

**Madison Board of Aldermen
Regular Meeting
Madison Municipal Building
October 12, 2023
6:00 p.m.**

Members Present: Mayor William Phillips
Alderman Matt Bullins
Alderman Alan Hensley
Alderman Virginia Hoover
Alderman Brenda Platt
Alderman Tom Rogers
Alderman Micky Silvers

Staff Present:
Town Attorney: Michael Cassidy
Interim Town Manager: Amy Roberts
Police Chief: Richard Hester
Fire Chief: Jim Ritchey
Finance Director: Tina West

Others Present:
Frances Byrum, Madison Flower Shop Mike Moore, Mike Moore Media
Bobbie Webster, Merchants Guild Mavis Dillon, WRCC
Mary D. Martin Other Interested Citizens

Call to Order

Items 1A: Moment of Silence & 1B: Pledge of Allegiance

Mayor Phillips called the meeting to order at 6:00 p.m. Mayor Phillips called for a Moment of Silence after which he asked that everyone stand for the Pledge of Allegiance.

Item 2: Approval of Agenda for October 12, 2023

MOTION, by Alderman Silvers, seconded by Alderman Hoover, to approve the October 12, 2023 Agenda, as presented. Ayes: Aldermen Hensley, Hoover, Platt, Rogers, Silvers and Mayor Phillips. Nays: None. Motion carried.

Alderman Matt Bullins entered the meeting at 6:03 pm

Item 3: Presentation to Madison Flower Shop

Mayor Phillips presented Frances Byrum with a plaque congratulating her on 52 years of service as owner and operator of the Madison Flower Shop and wishing her the best in retirement.

Public Hearing

Item 4A: Consideration of Text Amendment to Article VI. Establishment of Districts and Regulations and Article VII. Supplemental Regulations of the Unified Development Ordinance

MOTION, by Alderman Silvers, seconded by Alderman Hensley, to open the Public Hearing on Amendment to the Unified Development Ordinance. Ayes: Aldermen Bullins, Hensley, Hoover, Platt, Rogers, Silvers and Mayor Phillips. Nays: None. Motion carried.

MOTION, by Alderman Bullins, seconded by Alderman Hensley, to close the Public Hearing on Amendment to the Unified Development Ordinance. Ayes: Aldermen Bullins, Hensley, Hoover, Platt, Rogers, Silvers and Mayor Phillips. Nays: None. Motion carried.

MOTION, by Alderman Rogers, seconded by Alderman Bullins, to Approve the Text Amendment to Article VI and Article VII of the Town of Madison Unified Development Ordinance and Statement of Consistency and Reasonableness. Ayes: Aldermen Bullins, Hensley, Hoover, Platt, Rogers, Silvers and Mayor Phillips. Nays: None. Motion carried.

STATE OF NORTH CAROLINA
TOWN OF MADISON

AN ORDINANCE AMENDING ARTICLE VI AND VII OF THE UNIFIED DEVELOPMENT ORDINANCE OF THE TOWN OF MADISON

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Madison, North Carolina that the following Articles of the Unified Development Ordinance of the Town of Madison are hereby amended as follows:

Amend Article VI, Section 6.6 – Table of Permitted Uses

<i>Principal Use</i>	<i>R-40</i>	<i>R-20</i>	<i>R-10</i>	<i>R-8</i>	<i>Town Center</i>	<i>Gen. Comm.</i>	<i>NBRH Center</i>	<i>M-1</i>	<i>M-2</i>
Greenhouses, horticultural nurseries								X	
Greenhouses, Nursery, plant cultivation and sales	X	X							
Miniature and par 3 golf courses						X			
Revival tents, temporary		S-	S-	S-		S-			

Amend and Add to Article VII, Section 7.1 – Notes to the Table of Permitted Uses

30. Revival Tents, Temporary. Tents and related equipment shall be located on church property, adequate off-street parking and toilet facilities shall be available and activities shall not exceed thirty (30) days.

