

AGENDA

Regular Meeting of the Sawmills Town Council Sawmills Town Hall

**Tuesday, August 21, 2018
6:00 pm**

1. Call To Order Mayor Johnnie Greene
2. Invocation
3. Pledge of Allegiance Mayor Johnnie Greene
4. Adopt Agenda Mayor Johnnie Greene
5. Approve Meeting Minutes
A. July 17, 2018 Regular Meeting Minutes Mayor Johnnie Greene
6. Public Comment Mayor Johnnie Greene
7. Recognitions:
A. Recycle Rewards Mayor Johnnie Greene
8. Financial Matters:
A. Donation Request for Promises of Hope Mayor Johnnie Greene
B. Donation Request for Caldwell County Schools Mayor Johnnie Greene
C. Credit Card Purchases Resolution and Policy Mayor Johnnie Greene
D. Fire Department Donation Mayor Johnnie Greene
9. Discussion:
A. Street Repair Bid Review Mayor Johnnie Greene
B. Code Enforcement Ordinances
10. Public Comment Mayor Johnnie Greene
11. Updates:
A. Code Enforcement Report Mayor Johnnie Greene
B. Town Administrator Updates Town Administrator Christopher Todd
C. Council Comment Mayor Johnnie Greene
12. Adjourn Mayor Johnnie Greene

TUESDAY, JULY 17, 2018
TOWN OF SAWMILLS REGULAR COUNCIL MEETING
6:00 PM

COUNCIL PRESENT

Mayor Johnnie Greene
Clay Wilson
Jeff Wilson
Rebecca Johnson
Joe Norman
Keith Warren

STAFF PRESENT

Christopher Todd
Terry Taylor
Julie A Good

CALL TO ORDER: Mayor Johnnie Greene called the meeting to order.

INVOCATION: Pastor Rob Evans gave the invocation.

PLEDGE OF ALLEGIANCE: Mayor Johnnie Greene led the Pledge of Allegiance.

ADOPT AGENDA: Mayor Johnnie Greene asked for a motion to adopt the July 17, 2018 Agenda.

Keith Warren made a motion, and Joe Norman seconded, to adopt the July 17, 2018 Agenda. All were in favor.

APPROVE JUNE 19, 2018 REGULAR MEETING MINUTES: Mayor Johnnie Greene asked for a motion to approve the June 19, 2018 regular meeting minutes.

Clay Wilson made a motion, and Joe Norman seconded, to approve the June 19, 2018 regular meeting minutes. All were in favor.

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

Courtney Wright, principal of Sawmills Elementary School, wanted to talk about the homeless people in Sawmills. There are squatters and homeless people at three (3) houses around the school. There have been some of those people trying to break in the school and surrounding businesses and properties. There are people trying to live in tents behind properties that no one is aware of.

Teresa Branch, citizen of Sawmills. Also wanted to talk about the squatters and homeless people in Sawmills. Ms. Branch stated that something needed to be done to get people living in tents and at the three (3) houses on Sawmills School Road out. These houses and the

squatters and homeless make the Town look bad. Something needs to be done.

Donnie Potter, Caldwell County Commissioner and citizen of Sawmills, also wanted to talk about the homeless people in Sawmills and the three (3) homes across from Grogan's Small World and Sawmills Elementary School.

RECOGNITIONS:

RECYCLE REWARDS WINNER: Mayor Johnnie Greene announced Mr. Teddy Wilson as the July Recycle Rewards winner. A credit of thirty-two dollars (\$32.00) will be added to his sanitation bill.

No Council action was required.

FINANCIAL MATTERS:

CALDWELL COUNTY DARE DONATION REQUEST: Mayor Johnnie Greene stated that the Caldwell County Dare had requested a donation in the amount of two hundred dollars (\$200.00).

Joe Norman made a motion, and Keith Warren seconded, to give a donation in the amount of two hundred dollars (\$200.00) to the Caldwell County Dare. All were in favor.

DISPOSAL OF UNSCHEDULED RECORDS: Mayor Johnnie Greene stated that the attached list shows all records that staff would like to destroy in accordance with the North Carolina General Statutes Municipal Records and Disposition Schedule.

Clay Wilson made a motion, and Rebecca Johnson seconded, for staff to destroy all records on the attached list. All were in favor.

PURCHASE OF SERVICE TRUCK: Mayor Johnnie Greene stated that during the budget process this year, Council approved the purchase of a new service truck. Public Works Director, Ronnie Coffey, received a quote from Asheville Ford Lincoln for a 2019 Ford F-350 XL in the amount of forty-one thousand nine hundred eighty-four dollars and twenty-nine cents (\$41,984.29), which includes a government discount. The package includes a Meyer LP-8 snow plow and tool box for the bed of the truck as well as a basic Ford warranty package: a three (3) year or up to thirty-six thousand (36,000) mile "Bumper to Bumper" warranty, and a five (5) year or up to sixty thousand (60,000) mile powertrain warranty. And a five (5) year or up to fifty thousand (50,000) miles Emissions warranty. The 2018/2019 fiscal year budget included forty-four thousand dollars (\$44,000.00) for the purchase of the truck.

Clay Wilson made a motion, and Joe Norman seconded, to purchase a new service truck from Asheville Ford Lincoln in the amount of forty-one thousand nine hundred eighty-four dollars and twenty-nine cents (\$41,984.29). All were in favor.

PURCHASE OF KNUCKLE BOOM LOADER: Mayor Johnnie Greene stated that during the budget process this year, Council approved the purchase of a knuckle boom attachment. Public Works Director, Ronnie Coffey, received a quote from Public Works Equipment and Supply, Inc., in the amount of sixty-eight thousand dollars (\$68,000.00), for a Nu Life "Brush Hawg" knuckle boom. The 2018/2019 fiscal year budget included seventy thousand dollars (\$70,000.00) for the purchase of the equipment.

Clay Wilson made a motion, and Keith Warren seconded, to purchase the knuckle boom from Public Works Equipment and Supply, Inc., in the amount of sixty-eight thousand dollars (\$68,000.00).

