



**TOWN OF CAMERON BOARD OF COMMISSIONERS**  
**SPECIAL BOARD MEETING AND BUDGET WORK SESSION NOTICE**

The Mayor and Board of Commissioners of the Town of Cameron hereby calls a Board of Commissioners meeting and Budget Work Session Notice at the time, place and the purposes set out below:

**DATE:** Saturday, May 9, 2020

**TIME:** 9:00 a.m.

**PLACE:** Cypress Pointe Fire and Rescue  
170 Red Hill Road  
Cameron, North Carolina

**PURPOSE:**

- a. Board of Commissioners Meeting
- b. Followed by 2020-2021 Budget Work Session

The Meeting and Budget Work Session are open to the Public and the Public is invited to join the meeting two ways:

1. Attend the Meeting in person; we recommend practicing social distancing and wearing a face mask.
2. Join the Board of Commissioners via Telephone  
Instructions to call in:  
Dial the Conference Number 1-888-204-5984  
Dial the Access Code: 9641989#
3. Wait to be added to the conference.
4. For Public Comments, please call Town Clerk at 9910-245-3212 or email at [cameronnc@townofcameron.com](mailto:cameronnc@townofcameron.com)

This 5th day of May 2020

Certification: I certify that the above notice was published on the door at Town Hall Municipal Building, Town of Cameron website, and delivered to each member of the Board via email at least 48 hours before the meeting as required by NCGS 143-318.12.

Gail Brown, Clerk/Finance Officer



# Holding Public Meetings in Accordance with Senate Bill 704

## STEP 1: Before the Meeting



**Provide** advanced meeting notice, following existing guidance for notifying the public under G.S. 143-318.12. Include details on how the public can access the remote meeting.

**Provide** all documents to all board members prior to meeting.

**If applicable**, make sure presentation capabilities are restricted to designated individuals and prepare the meeting for recording (not required).

## STEP 2: Launching the Meeting



**Ensure** meeting is simultaneously available to the public by an audio stream, dial-in conference line, or video live stream. (YouTube has easy livestream functionality)

**Make** sure all Board members hear all communication during the meeting from fellow members and the public.

**Have** a staff member or meeting lead review guidelines including: conducting roll call, identifying actions and votes, and mute. (*Virtual Meeting Best Practices*)

## STEP 3: During the Meeting



**Reference** the specific item or section of the agenda to identify what is being discussed or acted on.

**Vote** by roll call. Board members count for quorum/votes only while active on the remote meeting. No votes may be taken by written or secret ballot. Board members that cannot be seen must say their name a) during roll call, b) prior to taking any action, and c) prior to voting. (*a good practice for all*)

**Closed** sessions may be held in accordance with G.S. 143-318.11; access to the public is not required during this time.

## STEP 4: Holding Hearings



**Quasi-Judicial Hearings** can be held if a) the right of an individual to hearing and decision occur during emergency b) all persons participating in the hearing have been notified of the hearing and consent to a remote meeting.

**Public Hearings** can be held, as long as comments are accepted between the initial request for comments and one day before the meeting start.

## STEP 5: After the Meeting



**Ensure** meeting minutes reflect a) that it was done by simultaneous communication, b) which board members participated by simultaneous communication, and c) board members who came or left during meeting.

**Make** note of technical challenges and adapt for following meetings.

\*\* All chats, instant messages, texts, or other written communications between members of the public body regarding the transaction of the public business during the remote meeting are deemed a public record.

\*\* If you chose to record, please note the recording must be preserved until the meeting minutes are adopted.



**TOWN OF CAMERON  
BOARD OF COMMISSIONERS  
Board of Commissioners Meeting  
Saturday, May 9, 2020  
9:00 a.m.  
Cypress Pointe Fire and Rescue  
Cameron, NC**

**AGENDA**

**Board of Commissioners meeting**

**A. Approval of Agenda**

**B. Consent Agenda**

- a. All items are considered routine in nature and will be enacted with a single motion. No special discussion will be held except upon the request of a board member. In this case, the item will be considered in the order as it appears on the agenda.**

**C. Approval of Minutes**

- Minutes of February 25, 2020 Regular Meeting**
- Special Meeting Minutes March 19, 2020**

**\*Public Comments**

- A. 2019-2020 Cultural and Recreation Department Budget, Gail Brown, Finance Officer**
- B. Table of Uses vote Feb. 25, 2020 Meeting**
- C. Public Safety Committee – Police Car, Commissioner Seiberling**
- D. Committee Proposals and Assignments– Mayor Moore**
- E. Ethics Training, Gail Brown, Clerk**

