

AGENDA

Regular Meeting of the Sawmills Town Council Sawmills Town Hall

Tuesday, September 17, 2013
6:00 P.M.

1. Call To Order Mayor Bob Gibbs
2. Invocation Pastor Jim Hamby
3. Pledge of Allegiance Mayor Bob Gibbs
4. Adopt Agenda Mayor Bob Gibbs
5. Approve August 20th 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
8. Updates:
 - A. Hudson Middle School Principal Bill Griffin
 - B. Caldwell County Women's Shelter Executive Director Sharon Poarch
9. Planning Matters:
 - A. Call a Public Hearing for a Rezoning on Gilliland Lane Administrator Seth Eckard
 - B. Approve Collection Sites for Debris Resulting from a Natural Disaster Kenneth Teague
 - C. Adopt Proposed Resolution Providing Enforcement Authority for Town of Sawmills Code of Ordinances Administrator Seth Eckard
10. Financial Matters:
 - A. Adopt Capital Improvement Project Budget Ordinance Administrator Seth Eckard
 - B. Bid Award for a New Trash Truck Administrator Seth Eckard
11. Public Comment: Mayor Bob Gibbs
12. Updates:
 - A. Approve Amended Records Retention Schedule Administrator Seth Eckard
 - B. Community Development Block Grant Monthly Status Report Administrator Seth Eckard
 - C. Code Enforcement Monthly Report Administrator Seth Eckard
 - D. Administrator's Report Administrator Seth Eckard
 - E. Council Comment Mayor Bob Gibbs
13. Adjourn Mayor Bob Gibbs

**TUESDAY, AUGUST 20, 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
Paul Culpepper

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

INVOCATION: Mayor Bob Gibbs 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 with the following changes: add introduction of new Town Planner as agenda item 6, change agenda item 6 to 7 and add Parks and Recreation update as agenda item 8.

Joe Wesson made a motion, and Donnie Potter seconded, to adopt the agenda with changes. All were in favor.

APPROVE JULY 16, 2013 REGULAR MEETING MINUTES: Mayor Gibbs asked for a motion to approve the July 16, 2013 regular meeting minutes.

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

APPROVE JULY 16, 2013 CLOSED SESSION MEETING MINUTES: Mayor Gibbs asked for a motion to approve the July 16, 2013 closed session meeting minutes.

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

INTRODUCTION OF NEW TOWN PLANNER: Mayor Gibbs introduced Elinor Hiltz, the new Town Planner, stating the current Town Planner Johnny Wear has been promoted through the Western Piedmont Council of Governments (WPCOG).

Elinor stated she would be keeping the same schedule as Planner Wear which is Tuesday's & Thursday's from 1:00-5:00 pm. Please feel free to call or stop by and see her if you want or need anything.

Mayor Gibbs and the Council congratulated Planner Wear for his recent promotion at the WPCOG and also stated he did a good job while working for the Town.

No Council action was required.

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

No one wished to speak.

PARKS AND RECREATION UPDATE: Parks and Recreation Director Benny Townsend made the following announcements on the activities planned for the rest of the summer and in the fall:

- Spring baseball had 13 teams and 130 children who participated.
- In the last two years, Sawmills has had a baseball team that won the state championship. This year the 15- year old team took 3rd place in the state championship.
- Spring adult church league softball had 17 teams with about 190 players.
- Fall baseball will be played at Veterans Memorial Park and Baird Drive Park. There are twenty-six teams signed up for fall baseball and ten of those teams are 12-year olds and under. The 13-15 year old teams will play at Veterans Memorial Park, Baird Drive Park, Lenoir, Dudley Shoals and in Startown on Saturdays.
- There are usually less teams in the fall adult church league then there are in the spring. The fall adult church league has not held a meeting yet, but is anticipating about twelve teams.
- There are five teams in the first ever kickball league which is currently playing and should finish Monday, August 26, 2013.

