



**Town of Autryville Board of Commissioners**  
**Regular Meeting Minutes**  
**February 15, 2022 at 7:30pm**

The Autryville Board of Commissioners met in regular session at Town Hall on Tuesday, February 15, 2022, at 7:30pm.

Members present were Mayor Grayson Spell, Mayor Pro Tem Debra Baxley, Commissioners Denise Tyndall, Kim Baker and Mickie Spell. Also present were the following:

- Interim Town Clerk Paula Stewart
- Larry Bernstein
- Carolyn Cashwell
- Terry Spell
- Cassandra Tyndall

**Public Comment** – No one signed up to address the Board.

**Commencement**

- Mayor Spell called the meeting to order at 7:30pm.
- Invocation – Commissioner Spell led everyone in prayer.
- Pledge of Allegiance – Mayor Spell led everyone in the Pledge of Allegiance.
- Agenda Adoption – Commissioner Kim Baker made a motion to adopt the agenda and Commissioner Mickie Spell seconded. **All in favor. Motion carried.**
- Approval of previous meeting minutes – Commissioner Mickie Spell made a motion to approve the minutes from the Board of Commissioners special meeting held on January 25, 2022, Mayor Pro Tem Debra Baxley seconded. **All in favor. Motion carried.**

**Special Orders**

- **Town Clerk Resignation** – Mayor Spell read an email and a resignation letter, dated January 28, 2022, from former Town Clerk, Cassandra Tyndall, announcing her resignation.
- **Discussion of Interim Town Clerk** - Mayor Spell spoke with all commissioners individually and it was decided to contract with the Mid-Carolina Regional Council to fill the vacancy on an interim basis. The role will be filled by Paula Stewart. Commissioner Baker made a motion to accept the resignation of Cassandra Tyndall, and Mayor Pro Tem Baxley seconded. **All in favor. Motion carried.** Mrs. Stewart has almost thirty-four years of experience in state and local government. She worked for NC State University for over eight years, and for Harnett County in multiple positions for over 25 years. Mayor Spell thanked Cassandra Tyndall for being a model clerk for collections, for honesty, integrity, accountability, and knack for details. The contract with Mid-Carolina Regional Council was executed on an emergency basis. Mayor Pro Tem Baxley made a motion to swear in Paula Stewart as the Interim Town Clerk and Tax Collector, and Commissioner Tyndall seconded the motion. **All in favor. Motion carried.**
- **Oath of Office for Paula Stewart** – Mayor Spell administered the Oath of Office to Paula K. Stewart, Interim Town Clerk.
- **Samantha Wullenwaber – Mid-Carolina Regional Council** – Ms. Wullenwaber was unable to attend the meeting. Hopefully there will be an update on the stormwater grant next month.



## Financial Reports

- No water and trash reports were presented. They will be presented next month.

## Unfinished Business

- **Stormwater Grant from NCGA** – Mid-Carolina Regional Council is still working on this.
- **Autryville Development Updates** – No updates were provided.
- **Fox Run Lane Annexation** – Mayor Spell said McGill Associates is 90% complete with the SEARCH grant application for USDA program.
- **Town Hall Park** – Mayor Pro Tem Baxley discussed the handicap access ramp and the need for \$320 for materials. Commissioner Spell will donate the materials and Mayor Pro Tem Baxley and her husband will donate the labor. Commissioner Spell made a motion to accept the donations and Commissioner Baker seconded. **All in favor. Motion carried.** Mayor Pro Tem Baxley announced that two local Boy Scouts, who are working on their Eagle Scout Awards, would like to build a small lending library, and one will help set the plants for the park. It was the consensus of the Board to allow them to do so.
- **Paving for Town of Autryville** – Mayor Spell said the paving will be funded by a grant from the NC General Assembly. Commissioner Tyndall made a motion to authorize Mayor Spell to sign the State Capital Infrastructure Fund (SCIF) grant contract, Commissioner Spell seconded. **All in favor. Motion carried.**
- **Stormwater Improvements** – Mayor Spell announced that the stormwater improvements on E Clinton Street have been completed and the vendor has been paid.
- **W Old Stage Rd Development** – Mayor Spell told the group the water meters have been moved, the vendor has been paid, and the streetlights have been completed. Mayor Spell is working with a representative from Duke Energy to consolidate all seven of the Town's accounts into one account. He's also working with Duke Energy on getting the floodlight taken down at Town Hall, the flood lights repaired at the fire department, adding two streetlights downtown, and to get the streetlight at the hardware store changed.
- **USDA Equipment Purchase** – No update on the trash truck was provided. They are waiting on the generator for Town Hall to be installed since all else is ready. Mayor Spell told the group that the mini excavator has been ordered, but that a budget ordinance is needed for it. Mayor Pro Tem Baxley made a motion to approve the budget ordinance and Commissioner Baker seconded. **All in favor. Motion carried.**
- **Generator Improvements** – Autryville is in line for a grant for a booster pump generator, but they need a few more weeks. Emergency Management is involved in this effort and the hope is that they will assist in finding grant funds.
- **Coronavirus Relief Fund Update** – Mayor Spell announced that the new printer has been installed in Town Hall. All the funds have been expended.
- **American Rescue Plan Update** – Mayor Spell said there is no rush on spending the ARP funds, so this is tabled for now by consensus of the Board.



