

AGENDA

Regular Meeting of the Sawmills Town Council Sawmills Town Hall

Tuesday, June 16, 2015
6:00 pm

1. Call To Order
Mayor Pro-Tem Trena McRary Kirby
2. Invocation
3. Pledge of Allegiance
Mayor Pro-Tem Trena McRary Kirby
4. Adopt Agenda
Mayor Pro-Tem Trena McRary Kirby
5. Approve Meeting Minutes
A. May 19, 2015 Regular Meeting Minutes
Mayor Pro-Tem Trena McRary Kirby
B. May 19, 2015 Closed Session Minutes
Mayor Pro-Tem Trena McRary Kirby
6. Public Comment
Mayor Pro-Tem Trena McRary Kirby
7. Recognitions:
A. Recycle Rewards
Administrator Seth Eckard
B. Yard of Month Winners
Administrator Seth Eckard
8. Public Hearing: Adopt Proposed FY 2015-2016 Budget
A. Open Public Hearing
Mayor Pro-Tem Trena McRary Kirby
B. Staff Comments/Recommendations
Administrator Seth Eckard
C. Public Comment
Mayor Pro-Tem Trena McRary Kirby
D. Close Public Hearing
Mayor Pro-Tem Trena McRary Kirby
E. Council Action
Mayor Pro-Tem Trena McRary Kirby
9. Discussion:
A. Third Amendment to Town of Sawmills Licensing Agreement
Administrator Seth Eckard
10. Financial:
A. Bank Signature Cards
Administrator Seth Eckard
B. Duff Drive Project Ordinance
Administrator Seth Eckard
11. Planning:
A. Appoint Review Officer
Administrator Seth Eckard
12. Public Comment:
13. Updates:
A. Administrators Report
Administrator Seth Eckard
B. Council Comment
Mayor Pro-Tem Trena McRary Kirby
14. Closed Session: NCGS § 143-318.11 (a) (3) and (6)
Mayor Pro-Tem Trena McRary Kirby
15. Adjourn
Mayor Pro-Tem Trena McRary Kirby

TUESDAY, MAY 19, 2015
TOWN OF SAWMILLS REGULAR COUNCIL MEETING
6:00 PM

COUNCIL PRESENT

Trena McRary Kirby
Joe Wesson
Jeff Wilson
Johnny Wilson
Gerelene Blevins

STAFF PRESENT

Seth Eckard
Karen Clontz
Terry Taylor

CALL TO ORDER: Mayor Pro-Tem Trena McRary Kirby called the meeting to order.

INVOCATION: Councilman Joe Wesson gave the invocation.

PLEDGE OF ALLEGIANCE: Mayor Pro-Tem Trena McRary Kirby led the Pledge of Allegiance.

ADOPT AGENDA: Mayor Pro-Tem Trena McRary Kirby asked for a motion to adopt the agenda with the removal of Agenda Item 9A: Town of Sawmills Protection of Restricted Data Policy.

Joe Wesson made a motion, and Gerelene Blevins seconded, to adopt the agenda with the removal of Agenda Item 9A: Town of Sawmills Protection of Restricted Data Policy. All were in favor.

APPROVE APRIL 21, 2015 REGULAR MEETING MINUTES: Mayor Pro-Tem Trena McRary Kirby asked for a motion to approve the April 21, 2015 regular meeting minutes.

Gerelene Blevins made a motion, and Joe Wesson seconded, to approve the minutes. All were in favor.

APPROVE APRIL 21, 2015 CLOSED SESSION MINUTES: Mayor Pro-Tem Trena McRary Kirby asked for a motion to approve the April 21, 2015 closed session minutes.

Joe Wesson made a motion, and Jeff Wilson seconded, to approve the minutes. All were in favor.

APPROVE APRIL 16, 2015 BUDGET RETREAT MINUTES: Mayor Pro-Tem Trena McRary Kirby asked for a motion to approve the April 16, 2015 budget retreat minutes.

Jeff Wilson made a motion, and Gerelene Blevins seconded, to approve the minutes. All were in favor.