DISCUSSION:

WATER AND SEWER GIS DEVELOPMENT AGREEMENTS: Mayor Johnnie Greene stated that the Western Piedmont Council of Governments (WPCOG) has the ability to provide the professional assistance necessary to develop a geographic information system (GIS) for the Town's water and sewer infrastructure. An agreement with the WPCOG would need to be signed to develop a GIS that would encompass both the water and sewer infrastructure. Per the agreement, the WPCOG would be responsible for the development of the system, housing the maintenance of the data, and the necessary training of Town of Sawmills staff to utilize the system.

The GIS system would be created during the 2018/2019 fiscal year, with a cost of eighty-one thousand nine hundred eighty-nine dollars and four cents (\$81,898.04) for the water infrastructure, and twenty-six thousand eight hundred thirty-six dollars and ninety-two cents (\$26,836.92) for the sewer infrastructure, for a total of one hundred eight thousand eight hundred twenty-five dollars and ninety-six cents (\$108,825.96). The necessary funds are available in the 2018/2019 fiscal year budget.

Joe Norman made a motion, and Keith Warren seconded, to approve both the Water and Sewer GIS Development Agreements in the combined amount of one hundred eight thousand eight hundred twenty-five dollars and ninety-six cents (\$108,825.96) and covering the period of July 2, 2018 to June 28, 2019. All were in favor.

NUISANCE ORDINANCE OVERVIEW: Mayor Johnnie Greene stated that the Town of Sawmills Nuisance and Nuisance Vehicle Ordinances (Chapters 91 and 92) outline and describe what constitutes a public nuisance along with the process and procedure to abate nuisances.

Due to the nature of recent complaints, staff would request that Council review these ordinances.

Additionally, staff would recommend to Council, that the Planning and Development Committee meet with staff over the coming months to bring possible recommendations and updates to Council.

No Council action was taken.

PUBLIC COMMENT:

No one wished to speak.

JULY CODE ENFORCEMENT REPORT: There are thirteen (13) code enforcement cases open:

- Teresa Annas Compton is the owner of a dilapidated house located at 4476 Sawmills School Road. The Town can move forward with contracting out abatement efforts (demo and removal) and require reimbursement in the form of a lien on the property;
- Carolyn Bray/Robyn Brittan, owner of 2570 Baker Cir. Abandoned mobile home. Town Planner Becca Bleich stated in order to move forward a final Notice of Violation packet from the Town Attorney's office to set a hearing date will be needed before the Town can contract out the abatement efforts (demo and removal) and require reimbursement in the form of a lien on the property;
- John "Jody" McRary and neighbors, Jody Drive. Outdoor storage/junk vehicles in ROW/freight container. This is a non-conforming use, Impressive Auto, encroaching on neighborhood and blocking street for Fire & Rescue/Trash Pick-up. Town Planner Becca Bleich stated that she believes that Town Administrator Christopher Todd and Mr. McRary have agreed on a place for relocating the shipping container. The Town has determined which transport service will be utilized. Town Administrator Christopher Todd will have timeframe for the relocation;
- Jose Montes, owner 4321 Cherokee Court. High grass/junk vehicles. Town Planner Becca Bleich stated that she spot checked property on June 14, 2018. Still no proper driveway has ever been installed. Town Planner Becca Bleich stated that a letter was sent giving the owner thirty (30) days to install a driveway. The thirty (30) days are up on July 14, 2018, and homeowner will start to accrue fines if not complaint from that date;
- Janice Griffin, Trustee of Iona Griffin, 2148 Oaktree Ln. Abandoned, partially burned apartment building. Town Planner Becca Bleich stated that the former Town Planner Leslie M. Meadows spoke with lead contractor Lewis Miller, of Lewis Miller Construction on March 8, 2018. Mr. Miller stated that he is still waiting for the report from the structural engineer to determine what's salvageable of what remains of the burnt structure. Once cleared to begin reconstruction, Mr. Miller anticipates six (6) to eight (8) months for completion. Town Planner Becca Bleich will continue to monitor;
- Midland IRA, owner of 5711 Dream View Point. Nonconforming accessory structure. Town Planner Becca Bleich stated that she spot checked property in April. An accessory structure has been placed on the property before the principal structure has been constructed. Letter was sent on May 23, 2018 with a deadline to remove structure by June 7, 2018;
- Jane Greene, owner of 4446 Villa Ln. Outdoor storage encroaching on neighbor. Town Planner Becca Bleich stated that she spot checked the property on April 18, 2018. The brush pile in the rear yard needs to be removed and tarp in the carport needs

to be replaced. Town Planner Becca Bleich stated that a letter was sent on April 18, 2018 with a deadline of May 3, 2018. Town Planner Becca Bleich stated that the issues have been resolved and case is closed temporarily;

- Grant and Jamie Morte, renters of 4515 Betts St. Livestock (goats) in platted subdivision. Town Planner Becca Bleich stated that the complaint was verified and a NOV letter sent to landowner of rental property with a deadline of April 5, 2018. Town Planner Becca Bleich stated that the Town received another complaint on May 29, 2018. Town Planner Becca Bleich stated that another letter was sent on May 29, 2018 with a deadline of June 14, 2018;
- Chun Walker, owner of 4125 Shoun Dr. Overgrown vegetation. Town Planner Becca Bleich stated that she spot checked property on May 23, 2018. A NOV letter was sent on May 23, 2018 with a deadline of June 7, 2018;
- Deborah Murphy, owner of 5538 Land Harbour Dr. Nonconforming accessory structure. Town Planner Becca Bleich stated that she spot checked the property on May 22, 2018. Town Planner Becca Bleich stated that there is no issue with the accessory structure in question. There is, however, a port-a-potty on the property from construction being done on the house. Town Planner Becca Bleich stated she will continue to monitor the property;
- Charlie Triplett, owner of 6090 Spartan Dr. Discharging firearms. Town Planner Becca Bleich stated that a cease and desist letter was sent on May 30, 2018;
- Marty Rierison, owner of mobile home at 4095 Gatewood Dr. Overgrown vegetation and trash. Town Planner Becca Bleich stated that she spot checked the property and sent first NOV letter out on June 14, 2018. Town Planner Becca Bleich stated that she received more complaints on June 27, 2018. Town Planner Becca Bleich stated that she spot checked the property again on July 3, 2017 and that the property was still in violation. Staff became aware that the property is under new ownership so letters weren't being received. Town Planner Becca Bleich spoke with new owner on July 12, 2018, and new owner stated that the property will be cleaned up within ten (10) days. Case will be closed if property is cleaned up by July 23, 2018;
- Bank of NC, owner of 6005 Spartan Dr. Overgrown vegetation. Town Planner Becca Bleich stated that a NOV letter sent July 3, 2018.

