

AGENDA

Regular Meeting of the Sawmills Town Council Sawmills Town Hall

Tuesday, June 21, 2016
6:00 pm

1. Call To Order Mayor Joe Wesson
2. Invocation Rev. Rick Crouse
3. Pledge of Allegiance Mayor Joe Wesson
4. Adopt Agenda Mayor Joe Wesson
5. Approve Meeting Minutes Mayor Joe Wesson
 - A. May 17, 2016 Regular Meeting Minutes
6. Public Comment Mayor Joe Wesson
7. Recognitions: Mayor Joe Wesson
 - A. Recycle Rewards
8. Public Hearing: FY 2016-2017 Budget Mayor Joe Wesson
 - A. Open Public Hearing Mayor Joe Wesson
 - B. Staff Comments/Recommendations Mayor Joe Wesson
 - C. Public Comment Mayor Joe Wesson
 - D. Close Public Hearing Mayor Joe Wesson
 - E. Council Action Mayor Joe Wesson
9. Discussion: Mayor Joe Wesson
 - A. Stormwater Discharge Program Agreement Mayor Joe Wesson
 - B. Fourth Amendment to Town of Sawmills Licensing Agreement Mayor Joe Wesson
10. Planning Matters: Planner Elinor Hiltz
 - A. Marblestone Drive Minor Subdivision Planner Elinor Hiltz
 - B. Board of Adjustment ETJ Position Appointment Planner Elinor Hiltz
 - C. Planning Board Staggering Terms and Appointments Planner Elinor Hiltz
11. Updates: Planner Elinor Hiltz
 - A. Code Enforcement Monthly Report Mayor Joe Wesson
 - B. Council Comments
12. Closed Session: Attorney/Client Privilege Mayor Joe Wesson
13. Adjourn Mayor Joe Wesson

**TUESDAY, MAY 17, 2016
TOWN OF SAWMILLS REGULAR COUNCIL MEETING
6:00 PM**

COUNCIL PRESENT

Joe Wesson
Gerelene Blevins
Jeff Wilson
Joe Norman
Keith Warren
Reed Lingerfelt

STAFF PRESENT

Christopher Todd
Terry Taylor
Julie A Good

CALL TO ORDER: Mayor Joe Wesson called the meeting to order.

INVOCATION: Associate Pastor Paul Puett gave the invocation.

PLEDGE OF ALLEGIANCE: Mayor Joe Wesson led the Pledge of Allegiance.

ADOPT AGENDA: Mayor Joe Wesson asked for a motion to adopt the May 17, 2016 Agenda.

Keith Warren made a motion, and Reed Lingerfelt seconded, to adopt the May 17, 2016 agenda. All were in favor.

APPROVE APRIL 19, 2016 REGULAR MEETING MINUTES: Mayor Joe Wesson asked for a motion to approve the April 19, 2016 regular meeting minutes.

Gerelene Blevins made a motion, and Joe Norman seconded, to approve the April 19, 2016 regular meeting minutes. All were in favor.

PUBLIC COMMENT: Mayor Joe Wesson asked if anyone had any questions or comments at this time.

Jo Ann Miller wanted to thank Council for the donation of two hundred dollars (\$200.00) to the DAV Chapter 6. The fundraiser raised over fifty-five hundred dollars (\$5,500.00) for the DAV Chapter 6.

Lex Menz, Lenoir News Topic Reporter, wanted to let Council know she is leaving the Lenoir News Topic and has taken a job in Florida. Ms. Menz wanted to thank Council for all that they have done for her to make her feel welcome. The News Topic is in the hiring process for someone to take over as reporter and come to the Sawmills Council meetings.

RECOGNITIONS:

RECYCLE REWARDS WINNER: Mayor Joe Wesson announced Mr. Chip Duncan, as the May Recycle Rewards winner. A credit of twenty-eight dollars (\$28.00) will be added to his sanitation bill. Mrs. Dare Duncan accepted the certificate on Chip Duncan's behalf.

No Council action was required.

PUBLIC HEARING: SMALL BUSINESS ENTREPRENEURIAL ASSISTANCE GRANT:

OPEN PUBLIC HEARING: Mayor Joe Wesson asked for a motion to open the public hearing.

