

Edenton Town Council Minutes  
Special Meeting  
September 25, 2023

The Edenton Town Council met in special session on Monday, September 25, 2023 at 6:00 p.m. in the Council Chambers. The following members were present: Mayor Jimmy Stallings, Councilman Elton Bond, Councilman Roger Coleman, Councilman Aaron Coston, Councilman Samuel Dixon, Councilman Hackney High and Councilman Craig Miller.

Mayor Jimmy Stallings called the meeting to order.

Presentation - Public Information Officer Update

Tyler Newman, Public Information Officer gave a presentation to review the first six months as the Town's Public Information Officer and what benefits this position has provided for the Town.

Resolution - Fall 2023 Funding Virginia Well Replacement

Corey Gooden, Town Manager stated that the Public Works Director is requesting that the Town of Edenton pursue funding for one additional well site for the Town's water system. The resolution presented will acknowledge the Town's interest to construct, plan for, and conduct a study for a project for the construction of a new well to replace the existing Virginia Road Well. This project is necessary in the long-term viability for the Town's water system because the Virginia Road well site was significantly impacted during the WTP (Phase II) Ground Storage Tank and Well Rehab project and lost the majority of its useful capacity (roughly 70% loss) and the remaining three well sites are between 40 and 60+ years old.

Councilman Miller made a motion to approve the resolution for the Virginia Road well replacement as presented. Councilman High seconded the motion. The motion carried unanimously.

NCEMPA – First Alternate Commissioner

Corey Gooden, Town Manager stated that the Town of Edenton is a member of the North Carolina Eastern Municipal Power Association (NCEMPA) because the Town of Edenton owns and operates its own electric distribution system. Each of the municipal members of NCEMPA have a primary commissioner that is appointed to the Board of Commissioners and may have up to two alternates in the case of their absence. Currently the primary commissioner is Corey Gooden, Town Manager and there is not an alternate due to the retirement of the former Electric Director. Corey Gooden, Town Manager stated that Hunter Chamberlain has been leading the Electric Department since Mike Nichols retirement and is well qualified to represent the Town of Edenton on the Board of Commissioners. The NCEMPA oath was included in the packet and Hunter Chamberlain's appointment will need to be voted upon and recorded in the minutes of the Town Council.

Councilman High made a motion to approve the appointment of Hunter Chamberlain as alternate member on the NCEMPA Board. Councilman Coston seconded the motion. The motion carried unanimously.

NCEMPA – First Alternate Rate Committee

Corey Gooden, Town Manager stated that in addition to the Board of Commissioners (BOC), the North Carolina Eastern Municipal Power Association (NCEMPA) also has a rate committee that makes recommendations to the BOC for any rate changes. The rate committee's primary representative is currently the Town Manager and does not have a first alternate representative. The rate committee does not require an oath or appointment from the Town Council. The Town Manager stated that he will be recommending Hunter Chamberlain to the NCEMPA rate committee as the first alternate.

This was a no action item.

Budget Amendment – Runway 1-19 Lighting Rehab

Corey Gooden, Town Manager stated that this budget amendment is for the work authorization that was approved by Town Council on August 28, 2023. He stated that this is the additional grant administration and revised design, permitting and bidding fees proposed for the lighting on the runways 1-19 by Talbert & Bright. The budget amendment is for \$37,970.

Councilman Miller made a motion to approve the budget amendment. Councilman Coleman seconded the motion. The motion carried unanimously.

There being no further items on the special meeting agenda, the meeting was adjourned.

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The Edenton Town Council met for committee meetings on Monday, September 25, 2023 at 6:00 p.m. in the Council Chambers. The following members were present: Mayor Jimmy Stallings, Councilman Elton Bond, Councilman Roger Coleman, Councilman Aaron Coston, Councilman Samuel Dixon, Councilman Hackney High and Councilman Craig Miller.

Mayor Jimmy Stallings called the meeting to order.

**Committee Meetings**

**Administrative Committee-Employee Certification Tables**

Councilman High stated that over the past few months Department Heads were tasked with reviewing and updating their departments training certification tables. He noted that the review was needed to make sure that the Town of Edenton continues to maintain up to date training opportunities for all employees. The last certification review was performed during the 2017 salary study and there have been updates in classes and certifications abroad. As a part of this review, it is recommended to expand training opportunities to include annual continuing education (CE), and a modified merit system for classes that may fall short to the longer certification classes. These new recommendations will be broken into three levels. These levels are listed below:

**Level 1** – Continuing Education (CE) – All employees are required to complete a minimum of six (6) hours of CE during each calendar year (1/1 thru 12/31); These include, but are not exclusive to, Town of Edenton Lunch & Learns and any Department approved CE classes.

**Level 2** – Intermediate training certifications scale – this structure would associate training opportunities (*approved by the department head*) by the number of hours & their respective merit increase.

1-day courses (8-12 hours) earn a one-time bonus of \$300

2-day courses (16 to 20 hrs.) one-time bonus of \$500

3-day courses (24 -31 hrs.) 1.5% increase

4-5 days courses (32 hrs. or more) 2.5% increase/5% increase;

**Level 3** - Individual Lists for each Department.

Councilman High requested that the Town Council review the revisions in the employee certification requirements and that the committee send the item to the full Council for approval.

**Administrative Committee-Social Media and News Media Policy**

Councilman High stated that the Public Information Officer drafted a social media and news media policy for the Town of Edenton and all employees. This policy will help the staff govern use of Town social media pages (Facebook, Instagram, etc.) as well as employee's personal conduct online, dealing with the news media, and how to disseminate information with the public using online methods. It was recommended that this item be placed on the next full Council agenda for approval.

**Finance Committee-Electric Department Backyard Machine Financing Proposal**

Councilman Dixon stated that the Finance Director requested loan proposals for the Electric Department to purchase a Altec Digger Derrick Backyard Machine. Two proposals were received (Southern Bank & Truist) & one deferral (First Citizens). Of the two (2) proposals, Truist has lowest interest rate at 5.38% which would save the town approximately \$2,621 in interest over the life of the loan. There are no closing costs with the loan, which would result in an additional \$200 savings. It was noted that if approved, the first loan payment would not be until next fiscal year budget (FY24/25) in October of 2024. If approved, the resolution would be presented to the Town Council at the October 10th, 2023 council meeting. This item was recommended to be placed on the next full Council agenda for approval.

There being no further items on the agenda, the meeting was adjourned.