No Council action was required.

COUNCIL COMMENT: Mayor Johnnie Greene asked if anyone on the Council had any questions or comments at this time.

Joe Norman wanted to thank everyone for coming out. Joe Norman also stated that staff was working with the Caldwell County Sheriff's Department and homeowners about the squatting and homeless issues and hoped that things will get resolved soon. Joe Norman also stated that he hoped everyone would come back to next month's Council meeting.

Mayor Johnnie Greene wanted to thank everyone for coming out and hoped everyone would come back.

COUNCIL ADJOURN: Mayor Johnnie Greene asked for a motion to adjourn.

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

Johnnie Greene, Mayor

Julie A. Good, Town Clerk

AGENDA ITEM 7A

MEMO

DATE:

August 21, 2018

SUBJECT:

Recognition:
Recycle Rewards
Program

Discussion:

The Town of Sawmills would like to congratulate Danny Malcolm on winning the Recycle Rewards Program for the month of August. Mayor Johnnie Greene will present him with a Certificate of Appreciation. A thirty-two dollar (\$32.00) credit will be added to the current sanitation bill.

Recommendation:

No Council action is required.

AGENDA ITEM 8A

MEMO

DATE:

August 21, 2018

SUBJECT:

Financial Matters:
Request for Donation

Discussion:

The Town has received a request from Promises of Hope for a donation in the amount of two hundred dollars (\$200.00).

There are sufficient funds in the budget for this request.

Recommendation:

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



Town of Sawmills

Johnnie Greene, Mayor

Christopher Todd, Town Administrator

Funding Request:

Name of Organization:	<u>Promises of Hope</u>	Phone	<u>#: 828-396-4300</u>
Permanent Address:	<u>6 Park Square</u>		
City:	<u>Granite Falls</u>	State:	<u>NC</u>
		Zip Code:	<u>28630</u>
Contact Name:	<u>Melissa Austin & Meredith Huelson</u>	Fed Tax ID #:	

Amount Requested:	<u>\$200.00</u>	Amount needed for the Project:	<u>\$200.00</u>
Date Funds Needed:	<u>Sept -1, 2018</u>	Project Begin/End Dates:	<u>August 31, 2019</u>
Complete description of project: <u>Promises of Hope is a non-profit charity that benefits children in Caldwell county and other surrounding areas. We provide therapy, tutoring, clothes, shoes, toys for birthdays and Christmas, and other essential items for families in need.</u>			
How will the funds be used?: <u>The funds will be used to purchase school supplies, afternoon snacks, and any other items our children may need during the school year & our summer program.</u>			
How will this project benefit the community?: <u>This project benefits our community by helping children & their families who are impoverished and in need of mental health services and tutoring.</u>			

Official Town Use Only	
Date application received:	<u>9/14/18</u>
Date approved/denied (circle one):	<u>8/21/18</u>
Available balance in Governing Body Expense Acct:	<u>\$1800.00</u>
Date check written:	Check #: Amount:

This Instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Karen Clong

AGENDA ITEM 8B

MEMO

DATE:

August 21, 2018

SUBJECT:

Financial Matters:
Request for Donation

Discussion:

The Town has received a request from the Caldwell County Schools for a donation in the amount of \$14,000.00 (fourteen thousand dollars).

There are sufficient funds in the budget for this request.

Recommendation:

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



Town of Sawmills

Johnnie Greene, Mayor

Christopher Todd, Town Administrator

Funding Request:

Name of Organization:	<u>Caldwell County Schools</u>	Phone	<u>#(828) 728-8407</u>
Permanent Address:	<u>1914 Hickory Blvd., SW</u>		
City:	<u>Lenoir</u>	State:	<u>NC</u>
		Zip Code:	<u>28645</u>
Contact Name:	<u>David Johnson</u>	Fed Tax ID #:	<u>56-6000998</u>

Amount Requested:	<u>\$14,000.00</u>	Amount needed for the Project:	<u>\$53,000</u>
Date Funds Needed:	<u>7-1-18</u>	Project Begin/End Dates:	<u>7-2018 - 6-2019</u>
Complete description of project: <u>To fund an SRO at Sawmills Elementary School.</u>			
How will the funds be used?: <u>To fund SRO</u>			
How will this project benefit the community?: <u>Provide increased security for students, staff, and the community.</u>			

Date application received:	<u>8/14/18</u>	Official Town Use Only	
Date approved/denied (circle one):		Date presented to Council:	<u>8/21/18</u>
Available balance in Governing Body Expense Acct:	<u>14,000.00</u>	Amount approved:	
Date check written:		Check #:	
		Amount:	

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act. Karen Clark

AGENDA ITEM 8A

MEMO

DATE:

August 21, 2018

SUBJECT:

Financial Matters:
Credit Card Purchases
Resolution and Policy

Discussion:

The Town needs to review its electronic purchasing policies in order to stay up to date with changes in the general statutes.

Attached is a Resolution authorizing the purchases, by electronic payment, as defined by GS 159-29 or GS 115C-441.

Also attached is an updated policy outlining the specifics of purchases of materials, supplies and/or services for the Town, by authorized personnel.

Recommendation:

Staff recommends Council to approve both resolutions and their associated policies.

TOWN OF SAWMILLS

Resolution Authorizing The Town of Sawmills to Engage in Electronic Payments as Defined by G.S. 159-28 or G.S. 115C-441

WHEREAS, it is the desire of the Town Council that the Town of Sawmills be properly authorized to engage in electronic payments as defined by G.S. 159-28 or G.S. 115C-441.

