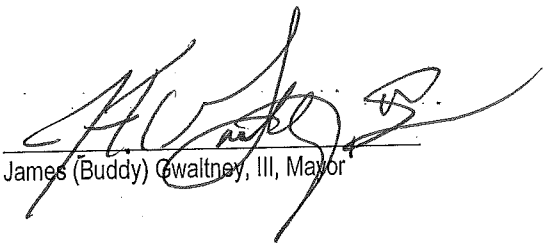
WHEREAS, the Bids were publicly opened on the stated date, and

WHEREAS, the Town of Spring Hope has accepted a loan offer from the State of North Carolina Clean Water State Revolving Fund for \$265,024 funding for this project.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners hereby approves the following:

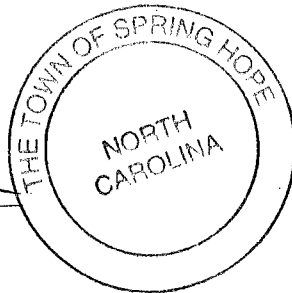
- That the bid is awarded to Turn-Key Contractors, in the amount of \$ \$224,165.50 with Change Order #1, which proposes a net deduct of \$64,050.00 along with the Generator Proposal by Electrical Services and Solutions, Inc. in the amount of \$19,302.23 for the total project cost of \$179,417.73.
- The Bid is awarded subject to review and final approval of the North Carolina Department of Environmental Quality, Division of Water Infrastructure.

ADOPTED this the 7 day of November, 2016.


James (Buddy) Gwaltney, III, Mayor

ATTEST:


Michele Collins, Town Clerk



CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting Town Clerk of the Town of Spring Hope does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Town of Spring Hope duly held on the 7th day of November, 2016; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 7th day of November, 2016.


Michele Collins, Town Clerk

Minutes
Spring Hope Board of Commissioners Meeting
November 7, 2016

A regular meeting of the Town of Spring Hope Board of Commissioners was held at 7 p.m. in the Commissioners Room at the Spring Hope Municipal Building.

Members present: Mayor James Gwaltney, Commissioners Nancy Walker, Brenda Lucas, Daryl Emig and Drew Griffin. Commissioner Lee Bissett was absent.

Also present were Town Manager Jae Kim, Town Clerk Michele Collins, Town Attorney Mark Edwards, Town Engineer Kevin Varnell, Lt. Allen Proctor and Josh Bennett from Envirolink.

Newspapers present were; Kendra Jones from the Nashville Graphic and Joe Burnette from the Spring Hope Enterprise.

Mayor Gwaltney called the meeting to order and led the pledge of allegiance.

Commissioner Walker made a motion to accept the minutes of October 3, 2016 as written; Commissioner Emig seconded and the motion passed unanimously.

Resident Scottie Phillips told the board that he has had yard debris piled on his property for a month. He said that debris was actually all up and down Branch St. He asked when the street and the rest of the town would be cleaned. Mayor Gwaltney asked Josh Bennett from Envirolink if they were still dealing with debris from the storm. Mr. Bennett said that they were and that they had been doing some form of cleanup on a daily basis. He said that two of their trucks had broken down and that they were trying to chip on site to be able to put more on the truck. Mr. Phillips said that a lot of his debris was out before the hurricane. Mr. Bennett said there was so much debris that they had been working on it every day and should be done by Friday. Mayor Gwaltney asked Mr. Phillips was satisfied with everything being done by Friday; Mr. Phillips said that they would need a lot of help.

Mr. Kim presented Resolution 2016-07 which pertained to the Country Inn Lift Station project. He said that they had finally worked out the costs so that it would stay within the budget and not go over the loan amount. Kevin Varnell told the board that the first estimate for the job was over \$44,000.00 and they went back and renegotiated the contract. He said that they pulled out some of the extras and went with an additional contractor for the new permanent generator which helped bring the project costs under budget by \$5.81. Kevin said that they were under the loan amount and were happy with the outcome. Kevin said that the resolution will be subject to the state's approval. Commissioner Emig commented that it looked like the plan was to take out \$64,000.00 worth of work and put back in \$19,000.00. Kevin said that was correct and that what was being taken out included the new area light and complete replacement of the chain linked fence. Mayor Gwaltney asked if there would be room for a propane tank inside the fence; Mr. Varnell said if it was possible they would have it inside but that it may have to be outside the fence.

Commissioner Griffin made a motion to approve Resolution 2016-07 for the Country Inn Lift station project; Commissioner Lucas seconded and the motion passed unanimously.

Mr. Kim presented Resolution 2016-08 for designation of agents to represent the town in matters pertaining to any damages the town may have incurred during Hurricane Matthew. He said that he would be the primary agent and that the clerk would be the secondary agent.