**ADJOURNMENT**

**\* Limited to 3 minutes per person. If you need more than 3 minutes you need to request to be put on the agenda.**

**TOWN OF CAMERON  
BOARD OF COMMISSIONERS  
Board of Commissioners  
Budget Work Session**

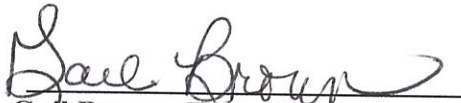
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**Saturday, May 9, 2020  
Following Adjournment of Board Meeting  
Cypress Pointe Fire and Rescue  
Cameron, NC**

**AGENDA**

**ADJOURNMENT**

The Town is making every effort to ensure that the public can listen to the meeting while meeting all the Town's statutory requirements and keeping the public safe. During the Work Session there is no Public Comment session. If you have questions, comments or concerns, contact Town Hall a 910-245-3212.

  
Gail Brown, Town Clerk/Finance Manager

**Town of Cameron  
Board of Commissioners Meeting Minutes  
February 25, 2020 7:00 P.M.**

Mayor Moore called the meeting to order at 7:00 p.m. In attendance were Commissioners Ginger Bauerband, Diane Calhoun, Lisa, Chapman, Jim Leiby, and David Seiberling.

A & B. A motion was made by Commissioner Leiby to accept the Agenda and Consent Agendas which passed unanimously.

C. Commissioner Seiberling moved to accept the January 28, 2020 minutes which unanimously passed.

D. Mayor Moore presented the two nominees who were interested in the Commissioner vacancy that was filled by Sarah Hillmer. The candidates presented were Dianne Calhoun and Danielle Vargas. Danielle Vargas withdrew her nomination and Commissioner Seiberling made a motion to accept Dianne Calhoun by acclamation which unanimously passed. Commissioner Calhoun was sworn in by Mayor Moore to fill the two-year vacancy.

Public Comments:

Herman "Chris" Reeves at 534 Graham Rd., Cameron, NC announced he had turned his farm into an Event venue and is planning to host a flea market during the same time as the May Antiques Festival on May 1 and 2; his goal is not to conflict with the Town's festivities but to aid in attracting more visitors to Cameron. On April 4<sup>th</sup> he is hosting a motorcycle run for raise money for Team Works, an organization that is raising money for the homeless.

Old Business:

E. Ethics training has been scheduled for March 12<sup>th</sup> at 7:00 – 9:00 p.m. at the Cameron Presbyterian Church. This training is mandatory for all Elected Officials within twelve-month period from date of election. The training is a webinar sponsored by the UNC School of Government.

F. Commissioner Seiberling was nominated by Commissioner Bauerband to serve as Mayor Pro Tempore in the absence of the Mayor. The nomination unanimously passed. A motion was made by Commissioner Chapman to add Commissioners Seiberling and Leiby to be added to the First Bank's signature card which passed unanimously.

G. Commissioner Chapman and Commissioner Bauerband submitted two proposals for Committee's restructuring. Five Committees were established in 2018-2019 that should be reviewed and consider the two current proposals. Mayor Moore requested that Commissioners compile their suggestions and forward to the Clerk who will spreadsheet the suggestions and return it to all the Commissioners for the review for the March meeting. There was a unanimous vote to table the Committees review to the next meeting.

H. Commissioner Leiby requested the Rules of Decorum be tabled until everyone has reviewed the proposed rules. His recommendation passes unanimously.

I. Fred Lazorcak announced that effective March 31, 2020 He and Jim Jolliff will no longer be opening and closing the Park. Recommendations were made by Chairperson Younts to request the Cypress Fire Department, Volunteers or Town Staff to assume the responsibility of opening, closing and cleaning bathrooms on the weekends and holidays. The Board requested that Staff discuss and report back the Board during the March meeting with a recommendation.



Park Committee Chairperson Laura Younts presented proposed recommendations to remove a dead tree from Phillips Memorial Park and the Committee's proposal for 10 car parking expansion. She presented estimates to remove the tree and grind the stump at a cost of \$1,100.00 which would be funded by Phillips Memorial Park tree fund by Sue Phillips.

To relocate the sign, move the memorial bricks, gravel and extend the parking up to 10 spaces \$3,750.00. Committee recommended C&L Grading to do the work. Finance Officer explained that no money was put into 2019-2020 budget and funds are not carried from a prior year. Commissioner Bauerband made a motion to approve the tree removal which passed unanimously for \$1,100.00 to be expensed from the deferred donation by Sue Phillips.