PUBLIC COMMENT: Mayor Pro-Tem Trena McRary Kirby asked if anyone had any questions or comments at this time.

Joanne Miller thanked the Council for the donation of two hundred dollars (\$200.00) for the Rock Creek Coon Club Fundraiser on April 17 and 18. The Club raised over six thousand five hundred dollars (\$6,500.00) for the Caldwell County Disabled Veterans Chapter 6.

J.D. Ward asked about a fence ordinance. Town Administrator Seth Eckard will follow up with the Planner about a fence ordinance.

RECOGNITIONS:

RECYCLE REWARDS WINNER: Town Administrator Seth Eckard announced Chris and Nikki Poteet as the May Recycle Rewards winners. A credit of twenty-eight dollars (\$28.00) will be added to their sanitation bill and their certificate will be available at the Town Hall for pick up.

No Council action was required.

YARD OF THE MONTH WINNERS: Town Administrator Seth Eckard announced Jerry and Kathy Bowman, from the 28630 zip code, and William and Carolyn Weaver, from the 28638 zip code, as the May Yard of the Month winners. Town Administrator Seth Eckard stated that both certificates would be available at the Town Hall for pick up.

No Council action was required.

FINANCIAL MATTERS:

PRESENTATION OF FY 2015-2016 BUDGET AND CALL FOR PUBLIC HEARING: Town Administrator Seth Eckard presented to Council a proposed budget for Fiscal Year 2015-2016. Town Administrator Seth Eckard stated that the budget is balanced as required by the NC Local Government Budget and Fiscal Control Act. The Town's overall budget for FY 2015-2016 totals two million five hundred eighty-six thousand three hundred fifty dollars (\$2,586,350.00). A few highlights of the proposed budget include no property tax increase; no increases to the sanitation fee; no appropriation of General Fund unrestricted reserves will be made for the fiscal year. The Town will also maintain its current levels of service to the citizens and benefits for its employees. Council must hold a public hearing on June 16, 2015, to adopt the budget.

Joe Wesson made a motion, and Jeff Wilson seconded, to hold a public hearing on June 16, 2015, to adopt the budget for FY 2015-2016. All were in favor.

DISCUSSION:

TOWN ADMINISTRATOR RESIGNATION LETTER: Town Administrator Seth Eckard read to Council his letter of resignation.

Jeff Wilson made a motion, and Gerelene Blevins seconded, to accept Town Administrator Seth Eckard's letter of resignation. All were in favor.

PRESENTATION BY COG FOR ADMINISTRATOR RECRUITMENT: Anthony Starr, Executive Director, presented the Council options for choosing the next Town Administrator with the COG coordinating the process. The COG will narrow the candidates down to between eight (8) and ten (10) for final consideration. The COG will also do three (3) to five (5) final interviews. The cost for this process is two thousand dollars (\$2,000.00).

Joe Wesson made a motion, and Gerelene Blevins seconded, to have the COG help in the process of choosing a new Town Administrator. All were in favor.

PUBLIC COMMENT: Mayor Pro-Tem Trena McRary Kirby asked if anyone had any questions or comments at this time.

No one wished to speak.

UPDATES:

ADMINISTRATORS REPORT: Town Administrator Seth Eckard made the following announcements:

- The Town's first Memorial Fireworks display will be held on May 25, 2015, at dusk.
- The Farmer's Market is going on every Tuesday from 3:00 pm to 6:30 pm, through September.
- May 17 through May 23 was National EMT Week.

COUNCIL COMMENT: Mayor Pro-Tem Trena McRary Kirby asked if anyone on the Council had any questions or comments at this time.

Joe Wesson wanted to encourage everyone to come out to the Fireworks on Memorial Day and wanted to thank everyone for coming.

Jeff Wilson congratulated Town Administrator Seth Eckard on his new position.

Mayor Pro-Tem Trena McRary Kirby wanted to thank everyone for coming.

CLOSED SESSION: ATTORNEY/CLIENT PRIVILEGE: Mayor Pro-Tem Trena McRary Kirby asked for a motion to go into closed session.