- In the spring the Granite Falls Middle School girls soccer teams has used the soccer fields at the Veterans Memorial Park for the last two years. The Granite Falls Middle School girls play soccer in the spring and softball in the fall and the boys play soccer in the fall and baseball in the spring. The girls' softball team uses the South Caldwell High School field and plays ten game with five home games and five away games. The Field at South Caldwell High School is currently being re-done so, they have asked the town if they could use the field at the Veterans Memorial Park.
- The town has had many requests for flag football and is currently looking into the possibility of starting a league.
- Benny stated that he is on the Regional Recreation Commission. The Regional Recreation Commission, which consists of Parks and Recreation Directors, Town Planners and for smaller towns Town Managers, meets every two months to discuss parks and recreation matters. A representative from NC State attends every meeting to discuss Parks and Recreation Trust Fund (PART-F) Grants.
- There is around 30-50 people playing disc golf on the Sawmills Disc Golf Course at the Veterans Memorial Park each week.
- The Hickory Unifour Flying Objects Disc Golf Club has a small weekly disc golf tournament every Friday in Sawmills.
- Acerace Disc Golf is going to have a tournament in Sawmills sometime late September.
- There is going to be a sanctioned PDGA tournament in November.

No Council action was required.

RECOGNITIONS:

RECYCLE REWARDS WINNER: Town Administrator Seth Eckard announced Deanna Rose Taylor as the August Recycle Rewards winner. A credit of twenty-eight dollars (\$28.00) will be added to her sanitation bill and her certificate will be available at the Town Hall to pick up.

No Council action was required.

YARD OF THE MONTH WINNERS: Mayor Bob Gibbs announced Jeff and Camille Hawn, from the 28630 zip code, and Marx Industries, from the 28638 zip code, as the August Yard-of-the-Month winners. Mayor Gibbs stated that since the winners were not present, their certificates would be available at the Town Hall to pick up.

No Council action was required.

FINANCIAL MATTERS:

ADOPT PROPOSED PAY CLASSIFICATION STUDY: Mayor Gibbs introduced David Hill with HR Essentials Consulting.

Town Administrator Eckard stated the enclosed contract is a proposal for a comprehensive compensation classification study.

David Hill stated that there are three people who work there and will be studying the detailed aspects of each position so we can establish a fair market value, and rate for each of the fourteen jobs in the Town. They will also be looking at similar sized entities geographically and state wide to establish a pay grade. The entire process may take until December 2013 to complete.

Donnie Potter made a motion, and Jeff Wilson seconded, to adopt the proposed Pay Classification Study. All were in favor.

ADOPT CDBG SEWER INFRASTRUCTURE PROJECT BUDGET ORDINANCE: The Town has received a Community Development Block Grant (CDBG) for the Duff Drive area sewer project. The enclosed project budget ordinance shows the anticipated revenues available to complete the project as well as the anticipated amounts appropriated for the project.

Trena McRary Kirby made a motion, and Donnie Potter seconded, to adopt the CDBG Sewer Infrastructure Project Budget Ordinance. All were in favor.

UTILITY FUND BUDGET AMENDMENT: Town Administrator Eckard stated the enclosed Utility Fund Budget Amendment allocated funds for the CDBG Sewer Grant Fund III.

Jeff Wilson made a motion, and Joe Wesson seconded, to approve the Utility Fund Budget Amendment in the amount of \$37,500.00 which equals five percent of the \$750,000.00 total grant allocation. All were in favor.

GENERAL FUND BUDGET AMENDMENT: Town Administrator Eckard stated the enclosed General Fund Budget Amendment would cover the remaining balance owed for the Public Works Storage Facility, which was not completed during the 2012-2013 Fiscal year.

Donnie Potter made a motion, and Joe Wesson seconded, to approve the General Fund Budget Amendment in the amount of \$70,000.00. All were in favor.

DISCUSSION:

ADOPT PROPOSED RESOLUTION IN SUPPORT OF 321-A BRIDGE DEDICATION:

Mayor Gibbs stated Attorney Terry Taylor has drawn up the enclosed Resolution in Support of the 321-A Bridge Dedication to Sawmills' Fallen Firefighter Richard "Chad" Settlemyre. The Hudson Town Council will also need to adopt a Resolution in Support of dedicating the bridge in Chad's name as part of the bridge is in Hudson.

