

# MINUTES

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**THESE ARE THE MINUTES FROM THE SPECIAL MEETING OF  
THE BOARD OF COMMISSIONERS FOR THE  
TOWN OF CONETOE, NORTH CAROLINA  
JANUARY 10<sup>TH</sup>, 2023**

Gerry Lynch, Mayor

The Board of Commissioners of the Town of Conetoe met in a Special Meeting on Tuesday, January 10<sup>th</sup>, 2023 at 6:30 p.m. in the Town Hall Council Room at 204 West Church Street, Conetoe, NC.

**PRESENT**

Commissioners: Jenny Staton-Hinnant, Clay Webb, Regina Gray, and Delane Bryant  
Mayor Gerry Lynch

**ABSENT**

none

**ALSO PRESENT**

Town Clerk: Kelly Hunter  
Town Attorney: Dan Hartzog, Jr

**1. MEETING CALLED TO ORDER AND INVOCATION**

Mayor Lynch called the meeting to order and Rev. Richard Joyner offered the invocation.

**2. WELCOME TO CITIZENS**

Mayor Lynch acknowledged the citizens present including Reverend Joyner, our Town Attorney, Mr. Dan Hartzog, Jr., Bishop Richard Hagans, Minister Barnes, and the Edgecombe County Sherriff's Department.

**3. APPROVAL OF PROPOSED AGENDA BY COUNCIL**

Commissioner Hinnant made a motion to approve the agenda as presented. Commissioner Webb seconded the motion and it carried unanimously.

**4. READING OF THE MINUTES**

Commissioner Hinnant made a motion to accept the minutes from the regular session that was on December 13<sup>th</sup>, 2022. The minutes were presented by Town Clerk, Kelly Hunter. Commissioner Webb seconded the motion and it carried unanimously without amendment.

**5. SWEARING IN NEWLY APPOINTED COMMISSIONER REGINA GRAY**

Commissioner Gray was appointed by the Town of Conetoe Board of Commissioners as a replacement for previous Commissioner Milton Goff.

**6. DEPARTMENTAL AND ADMINSTRATIVE REPORTS**

**a. Town Administrator Report**

## **7. OLD BUSINESS**

- a. The audit for FY 2021-2022 is underway. The remaining information needed is due to our CPA in February 2023.

## **8. NEW BUSINESS**

- a. The maturity date for the CD at Providence Bank is coming up on January 25<sup>th</sup>, 2023. Commissioner Bryant made a motion to move the CD from Providence Bank to Truist. Commissioner Hinnant seconded the motion and it carried unanimously.
- b. Attorney Dan Hartzog, Jr. addressed the board with information regarding a 4 year staggered term opposed to the current 2 year term where towns run the risk of having a complete new board. The beginning of that processes is a resolution of intent that he has drafted for us to complete if we so desire. Next is a public hearing that will need to take place no less then 10 days and no more then 45. It is recommended that we hold the public hearing at the next Monthly Meeting in February.
  - i. Commissioner Webb made a motion to move forward with the Resolution of Intent to consider the 4 year staggered election. Commissioner Hinnant seconded the motion and it carried unanimously.
  - ii. Commissioner made a motion to have a Public Hearing at the next Monthly Meeting in February 2023. Commissioner Hinnant seconded the motion and it carried unanimously.

Commissioner Hinnant made motion to conclude and accept no new business. Commissioner Webb seconded the motion and it carried unanimously.

## **9. PUBLIC COMMENTS**

- a. Paul Wilkins-
  - i. Vividly remembers walking down the long cotton rows with his grandfather and paying for the property that is directly across the ditch. He desires to upgrade the property and wants to know when things will get setup and concluded so he can get his permit.
- b. Vivian Haynes-
  - i. Wanted to know when they are going to get their permit and how are we going about the rezoning. She stated it was rezoned without our permission and without their knowledge and wants to know how it will be corrected. Attorney Dan Hartzog, Jr addressed Ms. Haynes and stated that at this time the town is only working on updating the zoning ordinance. That she will need to petition the board to have the property rezoned. The board would consider that and make a decision. Once the zoning order is updated and in place at that time you would need to go through the proper steps to petition the board for rezoning at that time. At that time consistent with that area, it has to be considered.