Joe Norman made a motion, Reed Lingerfelt seconded, to open the public hearing. All were in favor.

STAFF COMMENTS/RECOMMENDATIONS: Lisa Helton, with the WPCOG, stated that the purpose of the Public Hearing is to close out the Small Business Entrepreneurial Assistance Grant (SBEA) project. The Town assisted McGee Wood Products. McGee Wood Products purchased new equipment which was a 2012 Peterbilt truck and two (2) band saws and created ten (10) new jobs. There was two hundred fifty thousand dollars (\$250,000.00) awarded to the Town, two hundred twenty-five thousand dollars (\$225,000.00) was used for equipment and machinery, twenty thousand dollars (\$20,000.00) for administration and five thousand dollars (\$5,000.00) for planning.

PUBLIC COMMENT: Mayor Joe Wesson asked if anyone wished to speak on the SBEA project.

No one wished to speak.

CLOSE PUBLIC HEARING: Mayor Joe Wesson asked for a motion to close the public hearing.

Joe Norman made a motion, and Reed Lingerfelt seconded, to close the public hearing. All were in favor.

COUNCIL ACTION: Reed Lingerfelt made a motion, and Gerelene Blevins seconded, to close the Small Business Entrepreneurial Assistance Grant (SBEA). All were in favor.

DISCUSSION:

RESOLUTION IN SUPPORT FOR FIRE APPRECIATION WEEK:

The Town of Sawmills would like to recognize the efforts and works of the Sawmills Fire Department by adopting a Resolution that the first full week of September will be considered Sawmills Fire and Rescue Appreciation week in order to honor those who have served in the past and are currently serving our local community.

COUNCIL ACTION: Reed Lingerfelt made a motion, and Keith Warren seconded, to adopt the Resolution making the first week of September every year as Town of Sawmills Fire and Rescue Appreciation Week.

FINANCIAL MATTERS:

SAWMILLS ELEMENTARY SCHOOL FUNDING REQUEST: Mayor Joe Wesson stated that Sawmills Elementary School had requested a donation in the amount of one thousand dollars (\$1,000.00).

Gerelene Blevins made a motion, and Joe Norman seconded, to give a donation in the amount of one thousand dollars (\$1,000.00) to Sawmills Elementary School. All were in favor.

BAD DEBT WRITE-OFF: Town Administrator Christopher Todd stated that the Town had a list of 2012 accounts that have gone unpaid for Utility and Sanitation services. The Town does not expect to collect payment for these accounts and recommends that Council approve the write off of the accounts. The total amount of these accounts is three thousand three hundred sixty-two dollars and sixty-six cents (\$3,362.66). Town Administrator Christopher Todd also advised Council that included in the list are twenty (20) accounts the Town has submitted to the NC Debt Setoff Program for Collection. Town Administrator Christopher Todd stated the Town had recovered four thousand one hundred sixty dollars and seventy-four cents (\$4,160.74) from previous years, and currently has collected three hundred seventy-one dollars and thirty-three cents (\$371.33), totaling four thousand five hundred thirty-two dollars and seven cents (\$4,532.07). There are sufficient funds in the budget to cover this.

Jeff Wilson made a motion, and Joe Norman seconded, to approve staff to write off the 2012 list of bad debts accounts in the amount of three thousand three hundred sixty-two dollars and sixty-six cents (\$3,362.66). All were in favor.

PRESENTATION OF FY 2016-2017 BUDGET AND CALL FOR PUBLIC HEARING: Town Administrator Christopher Todd presented to Council a proposed budget for Fiscal Year 2016-2017. Town Administrator Christopher Todd 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 2016-2017 totals two million nine hundred ninety-two thousand six dollars (\$2,992,006.00). A few highlights of the proposed budget include no property tax increase; minor increases of the water and sewer rates; no appropriation of

General Fund unrestricted reserves will be made for the fiscal year; an appropriation of Water and Sewer Fund reserves will be made this fiscal year; maintains current level of services; maintains current levels of benefits for employees. The Town will also maintain its current levels of service to the citizens. Council must hold a public hearing on June 21, 2016, to adopt the budget.

