

**Town of Mocksville  
Regular Board Meeting  
September 5, 2023**

The Town of Mocksville Board of Commissioners met for the Regular Board Meeting on Tuesday, September 5, 2023 at 6:00 p.m. in Mocksville Town Hall located at 171 S. Clement Street.

<b>Present:</b>	Mayor, Will Marklin	<b>Absent:</b>
<b>Commissioners Present:</b>	Jenny Stevenson Carl Lambert Johnny Frye Rob Taylor Justin Draughn	

**Others Present:**

Ken Gamble, Town Manager  
Al Benschhoff, Town Attorney  
Lynn Trivette, Town Clerk  
Ben Lagle and Angelo Pisa, Fire Fighters  
Chris Vaughn, Parks and Grounds Director  
Tami Langdon, Community Development  
Brian Moore, Public Works Director  
Jennifer Evens, Marketing and Communications Coordinator  
Emily Quance, Human Resource Specialist, Deputy Clerk  
Rana Gaither, Administration Specialist

Mayor Marklin called the meeting to order.

The Town of Mocksville Board paused for a moment of silence.

Mayor Marklin led the Pledge of Allegiance.

**Conflict of Interest Statement**

“Pursuant to NC General Statutes and the Town of Mocksville Code of Ethics Policy adopted November 9th, 2010, amended of Jan. 6, 2019 and further endorsed on August 9th, 2022, I would ask each of you before you adopt the agenda if there is any actual, potential, or perceived conflicts of interest with respect to any matter on the proposed agenda which will come before the Town Board of Commissioners for consideration and/or decision at this meeting. If so, please speak up and let the Board know at this time before the agenda is adopted.”

**Adoption of Agenda**

*A motion was made by Commissioner Taylor to adopt the agenda as written. The motion was seconded by Commissioner Lambert which carried by a unanimous vote 5-0.*

September 5, 2023

## **Citizen Comments**

Mayor reads; Under GS section 160A-81.1, the Board shall provide one period for public comment per month. Public comments are a valued part of the Board meeting but we also have to handle monthly business items. If your public comment is not heard this month we provide the same opportunity at each month's Board meeting. Public comments are limited to 3 minutes per comment. The Mayor asks that groups appoint spokespersons for groups supporting the same position, especially when the number of people wishing to attend the meeting exceeds the capacity of Town Hall. When the comments become repetitive and no longer provide new information then discussion for this meeting may be stopped. As a reminder, the comment period is not a question and answer session. As always, the Mayor shall provide for the maintenance of order and decorum in the conduct of the comment period.

No one spoke.

## **Communications from Boards, Commissions & Agencies**

Mayor recognized:

Proclamation - Constitution Week

Proclamation - Family Promise of Davie County Week

Proclamation – 911 Day of Remembrance

Proclamation – Founding Fathers' Faith Awareness Month

## **Consent Agenda**

*A motion was made by Commissioner Lambert to adopt the consent agenda as presented. The motion was seconded by Commissioner Draughn which carried by a unanimous vote of 5-0. Items approved were: (A) August 1, 2023 Regular Board Meeting and Closed Session (B) Monthly Financials (C) Tax Releases and (D) Contribution Based Cap Report.*

## **Consider Amended Resolution to Confirm the Sale of Real Property**

Trivette addressed the Board. A clerical error was found in the resolution last month (August) and therefore staff would like the Board to consider amending the legal address "Park Area Garden Valley" to the resolution to confirm the sale of real property.

*A motion was made by Commissioner Draughn to amend the clerical error found in the resolution last month (August) legal address "Park Area Garden Valley". The motion was seconded by Commissioner Taylor which carried by a unanimous vote 5-0.*

## **Consider Amendments to Classification Salary Schedule**

Emily Quance addressed the Board. She recommends the following amendments to the Towns Classification Salary Schedule

1. Add the title Administrative Specialist, Lead

- a. The Administration Department has a need for a mid-level supervisory position to assist the Department Head.
  - b. This will allow the opportunity for advancement and leadership in the Administration Department.
2. Change the Human Resources Specialist title to Human Resources Director
  - a. No change in pay or grade.
  - b. This will be a reclassification making Human Resources a Department Head.
3. Increase the range width spread from 50% to 60%.
  - a. Increasing the max salary on the pay scale allows long-term employees with no career ladder or paths available to continue to grow within their current grade.

*A motion was made by Commissioner Taylor to approve the amendments to the classification salary schedule that includes title and grades for Administration Department and increasing the range width to 60%. The motion was seconded by Commissioner Lambert which carried by a unanimous vote 5-0.*

### **Consider the Resolution for Approving Water Shortage Response Plan**

Sydnee Potter (Willis Engineers) addressed the Board. North Carolina General Statute 143-355(1) requires that each unit of local government that provides public water service and each large community water system shall develop and implement water conservation measures that respond to drought or other water shortage conditions as set out in a Water Shortage Response Plan. NCDEQ has reviewed the Water Shortage Response Plan (July) (WSRP) and it meets the minimum criteria established in the NC General Statute 143-355.2 (a) and 15A NCAC 02E. 0607.