WHEREAS, it is the responsibility of the Finance Officer, who is appointed by and serves at the pleasure of the Town Council of the Town of Sawmills to adopt a written policy outlining procedures for pre-auditing obligations that will be incurred by electronic payments as required by NC Administrative Code 20 NCAC 03.0409;

WHEREAS, it is the responsibility of the Finance Officer, who is appointed by and serves at the pleasure of the Town Council, to adopt a written policy outlining procedures for disbursing public funds by electronic transaction as required by NC Administrative Code 20 NCAC 03.0410;

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Sawmills as follows:

- Section 1. The Town of Sawmills is now therefore authorized to engage in electronic payments as defined by G.S. 159-28 or G.S. 115C-441;
- Section 2. The Finance Officer shall, with the assistance of the Town Administrator and Town Attorney, prepare a written policy outlining procedures for pre-auditing obligations that will be incurred by electronic payments as required by NC Administrative Code 20 NCAC 03.0409;
- Section 3. The Finance Officer shall, with the assistance of the Town Administrator and Town Attorney prepare a written policy outlining procedures for disbursing public funds by electronic transaction as required by NC Administrative Code 20 NCAC 03.0410; and
- Section 4. This Resolution shall be effective now this the _____ day of _____.
20_____.

Town of Sawmills

By: _____
Mayor

Attest:

Clerk

Approved to form.

Town Attorney

I, _____, Clerk of the Governing Body of the Town of Sawmills, do hereby certify that the foregoing resolution is a true and exact copy of the **"Resolution authorizing the Tow of Sawmills to engage in electronic payments as defined by G.S. 159-28 or G.S. 115C-441"** duly adopted by the Governing Body of the Town of Sawmills at the regular meeting thereof duly called and held on _____, a quorum being present.

WITNESS my hand at _____, N. C., this the _____ day of _____, 20_____.

Clerk

TOWN OF SAWMILLS
RESOLUTION AUTHORIZING UTILIZATION OF CREDIT CARDS

THAT, WHEREAS, the Town of Council of the Town of Sawmills desires to establish procedures and guidelines for using a Town issued Credit Card to purchase materials, supplies and/or services by electronic means on behalf of the Town of Sawmills.

THAT, WHEREAS, the Town Council of the Town of Sawmills does find the issuance of a Town Credit Card has been proven to be an effective tool and timely method for obtaining materials, supplies and/or services to help Departments maintain consistent flow of day to day operations.

NOW, THEREFORE, the Town Council does hereby establish a Policy for Credit Card usage as follows:

Town issued Credit Cards should only be used when:

- a) Making purchases for materials, supplies and/or services that are for the official use of the Town of Sawmills only.
- b) Making purchases for materials, supplies and/or services that cannot be paid by means of an official check.
- c) Making purchases for materials, supplies and/or services online or directly (in-person).
- d) Purchases, regardless of type, made with a Town issued Credit Card should not exceed the purchase transaction limit authorized by the Town Administrator and Finance Officer. (See Exhibit A).
- e) Town issued credit cards will be assigned to employees who have direct authorization to make purchases using this method as approved by the Town Administrator and Finance Officer.

I. PROCEDURE:

To ensure the process operates efficiently and within an acceptable internal control structure, a timely response to each of the following elements is required:

- A. Issue / Return of Credit Card.
 - i The employee must sign documentation verifying agreement to the conditions of card use (see Exhibit A);
 - ii The Town Administrator will determine the purchase level authority of the employee and sign the enrollment form indication approval;
 - iii The Finance Office will review the enrollment form and obtain the credit card for the approved employee;
 - iv Changes in spending / authority levels must be authorized by the Town Administrator in writing and then submitted to the Finance Department for processing;

- v) Any employee who received a Town issued Credit Card must turn the card into the Finance Officer immediately upon resignation or termination.

B. Use of Town Issued Credit Cards.

- i) Department Heads are to notify the Finance Officer immediately if the Town issued Credit Card has been lost, stolen, or compromised. The Finance Officer is responsible for canceling and obtaining all Town issued Credit Cards. All expired, or worn cards should be turned into the Finance Officer for proper documentation and disposal;
- ii) All purchasing rules and procedures are to follow the pre-audit requirements in accordance to NC Administrative Code 20 NCAC 03.0409, and these shall apply when making purchases for materials, supplies and/or services on behalf of the Town by means of a Town issued Credit Card;
- iii) Town Credit Cards are to be used for Town business only. The use of the credit card to acquire, or purchase, materials, supplies and/or services other than for official business is strictly prohibited;
- iv) The cardholder is responsible for maintaining all vendor receipts and/or records until such time as the receipts/records are due to the Finance Department;
- v) The cardholder is responsible for all purchases made on the assigned card regardless of who used the card; unless the card was used in a fraudulent manner after loss or theft;
- vi) Town credit cards should not be shared and cardholders shall not delegate use of the card to another employee without proper approval from the Town Administrator.

C. Procedure for Payment/Disbursement for Credit Card Charges.

- i) Each Department Head should ensure that sufficient funds are available in the Budget, with confirmation by the Finance Officer to pay for one month or more of anticipated purchases made using this method;
- ii) Each receipt must contain the following information regarding the transaction before submitting to the Finance Officer for payment:
 - Card type and last 4 digits of card number
 - Date transaction / purchase occurred
 - Brief description of transaction
 - Total amount of transaction
 - Sales tax amount - if applicable
 - County where transaction occurred
 - Employee and Department Head signature (if required)
- iii) The cardholder must submit itemized receipts to match the monthly credit card statement. If a receipt has been lost, the cardholder must make a diligent attempt to obtain a duplicate receipt from the vendor. In the event this is not available, a "Lost Receipt Form" (Exhibit B) must be completed, which

includes a detailed description and must be approved by the Town Administrator. The Finance Department has the right to seek reimbursement from an employee for undocumented and/or unauthorized purchases.

- iv) The cardholder should submit all receipts to the Finance Department on a weekly basis, or no later than the last day of each month.
- v) The Finance Officer will then review all receipts to ensure compliance with all purchasing and pre-audit requirements and mandates. Once confirmed, the Finance Officer will apply charges to appropriate line item(s) and process the payment to the credit card vendor.

