



**Town of Autryville**  
**Regular Board of Commissioners Meeting Minutes**  
**Tuesday, November 15, 2022**  
**Autryville Town Hall**

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Commissioners Present:  
Mayor Spell  
Mayor Pro Tem Baxley  
Commissioner Spell  
Commissioner Tyndall  
Commissioner Baker

Staff Present:  
Lisa Jones, Town Clerk

Commissioners Absent:  
None

**1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / INVOCATION**

Mayor Spell opened the regular board meeting at 7:29 pm and led the Pledge of Allegiance. Commissioner Spell gave the invocation.

**2. PUBLIC COMMENT**

*This portion of the meeting is an opportunity for citizens to speak on any issue concerning the Town of Autryville. A total time limit of 15 minutes will be allotted for this portion of the meeting. Each speaker will have a maximum 3 minutes. The first five residents who sign up with the Town Clerk will have an opportunity to address the Board of Commissioners.*

Terry Spell gave invitations to the Mayor, Town Clerk, and Commissioners his Christmas dinner, pending approval of the submitted facility rental agreement application. He also told the board Thomas Honeycutt indicated to him interest to be appointed to the board.

Commissioner Spell reported a comment from Doug New that the conditions of West Vinson Street were poor. Mayor Spell instructed the Town Clerk to inform the Public Works Director.

**3. ADJUSTMENTS/ADOPTION OF THE AGENDA**

a. Adjustments to the Agenda

Mayor added Ordinance #2022-11-02 and #2022-11-03 to the Grant Report section. He also added the Facility Rental Agreement to New Business.

b. Adoption of the Agenda

ACTION: Adoption of the Agenda as Presented  
Motion: Mayor Pro Tem Baxley  
Second: Commissioner Tyndall  
Vote: Unanimous

**4. SPECIAL PRESENTATION**



- a. Fiscal Year 2022 Audit Report  
Presenter: Danna Layne, CPA, CFA of Nunn, Brashear, & Uzzell, PA

Danna Layne presented to the board the findings the financial audit for Fiscal Year 2021-2022. A copy of the audit findings can be found on the town website and is on file in Town Hall.

## 5. CONSENT AGENDA

*(Items on the consent agenda are considered routine in nature or have been thoroughly discussed at previous meetings. Any member of the Board may request to have an item removed from the consent agenda for further discussion.)*

- a. September 20 2022 Draft Minutes
  - Adopt September 20 2022 Minutes
- b. Board of Commissioners Meeting Schedule 2023
  - Adopt Resolution #2022-13
- c. Move Board of Commissioners December Meeting
  - Approve Moving Board Meeting to December 13th

ACTION: Adoption of the Consent Agenda  
Motion: Mayor Pro Tem Baxley  
Second: Commissioner Tyndall  
Vote: Unanimous

## 6. FINANCIAL REPORT

- Tax Collection Report

Total property tax billed for 2021-2022 is \$53,291.78. Total collected \$15,762.47.

- Year-To-Date Bank Statements

Statements are available for the commissioners to review.

- Budget vs. Actual Statements

Profit & Loss Budget is still in progress with FMS transfer.

- Water Utility and Trash Collection Customers Totals

Since last board meeting, 3 new water accounts and 5 new trash accounts.

## 7. GRANT REPORT

- a. NC DEQ Grant



Total amount of 2 grant applications is \$13 million, which includes running new water lines in subdivision, John Nunnery Rd, and Minnie Hall Rd. It also includes replacing all existing water valves and service lines as well as radio meters. The decision will be made by February 2023.

b. Stormwater Grant

McGill Engineering Firm provided the Downtown Stormwater Improvements Preliminary Engineering Report.

c. SCIF Paving Grant

No funds have been utilized.

d. USDA Equipment Purchase

The dump truck has been purchased from Capital Ford and is in use by the Public Works Director. Ordinance #2022-11-1 covers the expense of the dump truck that was not covered by the USDA loan. Ordinance #2022-11-2 will cover the cost of the trailer for the Public Works department. Ordinance #2022-11-3 will cover the cost of the renovations to Town Hall, including the electrical updates by Duke Energy and new paint and floors.

