

**Madison Board of Aldermen
Regular Meeting
Madison Municipal Building
November 9, 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
Public Works Director: Josh Shuler

Others Present:
Bobbie Webster, Merchants Guild Mike Moore Media
Family/Friends of Chief Richard Hester 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 November 9, 2023

MOTION, by Alderman Rogers, seconded by Alderman Hoover, to approve the November 9, 2023 Agenda, as presented. Ayes: Aldermen Bullins, Hensley, Hoover, Platt, Rogers, Silvers and Mayor Phillips. Nays: None. Motion carried.

Item 3: Swearing in of Police Chief Richard Hester

Mayor Phillips administered the Oath of Office to Police Chief Richard Hester and officially welcomed him to the Town of Madison.

Item 4: Public Comments

Bobbie Webster, Madison Merchants Guild stated that Fall for Madison was a huge success and the next upcoming events are the Christmas Stroll on December 2, 2023 and Madison-Mayodan Christmas Parade on December 9, 2023.

Consent Agenda

Items: 5A: Minutes & 5B: Budget Report

MOTION, by Alderman Bullins, seconded by Alderman Hensley, to approve the minutes of the meeting held October 12, 2023 as presented along with the Budget Report ending October 31, 2023. Ayes: Aldermen Bullins, Hensley, Hoover, Platt, Rogers, Silvers and Mayor Phillips. Nays: None. Motion carried.

New Business:

Item 6A: Employee Christmas Bonus/Holiday

MOTION, by Alderman Silvers, seconded by Alderman Platt, to award regular full-time employees a one-time Christmas Bonus in the amount of \$600.00.

Motion stopped on discussion to consider part-time employees.

MOTION, by Alderman Bullins, seconded by Alderman Hoover, to amend the motion on the floor to add a \$100 Christmas Bonus for part-time employees. Ayes: Aldermen Bullins, Hensley, Hoover, Platt, Rogers, Silvers and Mayor Phillips. Nays: None. Motion carried.

MOTION, by Alderman Silvers, seconded by Alderman Hoover, to close Town Offices from December 25-27 for Christmas Holidays. Ayes: Aldermen Bullins, Hensley, Hoover, Platt, Rogers, Silvers and Mayor Phillips. Nays: None. Motion carried.

Item 6B: Amendment to Chapter XVII of Town Code of Ordinances.

MOTION, by Alderman Rogers, seconded by Alderman Bullins, to approve the Amendment to Chapter XVII of the Town Code of Ordinances. Ayes: Aldermen Bullins, Hensley, Hoover, Platt, Rogers, Silvers and Mayor Phillips. Nays: None. Motion carried.

STATE OF NORTH CAROLINA

AN ORDINANCE AMENDING CHAPTER
17 OF THE CODE OF ORDINANCES OF
THE TOWN OF MADISON

TOWN OF MADISON

NOW, THEREFORE, BE IT ORDAINED by the Board of Alderman of the Town of Madison, North Carolina, that Chapter 17: Utilities of the Town of Madison Code of Ordinances be amended as follows:

Chapter 17: Utilities

Article 1: General Provisions

Section 17-21: Nonpayment of Bills

§ 17-21 NONPAYMENT OF BILLS.

~~Effective with the February, 2009 water billing, the following is the new policy on water bill collections:~~

~~(a) Water bills will be mailed on the twentieth day of the month, giving the customer 30 days to pay the bill. After that time, the bill is considered late and a late fee of \$25 will be added to the bill. The date on which the late fee will be charged will be printed on the bill.~~

~~(b) A second notice will be sent to all late accounts allowing ten days for payment. The cut off date will be printed on the bill. Any bill unpaid after this date will be cut off. An additional reconnection fee of \$50 (along with the \$25 late charge) must be paid in full before the water service is reconnected.~~

~~(c) A water bill must be paid in full before the service will be reconnected.~~

~~(d) After hours (after 5:00 p.m.) reconnection fee is \$75. Requires water bill, late fee and reconnection fee to be paid by money order only.~~

~~(e) Bad check policy.~~

~~(1) Utility payment.~~

~~a. Upon notification from a financial institution that a check has been returned (for insufficient funds or the account has been closed, or any other reason), the Finance Department will notify the customer in writing of the return. The letter will give the customer ten days to pay the check in full by cash or money order only, including a returned check fee. Should the customer fail to pay the check and fee within ten days, a notice is to be placed on the door of the customer requesting immediate payment of the item. Failure to correct this delinquency will result in the utility being disconnected, as this shall be interpreted as non-payment.~~

~~b. Should the town receive a second bad check from any customer, that customer will be notified by mail. The customer is given ten days to pay the check in full by cash or money order only, including a returned check fee. Should a customer fail to pay the check and fee within ten days, a notice is to be placed on the door of the customer requesting immediate payment of the item. Failure to correct this delinquency will result in the utility being disconnected, as this shall be interpreted as non-payment. This letter will also state that future payments will only be accepted in the form of cash or money order due to having received two or more returned checks.~~

~~e. Should the customer fail to respond to subsections (a) and (b) of this section, a certified letter will be sent to inform the customer that failure to correct this item within 15 days may result in the town taking legal action to collect this indebtedness.~~

~~(2) Non utility payment. Upon notification from a financial institution that a check has been returned (for insufficient funds or the account has been closed, or any other reason), the Finance Department will notify the customer in writing of the return. The letter will give the customer ten days to pay the check in full by cash or money order only, including a returned check fee. Should the customer not respond, a second letter, sent by certified mail, will inform the customer that failure to correct this item by cash or money order within 15 days may result in the town taking legal action to collect this indebtedness.~~

§ 17-21 PAYMENT OF BILLS.