Amend Article VII, Section 7.2 – Regulations for Special Use Permits

Use: _____ **Group Homes**

Special-Use Districts: R-20 Low-Density Residential, R-40 Low-Density Residential District

Minimum Lot Area: In accordance with district where located.

Design Standards: One space for every five (5) residents or fraction thereof, plus one parking space for each employee on the premises.
One sign permitted, not to exceed three square feet in area per sign face.
All group homes shall be licensed and/or sponsored by the appropriate state or local agency.
The zoning lot on which one group home is proposed shall not be located within a 1,000-foot radius of a zoning lot containing another such facility.

Use: _____ **Revival Tents, Temporary**

Special-Use Districts: R-20 Low-Density Residential, R-10 Medium-Density Residential, R-8 Medium High-Density Residential, General-Commercial

Design Standards: Tents, related equipment and off-street parking shall be located on church property.
Adequate off-street parking shall be available.
Adequate toilet facilities shall be available to serve those participating in revival meetings.
Activities shall not exceed thirty (30) days duration.

Amend Article VII, Section 7.4. Notes to the Area, Yard and Height Requirements

A. Modification of required yards.

1. In the R-20 district where there is a subdivision of 15 or fewer lots where the County Health Department has issued septic tank permits allowing 20-foot rear yard setbacks, and septic tanks have been installed in more than half of the lots before notice from the Town that the 20-foot setback does not meet its 35-foot minimum rear yard setback requirement, dwellings constructed or erected on such lots shall be deemed legal nonconforming structures under the provisions of Article IX of this Ordinance. Such dwellings constructed or erected in reliance on a 20-foot setback may be continued and are not a violation of this Ordinance so long as no other actions are taken to increase the structure's nonconformity on the lot.

4. Corner lots adjoining along common rear lot line: Where a corner lot in any district adjoins a corner lot in a residential district, along a common rear lot line, the minimum side yards along the common street line shall be twenty (20) feet. Accessory buildings shall also be subject to this requirement. Height limitations: The height limitations of this ordinance shall not apply to church spires, belfries, cupolas and domes not intended for human occupancy, monuments, water tower, observation towers, chimneys, transmission towers, smokestacks, conveyors, flag poles, radio towers, television towers, masts, aerials, and similar structures, except as otherwise provided in the vicinity of airports.

10. Height limitations: The height limitations of this ordinance shall not apply to church spires, belfries, cupolas and domes not intended for human occupancy, monuments, water tower, observation towers, chimneys, transmission towers, smokestacks, conveyors, flag poles, radio towers, television towers, masts, aerials, and similar structures, except as otherwise provided in the vicinity of airports.

Amend and Add to Article VII, Section 7.4. Notes to the Area, Yard and Height Requirements

C. Administrative Modification of Setbacks:

In keeping with the purpose of these regulations to accomplish coordinated, balanced, and harmonious development in a manner which will best promote the health, safety, and general welfare while avoiding undue and unnecessary hardships, on approval by the Town Manager, the UDO Administrator is authorized to approve certain requests for deviation from dimensional standards. The authority given to the Administrator to grant such modification is permissive and not mandatory and the Administrator may decline to make such modification. In the event this occurs, the applicant shall have the right to submit an application to the Board of Adjustment to grant a variance.

1. **Conditions for Modification of Setbacks.** Requests for deviation from required setbacks set forth in this ordinance by up to ten percent of the required setbacks or 24 inches, whichever is greater, may be considered upon determination that one or more of the following conditions exists:

- a. There are site or structural conditions that preclude strict adherence to the setback requirements, such as, but not limited to: the lot does not meet the dimensional standards established for the zoning district in which it is located; the lot has topographic limitations that require placement of the structure into the required setback area; or the structure is physically in line with an existing, legally established wall or walls of a principal structure already within the minimum setback area.
- b. The part of the proposed structure that would encroach into the minimum setback area is less than fifty percent of the width of the affected building facade(s), provided the part of the structure that would encroach into a front setback shall either be open (such as a porch or screen room) or not subject to occupancy (such as chimney).
- c. The part of the proposed structure that encroaches into the minimum setback area is necessitated by a life safety code, flood hazard reduction, Americans with Disabilities Act standard, or other public safety code requirements.
- d. The proposed structure will allow the preservation of significant existing vegetation.
- e. A good faith error was made in the location of a building foundation not exceeding 1 foot due to either field construction error or survey oversight.

