

## AGENDA

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

Tuesday, December 19, 2017  
6:00 pm

1. Call To Order Mayor Joe Wesson
2. Invocation Pastor Rick Bowman
3. Pledge of Allegiance Mayor Joe Wesson
4. Adopt Agenda Mayor Joe Wesson
5. Approve Meeting Minutes  
A. November 21, 2017 Regular Meeting Minutes Mayor Joe Wesson
6. Public Comment
7. Recognitions:  
A. Recycle Rewards Mayor Joe Wesson
8. Public Comment
9. Honoring of Out Going Council Members Mayor Elect Johnnie Greene
10. Outgoing Council Comments Mayor Joe Wesson
11. Adjourn Mayor Joe Wesson
12. Oath of Office for New Council Members Town Clerk Julie A Good
13. Call to Order Mayor Johnnie Greene
14. Adopt Agenda Mayor Johnnie Greene
15. Invocation Pastor Sam Craven
16. Public Comment
17. Organizational Matters:
  - A. Seating Arrangements Mayor Johnnie Greene
  - B. Election of Mayor Pro Tem Mayor Johnnie Greene
  - C. Council Ethics and Code of Conduct Mayor Johnnie Greene
  - D. Standing Council Committee Assignments Mayor Johnnie Greene

- 18. Financial Matters:
  - A. Adopt Budget Workshop Schedule Mayor Johnnie Greene
  - B. FY 2016-2017 Audit Presentation Mayor Johnnie Greene
  - C. Bank Signature Cards Mayor Johnnie Greene
- 19. Public Comment
- 20. Updates:
  - A. Code Enforcement Report Mayor Johnnie Greene
  - B. Council Comment Mayor Johnnie Greene
- 21. Adjourn Mayor Johnnie Greene

**TUESDAY, NOVEMBER 21, 2017  
TOWN OF SAWMILLS REGULAR COUNCIL MEETING  
6:00 PM**

**COUNCIL PRESENT**

Mayor Joe Wesson  
Gerelene Blevins  
Keith Warren  
Jeff Wilson  
Reed Lingerfelt  
Joe Norman

**STAFF PRESENT**

Christopher Todd  
Terry Taylor  
Julie A Good

**CALL TO ORDER:** Mayor Joe Wesson called the meeting to order.

**INVOCATION:** Associate Pastor Randy McCall gave the invocation.

**PLEDGE OF ALLEGIANCE:** Mayor Joe Wesson led the Pledge of Allegiance.

**ADOPT AGENDA:** Mayor Joe Wesson asked for a motion to adopt the November 21, 2017 Agenda.

Reed Lingerfelt made a motion, and Keith Warren seconded, to adopt the November 21, 2017 Agenda. All were in favor.

**APPROVE OCTOBER 17, 2017 REGULAR MEETING MINUTES:** Mayor Joe Wesson asked for a motion to approve the October 17, 2017 regular meeting minutes.

Joe Norman made a motion, and Gerelene Blevins seconded, to approve the October 17, 2017 regular meeting minutes. All were in favor.

**PUBLIC COMMENT:** Mayor Joe Wesson asked if anyone had any questions or comments at this time.

John McRary spoke about his Notice of Violation letter sent to him by Town Planner Leslie M. Meadows.

Michael Waksunski stated that he had gotten a Petition to ask the Town of Sawmills to take over Chandler Place and wanted to ask the Council to at least help the residents of Chandler Place to pave the entrance coming off of Helton Road onto Chandler Place.

Sue Hall spoke about code enforcement.

**RECOGNITIONS:**

**RECYCLE REWARDS WINNER:** Mayor Joe Wesson announced Ms. Claudia Ward-Eller as the November Recycle Rewards winner. A credit of thirty-two dollars (\$32.00) will be added to her sanitation bill.

No Council action was required.

**DISCUSSION:**

**PUBLIC HEARING: ANNEXATION:**

**OPEN PUBLIC HEARING:** Mayor Joe Wesson asked for a motion to open the public hearing.

Joe Norman made a motion, and Reed Lingerfelt seconded, to open the public hearing. All were in favor.

