

AGENDA

Regular Meeting of the Sawmills Town Council Sawmills Town Hall

Tuesday, November 20, 2012
6:00 PM

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. Approve October 16th Regular Meeting Minutes Mayor Bob Gibbs
6. Public Comment Mayor Bob Gibbs
7. Recognitions:
 - A. Yard of the Month Winners Mayor Bob Gibbs
 - B. Recycle Rewards Winner Administrator Seth Eckard
8. Discussion:
 - A. Stormwater Management Program Jared Wright
 - B. Employee Christmas Party Mayor Bob Gibbs
9. Financial Matters:
 - A. Call for a Public Hearing for a CDBG Funding Application Mayor Bob Gibbs
 - B. Employee Longevity Pay Mayor Bob Gibbs
 - C. Administrator Cell Phone Stipend Administrator Seth Eckard
10. Public Comment Mayor Bob Gibbs
11. Updates:
 - A. Code Enforcement Monthly Report Administrator Seth Eckard
 - B. Administrator's Report Administrator Seth Eckard
 - C. Council Comment Mayor Bob Gibbs
12. Adjourn Mayor Bob Gibbs

**TUESDAY, OCTOBER 16, 2012
TOWN OF SAWMILLS REGULAR COUNCIL MEETING
6:00 PM**

COUNCIL PRESENT

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

STAFF PRESENT

Seth Eckard
Susan Nagle
Henry Morphis

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

INVOCATION: Pastor David Woods gave the invocation.

PLEDGE OF ALLEGIANCE: Mayor 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 SEPTEMBER 18, 2012 REGULAR MEETING MINUTES: Mayor Gibbs asked for a motion to approve the September 18, 2012 regular meeting minutes.

Joe Wesson made a motion, and Donnie Potter 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.

RECOGNITIONS:

YARD OF THE MONTH WINNERS: Mayor Bob Gibbs announced Dennis and Pearl Setzer, from the 28630 zip code, and Michael and Wendy Smith, from the 28638 zip code, as the October Yard of the Month winners. Mayor Gibbs presented Mrs. Setzer with a certificate and stated that since Mr. and Mrs. Smith were not present, their certificate would be available at the Town Hall for pick up.

No Council action was required.

RECYCLE REWARDS WINNER: Town Administrator Seth Eckard announced Burl and Nancy Earp as the October Recycle Rewards winner. Administrator Eckard stated a credit of twenty-eight dollar (\$28.00) would be added to Mr. and Mrs. Earp's sanitation bill and their certificate would be available at the Town Hall for pick up.

No Council action was required.

FINANCIAL MATTERS:

ADOPT PROPOSED RESOLUTION FOR UNDESIGNATED FUND BALANCE: Finance Officer Karen Clontz stated the enclosed resolution establishes authorization to insure Council maintains the undesignated fund balance at, or above 33%, of projected operating expenses. That percentage amount represents about four months of operating expense which would cover costs should an emergency arise.

Donnie Potter made a motion, and Joe Wesson seconded, to adopt the Resolution for Undesignated Fund Balance. All were in favor.

ADOPT PROPOSED RESOLUTION FOR THE NC DEBT SETOFF PROGRAM AND PROPOSED AGREEMENT WITH THE NORTH CAROLINA LGC: Finance Officer Karen Clontz stated the enclosed resolution and agreement with the NC Local Government Commission (NCLGC) is for the Debt Setoff Clearinghouse Program. The Debt Setoff Program allows the Clearinghouse to collect any unpaid utility bills or legal debts owed to the Town in the amount of fifty dollars (\$50.00) or more. The money owed along with administrative fees would come from a person's State income tax refund.

Trena McRary Kirby made a motion, and Donnie Potter seconded, to adopt the resolution for the NC Debt Setoff Program and Agreement with the NCLGC. All were in favor.

PUBLIC HEARING: ADOPT PROPOSED RESOLUTION FOR A CDBG FUNDING APPLICATION:

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

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

STAFF RECOMMENDATIONS: Mayor Bob Gibbs introduced Sherry Long with the WPCOG (Western Piedmont Council of Governments).

Sherry stated that The Haystation, LLC, located in the Town, and the WPCOG have been working together on a Rural Center Grant. There are also some CDBG (Community Development Block Grant) funds available for job creations.

John Pritchard, owner and CEO of The Haystation, LLC has requested the Town apply for CDBG funds in the amount of \$250,000.00 on behalf of The Haystation, LLC. The grant provides \$25,000.00 for every new job created, which may be used for a variety of activities including the purchase of equipment. There would be liens put against any equipment purchased until ten jobs have been created. Once the ten jobs have been created the liens would be forgiven and any equipment purchased would then belong to The Haystation, LLC.

PUBLIC COMMENT: Mayor Gibbs asked if anyone wished to speak on the proposed Resolution for a CDBG Funding Application.