- i. Commissioner Bryant acknowledged our Town Attorney who has been working behind the scenes on updating the zoning ordinance. She is currently working on corrections and adjustments needed for the zoning draft.
  - ii. Commissioner Bryant acknowledged Rev. Joyner and thanked him for the recognition he afforded the town at the Christmas Dinner at the Conetoe Chapel Missionary Church. She read from the plague presented to the Town of Conetoe from Conetoe Family Life Center.
  - iii. The town approved Christmas Trash Clean-up Bin was a success. The bin was filled up twice. We look forward to doing this service for the town and surrounding area quarterly.
  - iv. The Town Hall was opened for the Conetoe Alumni Association to give them a warm place to set up for their quarterly Thigpen Road Clean-up.
- b. Buildings and Town Maintenance Report**
  - i. There is a new 4-way stop at the intersection of HWY 2 and HWY64.
  - ii. Yard Waste Pick-up will remain once a month for the month of January. If you have a pile needing addressing, you can still contact us for that.
  - iii. The town rented a lift that will be used to take the Christmas Lights down this week.
- c. Parks and Recreations Report**
  - i. Down East Home Consortium meeting is to be held on January 31st, 2023. If there is a quorum and voting takes place then a report from that will be given at the February meeting.
  - ii. The Town Park needs updating and the broken equipment is in need of replacement. Commissioner Hinnant requested the board consider this and make a motion to replace the damaged equipment and update the park and covered areas around the park. Commissioner Bryant made the motion to replace the damaged equipment and renovate the covered areas at the park according to State Safety Standards and guidelines. Commissioner Webb seconded the motion and it carried unanimously.
- d. Clerk Report**
  - i. The Town's Quarterly Wage Reports and Taxes are due in January. The TR-2 is due by February 1st, the Powell Bill Report is up-to-date. The Powell Bill allocation for January was automatically deposited into our General fund in the month of January. Bank Totals from both Truist and Providence Bank were given as well as the totals for both funds deposited and paid.
- e. Mayor's Report**
  - i. Mayor Lynch has been invited to join the Eastern NC Mayor's League. His is looking forward to this training as well as other trainings through the League of Municipalities. The board is in agreement with these and unanimously approved the motion by Commissioner Hinnant to continue with these various trainings.

Commissioner Hinnant made a motion to accept and approve all of the Departmental and Administrative Reports. Commissioner Webb seconded the motion and it carried unanimously.

Commissioner Bryant made a motion to close and approve the public comments portion. Commissioner Webb seconded the motion and it carried unanimously.

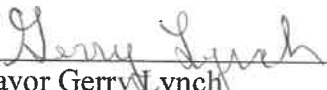
**10. COMMISSIONER AND MAYOR COMMENTS**

- a. The Commissioners thanked everyone for coming and look forward to working alongside with newly appointed Commissioner Gray for the remainder of the year.
- b. Mayor Lynch wished everyone a Happy New Year and encouraged everyone to continue to work together and find common ground.

**10. ADJOURNMENT**

Commissioner Webb made a motion to adjourn the meeting. Commissioner Hinnant seconded the motion and it carried unanimously. Mayor Lynch adjourned the meeting until the next regular meeting originally scheduled for February 14<sup>th</sup>, 2023.

Commissioner Webb made a motion to change the next Regular Monthly Meeting date to February 7<sup>th</sup>, 2023, and Commissioner Gray seconded the motion and it carried unanimously. It will begin at 6:30PM in the Town Hall Board Room.