The Water Shortage Response Plan Resolution must be adopted by the governing board. Once adopted, a copy of the signed resolution must be submitted to Water Supply Planning Branch Supervisor at NCDEQ.

Update on current projects:

North Elevated Tank and Southpoint Pump Force Main are under design and should be completed by the end of the year 2023. They are State funded and the State review usually takes a couple of months so bidding should follow late spring.

Brakebush is still under construction and they are almost finished with the pipeline portion of the project and the waterline is almost finished which will be put into service right away when completed and will get State approval. The force main sewer should be complete in about two months and then they will start on the pump station. Everything will be in place and start service in the spring.

*A motion was made by Commissioner Taylor to adopt the resolution approving the water shortage response plan. The motion was seconded by Commissioner Stevenson which carried by a unanimous vote 5-0.*

### **Consider Amendments to the Utility Policy**

Rana Gaither addressed the Board. The Town desires to treat all customers in a fair and consistent manner. The clarifications and additional information come from speaking with residents on a daily basis and are reflective of situations that needed to be addressed.

1. Rana is recommending the following amendments to the Town of Mocksville Utility Policy

- a. Clarification of Foreword
- b. Clarifications to Section I;
  - i. 1.1 - Deposits
  - ii. 1.2 – Applications for Service
  - iii. 1.3 – Transferring Service
- c. Clarifications to Section II;
  - i. 2.3 – Due Date
  - ii. 2.5 – Payment Options
- d. Addition to Section III;
  - i. Avoiding Disconnection - Medical Alert
- e. Clarifications to Section VI;
  - i. 6.1 – Meter Interference Consequences
- f. Clarifications to Section VII;
  - i. 7.1 – Notifications and Fees
- g. Clarifications and Additions to the entirety of Section IX

4. Rana is recommending the following amendments to the Town of Mocksville Fee Schedule

- a. Add Production Rate per Utility Policy Section IX;
  - i. 9.3 – Catastrophic Leak
- b. Change Meter Tampering to Meter Interference

*A motion was made by Commissioner Taylor to approve the amendments to the utility policy however removing (How do we define a permanent pool? Is it just in ground pools or can above ground pools get the adjustment?) in section 9.4 Pool Adjustments. The motion was seconded by Commissioner Stevenson which carried by a unanimous vote 5-0.*

#### **Consider Amendment to Town Manager Employment Contract**

*A motion was made by Commissioner Taylor to amend Town Manager's employment contract to remove the existing text and table under section 2.5 – retirement since it contradicts the statute. The motion was seconded by Commissioner Lambert which carried by a unanimous vote 5-0.*

#### **Communication from Town Staff**

Town Attorney Benshoff: N/A

Town Manager Ken Gamble: Comprehensive Transportation Plan public hearing will be at our next meeting and the presentation will be rather short. If you have any questions and would like to set up a time to discuss I will be available to do so.

I have not heard back from NCDOT concerning the completion date of the roundabout and October will not be the final date. When I do get a date I will share it with you. NCDOT will do a press release so they receive the phone calls and not the town.

## Communication from Mayor and Town Board

Commissioner Lambert: Most likely no to October or November for completion date; communication with Raleigh and feelings of frustration and still not knowing an end date to the roundabout. Shout out to Tami for “business open signs” lets the citizens know that the town is concerned.

Commissioner Taylor: N/A

Commissioner Stevenson: Good to see everyone.

Commissioner Frye: N/A

Commissioner Draughn: N/A

Mayor Marklin: September 22 music festival sponsored by the Rotary Club 5pm to 7:30pm Downtown Mocksville before Friday night football game.

Motion to enter closed session per NC GS 143-318.11 (a) (3) (5) (6), to preserve the attorney-client privilege, to discuss acquisition of real property, and discuss personnel.


*A motion was made by Commissioner Taylor to enter closed session 6:20pm. The motion was seconded by Commissioner Lambert which carried by a unanimous vote 5-0.*

*A motion was made by Commissioner Taylor to re-enter open session. The motion was seconded by Commissioner Stevenson which carried by a unanimous vote 5-0.*

## Adjourn

*A motion was made by Commissioner Taylor to adjourn the September 5, 2023 Regular Board Meeting. The motion was seconded by Commissioner Frye which carried by a unanimous vote 5-0.*

The attached documents are incorporated herewith and are hereby made a part of these minutes.



William J. Marklin, Mayor



Lynn Trivette, Town Clerk, MMC, NCCMC