Joe Norman made a motion, and Keith Warren seconded, to hold a public hearing on June 21, 2016, to adopt the budget for FY 2016-2017. All were in favor.

PLANNING MATTERS:

ANNUAL PLANNING BOARD REPORT: Town Planner Elinor Hiltz stated that in the Planning Ordinance Section 151.06 it is stated that: An annual report shall be prepared and submitted to the Town Council by May of each year. The report shall include a comprehensive and detailed review of the activities, problems and actions of the Planning Board as well as any budget requests and/or recommendations.

Town Planner Elinor Hiltz stated that the Planning Board has met two (2) times from February 2015 to April of this year. Town Planner Elinor Hiltz also stated that the Planning Board met in February 2015 and April 2015.

Town Planner Elinor Hiltz stated that she wrote thirty-two (32) zoning permits, met about five (5) subdivisions, wrote twelve (12) zoning verification letters and communicated by email to discuss twenty-three (23) additional properties.

Town Planner Elinor Hiltz stated that there were twenty-one (21) Code Enforcement cases that have been completed.

BOARD OF ADJUSTMENTS MEMBER APPOINTMENTS: Town Planner Elinor Hiltz stated that The Planning and Administration departments propose to stagger the Board of Adjustments terms because at this time six (6) out of seven (7) members' terms expire at the same time. If the terms are staggered there is a potential for more consistency on the Board. Each term will last three (3) years. The following is a suggested way to stagger the terms:

Initial term ending June 2017	Initial term ending June 2018	Initial term ending June 2019
In-Town member (Danny Hamby)	In-Town member (Todd Hess)	In-Town member (Carolyn Evert)
In-Town alternate (Johnnie Greene)	ETJ member (vacant)	ETJ member (Dino DiBernardi)
ETJ alternate (Walter Moore)		

Town Planner Elinor Hiltz stated that she has contacted all Board Members. There will be only one (1) vacancy for an ETJ Member. Council will need to think of a nominee before June's Council Meeting to fill the vacancy on the Board of Adjustments.

ETJ members and alternates will need to be appointed by the Caldwell County Commissioners at their July 18, 2016 meeting.

Joe Norman made a motion, and Gerelene Blevins seconded, to approve the terms and names for Board of Adjustments and stagger the terms as presented to Council. All were in favor.

PLANNING BOARD MEMBER REAPPOINTMENT: Town Planner Elinor Hiltz stated that Clyde Miller's Planning Board term expires in June. Town Planner Elinor Hiltz stated that Clyde Miller is willing to serve again. As an ETJ member, Clyde Miller's appointment will need to go to Caldwell County Commissioners for approval in June 2016.

Jeff Wilson made a motion, and Reed Lingerfelt seconded, to reappoint Clyde Miller to the Planning Board. All were in favor.

UPDATES:

MAY CODE ENFORCEMENT REPORT: Town Planner Elinor Hiltz stated that there are eight (8) code enforcement cases open:

- Steven Killian at 4801 Helton Road. Opportunity for meeting with Town Administrator on May 19, 2016 at 4:30 pm.
- Wendy Hadchin is the owner of a dilapidated house located at 4476 Sawmills School Road. Property may be sold. Town Planner Elinor Hiltz will contact new owners by end of May.
- Tim Hart at 1940 Leah Drive #4. Owner did not remove the mobile home by his deadline. Town will take the next steps to abate the nuisance or fine the owner.
- Caldwell Ready Mix at 2823 Mission Road. Town Planner Elinor Hiltz has offered to meet the complainant after May 20, 2016.
- Matt Yergen address unknown. This is an apartment unit minimum housing complaint. The telephone number is not in service to request further information.
- Janice Cornett, complaint about 2173 Oaktree Lane Apartment #2. Dead animal nuisance and minimum housing complaint. Need code enforcement committee meeting.
- Randall Hamby at 3632 Coble Dairy Road. Falling trees in zoning buffer. Town Planner Elinor Hiltz issued a letter on May 5, 2016 to replace trees by May 31, 2016.
- Rebecca Michael at 4393 Chantilly Drive. Parked car in public right-of-way. Car was removed, case closed.