Amend Article VII Section 7.5 Off-Street Parking and Loading Requirements

A. Off-Street Parking Purpose and Standards. A parking space is an area for storage of vehicles separate from driveways and circulation aisles, minimum dimensions for a parking space are nine (9) feet by eighteen (18) feet. This section ensures businesses and residents have adequate parking, provides design and maintenance requirements and reduces the impacts of excessive parking. This section establishes a minimum number of parking spaces with flexibility for reducing the minimum spaces in unique situations considering parking ratios, shared parking opportunities, on-street parking in the Town Center District and expected demand for parking as documented by the owner or property developer and as determined by the UDO Administrator in collaboration with the Building Inspector and Town Manager.

Airports, railroad passenger stations and bus terminals.	One (1) space per each four (4) seating accommodations for waiting plus one (1) space per each two (2) employees on shift of average greatest employment
Apartments for the elderly and handicapped	One (1) space per dwelling unit
Auditoriums, stadiums, assembly halls, gymnasiums, theaters, community recreation centers, churches	One (1) space per four (4) fixed seats in largest assembly room or area, or one (1) space for each forty (40) square feet of floor area available for the accommodation of movable seats in the largest assembly room, or one (1) space per each one hundred fifty (150) square feet of gross floor area, whichever is needed by the facility as determined by the Building Inspector.
Automobile Service Stations.	One (1) space per each gasoline pump plus one (1) space per each service bay. Driveway access to pumps and bays shall not be counted as off-street parking space.
Banks and similar financial institutions.	One (1) space per each two hundred (200) square feet of gross floor area, plus five (5) spaces per each drive up window.
Day care centers and preschools, more than 6 children.	One and one-half (1 1/2) spaces for each five pupils enrolled.
Drive-through facilities.	One (1) space for each employee on shift of average greatest employment in addition to spaces needed by customers as determined by the Building Inspector. A minimum of 5 spaces shall be provided.
Dwellings, single-family, two-family, or multi-family	Two (2) spaces per dwelling unit.
Elementary schools and middle schools	Three (3) spaces per each room used for administrative offices or class instruction, or one (1) space for each six (6) seats in auditoriums and other places of assembly or facilities available to the public, whichever is greater.
Fire Stations	One (1) space per each person on duty on a normal shift.
Funeral homes.	One (1) space per each forty (40) square feet of floor area available for seating accommodations.
Hospitals.	One (1) space per each three (3) beds intended for patients (except bassinets) plus one (1) space per each medical staff member, plus one (1) space per each two (2) other employees on shift of average greatest employment.
Home Occupations	Three (3) spaces in addition to residence requirements if the occupation will attract more than five (5) customers/clients per day.
Indoor commercial recreation.	One (1) space for each one hundred fifty (150) square feet of gross floor area devoted to such use, or one (1) space per each four (4) seats or facilities available for patron use, whichever is greater.
Industrial, manufacturing, and Wholesaling establishments.	One (1) space per each two (2) employees on the shift of average greatest employment, plus one (1) space for each vehicle used directly in the conduct of such use.
Medical and dental offices and clinics.	Three (3) spaces per each doctor, plus one (1) space per each employee.
Motels, hotels	At least one (1) space per guest room and one (1) space per employee on shift of average greatest employment.
Nursing homes, rest homes, homes for the aged.	One (1) space for each 3 patient beds.
Office and professional buildings	One (1) space per each two hundred (200) square feet of gross floor area.
Outdoor commercial recreation.	Adequate space to handle normal capacity for patron use, plus one (1) space per

