

Goldsboro Town Council Meeting Minutes

Nov 10,2020

Attendees: Mayor Cahall (via Uber conference), Comm. Carver, Comm. Jarrell, Dr. Cindy Burns, Jeannette DeLude, Kelly Carver and Ben Cahall

The meeting was called to order at 6pm

The October meeting had been cancelled

The minutes from the September meeting were approved as submitted.

Open Position on Town Council - The Mayor discussed the opening on the Council and the election. Mr. Carver term had expired but he has been helping until we had someone to fill the seat. The Mayor had spoken to Kelly Carver about filling the open position and she indicated that she would like to do that. The Council unanimously agreed to have Ms. Carver fill the open position and the Mayor swore her in as the new commissioner.

The Mayor asked about what we needed to do for the check signing. She had spoken to Kim Ruark, the auditor from TGM, and they agreed it would be a good idea to have a non-signing commissioner who reviewed the bank statements monthly. All agreed this was good business practice. The Council voted to approve the Mayor, Jeannette and Kelly as signatories and Comm Jarrell would sign off on bank statements monthly. Resolution 20-05 was approved. Ms. DeLude will take that resolution along with a letter from the council to Provident Bank to get the signatures changed.

Kelly Carver was sworn in as Commissioner as opposed to Mr. Carver as stated on the agenda. Ms. DeLude will do training with her and help her get up to speed on the Town.

Planning Commission - Ben Cahall will no longer be a resident after Jan 1 so he will be stepping down from the PZ board at that time. Mr. Carver has agreed to fill the open position. The Mayor requested Ms. DeLude formally write up the set terms for Planning and Zoning Board to be sure we are keeping up with term expirations. – Mr. Clough has 3 years as of now, Rob just starting. Mr. Carver will take Mr. Cahall's place in January 2021.

Treasurer's Report - The treasurer's report was approved as submitted.

Announcement – Barbara Short from the Retired teachers' alumni contacted the Mayor about her group sponsoring the Little free library at park. They would make sure there is inventory and that the books are regularly changing. The Council agreed to let them sponsor the Little Free Library.

Resolution 20-05 – Bank Signatories Motion made to approve was made by Mr. Jarrell Seconded by Ms. Kelly Carver, unanimously approved.

Old Business

Bids for Site drainage- Dr. Burns reported she had reached out to Mr. Hutchinson and he said he would give us a quote, but we haven't heard from him yet. She is a part of the Envision Choptank group and they would like to be more coordinated for projects applying for same pot of money. She asked for technical assistance from them. Carrie Decker will come and look at the lot in the back.

Voicemail/Phone options - All options were discussed. The Council all agreed the ability to have a customer contact someone without a long delay needs to be available. Option 2, adding voicemail to our landline through Verizon was approved. A motion was made by Comm. Jarrell, seconded by Ms. Carver and unanimously approved.

New Business

Meeting/Agenda Policy - The Mayor reviewed the need for the meeting/agenda policy she had asked for Ms. DeLude to create. After review of the document, the meeting and agenda policy was unanimously approved.

Website Policy - After review of the website policy, the Council unanimously approved the adoption of the same.

Record Retention Schedule - Ms. DeLude briefed the Council on the need for the retention schedule. After review of the schedule, it was unanimously approved for adoption by the Mayor and Council.

Risk Management Park Report - The risk management report completed by Mr. Carver was presented to the council. Mr. Carver stated we need to have something done with the area by the swings such as cushioning installed but until we can do that, he suggested removing the boards in front of the swings. Ms. DeLude was advised to contact Derek Albers to get a quote to remove the end boards since he does our park maintenance. Dr. Burns will contact Caroline County Recs and Parks to see if they have any cushioning materials for under the swings. Mr. Cahall mentioned there is also a large pothole at entrance to park needs to be filled. Ms. DeLude was advised to get a quote to fix that from Mr. Albers as well.

Cares Act for website – Dr. Burns reported the County had additional Cares fund money available. She contacted Mr. Fox to see if we could use the funds to pay for the website and he approved the expense. Ms. DeLude sent the initial bills to Dr. Burns to send in for reimbursement. We have until the end of December to submit payments for reimbursement.

Sheriff's report – Mr. Jarrell asked about the Sheriff dept work on the car break-ins. Ms. DeLude stated she had notified the Sheriff's department and they knew of the situation and were taking care of it but she had not heard anything further. The Council asked Ms. DeLude to follow up with the Sheriff office and to ask the Sheriff to attend the next meeting. The Council feels it would be good to have a representative from the Sheriff's office at each meeting.

CR/TM report - Dr. Burns reported she received the documents from Chaney Corporation to assign the train station to the Town. The information was sent to Lyndsey Ryan, Town Attorney for review. The Mayor asked the Council to think about forming a committee to decide what to do with it. She would like BJ Tarr to be included in that committee.

CR Clerk Report – See attached. Ms. DeLude additionally gave the Council a letter from USPS re: potholes in parking lot. The Council discussed the lack of funding available to fix the problems. Dr. Burns will talk with Carrie Decker from DNR when she looks at the grading issues in the parking lot to see if they have suggestions.

Ms. DeLude also advised the Council she had received a list of past due accounts from Greensboro. They should have been sent to the Tax sale, but Greensboro had not sent them to the Town in time. There is approximately \$25000 past due. The Mayor advised Ms. DeLude to send past due notices to resident that were three months past due on sewer bill.

Council Comments - Comm. Jarrell asked what we could do about getting SHA to do some repaving on State roads in Town. The Mayor said she believed they set a schedule in advance on what they are doing for the upcoming year. The Mayor asked Dr. Burns to contact SHA to see if they could look at the repairs that need to be done and get on their list.

Energy audit – The cost for the insulation was very high. Dr. Burns is still working with Fire Dept.

Meeting adjourned at 737pm