No Council action was required.

STEERING COMMITTEE MONTHLY REPORT: Town Planner Elinor Hiltz stated that in May the Steering Committee learned about water and sewer systems from Town of

Sawmills Public Works Director Ronnie Coffey. The committee learned that the majority of the water system was funded all at once. The water system covers about ninety percent (90%) of the Town's road frontages and is replaced systematically. The sewer system is funded one small project at a time and covers four hundred eighty-five (485) users (as opposed to two thousand one hundred thirty-nine (2,139) water users). The sewer system rarely needs to be replaced because of its young age.

The committee heard the recommendations from the draft Comprehensive Plan and will receive the text in full in June.

The committee reviewed a draft of the Future Land Use Map and planned the next public input meeting for June 16, 2016 at the Farmers Market Gazebo at 6:00 pm.

No Council action was required.

COUNCIL COMMENT:

Mayor Joe Wesson asked if anyone on the Council had any questions or comments at this time.

Joe Norman stated that so far it has been interesting and successful and the budget is going to work and everything else seem to be in order. The Town is making progress.

Keith Warren stated that it was a good meeting. Keith Warren stated he appreciated each and every one that has come to the Council Meetings.

Gerelene Blevins stated that she wanted to thank everyone for coming out tonight and she thinks the Town's budget has went really good and the Council got through another budget season. Gerelene Blevins stated that everyone did a really good job on the budget.

Jeff Wilson stated that he would like to thank everyone for coming out.

Reed Lingerfelt stated that he would like to thank everyone for coming and stated he wished we could get more people to the meetings.

Mayor Joe Wesson stated that he would like to thank everyone for coming and also stated that, as proven, the Council gets some of their best ideas from the citizens. Also Mayor Joe Wesson wanted to thank everyone that came out to the dedication ceremony of the US Motto "In God We Trust" on Sunday. There has been a lot of support for the US Motto on and in the Town Hall. Mayor Joe Wesson wanted to encourage everyone to come to more Council Meetings. So the Council can keep everyone informed.

COUNCIL ADJOURN: Mayor Joe Wesson asked for a motion to adjourn.

Reed Lingerfelt made a motion, and Keith Warren seconded, to adjourn the meeting. All were in favor.

Julie A Good, Town Clerk

Joe Wesson, Mayor

AGENDA ITEM 7A

MEMO

DATE:

June 21, 2016

SUBJECT:

Recognition:
Recycle Rewards
Program

Discussion:

The Town of Sawmills would like to congratulate Claudia Ward-Eller on winning the Recycle Rewards Program for the month of June. Mayor Joe Wesson 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.

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.
- A proposed water rate of \$16.50 (sixteen dollars fifty cent) minimum usage for 2,000 gallons and the rate per additional 1,000 gallons of usage of \$5.00 (five dollars).
- A proposed sewer rate of \$19.75 (nineteen dollars seventy-five cents) minimum usage for 2,000 gallons and the rate per additional 1,000 gallons of usage of \$5.50 (five dollars fifty cent).
- 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 cost of living adjustment for Town employees.

See enclosed list of the proposed FY 2016-2017 fee structure.

Recommendation:

Staff recommends that Council adopt the FY 2016-2017 budget as presented.

AGENDA ITEM 9A

MEMO

DATE:

June 21, 2015

SUBJECT:

Discussion:
Adopt Storm Water
Discharge Program
Agreement with
City of Lenoir

Discussion:

The current agreement between the City of Lenoir and the Town of Sawmills expires on June 30, 2016. The enclosed Storm Water Discharge Agreement between the City of Lenoir and the Town of Sawmills will be effective July 1, 2016 and expire June 30, 2017. The cost the Town will pay the City of Lenoir to continue responsibility of the plan is in the amount of \$13,104.93 (thirteen thousand one hundred four dollars and ninety-three cent). The City of Lenoir will also be entitled to receive all revenues from fines and penalties which accrue.

There are sufficient funds in the budget for this purpose.