  
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Mayor Gerry Lynch

  
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Kelly Hunter, Town Clerk

**Conetoe Town Council Regular Meeting  
Tuesday, January 10, 2023 6:30 p.m.  
Reports**

**Parks and Recreation Report: Commissioner Hinnant**

**Down East Home Consortium** – On Tuesday, January 31st, Delane Bryant and I will attend the Down East Home Consortium Meeting in Rocky Mount. We did not have a meeting in December. Hopefully, there will be enough members present at this meeting for our group to move forward and vote on several decisions that are on the table. We will have a report regarding this meeting in February.

**Town Park** – For the past few years, there has been a need to update and replace some broken equipment at the Town Park in order to keep it safe for our children and visitors. Spring seems like a long way off, however, we want our park to be safe when the weather warms up. I have been looking at the broken equipment and will be ready to ask the board to support the purchasing of new equipment to replace such as well as doing necessary updates to the building and shelter area. Can I get a motion to do so?

**Conetoe Town Council Regular Meeting  
Tuesday, January 10, 2023 6:30 p.m.  
Reports**

**Town Manager Report: Commissioner Bryant**

**New Town Attorney** – Dan Hartzog, Jr. is a founding partner of Hartzog Law Group from Raleigh. He came highly recommended to us and has agreed to take on the Town of Conetoe as our municipal attorney. He is here tonight – Dan Hartzog, has been working diligently on updating our Zoning Ordinance and our Town Ordinance. We will have this new, updated information completed shortly. Dan, would you like to say a few words?

**Conetoe Community Celebration** – Was held on Saturday evening, December 17<sup>th</sup> at the Conetoe Missionary Baptist Church and Fellowship Hall. I attended this event and received a plaque from Reverend Richard Joyner on behalf of the Mayor and the Board. Reverend Joyner is with us tonight, Reverend Joyner, would you like to take a moment to share a few words?

**Trash Bin** - The Board made a commitment to the citizens of Conetoe in September of 2022 when we participated in Keep America Beautiful Fall Big Sweep that we would in some way have a quarterly community cleanup. We chose to place a 3 Ton bin at the Town Hall for the Conetoe Community to have a place to leave Christmas Trash and any old electronic items. During the time frame that we selected for this event to occur, we had to call for the first bin to be picked up and a second bin to be brought in. Within a two-week period, we had two 3-Ton bins completely filled. I would say that was a huge success.

**Conetoe High School Alumni** – On December 28<sup>th</sup>, the Conetoe High School Alumni Association had planned their quarterly cleanup of their adopted highway, a two mile stretch on Thigpen Road. What they had not planned on was the temperature being 20 degrees the morning of their event. I opened the Town Hall to them for them to use our facilities and have a warm place to come in to take a break. Their clean up efforts are greatly appreciated.

**Trainings** – I have several trainings coming up during the month. Once I have completed those, I will share any updates and new information that I learn in how to continue to help our community grow.

# Conetoe Town Council Regular Meeting

Tuesday, January 10, 2023 6:30 p.m.

## Reports

### Buildings and Town Maintenance Report: Commissioner Webb

**4 Way Stop** – DOT has finally seen the need for a four way stop at the intersection of Hwy 42 and Hwy 64 in Conetoe, due to numerous accidents at this intersection. This is taking a little getting used to but will hopefully prevent further accidents from happening, making our community a bit safer.

**Yard Waste** – As stated in our December meeting, for the time being, the Board has decided that due to the winter months, yard waste will be picked up once a month rather than twice a month – unless we encounter a storm that would leave behind the need. If you only have a few sticks or small amount of yard waste, David's Trash Service will accept these items in your roll out bin. If any citizen will be having a large amount of yard waste, we ask that you call the town hall and leave a message. Yard waste is defined as any natural material resulting from landscaping and yard maintenance including brush, grass, tree limbs and similar vegetative material including stumps, limbs (which must be no longer than four feet in length) leaves and grass. Only yard waste from within the town limits will be picked up by the Town of Conetoe.

**Christmas Lights** – I will be removing the Christmas lights that I placed down Church Street on Thursday.