**STAFF COMMENTS/RECOMMENDATIONS:** Town Administrator Christopher Todd stated that the Town of Sawmills had received a petition for Voluntary Annexation from Benny and Jennifer Townsend for one (1) parcel (NCPIN-2755994368). Additionally, a petition has been received for Alice and Paul Wright for one (1) parcel (NCPIN-2755995990).

**PUBLIC COMMENT:** Mayor Joe Wesson asked if anyone wished to speak on the voluntary annexation.

No one wished to speak

**CLOSE PUBLIC HEARING:** Mayor Joe Wesson asked for a motion to close the public hearing.

Keith Warren made a motion, and Joe Norman seconded, to close the public hearing. All were in favor.

**COUNCIL ACTION:** Joe Norman made a motion, and Reed Lingerfelt seconded, to adopt

the Annexation Ordinance for Benny and Jennifer Townsend for one (1) parcel (NCPIN-2755994368) to be effective November 21, 2017. The vote passed 4 to 1 with Jeff Wilson being the only Council Member opposed.

Joe Norman made a motion, and Reed Lingerfelt seconded, to adopt the Annexation Ordinance for Alice and Paul Wright for one (1) parcel (NCPIN-2755995990) to be effective November 21, 2017. The vote passed 4 to 1 with Jeff Wilson being the only Council Member opposed.

#### **FINANCIAL MATTERS:**

**EMPLOYEE LONGEVITY PAY:** Town Administrator Christopher Todd stated that the Town of Sawmills has an employee longevity pay plan that has been historically paid out during the first pay period in December.

Jeff Wilson made a motion, and Keith Warren seconded, to issue longevity paychecks to Town employees paid out the first pay period in December. All were in favor.

**CALDWELL COUNTY VETERANS HONOR GUARD DONATION REQUEST:** Mayor Joe Wesson stated that the Caldwell County Veterans Honor Guard, Inc., requested a donation in the amount of one hundred dollars (\$100.00).

Joe Norman made a motion, and Jeff Wilson seconded, to give a donation in the amount of one hundred dollars (\$100.00) to Caldwell County Veterans Honor Guard, Inc. All were in favor.

**CALDWELL COUNTY DONATION REQUEST:** Mayor Joe Wesson stated that the Town had received a request from Caldwell County Schools for a donation in the amount of fourteen thousand dollars (\$14,000.00).

Keith Warren made a motion, and Joe Norman seconded, to give a donation in the amount of fourteen thousand dollars (\$14,000.00) to Caldwell County Schools. All were in favor.

**APPROVE AUDITORS CONTRACT FOR FY 2017-2018:** Mayor Joe Wesson stated that the current contract with the Town auditors Lowdermilk, Church & Co., L.L.P. needs to be renewed. The renewal contract will cover the period of July 1, 2017 to June 30, 2018.

Reed Lingerfelt made a motion, and Joe Norman seconded, to approve a renewal contract with the Town auditors Lowdermilk, Church & Co, L.L.P. in the amount of \$11,100.00 (eleven thousand one hundred dollars) and covering the period of July 1, 2017 to June 30, 2018. All were in favor.

**DISCUSSION:**

**SAWMILLS FIRE DEPARTMENT WATER BILL:** Mayor Joe Wesson stated that the Sawmills Fire Department has requested that the Town Council formally address their November 2017 water and sewer bill because of a leaking commode. 59,000 (fifty-nine thousand) gallons of water passed through the meter during the month of October and the Sawmills Fire Department typically uses between 3,000 (three thousand) gallons and 5,000 (five thousand) gallons. Due to the unusually high usage, Town staff flagged the meter to be reread and Public Works Director Ronnie Coffey reread the meter on October 25, 2017. Public Works Director Ronnie Coffey noticed the meter was running, which indicated something was going on in the building, and spoke with a fireman that was on duty. Public Works Director Ronnie Coffey and the fireman found a running commode inside the building and turned the water off to that commode. Public Works Director Ronnie Coffey went back and read the meter later the day of October 25, 2017, after the commode was fixed and the meter was no longer running.