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 Johnny Wilson seconded, to close the public hearing. All were in favor.

COUNCIL ACTION: Joe Wesson made a motion, and Donnie Potter seconded, to adopt a Resolution for a CDBG Funding Application. All were in favor

DISCUSSION:

ADOPT PROPOSED AGREEMENT WITH THE HAYSTATION, LLC: The enclosed Job Creation Agreement states The Haystation, LLC must create ten jobs, which should be maintained for at least a six-month period. The jobs would be monitored through unemployment records and 70% of all people hired must be low to moderate income.

Donnie Potter made a motion, and Joe Wesson seconded, to adopt the agreement with The Haystation, LLC. All were in favor.

ADOPT PROPOSED RESOLUTION ADOPTING THE MUNICIPAL RECORDS RETENTION AND DISPOSITION SCHEDULE: The enclosed resolution is to adopt the Municipal Records Retention and Disposition Schedule, as updated by the North Carolina Department of Cultural Resources, in accordance with the provisions of Chapters 121 and 132 of the North Carolina General Statutes. A copy of which is on file in the office of the Town Clerk.

Jeff Wilson made a motion, and Donnie Potter seconded, to adopt the Resolution to Adopt the Municipal Records Retention and Disposition Schedule as updated. All were in favor.

ADOPT PROPOSED FLOOD DAMAGE PREVENTION ORDINANCE AND INTERLOCAL AGREEMENT WITH CALDWELL COUNTY: The previously adopted Flood Damage Prevention Ordinance and Interlocal agreement with Caldwell County did not include provisions that state the County will **only administer** the Town's Flood Damage Prevention Ordinance. Therefore, FEMA (Federal Emergency Management Agency) has requested the Town adopt the enclosed ordinance and Interlocal agreement with those provisions.

Trena McRary Kirby made a motion, and Johnny Wilson seconded, to adopt the Flood Damage Prevention Ordinance as well as an Interlocal Agreement with Caldwell County. All were in favor.

ADOPT PROPOSED RESOLUTION OF INTENT FOR AN APPLICATION TO PARTICIPATE IN THE NATIONAL FLOOD INSURANCE PROGRAM: The enclosed Resolution of Intent for an Application to Participate in the National Flood Insurance Program will need to be adopted upon approval of the Flood Damage Prevention Ordinance and Interlocal agreement with Caldwell County.

Joe Wesson made a motion, and Jeff Wilson seconded, to adopt a Resolution of Intent for an Application to participate in the National Flood Insurance Program. All were in favor.

PUBLIC WORKS:

ADOPT PROPOSED WIRELESS COMMUNICATIONS AGREEMENT WITH UTILITY SERVICE COMMUNICATIONS CO., INC.: The enclosed Wireless Communications Agreement states that Utility Service Communications Co., Inc. will market the Town's water tower for lease by cell phone companies. The Town could receive up to 70% of the revenue generated from the lease.

Trena McRary Kirby made a motion, and Donnie Potter seconded, to adopt the wireless communications agreement with Utility Service Communications Co., Inc. All were in favor.

PLANNING MATTERS:

RECOMMENDATIONS FOR ALTERNATE BOARD OF ADJUSTMENT MEMBERS: Mayor Gibbs asked Council if anyone had any recommendations for two Board of Adjustment members to serve as alternates. One member would reside inside the Town limits and one member would reside within the Town's ETJ (Extra-Territorial Jurisdiction).

Mr. Reid Lingerfelt, who resides inside the Town limits, and Mr. Walter Moore, who resides within the ETJ (Extra-Territorial Jurisdiction) of the Town, have both filled out an application to serve as alternate members. There were no recommendations from Council.

Donnie Potter made a motion, and Joe Wesson seconded, to appoint Mr. Lingerfelt and Mr. Moore to serve on the Board of Adjustment as alternate members. All were in favor.

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

No one wished to speak.

UPDATES:

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

- The annual Veterans Day Observance Ceremony will be held at the Sawmills Veterans Memorial Park located on Waterworks Road on Saturday, November 10th at 10:30 am.
- Some of the Council members and staff will attend the NCLM (North Carolina League of Municipalities) in Charlotte on October 22nd and 23rd.
- Members from the UFO (Unifour Flying Objects) Club held their first workday today with Public Works. The early part of October was spent in the planning stages, putting in surveying tape to mark the fairways. Club members made paths today and will hold another workday in the next day or two.
- The Christmas parade will be held on Saturday, December 1st at 10:00 am.
- The Town will hold their 1st annual Christmas tree lighting ceremony in the Farmers Market field on Tuesday, December 4th at 6:30 pm.
- If anyone is looking for things to do in Sawmills, there is Zombie Paintball at Marx Industries and the Horror Fields across the Street, there is a Pumpkin Patch at the Wilson Farm.

