

**AGENDA BRIEFING AND WORK SESSION MEETING
NOVEMBER 6, 2023
MINUTES**

The Rural Hall Town Council held their agenda briefing and workshop meeting on November 6, 2023, at 3:00 PM in Town Hall Council Chambers. The following members and staff were present: Mayor Timothy M. Flinchum - presiding; Mayor Pro Tem Susan H. Gordon; Councilman Terry M. Bennett; Councilwoman Janet M. Carithers; Councilman Eddie Horn; Interim Town Manager Ron Niland; Interim Finance Director Homer Dearmin; Accounting Clerk Donna Watson; LPA Supervisor Dawn Tysor; Public Works Director Jason Hill; Fire Chief Mike Simone; and Town Clerk Lynette E. Hendrick.

The Pledge of Allegiance to the flag was led by Town Clerk Lynette E. Hendrick.

A moment of silence was held.

Adoption of Agenda:

The agenda was amended by adding items to unfinished business that included school crossing and traffic, and to new business, code enforcement letters.

Councilwoman Janet Carithers made the motion, seconded by Mayor Pro Tem Susan Gordon, to adopt the amended agenda. Motion passed unanimously.

Announcements and Meeting Updates:

- November 8, 10:00 AM Mock Council Meeting for Rural Hall Elementary 3rd graders
- November 10, Veterans Day-Offices Closed
- November 23 and 24 Thanksgiving Holiday-Offices Closed
- November 30, 6-8:00 PM Christmas Tree Lighting
- December 3, 2:30 Christmas Parade

Interim Finance Director Homer Dearmin showed a slide presentation from photos of the Halloween Weekend Events

Update from FCSO – Deputy Michael Collins reported the Flat and Fast race went off without a hitch and the Halloween events went very well.

Staff Report

Finance Report – Accounting Clerk Donna Watson gave a rundown of the current budget and spending report; she stated the 22/23 Audit was just about complete.

License Plate Agency – Supervisor Dawn Tysor reported the instant titles have been going smoothly. The parking lot update is complete and looks great. Dawn also reported she has a FT title clerk position open, and it has been posted. The Council asked about the back door installed to the building. The Public Works Director Jason Hill stated all materials have been ordered, and once they come in construction will begin.

Public Works Department – Director Jason Hill reported the digital sign should be completed by mid-November. Jason also reported the department was in full swing with leaf season. They guarantee everyone in the Town limits will have their leaves picked up at least once a week and most weeks more than once.

Fire Department – Chief Mike Simone reported the demolition of the Stauber Apartments should start Thursday November 9th. Chief Mike mentioned they have spoken to all elementary classes at Rural Hall School about fire safety. They have also helped Kingswood UMC with their fall festival. Chief Mike mentioned the wildfire in Henderson had already burned 431 acres. He may be sending some employees to help fight that fire. Chief Mike stated he is in the process of interviewing for the Engineer positions for each shift. He will be losing an employee soon with the resignation of Ryan Key (he hasn't formally

announced the dates). Chief Mike mentioned the Fire Department Banquet is November 18. Chief Mike mentioned they have been working with Bobbitt Construction to finalize the plans for the new Fire Station. They will be presented to Council soon.

Public Information Officer – Alston Brown. In Alston's absence Interim Finance Director Homer Dearmin reported that Alston has been very busy since he started. As of now he is working with the Parks and Recreation Steering Committee. The Town's 50th Anniversary has been planned for June 1, 2024 and he has been working with that committee planning activities for the event. He is working on the Christmas Tree Lighting, Parade, monthly newsletter, a social media policy to present to the Town Council and the redesign of the Town's website. Interim Finance Director Homer Dearmin mentioned he had met with Rural Hall Elementary 3rd graders to discuss NC Government.

Unfinished Business

Mayor Timothy Flinchum stated a public hearing needs to be set for the Peddlers and Solicitors Policy and Animal Ordinance to be discussed for December 11, 29023.

Mayor Pro Tem Susan Gordon added Traffic to the agenda. She wanted to discuss the need for a school crossing officer to be stationed on Broad St. at Washington St. She also stated that school crossing lights were needed. The Public Works Director Jason Hill stated Broad St. was maintained by NCDOT, and he would check into getting a school crossing light. She also requested staff to find out if the opening of 74 North was still scheduled to happen before Thanksgiving.

New Business/ Items of Discussion:

The Council needed to act on an Alcoholic Beverage Permit today. The approver for the permit listed the previous manager's name, it needs to be changed to just the Town Manager rather than naming a specific person. Councilman Eddie Horn made the motion, seconded by Mayor Pro Tem Susan Gordon, to adopt the Alcoholic Beverage Permit. Motion passed unanimously.

Mayor Timothy Flinchum mentioned code enforcement letters need to also be mailed to the resident of the dwelling place that is receiving the violation and not just the owner of the property.

Board Comments/Questions

The Council expressed their gratitude to the Deputies for keeping our town safe, and to staff members for all their hard work on the events and day-to-day processes.

Councilwoman Janet Carithers mentioned Wreath Across America will be selling wreaths until December 16th.

Mayor Pro Tem Susan Gordon made the motion seconded by Councilman Eddie Horn, to recess this meeting until Wednesday 8, 2023 at 10:00 AM, which is the Rural Hall Elementary 3rd Graders visit for a Mock Council meeting.

Lynette E. Hendrick
Town Clerk