

**TOWN OF SEAGROVE
MINUTES
REGULAR MEETING
AUGUST 2, 2016**

The meeting was called to order at 7:30 p.m. by Mayor Fernandez. Those present were Mayor Pro-Tem Barbara Luther, Commissioners: Sandra Walker, Jason Auman, Pam Allen, and Commissioner Cindy Neef was absent.

A. Approval of Minutes and Treasurer's Report

The minutes from the June 7th Town Meeting were presented for review and approved. Mayor Pro Tem Barbara Luther made the motion to accept the minutes and Commissioner Allen 2nd the motion. The motion carried unanimously.

The Special Called Meeting for June 21th were presented for review and approved. Commissioner Walker made the motion to accept the minutes as written and Mayor Pro Tem Barbara Luther 2nd the motion. The motion carried unanimously.

The Special Called Meeting for July 11th were presented for review and approved. Commissioner Auman made the motion and Commissioner Walker 2nd the motion. The motion carried unanimously.

The Treasurer's Report for June 2016 and July 2016 were presented and reviewed. Commissioner Allen made a motion to accept the Treasurer's Report and Commissioner Auman 2nd the motion.

B. Police Report

The police report for June 2016 and July 2016 were presented by Chief Maness and copies are attached.

* Question was asked to the Chief on how to prevent the larger trucks to slow down on Broad Street, especially late at night. Chief responded to do more radar. *
Chief stated the new police cars will be here soon.

C. Committee Reports

Cindy Neef – Beautification

Nothing at this time.

Jason Auman – Streets

Nothing at this time.

Barbara Luther – Town History

No updates at this time

Sandra Walker – Zoning

The Zoning Committee will meet on August 29th, 2016 at 7:00 pm.

Pam Allen – Park

Nothing at this time.

Eleanor Roberts- Town Clerk

The Treasurer's Reports will start looking different. The report will now be a check register report that will be in Excel form so that the Board can see every check that is written. The Budget to Actual will be the same and show what monies were spent in what line item it went in.

The Auditor at this time, Steve Hackett with Maxton McDowell, made a few suggestions to Town procedures.

a) Start a purchase order system

- Commissioner Auman made a motion to accept purchase orders being given (verbal or written) before any purchase is made Commissioner Allen 2nd the motion. The motion carried unanimously.

b) To have the board nominate a Financial Officer

- Commissioner Walker nominated the Town Clerk to be the Financial Officer and Mayor Pro Tem Barbara Luther 2nd the motion. The motion carried unanimously.

c) Limit the access to the Clerk's office and the Town's mail

- Commissioner Allen made a motion for the Town Clerk to be the only one with access to the Town Clerk's office and mail and to make sure the Town's Attorney has a copy of the key and passwords Commissioner Walker 2nd the motion. The motion carried unanimously.

Receipt stamp procedure to be signed by the Financial Officer only.

d) For the police officers time sheets to be signed by Chief Maness and for Chief's to be signed by the Police Commissioner or the Mayor.

- Commissioner Allen made a motion for time sheets to be signed off on and Mayor Pro Tem Barbara Luther 2nd the motion. The motion carried unanimously.

D. Old Business

Mike and Rogon Walker was present to give a history of how the park came into existence. Mike explained how the land was donated by Wavie Presnell to the Town and how the Town received a \$250,000.00 grant that the Town had to match, which they did. Then he described how everyone united and worked together to do different jobs that needed to be done and those that couldn't help paid for others to be there working. Mayor Fernandez presented plaques to Mike and Rogon Walker and showed them the new larger signs that would be hung up at the both ends of the ball field.

Randolph County Fire Marshall's contract is a three year contract, which in those three years the contract can not be increased. Commissioner Auman made a motion

to accept the contract with Randolph County Fire Marshall and Commissioner Walker 2nd the motion. The motion carried unanimously.
Reminded the board to get their Ethics Training in before December.

E. New Business

David Hatcher was there to give the Town a brief description of the Sweepstakes establishment that he will be opening in Seagrove. Mr. Hatcher stated that he would like to donate 5%-10% to the Town and Mayor Fernandez stated that would help purchase playground equipment that is needed for the park.

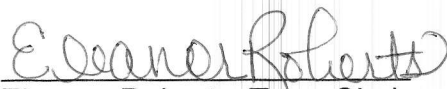
Commissioner Walker contacted Centurylink and was able to reduce the monthly bill and have updated equipment sent to us. Mayor Pro Tem Barbara Luther motioned to accept this two year contract and Commissioner Auman 2nd the motion. The motion passed unanimously.

