

## **TOWN OF UNIONVILLE MINUTES OF REGULAR MEETING**

The Town Council of the Town of Unionville held its regular meeting on Monday, November 21, 2022 in Town Hall, 1102 Unionville Church Road, Monroe, NC. Mayor Baucom and Commissioners Andrew Benton, Jeff Broadaway, Gene Price, Chad Simpson and Jaren Simpson were present. Town Attorney Ken Helms was absent.

Everyone stood and recited the Pledge of Allegiance to the United States flag, after which Commissioner Broadaway led the prayer of invocation.

Mayor Baucom called the meeting to order and welcomed everyone in attendance.

Union County resident Edwin Elam addressed Council, stating that he was checking on friends even though it is not the political season. He congratulated Mayor Baucom on his distinction as Farm Family of the Year in Union County. He has been treated nicely and he thanked the Town for their hospitality.

Union County resident JoAnne Connell, chairman of the Piedmont Community Breast Cancer Walk thanked the Commissioners and the Town for their contribution to their work on behalf of the ladies of Union County who benefit from these funds. Churches and individuals raised about \$32,000 this year for our community. She appreciated the Town's contribution.

Upon motion duly made by Jeff Broadaway, seconded by Jaren Simpson, Council unanimously approved minutes of the October 17, 2022 regular meeting.

Mayor Baucom recognized Finance Officer Darrell Baucom, who reviewed the Financial Report, a copy of which is appended to these minutes. Mr. Baucom reported that our Balance Sheet shows the Certificate of Deposit balance of \$3,250,000. Total income so far is \$156,000 with \$50,000 from franchise taxes, \$30,000 from sales and use taxes and \$40,000 from ad valorem taxes. He transferred from the ARP grant for salary reimbursements of \$20,000. On the Expense side, we paid dues and subscriptions of \$8,378, insurance of \$6,310; expenses totaling \$76,000 and income so far is about \$80,000. Baucom Lawn Maintenance of \$2,500, Piedmont Breast Cancer of \$2,000 and Wolf Trail's second installment of \$3,600 are the significant items this month. In Pending Bills to be Paid, the utilities for Unionville Community Center for the year are the largest item. Upon motion duly made by Gene Price, seconded by Chad Simpson, Council unanimously approved payment of pending bills.

Mayor Baucom recognized Doug Buchanan from Wolf Trail Engineering, who gave an update on architectural drawings on the monitor. A copy is appended to these minutes. He noted that the clerk office will be gutted and expanded; existing restrooms and the existing kitchen island will be gutted. A ramp will be added at the front door and delayed-entry double doors will be installed. It will be made of 8-inch block, have a concrete sidewalk and stone veneer with tilted top stone for water deflection. New bathrooms and all doors will meet ADA requirements. A touchless cold-water fountain will be installed, per ADA requirements. One of

the Town's greatest needs is for file storage. A storage cabinet will be built on the back side of the existing copy room and also on the kitchen-side of the new wall. Commissioner Benton made inquiry as to whether the new cabinets will be made fire-resistant. Mr. Buchanan stated they will be constructed of 5/8" gypsum board which is fire rated. They will also use Eastern red cedar planks to deter the silverfish and cockroaches from the paper files. New bathroom doors will be commercial-grade solid wood doors which can be stained or painted. The office doors will be six-panel wooden doors. Exterior doors will be secure hollow doors, which can be pushed open from the inside and auto-lock and unlock. Exterior doors will be monitored for security entry. The existing rear door may be increased to a double door or remain as a single-entry door. Mr. Buchanan's plan also calls for extra plantings outdoors such as rose bushes along the front ramp and trees in the parking lot. He recommends a new Commissioners table 30-feet long with a three-foot curvature, which would house 10 chairs. The front may be Formica with lots of options of colors and patterns. It will have a ledge on top and an electric outlet at each chair with switches on the ends for audio and video control. He recommends putting the Town Seal on the front of this table. Due to the difficulty of hearing in our meeting room, he will install four ceiling speakers—two on each side of the room, and each chair will have a microphone. The new podium will be movable as needed. The wireless microphone in the podium will be much easier than existing equipment. Currently, the Town does not video stream live meetings, however, will have that capability with a new 55-inch TV monitor on the front wall and by moving the existing TV monitor to the back wall. The current roof line will work for the front porch but must be enlarged for the back porch, should Council decide to change to double-doors there. Upon motion duly made by Gene Price, seconded by Jaren Simpson, Council unanimously agreed to order the new HVAC equipment now, as this will result in a 25-30 percent savings due to anticipated federal requirements. Upon motion duly made by Jaren Simpson, seconded by Jeff Broadaway, Council unanimously approved contracting the audio/visual equipment with our current providers, Holloway's Music and Harper's Electric. Mr. Buchanan will coordinate these details. Upon motion duly made by Gene Price, seconded by Jaren Simpson, Council unanimously approved purchasing and installing infrastructure necessary to stream meetings across the internet in the future. This equipment includes a DVR and digital recorder. Upon motion duly made by Jaren Simpson, seconded by Jeff Broadaway, Council unanimously approved a three-foot tall Formica or plywood veneer desk with a 30-inch writing surface, new nameplates and Town Seal in the center. Also included in this motion are ten new chairs totaling approximately \$300 each. Upon motion duly made by Andrew Benton, seconded by Jaren Simpson, Council unanimously approved changing the hardware on the back door as required by ADA code, and leaving it as a single entrance. Upon motion duly made by Jeff Broadaway, seconded by Jaren Simpson, Council unanimously approved the proposed layout for the existing pivoting TV monitor to be placed on the wall behind Council and a new 55-inch pivoting TV monitor be installed on the building front wall, relocating the existing maps and the removing the existing white board. Mr. Buchanan also reported that the new survey of the Town's property will be completed sometime in November or December.

Upon motion duly made by Jeff Broadaway, seconded by Jaren Simpson, Council unanimously approved a wooden wall plaque for the Town of Unionville room in the American Legion Post #535 legion hut, changing the wording to read: "...dedicated to the men, women and families...". A copy of this proposal is appended to these minutes.

In other business, Clerk Gaddy reminded Council of the upcoming Christmas parade and tree-lighting on Sunday, December 4, 2022. We will try to have refreshments outside this year for our guests. Upon motion duly made by Gene Price, seconded by Jeff Broadaway, Council unanimously approved the contract with Morgan Helms Photography to provide free photos with Santa for attendees totaling \$350.00 plus tax.

Land Use Administrator Gaddy stated that the Town has received a text amendment petition to change the definition of a produce stand and to update all references to a produce stand in our ordinance. Planning Board will consider a recommendation at their Monday, December 5, 2022 meeting. Mayor Baucom set a public hearing for this text amendment for Monday, December 19, 2022 at 7:15 p.m.

In other business, Commissioner Benton made a motion to provide wording for the Unionville Elementary School bell historic marker at our December 19, 2022 regular meeting. Deputy Clerk Braswell stated that we have that wording and she will provide it for the December meeting.

There being no other business, Mayor Baucom declared the meeting adjourned.

Respectfully submitted,

Sonya W. Gaddy  
Clerk

Approved as to form:

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R. Kenneth Helms, Jr., Town Attorney