COUNCIL COMMENT: Mayor Gibbs made the following announcements:

- The Veterans Day ceremony will include a guest speaker, a performance by a choir, a performance of the National Anthem, the Honor Guard, a twenty-one gun salute, and taps will be played with lunch served at the conclusion.
- The Sawmills Farmers Market will have an antique tractor show on October 30th and the kids may wear their costumes and trick or treat.
- The Sawmills Volunteer Fire and Rescue Department will hold their annual Ham Day fundraiser on Saturday, November 3rd from 6:00 am - 2:00 pm.

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

Councilwoman Trena McRary Kirby thanked everyone for coming to the Council meeting encourages everyone to attend.

ADJOURN: Mayor Gibbs asked for a motion to adjourn.

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

Susan Nagle, Town Clerk

Bob Gibbs, Mayor

AGENDA ITEM 7A

MEMO

DATE:

November 14, 2012

SUBJECT:

Recognition:
Yard of the Month

Discussion:

Neil and LouAnne Annas, from the 28630 zip code, and, Merlin Steiner from the 28638 zip code, are the November Yard of the Month winners. Mayor Bob Gibbs will present them with a certificate of appreciation.

Recommendation:

No Council action required.

AGENDA ITEM 7B

MEMO

DATE:

November 14, 2012

SUBJECT:

Recognition:
Recycle Rewards
Program

Discussion:

Neil and LouAnne Annas is the November Recycle Rewards winner. 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 8A

MEMO

DATE:

November 14, 2012

SUBJECT:

Discussion:
Stormwater Management
Program

Discussion:

Jared Wright, Stormwater Management Tech. with the City of Lenoir has included an outline of the Stormwater Management Program in your agenda packet. Mr. Wright will be on hand to give a brief update on the stormwater program history, phase II requirements, program challenges, and future issues.

Mr. Wright will also give a brief update on the Phase II Stormwater program, which will include program history, requirements, and accomplishments, current and future challenges. Mr. Wright will answer any question you may have.

Recommendation:

No Council action required.

AGENDA ITEM 8B

MEMO

DATE:

November 14, 2012

SUBJECT:

Discussion:
Employee Christmas Party

Discussion:

Each Year in December the Town holds a Christmas party for Council, staff, and their families. This year the annual Christmas party will be held on Friday, December 14th. Town Administrator Eckard would like Council to discuss the location and time of the Christmas Party for this year.

Administrator Seth Eckard stated Mayor Pro-Tem Johnny Wilson would like Council to consider having the Christmas party at the pond located on the Wilson Farm.

Recommendation:

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

AGENDA ITEM 9A

MEMO

DATE:

November 14, 2012

SUBJECT:

Financial Matters::
Call for a Public
Hearing for a CDBG
Funding Application

Discussion:

The NC Department of Commerce has recently notified the Town and stated that Council will need to call for another public hearing, as well as re-advertise, to apply for a Community Development Block Grant (CDBG) for a sewer project. According to federal guidelines all public hearing advertisements must include a Spanish translation.

Recommendation:

Staff recommends Council call for a public hearing to be held on December 18, 2012 at 6:00 pm to discuss a resolution for a CDBG Funding Application.

AGENDA ITEM 9B

MEMO

DATE:

November 14, 2012

SUBJECT:

Financial Matters:
Employee Longevity
Pay

Discussion:

As you are aware, the Town of Sawmills has an employee longevity pay plan that is paid out during the first pay period in December.

The pay schedule is as follows:

26 or more years	\$900.00
21-25 years	\$750.00
16-20 years	\$600.00
10-15 years	\$450.00
6-9 years	\$300.00
2-5 years	\$150.00
7 months-1 year	\$50.00
0-6 months	\$0.00

There are sufficient funds in the budget to cover this expenditure.

Recommendation:

Staff recommends Council approve the issuance of longevity paychecks to Town employees paid out the first pay period in December.

AGENDA ITEM 9C

MEMO

DATE:

November 14, 2012

SUBJECT:

Financial Matters::
Administrator Cell
Phone Stipend

Discussion:

Town Administrator Seth Eckard would like Council to consider granting him a monthly phone stipend of \$40. At least 40% of all phone calls, texts and emails are Town related.

Currently the Town pays \$40 a month for the Public Works' cell phones. One option is to add another phone to our existing contract. However, the type of phone and contract Public Works' staff uses does not allow texting or web browsing. Also, Eckard's personal cell phone is already listed on business cards, the Town's website as well as the contact number for many of the Town's citizens.

Eckard would also like Council to consider reimbursing him for half the cost of his recent phone upgrade in the amount of \$133.00.

Recommendation:

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

AGENDA ITEM 11A

MEMO

DATE:

November 14, 2012

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.