

AGENDA

Regular Meeting of the Sawmills Town Council Sawmills Town Hall

Tuesday, July 16, 2013
6:00 P.M.

1. Call To Order Mayor Bob Gibbs
2. Invocation Pastor Buford Pennell
3. Pledge of Allegiance Mayor Bob Gibbs
4. Adopt Agenda Mayor Bob Gibbs
5. Approve June 18th Regular Meeting Minutes Mayor Bob Gibbs
6. Public Comment Mayor Bob Gibbs
7. Recognitions:
 - A. Recycle Rewards Winner Administrator Seth Eckard
 - B. Yard of the Month Winners Mayor Bob Gibbs
 - C. Introduction of the New Principal at Sawmills Elementary School Mayor Bob Gibbs
8. Discussion:
 - A. Adopt Proposed Resolution in Support of Dedicating the Replacement Bridge on 321-A to a Fallen Firefighter Mayor Bob Gibbs
 - B. Adopt Plans for Community Development Block Grant Projects Administrator Seth Eckard
 - C. Adopt Proposed Changes to Code Enforcement Policy Administrator Seth Eckard
 - D. Restrooms at Veterans Park Mayor Bob Gibbs
9. Financial Matters:
 - A. Request for a Donation to Oasis Shriner Dune Cats Administrator Seth Eckard
 - B. Bid Award for Stamey Road Waterline Abandonment Project Administrator Seth Eckard
 - C. Bid Award for 2013 Street Improvements Project Administrator Seth Eckard
10. Public Comment:
11. Updates:
 - A. Community Development Block Grant Monthly Status Report Administrator Seth Eckard
 - B. Code Enforcement Monthly Report Administrator Seth Eckard
 - C. Disposal of Unscheduled Records Administrator Seth Eckard
 - D. Administrator's Report Administrator Seth Eckard
 - E. Council Comment Mayor Bob Gibbs
12. Closed Session: Personnel Matters (N.C.G.S. §143-318.11) Mayor Bob Gibbs
13. Adjourn Mayor Bob Gibbs

TUESDAY, JUNE 18, 2013
TOWN OF SAWMILLS REGULAR COUNCIL MEETING
6:00 PM

COUNCIL PRESENT

Bob Gibbs
Donnie Potter
Trena McRary Kirby
Joe Wesson
Jeff Wilson
Johnny Wilson

STAFF PRESENT

Seth Eckard
Susan Nagle
Terry Taylor

CALL TO ORDER: Mayor Bob Gibbs called the meeting to order.

INVOCATION: Pastor Buford Pennell gave the invocation.

PLEDGE OF ALLEGIANCE: Mayor Bob Gibbs led the Pledge of Allegiance.

ADOPT AGENDA: Mayor Gibbs asked for a motion to adopt the agenda.

Trena McRary Kirby made a motion, and Donnie Potter seconded, to adopt the agenda. All were in favor.

APPROVE MAY 21, 2013 REGULAR MEETING MINUTES: Mayor Gibbs asked for a motion to approve the May 21, 2013 regular meeting minutes.

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

PUBLIC COMMENT: Mayor Gibbs asked if anyone wished to speak during public comment.

No one wished to speak.

PUBLIC HEARING: ADOPT PROPOSED FY 2013-2014 BUDGET:

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

Joe Wesson made a motion, and Donnie Potter seconded, to open the public hearing. All were in favor.

STAFF COMMENTS/RECOMMENDATIONS: Town Administrator Seth Eckard stated the proposed FY 2013-2014 budget was enclosed and staff had no additional comments at this time.

PUBLIC COMMENT: Mayor Gibbs asked if anyone wished to speak on the proposed FY 2013-2014 budget.

No one wished to speak.

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

Donnie Potter made a motion, and Joe Wesson seconded, to close the public hearing. All were in favor.

COUNCIL ACTION: Trena McRary Kirby made a motion, and Joe Wesson seconded, to adopt the proposed FY 2013-2014 budget. All were in favor.

RECOGNITIONS:

RECYCLE REWARDS WINNER: Town Administrator Seth Eckard announced Don and Karen Turnmire as the June Recycle Rewards winners. A credit of twenty-eight dollars (\$28.00) will be added to Mr. and Mrs. Turnmire's sanitation bill and their certificate will be available at the Town Hall for them to pick up.