- **Spectrum Expansion** – Mayor Spell told the group the Spectrum expansion is going quickly with them obtaining necessary easements.
- **Code of Ordinances Update** – No updates were provided.
- **Miss Autryville Pageant** – Mayor Pro Tem Baxley discussed having a Miss Autryville Pageant as part of a festival, and more planning needs to take place. Commissioners Baker and Tyndall volunteered to help with planning the event.
- **Duke Energy Grant** – This will be discussed next month.
- **Autryville Murals** – This will be discussed next month.
- **Pole Mounted Flags** – Commissioner Tyndall has not heard back on the pole mounted flags. After discussion on the black oval Autryville sign, Commissioner Baker made a motion to remove the black sign and replace it with the new logo to match the flags at no cost to the Town since the Boy Scouts would be doing the work, and Commissioner Spell seconded. **All in favor. Motion carried.**
- **Vacancy on Board of Commissioners** – Commissioner Spell made a motion to table the Board vacancy, and Commissioner Baker seconded. **All in favor. Motion carried.**
- **Consider Hiring a New Audit Firm** – Mayor Spell asked the Board if they wanted to consider hiring a new audit firm. After discussion, it was decided that each person will bring the names of one or two firms next month. Mayor Spell will email the Board the spreadsheet listing all governmental audit firms in North Carolina, costs, etc. He will also contact the Mid-Carolina Regional Council for assistance.
- **Governmental Accountant** – Mayor Spell expects to hear something from the League of Municipalities within the next few months.
- **Local Government Services position from MCCOG** – Mayor Spell discussed a shared position with Garland and Turkey that is available through the Mid-Carolina Regional Council through a grant provided by the NC Office of Recovery and Resiliency. The grant covers \$100,000 over a three-year period. Some of the possible uses include digitizing the paper records in Town Hall, training the new Town Clerk, grant administration, etc. A motion was made by Commissioner Baker to contract with Mid-Carolina on the shared position and was seconded by Commissioner Tyndall. **All in favor. Motion carried.**
- **Pest Control Contract** – Mayor Spell reported that the initial spraying has been done at the concession stand the Public Works building, and it will continue to be done quarterly.
- **Consider purchasing new Christmas lights** – Mayor Spell told the group the new LED Christmas lights have been ordered.
- **Tax collection issues** – Commissioner Baker is planning to get with staff to research this issue further.
- **Consider purchasing new tables and trash can for Town Hall** - After discussion, Commissioner Tyndall was tasked with bringing a quote back to the next meeting for six new folding tables, instead of three, that are eight feet long for Town Hall, a new 40-gallon trash can, and a cordless Shark vacuum cleaner.
- **Town Hall Beautification** – Mayor Spell suggested that a contracted landscaper dig up the old plants and put in new ones around Town Hall.
- **Town Hall Handicap Ramps Repair** – This discussion occurred earlier in the meeting.



- **GenX Discussion with NC Attorney General's Office** – Mayor Spell reported that they are still working on this, and it does include the other side of the river. Water testing kits are available, and Parsons is doing the testing.
- **Town Hall Septic Tank** – Mayor Spell reported that the Town Hall septic tank has been pumped and the invoice has been paid.
- **Consider hiring a cleaning person for Town Hall** – Mayor Spell announced that a cleaning person will start in a couple of weeks and will clean every other month, with the first cleaning being an intense one. The cost will be \$125 per cleaning.
- **Cleaning supplies and vacuum cleaner for Town Hall** - These items were discussed earlier in the meeting.
- **Consider enrolling in Online Banking and Bill Pay** – Mayor Spell reported that he has sent correspondence to First Citizens Bank to enroll the Town in online banking and bill pay services.
- **VUR Initial Mandatory Training** – Mayor Spell suggested that he, Mayor Pro Tem Baxley, Interim Town Clerk Stewart, and Public Works Manager Chris Bullard attend the training.
- **Ethics Education Course** – Mayor Spell reminded Mayor Pro Tem Baxley and Commissioner Tyndall that they need to complete the ethics course. Mayor Spell has already completed his training.

#### **New Business**

- **Consider hiring Town Clerk** – Mayor Spell suggested they the Board hold off for at least a month on the hiring of a new Town Clerk. He does not want to rush into this.
- **Budget Amendment for General Fund** – Mayor Spell presented a budget amendment that is attached to these minutes. After discussion, Mayor Pro Tem Baxley made a motion to approve the budget amendment, and Commissioner Baker seconded. **All in favor. Motion carried.**
- **Budget Amendment for Water Fund** – Mayor Spell presented a budget amendment that is attached to these minutes. After discussion, Commissioner Spell made a **motion** to approve the budget amendment, and Mayor Pro Tem Baxley seconded. **All in favor. Motion carried.**
- **Consider pressure washing Town Hall** – Mayor Spell has received a quote from the Window Gang out of Fayetteville to pressure wash Town Hall and to wash all the windows. The Board wants to obtain at least one more quote, maybe from Clean-Rite, to discuss at the next meeting, along with quotes to repair the vinyl siding.
- **Facility Rental Application** – Mayor Spell has received an application from Teresa Craven who wants to host a Pampered Chef party in the Town Hall meeting room. Mayor Pro Tem Baxley made a motion to approve the application and Commissioner Baker seconded. **All in favor. Motion carried.**
- **Advertising delinquent taxes** -Mayor Spell told the Board that they need to advertise the delinquent taxpayers in the newspaper by June 30, 2022. Commissioner Baker made a motion to advertise the delinquent taxpayers in the next couple of months, and Mayor Pro Tem Baxley seconded. **All in favor. Motion carried.**



## Adjournment

- Before the adjournment, Commissioner Spell thanked former Town Clerk Cassandra Tyndall for her time as Town Clerk and stated she brings it to the top, as far as the ones he has worked with over the years, with tax collections and being a stickler for details. Cassandra had to clean up a lot of things when she came, and they owe her a large debt of appreciation.
- With no further business, Commissioner Spell made a motion to adjourn, and Mayor Pro Tem Baxley seconded. **All in favor. Motion carried.** Meeting adjourned at 8:37pm.