Jeff Wilson made a motion, and Johnny Wilson seconded, to go into closed session at 6:41 pm.

Joe Wesson made a motion, and Jeff Wilson seconded, to come out of closed session at 7:30 pm.

COUNCIL ADJOURN: Mayor Pro-Tem Trena McRary Kirby asked for a motion to adjourn.

Jeff Wilson made a motion, and Gerelene Blevins seconded, to adjourn the meeting. All were in favor.

Julie A Good, Town Clerk

Trena McRary Kirby,
Mayor Pro-Tem

AGENDA ITEM 7A

MEMO

DATE:

June 16, 2015

SUBJECT:

Recognition:
Recycle Rewards
Program

Discussion:

The Town of Sawmills would like to congratulate Grace Parsons on winning the Recycle Rewards Program for the month of June. Town Administrator Seth Eckard will present her with a Certificate of Appreciation. A twenty-eight dollar (\$28.00) credit will be added to the current sanitation bill.

Recommendation:

No Council action is required.

AGENDA ITEM 7B

MEMO

DATE:

June 16, 2015

SUBJECT:

Recognition:
Yard of the Month
Winners

Discussion:

Howard and Mary Nell Benfield, from the 28630 zip code, and Joyce Fox, from the 28638 zip code, are the Yard of the Month winners for June. Town Administrator Seth Eckard will present them with a Certificate of Appreciation.

Recommendation:

No Council action required.

AGENDA ITEM 8A

MEMO

DATE:

June 16, 2015

SUBJECT:

Public Hearing:
Adopt Proposed
FY 2015-2016
Budget

Discussion:

Council has received a copy of the proposed FY 2015-2016 budget ordinance, budget message and fee structure.

Listed below are the salient points of the budget:

General Fund Expenditures:

Governing Body	\$50,100.00
Administration	\$432,550.00
Finance	\$73,050.00
Public Works	\$319,100.00
Streets and Highways	\$155,550.00
Sanitation	\$265,900.00
Community Development	\$91,000.00
Parks and Recreation	\$193,100.00
Interlocal Transfer to Caldwell County	\$280,000.00

Total **\$1,860,350.00**

Fund Balance Appropriated:

\$0.00

Utility Fund Expenditures:

Water	\$597,000.00
Sewer	\$129,000.00

Total **\$726,000.00**

Total Budget

\$2,586,350.000

As required by State Law the budget is balanced.

- The budget includes the current tax rate of \$.20 (twenty cents) per \$100.00 (one hundred dollars) valuation.
- The current water rate of \$15.00 (fifteen dollars) minimum usage for 2,000 gallons and the rate per additional 1,000 gallons of usage of \$4.50 (four dollars fifty cents) will remain the same.
- The current sewer rate of \$18.00 (eighteen dollars) minimum usage for 2,000 gallons and the rate per additional 1,000 gallons of usage of \$5.00 (five dollars) will remain the same.
- The current sanitation rate of \$7.00 (seven dollars) per month and \$84.00 (eighty-four dollars) per year will remain the same.
- Included in this budget is salary adjustments and merit increases for Town employees.

See enclosed list of the proposed FY 2015-2016 fee structure.

Recommendation:

Staff recommends that Council adopt the FY 2015-2016 budget as presented.

Annual Budget for the 2015-2016 Fiscal Year

Honorable Mayor Pro Tem Kirby
And Members of the Town Council:

Town Staff is pleased to present the proposed budget for Fiscal Year 2015-2016, beginning July 1, 2015 and ending June 30, 2016. The budget is balanced in its entirety as required by the North Carolina Local Government Budget and Fiscal Control Act.

The Town of Sawmills' overall budget for FY 2015-2016 totals \$2,586,350

The proposed budget includes:

- no tax increases;
- no increases to the sanitation fee;
- no appropriation of General Fund unrestricted reserves will be made for the fiscal year;
- maintains current levels of service;
- maintains current levels of benefits for employees

Below is a brief budgetary summary of the various funds for the Town:

General Fund:

The proposed ad valorem tax rate for FY 2015-2016 is to remain at 20 cents per \$100 valuation with a collection rate of 93.52%. Each penny of the Town's property tax rate generates \$20,767.83.

