



**REGULAR  
MEETING *MINUTES*  
MAYODAN TOWN COUNCIL  
July 8, 2024  
6:00 p.m.  
James A. Collins Municipal Building**

**MAYOR AND COUNCIL PRESENT:**

Mayor Dwight Lake  
Melanie Barnes  
Doug Cardwell  
Letitia Goard  
John Miller  
Buck Shelton

**STAFF PRESENT:**

Town Attorney Eugene Russell  
Interim Town Manager Richard Hicks  
Town Manager Melody Shuler  
Town Clerk Sarah Hopper

The Mayodan Town Council met at 6:00 pm on July 8, 2024, in the Council room of the James A. Collins Municipal Building, and with a quorum present, Mayor Lake called the meeting to order.

**INVOCATION:**

Invocation given by Pastor Donavon Furstenburg with The Refuge, Mayodan.

**PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was led by Mayor and Town Council members.

**PUBLIC COMMENTS:**

Charles Menard, 102 N Ayersville Rd. spoke to Council asking they consider amending the golf cart hours. Mr. Menard stated he is a business owner and would like to drive his golf cart to and from his business. He stated that with the current golf cart Ordinance, the time is from 6:00am-10:00pm. Mr. Menard is asking Council to consider extending the hours to midnight or allowing golf carts 24 hours a day.

Mayor Lake swore in new Town Manager Melody Shuler.

**APPROVAL OF MINUTES:**

**Approval of Agenda, Regular and Special Meeting Minutes of June 6,10 &27 2024.**

**Motion** by Councilmember Goard, seconded by Councilmember Cardwell, to approve the Agenda, Regular and Special Meeting Minutes of June 6, 10, & 27, 2024 as presented.

Ayes: Councilmembers Barnes, Cardwell, Goard, Miller, and Shelton.

Nays: None.

Motion carried unanimously.

## **OLD BUSINESS:**

### **1. Planning & Zoning Board Appointment**

Interim Town Manager Richard Hicks stated that the town currently has a vacancy for an inside Town member of the Planning and Zoning Board. The Town will need to appoint someone to fill the unexpired term that runs until December 31, 2025.

**Motion** by Councilmember Cardwell, seconded by Councilmember Barnes, to table till next meeting.

Ayes: Councilmembers Barnes, Cardwell, Goard, Miller, and Shelton.

Nays: None.

Motion carried unanimously.

## **NEW BUSINESS:**

### **1. Appointments to Comprehensive Plan Steering Committee**

Interim Town Manager Richard Hicks stated the Town has contracted with the Piedmont Triad Regional Council to update the Town's Comprehensive Plan. Dawn Vallieres, the Regional Senior Planner is requesting the Council to appoint members to a Steering Committee to assist in the development of the updated plan. Ms. Vallieres has suggested that two members be appointed from the Council. Staff is requesting that those appointments be made.

Councilmember Shelton and Councilmember Goard have been asked to be on the Steering Committee.

**Motion** by Councilmember Miller, seconded by Councilmember Barnes, to appoint Councilmember Shelton and Councilmember Goard to the Steering Committee.

Ayes: Councilmembers Barnes, Cardwell, Goard, Miller, and Shelton.

Nays: None

Motion carried unanimously.

Interim Town Manager Hicks stated the Planning and Zoning Board will be meeting on July 18, 2024 and they will also be requested to appoint 2 members from their membership. Ms. Vallieres is also suggesting that the Council appoint an additional 6-8 members from the local community to participate in the process. These appointments should be made as soon as possible from the Council. Now that the Town has a new Town Manager, PTRC is ready to being work on the update.

### **2. Update on Washington Mills Cleanup**

Interim Town Manager Richard Hicks stated that there have been several developments in the past few weeks regarding the final cleanup of the Washington Mills property. The EPA finally released the Analysis of Brownfields Cleanup Alternatives Report. The Piedmont Triad Regional Council has contracted with Hart & Hickman to prepare the required Environmental Management Plan for the site. There has been additional on-site review of the PCB contaminated area, as well as the debris piles that are yet to be removed.

Jesse Day, the Planning Director, for the Piedmont Triad Regional Council provided an update to Council on the project and the necessary steps to move forward that will allow the Town to utilize this property. Mr. Day has been involved in this project from the beginning. Mr. Day stated the draft of the cleanup cost came back in May and is fairly high for the site. He stated they have some grant money to help with further testing. The EPA results from the site came back PCB's were found onsite and they fall under the Federal EPA and asbestos and debris were found as well. Mr. Day stated that if they were able to clean the site up and get it off of the books you wouldn't have to do any monitoring in the future. He stated he didn't have all the cost estimates at this time. A consultant has been hired thru the Grant of the revolving loan fund. Mr. Day asked if Council wanted to continue to have the site monitored going forward or do you want to go ahead and clean it up with the available resources? Having the revolving loan fund with the Regional Council could be utilized to address some of the cleanup. He stated that you have to fence off the debris pile and deal with it at a later time. We have \$400,000.00 left to help with this.

### **3. Proposals for Code Enforcement Services**

Interim Town Manager Richard Hicks spoke to Town Council regarding the adopted FY 24/25 Budget includes funds initiate Code Enforcement services within the Town of Mayodan. Attached for your review and consideration is a proposal from N-Focus, Inc. and a proposal from the Piedmont Triad Regional Council. N-Focus has been providing Planning and Code Enforcement services throughout the State of North Carolina and has been successful for many years. The PTRC proposed using a subcontractor State Code Enforcement. This firm is currently providing Code Enforcement Services in numerous jurisdictions in our area.