- D. If a charge is anticipated that is above the level approved for the cardholder, the cardholder must submit a written request to the Town Administrator requesting a change prior to making any purchase(s). If approved, an amended authorization form will be completed by the Finance Officer to permanently change the authorization level. Charges are not allowed to be split to avoid low transaction limits without prior authorization from the Town Administrator.

II. TEMPORARY CARD USERS:

On occasion, other employees, and Elected Officials, will need to make purchases, or pay for travel expenses, as appropriated in the budget. When those occasions arise, a credit card will be provided by the Finance Department.

Employees and/or Elected Officials; "Temporary cardholders" must adhere to the following guidelines:

- a) Follow all guidelines and procedures as outlined in this policy;
- b) If using a credit card for travel purposes (overnight stay required), the temporary cardholder can sign the card out one (1) day prior to travel and must return the card no later than one (1) day after their return. All receipts, including hotel charges, are to be turned in at the same time as when the credit card is returned to Finance;
- c) If a credit card is needed to make a single purchase throughout the course of a business day, and will be made offsite, the employee and/r Elected Official will be required to sign the credit card in and out with the Finance Department. Receipt(s) should be turned in when the card is returned to Finance.

III. ACTION DUE TO INAPPROPRIATE OR ACCIDENTAL USE:

The use of a Town issued Credit Card to acquire, or purchase goods and services, other than for the official use of the Town of Sawmills is considered fraudulent use. However, the Town recognizes that accidental use can occur. The Town reserves the right to cancel an individual employee card at any time due to any type of abuse.

- a) If a cardholder accidentally uses a Town issued Credit Card for a personal purchase, the Finance Department should be contacted immediately upon discovery. If the Finance Officer discovers the error, the employee will be contacted immediately. Employee must submit a "Credit Card Reimbursement Form" (Exhibit C), along with the full reimbursement.
- b) Records of accidental personal use will be maintained by the Finance Department. In the event accidental use by a cardholder is detected on a repetitive basis, the Town Administrator will be notified and the employee may be subject to disciplinary action.

IV. INAPPROPRIATE OR FRAUDULENT USE:

If a cardholder makes an inappropriate, or fraudulent purchase, the Town Administrator shall be notified immediately regarding the transaction.

- a) A cardholder guilty of fraudulent use, or repetitive inappropriate charges, will be subject to disciplinary action, up to and including dismissal, in accordance with the guidelines of the Town's Personnel Policy. The Town has the right to file a police report and press charges for fraudulent use of the Town issued Credit Cards.
- b) Records of inappropriate use will be maintained by the Finance Department. The Town Administrator will be notified about any notable amount of abuse at the discretion of the Finance Department

Adopted this the _____ day of _____, 20_____.

Town of Sawmills

By: _____
Mayor

ATTEST:

Clerk

POLICY FORMS (Exhibits A-C)

1. Credit Card Authorization Form
2. Lost Receipt Form
3. Credit Card Reimbursement Form

EXHIBIT A

TOWN OF SAWMILLS

Credit Card Authorization Form

(Sections I through IV should be completed prior to submission to the Finance Department)

I. Employee / Cardholder information:

Name: _____ Department: _____

Title: _____ Employee # _____

II. Card Limits: Please Choose One Level:

	Transaction	Daily	Monthly
Level 1 _____	\$ 250	\$ 500	\$ 1,500
Level 2 _____	\$ 300	\$ 600	\$ 2,000
Level 3 _____	\$ 375	\$ 750	\$ 2,500
Level 4 _____	\$ 500	\$ 1,000	\$ 3,000
Level 5 _____	\$ 750	\$ 1,250	\$ 3,500

III. Approval:

Christopher Todd
Town Administrator

IV. Cardholder's Agreement

I understand that the use of the Town of Sawmills' credit card is for purchases made on behalf of the Town.

I will be expected to use the Town of Sawmills' credit card issued to me as directed and in accordance to this policy.

I will not permit another person to use the Town of Sawmills' credit card issued to me (unless approved). Any such purchases made with my card will be considered to be made by me and is my responsibility.

I will be responsible for the safe keeping of the town of Sawmills' credit card issued to me, and, if lost, I will report its loss immediately to the Finance Department.

I understand that my personal credit will not be affected by any use of the Town of Sawmills' credit card.

The use of a Town of Sawmills' credit card to acquire, or purchase goods and services, for other than the official use of the Town of Sawmills is fraudulent use. An employee guilty of fraudulent use will be subject to disciplinary action, up to and including dismissal. In addition, I agree that any reimbursement owed the Town, as a result of this type of use, may be deducted from my wages, or other monies owed to me by the Town.

I have read, understand and agree to the conditions above:

Employee's signature: _____

Date: _____

V. Card Receipt:

Credit Card Number: _____

Date Issued to Cardholder: _____

Finance Officer: _____

Exhibit B
LOST CREDIT CARD RECEIPT FORM

Date of Purchase:	
Merchant Name:	
Amount of Purchase:	

Description & Purpose of Purchase:

--

Why is the original receipt, or appropriate documentation, missing?

--

I certify that I have contacted the merchant and was unable to obtain a copy of the purchase documentation.
I also certify that this purchase was made for an official Town business purpose.

Cardholder's signature: _____

Cardholder's printed Name: _____

Form must also be reviewed, and approved, by the Town Administrator before submitting to the Finance Department.

Town Administrator's signature: _____

Town Administrator's Printed Name: _____

This form is to be used as documentation only if the actual receipt, invoice, internet order screen, or appropriate substitute is unavailable for a purchase made on a Town issued Credit Card. It must be filled out completely and signed by both the cardholder and Town Administrator.

Dated received by Finance: _____

Finance Officer: _____

EXHIBIT C
TOWN OF SAWMILLS
Reimbursement Form
(For Accidental, or Inappropriate Use of a Town Issued Credit Card)

Complete this form if you accidentally used your credit card for non-Town of Sawmills use (including personal use), or if you used a credit card inappropriately and have been contacted by the Finance Department for reimbursement. This form, original receipts and a copy of the reimbursement check should be attached to this form and submitted to the Finance Department after it is signed by the Town Administrator.