Recommendation:

Staff recommends Council to approve the Storm Water Discharge Program Agreement in the amount of \$13,104.93 (thirteen thousand one hundred four dollars and ninety-three cent) and covering the period of July 1, 2016 to June 30, 2017.



CITY MANAGER
SCOTT E. HILDEBRAN

CITY OF LENOIR
NORTH CAROLINA

MAYOR
JOSEPH L. GIBBONS

CITY COUNCIL
K. P. EDMISTEN
T. H. PERDUE
J. I. PERKINS
T. J. ROHR
D. F. STEVENS
C. D. THOMAS
B. K. WILLIS

Planning Department
Stormwater Management Program

June 1, 2016

Christopher Todd
Town Administrator
Town of Sawmills
4076 US Highway 321-A
Sawmills, NC 28630

Re: 2016-2017 Stormwater Discharge Program Agreement

Mr. Todd,

Enclosed please find two copies of the Stormwater Discharge Program Agreement for the upcoming year. The most recent agreement ends on June 30 of this year, and the next agreement will cover the period of July 1, 2016, through June 30, 2017. The amount due for the agreement will be the same as last year, \$13,104.93, due September 1, 2016. Please sign and seal both copies and return them to us. One original will be returned to the Town.

As always, I am happy to assist the Town of Sawmills in the implementation of our co-permitted NPDES Phase II Stormwater Plan, the six minimum control measures of which are listed below.

- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Runoff Controls
- Post-Construction Site Runoff Controls
- Pollution Prevention and Good Housekeeping for Municipal Operations

Please don't hesitate to contact me with any questions or concerns.

Sincerely,

Sean Eggleston
Stormwater Management Administrator

Encl.

STATE OF NORTH CAROLINA

CALDWELL COUNTY **STORM WATER DISCHARGE PROGRAM AGREEMENT**

This Agreement is entered into on this the _____ day of _____, 2016, by and between the Town of Sawmills, North Carolina ("the Town") and the City of Lenoir, a N.C. municipal Corporation ("the City").

WHEREAS, on or about September 12, 2005, the Town and the City were granted Permit No. NCS000474 to Discharge Storm Water under the National Pollutant Discharge Elimination System ("NPDES") by the State of North Carolina Department of Environment and Natural Resources Division of Water Quality (the "Permit"), incorporated herein by reference, in order to discharge storm water from their municipal separate storm sewer systems into the waters of the creeks and unnamed tributaries located within the Catawba River Basin which are named or described in the Permit; and,

WHEREAS, Caldwell County developed and implemented a Storm Water Plan (the "Plan") referred to in Part I of the Permit, and pursuant to a May 1, 2009, Storm Water Discharge Program Agreement, the County and the City agreed that the City assumed the implementation responsibilities for the Plan pursuant to the terms of said agreement, and pursuant to the terms of separate implementation agreements between the Town and the City; and,

WHEREAS, under the terms of said agreements the City's obligations to assume and provide implementation of the Plan shall cease effective June 30, 2016; and,

WHEREAS, the Town and the City desire and intend to extend such implementation of the Plan by the City for the Town for and including the period from July 1, 2016, through June 30, 2017 as provided in this Agreement.

THEREFORE, the County and the City, for and in consideration of the valuable considerations described herein, do agree as follows:

1. **EFFECTIVE DATES.** Effective date upon and beginning July 1, 2016, and continuing through June 30, 2017, the City shall assume responsibility for implementation of the Plan with respect to areas of the Town located within the municipal boundaries of the Town, such responsibility shall include all matters and files that are then currently pending.
2. For such implementation responsibilities by the City for said period, the Town shall pay to the City the amount of \$ 13,104.93 _____ on or before September 1 _____, 2016. Said amount has been calculated and agreed to between the Town and the City pursuant to and agreed-upon formula based upon the Town's current population and area relative to the proportionate populations and areas of other towns in Caldwell County which has entered into storm water plan implementation agreements with the City to determined proportionate shares of the total projected costs for the City in provided such implementation during the period of this Agreement.
3. The City shall additionally be entitled to have and receive all revenues from fines and penalties which accrue or may be obtained received by the City in the course of such implementation during the effective period of this Agreement.

