

## MINUTES

The Rural Hall Town Council held an agenda briefing on November 1, 2021 at 10:00 am in the Town Hall Council Chambers. The following members were present: Mayor Timothy M. Flinchum - presiding; Councilwoman Susan H. Gordon; Councilman Norman E. Horn; Councilman Terry M. Bennett; Interim Town Manager Frank L. James.

Pledge of allegiance to the flag was led by Administrative Assistant Robbie Wagoner.

A moment of silence was held.

Councilwoman Susan H. Gordon made a motion to adopt the agenda. Councilman Norman E. Horn seconded the motion, and the motion passed unanimously.

Councilwoman Susan H. Gordon made a motion, seconded by Councilman Terry M. Bennett, to enter into closed session per NCGS 143-318.11(a)(3) at 10:08 am. Motion passed unanimously.

Councilwoman Susan H. Gordon made a motion to return to regular session at 10:53 am. Councilman Terry M. Bennett seconded the motion, and the motion passed unanimously.

Interim Manager Frank L. James named Misty A. Meadows as Interim Town Clerk. He asked Finance Director Wade Gilley to swear in Mrs. Meadows. He noted that it is sometimes necessary to have closed session meetings to discuss personnel matters.

Swearing in of Misty A. Meadows as Interim Town Clerk was led by Finance Director Wade Gilley.

Frank L. James stated that Misty A. Meadows will immediately be responsible for taking minutes. Mr. James stated that the Town's personnel policy states that the Town must advertise the fulltime Town Clerk position for a minimum of five days in accordance with the policy, effective starting today.

Approval of the October 11, 2021 regular meeting, October 21, 2021 special meeting, and the October 25, 2021 special meeting minutes and the approval and sealing of the October 21, 2021 and October 25, 2021 closed session meeting minutes will be taken care of at the November 8 Council Meeting.

The following items were discussed:

- Mayor Flinchum recognized the October flag purchases.
- Public Works Director Jason Hill spoke on behalf of him and Fire Chief Andy Marshall and stated that they are in the planning stages of the Christmas events and working with Administrative Assistant Robbie Wagoner to plan the tree lighting and parade. Jason stated that they are planning to have the tree lighting in person and working on finding a new staging area for the parade due to Bill Plemmons RV World no longer allowing the Town to stage at their facility (due to liability and insurance issues). Jason stated they are working on developing a parade route, familiarizing Robbie with the process, and advertising it to the public as soon as possible.
- Finance Director Wade Gilley distributed the October 2021 Financial Report to the Council and Interim Manager James. Mr. Gilley stated it is an honor to serve the council and citizens, he monitors the Town's accounts daily, and the Town's finances are in great shape. He explained the Town's seven accounts and the October Financial Report. Councilwoman Suzie Gordon commended Mr. Gilley for his hard work and thanked him for the financial report.

- Finance Director Wade Gilley stated the auditor Eddie Carrick was unable to be at the meeting but will deliver the audit report at a later date. Mr. Gilley stated the recent audit in August went well and he looks forward to seeing the audit report from Mr. Carrick. Mr. Gilley also suggested a higher-level audit for the past several years and doing a deep dive into receipts and disbursements, starting with fiscal year 2016-2017.
- Finance Director Wade Gilley discussed the need for dual signatures on checks in order to strengthen internal controls. He stated that he found that North Carolina General Statute requires the Town to use dual signatures on checks and suggested the Town also setup someone who can sign in the case of an emergency. Mr. Gilley also stated that First Citizens Bank is working on a new platform to help prevent fraud and will help the Town transition to this platform. The Council unanimously supported moving forward with this transition.
- Interim Manager Frank L. James stated the 2022 Meeting Schedule needs to be adopted and can amend if/as needed. There was discussion among the Council about the possibility of changing the agenda briefing time to the afternoon, such as 3 PM, rather than the mornings.
- Fire Chief Andy Marshall discussed the Fire Prevention and Protection Ordinance and stated there are minimal changes to be made to the ordinance. Frank James noted that the Fire Chief vehicle needs proper lettering (for an emergency vehicle) and the Fire Chief is working on getting quotes to get this completed.
- Interim Town Manager James discussed the council seat vacancy. The Town has received several applications for the vacant council seat. The Council decided the candidates need to be notified that they will be given 5 minutes to speak at the November 8 meeting and be sworn in at the December 13 council meeting. Tim suggested doing a preliminary background check on the candidates in order to do the Town's due diligence. Interim Manager James is to get the applications to Attorney James. The council will call a meeting to discuss the final candidates between the November and December meetings.
- Interim Town Manager Frank James stated the Historical Society Museum needs to be opened back up for citizens to visit the museum.

There being no further business, Councilwoman Susan H. Gordon made a motion to adjourn at 12:15 PM.

Misty A. Meadows  
Interim Town Clerk