

**MINUTES  
UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS MEETING  
MAY 21, 2019**

**BOARD MEMBERS PRESENT**

Doug Hughes, Chairman	At-Large Board Member	Northampton County
Greg Browning, Vice-Chairman	Alternate Board Member	City of Roanoke Rapids
Charles Baisey (Alternate)	Administrator	Town of Scotland Neck
Fred Belfield, Jr.	Commissioner	Nash County
Roy Bell	Mayor	Town of Garysburg
Phil Boone (Alternate)	Planning Board (Alternate)	Town of Dortches
A. P. Coleman	Council Member	City of Wilson
Samuel L. Davis	At-Large Board Member	Edgecombe County
Alice P. Delbridge	Mayor	Town of Gaston
Dwan Finch (Alternate)	Commissioner	Town of Bailey
Geraldine Langford	Mayor	Town of Seaboard
Brenda Lucas	Commissioner	Town of Spring Hope
Martha Lucas	Council Member	Town of Momeyer
Sherry L. Lucas	Commissioner	Wilson County
Esterine Pitt	Mayor	Town of Whitakers
Kenneth Sanders (Alternate)	Mayor Pro-Tem	Town of Princeville
Barbara S. Simmons	At-Large Board Member	Halifax County
Grady Smith	Mayor	Town of Elm City
Miranda Stamper	Mayor	Town of Sims
Leo Taylor	Mayor Pro-Tem	Town of Tarboro
Ralph D. Webb	Commissioner	Edgecombe County
Tim Wiggs	At-Large Board Member	Wilson County

\*If your name is missing, you may not have signed in. Please let us know so we can make that correction

**MEMBERS PRESENT BY PROXY**

Kenneth W. Manuel	Mayor	Town of Woodland
Jason S. Morris	Mayor	Town of Jackson
Florence W. Pender	Mayor Pro-Tem	Town of Pinetops
Denise Stinagle	Manager	Wilson County
Mary Wells	At-Large Board Member	Nash County

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**GUESTS**

Doris Delbridge	Special Guest	
Jae Kim	Manager	Town of Spring Hope
Rhonda Payne	Mayor Pro-Tem	Town of Sims

**MEMBERS NOT PRESENT**

Wayne Anderson	Mayor	Town of Enfield
Eddie Braxton (Alt. attended)	Mayor	Town of Scotland Neck
Kirby Brown (Alt. Attended)	Mayor	Town of Dortches
Tony Brown	Manager	Halifax County
Leon "Dick" Collier	Mayor	Town of Lasker
Lee Duke	Commissioner	Town of Conway
Bill Edmundson	Mayor	Town of Stantonsburg
Eric Evans	Manager	Edgecombe County
Carl Ferebee (Alt. attended)	Council Member	City of Roanoke Rapids
Norlan Graves	At-Large Board Member	Halifax County
Reginald Harris	At-Large Board Member	Wilson County
Wilbert Harrison	Mayor	Town of Speed
Linda Ingram	Mayor	Town of Conetoe
Bobbie D. Jones (Alt. attended)	Mayor	Town of Princeville
Andre Knight	Council Member	City of Rocky Mount
Marshall Lassiter	Manager	Town of Severn
Ellene Leonard	Mayor	Town of Castalia
Julia Meacham	Mayor	Town of Weldon
Harold Meacombs	Commissioner	Town of Middlesex
Robert Murphy	Interim Manager	Northampton County
Thomas Richards (Alt. attended)	Mayor	Town of Bailey
Albert J. Richardson	At-Large Board Member	Nash County
Doris Risper	Mayor	Town of Rich Square
Elaine Saunders	Commissioner	Town of Saratoga
Owen Scott	Mayor	Town of Littleton
Stacie Shatzer	Assistant Manager	Nash County
Jed Simpson	Mayor	Town of Lucama
Mack Smith	Mayor	Town of Black Creek
Marcelle O. Smith	Commissioner	Halifax County
Donald Street	Mayor	Town of Nashville
Tracy Sullivan	Interim Administrator	Town of Sharpsburg
Robert Sykes	Commissioner	Town of Hobgood

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Barbara H. Tyre	Council Member	Town of Red Oak
John L. White	Mayor	Town of Halifax
Robert E. Wilkins, Sr.	At-Large Board Member	Northampton County

**STAFF**

Robert Hiatt	Executive Director
Michael Williams	Workforce Development Program Director
Mary Marlin	Area Agency on Aging Program Director
Ron Townley	Planning & Development Services Program Director
Mark Hill	Finance Director
Kelly Skinner	Executive Assistant/Clerk to the Board
Jennifer Andrews	Administrative Assistant
Stuart Bass	PDS Planner

**CALL TO ORDER**

Chairman Hughes called the meeting of the Upper Coastal Plain Council of Governments Board of Directors to order at the Word Tabernacle Impact Center at 5:34 P.M. and welcomed all in attendance.