4. This Agreement may be modified in writing by mutual agreement of the parties.

This Agreement is executed in duplicate originals, one of which is to be retained by each of the parties hereto.

TOWN OF SAWMILLS

By: _____
Town Manager

ATTEST:

Clerk to the Town Council

(Town Seal)

CITY OF LENOIR

By: _____
City Manager

ATTEST:

Clerk to the City Council

(City Seal)

AGENDA ITEM 9B

MEMO

DATE:

June 21, 2016

SUBJECT:

Discussion:
Adopt Fourth
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, 2016. The Town of Sawmills and the Sawmills Community Optimist Club, Inc. wish to amend the current agreement to extend the agreement from July 1, 2016 through June 30, 2017.

Recommendation:

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

NORTH CAROLINA

FOURTH 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, August, 2013, July, 2014 and July, 2015.

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, 2016.

THAT WHEREAS, the parties do desire now to enter into a written Amendment to extend from the 1st of July, 2016 until the 30th day of June, 2017.

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, 2016 until the 30th of June, 2017.
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 its 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 _____, 2016.

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

175 WATER STREET
NEW YORK, NY 10038

Philadelphia Indemnity Insurance Company (A capital stock company)

COMMERCIAL GENERAL LIABILITY CONFIRMATION OF COVERAGE

This CONFIRMATION OF COVERAGE is attached to
and made part of MASTER POLICY NUMBER:
PHPK1484846

CLUB NUMBER: 44007
CLUB NAME: SAWMILLS COMMUNITY, NC
CLUB ADDRESS: 1621 Lafayette Ave
Hudson, NC 28638

**MERCER CONSUMER, a service of
Mercer Health & Benefits Administration LLC***
("Mercer Consumer")
12421 MEREDITH DRIVE
URBANDALE, IA 50398
1-800-503-9227

EXTENDED NAMED
INSURED: Optimist International

MAILING ADDRESS: 4494 Lindell Boulevard
St. Louis, MO 63108

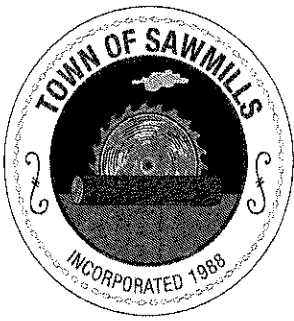
POLICY PERIOD: FROM May 1, 2016 TO May 1, 2017 AT 12:01 A.M. TIME AT
YOUR MAILING ADDRESS SHOWN ABOVE

LIMITS OF INSURANCE

EACH OCCURRENCE LIMIT	\$ <u>1,000,000</u>	
DAMAGE TO PREMISES RENTED TO YOU LIMIT	\$ <u>100,000</u>	Any one premises
MEDICAL EXPENSE LIMIT	\$ <u>EXCLUDED</u>	Any one person
PERSONAL & ADVERTISING INJURY LIMIT	\$ <u>1,000,000</u>	Any one person or organization
GENERAL AGGREGATE LIMIT	\$ <u>2,000,000</u>	
PRODUCTS/COMPLETED OPERATIONS AGGREGATE LIMIT	\$ <u>2,000,000</u>	

APPLICABLE ENDORSEMENT(S) PROVIDED TO THE EXTENDED NAMED INSURED:

CG2135 (10-01) IL0021 (09-08) CG2625 (04-05) CG0001 (04-13) CG2106 (05-14) CG2147 (12-07)
IL0274 (02-13) CG2650 (04-13) CG0134 (08-03) CG2101 (11-85) CG2504 (05-09) CG2146 (07-98)
CG2011 (04-13) CG2012 (04-13) CG2026 (04-13) CG2116 (04-13) IL0017 (11-98) CG2167 (12-04)
CG2184 (01-15) CG2643 (12-04) PI-GL-001 (08-94) PI-GL-002 (08-94) PI-SE-001 (12-05)



MAYOR
Joe Wesson

TOWN ADMINISTRATOR
Christopher Todd

**TOWN
COUNCIL**

Keith Warren, Mayor Pro-Tem
Gerelene Blevins
Reed Lingerfelt
Joe Norman
Jeff Wilson