The board decided to move the budget ordinances to the January 2023 board meeting.

e. NCORR Grant for Local Government Services

Approximately 75% of grant has been utilized. The town intends to reapply when funds are empty.

f. Asset Inventory and Analysis Grant

Approximately 10% of the study has been completed.

## 8. DEVELOPMENT

a. Minnie Hall Road New Houses

Five new houses are being built. The town has issued their house addresses.

b. Horseshoe Road New Houses

Site designs have been signed by the Mayor.

c. Annexation meetings with Sampson County

The Mayor and the Town Clerk plan to meet with county officials in the next couple of weeks to fix annexation miscommunication.

## 9. OLD BUSINESS

a. Miss Autryville Pageant Update  
Presenter: Mayor Pro Tem Baxley



The pageant has been planned for April 2023 with the church as host.

- b. Pole Mounted Flags Update  
Presenter: Commissioner Tyndall

Commissioner Tyndall presented a scan of prototype. She will make the flag double-sided and present at the January board meeting.

- c. Town Hall Renovations  
Presenter: Mayor Spell

All renovations are complete.

- d. FMS Software Upgrade  
Presenter: Mayor Spell

FMS Software is going live on December 5<sup>th</sup>.

- e. Public Works Building / Doug New Land Donation  
Presenter: Mayor Spell

Doug New is donating a large amount of land to the Town for the proposed public works building, including a road and gate to the building. The Mayor and Public Works Director Chris Bullard are designing the public works building. The Mayor will present to the board a proposed budget for the building construction during the January board meeting.

- f. Interlocal Agreement on Tax Collection  
Presenter: Mayor Spell

Contract has been signed and sent to Sampson County. It is ready for use during Fiscal Year 2023-2024.

- g. Public Works Facility Dedication  
Presenter: Mayor Spell

The board decided to move item to the January 2023 regular meeting.

## 10. NEW BUSINESS

- a. A Christmas to Remember Event  
Presenter: Mayor Pro Tem Baxley

A Christmas to Remember Event is scheduled for Friday, December 2<sup>nd</sup>. Mayor Pro Tem Baxley asked that each board member sell fifteen angel ornaments. There was a discussion about utilizing the previous Angel ornaments.

- b. Little Free Library at Town Hall  
Presenter: Mayor Spell

Taylor Spell, the Mayor's wife, installed the Little Free Library in front of Town Hall. It has received compliments from town citizens.



- c. Town Hall Clock Maintenance  
Presenter: Mayor Spell

The Town Hall clock maintenance agreement is for yearly maintenance by The Verdin Company. The annual fee is \$695.

ACTION: Execute The Verdin Company Planned Maintenance Agreement  
Motion: Commissioner Spell  
Second: Commissioner Tyndall  
Vote: Unanimous

- d. Vacant Position on Board of Commissioners  
Presenter: Mayor Pro Tem Baxley

ACTION: Appoint Thomas Honeycutt to fill Vacant Commissioner Seat  
Motion: Mayor Pro Tem Baxley  
Second: Commissioner Spell  
Vote: Unanimous

Thomas Honeycutt will be sworn into his seat at December board meeting.

- e. Town Clerk 90-day Employment Evaluation Results  
Presenter: Mayor Spell

The Mayor evaluated Town Clerk in October at 90-day employment benchmark. Her pay was raised \$21/hour.

- f. Facility Rental Agreement  
Presenter: Mayor Spell

ACTION: Approve Facility Rental Agreement from Terry Spell for the Town Hall on December 13<sup>th</sup> 2022  
Motion: Commissioner Baker  
Second: Commissioner Tyndall  
Vote: Unanimous

## 10. ADJOURNMENT

- a. Adjourn the Meeting

ACTION: Motion to Adjourn  
Motion: Commissioner Spell  
Second: Commissioner Tyndall  
Vote: Unanimous



Duly adopted this the 13<sup>th</sup> day of December, 2022 while in regular session.

Grayson Spell  
Mayor

ATTEST:

Lisa Jones  
Town Clerk