The staff's interpretation of the Town's Utility Billing Policy is that commode leaks are ineligible for a water or sewer credit. The policy currently states that, "The Town will adjust water and sewer use on bills in case of hidden underground leaks in service lines located between the meter and the house and busted or leaking pipes inside the home."

No Council action was taken.

**SAWMILLS WATER AND SEWER RATE STRUCTURE:** Mayor Joe Wesson stated that the Sawmills Town Council has had requests by citizens to discuss the water and sewer rate structure. Mayor Joe Wesson also stated that the water and sewer rate structure is discussed during the budget process and would propose that Council allow public discussion of the water and sewer rates, among other issues, during the January "Coffee with the Council" meeting.

No Council action was taken.

**PLANNING MATTERS:**

**PLANNING BOARD VACANCEY:** Mayor Joe Wesson stated that the Planning Board currently has a vacant "ETJ" position due to Clyde Miller being annexed into the Town limits. There are no applications on file for the Planning Board. The Town is currently looking for a resident of the ETJ to serve on the Planning Board.

No Council action was taken.

**RE-APPOINTMENT OF PLANNING BOARD MEMBERS:** Mayor Joe Wesson stated that the term of appointment for Planning Board members, Kelly Price and Ryan Wilson (ETJ)

expired on September 1, 2017. Both members are willing to serve another 2 (two) year term.

Reed Lingerfelt made a motion, and Keith Warren seconded, to re-appoint Kelly Price and Ryan Wilson (ETJ) to the Planning Board. All were in favor.

#### **UPDATES:**

**NOVEMBER CODE ENFORCEMENT REPORT:** Town Planner Leslie M. Meadows stated that there are ten (10) code enforcement cases open:

- Teresa Annas Compton is the owner of a dilapidated house located at 4476 Sawmills School Road. Resent all documentation in form of nuisance code notice of violation (vs minimum housing) on October 17, 2017. Deadline to respond and arrange hearing is November 2, 2017. No response, certified mail returned to sender, never claimed. Will move forward with implementing code by setting a hearing date, and try to make Ms. Compton aware;
- WNC Properties, LLC owner of 4209 Creekview Pl. Minimum housing complaint. Town Planner Leslie M. Meadows stated that she needs to verify complaint before arranging site visit with Caldwell County Building Inspector Mark Annas and current resident;
- David Graham (Landlord) owner of 4176 US Highway 321A. Minimum housing complaint. Town Planner Leslie M. Meadows stated that she needs to verify complaint before arranging site visit with Caldwell County Building Inspector Mark Annas and current resident;
- Carolyn Bray/Robyn Brittan, owner of 2570 Baker Cir. Abandoned mobile home. Town Planner Leslie M. Meadows spot checked on October 30, 2017. No further response from Ms. Brittan. Town Administrator Christopher Todd is working with Caldwell County Environmental Health to investigate open well/septic tank;
- Andrew Dehart, owner 4036 US Highway 321A. High grass and junked vehicles. High grass/weeds still need to be tended. Town Planner Leslie M. Meadows spot checked the site on final warning deadline of October 24, 2017. Vegetation around building foundation and up walls has been removed. Case Closed;
- 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. Need to remove/replace non-conforming storage container. Town Planner Leslie M. Meadows stated that she spot checked on November 9, 2017, for removal of freight container. No change, took photographic documentation. Daily fines begin from final deadline date of November 9, 2017, or Town can remove at owner's expense;
- Sasser Family, LLC, owner 2526 Meadows Park Lane. Minimum housing complaint. Town Planner Leslie M. Meadows stated that she needs to verify complaint before arranging site visit with Caldwell County Building Inspector Mark Annas and current resident;

