



**Town Council
Work Session Minutes
March 16, 2023 – 9:30 a.m.**

Mayor O’Cain called the Work Session Council Meeting to order at 9:30 a.m. on March 16, 2023, in person at Town Hall, 441 White Pine Drive, Laurel Park, NC 28739.

The following attended in person at Town Hall:

- Mayor Carey O’Cain
- Mayor Pro Tempore A. Paul Hansen
- Commissioner George W. Banta
- Commissioner Deb Bridges
- Town Manager Alex Carmichael
- Assistant to the Town Manager Jordan Jones
- Interim Finance Officer Ed McGowan
- Public Works Director Brandon Johnson
- Police Chief Bobbie Trotter
- Town Attorney Sharon Alexander

The following were absent:

- Commissioner Kristin Dunn
- Town Clerk Tamara Amin
- Fire Chief Tim Garren

APPROVAL OF THE AGENDA

Mayor Pro Tem Hansen moved to amend the agenda by adding closed session. Mayor O’Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

NEW BUSINESS

INTERIM FINANCE OFFICER OATH

Mayor O’Cain said Mr. Edward McGowan Jr. has been hired as an Interim Finance Officer with the Town. While we seek a new full-time permanent employee, he is now designated as the Interim Finance Officer to provide appropriate workflow in the Administration Department. Mayor O’Cain administered the Oath to Mr. Edward McGowan Jr.

RESOLUTION #2023-2 – AUTHORIZED SIGNERS FIRST BANK

Mayor O’Cain said in order to remove former Finance Officer, Heather Smith, from the back signature cards, Council has to pass a new resolution positively stating who has signature authority. Staff recommends that we do not add a new signer for now, but instead wait until the new permanent Finance Officer is in place. The attached resolution removes Heather Smith but affirms the rest of the existing bank card signers.

Council reviewed Resolution 2023-2 as presented.

Mayor Pro Tem Hansen moved to approve Resolution #2023-2 - Authorized Signers First Bank as presented. Mayor O’Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

AGENDA REVIEW FOR THE COUNCIL REGULAR MEETING SCHEDULED FOR MARCH 21, 2023

Mr. Carmichael said the Town Council will hold their regularly scheduled Town Council meeting on the third Tuesday of the month, March 21, 2023, at 9:30am. The Town Council reviewed the draft agenda.

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Public Comment**
- 4. Approval of the Agenda**
- 5. Consent Agenda**
 - A. February Monthly Report
 - B. Minutes- February 9, 2023 Special Meeting
 - C. Minutes- February 16, 2023 Work Session Meeting
 - D. Minutes- February 21, 2023 Regular Meeting
 - E. Minutes- February 22, 2023 Budget Retreat Meeting
 - F. Minutes- March 7, 2023 Special Meeting/Budget Workshop
 - G. Arbor Day Proclamation
- 6. Old Business**
- 7. New Business**
 - A. Emergency Operation Plan
- 8. Amendment to the Strategic Operating Plan and Core Values**
- 9. Town Manager’s Report**
- 10. Department Head Reports**
 - A. Public Works
 - B. Fire Department
 - C. Police
 - D. Administration
- 11. Mayor and Commissioner Comments**
- 12. Adjournment**

Council added Budget Amendment for Legal Services to the Agenda for March 2, 2023.

CLOSED SESSION

Mayor Pro Tem Hansen moved that the Council enter Closed Session at 9:40 a.m. pursuant to [N.C.G.S. 143-318.11(a) (3)] to consult with our attorney to consider and give instructions concerning a potential or actual claim, administrative procedure, or judicial action. Mayor O'Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

Chief Trotter, Chief Garren, Mr. McGowan and Mr. Johnson departed the meeting at 9:40 a.m. Town Attorney Sharon Alexander joined the meeting at 9:47 a.m.

Commissioner Bridges moved to reconvene the Council Regular Meeting at 10:43 a.m. Mayor O'Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

The following were present at Town Hall:

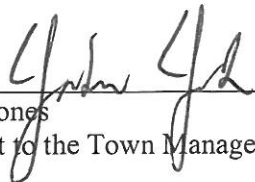
- Mayor J. Carey O’Cain
- Mayor Pro-Tempore A. Paul Hansen
- Commissioner Deb Bridges
- Commissioner George W. Banta
- Town Manager Alex Carmichael
- Assistant to the Town Manager Jordan Jones
- Town Attorney Sharon Alexander

Mayor Pro Tem Hansen provided more information on historic sites.

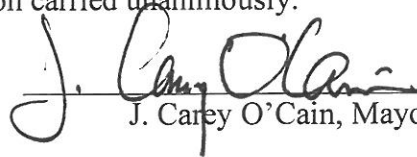
ADJOURNMENT

There being no further business, Mayor Pro Tem Hansen moved to adjourn at 10:43 a.m. Mayor O’Cain asked for discussion; there was none. The motion carried unanimously.

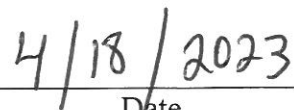
ATTEST:



Jordan Jones
Assistant to the Town Manager



J. Carey O’Cain, Mayor



Date



STATE OF NORTH CAROLINA
COUNTY OF HENDERSON

**OATH OF OFFICE
FINANCE OFFICER
TOWN OF LAUREL PARK, NC**

“I, Edward J. McGowan Jr., do solemnly swear (or affirm) that I will support and maintain the Constitution of the United States and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Finance Officer for the Town of Laurel Park, so help me God.”

Edward J. McGowan Jr.

Sworn to and subscribed before me
this 16th day of March 2023.

Mayor J. Carey O'Carroll

RESOLUTION
GOVERNMENTAL ENTITY



GOVERNMENTAL ENTITY NAME AND ADDRESS

TOWN OF LAUREL PARK
441 WHITE PINE DR
LAUREL PARK, NC 28739

This Resolution supersedes all previous Resolutions, effective March 8, 2023.

DATE OF RESOLUTION	ACCOUNT NUMBER	Tax Identification Number
March 8, 2023	DD 2141055733	XX-XXX3436

By signing below, I certify to FIRST BANK ("Financial Institution") that: I am the Certifier of the above named Governmental Entity ("Entity"), validly chartered and operating under the laws of the State of North Carolina; the following is a true and complete copy of the Resolution, properly adopted at a duly called open legal meeting of the officers of the Entity held on March 8, 2023 in accordance with the charter of the Entity, if any; this Resolution is contained in the minutes of that meeting and that such Resolution is still in force and effect and has not been amended or rescinded, and was and still is in accordance with the charter of the Entity, if any; the Financial Institution has been provided a true and complete copy of the charter of the Entity, if any, as in effect as of the date of this Resolution; provided below are the correct names, titles, and genuine signatures of the persons authorized to exercise the powers provided in the Resolution ("Authorized Signers"); and the Financial Institution may rely upon my certification as to my authority to execute this Resolution and to make the representations in this Resolution.

IT IS RESOLVED:

The Authorized Signers shall possess the powers indicated as contained in this Resolution.

DEPOSITORY ACCOUNT. Perform the following activities in regards to the depository account(s) indicated above in the name of the Entity, subject to any terms and conditions governing the account(s), including:

- **Account Opening and Maintenance.** Open and maintain the Entity account(s).
Number of signers required: 01
- **Make Deposits.** Make deposits to the Entity account(s).
Number of signers required: 01
- **Endorsements.** Endorse for negotiation, negotiate, and receive the proceeds of any negotiable instrument, check, draft, or order for the payment of money payable to or belonging to the Entity, by writing, stamp, or other means permitted by this Resolution without the designation of the person endorsing.
Number of signers required: 01
- **Make withdrawals.** Make withdrawals from the Entity account(s) in any manner permitted by the account(s) regardless whether such action will create or increase an overdraft of the involved account.
Number of signers required: 01
- **Transfer Funds.** Transfer funds from the Entity account(s) in Financial Institution to any account whether or not held at this Financial Institution and whether or not held by this Entity and execute any agreements related to such transfers.
Number of signers required: 01
- **Approve, Endorse, Guarantee and Identify Payees.** Approve, endorse, guarantee, and identify the endorsement of any payee or any endorser of any negotiable instrument, check, draft, or order for the payment of money whether drawn by the Entity or anyone else and guarantee the payment of any negotiable instrument, check, draft, or order for the payment of money.
Number of signers required: 01

IT IS FURTHER RESOLVED THAT:

DESIGNATED DEPOSITORY. Financial Institution is designated as a depository for the funds of the Entity and to provide other financial accommodations indicated in this Resolution.

AUTHORIZED SIGNER'S POWERS. Authorized Signers who have Account Opening and Maintenance authority are authorized to make any and all other contracts, agreements, stipulations, and orders which the Authorized Signers may deem advisable for the effective exercise of their powers.

SIGNATURES. The Financial Institution shall be indemnified and held harmless by the Entity for any claims, expenses, damages, or attorney fees resulting from the honoring of any signature, authorized by this Resolution, or refusing to honor any signature not so authorized, regardless of whether or not such signature was genuine, if such signature reasonably resembles the specimen provided to the Financial Institution. The Financial Institution shall also be permitted to rely upon non-signature security and verification codes which it



provides to or receives from an Authorized Signer and shall be indemnified and held harmless by the Entity for any claims, expenses, damages, or attorney fees resulting from their use.

IMPROPER ENDORSEMENT. Any negotiable instrument, check, draft, or order for the payment of moneys not clearly endorsed by an Authorized Signer may be returned to the Entity by the Financial Institution. The Financial Institution, in its sole discretion, alternatively may endorse on behalf of the Entity any negotiable instrument, check, draft, or order for the payment of money not clearly endorsed in order to facilitate collection. Financial Institution shall have no liability for any delay in the presentment or return of any negotiable instrument, check, draft, or order for the payment of money which is not properly endorsed.

DISPOSITION OF FUNDS. When withdrawal or transfer powers are granted to an Authorized Signer, the Financial Institution is directed and authorized to act upon and honor withdrawal or transfer instructions issued and to honor, pay, transfer from, and charge to any depository account(s) of the Corporation, all negotiable instruments, checks, drafts, or orders for the payment of money so drawn when signed consistent with the Resolution without inquiring as to the disposition of the proceeds or the circumstances surrounding the issuance of the negotiable instrument, check, or order for the payment of money involved, whether such negotiable instruments, checks, drafts, or orders for the payment of money are payable to the order of, or endorsed or negotiated by any Authorized Signer signing them or any Authorized Signer in their individual capacities or not, and whether they are deposited to the individual credit of or tendered in payment of the individual obligation or account of any Authorized Signer signing them or of any other Authorized Signer.

PRIOR ENDORSEMENTS. All negotiable instruments, checks, drafts, or orders for the payment of money deposited with prior endorsements are guaranteed by the Entity.

PRE-RESOLUTION TRANSACTIONS. All actions by Authorized Signers in accordance with this Resolution but before the adoption of this Resolution are approved, ratified, adopted, and confirmed by the Entity.

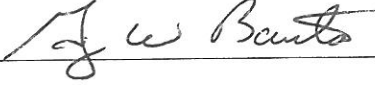



WARRANTY. That the Financial Institution may rely upon the certification as to the Entity authority to execute this Resolution and make the representations in this Resolution.

NOTIFICATION OF CHANGES. The Entity shall notify Financial Institution in writing at its address shown above in advance of any changes which would affect the validity of any matter certified in this Resolution.

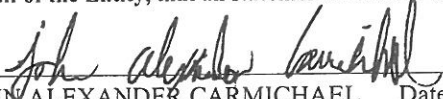
REVOCATION AND MODIFICATION. An act ("Act") to modify, terminate, amend or replace this Resolution will not immediately affect the ability of the Financial Institution to rely upon this Resolution. The Act shall not affect any action by the Financial Institution in reliance on this Resolution before the date the Act becomes effective as set forth in the next sentence. An Act will not become effective until all of the following occur: (a) Financial Institution receives written notification of the Act in a form and substance satisfactory to the Financial Institution and (b) the Financial Institution has had a reasonable period of time to act upon such notification. Until the Act is effective, this Resolution shall remain in full force and bind the Entity, its legal representatives, heirs, successors and assigns.



DESIGNATION OF AUTHORIZED SIGNERS

NAME/TITLE	SIGNATURE	AUTHORITY CODE/LIMITATIONS
GEORGE WILLIAM BANTA AUTHORIZED SIGNER		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees
JOHN ALEXANDER CARMICHAEL TOWN MANAGER		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees
JORDAN DWAYNE JONES DUPUTY FINANCE OFFICER		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees
JAMES CAREY OCAIN MAYOR		Account Opening and Maintenance; Make Deposits; Endorsements; Make Withdrawals; Transfer Funds; Approve, Endorse, Guarantee and Identify Payees

By signing this Resolution, I acknowledge reading, understanding, and agreeing to all of its provisions and certify, personally and on behalf of the Entity, that all statements made in this Resolution are true and correct.



 JOHN ALEXANDER CARMICHAEL Date
 Certifier

