



Town of Mars Hill

MAYOR AND BOARD OF ALDERMEN

John L. Chandler
Mayor
Nicholas A. Honeycutt
Vice-Mayor
Robert W. Zink
Treasurer
Stuart L. Jolley
Clerk
Larry H. Davis
Secretary

MINUTES REGULAR MEETING Mars Hill Town Hall – Conference Room December 2, 2019 at 6:00 p.m.

The Town of Mars Hill Mayor and Board of Aldermen met in regular session on Monday, December 2, 2019 at 6:00 p.m. in the Mars Hill Town Hall.

MEMBERS PRESENT: Mayor John Chandler; Aldermen Larry Davis, Nicholas (Nick) Honeycutt, Stuart Jolley, and Robert W. (Bob) Zink

STAFF PRESENT: Nathan R. Bennett, Town Manager; Jamie Stokes, Town Attorney

OTHERS PRESENT: Judge Larry Leake, Jackie Jolley, Harley Jolley

Call to Order

The meeting was called to order by Mayor John Chandler. Mayor Chandler welcomed those in attendance. Mayor Chandler advised that the Oath of Office Ceremony will take place when Judge Larry Leake arrives to administer the oaths and will proceed with the agenda until that time.

Approval of the Agenda

Mayor Chandler asked the Board to review the proposed agenda for approval. Upon review of the agenda, Mayor Chandler called for a motion. Alderman Nick Honeycutt made a motion that the agenda be approved as presented. Alderman Stuart Jolley seconded the motion. Upon a call for a vote on the motion by the Mayor, the agenda was approved unanimously. (Attachment A)

Approval of Minutes

Mayor Chandler then asked the Board to review the minutes of the regular meeting held on November 4, 2019. There being no modifications to the minutes, Alderman Jolley made a motion that the minutes for November 4, 2019 be approved as presented by management. Alderman Larry Davis seconded the motion. Upon a call for a vote on the motion by the Mayor, the minutes were approved unanimously.

Town Manager Report – Nathan Bennett, Town Manager

Mayor Chandler then recognized Mr. Bennett to provide the Town Manager Report.

Audit Contract Amendment

Mr. Bennett advised the Board that the Town's auditors, Johnson Price Sprinkle, PA (JPS), is nearing completion of the Town's annual audit but it was not complete at the October 31 due date set by the N.C. Local Government Commission. This delay is due to grants and capital projects that have required additional time to monitor that was not anticipated by the audit firm. The LGC requests that an amendment be made to the audit contract to extend the due date to document this additional work. This amendment is only to modify the audit delivery due date from October 31, 2019 to the new date of December 31, 2019. Upon review and discussion of the proposed audit contract amendment by the Board, Mayor Chandler called for a motion. Alderman Davis made a motion to approve the **"Amendment to Contract to Audit Accounts"** as presented. Alderman Honeycutt seconded the motion. Upon a call for a vote on the motion by the Mayor, the motion was approved unanimously. (Attachment B)

Surplus Property

Mr. Bennett next presented a request for the Board to declare as surplus personal property a John Deere tractor that continues to have mechanical issues and is no longer reliable for town service. Mr. Bennett presented a draft resolution declaring the property surplus and authorizing the town manager to dispose of the property. Upon review and discussion of the proposed resolution by the Board, Mayor Chandler called for a motion. Alderman Honeycutt made a motion to approve the **"Resolution Authorizing Sale of Personal Property Worth Less than \$30,000,"** as presented. Alderman Jolley seconded the motion. Upon a call for a vote on the motion by the Mayor, the motion was approved unanimously. (Attachment C)

Financial Report – First Quarter

Mr. Bennett next presented the Board with a Financial Report for the first quarter of fiscal year 2019-20 for informational purposes. Mr. Bennett advised that the budget is in line with expectations. At this point in the year, the budget use target is 25%. In the general fund, 33% of expected revenue has been collected and expenditures are at 43%. Expenditures are higher than the target due to a number of one-time expenses for the entire year that are paid in the first quarter, such as insurance premiums and service contracts, but will normalize as the year progresses. Revenues are also tracking a little higher than the target, which is good as it does not include any property tax payments as the bills for this year had not been sent during the first quarter, with this number to climb considerably in the next quarter and beyond as those tax payments are made. The water and sewer fund is also tracking in line with expectations. The first quarter revenues are at the 25% target with expenditures at 23%. Mr. Bennett advised the Board he will email the full first quarter financial report to them for their further detailed review.