- Jose Montes, owner 4321 Cherokee Court. High grass/junk vehicles. Town Planner Leslie M. Meadows stated that she spot checked property on November 9, 2017 for establishment of proper driveway. No change, took photographic documentation of tagged vehicles in cul-de-sac. Daily fines to begin from final deadline date of November 9, 2017, or Town can install driveway at owner's expense. "No Parking" signs can now be posted;
- Steve Killian, owner of 4801 Helton Rd. Outdoor storage/trash/junk. Town Planner Leslie M. Meadows stated that she verified the complaint on September 28, 2017 and sent notice of violation letter on October 3, 2017, with a deadline of October 19, 2017. Town Planner Leslie M. Meadows stated she spot checked the property on October 24, 2017. The porch is still being used for storage but large solid waste items are removed from lawn (exercise equipment, appliances, junk car). Case closed;
- Janice Griffin, Trustee of Iona Griffin, 2148 Oaktree Ln. Abandoned, partially burned apartment building. Town Planner Leslie M. Meadows stated that she received a response from Janice Griffin's attorney on October 26, 2017, which states that a construction crew has been contacted to assess the damage, tear down if necessary, and rebuild. Town Planner Leslie M. Meadows stated that she met with Caldwell County Building Inspector Mark Annas onsite on October 31, 2017. Town Planner Leslie M. Meadows has Caldwell County Building Inspector Mark Annas' report and will be sending a second notice of violation letter to include his findings, requesting that all grade level windows be boarded up in the meantime. Town Planner Leslie M. Meadows also stated that she will request updates on demo/rebuild from Ms. Griffin's attorney.

No Council action was required.

**COUNCIL COMMENT:** Mayor Joe Wesson asked if anyone on the Council had any questions or comments at this time.

Joe Norman wanted to thank everyone for coming and the Council will address any issues as they come up.

Keith Warren wanted to thank everyone for coming and wanted to wish everyone a Happy Thanksgiving and wanted hoped to see everyone at the Christmas Tree Lighting and Christmas Parade.

Gerelene Blevins stated that she was glad everyone came out. Gerelene Blevins also stated that she hoped to see everyone at the Christmas Tree Lighting and Christmas Parade.

Jeff Wilson wanted to tell everyone Happy Thanksgiving and wanted to congratulate everyone who won the election.

Reed Lingerfelt wanted to thank everyone for coming out and hoped everyone had a safe trip home. Reed Lingerfelt also stated that he wanted to congratulate everyone who won the election and his only regret was he couldn't have done more for the Town.



Mayor Joe Wesson wanted to thank everyone for coming out. Mayor Joe Wesson also wanted to congratulate everyone who won the election.

Mayor Joe Wesson made several announcements:

The Sawmills Christmas Tree Lighting will be on Thursday, November 30, 2017 beginning at 6:30pm in the Farmers Market Field.

The Sawmills Christmas Parade will be on Saturday, December 2, 2017 beginning at 10:00am.

The Staff Christmas Party will be on Friday, December 8, 2017 beginning at 6:30pm at the Granite Falls Rotary Building.

**COUNCIL ADJOURN:** Mayor Joe Wesson asked for a motion to adjourn.

Reed Lingerfelt made a motion, and Keith Warren seconded, to adjourn the meeting. All were in favor.

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Joe Wesson, Mayor

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Julie A. Good, Town Clerk

**AGENDA ITEM 7A**

**MEMO**

**DATE:**

December 19, 2017

**SUBJECT:**

Recognition:  
Recycle Rewards  
Program

**Discussion:**

The Town of Sawmills would like to congratulate Helen Bengé on winning the Recycle Rewards Program for the month of December. Mayor Joe Wesson will present her 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 9**

**MEMO**

**DATE:**

December 19, 2017

**SUBJECT:**

Honoring of Out Going Council Members

**Discussion:**

The Town of Sawmills would like to recognize Mayor Joe Wesson, Councilwoman Gerelene Blevins and Councilman Reed Lingerfelt for their service and dedication to the citizens of the Town of Sawmills. Mayor Elect Johnnie Greene will present them with a Certificate of Appreciation.

**Recommendation:**

No Council action required.

**AGENDA ITEM 12**

**MEMO**

**DATE:**

December 19, 2017

**SUBJECT:**

Oath of Office for  
New Council Members

**Discussion:**

Town Clerk, Julie A. Good, will administer the Oath of Office as follows:

- Mayor – Johnnie Greene
- Council Members – Clay Wilson and Rebecca Johnson

**Recommendation:**

No Council action is required.