	employee-
Post Offices-	One (1) space per each two hundred (200) square feet of gross floor area-
Public libraries-	One (1) space per each one hundred fifty (150) square feet of gross floor area for public use, plus one (1) space per each two (2) employees on shift of average greatest employment-
Restaurants, cafes, nightclubs and other eating and drinking establishments-	Two (2) spaces per each five (5) seating accommodations-
Retail stores and service businesses (e.g. barber shops, tailors, etc.), which do not fall into one of the specific categories in this subsection-	One (1) space per two hundred (200) square feet of gross floor area
Roadside stands, new and used car sales, house and truck trailer sales, outdoor equipment and machinery sales, commercial nurseries-	Two (2) spaces per each salesperson on duty during period of average greatest employment, plus one (1) space per each two (2) other employees during period of average greatest employment-
Senior high schools, trade and vocational schools, colleges and universities-	Five (5) spaces per each room used for administrative offices or class instruction, or one (1) space for each five (5) seats in auditoriums and other places of assembly or facilities available to the public, whichever is greater-
LAND USE	SPACES REQUIRED
RESIDENTIAL	
Dwellings – Single and Two-Family	Two (2) spaces per dwelling unit
Dwellings – Multi-Family, including condominiums	One (1) space per one bedroom unit, One & one half (1.5) spaces per two-bedroom unit, Two (2) spaces per unit over two-bedrooms.
Townhomes	Two (2) spaces per dwelling unit
Supervised Living Facilities	One (1) space per two resident rooms
MEDICAL USES	
Hospitals	One (1) space per each four (4) beds intended for patient care plus one (1) space per each medical personnel plus one (1) space per each two (2) other employees on shift of average greatest employment.
Nursing Homes, Assisted Living Facilities	As per Article VII Special Use Permit
Medical & Dental Offices and Clinics	One (1) space per exam room plus one (1) per two employees including Doctors/Dentist.
PUBLIC FACILITIES, SCHOOLS AND INSTITUTIONS	
Childcare centers for more than 6 children	One (1) space per employee plus one (1) per 10 children
Elementary and Middle Schools	Two (2) spaces per classroom plus three (3) per rooms used for office
High Schools	Three (3) spaces per rooms used for office plus five (5) per each classroom
Churches, Synagogues and Places of Worship	One (1) space per four seats in main chapel
Ambulance, Fire, Police and Emergency Services	One (1) space per employee on largest shift
Auditoriums, stadiums, assembly halls, gymnasiums, theaters, community recreation centers	One (1) space per four fixed seats in the largest assembly room based on designed capacity of building(s)
Libraries, Museums and Galleries	One (1) space per 400 sq ft gross floor area for public use
OFFICE, BUSINESS AND INDUSTRIAL, including Retail	
Service Stations, Automobile Repair Shops	Three (3) spaces per service bay plus one (1) per employee on largest shift
Convenience Stores	One (1) space per 300 sq ft of gross floor area plus two (2) stacking spaces/side of pump island
Banks and Financial Institutions	One (1) space per 300 sq ft gross floor area plus stacking for four (4) vehicles at each drive thru/teller machine
Drive-through Facilities	One (1) space for each employee on largest shift plus stacking for four (4) vehicles at each window or machine
Funeral Homes	One (1) space per four seats in main chapel plus Two (2) per every three employees.
Post Offices	One (1) space per 300 sq ft gross floor area
Services Business including but not limited to Barber/Beauty Shops, Tanning & Nail Salons	One (1) space per 300 sq ft gross floor area
Hotels and Motels	One (1) per guest room
Restaurants, cafes and other drinking and eating establishments including bars	One (1) space per each seating (booth or table) accommodation
Retail Sales and Department Stores	One (1) space per 300 sq ft of gross floor area
Industrial, Manufacturing and Wholesale Establishments.	One (1) space per every two employees on largest shift plus one (1) space for each vehicle used directly in conduct of business
Self-Storage Facilities	5 spaces plus two (2) spaces per 2 employees on largest shift
New and Used Car Sales, House and Truck Trailer Sales, Outdoor Equipment and Machinery Sales	5 spaces plus two (2) spaces per each salesperson on duty during largest shift
Office and Professional Building	One (1) space per 300 sq ft gross floor area
Outdoor Commercial Recreation	Adequate space to handle normal capacity for patron use, plus one (1) space per employee

