

OFFICIAL MINUTES  
BOLIVIA TOWN BOARD OF ALDERMEN  
MARCH 10, 2020

ATTENDEES: Ella Jane Marston, Mayor  
Dewey Smith, Mayor Pro-Tem  
Robert Mercer, Alderman  
Nancy Cook, Alderwoman  
Kaitlyn Jackson, Alderwoman

Mayor led the Pledge of Allegiance and Mayor Pro-Tem Smith gave the invocation.  
Resident attendee: Dan Cook

The Regular Meeting was called to order.

Minutes from the February 11, 2020 Public Hearing and the February 11, 2020 Regular Minutes were read by the Clerk. A motion was made by Dewey Smith seconded by Robert Mercer to accept as read. Motion so carried.

Financial Statements were presented for the month of February 2020 by Mayor Marston, Finance Director. She reported there was nothing unusual, just the standard income and expenses. Mayor Marston said Suburban Propane billed the Town for the tank rental for 2019 and she told them to come get the tank and the removal cost will be \$75.00. A motion was made by Robert Mercer seconded by Kaitlyn Jackson to accept as presented. Motion so carried.

Old Business:

The Mayor said she called Attorney Huey Marshall to handle the offer for the Town Hall purchase since he has worked with the Town on the McKeithan project. She informed the Board that he said we needed a formal motion to purchase the property. A motion was made by Kaitlyn Jackson seconded by Dewey Smith to purchase parcel #125PC013 and parcel #125PC01401 located at 105 Danford Road at a cost of \$235,000 plus the "due diligence" associated costs. Motion so carried.

A motion was made by Robert Mercer seconded by Nancy Cook to authorize Finance Director, Jane Marston to sign and process the funds and appropriate paperwork for the Town Hall Purchase (as described above) according to GS 159-28 (a1) Preaudit Requirement. – If an obligation is reduced to a written contract or written agreement requiring the payment of money, or is evidenced by a written purchase order for supplies and materials, the written

contract, agreement, or purchase order shall include on its face a certificate stating that the instrument has been preaudited to assure compliance with subsection (a) of this section. The certificate, which shall be signed by the finance officer, or any deputy finance officer approved for this purpose by the governing board, shall take substantially the following form: "This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act. \_\_\_\_\_ (Signature of finance officer)." Motion so carried.

Mayor Marston said other old business is ditching of the town streets. She has pulled the old Phillip's quote and it would have to be updated but she said one of the issues would be the cost for removing the soil that is dug out of the ditches, which is not included in the quote. She

Discussion was held on the culverts being the responsibility of the property owner to install and maintain. Mayor Marston said when we decide to start this project, the town needs to notify each property owner in writing of their responsibility for cleaning out the culverts. Mr. Dan Cook asked the Board if the elevations are a part of the bids to allow for adequate flow.

A short discussion was held on a place to dump the soil quite possibility where the old asphalt plant was. Alderwoman Jackson said she texted her husband's uncle who is Kenny McCrane, to see if he would be interested in quoting this project, since he is in the ditching business also. The Mayor informed the Board that Rainstorm Solutions has viewed the project but withdrew his opportunity to bid. She said that Abram Young with the County Vector Control Department has come down and checked the drainage situation and he said the water is running to the Bolivia Branch. The ditching project was tabled until BEMC finishes with their upgrade project.

The Mayor reminded the Board of the Ethic Training classes for newly elected officials on March 17, 2020 at 9:30 a.m. at the Cape Fear Council of Governments in Wilmington.

The Mayor informed the Board that she has received an email from the County Permitting Department wanting to know if the Town still required us to give approval for change outs. A motion was made by Robert Mercer seconded by Dewey Smith to no longer require permits for changeouts. Motion so carried. The Mayor will send a letter tomorrow informing the permitting department of this Board's decision.

**New Business:**

The Mayor showed the Board a map of property on James Street. She said a Mr. Northrup has purchased a parcel of property and he called the Mayor and said there is a twenty-foot road between his property and the other lot, and he would like to purchase it from the Town. After a short discussion, the Mayor said at this point we know nothing, but she would talk to property owner, Gary Jones and report back to the Board.