**AGENDA ITEM 16A**

**MEMO**

**DATE:**

December 19, 2017

**SUBJECT:**

Seating Arrangements

**Discussion:**

The new Council seating arrangement will be as follows (from right to left):

- Joe Norman
- Keith Warren
- Rebecca Johnson
- Town Attorney Terry Taylor
- Mayor Johnnie Greene
- Town Administrator Christopher Todd
- Jeff Wilson
- Clay Wilson
- Town Clerk Julie A Good

**Recommendation:**

No Council action is required.

**AGENDA ITEM 16B**

**MEMO**

**DATE:**

December 19, 2017

**SUBJECT:**

Organizational Matters:  
Election of Mayor  
Pro Tem

**Discussion:**

As a result of the November 2017 election, Council will need to elect a new Mayor Pro Tem. Enclosed is a description of the duties of the Mayor Pro Tem in accordance with NCGS § 160A-70 and as stated in the Town of Sawmills Code of Ordinances.

**Recommendation:**

Council needs to elect a member of the Council to serve as the Mayor Pro Tem.

**AGENDA ITEM 16C**

**MEMO**

**DATE:**

December 19, 2017

**SUBJECT:**

Organizational Matters:  
Council Ethics and  
Code of Conduct

**Discussion:**

Enclosed with this memo is a copy of the Code of Ethics prepared by Attorney Terry Taylor and adopted by the Town Council on August 17, 2010. North Carolina General Statutes § 160A-83 requires the governing board to adopt a code of ethics to guide the actions of its members in the performance of their duties.

Also enclosed is a Standard of Conduct form prepared by Attorney Terry Taylor. Mayor Johnnie Greene asks each Council member to read this form. New Council members should be prepared to sign this document. A copy is kept on file with the Clerk.

**Recommendation:**

Council needs to review and sign the enclosed document.

## CODE OF ETHICS

Adopted: AUGUST 17, 2010  
Resolution No.: \_\_\_\_\_

### TOWN OF SAWMILLS

#### Standards of Conduct and Conflict of Interest

##### A. Purpose

The purpose of this Code of Ethics is to establish guidelines for ethical standards of conduct of the Town of Sawmills and to help determine what conduct is appropriate in particular cases. It should not be considered a substitute for the law or for a board member's best judgment.

##### B. Definitions

For purposes of this section, the following definitions shall apply:

1. *Business Entity* means any business, proprietorship, firm, partnership, person in representative or fiduciary capacity, association, venture, trust or corporation which is organized for financial gain or for profit.
2. *Town Official* means the Chairman, members of the Town Board, Executive Manager, Town Attorney and Department Heads.
3. *Immediate Household* means the Town Official, his/her spouse, and all dependent children of the Town Official.
4. *Interest* means direct or indirect pecuniary or material benefit accruing to a Town Official as a result of a contract or transaction which is or may be the subject of an official act or action by or with the Town. For purposes of this article, a Town Official shall be deemed to have an interest in the affairs of (1) any person in his immediate household as such term is defined in this section, (2) any business entity in which the Town Official is an officer or director, (3) any business entity in which an excess of ten percent (10%) of the stock of or legal or beneficial ownership of is controlled or owned directly by or indirectly by the Town Official, (4) any non-profit organization on which the Chairman or any member of the Town Board currently serves an officer, director, or board member, direct or indirect.



5. *Official act or action* means any legislative, administrative, appointive or discretionary act of any Town Official.