Amend Article VII Section 7.5 Off-Street Parking and Loading Requirements (E)

Landscaping/Screening. Landscaping requirements apply to all parking lots with more than five (5) spaces.

b. **Street Perimeter** - Small parking lots, 36 spaces or less, shall have perimeter landscapes a minimum of eight (8) feet in width adjacent to all parking spaces and travel areas. Screening within this area will be provided as determined by the UDO Administrator so as to not obstruct sight lines by installing low ground covering plants, grasses or landscaped designs. ~~continuous row of evergreen shrubs with an expected height of five (5) feet at maturity.~~

Adopted by the Board of Aldermen of the Town of Madison this 12th day of **October, 2023**.

ATTEST:

Amy L. Roberts, Town Clerk

William Phillips, Mayor

**STATEMENT OF CONSISTENCY AND REASONABLENESS
OF AMENDMENTS TO SECTION ARTICLE VI - ESTABLISHMENT OF DISTRICTS AND REGULATIONS AND ARTICLE VII -
SUPPLEMENTAL REGULATIONS**

The Board of Aldermen of the Town of Madison finds that the Text Amendments submitted by Town Staff are consistent with the Town of Madison Land Use Plan. The amendments will allow flexibility in parking regulations and setbacks which is encouraged in the land development regulations and decrease required parking to prevent giant parking lots and stormwater issues which is addressed in the Land Use Toolkit. Further amendments will remove repetitive uses, unused Special Use Requirements and change landscaping requirement to prevent site distance blocking, all remaining within the perimeters of the Land Use Plan.

Adopted by the Board of Aldermen of Town of Madison, this 12th day of **October, 2023**.

ATTEST:

William Phillips, Mayor

Amy L. Roberts, Town Clerk

Item 5: Public Comments

Mary D. Martin stated that a community product giveaway will be held on Saturday, October 14, 2023 from 9:00 am – 2:00 pm at Beulah Baptist Church on Wall Street.

Mavis Dillion, WRCC updated the Board on upcoming events in Western Rockingham County including Fall for Madison, WestFest and New Year’s Eve Balldrop.

Bobbie Webster, Madison Merchants Guild stated that Fall for Madison will be held Saturday, October 21, 2023 in Downtown Madison beginning at 10:00 am and includes over 60 vendors and 8 food trucks. Ms. Webster further stated that Downtown Trick or Treat will be October 31, 2023 from 3:00 – 5:00 pm and Christmas Stroll and Tree Lighting on December 1, 2023.

Consent Agenda

Items: 6A & B: Minutes & 6C: Budget Report

MOTION, by Alderman Hoover, seconded by Alderman Platt, to approve the minutes of the meetings held September 14, 2023 and September 18, 2023 as presented along with the Budget Report ending September 30, 2023. Ayes: Aldermen Bullins, Hensley, Hoover, Platt, Rogers, Silvers and Mayor Phillips. Nays: None. Motion carried.

New Business:

Item 7A: Resolution for Requisition and Check Signatures and Administration of CDBG Project

MOTION, by Alderman Bullins, seconded by Alderman Rogers, to approve the Resolution for Requisition and Check Signatures and Administration of CDBG Project. Ayes: Aldermen Bullins, Hensley, Hoover, Platt, Rogers, Silvers and Mayor Phillips. Nays: None. Motion carried.