**Old Business (continued):**

Alderman Mercer said he had received an email from the Sheriff's Department in response to the shooting issue on Danford Road. The Sheriff Department's Clarification on people shooting firearms said, there is no ordinance in the whole county. Alderwoman Jackson read the email for the Board.

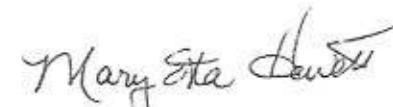
Alderwoman Cook said there is still a shed and other debris on the McKeithan property. The Mayor said she has called Bobby McKeithan but she has not had a response back yet. If she doesn't receive a call back from him, then she will consult with the attorney as to what the next step will be.

A short discussion was held on updating the ordinances. The Board agreed to review them and highlight the areas of recommendations and discuss them at the next Board Meeting.

The Mayor said that Alderwoman Jackson will be implementing the Town's website.

The meeting was adjourned.

  
Ella Jane Marston, Mayor

  
Mary Etta Hewett, Town Clerk

OFFICIAL MINUTES  
BOLIVIA TOWN BOARD OF ALDERMEN  
FEBRUARY 11, 2020

ATTENDEES: Ella Jane Marston, Mayor  
Robert Mercer, Alderman  
Nancy Cook, Alderwoman  
Kaitlyn Jackson, Alderwoman

Mayor led the Pledge of Allegiance and Mayor Marston gave the invocation.  
Resident attendees: Thurston (Tut) Clemmons, Dan Cook, Debbie and David Stanley

The Regular Meeting was called to order.

Minutes from the January 14, 2020 Regular Meeting were read by the Clerk. A motion was made by Kaitlyn Jackson seconded by Nancy Cook to accept as read. Motion so carried.

Financial Statements were presented for the month of January 2020 by Mayor Marston, Finance Director. She reported there was nothing unusual. She said the property taxes are a receivable, so they do not show as income, but the Town has about a 96 percent collection and that is about \$5,000 per year. She did state that the ordinances do need to be redone and usually we only advertise public hearings once but the conditional use one had to be advertised twice. A Motion was made by Kaitlyn Jackson seconded by Robert Mercer to accept as presented. Motion so carried.

Old Business:

The Mayor said we need to discuss the purchase of the property for the new Town Hall. She said \$235,000 was a fair price. Discussion was held on the county tax value on this property. She said the Town would have to do "due diligence" by getting an appraisal and the required inspections. Discussion was held on the homeowner next door wanting to buy a small area of property from the town that adjoins his since he has a boat on the property. The Mayor said that would have to be tabled for the time being. A motion was made by Nancy Cook seconded by Kaitlyn Jackson to contact an attorney to handle the entire purchase contract. The Board was in agreement of the \$235,000 for the property. Motion so carried. A short discussion was held on a plaque in memory of Ms. Willetts' husband should the town purchases the property. This item was tabled.

No update on FEMA.

New Business:

The Mayor said the Board needs to attend Ethic Training classes for newly elected officials. After a short discussion, the date agreed on was Wednesday, March 4 at 9:30 a.m., or a suitable date, at the Cape Fear Council of Governments.

The Mayor said the Board voted two years ago to have a web site for the Town and the quote of \$650 by Bryan Clemmons was no longer any good. Mayor Marston asked Kaitlyn Jackson if she would be willing to work with Mr. Clemmons to get the site set up. She said she would.

Discussion was held on updating the ordinances in a meeting. The Mayor said we would need to do them a part at the time. The clerk will make copies of the existing ordinances for the Board to review.

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Discussion was held on the ditching for the town's ditches. The Mayor said we had a quote from Phillips and it was a per foot or per hour. Mayor Marston said Alderman Smith has requested that the town get a total quote from other contractors. She said she has someone coming tomorrow to give us a quote. This issue was tabled until the next meeting after the quotes are received.

The meeting was adjourned.