No Council action was required.

YARD OF THE MONTH WINNERS: Mayor Bob Gibbs announced Johnnie and Patricia Greene, from the 28630 zip code, and Fay and Skip Icenhour, from the 28638 zip code, as the June yard of the month winners. Mayor Gibbs stated that since the winners were not present, their certificates would be available at the Town Hall for them to pick up.

No Council action was required.

RETIREMENT OF SAWMILLS ELEMENTARY SCHOOL PRINCIPAL: Mayor Gibbs announced that after thirty-three (33) years in public education in the Caldwell County School system, Sawmills Elementary School Principal, Robin DiBernardi will retire on July 1, 2013. Mayor Gibbs presented Mrs. DiBernardi with a certificate of appreciation and congratulated her on a well-deserved retirement.

No Council action was required.

CHARITY CHASE HALF MARATHON RUNNER: Mayor Gibbs announced 11-year old Gaden Nichols competed in the 13.1 Charity Chase Marathon with Sawmills Elementary School P.E. Teacher Phillip Harkey and finished in 3rd place with a time of 2 hours and 19 minutes. Mayor Gibbs presented Mr. Nichols with a certificate of appreciation.

No Council action was required.

FINANCIAL MATTERS:

REQUEST FOR A DONATION TO SAWMILLS FARMERS MARKET: Administrator Eckard stated that the Sawmills Farmers Market has requested a donation of one hundred dollars (\$100.00) to provide one dollar (\$1.00) vouchers to school children during their annual "Kids Day."

Donnie Potter made a motion, and Joe Wesson seconded, to give a donation in the amount of one hundred dollars (\$100.00) to the Sawmills Farmers Market. All were in favor.

APPROVE PROPOSED CONTRACT RENEWAL WITH WESTERN PIEDMONT COUNCIL OF GOVERNMENTS: Administrator Eckard stated the current contract with the Western Piedmont Council of Governments (WPCOG) for planning and code enforcement assistance needs to be renewed. The renewal contract will cover the period of July 1, 2013 to June 30, 2013.

Donnie Potter made a motion, and Joe Wesson seconded, to approve a renewal contract with the WPCOG in the amount of twenty-thousand, five-hundred dollars (\$20,500.00) for planning and code enforcement services. All were in favor.

DISCUSSION:

ADOPT PROPOSED ADOPT-A-SPOT PROGRAM: Administrator Eckard stated this program would help to make our Town cleaner by having citizens volunteer and agree to clean litter from their adopted area. Volunteers will be responsible for their adopted area on a quarterly basis for a two-year period and follow all requirements outlined in the program.

Donnie Potter made a motion, and Trena McRary Kirby seconded, to adopt the Adopt-A-Spot program with the Town providing volunteers with supplies and a recognition sign (where possible).. All were in favor.

APPROVE CREATION OF CALDWELL COUNTY RAILROAD COMMISSION AND ADOPT PROPOSED BY LAWS: Administrator Eckard stated the Caldwell County Railroad Commission amended their bylaws concerning future funding because the 2013 Sales Tax Re-Investment Program Agreement Extension no longer funds the Caldwell County Railroad Commission.

The changes in the bylaws state the Town of Sawmills will be responsible for one-ninth (1/9) of the total annual operating expenses in the amount of four hundred-forty dollars (\$440.00) for the fiscal year 2013-2014. The Railroad Commission is responsible for the infrastructure and the right-of-ways and the amount the Town is responsible for covers the cost of operations, not the cost to operate the railroad.

Jeff Wilson made a motion, and Donnie Potter seconded to approve creation of Caldwell County Railroad Commission and adopt amended bylaws. All were in favor.

PUBLIC COMMENT: Mayor Gibbs asked if anyone wished to speak during public comment.

No one wished to speak.

UPDATES:

COMMUNITY DEVELOPMENT BLOCK GRANT MONTHLY STATUS REPORT: Administrator Eckard stated the enclosed report shows that all the requirements are on schedule for the Haystation, LLC. Community Development Block Grant (CDBG).