Donnie Potter made a motion, and Jeff Wilson seconded, to adopt the Resolution in Support of 321-A Bridge Dedication. All were in favor.

ADOPT PROPOSED RESOLUTION TO APPROVE THE WATER SUPPLY PLAN:

Town Administrator Eckard stated that the North Carolina Department of Natural Resources requires all local governments to adopt a resolution to approve the local water supply plan.

Jeff Wilson made a motion, and Donnie Potter seconded, to adopt the Resolution to Approve the Water Supply Plan. All were in favor.

FARMER'S MARKET LICENSE AGREEMENT RENEWAL: Town Administrator Eckard stated that the Farmers Market License Agreement needs to be renewed. The enclosed Farmers Market license agreement covers the period of July 1, 2013 to June 30, 2014.

Joe Wesson made a motion, and Jeff Wilson seconded, to approve the Farmer's Market License Agreement. 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 Community Development Block Grant (CDBG) report shows that all the requirements are on schedule for the Haystation, LLC.

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 Sawmills Fall Festival will be held on Saturday, September 21st from 11:00 am to 3:00 pm.
- The Town and the Caldwell County Historical Museum are going to have a joint history event at Mt. Zion Baptist church on Saturday, October 19th. The time of this event has not been decided yet.
- Dallas Wilcox will be logging the property to the left of the Baird Drive Park and after consulting with the Towns' Engineer staff has decided to delay the Baird Drive resurfacing project to avoid any damage.
- The Public Works Storage Facility is now complete.
- Starting the first week of September, Ursula Carpenter, a graduate Student from Appalachian State University, will be volunteering as an intern for the Town.
- Libby Wilson, Shelda Aultman and Brittany Crump has worked to make it possible to pay by Debit Card, EBT and SNAP at the Sawmills Farmers Market.

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

Councilman Joe Wesson asked everyone to remember all the service members who could be in harm's way with the current situation in the Middle East.

ADJOURN: Mayor Gibbs asked for a motion to adjourn.

Trena McRary Kirby 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:

September 12, 2013

SUBJECT:

Recognition:
Recycle Rewards
Winner

Discussion:

Barbara Kirby is the Recycle Rewards winner for September. Town Administrator Seth Eckard will present Miss Kirby with a certificate of appreciation and a twenty-eight dollar (\$28.00) credit will be added to her current sanitation bill.

Recommendation:

No Council action required.

AGENDA ITEM 7B

MEMO

DATE:

September 12, 2013

SUBJECT:

Recognition:
Yard of the Month
Winners

Discussion:

Spring Lake Mobile Home Park, from the 28630 zip code, and Mike and Patty Ramsey, from the 28638 zip code, are the Yard of the Month winners for September. Mayor Bob Gibbs will present them with a certificate of appreciation.

Recommendation:

No Council action required.

AGENDA ITEM 8A

MEMO

DATE:

September 12, 2013

SUBJECT:

Updates:
Bill Griffin

Discussion:

Bill Griffin, Principal of Hudson Middle School, will be on hand to update Council on how the school year has been going,.

Recommendation:

No Council action required.

AGENDA ITEM 8B

MEMO

DATE:

September 12, 2013

SUBJECT:

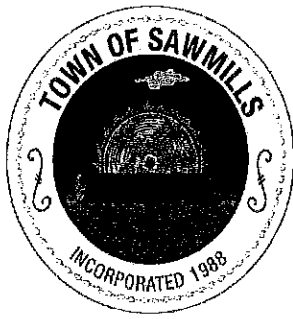
Updates:
Caldwell County
Women's Shelter

Discussion:

Sharon Poarch, Executive Director of the Caldwell County Women's Shelter, will be on hand to talk to Council about the shelter home.

Recommendation:

No Council action required.