J. Beautification Committee, Sylva Caddell reported the Committee had submitted the Town of Cameron to HGTV's Hometown Take Over. All information is available for anyone wanting to see it. She requested "Town Clean-up" on April 25<sup>th</sup> with additional information to be presented at the March meeting. She has also been on contact with Cameron's Elementary School to repair the retaining wall at the school and progress is being made with contracts being submitted.

K. Clerk presented the approved NCDOT Bicycle and Pedestrian Grant with a match of \$3500.00 (10%) and signed contract to move forward with sidewalk planning. Commissioner Bauerband made a motion to move forward with contract, \$3500.00 contribution and resolution. It was discussed that the money was available in either the Powell Bill Account or to charge against Beautification with no clarification of which account to expense. The Finance Officer updated the Council that previous Boards had elected to allow the Powell Bill funds to accumulate for future street projects. The motion passed unanimously.

L. Commissioner Seiberling reminded the Board of the Vision statement approved in 2018-2019. The Nuisance Committee has met and are re-viewing the current ordinances. Gail Brown, Clerk, and Commissioner Seiberling attended a Code Ordinance Training to assist in implementing rules and regulations the Town of Cameron establishes.

M. Town of Carthage has several police vehicles for sale as they are replacing their cars. The Clerk submitted information on those vehicles and Commissioner Seiberling will contact Carthage for additional details in the upcoming week and report back to the Board.

N. Commissioner Leiby made a motion to approve the Moore County Interlocal Agreement Resolution that was passed October 22, 2019. The motion passed.

#### New Business:

O. Commissioner Leiby moved to amend the Zoning Table of Permitted Uses that will permit retail sales and retail sales of outside storage and add similar venues to address inquiries from Developers and venue businesses. The Board voted unanimously to approve the changes.

Commissioner Leiby presented a proposal to update the Sign Ordinance. Commissioner Leiby requested the Board review the Ordinance. The Pastor from Hood Memorial Church requested a change in the size of the sign the Church would like to build. This will go back to the Planning Board to review the Ordinance updates and regulations as a requested variance.

P. Gail Brown, Clerk presented a resolution as required by NCDOT Title VI of the 1964 Civil Rights Act which states that all stakeholders and contractors are not discriminated against by Law. Commissioner Seiberling moved to approve the resolution which passed unanimously.

Q. Commissioner Chapman moved that the NC League of Municipalities be given an opportunity to present a proposal of the support they can offer the Town of Cameron. The motion passed unanimously.

R. Commissioner Chapman suggested whereas statutory forty-eight notice is not enough time to be transparent of what's happening in the Town. This would be contingent on the Town Hall acquiring the information in a timely manner.

S & T. Gail Brown, Clerk/Finance Officer announced that Credit Card payments are approved and requested the Board to approve an amount to charge for a convenience fee. Commissioner Chapman stated she will recommend other sources to further investigate the pay on-line status. Commissioner Seiberling move to charge \$3.00 per transaction which passed unanimously.

Gail Brown, Clerk updated Website contract is \$500.00 with no maintenance fee and he will update the design in 2020 at no cost.

Boundary Validation Program Report/Consensus has been submitted.

No decision has been made by the Mitigation Grant for an emergency generator.

Triangle J has donated three laptops to Town of Cameron.

U. Water Rate Review Update, Gail Brown, Finance Officer

Terry Green with NCPW has re-valuated the proposed water study recommending an increase to \$25.00 base rate and usage per 1000/ \$8.50 and \$17.00 (in-and out of town) based on current financials. Commissioner Leiby is preparing a sensitivity analysis stressing that the Town needs to make money to pay back the previous three-year losses in the Water Fund. Commissioner Leiby proposed that the Board conduct a workshop to further review the additional numbers we are collecting.

Davis Reynolds reminded that our Water Ordinance states if water is available, customers cannot use their well water and cannot hook up to County water. Davis recommended to consider increasing the ETJ rates should be increased. Gail Brown, Finance Officers suggested other factors for review are debt collections, water service applications fees and deposits.

Commissioner Calhoun made a motion to adjourn the meeting at 8:48 p.m.

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Cristina Moore, Mayor

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Gail Brown, Clerk/Finance Officer

**Town of Cameron**  
**Board of Commissioners Special Meeting Minutes**  
**Thursday, March 19, 2020**  
**7:00 p.m. Cypress Pointe Fire & Rescue**  
**170 Red Hill Road**

Mayor Moore called the meeting to order at 7:00 p.m. In attendance were Commissioners Ginger Bauerband, Diane Calhoun, Lisa Chapman, Jim Leiby, and Mayor Pro-Tempore David Seiberling.