TOWN OF MADISON
RESOLUTION FOR REQUISITION AND CHECK SIGNATURES AND
ADMINISTRATION OF THE TOWN OF MADISON
COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT
(Project No. 15-I-3159 & 20-I-3609)

WHEREAS, in order to receive Community Development Block Grant funds, the Town of Madison must authorize persons to sign the requisition forms for Community Development funds and checks for the following CDBG projects (15-I-3159 & 20-I-3609); and

WHEREAS, in order to carry out all the activities of the Community Development Block Grant project, the Town of Madison will authorize persons to administer the program and execute all applicable documents;

THEREFORE, BE IT RESOLVED, that

William Phillips, Mayor

Amy Roberts, Interim Town Manager/Town Clerk

Tina West, Finance Director

authorized to execute the signature requirements for requisitions of Community Development Block Grant funds and checks for disbursements.

BE IT FURTHER RESOLVED, that

William Phillips, Mayor

Amy Roberts, Interim Town Manager/Town Clerk

Approved, this the 12th day of October, 2023.

Mayor Pro Tem

Town Clerk

Item 7B: Good Neighbor/Citizen of the Year

No action was taken on the Good Neighbor/Citizen of the Year.

Item 7C: Road Encroachment Request

Town Attorney Michael Cassidy explained that the Road Encroachment Request will allow access to a property on Pinewood Drive from our right-of-way on Oak Grove Street which has never been opened. Mr. Cassidy further explained that the encroachment agreement mimics DOT's agreements and ensures adherence to Town specifications by Town Staff.

MOTION, by Alderman Silvers, seconded by Alderman Bullins, to allow encroachment on Oak Grove Street for the purpose of a driveway and clearing. Ayes: Aldermen Bullins, Hensley, Hoover, Platt, Rogers, Silvers and Mayor Phillips. Nays: None. Motion carried.

Item 7D: Request to Close Portion of East Murphy Street for Event

MOTION, by Alderman Bullins, seconded by Alderman Hensley, to close East Murphy Street on November 18, 2023 from 1:00 – 9:00 pm for Westfest and December 31, 2023 from 6:00 pm – 12:30 am for New Year's Eve balldrop pending applicant providing proof of liability insurance and require a 90-day notice for all future street closure request. Ayes: Aldermen Bullins, Hensley, Hoover, Platt, Rogers, Silvers and Mayor Phillips. Nays: None. Motion carried.

Item 7E: Police Department Personnel Policy

MOTION, by Alderman Bullins, seconded by Alderman Platt, to Approve the Police Department Disciplinary Action policy provided by Smith Rodgers, PLLC. Ayes: Aldermen Bullins, Hensley, Hoover, Platt, Rogers, Silvers and Mayor Phillips. Nays: None. Motion carried.

Madison Police Department

Policy #: 5
Policy Title: DISCIPLINARY ACTIONS
Date: 9-26-2023
Prepared by: Chief R.C. Hester

POLICY

The purpose of this Policy is to set forth the Levels of Disciplinary Action for violations of Police Department policy and for other performance or disciplinary problems involving Police Department employees. **NOTE:** Madison Police Departmental Disciplinary Actions Policy will supersede the Town of Madison Personnel Policy related to Disciplinary procedures.

LEVELS OF DISCIPLINARY ACTION

Level 1 Oral Warning
Level 2 Written Warning
Level 3 Suspension without pay 1 day.
Level 4 Suspension without pay 3 days.
Level 5 Suspension without pay 5 days.
Level 6 Suspension without pay 30 days.
Level 7 Dismissal

A violation of the Police Department policy could fall under any level of the disciplinary scale if the circumstances surrounding the incident are of a serious enough nature.

THE PROVISIONS OF THIS POLICY ARE INTENDED SOLELY AS INTERNAL GUIDELINES. THIS POLICY DOES NOT CONSTITUTE A CONTRACT OF ANY SORT WHATSOEVER AND DOES NOT ALTER THE AT-WILL NATURE OF THE EMPLOYMENT OF ANY EMPLOYEE OF THE POLICE DEPARTMENT.