The General Fund currently remains debt free. The Town of Sawmills attempts to pay for capital outlay items from actual revenue sources and/or reserves rather than issuing bonds or borrowing funds and paying interest on debt. As has been the case in the previous three budgets, the Town will not need an appropriation of General Fund unrestricted reserves in order to balance the budget.

Anticipated State collected local revenues have been calculated utilizing data supplied by the North Carolina League of Municipalities and local economic data. The Town is anticipating extremely small increases in most of these revenue sources as a result of the slowly improving local, state and national economy.

Some highlights in the General Fund Departmental budgets include:

- addition of a full time public works employee;
- no major street resurfacing projects are scheduled this year in order to build up the Powell Bill reserves;
- purchase of an electronic message sign;
- purchase of additional playground equipment for town parks;
- purchase of a new tractor for public works;
- maintaining employee benefits at current levels which entail a 7% increase in health insurance premiums;
- up to a 5% merit pay increase for all full time employees based on employee performance reviews;

- continued participation in the Caldwell County Sales Tax Reinvestment Program in the amount of \$280,000.

General fund revenues and expenditures are balanced at \$2,586,350. This amount represents a reduction of \$243,586, or a decrease of 8.6%, from the previous 2014-2015 Fiscal Year Budget.

Enterprise Fund:

Due to a continued down economy, the Town Council and Staff recommended water and sewer rates remain the same for Fiscal Year 2015-2016.

In light of the need to build Enterprise Fund reserves to address anticipated system improvements, maintain solvency and meet unanticipated emergencies, both staff and the Town Council are urged to maintain adequate financial planning for the future. This may require adjusting water and sewer rates in the 2016-2017 Fiscal Year's Budget.

The Enterprise Fund, specifically the Water Distribution System Department, reflects a \$130,000 line item expense in Repair and Maintenance. This expense reflects an anticipated cost to perform needed waterline replacements on Oxford Drive and Remont Drive.

Revenues for the Enterprise Fund for FY 2015-2016 are approximately 29.2% lower than FY 2014-2015. This includes the need for the appropriation of net assets in the amount of \$246,691 to balance this year's water and sewer budget for one time capital expenses.

Water Rates:

Water Base Rate: \$15.00

Water Volumetric Rate: \$4.50 per 1,000 gallons after the first 2,000 gallons

Sewer Rates:

Sewer Base Rate: \$18.00

Sewer Volumetric Rate: \$5.00 per 1,000 gallons after the first 2,000 gallons

Conclusion:

It is with great pride, and a lot of hard work, that we present the proposed budget for FY 2015-2016. The total budget estimates for FY 2015 - 2016 (across all funds) totals \$2,586,350 versus \$2,829,936 for FY 2014-2015. Staff did a great job in realizing the Town's monetary parameters and making adjustments accordingly. General Fund balance percentage is anticipated to improve this year.

I would like to thank the dedicated employees of the Town for their hard work and good stewardship of the Town's resources. These people work hard and take pride in carrying out their duties. I would like to thank the Mayor Pro Tem and Council for their dedication in carrying out their responsibilities in providing leadership and guidance in these times of budgetary stress and economic uncertainty.

Respectfully,

Seth Eckard
Town Administrator

FY 15 - 16 Budget Ordinance

**BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SAWMILLS,
NORTH CAROLINA:**

The following anticipated fund revenues, departmental expenditures, and interfund transfers are approved and appropriated for the Town of Sawmills' operations for the Fiscal Year beginning July 1, 2015, and ending June 30, 2016.