****REMINDER****

Appropriate action will be taken against personnel for inappropriate use that is repetitive and/or intentional according to the credit card procedure. Infrequent, inadvertent personal use that is quickly acknowledged and reimbursed should not result in action against the cardholder.

Date of Purchase:	
Merchant Name:	
Amount of Purchase:	
Form of Reimbursement:	Check

Describe the nature of the accidental, or inappropriate use and how it occurred:

--

Describe how you plan to prevent future misuse.

--

Cardholder's signature: _____

Cardholder's printed name: _____

Town Administrator's signature: _____

Town Administrator's printed name: _____

Received by Finance on _____ Finance Office: _____

AGENDA ITEM 8D

MEMO

DATE:

August 21, 2018

SUBJECT:

Financial Matters:
Fire Department Donation

Discussion:

The Sawmills Volunteer Fire Department is celebrating its 60th Anniversary with an open house scheduled for September 16th. In order to show support for the event a donation of \$750.00 is recommended to help fund the open house and any auxiliary activities to the event.

Recommendation:

Staff recommends Council to approve a donation for the amount of \$750.00 to the Sawmills Volunteer Fire Department.

AGENDA ITEM 9A

MEMO

DATE:

August 21, 2018

SUBJECT:

Discussion:
Street Repair Bids

Discussion:

The bid opening for the Trojan Lane, Sigmon Drive and Withers Drive street projects occurred on July 24, 2018. Three (3) bids were received. The lowest bid was submitted by Carolina Paving of Hickory, Inc, of Hickory, North Carolina, for a total bid amount of two hundred twenty-nine thousand three hundred and twenty-five dollars (\$229,325.00). The bid packages have been reviewed by West Consultants, PLLC on behalf of the town.

The town budgeted a total of two hundred thousand dollars (\$200,000.00) for the paving projects, which is to include construction and engineering.

It is the recommendation of staff for the Town Council to award the contract to Carolina Paving for only Withers Drive and Trojan Lane, along with only a portion of the proposed Sigmon Drive project in order to stay within the budgeted amount. The total estimated cost would be one hundred and eighty-five thousand dollars (\$185,000.00).

Attached is the letter from West Consultants stating that Carolina Paving is qualified to do this project.

Also attached is a bid summary of all submitted proposals.

Recommendation:

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



405 South Sterling Street, Morganton, NC 28655

828 433 5661 / fax 828 433 5662 / info@west-consultants.com

August 6, 2018

Mr. Christopher Todd
Town of Sawmills
4076 US Highway 321-A
Granite Falls, NC 28630

RE: Bid Results
2018 Street Patching Project

Dear Mr. Todd:

On Thursday, July 19, 2018, at 2:00 PM three (3) bids were received and opened for this project. A certified copy of the bid tabulation is enclosed for your review.

The low bid submitted was from Carolina Paving of Hickory, Inc., Hickory, North Carolina. Their total bid is \$229,325.00, based on the unit prices submitted and based on the estimated quantities. Our office has worked with this company several times in the past and we feel that Carolina Paving of Hickory, Inc. is qualified to complete this contract.

We recommend awarding all of Part A (Withers Drive) and Part C (Trojan Lane) of the contract, along with a portion of Part B (Sigmon Drive), for an estimated contract price of \$185,000.

I hope this information is useful to the Council as they consider these bids. Please let me know if you need more information.

Sincerely,

WEST CONSULTANTS, PLLC

Todd J. Poteet, PE

Enclosure

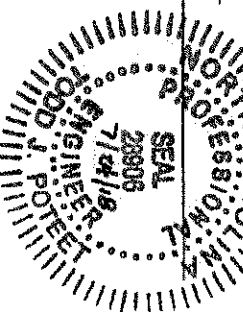
**TOWN OF SAWMILLS
2018 STREET PATCHING PROJECT
CALDWELL COUNTY, NORTH CAROLINA**

Bid Tabulation

Item	Quantity	Carolina Paving of Hickory, Inc Hickory, NC	JT Russell and Sons, Inc. Albemarle, NC	Evans Construction Connelly Springs, NC
A. Withers Drive				
1. Patching	325 TN	\$145.00	\$135.00	\$150.00
2. Asphalt Milling/Removal (Approx. 965 SY)	1 LS	\$4,825.00	\$16,500.00	\$16,500.00
3. Bonds and Mobilization (3% Max of Part A)	1 LS	\$1,000.00	\$1,800.00	\$1,957.50
Subtotal A		\$52,950.00	\$62,175.00	\$67,207.50
B. Sigmon Drive				
1. Asphalt Patching	330 TN	\$145.00	\$135.00	\$150.00
2. Asphalt Milling/Removal (Approx. 940 SY)	1 LS	\$4,700.00	\$16,500.00	\$16,500.00
3. Bonds and Mobilization (3% Max of Part B)	1 LS	\$1,000.00	\$1,800.00	\$1,980.00
Subtotal B		\$53,550.00	\$62,850.00	\$67,980.00
C. Trojan Lane				
1. Asphalt Patching	760 TN	\$145.00	\$125.00	\$150.00
2. Asphalt Milling/Removal (Approx. 2,125 SY)	1 LS	\$10,625.00	\$33,500.00	\$27,500.00
3. Bonds and Mobilization (3% Max of Part C)	1 LS	\$2,000.00	\$3,800.00	\$4,245.00
Subtotal C		\$122,825.00	\$132,300.00	\$145,745.00
Total Bid for A, B, and C		\$229,325.00	\$257,325.00	\$280,932.50

I, Todd J. Poteet, PE, do hereby certify that this is a true and correct copy of the canvass of bids received on
Thursday, July 24, 2018, at 10:00 AM for the Town of Sawmills 2018 Street Patching Project

Todd J. Poteet
Todd J. Poteet, PE



AGENDA ITEM 9B

MEMO

DATE:

August 21, 2018

SUBJECT:

Discussion:
Code Enforcement Ordinance

Discussion:

The Town of Sawmills Town Council received an overview of the town's nuisance ordinances during the July Town Council meeting. At that time, it was determined that the Code Enforcement Committee would discuss any need for the council to amend the ordinance. The Code Enforcement Committee met and decided that the full council needs to be part of discussion regarding any amendment to the nuisance ordinance.