Agenda Item 11A

MEMO

TO: Sawmills Town Council

FROM: Elinor Hiltz, Town Planner

DATE: June 10, 2016

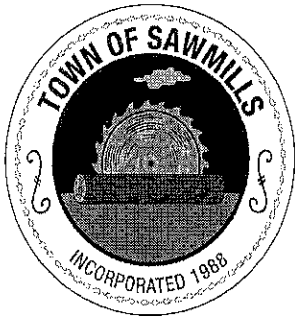
SUBJECT: Marblestone Drive Lots A,B,C Final Plat Approval

Owner Frank Crowell with Surveyor Darrin Reid propose to subdivide a 5.4-acre lot at the end of Marblestone Road into 3 lots. The Subdivision Review Board reviewed the plat on June 9, 2016 at 4:00 and recommended approval with 2 conditions:

1. Add a statement on the plat that owners of Lot A and Lot B will be responsible for maintenance on the shared driveway
2. Add the words "Public ROW" to Marblestone Drive.

Staff and Subdivision Review Board have reviewed all state and local requirements for this subdivision and believe that with proposed conditions of approval that this subdivision meets all requirements.

Requested Action: approve plat for recordation



MAYOR
Joe Wesson

TOWN ADMINISTRATOR
Christopher Todd

**TOWN
COUNCIL**

Keith Warren, Mayor Pro-Tem
Gerelene Blevins
Reed Lingerfelt
Joe Norman
Jeff Wilson

MEMO

TO: Sawmills Town Council

FROM: Elinor Hiltz, Town Planner

DATE: June 10, 2016

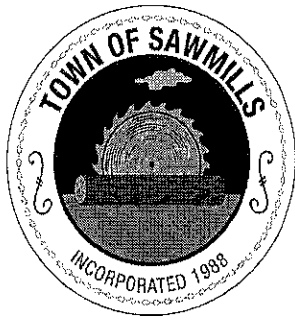
SUBJECT: Board of Adjustment ETJ Position Appointment

The Board of Adjustment has a vacancy for an ETJ member seat. The Board's next case is scheduled for Thursday, July 21.

Requested Action: appoint new member from the ETJ for the zoning Board of Adjustment

Board of Adjustment Contact List

Name	Proposed Initial Term	Position	Address	email address	Cell #	Notes
Todd Hess	2 yrs, exp 6/18	Town Rep.	4052 US Hwy 321A Hudson, NC 28638		640-2322	
Carolyn Evert	3 yrs, exp. 6/19	Town Rep.	2173 Stamey Rd Sawmills, NC 28630	evert.carolyn@gmail.com	850-5149	
Danny Hamby	1 yr, exp. 6/17	Town Rep.	1702 Cajah Min Rd Hudson, NC 28638		729-3397	
VACANT	2 yrs, exp. 6/18	ETJ Rep.				needs Caldwell Co appointment in July
Dino DiBernardi	3 yrs, exp. 6/19	ETJ Rep.	4659 Horseshoe Bend Rd Hudson, NC 28638		850-2578	needs Caldwell Co appointment in July
Johannie Greene	1 yr, exp 6/17	AL/Town Rep.	2225 Baker Cir Granite Falls, NC 28638		757-1277 493-7671	
Walter Moore	1 yr, exp 6/17	AL/ETJ Rep.	5434 Moore Acres Dr Granite Falls, NC 28638		381-5619	needs Caldwell Co appointment in July
BOA must consist of 3 Town representatives and 2 ETJ representatives.						



MAYOR
Joe Wesson

**TOWN
COUNCIL**

TOWN ADMINISTRATOR
Christopher Todd

Keith Warren, Mayor Pro-Tem
Gerelene Blevins
Reed Lingerfelt
Joe Norman
Jeff Wilson

MEMO

TO: Sawmills Town Council

FROM: Elinor Hiltz, Town Planner

DATE: June 10, 2016

SUBJECT: Planning Board Staggering Terms and Appointments

The Planning Board members' terms expire this August. Four members wish to be reappointed and Ryan Wilson wishes to be appointed as an ETJ member. Staff requests that Council appoint Planning Board members and change the term expiration dates to stagger the Planning Board's terms to achieve more consistency on the board. The proposed new terms are shown in the table below. Each term lasts three years.