SECTION 1 – General Fund

Revenues:

Property Tax	\$444,000
Local Sales Tax	\$853,000
Powell Bill Allocation	\$149,000
Solid Waste Fee	\$182,000
State Shared (Utility/Franchise)	\$176,250
Other	\$ 56,100
Fund Balance Appropriated	\$ 0
TOTAL ESTIMATED GENERAL FUND REVENUES	\$1,860,350

Expenditures:

Governing Body	\$ 50,100
Administration	\$432,550
Finance	\$ 73,050
Public Works	\$319,100
Streets and Highways	\$155,550
Sanitation	\$265,900
Community Development	\$ 91,000
Parks and Recreation	\$193,100
Interlocal Transfer to Caldwell County	\$280,000
TOTAL ESTIMATED GENERAL FUND EXPENDITURES	\$1,860,350

SECTION 2 – Utility Fund

Revenues:

Water	\$597,000
Sewer	\$129,000
TOTAL ESTIMATED UTILITY FUND REVENUES	\$726,000

Expenditures:

Water	\$597,000
Sewer	\$129,000
TOTAL ESTIMATED UTILITY FUND EXPENDITURES	\$726,000

SECTION 3 – Ad Valorem Taxes

An Ad Valorem tax rate of \$0.20 per one hundred dollars (\$100) valuation of taxable property, as listed for taxes as of January 1, 2015, is hereby levied and established as the official tax rate for the Town of Sawmills for Fiscal Year 2015-2016. The rate is based upon a total projected valuation of \$205,369,050 and an estimated collection rate of 93.52%. The purpose of the ad valorem tax levy is to raise sufficient revenue to assist in financing necessary municipal government operations in Sawmills.

SECTION 4 – Documentation

Copies of this ordinance will be kept on file at Town Hall and shall be furnished to the Town Clerk and Finance Director to provide direction in the collection of revenues and disbursement of Town funds.

SECTION 5 – Special Authorization, Budget Officer

- A. The Town Administrator shall serve as Budget Officer.
- B. The Budget Officer shall be authorized to reallocate departmental appropriations among the various expenditures within each department.

- C. The Budget Officer is authorized to effect interdepartmental transfers of minor budget amendments not to exceed ten percent (10%) of the appropriated funds for the department's allocation which is being reduced. Notification of all such transfers or amendments shall be made to the Town Council at their next regular meeting of that body following the transfers.

SECTION 6 – Restrictions

- A. Interfund transfers of moneys shall be accomplished only by authorization from the Town Council.
- B. The utilization of any contingency appropriation, in any amount, shall be accomplished only by the authorization from the Town Council. Approval of a contingency appropriation shall be deemed a budget amendment, which transfers funds from the contingency appropriation to the appropriate object of expenditure.

SECTION 7 – Budget Amendments

The North Carolina Local Government Budget and Fiscal Control Act allow the Town Council to amend the budget ordinance any time during the fiscal year, so long as it complies with the North Carolina General Statutes. The Town Council must approve all budget amendments, except where the Budget Officer is authorized to make limited transfers. Please review sections 5 and 6, which outline special authorizations and restrictions related to budget amendments.

SECTION 8 – Utilization of Budget and Budget Ordinance

This ordinance and the budget documents shall be the basis for the financial plan of the Town of Sawmills during the 2015-16 Fiscal Year. The Budget Officer shall administer the budget. The accounting system shall establish records that are in consonance with this budget and this ordinance and the appropriate statutes of the State of North Carolina.

Adopted this 16th day of June, 2015.

Mayor Pro Tem Kirby

Seth Eckard, Town Administrator

**Town of Sawmills
Fee Structure
2015 – 2016 FY**

Public Works:

**Items not picked up – building materials,
hazardous materials and automobile parts.**

Small brush pick up fee:	No charge <i>(30 minutes or less)</i>
Large brush pick up fee:	\$75.00 <i>(per hour)- see policy for guidelines</i>
White goods pick up fee:	No charge
Special (bulky item) pick up fee:	No charge
Purchase of Speed Limit or other Traffic signs:	\$75.00
Sanitation availability fee	\$7.00
Encroachment Fee	\$750.00

Water/Sewer Department:

Sewer Availability Fee	\$18.00 <i>(Current rate)</i>
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Planning:

Zoning Permit:	\$25.00
Zoning Permit – Accessory structures	\$5.00
Rezoning Application: <i>(Includes Public Notice advertising/certified letters)</i>	\$200.00
Special Use Permit:	No charge
Minor Plat Review:	\$25.00
Family or Minor Subdivision Review:	\$50.00
Major Subdivision Review (Preliminary):	\$200.00 <i>(plus \$5.00 per lot)</i>
Major Subdivision Review (Final):	\$150.00 <i>(plus \$5.00 per lot)</i>
Copy of Zoning Ordinance:	\$15.00 <i>(per copy)</i>
Copy of Subdivision Ordinance:	\$10.00 <i>(per copy)</i>
Request for Variance:	\$200.00

Parks and Recreation

Baseball and soccer field rental fee:	\$150.00 Per day, per field
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Miscellaneous Document Fee

Black & white copies:	Per page: .10
Color copies:	.20

AGENDA ITEM 9A

MEMO

DATE:

June 16, 2015

SUBJECT:

Discussion:
Adopt Third
Amendment To
Town of Sawmills
Licensing Agreement

Discussion:

The current agreement between the Town of Sawmills and the Sawmills Community Optimist Club, Inc., for the rights of the non-exclusive use of the baseball fields and concession stand at times and according to the schedule as mutually agreed upon by the Town of Sawmills and the Sawmills Community Optimist Club, Inc., was amended and continued until June 30, 2015. The Town of Sawmills and the Sawmills Community Optimist Club, Inc. wish to amend the current agreement to extend the agreement from July 1, 2015 through June 30, 2016.

Recommendation:

Staff recommends Council discuss this matter and decide how they wish to proceed.

NORTH CAROLINA

THIRD AMENDMENT TO
TOWN OF SAWMILLS LICENSING AGREEMENT

CALDWELL COUNTY

THAT WHEREAS, the TOWN OF SAWMILLS, a municipal corporation ("Town") and SAWMILLS COMMUNITY OPTIMIST CLUB, INC., a North Carolina nonprofit corporation ("Licensee") did enter into a License Agreement ("License") according to that Park License Agreement originally dated April 4, 2011, amended on August 16, 2011 and August, 2013.

THAT WHEREAS, the License Agreement was to exist for a period of one (1) year.

THAT WHEREAS, the License Agreement was amended and continued until the 30th day of June, 2015.

THAT WHEREAS, the parties do desire now to enter into a written Amendment to extend from the 1st of July, 2015 to the 30th of June, 2016.

NOW, THEREFORE, the parties do hereby agree to this Amendment to License Agreement under the terms and conditions as follows:

1. The term of this Agreement shall exist from the 1st of July, 2015 until the 30th of June, 2016.
2. Either party may terminate this Agreement at any time by thirty (30) days advance written notice.
3. The grant of this License is exclusive to the Sawmills Community Optimist Club, Inc. and may not be assigned without the written consent of the Town of Sawmills.
4. This License continues to grant the Optimist Club the rights for a non-exclusive use of the baseball fields and concession stand at times and according to the schedule as mutually agreed upon. The specific times of use, description of programs and then thereafter any scheduling changes of programs must be submitted by the Optimist Club to the Town Administrator and approved prior to actual use.
5. Concurrently with the granting of this License, the Licensee shall forward to the Town Administrator a copy of the current Liability Insurance Policy providing coverage for personal injuries to each person and coverage for all personal injuries in each accident and coverage in such amounts as approved by the Town Administrator. Said Policy shall name the Town, it's Council Members and it's Employees as Additional Insureds.

All the remaining terms and conditions of the original Park License Agreement and Amendment thereto are incorporated herein unless otherwise modified by these terms.

This the _____ day of _____, 2015.

SAWMILLS COMMUNITY OPTIMIST
CLUB, INC.

