

# AGENDA

## Regular Meeting of the Sawmills Town Council Sawmills Town Hall

Tuesday, May 21, 2013  
6:00 P.M.

1. Call To Order Mayor Bob Gibbs
2. Invocation Pastor John Greene
3. Pledge of Allegiance Mayor Bob Gibbs
4. Adopt Agenda Mayor Bob Gibbs
5. A. Approve April 16th Regular Meeting Minutes Mayor Bob Gibbs  
B. Approve April 25th Special Budget Workshop Minutes Mayor Bob Gibbs
6. Public Comment Mayor Bob Gibbs
7. Public Hearing: Adopt Proposed Solar Energy Systems Ordinance  
A. Open Public Hearing Mayor Bob Gibbs  
B. Staff Comments/Recommendations Planner Johnny Wear  
C. Public Comment Mayor Bob Gibbs  
D. Close Public Hearing Mayor Bob Gibbs  
E. Council Action Mayor Bob Gibbs
8. Recognitions::  
A. Recycle Rewards Winner Administrator Seth Eckard  
B. Yard of the Month Winners Mayor Bob Gibbs
9. Discussion:  
A. Adopt CDBG Capital Project Ordinance Nancy Coley  
B. Adopt Agreement with Western Piedmont Council of Government Nancy Coley  
C. Adopt Program Income Plan Nancy Coley  
D. Approve Proposed Utility Disconnect Policy Administrator Seth Eckard  
E. Website and Social Media Usage Report Administrator Seth Eckard
10. Financial Matters:  
A. Presentation of 2013-14 Budget and Call for a Public Hearing Administrator Seth Eckard  
B. Request for a Donation to Caldwell County Dare Program Mayor Bob Gibbs
11. Public Comment
12. Updates:  
A. Code Enforcement Monthly Report Administrator Seth Eckard  
B. Administrator's Report Administrator Seth Eckard  
C. Council Comment
13. Adjourn Mayor Bob Gibbs

# AGENDA ITEM 7



**MAYOR**  
Bob Gibbs

**TOWN ADMINISTRATOR**  
Seth Eckard

**TOWN  
COUNCIL**

Johnny Wilson, Mayor Pro-Tem  
Trena McRary Kirby  
Donnie Potter  
Joe Wesson  
Jeff Wilson

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## **Staff Report: Solar Energy Systems**

Listed below is an Amendment to the Zoning Ordinance to provide for addressing Solar Energy Systems. This would include large and small size solar panels used for residential, business, or utility purposes. The Planning Board reviewed the proposed Ordinance changes at the last meeting and voted to recommend approval. Amendment to the proposed Zoning Ordinance is attached hereto.

## **Amendment to the Zoning Ordinance**

See attached Exhibit "A".

**AGENDA ITEM 8A**

**MEMO**

**DATE:**

May 16, 2013

**SUBJECT:**

Recognition:  
Recycle Rewards  
Winner

**Discussion:**

Ricky Bumgarner is the Recycle Rewards winner for May. Town Administrator Seth Eckard will present Mr. Bumgarner with a certificate of appreciation and a twenty-eight dollar (\$28.00) credit will be added to his current sanitation bill.

**Recommendation:**

No Council action required.

**AGENDA ITEM 8B**

**MEMO**

**DATE:**

May 16, 2013

**SUBJECT:**

Recognition:  
Yard of the Month  
Winners

**Discussion:**

Charles and Barbara Janus, Jr., from the 28630 zip code, and Jackie and Judy Keller, from the 28638 zip code, are the Yard of the Month winners for May. Mayor Bob Gibbs will present them with a certificate of appreciation.

**Recommendation:**

No Council action required.

**AGENDA ITEM 9A-C**

**MEMO**

**DATE:**

May 16, 2013

**SUBJECT:**

Discussion:  
Adopt CDBG Capital  
Project Ordinance

Adopt Agreement with  
WPCOG

Adopt Program  
Income Plan

**Discussion:**

The Town is required to adopt the enclosed documents listed below as part of the funding conditions for the Haystation, LLC Community Development Block Grant (CDBG):

- A CDBG Capital Project Ordinance
- A Grant Management Assistance Agreement with WPCOG
- A Program Income Plan

Also, included in your agenda packet is the Monthly Performance Status Report, which is sent to Raleigh.