MAYOR
Bob Gibbs

TOWN ADMINISTRATOR
Seth Eckard

TOWN PLANNER
Elinor Hiltz

**PLANNING
BOARD**

Steve Duncan, Chairman
Buford Pennell
David Powell
Thad Hall
Clyde Miller

Agenda Item 9A

Planning Board Report: 2202 Gilliland Rezoning

In 2010 a nonconforming mobile home was removed from 2202 Gilliland Lane. The applicant now wishes to install another mobile home but more than 120 days have passed since the previous mobile home was removed so the grandfathered status has expired. The parcel has another mobile home and a stick-built house and cannot be subdivided. An adjacent parcel, also owned by the applicant, has two additional mobile homes. To legally add another mobile home at 2202 Gilliland Lane both parcels should be rezoned to R-15 (where mobile home parks are permitted) and should conform to the standards found in the "nonconforming mobile home park" section of the zoning ordinance. **On September 10, 2013 the Planning Board recommended in favor of the rezoning.**

Action Needed:

To call for a public hearing on October 15, 2013

Applicant:

Martha Hartley
4042 Doris Dr
Hudson, NC 28638

Location:

Front parcel: 2202, 2203, & 2206 Gilliland Lane, parcel #2766-44-0762
Back parcel: 2210 & 2214 Gilliland Lane, parcel #2766-44-3517

Parcel size:

Front parcel: 0.86 ac
Back parcel: 1.69 ac

Current Zone:

RA-20

Proposed Zone:

R-15

Applicable Sections of Ordinance:

§153.147 "Regulations Governing Nonconforming Manufactured Home Parks"

Town of Sawmills

4076 US Highway 321-A * Sawmills NC * (828)396-7903 * (828)396-8955 fax

<http://www.townofsawmills.com/>

The Town of Sawmills does not discriminate on the basis of age, sex, race, religion, national origin, disability, political affiliation, or marital status.

AGENDA ITEM 9B

MEMO

DATE:

September 12, 2013

SUBJECT:

Planning Matters:
Approve Collection
Sites for Debris
Resulting from a Natural
Disaster

Discussion:

Council shall consider allowing Town Staff to file an application to have the lower ball field at Sawmills Municipal Park and the Sawmills Farmers Market lot considered by NC Division of Environment and Natural Resources (NCDENR) as pre-approved staging/storage areas for debris resulting from a natural disaster. Due to its characteristics, the Town's best collection sites are the two above listed fields.

Kenneth Teague, Caldwell County Assistant Emergency Management Coordinator will present the process to the Council. Caldwell County Emergency Management is working with the NCDENR and the NC State Office of Emergency Management to designate potential sites for emergency collection of debris as a result of a natural disaster. The goal is to have at least one designated site within each Caldwell County Municipality. The Town would submit the Emergency Site Evaluation Sheet for review and approval by NCDENR and if approved the Town would be able to utilize that site in the event of an emergency without any large paperwork or approval hurdles since the site was pre-approved. The approval would be for vegetative debris only, such as downed trees and limbs. The site would be used at the Town's discretion, in connection with local and state emergency officials, and would be staffed by Town employees. Once the emergency has passed and the federal/state assistance money has been issued, the site would be put back into its original condition and normal usage would resume.

Recommendation:

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

AGENDA ITEM 9C

MEMO

DATE:

September 12, 2013

SUBJECT:

Planning Matters:
Adopt Proposed
Resolution Providing
Enforcement Authority
for Town of Sawmills
Code of Ordinances

Discussion:

Town Attorney Terry Taylor has drawn up the attached Resolution giving the Caldwell County Sheriff's Department and any Deputy to enforce the Code of Ordinances of the Town of Sawmills within the corporate boundaries of the municipality.

Recommendation:

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

TOWN OF SAWMILLS

**BUDGET ORDINANCE - CAPITAL IMPROVEMENT
PROJECTS**

**TOWN OF SAWMILLS CAPITAL IMPROVEMENT PROJECTS
BUDGET ORDINANCE
FISCAL YEAR 2013-2014**

BE IT ORDAINED by the Town Council of Sawmills, Catawba County, North Carolina:

Section 1.