The current ordinance reads "The Town Manager, upon notice from any person, on a pre-printed form to be provided by the Town Clerk, of the existence of any the conditions described in 91.01, shall be cause to be made by the appropriate County Health Department official or town official, such investigation as may be necessary..." (91.02 Investigation)

This ordinance requires a complaint to be first filed on a written document by the complainant before a case be opened for examination. For the staff to act otherwise would require an amendment to the town ordinance.

Attached to this memo is an exert of Sawmills, Lenoir, Granite Falls, and Hudson's respective ordinance handling issues related to tall grass and nuisances.

Recommendation:

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

days, the town may proceed to correct the same as authorized by this section. Service of such notice shall be by any one of the following methods:

(1) By delivery to any owner personally or by leaving the notice at the usual place of abode of the owner with a person who is over the age of 16 years and a member of the family of the owner.

(2) By depositing the notice in the United States post office addressed to the owner at his or her last known address with postage prepaid thereon.

(3) By posting and keeping posted, for ten days, a copy of the notice, in placard form, in a conspicuous place on the premises on which the violation exists, when notice cannot be served by subsections (1) and (2).

(C) If the owner of any property fails to comply with a notice given pursuant to this section, within ten days after the service of such notice, he or she shall be subject to prosecution for violation of this section in accordance with law and each day that such failure continues shall be a separate offense. In addition, the Town Administrator or designee may have the condition described in the notice abated, removed or otherwise corrected and all expenses incurred thereby shall be chargeable to and paid by the owner of the property and shall be collected as taxes and levies are collected as set forth in G.S. § 160A-193. All such expenses shall constitute a lien against the property on which the work was done.

(D) The procedure set forth in this chapter shall be in addition to any other remedies that may now or hereafter exist under law for the abatement of public nuisances, and this chapter shall not prevent the town from proceeding in a criminal action against any person, firm or corporation violating the provisions of this chapter as provided in G.S. § 14-4.

(E) In accordance with the G.S. § 160-175 and the town code of ordinances, violation of this chapter shall subject the offender to the penalty provisions of § 10.99 (1991 Code, § 82.01) (Ord. passed 1-22-1991; Ord. passed - -2010)

§ 91.02 INVESTIGATION.

The Town Manager, upon notice from any person, on a pre-preprinted form to be provided by the Town Clerk, of the existence of any of the conditions described in § 91.01, shall cause to be made by the appropriate County Health Department official or town official, such investigation as may be necessary to determine whether conditions exist which may constitute a public nuisance as declared in § 91.01. The individual conducting the investigation shall submit a written report, on a pre-printed form to be provided by the Town Manager, summarizing the investigator's findings to the Town Clerk within 30 days of contact by the Town Manager regarding the need for an investigation.

(1991 Code, § 82.02) (Ord. passed 1-22-1991; Ord. passed 9-18-2007)

(16) Property owners are required to maintain any area of their property which is located between a public the curb of a paved street in accordance with the guidelines set forth in this section.

- (b) Appeal from a notice of violation initiated by the city council shall be made to county superior court within 30 days following the issuance of such order.

(Code 1977, § 8-4002; Ord. of 3-18-2014, § 3; Ord. of 9-2-2014(2))

Sec. 12-13. - Duty to cause investigation of possible nuisances.

The code administrator or designee, upon notice from any person of the existence of any of the conditions described in this article, shall make such investigation as may be necessary to determine whether in fact such condition exists as to constitute a public nuisance.

(Code 1977, § 8-4003)

Sec. 12-14. - Duty to give notice of existence of nuisance; requiring abatement.

- (a) Upon a determination that a public nuisance as described in this article exists, the city shall notify in writing the person in possession of the premises in question of the condition constituting the public nuisance and shall order the prompt abatement thereof. The city will allow at least 15 days from the receipt of such written notice for abatement of the nuisance.
- (b) Within the period for abatement specified on the notice of violation, the owner of the property may request in writing a review of the nuisance determination by the chief of police or his designee. Such written request shall stay the abatement of the nuisance by the city until the completion of the review by the chief of police or his designee, unless the city officer or inspector making the nuisance determination and notice certifies in writing to the chief of police or his designee and to the offender that, because of the facts stated in the certificate, a stay would cause imminent peril to life or property or that, because the violation is transitory in nature, a stay would seriously interfere with the effective enforcement of this article. In that case, abatement proceedings shall not be stayed except by order of the chief of police or his designee or a court, issued on application of the party seeking the stay, for due cause shown. In the event no appeal is taken, the city may proceed to abate the nuisance.
- (c) The chief of police or his designee, in the event a review is requested as provided in this section and after hearing all interested persons and reviewing the nuisance determination, may reverse the findings made pursuant to subsection (a) of this section. However, if the chief of police or his designee upholds the findings, and declares the condition existing on the property to be a danger and hazard to the health, safety, morals and general welfare of the inhabitants of the city and a public nuisance, he may direct the appropriate personnel to cause the condition or conditions to be abated.
- (d) The chief of police, in his sole discretion, may refer the review of any notice of violation to the city council rather than conduct the review himself when he finds good cause for such review by the council.
- (e) If any of the above-defined nuisances are found to exist, the responsibility for abatement shall rest with the owner, occupant or person in possession of the property or their agent, notwithstanding that the nuisance is found to exist, wholly or in part, within a city easement which crosses private property.
- (f) Nothing in this section shall prevent the property owner or responsible party from abating the nuisance in question in accordance with the notice of violation prior to any requested review by the offender.

- 50.71 Investigation; notice to abate
- 50.72 Summary abatement
- 50.73 Notice required
- 50.74 Hearing procedures
- 50.75 Orders

- 50.99 Penalty

GENERAL PROVISIONS

§ 50.01 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ABANDONED MOTOR VEHICLE. A vehicle that is left on public grounds or town-owned property in violation of a law or ordinance prohibiting parking, is left for longer than 24 hours on property owned or operated by the town, is left for longer than 2 hours on private property without the consent of the owner, occupant, or lessee of the property, or is left for longer than 7 days on public grounds.