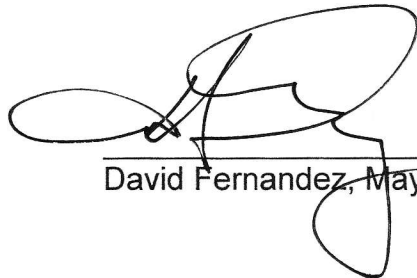
Commissioner Allen motioned to go into Closed Session and Commissioner Walker 2nd the motion. The motion carried unanimously.

Commissioner Allen made a motion to adjourn and Mayor Pro Tem 2nd the motion. The motion carried unanimously.

TOWN OF SEAGROVE

ATTEST:


Eleanor Roberts, Town Clerk


David Fernandez, Mayor

**TOWN OF SEAGROVE
MINUTES
SPECIAL CALLED MEETING
August 16, 2016**

The meeting was called to order at 7:30 p.m. by Mayor Fernandez. Those present were Mayor Pro-Tem Barbara Luther, Commissioners: Jason Auman, Pam Allen, and Commissioner Cindy Neef. Commissioner Sandra Walker was absent.

This meeting was called for the purposes of a) Town of Seagrove's 2016-2017 contribution to the Seagrove Library and b) Moving the Powell Funds to First Bank.

Commissioner Neef made a motion to approve the funding of the 2016-2017 contribution of \$15,000.00 to the Seagrove Library with reallocating the Christmas Lights Fund of \$4,000.00 going into the Library Fund and in addition do a financial review of the 2016-2017 Budget at the end of the calendar year to see if the Town can carry the difference and if not transfer funds from the General Funds to cover the remaining amount owed and Commissioner Allen 2nd the motion. Mayor Pro Tem Barbara Luther recused herself from voting. Three of the five commissioners voted, so the motion passed.


Commissioner Auman made a motion for the Powell Funds to be moved from Community One to First Bank Commissioner Allen 2nd the motion and the motion carried unanimously.

Commissioner Allen made a motion to adjourn and Mayor Pro Tem Barbara Luther 2nd the motion. The motion carried unanimously.

TOWN OF SEAGROVE

ATTEST:


Eleanor Roberts, Town Clerk


David Fernandez, Mayor

August 2016

Seagrove Police Department: Officer: _____

Unit Number # _____

Patrol Log

Week Date Start _____

Week Date End _____

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Miles 1188								
ining 16								
Hours 259								
Court								
Interviews 22								
Warrants Served 1								
Warrants Drawn								
On View Arrest								
Criminal Citation								
Involuntary								
DWI								
Traffic Citation 34								
Traffic Warning Citation 57								
Traffic Assist								
Officer Assist 1								
Traffic Accident 1								
Domestic 1								
Fight								
Alarm 2								
Armed Person								
Suspicious person								
Suspicious Vehicle								
Citizen Assist 4								
Larceny								
B & E								
Trespass								
Juvenile								
Business Check 155								
Seagrove School								
Code #1								
Arrest Report								
Found Property								
Miscellaneous Report 31								
Miscellaneous Call 24								
Drugs Seized								

Town of Seagrove

Profit & Loss

August 2016

Aug 16

Ordinary Income/Expense	
Income	
Officer Fees	27.04
Property Tax	5,420.14
Reimbursement of Water Bill	12.39
State Sales Tax	3,903.07
Total Income	9,362.64
Gross Profit	9,362.64
Expense	
Administrative Expenses	
Admin Payroll	
SUTA Tax - Police	137.84
Admin Payroll - Other	600.00
Total Admin Payroll	737.84
Dues & Subscriptions EDC	500.00
Garbage Services	2,223.12
Miscellaneous Expense	3.76
Office Supplies	88.81
Professional Services	695.00
Rent	250.00
Telephone	118.06
Utilities	753.95
Total Administrative Expenses	5,370.54
Bank Service Charges	25.00
Park Expenses	
Park Mowing	367.50
Park Utilities	50.11
Total Park Expenses	417.61
Payroll Expenses	5,273.19
Police Dept Expenses	
Fuel & Oil	322.19
Jason Auman Insurance Expense	250.00
Medical Expenses	153.00
Telephone	215.64
Vehicle Expense	100.00
Total Police Dept Expenses	1,040.83
Powell Bill Expenses	
Powell Mowing	382.50
Total Powell Bill Expenses	382.50
Seagrove Town Sign	2,261.51
Total Expense	14,771.18
Net Ordinary Income	-5,408.54
Other Income/Expense	
Other Income	
Interest Income	2.56
Total Other Income	2.56
Net Other Income	2.56
Net Income	-5,405.98

Payroll Tax 1059.38

186.12 + 29.52