(1) Water Bills

- (a) Water bills will be mailed by the 28th day of the month and due to the Town no less than 30 days from mailing. No second notices will be mailed.
- (b) After the established due date, a bill is considered late and will incur a late fee of \$25 which date and new amount due will be printed on the bill. Payments received in the drop box at Town Hall or paid online by 8:00 am on the first business day after the due date will be considered on time.
- (c) No less than 10 days after the due date, a non-payment fee of \$50.00 will be added to any unpaid bill and services may be disconnected. The non-payment fee is not a reconnection fee and is due regardless of connection status. The disconnection date along with the new amount due will be printed on the bill. Payments received in the drop box at Town Hall by 8:00 am or paid online on the disconnection date will not be subject to a non-payment fee.
- (d) Bills must be paid in full before services will be reconnected. After hour reconnections must be paid in full plus a \$50.00 after hours reconnection fee to the Finance Department by 12:00 pm the next business day or services will be disconnected and not reconnected until all fees are paid in full with no after hour reconnection option.
- (e) Late and nonpayment fees shall not be waived.

(2) Bad check policy.

- (a) Utility payment.
 - I. Upon notification from a financial institution that a check has been returned for insufficient funds, closed account or any other reason, the Finance Department shall immediately notify the customer in writing allowing ten days to pay the check in full by cash, money order, certified check or debit/credit card including a returned check fee as established in the Town Fee Schedule. If after 10 days, the customer fails to pay the returned check/fees, a notice shall be placed on the addressed door stating that if payment is not received within 24 hours services will be disconnected.
 - II. A second returned check from the same customer shall follow the notification procedures in subsection (I) and include a letter stating that all future payments made to the Town must be in the form of cash, money order, certified check or debit/credit card due to repeated returned checks.
 - III. Should the customer fail to respond to subsections (I) and (II) of this section, a certified letter will be sent to inform the customer that failure to correct this item within 15 days may result in the town taking legal action to collect this indebtedness.
- (b) Non-utility payment. Upon notification from a financial institution that a check has been returned for insufficient funds, closed account or any other reason, the Finance Department shall immediately notify the customer in writing allowing ten days to pay the by cash, money order, certified check or debit/credit card including a returned check fee as established in the Town Fee Schedule. Should the customer not respond, a second letter will be sent by certified mail to inform the customer that failure to correct this item by cash or money order within 15 days may result in the town taking legal action to collect this indebtedness.

Adopted by the Board of Aldermen of the Town of Madison this 9th day of **November, 2023** and effective **January 1, 2024**.

ATTEST:

William Phillips, Mayor

Amy Roberts, Town Clerk

Item 6C: Amendment to Fee Schedule

MOTION, by Alderman Silvers, seconded by Alderman Hensley, to amendment the Town Fee Schedule to change the word Disconnection Fee to Nonpayment Fee and increase Street Closure to \$900.00. Ayes: Aldermen Bullins, Hensley, Hoover, Platt, Rogers, Silvers and Mayor Phillips. Nays: None. Motion carried.

Item 6D: Proclamation for National American Indian Heritage Month

MOTION, by Alderman Bullins, seconded by Alderman Hoover, to approve the Proclamation declaring November as National American Indian Heritage Month. Ayes: Aldermen Bullins, Hensley, Hoover, Platt, Rogers, Silvers and Mayor Phillips. Nays: None. Motion carried.

A copy of the Proclamation will be on file in the Town Clerk's office.

Board and Committee Appointments

Item 7A: Board of Adjustment

MOTION, by Alderman Platt, seconded by Alderman Bullins, to reappoint Kristy Spencer to the Madison Board of Adjustment for a term of three years ending December 10, 2026. Ayes: Aldermen Bullins, Hensley, Hoover, Platt, Rogers, Silvers and Mayor Phillips. Nays: None. Motion carried.

Item 8A: Manager/Manager Comments & Announcements

Mayor Phillips highlighted the announcements and reminded that Town Offices will be closed tomorrow, November 10, 2023 for Veterans Day and November 23-24, 2023 for Thanksgiving. Mayor Phillips congratulated the newly elected Aldermen.

Item 11A: Closed Session

MOTION, by Alderman Silvers, seconded by Alderman Hoover, to approve the Closed Session minutes of the October 12, 2023 meeting. Ayes: Aldermen Bullins, Hensley, Hoover, Platt, Rogers, Silvers and Mayor Phillips. Nays: None. Motion carried.

Item 12: Adjournment

MOTION, by Alderman Hensley, seconded by Alderman Bullins, 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