  
Ella Jane Marston, Mayor

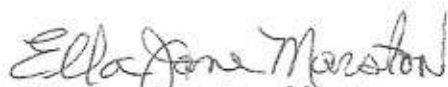
  
Mary Etta Hewett, Town Clerk

PUBLIC HEARING  
BOLIVIA TOWN BOARD OF ALDERMEN  
FEBRUARY 11, 2020

ATTENDEES: Ella Jane Marston, Mayor  
Robert Mercer, Alderman  
Nancy Cook, Alderwoman  
Kaitlyn Jackson, Alderwoman

Mayor led the Pledge of Allegiance and Mayor Marston gave the invocation.  
Resident attendees: Thurston (Tut) Clemmons, Dan Cook, Debbie and David Stanley

The Mayor explained the purpose of the Public Hearing is to receive comments concerning a request for a Conditional Use permit for a government office for Parcels 125PC013 and 125PC01401 located at 105 Danford Road. Mr. Clemmons said he is not against the conditional use permit, but he does not want the other properties to become commercial. The Mayor explained that the permit is just for the parcels advertised. Mr. Clemmons said his property adjoins this property up to the driveway and the existing driveway would need updating. With no further comments, the Public Hearing was closed.

  
Ella Jane Marston, Mayor

  
Mary Etta Hewett, Town Clerk



OFFICIAL MINUTES  
BOLIVIA TOWN BOARD OF ALDERMEN  
JANUARY 14, 2020

ATTENDEES: Ella Jane Marston, Mayor  
Dewey Smith, Mayor Pro-Tem  
Nancy Cook, Alderwoman  
Kaitlyn Jackson, Alderwoman

The Mayor called the meeting to order. The Mayor led the Pledge of Allegiance and Mayor Pro-Tem Smith gave the invocation.  
Resident attendees: Dan Cook, Debbie and David Stanley

Minutes from the December 10, 2019 Regular Meeting were read by the Clerk. A motion was made by Kaitlyn Jackson seconded by Dewey Smith to accept as read. Motion so carried.

Financial Statements were presented for the month of December 2019 by Mayor Marston, Finance Director. The Mayor said we received the Franchise Tax which is broken down into Natural Gas Tax, Video Programming Tax, Telecommunications Tax and Electric Franchise Tax in the amount of \$3,778. We received interest from NCCMT in the amount of \$720, sales and use tax in the amount of \$3,643, Powell Bill monies in the amount of \$3,136 and the rest is normal expenses. She advised the Board that she had turned the electricity off at the old Town Hall. Contingency in the amount of \$300 is the Cape Fear Council of Governments annual fee, \$909 is election charges and an \$85 refund from J. Taylor for termite inspection. A Motion was made by Dewey Smith seconded by Kaitlyn Jackson to accept as presented. Motion so carried.

The Mayor presented Alderwoman Nancy Cook and Alderman Kaitlyn Jackson with their new Town of Bolivia Badges.

Old Business:

The Mayor updated the Board on the streetlights on Corbett Street. She said BEMC is cleaning up the rights-of-way for new poles to be installed.

The Mayor said She, Kaitlyn Jackson and Robert Mercer went to the seminar on the ordinances. She said they learned we need to update our ordinances because they were done in 1994 and after 7 years they are supposed to be updated. She said we may need to have the NCLM come in and help us update them.

The Mayor informed the Board that FEMA sent the Town a check for the Town Hall in the amount \$30,550 which closes that part of the Hurricane Florence project. The debris part was closed but the town has gotten two invoices from Crowder Gulf. She said FEMA and the State are working to reopen that part of the project plus the two and a half months of unpaid rent for the present town hall.

The Mayor told the Board that she did not disconnect the water at the old town hall because it would cost as much to disconnect as to leave it on and pay the monthly fee and also we would have to pay a new connection fee when we make a decision on a new town hall. Leaving it on would mean we would just transfer it to the new account.


The Mayor informed the Board that the Town would not have to rezone the Willetts' property, they would just need to apply for a Special Use Permit. The Mayor said everyone needs to go look at the property located at 89 Danford Road since the town is considering buying it.

New Business:

The Mayor said the Board needs to appoint a Mayor Pro-Tem and a Finance Director. A motion was made by Kaitlyn Jackson seconded by Nancy Cook to appoint Dewey Smith as Mayor Pro-Tem and Mayor Jane Marston as Finance Director. Motion so carried.

Mrs. Debbie Stanley asked the Board to explain the fire tax procedure. The Mayor said the county controls the fees based on the amount the State levies. A short discussion was held on the high costs in Bolivia and the county.

The meeting was adjourned.

  
Ella Jane Marston, Mayor

  
Mary Etta Hewett, Town Clerk