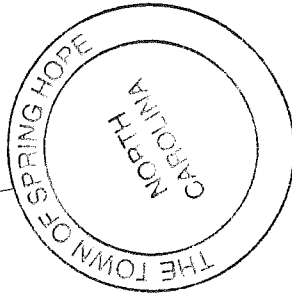
Submitted by

Michele K. Collins

Michele K. Collins
Town Clerk

Attest:

James Gwaltney
Mayor James Gwaltney



RESOLUTION NO. 2016-09
AUTHORIZING ADDENDUM #1 TO ENVIROLINK CONTRACT FOR UTILITY SERVICES AGREEMENT

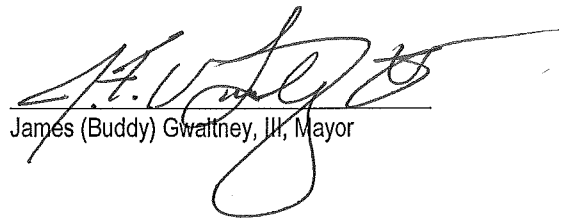
WHEREAS, Envirolink, Inc. is a qualified utility services firm with significant local government utility services experience, and

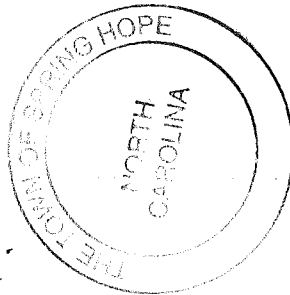
WHEREAS, Envirolink, Inc. has provided utility services for streets, sanitation, cemetery, water/sewer for the Town for the previous five years, and

WHEREAS, Envirolink, Inc. and the Town has agreed upon addendum #1 to the original contract regarding the sludge disposal agreement, and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners hereby authorizes an additional five (5) years with Envirolink, Inc. with a contract start date of January 1, 2017.

ADOPTED this the 5th day of December, 2016.


James (Buddy) Gwaltney, III, Mayor



ATTEST:


Michele Collins, Town Clerk

BUDGET ORDINANCE AMENDMENT

BE IT ORDAINED by the Governing Board of the Town of Spring Hope, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

Section 1. To amend the General Fund, the appropriations are to be changed as follows:

Account No.	Decrease	Increase
10-3350-0004 Ins/Police Car (Revenue)	\$6,475.00	
10-5100-7600 Police Car (Expense)		\$6,475.00

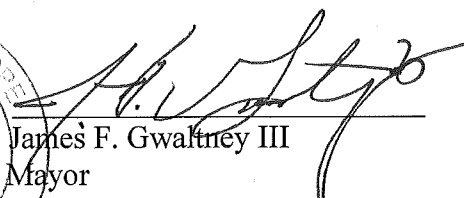
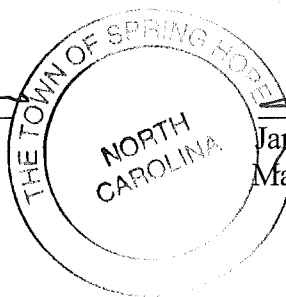
Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and the Budget Officer

Adopted this 5th day of December, 2016.

Attest:



Michele K Collins
Finance Officer



James F. Gwaltney III
Mayor

Minutes
Spring Hope Board of Commissioners Meeting
December 5, 2016

A regular meeting of the Town of Spring Hope Board of Commissioners was held at 7 p.m. in the Commissioners Room at the Spring Hope Municipal Building.

Members present: Mayor James Gwaltney, Commissioners Nancy Walker, Brenda Lucas and Daryl Emig. Commissioners Drew Griffin and Lee Bissett were absent.

Also present were Town Manager Jae Kim, Town Clerk Michele Collins, Town Attorney Mark Edwards, Town Engineer Kevin Varnell, Chief Anthony Puckett and Josh Bennett from Envirolink.

Newspapers present were; Kendra Jones from the Nashville Graphic and Joe Burnette from the Spring Hope Enterprise.

Visitors were; Veronica Cooper, Ken Raber, SH Chamber President Mary Penny Kelley and Eagle Scout candidate Jackson Puckett and his family.

Mayor Gwaltney called the meeting to order and Eagle Scout candidate Jackson Puckett led the pledge of allegiance.

Mayor Gwaltney welcomed Jackson who was at the meeting to observe.

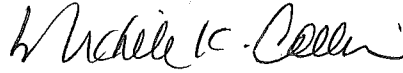
Commissioner Emig made a motion to accept the minutes with a change for Resolution 2016-08 from the November 7th meeting replacing his name with Commissioner Griffin as the person who made the motion; Commissioner Walker seconded and the motion passed unanimously.