By: _____
Name: _____
Title: _____

TOWN OF SAWMILLS

By: _____
Mayor

ATTEST: _____
Town Clerk

APPROVED AS TO FORM:

Terry M. Taylor, Town Attorney

AGENDA ITEM 10A

MEMO

DATE:

June 16, 2015

SUBJECT:

Financial Matters:
Approve Update to
Bank Signature Cards

Discussion:

Due to the resignation of Town Administrator Seth Eckard new signature cards will need to be on file at the bank. The bank requires a new signature card to be on file whenever there are changes in the staff and/or Council. The signature cards will authorize Karen Clontz, Mayor Pro-Tem Trena McRary Kirby, Johnny Wilson and Joe Wesson to sign on behalf of the Town regarding banking transactions. Two (2) signatures are required for accounts payable checks and the safety deposit box.

Recommendation:

Staff recommends Council approve the new signature cards to be on file at First Citizen's Bank.



ACCOUNT SIGNATURE CARD

Acct # 007471302369

Acct Type DDA - Checking/Savings

Date Opened 07/01/1971

Branch # 747

Assoc Name ASHLEY CANTERBURY

Current Date 05/20/2015

Account Owner (Business/Entity Name): TOWN OF SAWMILLS

Account Ownership Designation:

- Corporation (including PAs and PCs)
Limited Liability Company (LLC)
General Partnership (GP)
Limited Partnership (LP)
Registered Limited Liability Partnership (LLP)

- Fiduciary (Specify Type, e.g., trust, attorney trust, estate, escrow, agency, receivership):
Unincorporated church or charitable/civic organization
[X] Unincorporated governmental or municipal organization
Other Unincorporated Entity:

This account is held at First-Citizens Bank & Trust Company ("First Citizens Bank" or "Bank") in the name of the above-named Account Owner. It is subject to the provisions of the First Citizens Bank Deposit Account Agreement, the Bank's Disclosure of Products and Fees, and applicable state and federal law, all of which may be amended from time to time. The undersigned authorized signer(s) acknowledge(s) receipt of the First Citizens Bank Deposit Account Agreement and the applicable Disclosure of Products and Fees and confirm(s) that this is not a consumer account.

Authorized Signers: The Authorized Signers identified below are owners or representatives of the business or entity that is the Account Owner and are authorized to transact any business relating to this account on behalf of the Account Owner either: (i) through being named on the Account Owner's corporate resolution, declaration of unincorporated business/entity (or other documentation as applicable); or (ii) through delegation of such authority by one or more of the individuals authorized in said resolution or declaration.

Name: KAREN CLONTZ Signature:
Name: TRENA M KIRBY Signature:
Name: JOHNNY WILSON Signature:
Name: JOE WESSON Signature:

Complete this Substitute IRS Form W-9 if Account Owner is a U.S. citizen or other "U.S. person" as defined by the Internal Revenue Code. If Account Owner is not a U.S. citizen or other "U.S. person," provide a completed IRS Form W-BBEN-E.

Substitute IRS Form W-9

The individual who signs the certification below represents that he or she is a duly authorized officer or representative of the above-referenced Account Owner. The terms "I," "me," and "my" refer to the Account Owner or representative signing on behalf of the Account Owner, as applicable.

Under penalty of perjury, I certify that:

- (1) the number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me);
(2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding;
(3) I am a U.S. citizen or other U.S. person (for federal tax purposes a "U.S. person" includes a U.S. resident alien, a partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, an estate [other than a foreign estate], or a domestic trust); and
(4) I am exempt from FATCA reporting.

Instructions: IRS regulations require you to strike out the wording in item (2) if you have been notified by the IRS that you are currently subject to backup withholding for failure to report all interest and dividends on your tax return.

NOTE: The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup withholding.

TIN (EIN or SSN of sole member, if sole member LLC) 56-1609679 was assigned by the IRS to the party listed as Account Owner.

Certifying Individual: Name: KAREN CLONTZ Signature: Date:

AGENDA ITEM 10B

MEMO

DATE:

June 16, 2015

SUBJECT:

Amended Project Ordinance
2012 Duff Drive Project

Discussion:

During the April 21, 2015 Council meeting, an updated Budget Project Ordinance for the 2012 Duff Drive Project was presented, and approved, reflecting the increased funds granted to the Town for construction costs.