A, B, & C. A motion was made by Commissioner Seiberling to accept the Agenda as written and table the approval of the February 25, 2020 minutes until the next regular meeting. The motion unanimously passed.

**Public Comments:**

Danielle Vargas, resident, suggested the Antiques Fair be cancelled for May and increase efforts to vamp up for October by reaching out to Liberty's vendors to participate and increase advertising. She suggested a Committee be formed to boost the event.

Gail Brown, Clerk, reported that Joyce Thomason notified her that the Methodist Church will not be renting spaces if the Antiques Fair is held.

Gail Brown, Clerk, reported that Laura Younts, Park Committee Chairperson emailed solicitation letters for Board's approval to collect donations for Phillips Memorial Park.

Commissioner Chapman reported that Kane Parsons (resident) suggested that since Liberty had cancelled, the Fair should be rescheduled and get those folks (vendors). He recommends having a Fair during the Summer Sizzler and schedule during morning hours because of the heat.

Commissioner Chapman reported that Jane Fairbanks recommended we cancel but not go past June and have a contingency plan to cancel if necessary.

Jane Fairbanks, The Old Hardware, stated that Liberty had cancelled, and the High Point Furniture Market had rescheduled their International event to June 12- 14, 2020. She suggested rescheduling the Fair and lump it with the Summer Sizzler on July 18<sup>th</sup> and possibly the 17<sup>th</sup> making it a two-day event.

Sylvia Caddell, resident, stated it was wise to cancel for now.



## Agenda:

### A. State of Emergency, Mayor Moore

Mayor Moore presented a Declaration State of Emergency for the Coronavirus drafted by T.C. Morphis, Town of Cameron Attorney. A motion was made by Commissioner Seiberling to approve the Declaration, discussion followed the motion as to the need of a vote to accept it. Commissioner Chapman stated the Mayor has the authority to declare a state of emergency as stated in the Town of Cameron Charter and the State without adopting the document. Commissioner Seiberling withdrew the motion.

The Board agreed that the Town of Cameron's business hours and services offered would continue but offices would be closed the public and arrangements are made to collect utility payments and set appointments for required services such as permitting or new account services. Phillips Memorial Park will remain open and the Comfort Stations will be closed to the Public. Gail Brown, Clerk, announced that no events have been scheduled. Davis Reynolds assured the Board that Maintenance personnel was following all safety precautions but if debris activity becomes a concern the Town might need review services at later date.

Davis Reynolds informed the Board that one utility customer water has been reconnected due to the State of Emergency. Commissioner Leiby made a motion to amend our current water ordinance that during the duration of a State of Emergency that no water is cut off and all late fees are waived. Commissioner Chapman amended the motion to include a thirty-day repayment plan of the account balance after the emergency is no longer in effect. The motion passed unanimously.

Commissioner Chapman moved to adopt a Board Continuity Resolution that should "in the case of a public health emergency, the Town of Cameron Board of Commissioners is authorized to conduct business via, telephone, skype, or other electronic means. The Clerk to the Board will provide proper public notice of said meeting, Town of Cameron Board of Commissioners' staff will provide an agenda published on its website, staff will provide a mechanism for the public to listen to the meeting via electronic means". The motion unanimously passed.

### B. May 2020 Antiques Fair, Mayor Moore

A motion was made by Commissioner Chapman to cancel the May 2020 Cameron Antiques Fair. The motion unanimously passed.

### C. Committees, Mayor Moore

Mayor Moore reminded the Board the current Committees are in place until new Committees are officially formed by the Board.

### D. Phillips Memorial Park, Davis Reynolds, Water Systems Operator

Mr. Reynolds announced that beginning April 1, 2020 Chris will be opening the park in the mornings, he and Chris will alternate closing the park in the evenings and the water operator working on the alternate weekends will open/close the park. The Board agreed to hours of April through October 7:00 a.m. to 7:00 p.m. and November through March 7:00 a.m. to 5:00 p.m. A sign will be erected displaying the new hours. The motion made by Commissioner Leiby to accept the recommendation which was approved by the Board.

Commissioner Leiby made a motion to adjourn at 8:16 p.m. which passed unanimously.