General Update

Mr. Bennett provided the Board with a status report on capital projects that are underway as well as a summary of various town activities. Mr. Bennett provided the Board a list of special events that may

be of interest to the Board. Mr. Bennett announced to the Board that the deputy fire chief position has been filled by Mr. Bennie Gaddy. Mr. Gaddy began his employment on November 25.

Old Business

The Mayor then moved to address Old Business.

Christmas Parade. Mr. Bennett advised the Board that the Christmas Parade will be held Saturday, December 7, 2019 at 11:00 a.m. We have had a good response from the community and are looking forward to this great event. No additional old business.

New Business

The Mayor then moved to address new business. There was no new business.

Public Comment

There were no public comments.

Closed Session (Pursuant to N.C.G.S. 143-318.11(a)(6))

No closed session needed.

Oath of Office Ceremony for Board of Aldermen Members

Mayor Chandler advised those in attendance that the town election was on November 5th for two alderman positions and that Alderman Larry Davis and Alderman Stuart Jolley were re-elected to a new four-year term. Mayor Chandler then recognized Judge Larry Leake to administer the oath of office to each alderman.


Judge Leake offered introductory comments. Judge Leake administered the oath of office to Alderman Larry Davis. Judge Leake then administered the oath of office to Alderman Stuart Jolley.

Adjourn


There being no further business before the Board, Mayor Chandler called for a motion to adjourn. Alderman Zink made a motion to adjourn, Alderman Jolley seconded the motion. Upon a call for a vote on the motion by the Mayor, the motion to adjourn was unanimously approved.

Approved and authenticated this the 6th day of January, 2020.

ATTEST:


Nathan R. Bennett,
Town Manager




John L. Chandler, Mayor

ATTACHMENT A



Town of Mars Hill

MAYOR AND BOARD OF ALDERMEN

John L. Chandler
Mayor
Nicholas A. Honeycutt
Vice-Mayor
Robert W. Zink
Treasurer
Stuart L. Jolley
Clerk
Larry H. Davis
Secretary

AGENDA

REGULAR MEETING

Mars Hill Town Hall Conference Room

December 2, 2019 at 6:00 p.m.

1. Call to Order – *Mayor John L. Chandler*
2. Oath of Office Ceremony for Board of Aldermen Members – *Mayor Chandler*

*Oath of Office Administered by
The Honorable Larry Leake
District Court Judge, 24th Judicial District*

Board of Aldermen Members-Elect

The Honorable Larry H. Davis

The Honorable Stuart L. Jolley

3. Approval of Agenda
4. Approval of Minutes: November 4, 2019 meeting
5. Town Manager Report – *Nathan Bennett, Town Manager*
 - a. General Update
6. Old Business
7. New Business
8. Public Comment
9. Closed Session (*Pursuant to N.C.G.S. 143-318.11 – if needed*)
10. Adjourn

ATTACHMENT B

LGC-205 Amendment

AMENDMENT TO CONTRACT TO AUDIT ACCOUNTS

Rev. 7/2019

Whereas	Primary Government Unit Town of Mars Hill, North Carolina
and	Discretely Presented Component Unit (DPCU) (if applicable) N/A
and	Auditor Johnson Price Sprinkle PA

entered into a contract in which the Auditor agreed to audit the accounts of the Primary Government Unit and DPCU (if applicable)

for	Fiscal Year Ending 06/30/19	and originally due on	Audit Report Due Date 10/31/19
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hereby agree that it is now necessary that the contract be modified as follows.