PROCEDURE

- I. The investigating supervisor shall determine the level of disciplinary action to be administered, with the concurrence of the Chief of Police or his designee.
- II. Any supervisor who holds the rank of Lieutenant or higher (or of lower rank if that individual is currently assuming the responsibilities of a Lieutenant, or higher rank) may immediately place into effect any Level 1 or Level 2 disciplinary actions.

- III. The imposition of any disciplinary action at level 3 or higher requires the concurrence of the Chief of Police or his designee.
- IV. Minor violations of rules may follow the progression of the disciplinary scale if repeated instances occur. For example, a minor vehicle collision might result in a Level 1 Disciplinary Action. A second such collision within a six-month period could result in Level 2, 3, 4, or higher Disciplinary Action, depending upon the recommendation of the supervisor and the approval of the Chief of Police or his designee.
- V. The Chief of Police or his designee may determine, in his discretion, that a violation will be treated as a higher or lower-level violation than that recommended by the supervisor.
- VI. "Suspension without pay," requires that the employee is absent from his scheduled day of work and that the employee is not paid for that day. No form of leave may be used to replace the day(s) suspended without pay. Nothing herein is intended to infringe any right protected by Federal or State law.
- VII. An employee who fails to notify her supervisor promptly upon the loss and/or theft of her Policy Manual or fails to keep the Policy Manual updated as updates/revisions are disseminated shall be subject to discipline up to Level 4.

Item 7F: New Police Department Position

Police Chief Richard Hester advised that this employee will perform dual duties including an administrative role by keeping the front office open, answering phones and completing/entering reports and most importantly be responsible for all maintenance of police evidence. Mr. Hester further advised that until recently a sworn officer worked as an Administrative Specialist but that position was cut from the current budget.

Interim Town Manager Amy Roberts advised that Mr. Hester is only requesting to hire one position for an Evidence Administrative Technician I but wants to include in the Pay Classification a Tech II & III for career advancement opportunity.

MOTION, by Alderman Rogers, seconded by Alderman Hensley, to approve the hiring of an Evidence Administrative Technician I and include Evidence Administrative Technician I, II & III in the Town's Pay Classification Plan. Ayes: Aldermen Bullins, Hensley, Hoover, Platt, Rogers, Silvers and Mayor Phillips. Nays: None. Motion carried.

Item 7G: Police Department Request for two Police Officers

Chief Hester stated that until the 2018-2019 Budget the Town had 19 budgeted officers and the current year only includes 16 budgeted officers. Mr. Hester further stated that the department needs these 2 positions as calls have increased since 2017, officers are working more overtime and he is having to pull SROs, Sergeants & Lieutenants off regular duty to patrol.

MOTION, by Alderman Hensley, seconded by Alderman Hoover, to approve the hiring of 2 new police officers and to add these positions into the budget. Ayes: Aldermen Bullins, Hensley, Hoover, Platt, Rogers, Silvers and Mayor Phillips. Nays: None. Motion carried.

Item 7H: Fire Department Part-time Firefighters

Fire Chief Jim Ritchey advised that volunteer participation is down and the department is only meeting state requirements for volunteers by including our part-timers. Mr. Ritchey further advised that our response time is higher on days that part-timers are not working and a 30 second response time turned into a 7-minute response time to the fire at KFC as no one was at the station. Mr. Ritchey stated that our ISO rating is currently a 4 and staffing issues stopped us from being graded a 3, which is much better for insurance rates.

Ms. Roberts advised that Chief Ritchey is proposing the fire department operate on a 24-hour basis with a 12-hour am shift and a 12-hour pm shift along with a Monday – Friday 40-hour employee to be filled by part-time firefighters. Ms. Roberts further advised that this proposal includes a pay increase for Chief Ritchey and he will also work one 12-hour shift per pay period.