No Council action was required.

CODE ENFORCEMENT MONTHLY REPORT: Administrator Eckard stated the enclosed report shows an update of the progress made throughout the Town by Planner Johnny Wear.

No Council action was required.

ADMINISTRATOR'S REPORT: Town Administrator Seth Eckard made the following announcements:

- The past four (4) year history of unemployment in Caldwell County shows things are improving slowly and, as of April 2013, we are at the ten percent (10%) mark. Caldwell County still has a higher unemployment rate than the state average which is around 8.7 percent.
- According to discgolfreviewcourse.com, the Sawmills Disc Golf course currently has a rating of 3.4 out of 5 stars, which puts us in the top fifty (50) in North Carolina. The Hickory Disc Golf Club hosts a random Double's Tournament every Friday afternoon at 5:30 pm with a cost of five dollars (\$5.00). There was 28 people playing in the tournament on Friday, June 14, 2013.
- Deadline to submit names for engraving on the Veterans wall for this year is July 1, 2013. There are currently 42 names submitted for this year.
- The Town offices will be closed, Thursday, July 4, 2013 in observance of Independence Day and will re-open, Friday, July 5, 2013. Recycling will be on regular schedule. Trash pick-up for Monday, Tuesday, and Wednesday will be regular schedule and Thursday's pick up will be on Friday.
- The Farmers Market is still going strong every Tuesday from 3:00 to 7:00 pm.
- The Town of Sawmills was awarded a seven hundred and fifty thousand dollar (\$750,000.00) Community Development Block Grant for sewer infrastructure in the Duff Drive area, which will supply sewer access to sixty-six (66) low to moderate-income homes.
- The Haystation, LLC will be purchasing trucks with the grant money and also hiring ten (10) new employees instead of adding on to their facilities.

COUNCIL COMMENT: Mayor Gibbs asked if anyone on the Council wished to speak.

No one wished to speak.

ADJOURN: Mayor Gibbs asked for a motion to adjourn.

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

Susan Nagle, Town Clerk

Bob Gibbs, Mayor

AGENDA ITEM 7A

MEMO

DATE:

July 11, 2013

SUBJECT:

Recognition:
Recycle Rewards
Winner

Discussion:

The Littell Family are the Recycle Rewards winners for July. Town Administrator Seth Eckard will present them with a certificate of appreciation and a twenty-eight dollar (\$28.00) credit will be added to their current sanitation bill.

Recommendation:

No Council action required.

AGENDA ITEM 7B

MEMO

DATE:

July 11, 2013

SUBJECT:

Recognition:
Yard of the Month
Winners

Discussion:

Charles "Andy" and Stephanie Tramble, from the 28630 zip code, and William Elkins, from the 28638 zip code, are the Yard of the Month winners for July. Mayor Bob Gibbs will present them with a certificate of appreciation.

Recommendation:

No Council action required.

AGENDA ITEM 7C

MEMO

DATE:

July 11, 2013

SUBJECT:

Recognitions:
Introduction of the New
Principal at Sawmills
Elementary School

Discussion:

Mayor Bob Gibbs will introduce Mr. Lowell Rogers, the new Principal at Sawmills Elementary School. Mr. Rogers will be on hand to tell Council a little bit about himself and answer any questions anyone might have concerning the school.

Recommendation:

No Council action required.

AGENDA ITEM 8A

MEMO

DATE:

July 11, 2013

SUBJECT:

Discussion:
Adopt Proposed Resolution
in Support of Dedicating
the Replacement Bridge
on 321-A to a Fallen
Firefighter

Discussion:

Mayor Gibbs will introduce Lori Settlemyre mother of Sawmills fallen firefighter Richard "Chad" Settlemyre, to explain the process for a bridge dedication.

The procedures for naming roads, bridges and ferries, along with supplemental information and a copy of the resolution, is included in your agenda packet for your review.