GARBAGE. All solid wastes capable of being rapidly decomposed by microorganisms, including but not limited to animal and vegetable wastes resulting from the handling, preparation, cooking, and consumption of food, as well as animal offal and carcasses, but excluding sewage and human wastes.

JUNKED MOTOR VEHICLES. An abandoned motor vehicle that also is partially dismantled or wrecked, cannot be self-propelled or moved in the manner in which it was originally intended to move, is more than 5 years old and appears to be worth less than \$500, or does not display a current license plate when the motor vehicle is required by laws of this state to have a license plate to operate on the public roads.

MOTOR VEHICLES. Any machine designed or intended to travel over land or water by self-propulsion or while attached to a self-propelled vehicle.

PUBLIC WORKS DIRECTOR. The Public Works Director or any other person designated by the Manager to perform the functions and exercise the responsibilities assigned by this chapter to the Public Works Director.

REFUSE. All solid wastes except garbage and solids that are dissolved or suspended in domestic, commercial, or industrial waste water effluent.

ARTICLE 2**Growth of Weeds and Accumulation of Refuse
Regulated *(Amended 7/18/2017)*****Section 9.17 Uncontrolled growth of weeds and
accumulation of refuse declared public
nuisance.**

The existence of any of the following conditions on any vacant lot or other parcel of land within the corporate limits is hereby declared to be dangerous and prejudicial to the public health or safety and to constitute a public nuisance:

(1) The uncontrolled growth of noxious weeds or grass to a height in excess of twenty-four inches causing or threatening to cause a hazard detrimental to the public health or safety.

(2) Any accumulation of animal or vegetable matter that is offensive by virtue of odors or vapors or by the inhabitation therein of rats, mice, snakes, or vermin of any kind which is or may be dangerous or prejudicial to the public health.

(3) Any accumulation of rubbish, trash, or junk causing or threatening to cause a fire hazard, or causing or threatening to cause the accumulation of stagnant water, or causing or threatening to cause the inhabitation therein of rats, mice, snakes, or vermin of any kind which is or may be dangerous or prejudicial to the public health.

(4) Any condition detrimental to the public health which violates the rules and regulations of the County Health Department.

Section 9.18 Complaint and investigation.

The Town Code Enforcement Officer, upon notice from any person of the existence of any of the conditions described in Section 9.17, shall cause to be made by the appropriate County Health Department official, or Town official, such investigation as may be necessary to determine whether, in fact such conditions exist as to constitute a public nuisance as declared in Section 9.17.

Section 9.19 Notice to abate nuisance.

Upon a determination that such conditions constituting a public nuisance exist, the Town Code Enforcement Officer shall notify, in writing, the owner, occupant or person in possession of the premises in question of the conditions constituting such public nuisance and shall order the prompt abatement thereof within fifteen days from the receipt of such written notice.

Section 9.20 Failure of Owner to abate nuisance.

If any person, having been ordered to abate such a public nuisance, fails, neglects or refuses to abate or remove the condition constituting the

AGENDA ITEM

MEMO

DATE:

August 21, 2018

SUBJECT:

Updates:
Code Enforcement
Monthly Report

Discussion:

The attached report shows the progress that the Town of Sawmills Planner Becca Bleich continues to make throughout the town.

Recommendation:

No Council action required.

Code Enforcement Report
August 2018

Property Owner	Property Address	Issue	Status
4476 Sawmills School Rd	Teresa Annas Compton	Dilapidated house	I believe Council can now vote to move forward with contracting out abatement efforts (Demo & Removal), and require reimbursement in the form of a lien on the property on this case. Will have to defer to Christopher and/or Attorney Terry Taylor.
4321 Cherokee Court	Jose Montes	no proper driveway, zoning code issue	Spot checked 6/14/18. Still no proper driveway. Letter sent. Given another 30 days (7/14). Will accrue fines if not compliant.
2148 Oaktree Lane	Janice Griffin, Trustee of Iona Griffin	abandoned, partially burned apartment building	Spoke with lead contractor, Lewis Miller, of Lewis Miller Construction on 3/8/18. Still awaiting report from structural engineer to determine what's salvageable of what remains of the burnt structure. Once cleared to begin reconstruction, Mr. Miller anticipates 6 to 8 months for completion. Will continue to monitor.
5711 Dream View Point	Midland IRA	Nonconforming accessory structure	Spot checked in April. An accessory structure has been placed on the property before the principal structure has been constructed. Letter sent on 5/23/18. Deadline to remove structure is 6/7/18.
4125 Shoun Dr	Walker Chun OK	overgrown vegetation	Spot checked 8/9. A little overgrown but not terrible. Will continue to monitor.
4380 Sawmills School Rd	Sandra Parlier (Shoe daughter)	overgrown vegetation	Sandra contacted me requesting extension on foreclosure process. Letter was sent on 8/7 explaining the foreclosure process was initiated by Caldwell County but the nuisance violations would need to be abated within 15 days. Deadline 8/22.
4361 Sawmills School Rd	Chenay Carter	overgrown vegetation	Letter sent 7/19. Deadline 8/3. Nuisance abated by town on 8/10. Lien placed on property for cost of mowing.
4219 US Hwy 321-A	Timberline Lumber Co Inc	overgrown vegetation	Letter sent 7/19. Deadline 8/3. Additional letter sent by Terry Taylor on 8/2. Deadline 8/17.
4036 US Hwy 321-A	Andrew and Bridget Dehart	Rubbish	Letter sent 7/24. Deadline is 8/8. Abated. Case closed.
4163 Horseshoe Bend Rd	Cody South	Livestock (horses)	Insufficient amount of land to have horses. Letter sent 7/24. Deadline 8/8. Horses removed. Case closed.
2615 Mission Rd	Robert Hollar	overgrown vegetation	Vegetation on fence encroaching onto neighbor's property. Letter sent 7/24. Deadline 8/8. Missed call from property owner requesting clarification. Left voicemail explaining issue. Never heard back. Will continue to monitor.
2624 Mission Rd	Gladys Green	overgrown vegetation	Letter sent 7/24. Deadline is 8/8. Letter returned as "undeliverable."