**Recommendation:**

Staff recommends Council adopt the attached CDBG Capital Project Ordinance, Grant Management Assistance Agreement with WPCOG and the Program Income Plan.

## AGENDA ITEM 9D

### Town of Sawmills – Utility Bills

#### Disconnect Policy as of 5/15/2013

- Five days prior to disconnect - a courtesy call is made to the phone number provided.
- Three days prior to disconnect - a red door hanger is placed on the resident's door with instructions to call the Town Hall.
- Disconnects are scheduled, once all payments are received and applied by 9:00a, on the 26<sup>th</sup> of each month. If the 26<sup>th</sup> is on a weekend, or holiday, the customer has until the next business day before 9:00a to pay their bill.

#### Reconnect Policy:

- After disconnect, the customer is required to pay the full amount, including late fees, along with a reconnect fee.
- The fee structure for reconnects is as follows:
  - a. First/second = \$25
  - b. Third/fourth = \$50
  - c. Fifth/sixth = \$75
  - d. Seventh and subsequent = \$100
- If payment is received prior to 4:00p during business hours, the service will be turned on the same day.
- If payment is received after 4:00p, service will be restored the next business day. If service is restored after hours, Public Works' staff will be paid on the basis of a two hour call back at overtime straight.

#### Financial Assistance:

- Customers are offered an extension one time per year. This allows the customer to pay their bill by 12:00p on the last day of the month. If the bill is not paid by that time, service will be discontinued.
- An Assistance Program offered by the Town, coordinated with South Caldwell Christian Ministries (SCCM) and the Department of Social Services (DSS), provides an additional option for customers qualified for financial assistance. The customer's account is exempt from disconnect for 48 hours unless the completed forms are not returned to the office before the time has expired.

**Recommendations for Council to consider:**

**Disconnect Policy:**

- If the 26<sup>th</sup> of the month is on a Friday or the day before a holiday, and the bill remains unpaid at 4:00p, disconnect will **not** be executed until after 9:00a the next business day.

**Financial Assistance**

- Increase the extensions to **two** times per year per customer. One extension will be offered for each six month time frame.

**AGENDA ITEM 9E**

**MEMO**

**DATE:**

May 16, 2013

**SUBJECT:**

Discussion:  
Website and Social  
Media Usage Report

**Discussion:**

Town Administrator Seth Eckard will give Council a report on the usage of the Town website and Facebook page.

**Recommendation:**

No Council action required.



**AGENDA ITEM 10A**

**MEMO**

**DATE:**

May 16, 2013

**SUBJECT:**

Financial Matters:  
Presentation of the  
FY 2013-2014 Budget  
and Call for a Public  
Hearing

**Discussion:**

As required by state law, the proposed FY 2013-2014 budget is balanced and staff will present it during the May Council meeting.

Included in the agenda packet is a copy of the proposed fee structure, the budget message, the budget ordinance and a copy of the proposed FY 2013-2014 budget.

**Recommendation:**

Staff recommends Council call for a public hearing to be held on June 18, 2013 at 6:00 pm to adopt the proposed FY 2013-2014 budget.

**AGENDA ITEM 10B**

**MEMO**

**DATE:**

May 16, 2013

**SUBJECT:**

Financial Matters:  
Request for a Donation  
to Caldwell County  
Dare Program

**Discussion:**

The Town has received a request from the Caldwell County Dare Program for a donation in the amount of \$100.00.

There are sufficient funds in the budget for this request.

**Recommendation:**

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

**AGENDA ITEM 12A**

**MEMO**

**DATE:**

May 16, 2013

**SUBJECT:**

Updates:  
Code Enforcement  
Monthly Report

**Discussion:**

Town Administrator Seth Eckard will update Council on the attached report showing the progress that Planner Johnny Wear continues to make throughout the town.

**Recommendation:**

No Council action required.