Recommendation:

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

AGENDA ITEM 8B

MEMO

DATE:

July 11, 2013

SUBJECT:

Discussion:
Adopt Plans for
Community Development
Block Grant Projects

Discussion:

The Department of Commerce requires that each local government receiving CDBG funds adopt the following plans:

- Recipient's Plan to Further Fair Housing
- Fair Housing Complaint Procedure
- Equal Employment Opportunity and Procurement Plan
- Procurement Plan
- Section 3 Plan
- Citizens Participation Plan
- Citizen Participation Complaint Procedure
- Code of Conduct
- Section 504 Self Evaluation Survey
- Section 504 Grievance Procedure
- Language Access Plan
- Residential Anti-Displacement and Relocation Assistance Plan
- Optional Coverage Relocation Plan

Recommendation:

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

AGENDA ITEM 8C

MEMO

DATE:

July 11, 2013

SUBJECT:

Discussion:
Adopt Proposed Changes
to Code Enforcement
Policy

Discussion:

The current Code Enforcement policy, does **not** allow the Mayor, Council or staff to submit complaints regarding code violations.

Staff would like to change the current policy to **allow** the Mayor and Council to submit complaints regarding code violations.

Recommendation:

No Council action required.

AGENDA ITEM 8D

MEMO

DATE:

July 11, 2013

SUBJECT:

Discussion:
Restrooms at
Veterans Memorial Park

Discussion:

As you are aware, there have been many discussions about putting restrooms at the Veterans Memorial Park near the monument and ballfields.

Recommendation:

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

AGENDA ITEM 9A

MEMO

DATE:

June 13, 2013

SUBJECT:

Financial Matters:
Request for a Donation
to Oasis Shriner
Dune Cats

Discussion:

The Oasis Shriner Dune Cats is requesting a donation in the amount of \$300.00 which will be used to help support crippled and burned children. Council agreed on a maximum amount of \$150.00 for all donation requests.

There are sufficient funds in the budget for a donation of \$150.00 for this request.

Recommendation:

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

AGENDA ITEM 9B

MEMO

DATE:

July 11, 2013

SUBJECT:

Financial Matters:
Bid Award for
Stamey Road Waterline
Abandonment Project

Discussion:

The Town has received three bids for the Stamey Road Waterline Abandonment Project.

The Bids were as follows:

	Bid	Alternate Bid	Total
C & W Utilities, Inc.	\$109,675.00	\$13,160.00	\$122,835.00
Two Brothers Utilities, LLC	\$140,042.00	\$15,564.50	155,606.50
Bell Construction Co., Inc.	\$202,995.00	\$21,525.00	\$224,520.00

Please review the enclosed letter from Todd Poteet, PE with West Consultants, PLLC that explains the bid from C & W Utilities, Inc.

There is currently \$106,000.00 budgeted for this project.

Recommendation:

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

AGENDA ITEM 9C

MEMO

DATE:

July 11, 2013

SUBJECT:

Financial Matters:
Bid Award for
2013 Street Improvements
Project

Discussion:

The Town has received four bids for the 2013 Street Improvements Project.

The Bids were as follows:

Midstate Contractors, Inc.	\$138,805.00
Evans Construction	\$191,357.72
J.T. Russell & Sons, Inc.	\$195,636.00
Country Boy Landscaping, Inc.	\$229,444.44

There are sufficient funds in the budget for this project.

Recommendation:

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

AGENDA ITEM 11A

MEMO

DATE:

July 11, 2013

SUBJECT:

Updates:
Community Development
Block Grant Monthly
Status Report

Discussion:

The attached report shows that all the requirements for the Community Development Block Grant on behalf of the Haystation, LLC are on schedule.

Recommendation:

No Council action required.

AGENDA ITEM 11B

MEMO

DATE:

July 11, 2013

SUBJECT:

Updates:
Code Enforcement
Monthly Report

Discussion:

The attached report shows the progress that Planner Johnny Wear Continues to make throughout the town.

Recommendation:

No Council action required.

AGENDA ITEM 11C

MEMO

DATE:

July 11, 2013

SUBJECT:

Updates:
Disposal of Unscheduled
Records

Discussion:

The attached list shows all the records that staff has destroyed in accordance with the North Carolina General Statutes Municipal Records Retention and Disposition Schedule.

Please let Town Administrator Seth Eckard if you have any questions.

Recommendation:

No Council action required.