Both have suggested that the Town's Code of Ordinances related to Code Enforcement are severely outdated and need to be amended to bring them in compliance with current state law. The Town also lacks a Commercial Code that would allow enforcement on commercial buildings. Both would propose to provide assistance to the Town on these updates. There is a specific process that must be followed in potential condemnations and either of these firms could assist the Town in setting up a successful local program.

Mr. Hicks stated the Town is constantly getting complaints about the condition of numerous properties within the Town limits. At the last Planning and Zoning Board of Adjustment meeting they expressed strong support for a strong enforcement program. A local owner of several properties recently indicated they would be selling several of their properties due to the condition of adjoining properties.

**Motion by** Councilmember Shelton, seconded by Councilmember Goard, to approve Proposal for Code Enforcement Services with Piedmont Triad Regional Council.

Ayes: Councilmembers Barnes, Cardwell, Goard, Miller, and Shelton.

Nays: None.

Motion carried unanimously.

### **4. Budget Amendment #1**

Finance Director Brianna Cardwell spoke to Town Council regarding budget amendment #1 reallocating salary expense accounts do to hiring a full-time manager.

**Motion by** Councilmember Goard, seconded by Councilmember Miller, to approve budget amendment #1 reallocating salary expense accounts do to hiring a full-time manager.

Ayes: Councilmembers Barnes, Cardwell, Goard, Miller and Shelton.

Nays: None.

Motion carried unanimously.

### **5. Proposal to Amend Town Hall Office Hours**

Interim Richard Hicks spoke to Town Council regarding amending town hall hours to Monday-Thursday 7:30am to 5:30pm and Friday 8:00a.m.-12:00p.m.

The Town Hall currently operates on an 8:00 a.m. to 5:00 p.m. schedule on Monday through Friday. This has been the standard for many years. A lot of towns and counties are beginning to adjust their operating hours to provide more flexibility to its citizens and customers. The current hours make it difficult for people that work from 8-5 to transact face to face business with the Town staff, such as paying or inquiring about water and sewer bills, or renting various park facilities.

We are asking that the Council approve revised hours for the Town Hall that would consist of being open from 7:30 a.m. to 5:30 p.m. on Monday through Thursday, and from 8:00 a.m. to 12:00 pm on Friday. The office would then be closed beginning at noon on Fridays. This revised schedule would allow citizens to stop by Town Hall on their way to work in the morning or on their way home in the afternoon. The employees in Town Hall would still be working a 40-hour workweek. The Town of Farmville started this schedule over 20 years ago and it is still being used today. After the initial adjustment, the schedule was reviewed favorably by the citizens. A lot of the citizens utilized that extra half-hour in the morning or the afternoon. Being closed on Friday did not present a problem, once the citizens became accustomed to the schedule. The hours will go into effect starting September 1, 2024

**Motion** by Councilmember Goard, seconded by Councilmember Shelton, to approve amending town hall hours to Monday-Thursday 7:30a.m. to 5:30p.m. and Friday 8:00a.m.-12:00p.m. This will go into effect starting September 1, 2024.

Ayes: Councilmembers Barnes, Cardwell, Goard, Miller, and Shelton.

Nays: None.

Motion carried unanimously.

Golf cart hour discussion regarding changing hours.

**Motion** by Councilmember Miller, seconded by Councilmember Shelton, to approve changing operating hours to 24 hours instead of the current 6:00a.m. to 10:00p.m.

Ayes: Councilmembers Barnes, Cardwell, Miller, and Shelton.

Nays: Goard.

Motion carried 4-1.

**MANAGER/ COUNCIL COMMENTS/ANNOUNCEMENTS:**

Interim Town Manager Richard Hicks stated that this would be his last Town Council meeting. Mr. Hicks expressed it was a pleasure working for the town and wished the town success with all that we are trying to do.

Mayor Lake asked to recess meeting at 6:42p.m. for refreshments.

**Motion** by Councilmember Shelton, seconded by Councilmember Goard, to approve recess for refreshments before going into closed session.

Ayes: Councilmembers Barnes, Cardwell, Goard, Miller, and Shelton

Nays: None.

Motion carried unanimously.

Mayor Lake resumed meeting at 7:04pm

**Motion** by Councilmember Shelton, seconded by Councilmember Miller, to enter into closed session pursuant to [N.C.G.S 143-318.11(a)(6)] to consider personnel matter.

Ayes: Councilmembers Barnes, Cardwell, Goard, Miller, and Shelton.

Nays: None.

Motion carried unanimously.

Entered into closed session at 7:04 p.m.

**Motion** by Councilmember Miller, seconded by Councilmember Cardwell, to return to open session.

Ayes: Councilmembers Barnes, Cardwell, Goard, Miller, and Shelton

Nays: None.

Motion carried unanimously.

Returned to open session at 7:43 p.m.

**Motion** by Councilmember Miller, seconded by Councilmember Barnes, to adjourn meeting.

Ayes: Councilmembers Barnes, Cardwell, Goard, Miller, and Shelton

Nays: None.

Motion carried unanimously.

Meeting adjourned at 7:43 p.m.

**ATTEST:**

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Sarah Hopper, Town Clerk

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E. Dwight Lake, Mayor