The following amounts are hereby appropriated as the estimated revenues and project appropriations for the capital projects listed below during the Fiscal Year beginning July 1, 2013, and ending June 30, 2014.

Capital Projects Fund

- A. It is estimated that the following revenues will be available to complete capital projects as proposed in the 2014 Capital Improvement Plan for the fiscal year beginning July 1, 2013, and ending June 30, 2014.

Contribution - Capital Reserve Fund	\$150,000.00
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TOTAL REVENUES:	\$150,000.00
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- B. The following appropriations are made as proposed in the 2014 Capital Improvement Plan for the fiscal year beginning July 1, 2013, and ending June 30, 2014:

<u>Vehicles</u>	<u>\$150,000.00</u>
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TOTAL EXPENDITURES:	\$150,000.00
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GRAND TOTAL-REVENUES:	\$150,000.00
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GRAND TOTAL-EXPENDITURES:	\$150,000.00
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Section II. (Special Provisions)

- A. Special appropriations to non-profit organizations (if any) shall be distributed after the execution of an agreement, which ensures that all Town funds are used for statutorily permissible public purposes only.
- B. The Town Administrator and/or Finance Director, or designee is hereby authorized to transfer appropriations within or between funds, or modify revenue and expenditure projections as contained herein under the following conditions:
 - 1. The Finance Officer may transfer amounts between objects of expenditure within a function.
 - 2. The Town Administrator and/or Finance Officer may not transfer any amounts between funds nor from any contingency appropriation within any fund without action of the Town Council except as specified below for budget shortfalls and change orders.
 - 3. The Town Administrator and Finance Officer may transfer amounts between contingency funds, which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order.
 - 4. Additional authority is granted to the Finance Director or designee to transfer amounts within and between funds for the sole purpose of funding salary and benefits adjustments consistent with the Sawmills Personnel Policy.
 - 5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Administrator or Finance Officer may adjust budgets to match, including grants that require a Town match for which funds are available.

Section III.

The ordinance and the budget documents shall be the basis of the financial plan for the Town of Sawmills for the 2013-2014 fiscal year. The Town Administrator and the Budget Officer shall administer the budget. The Finance Director shall establish and maintain all records, which are in concurrence with this budget and budget ordinance and the appropriate statutes of the State of North Carolina Funds appropriated in the FY 2012-2013 Budget and encumbered on June 30, 2013, shall be authorized as part of the Budget Appropriation by adoption of this Budget Ordinance.

Adopted this the _____ day of _____, 2013.

Mayor

Attest:

Clerk

AGENDA ITEM 10B

MEMO

DATE:

September 12, 2013

SUBJECT:

Financial Matters:
Bid Award for a New
Automated Refuse
Collection Truck

Discussion:

The Town recently received three bids for a new automated refuse collection truck. The Bids are as follows:

Transource	\$243,206.00
Carolina Environmental Systems, Inc.	\$238,800.00
Piedmont Peterbilt, LLC	\$249,334.00

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

Recommendation:

Staff recommends Council award the bid to Carolina Environmental Systems, Inc. in the amount of \$238,800.00 as they are the lowest bid.

AGENDA ITEM 12A

MEMO

DATE:

September 12, 2013

SUBJECT:

Updates:
Approve Amended
Records Retention
Schedule

Discussion:

As you may recall, Council adopted the Municipal Records Retention and Disposition Schedule during the October 16, 2012 regular meeting. A copy of the schedule is kept in the office of the Town Clerk.

The State Archives of North Carolina has recently published amendments to the 2012 Municipal Records Retention and Disposition Schedule. They tend to publish amendments when the law changes, when they learn of some records that weren't created before, or when they realize that some of the language in the previous schedule needs clarification—and they don't want to wait for a full update to modify the schedule.

Recommendation:

Staff recommends Council adopted the Amended 2012 Municipal Records Retention and Disposition Schedule.

AGENDA ITEM 12C

MEMO

DATE:

September 12, 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 12B

MEMO

DATE:

September 12, 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.