Included in the total was the amount of \$32,500 for planning as requested by the NC Department of Commerce (DoC). However, DoC decided not to approve the additional funding and a new Project Ordinance will need to be approved in the amount of \$1,054,601.89.

Recommendation:

Staff recommends council approve the Amended Town of Sawmills Project Budget Ordinance.

AGENDA ITEM 10A

MEMO

DATE:

April 21, 2015

SUBJECT:

Financial Matters:
Updated Town of Sawmills
Project Budget Ordinance
For the 2012 Duff Drive
Sewer Project and Amended
Agreement for Same

Discussion:

Please find attached an updated Town of Sawmills Project Budget Ordinance for the 2012 Duff Drive Sewer Project and an Amended Agreement between the Western Piedmont Council of Governments and the Town of Sawmills for the Provision of Grant Management Assistance in conjunction with the same.

The original amount on the Town of Sawmills Budget Ordinance was seven hundred eighty-seven thousand five hundred dollars (\$787,500.00). The new amount is one million eighty-seven thousand one hundred one dollars and eighty-nine cents (\$1,087,101.89).

The original amount on the Agreement between the Western Piedmont Council of Governments and the Town of Sawmills for the Provision of Grant Management Assistance was sixty-nine thousand dollars (\$69,000.00). The new amount is seventy-nine thousand dollars (\$79,000.00).

Recommendation:

Staff recommends Council approve the updated Town of Sawmills Project Budget Ordinance for the 2012 Duff Drive Sewer Project and an Amended Agreement between the Western Piedmont Council of Governments and the Town of Sawmills for the Provision of Grant Management Assistance in conjunction with the same.

ORDINANCE # _____

UPDATED
TOWN OF SAWMILLS PROJECT BUDGET ORDINANCE
FOR THE 2012 DUFF DRIVE AREA SEWER PROJECT
COMMUNITY DEVELOPMENT BLOCK GRANT
INFRASTRUCTURE PROGRAM

Be it ordained by the Town Council of Sawmills that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted.

- Section 1. The project authorized is the Community Development Block Grant Infrastructure Program described in the work statement contained in the Grant Agreement (12-C-2506) between this unit and the Department of Housing and Urban Development.
- Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant document(s), the rules and regulations of the Department of HUD, and the budget contained herein.
- Section 3. The following revenues are anticipated to be available to complete this project. There was an increase in revenues funds from the NC Department of Commerce upon a request for additional funds due to the project coming in over budget after bids were opened.

Revenues

Community Development Block Grant	
Infrastructure Program Duff Drive Area Sewer Project	\$1,007,101.89
Local Commitment	47,500.00
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TOTAL	\$1,054,601.89

- Section 4. The following amounts are appropriated for the project:

Expenditures –Community Development Block Grant

Public Sewer Improvements	\$968,201.89
Administration	\$ 81,400.00
Planning	\$ 5,000.00
	<hr/>
TOTAL	\$1,054,601.89

- Section 5. The Finance Officers hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the grant agreement (s) and federal and state regulations.
- Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement request should be made to the grantor agency in an orderly and timely manner.
- Section 7. The Finance Officer is directed to report quarterly on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.
- Section 8. The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this Town Council.
- Section 9. Copies of this grant project ordinance shall be made available to the Budget Officer and the Finance Officer for direction in carrying out this project.

Adopted this the _____ day of _____, 2015.

Mayor, Town of Sawmills

ATTEST:

Clerk

AGENDA ITEM 11A

MEMO

DATE:

June 16, 2015

SUBJECT:

Review Officer
Appointment

Discussion:

Due to the resignation of Town Administrator Seth Eckard a new Review Officer will need to be appointed. Town Administrator Seth Eckard recommends appointing Town Clerk Julie A. Good to be the new Review Officer for the Town.

Recommendation:

Staff recommends Council to appoint Town Clerk Julie A. Good as the new Review Officer for the Town.