Initial term ending Sept 2017	Initial term ending Sept 2018
In-Town (Thad Hall)?	In-Town (Steve Duncan)
ETJ (Ryan Wilson)	In-Town (David Powell)
	ETJ (Clyde Miller)

Requested Actions:

1. Appoint in-town member
2. Recommend ETJ members for Caldwell County appointments
3. Approve the staggering of terms

Planning Board Contact List

Name	Initial Term	Position	Address	email address	Phone #	Notes
Steve Duncan	2 yrs, exp. 9/18	Town Rep.	4675 Sawmills Sch Rd, Sawmills		396-5848	
David Powell	1 yr, exp. 9/17	Town Rep.	2784 Dry Ponds Rd, Sawmills		396-4947	
Thad Hall	2 yrs, exp 9/18	Town Rep.	3918 Roger McCall Ln, Hudson		496-2315	
Clyde Miller	2 yrs, exp 9/18	ETJ Rep.	4403 Horseshoe Bend Rd, Hudson		781-4680	
Ryan Wilson	1 yr, exp 9/17	ETJ Rep.	4751 Hickory Nut Ridge Rd, Hudson		217-2031	
planning board must consist of 3 Town representatives and 2 ETJ representatives.						

AGENDA ITEM 11A

MEMO

DATE:

June 21, 2016

SUBJECT:

Updates:
Code Enforcement
Monthly Report

Discussion:

The attached report shows the progress that Planner Elinor Hiltz continues to make throughout the town.

Recommendation:

No Council action required.

Code Enforcement Report June, 2016

Property Owner	Property Address	Issue	Status
Steven Killian	4801 Helton Rd	1 junk car	Case closed. Car was removed.
Teresa Annas Compton	4476 Sawmills Sch Rd	dilapidated house	Note new owner of property: Teresa Annas Compton. Need code enforcement committee mtg (Jun 14) to restart code enforcement process with new owner
Charles Haganan	1940 Leah Dr, #4	abandoned mobile home	Sent letter to possible different owner (Charles Haganan instead of Tim Hart). Deadline is June 31, 2016
Peter Rowe	4016, 4017 Cloninger Wy	burned-out house	Need code enforcement committee mtg (Jun 14)
Larry Griffin	2173 Oaktree Ln #2	dead animal nuisance complaint; minimum housing complaint	Need code enforcement committee mtg (Jun 14)
Larry Griffin	2165 Oaktree Ln	hazardous dead tree	Need to inspect, or can bring it up with owner if we bring up other case to him
Larry Griffin	2165 Oaktree Ln	unfinished repairs; exposed wires	Need code enforcement committee mtg (Jun 14)
Wanda & Richard Greene	4205 Trojan Ln	high grass	Need to inspect
David & Amy Duha	2303 OJ Ln	high grass	Need to inspect
Joan Wilcox	Lot No 6 Ellen St	high grass	Need to inspect
Jane Greene	4446 Villa Ln	junk in yard	On May 19 inspection junk was confirmed. Could use a letter. Need code enforcement mtg (Jun 14)
Cassy Lynn Wallace	3950-1 Walters MHP Dr	minimum housing complaint	Minimum housing violations likely on May 19 inspection. Need code enforcement committee mtg (Jun 14)
Troy Wilson	4497 Diamond St	high grass, dilapidated house	High grass was confirmed on May 19 inspection. Roof needs fixing. Need code enforcement committee mtg (Jun 14)
Caldwell Ready Mix Concrete	2823 Mission Rd	abandoned mobile home; abandoned concrete factory; mosquitos	Meet with complainant on the land. Mosquito pond is a nuisance violation. Need code enforcement committee mtg (Jun 14)

<p>Randall Hamby</p>	<p>3632 Coble Dairy Rd</p>	<p>fallen trees in zoning buffer</p>	<p>Case tentatively closed. Trees are planted. Will meet owner on June 28th on the land to discuss the zoning code.</p>
<p>Other News</p>			
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