<input checked="" type="checkbox"/> Modification to due date: <input type="checkbox"/> Modification to fee:	Original due date 10/31/19	Modified due date 12/31/19
	Original fee	Modified fee

EXPLANATION OF MODIFIED CONTRACT TERMS

Please provide an explanation for the modification to due date and/or fees.

We are requesting additional time to extend the due date. There were additional grants and capital projects in the current year that required more time for the audit and for the client's independent contractor to draft the financial statements.

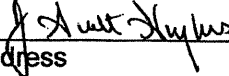
If the amendment is submitted to extend the due date, please indicate the steps the unit and auditor will take to prevent late filing of audits in subsequent years.

We will make every effort to file timely next year. The auditors and the independent contractor will have a better understanding of the new grants and capital projects that are continuing in to the next year.

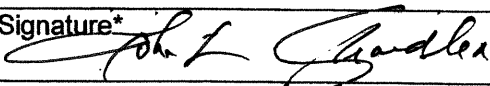
By their signatures on the following pages, the Auditor, the Primary Government Unit, and the DPCU (if applicable), agree to these modified terms.

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Johnson Price Sprinkle PA	
Authorized Firm Representative* (typed or printed) Scott Hughes, CPA	Signature* 
Date* 12/2/2019	Email Address scotth@jpspa.com

GOVERNMENTAL UNIT

Governmental Unit* Town of Mars Hill, North Carolina	
Date Primary Government Unit Governing Board Approved <u>Amended</u> Audit Contract* (If required by governing board policy)	
Mayor/Chairperson* (typed or printed) John L. Chandler, Mayor	Signature* 
Date	Email Address JLCMayor@yahoo.com

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

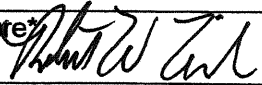
GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT

(Pre-audit certificate not required for charter schools or hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer* Robert W Zink	Signature* 
Date of Pre-Audit Certificate*	Email Address* Bobzink@griffinagency.net

**SIGNATURE PAGE – DPCU
(complete only if applicable)**

DISCRETELY PRESENTED COMPONENT UNIT

DPCU N/A	
Date DPCU Governing Board Approved <u>Amended</u> Audit Contract (if required by governing board policy)	
DPCU Chairperson (typed or printed)	Signature
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE

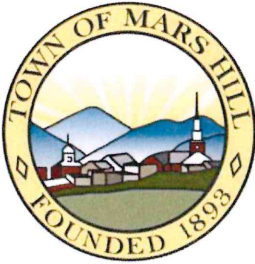
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DPCU Finance Officer (typed or printed) N/A	Signature
Date of Pre-Audit Certificate	Email Address



Town of Mars Hill

RESOLUTION

AUTHORIZING SALE OF PERSONAL PROPERTY WORTH LESS THAN \$30,000 (G.S. 160A-266; 267)

WHEREAS, the Town of Mars Hill owns certain items of personal property that have become surplus for its current needs; and

WHEREAS, North Carolina General Statute § 160A-266 permits the Town to sell such property by private sale, upon authorization by the Mayor and Board of Aldermen at a regular meeting and notice to the public; and

WHEREAS, the Mayor and Board of Aldermen is convened in a regular meeting.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF MARS HILL THE FOLLOWING:

1. The Town Manager is authorized to sell by private sale the following items of surplus personal property:

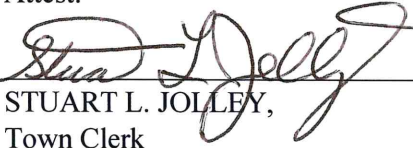
John Deere Tractor

2. The Town Manager shall publish a notice summarizing this resolution, and no sale may be executed pursuant to this resolution until at least 10 days after the day the notice is published.

ADOPTED this the 2nd day of December, 2019 by the Town of Mars Hill Mayor and Board of Aldermen.


 JOHN L. CHANDLER
 Mayor

Attest:


 STUART L. JOLLEY,
 Town Clerk