MOTION, by Alderman Hoover, seconded by Alderman Rogers, to approve the Fire Department working on a 24-hour basis with a 12-hour am shift and a 12-hour pm shift along with a Monday – Friday 40-hour employee to be filled by part-time firefighters and increase Chief Ritchey's Pay to include one 12-hour shift a pay period. Ayes: Aldermen Bullins, Hensley, Hoover, Platt, Rogers, Silvers and Mayor Phillips. Nays: None. Motion carried.

Board and Committee Appointments

Item 8A: Historic Commission

MOTION, by Alderman Silvers, seconded by Alderman Bullins, to appoint Nicholas Dalton to the Madison Historic Commission for a term of two years ending October 12, 2025. Ayes: Aldermen Bullins, Hensley, Hoover, Platt, Rogers, Silvers and Mayor Phillips. Nays: None. Motion carried.

Item 9A: Budget Amendment No. 1

MOTION, by Alderman Hensley, seconded by Alderman Platt, to Approve Budget Amendment No. 1. Ayes: Aldermen Bullins, Hensley, Hoover, Platt, Rogers, Silvers and Mayor Phillips. Nays: None. Motion carried.

Item 10 A & B: Manager/Manager Comments & Announcements

Mayor Phillips highlighted the announcements and advised that the Town received grant funding in the new State Budget including 800K for Stormwater Remediation, 4.5M for Watermain Issues and 400K as a pass through for the M & M Recreation Department. Ms. Roberts advised that the Town was also awarded a NC Land & Water Fund grant in the amount of 350K for Downtown River Park Restoration.

Item 11A: Closed Session

MOTION, by Alderman Hensley, seconded by Alderman Rogers, to go into Closed Session to discuss a Personnel Matter Pursuant to NCGS 143-318.11a (6). Ayes: Aldermen Bullins, Hensley, Hoover, Platt, Rogers, Silvers and Mayor Phillips. Nays: None. Motion carried.

MOTION, by Alderman Rogers, seconded by Alderman Hensley, to return to open session. Ayes: Aldermen Bullins, Hensley, Hoover, Platt, Rogers, Silvers and Mayor Phillips. Nays: None. Motion carried.

Chief Hester updated the Board on pressing issues within the Police Department Evidence Room and introduced Hope Martin, a certified Evidence Tech to further elaborate on these issues. During discussion, it was noted that major renovations need to be completed, cameras installed and training for our department to be compliant with state regulations.

MOTION, by Alderman Silvers, seconded by Alderman Hensley, to go into Closed Session to discuss a Personnel Matter Pursuant to NCGS 143-318.11a (6). Ayes: Aldermen Bullins, Hensley, Hoover, Platt, Rogers, Silvers and Mayor Phillips. Nays: None. Motion carried.

MOTION, by Alderman Rogers, seconded by Alderman Silvers, to approve the Closed Session minutes of the September 14, 2023 and September 18, 2023 meetings. Ayes: Aldermen Bullins, Hensley, Hoover, Platt, Rogers, Silvers and Mayor Phillips. Nays: None. Motion carried.

MOTION, by Alderman Rogers, seconded by Alderman Silvers, to not include the \$400.00 Car Allowance in Kevin Baughn's severance package as it is no longer being used for Town Business. Ayes: Aldermen Bullins, Hensley, Hoover, Platt, Rogers, Silvers and Mayor Phillips. Nays: None. Motion carried.

MOTION, by Alderman Bullins, seconded by Alderman Rogers, to compensate Interim Town Manager Amy Roberts \$800.00 a pay period (bi-weekly) for Town Manager duties and increase her rate of pay to \$33.00 an hour upon hiring of a new Town Manager. Ayes: Aldermen Bullins, Hensley, Hoover, Platt, Rogers, Silvers and Mayor Phillips. Nays: None. Motion carried.

Item 12: Adjournment

MOTION, by Alderman Silvers, seconded by Alderman Rogers, to adjourn. Ayes: Aldermen Bullins, Hensley, Hoover, Platt, Rogers, Silvers and Mayor Phillips. Nays: None. Motion carried.

ATTEST:

Amy Roberts, Town Clerk

William Phillips, Mayor