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Cristina Moore, Mayor

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Gail Brown, Clerk



D

## Current 2019-2021 Commissioner Chairpersons

Cristina A. Moore, Mayor  
Cameron, NC 28326  
910-986-4723 (cell)

Administration & Water

~~Sarah Hillmer, Mayor Pro Tem  
P. O. Box 2  
Cameron, NC 28326  
910-245-2469 (home)~~

Park & Beautification

Ginger Bauerband, Commissioner  
P. O. Box 443  
910-245-7354 (home)

Streets

~~Peter Zubay, Commissioner  
2792 NC 24-27  
Cameron, NC 28326~~

Solid Waste & Street Fair

David Seiberling, Mayor Pro Tempore  
2716 NC 24-27  
Cameron, NC 28326  
910-245-7267 (home)

Public Safety

Jim Leiby, Commissioner  
Carthage St.  
Cameron, NC 28326

Economic Dev. & Planning

**Gail Brown**

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**From:** Ginger Bauerband <gbauerband@silercity.org>  
**Sent:** Monday, February 24, 2020 2:47 PM  
**To:** Gail Brown  
**Subject:** Town of Cameron Departments attached.  
**Attachments:** TOWN OF CAMERON.docx

Hi Gail-

We were asked at the last meeting per Commissioner Chapman to consider and to provide input.

This an outline of town business/infrastructure as I see it.

I would like to continue my role as Streets Commissioner, which would also include everything under the PUBLIC WORKS umbrella.

Would you please print out a copy for each commissioner and the Mayor?

(Did I need to have this on the agenda? I did not think so, but I could be wrong...)

Thank you!!

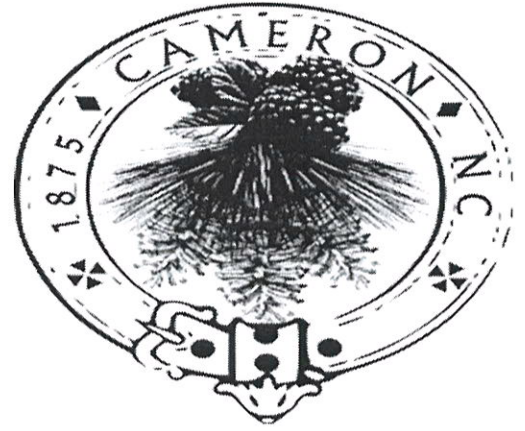
gb

Ginger Bauerband  
Administrative Support Specialist

Town of Siler City  
Public Works and Utilities  
Office: 919-726-8642  
Fax: 919-663-3874  
[gbauerband@silercity.org](mailto:gbauerband@silercity.org)  
[www.silercity.org](http://www.silercity.org)



# TOWN OF CAMERON DEPARTMENTS



## 1. WATER (MAYORIAL RESPONSIBILITY PER NC LAW)

## 2. PUBLIC WORKS

### A. UTILITIES (EXCEPT WATER, PER MAYORIAL DUTIES)

### B. STREETS

### C. POWELL BILL FUND

\*Per NCDOT: Powell Bill funds are to be used primarily for the resurfacing of streets within the corporate limits of the municipality **but can also help pay for construction, improvements, repairs and maintenance of any street or public thoroughfare, including bridges, drainage systems, and curb and gutter, as well as the planning, construction and maintenance of bikeways, greenways or sidewalks.**

### D. SANITATION

### E. BUILDINGS AND GROUNDS

TOWN HALL

GARAGE

PHILLIPS MEMORIAL PARK

BEAUTIFICATION

## 3. ZONING, ORDINANCE, CODE ENFORCEMENT

### A. NUISANCE

### B. DEVELOPMENT/NEW CONSTRUCTION

### C. HISTORIC COMMERCIAL AND RESIDENTIAL

## 4. GOVERNMENT ADMINISTRATION

### A. TOWN CLERK-CFO

### B. LAW ENFORCEMENT

REPORTS

EQUIPMENT

### C. MAINTENANCE

STAFFING

EQUIPMENT

## 5. COMMUNITY DEVELOPMENT

### A. SOCIAL MEDIA

TOWN WEBSITE

FACEBOOK

### B. GRANT WRITING

## 6. ANTIQUE FAIR

PERMITTING

ADVERTISING

ENFORCEMENT

*Lisa  
Chapman*

Each Committee legally can only have up to two Commissioner assignments from the board.

Each Committee usually has branches of that committee to handle different areas of the identification of the committee, i.e:

Beautification and design may have Beautification day board, Streetscape board, and Town Aesthetics board.

Economic development may have a Chamber liaison board, a Budget items board, and a town business Development board.

Planning and zoning may have a Zoning board, Adjustments board, and long-term Planning Board.

Alternatively, they may be stand-alone committees without sub boards, but note it is an appropriate sub structure when needed or desired.

#### Suggested Committees for Town of Cameron Board of Commissioners:

Planning and Zoning:

Public Safety/Streets/Public Works:

Park Committee:

Beautification and Design:



Events/Marketing/and Tourism:

Economic Development:

Town Rejuvenation committee: