

**VILLAGE OF TOBACCOVILLE  
COUNCIL MEETING MINUTES  
Thursday, December 7, 2023**

Mayor Myron Marion called the meeting to order at 7:00 p.m. Mayor Myron Marion gave the invocation and led the Pledge of Allegiance. The following elected officials and staff were present: Mayor Myron Marion, Mayor Pro Tem Lori Shore, Council Members Boyce Shore, Mark Baker, and Carla Hall, Administrator Dan Corder, Attorney Amy Lanning and Clerk Kimberly Keen. Total in attendance: 20

**APPROVAL OF REGULAR COUNCIL MEETING MINUTES AND APPROVAL OF SPECIAL COUNCIL MEETING MINUTES**

Mayor Pro Tem Lori Shore made a motion to approve the November 2, 2023 Regular Council Meeting Minutes and the November 16, 2023 Special Council Meeting Minutes. Council Member Boyce Shore seconded. The vote was unanimous in favor of the motion.

**OATHS OF OFFICE**

Administrator Dan Corder administered the Oath of Office of Mayor to Myron W. Marion. Administrator Dan Corder also administered the Oath of Office of Council Member to Carla Hall. North Carolina House Representative Jeff Zenger administered the Oath of Office of Council Member to Mark Baker. Afterwards, there was a short recess.

**ORGANIZATION OF NEW COUNCIL**

- a. Appointment of Mayor Pro Tem: Mayor Myron opened the floor for nominations for Mayor Pro Tem. Council Member Mark Baker made a motion to appoint Council Member Lori Shore as Mayor Pro Tem for the Village of Tobacoville. Council Member Carla Hall seconded. The vote was unanimous in favor of the motion.
- b. Selection of Council Meeting Day & Time: Mayor Pro Tem Lori Shore made a motion to continue to hold the Council Meeting on the first Thursday of the month at 7 p.m. Council Member Carla Hall seconded. The vote was unanimous in favor of the motion.
- c. Designated Areas of Responsibilities: Mayor Pro Tem Lori Shore made a motion to approve the Designated Areas of Responsibility 2023-2025. (attachment) Council Member Mark Baker seconded. The vote was unanimous in favor of the motion.
- d. Council Member Mark Baker made a motion to adopt *Suggested Rules of Procedure for a City Council, 3<sup>rd</sup> Edition*. Mayor Pro Tem Lori Shore seconded. The vote was unanimous in favor of the motion.

**ADMINISTRATOR'S UPDATE**

Administrator Dan Corder stated that he would update the Council during the regular agenda, as all discussion items were contained there.

**UPCOMING MEETINGS AND PUBLIC INFORMATION**

Mayor Myron Marion announced the following:

- \*Village Hall will be closed December 25, 2023 thru December 27, 2023 - Christmas.
- \*Village Hall will be closed January 1, 2024 – New Year's Day.

**PUBLIC COMMENT TIME**

Mayor Myron Marion opened the floor to receive public comment:

1. House Representative Jeff Zenger addressed the Council to convey his continued support to the Village of Tobaccoville.

There were no other written or verbal requests to speak. Mayor Myron Marion then closed the meeting’s public comment portion.

**ADDITIONS/DELETIONS TO AGENDA**

There were no additions/deletions to the agenda.

**MONTHLY FINANCIAL REPORT**

Administrator Dan Corder reviewed the October 2023 financial report. Mayor Myron Marion conducted an internal audit of the records and found no discrepancies. The yearly financial audit has been completed by Gibson & Company. The audit was submitted to the Local Government Commission on a timely basis, and will be presented to Council as soon as possible. (attachment)

**VILLAGE PARK PHASE II UPDATE**

The Village Park Phase II contract with Garanco, Inc. was returned to Village Administator Dan Corder. Garanco has obtained and completed the necessary requirements according to the contract. Administrator Dan Corder and Attorney Amy Lanning will review the contract. Council Member Boyce Shore made a motion that if no areas of concern are found by Attorney Amy Lanning and Administrator Dan Corder, that they are authorized to execute the contract to expedite the construction process. Mayor Pro Tem Lori Shore seconded. The vote was unanimous in favor of the motion. (attachment)

**INTER-LOCAL AGREEMENT FOR BULK PICKUP WITH CITY OF KING**

Mayor Pro Tem Lori Shore made a motion to accept the bulk pickup contract with the City of King. Council Member Carla Hall seconded. The vote was unanimous in favor of the motion. Administrator Dan Corder will execute the contract and forward it to the City of King. (attachment)

**ADJOURNMENT**

Council Member Boyce Shore made a motion to adjourn. Mayor Pro Tem Lori Shore seconded. The meeting adjourned at 8:05 p.m.

Minutes Prepared By:

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Kimberly L. Keen, Village Clerk

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Myron W. Marion, Mayor

SEAL