**APPROVAL OF MINUTES**

Chairman Hughes asked for changes or corrections to the minutes from the board meeting on April 16, 2019. There being none, there was a motion made by Mr. Leo Taylor to approve the minutes as written. Mrs. Alice Delbridge seconded the motion and it passed unanimously.

**ITEMS FOR ACTION**

***Item #1: APPROVAL OF FINANCIAL REPORTS***

Chairman Hughes asked if there were any questions regarding the financial reports on pages 7-8 of the full board packet. There being no questions, Chairman Hughes called for a motion to approve the Financial Reports for the periods ending February 28, 2019 and March 31, 2019. Ms. Alice Delbridge made a motion to approve the financial reports, Mr. Sam Davis seconded, and the motion carried unanimously.

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***Item #2: APPROVAL OF AUDIT CONTRACT***

Chairman Hughes asked if there were any questions regarding the audit contract. Mr. Hill stated that the audit firm of Thompson, Price, Scott, Adams, & Co. P.A. has done a very professional job and the audit fee has not gone up. He requested that we stay with the firm, especially in light of the change of the Executive Director, for this year and maybe next year.

Chairman Hughes called for a motion to approve the audit contract as presented. Ms. Sherry Lucas made the motion to approve the audit contract, Mr. Roy Bell seconded, and the motion carried unanimously.

***Item #3: ADOPTION OF NEW RECORD RETENTION AND DISPOSITION SCHEDULE: GENERAL RECORDS (ITEM TABLED FOR ANOTHER MEETING)***

Chairman Hughes stated that he has asked Mr. Hill to table the adoption of the Records Retention Policy until after the board has time to receive and review a copy of said policy. Mr. Hill stated that he will be emailing a PDF copy of the manual to the board at Chairman Hughes' request; he stated that it was not in the packet because it is 106 pages long. Mr. Hill gave a brief description of the background information regarding the retention schedule.

**BUDGET PRESENTATION**

Mr. Hill gave a brief summary of the budget and opened the floor for questions. Mr. Hill requested that Chairman Hughes call for a Public Hearing to be scheduled for 6:45 p.m. on Tuesday, June 18, 2019.

Mr. Coleman made a motion to accept the draft budget as presented and set a public hearing for the appropriate language, date, and time (June 18, 2019 at 6:45 p.m.). Mr. Bell seconded the motion and it carried unanimously.

**CHAIRMAN'S COMMENTS**

Chairman Hughes commented that there would likely be a budget amendment to vote on mid-year for the Pay and Classification Study, which will not be complete until around December or January.

Chairman Hughes asked for feedback on the new budget format and received several positive responses on the itemized format.

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Chairman Hughes asked for Mr. A. P. Coleman to come to the podium and read a letter of appreciation for Mr. Coleman's 41 years of service to the UCPCOG Board. Mr. Coleman stated that he is retiring from the Wilson City Council effective May 31, 2019 to focus on some health concerns. Chairman Hughes presented Mr. Coleman with a plaque on behalf of the board.

**EXECUTIVE DIRECTOR'S REPORT**

Mr. Hiatt highlighted information from pages 13-44 of the full board packet. He stated that he has had the opportunity to make many scheduled visits throughout the region. In doing so, he has learned a lot about our member governments, about the things that the UCPCOG has done well, and some things that we can implement to better serve our region.

Mr. Hiatt commented that the FY 2019-2020 Program of Work will be presented at the June 18, 2019 board meeting. He stated that staff will continue to work on ways to present all relevant information to the board in the most efficient format possible so that we can all be better messengers of the COG's programs and mission.

Mr. Hiatt provided information about a handout for on an App called "TestIT" that will assess broadband connection speeds. This information will be used to create a national database to show the need for updated broadband efforts, especially in rural areas.

**STEERING COMMITTEE REPORT**

Vice-Chairman Browning stated that a mission statement will be presented for approval. The next item the the Steering Committee will be working on is a vision statement.

**PRESENTATION OF IMPACT REPORT**

Each program director presented the information provided on the impact report and answered any questions from the floor. There was a brief discussion about the need for more college funding and the need for soft skills.

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**ADJOURNMENT**

There being no further business, there was a motion made by Mr. Leo Taylor to adjourn, second made by Mr. Roy Bell, and the motion carried unanimously.

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Doug Hughes, Chairman

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Bobbie D. Jones, Secretary/Treasurer