Mr. Kim told the board that it was time to decide which streets in town would be repaired for the 2016-2017 Powell Bill project. He said that currently there was \$74,000.00 dollars in the Powell Bill account and that the town expected another \$20,000.00 in Powell Bill funds from the state. He asked the board to look at the different street scenarios for the money as well as how it compared with the Capital Improvement Plan map that the town had approved a few years earlier. The map broke down the condition of the streets and the potential order of when the streets should be fixed. Mayor Gwaltney asked Mr. Kim how he got to the total of \$108,000.00 that was stated on the scenario page. Mr. Kim told him that a sum of \$14,000.00 had been budgeted to assist with street repairs in the 2016-2017 town financial plan. Town Engineer Kevin Varnell gave the board members an updated copy of the schedule of street combinations that may be chosen from for the Powell Bill project. He made sure to let the board know that the prices on the sheet were estimates but he was sure that at least two streets could be done with the funds. Mayor Gwaltney asked him if the asphalt plants had shut down; he told him that they would be soon and that the project would probably begin in March. The Mayor also mentioned that there had been a lot of complaints about speeding on Mclean St. and wanted to know if speed bumps were a possible fix. Mr. Varnell told him that there were two things that could be done to stop the speeding and one was speed bumps and the other was called a speed table. He said that the speed bumps could possibly slow down fire trucks and rescue squad vehicles but that the speed table would not slow them down as much. Kevin said that the main difference in the two was the price with the speed table being almost twice as much as the speed bump but that the slow down time was better for the emergency vehicles. The board decided to wait until January to make a decision so that they could look at the streets on the list. Jackson Puckett asked if it was possible to park a patrol car in the area to help curtail the speeding. Mayor Gwaltney said that it was good idea and that he believed the police department had already put cars in the area.

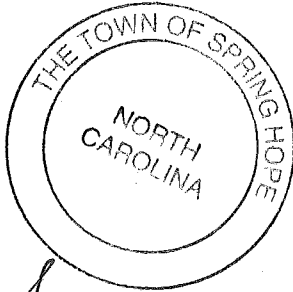
There was no new business from the board. Mr. Kim introduced Mary Penny Kelly a local attorney, as the new Spring Hope Chamber President.

Commissioner Emig made a motion to adjourn; Commissioner Walker seconded and the motion passed unanimously.

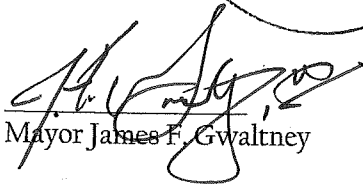
Submitted by:



Michele K. Collins
Town Clerk



Attest:



Mayor James F. Gwaltney

Minutes
Spring Hope Board of Commissioners Special Called Meeting
December 19, 2016

A special called meeting of the Town of Spring Hope Board of Commissioners was held at 7:00 p.m. in the Commissioners Room at the Spring Hope Municipal Building.

Members present: Mayor James Gwaltney, Commissioners Nancy Walker, Brenda Lucas, Daryl Emig, Drew Griffin and Lee Bissett.

Also present were Town Manager Jae Kim and Town Clerk Michele Collins.

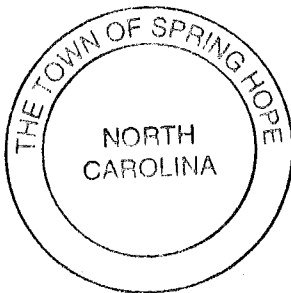
Mayor Gwaltney called the meeting to order.

Mr. Kim told the board that three estimates had been obtained for the roof work at the Community Building. He said that one of the estimates was a bit more detailed but also several thousand dollars more. He also told them that according to the procurement policy that had been passed some months earlier by the board the lowest bid could be chosen but that if they did not agree with it they could always decide on another one. He said the lowest bid was Wayne Gupton Builders but that there were things in a bid by Baker Roofing that he would like to discuss with Mr. Gupton to see if they were included in his bid. Commissioner Emig and Griffin wanted the manager to ask if venting was included or necessary, winter guard and sheeting. Mr. Kim said that he would let the board know what he found out from Mr. Gupton. Mayor Gwaltney suggested that if he was satisfied that he should go with the bid to save time; the rest of the board agreed.

Commissioner Bissett made a motion to accept the bid from Gupton Builders contingent on the items that were discussed by the board; Commissioner Lucas seconded and the motion passed unanimously.

The meeting was adjourned.

Submitted by:



A handwritten signature in cursive script, appearing to read "Michele K. Collins".

Michele K. Collins
Town Clerk

Attest:

A handwritten signature in cursive script, appearing to read "James F. Gwaltney".

Mayor James F. Gwaltney