### **C: Standards of Conduct**

1. *Scope.* All Town Officials as defined in this article shall be subject to and abide by the following standards of conduct.
2. *Interest in Contract or Agreement or Employment.* No Town Official herein defined shall have or thereafter acquire an Interest in any contract or agreement with the Town, except as allowed by and in conformance with the procedure set forth in the North Carolina General Statutes. This section does not prevent consulting or employment contracts between an Official and the Town that may otherwise be allowed by law so long as the Official that has the conflict does not participate in the selection, award or supervision of the Contractor Employee.
3. *Use of Official Position.* No Official shall use his or her official position or the Town's facilities for his or her private gain. In addition, Town Officials shall not misuse their status in such a way as to require, expect, or accept favors from subordinate employees.
4. *Disclosure of Information.* No Official shall use or disclose confidential information gained in the course of or by reason of his official position for purposes of advancing (1) his or her financial or personal interest, (2) a business entity in which he or she is an owner in part or in whole, an officer or director, (3) the financial or personal interest of a member of his or her immediate household or that of any other person.
5. *Incompatible Service.* No Official shall engage in or accept private employment or render service to private or other public interests when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties unless otherwise permitted by law and unless disclosure is made as provided in this article. Before accepting private employment, the Official should consider whether such employment would impact the Town negatively. An Official who accepts private employment should not represent himself or herself as an employee or agent of the Town.
6. *Gifts.* No Town Official shall directly or indirectly solicit any gift or accept or receive any gift having a value of Twenty-Five Dollars (\$25.00) or more whether in the form of money, services loaned, travel, entertainment, hospitality, thing or promise or any other form under circumstances in which it could reasonably be inferred that the gift was intended to influence him or her or could reasonably be expected to influence him or her in the performance of official duties or is intended as a reward for any official action or his or her part. Legitimate political contributions shall not be considered as gifts under the provisions of this paragraph.

7. *Special Treatment.* No Town Official shall grant any special consideration, treatment, or advantage to any citizen or public or private entity beyond that which is available to every other citizen or entity.

8. *Standards of Conduct.*

These Standards of Conduct require that:

Section 1. Town of Sawmills Board Members should obey all laws applicable to their official actions as members of the board. Board Members should be guided by the spirit as well as the letter of the law in whatever they do.

At the same time, Board Members should feel free to assert policy positions and opinions without fear of reprisal from fellow board members or citizens. To declare that a board member is behaving unethically because one disagrees with that board member on a question of policy (and not because of the board member's behavior) is unfair, dishonest, irresponsible, and itself unethical.

Section 2. Board members should act with integrity and independence from improper influence as they exercise the duties of their offices.

Section 3(a) Board Members should avoid impropriety in the exercise of their official duties. Their official actions should be above reproach. Although opinions may vary about what behavior is inappropriate, this board will consider impropriety in terms of whether a reasonable person who is aware of all of the relevant facts and circumstances surrounding the board member's action would conclude that the action was inappropriate.

Section 3(b) If a Board Member believes that his or her actions, while legal and ethical, may be misunderstood, the member should seek the advice of the board's attorney and should consider publicly disclosing the facts of the situation and the steps taken to resolve it.

Section 4. Board Members should faithfully perform the duties of their offices. They should act as the especially responsible citizens whom others can trust and respect. They should set a good example for others in the community, keeping in mind that trust and respect must continually be earned.

Board Members should faithfully attend and prepare for meetings. They should carefully analyze all credible information properly submitted to them, mindful of the need not to engage in communications outside the meeting in any quasi-judicial matters. They should demand full accountability from those over whom the Board has authority.

Board Members should be willing to bear their fair share of the board's workload. To the extent appropriate, they should be willing to put the board's interests ahead of their own.

Section 5. Board Members should conduct the affairs of the board in an open and public manner. They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is an important way to be worthy of the public's trust. They should remember when they meet that they are conducting the public's business. They should also remember that local government records belong to the public and not to board members or their employees.

In order to ensure strict compliance with the laws concerning openness, boards members should make clear that an environment of transparency and candor is to be maintained at all times in the governmental unit. They should prohibit unjustified delay in fulfilling public records requests. They should take deliberate steps to make certain that any closed sessions held by the board are lawfully conducted and that such sessions do not stray from the purposes for which they are called.

#### **D. Disclosure of Interest in Legislative Action**

The Chairman or any member of the Town Board who has an Interest in the official act or action before the Town Board shall publicly disclose on the record of the Town of Sawmills the nature and extent of such interest and shall withdraw from any consideration of the matter if excused by the Authority.

#### **E. Investigations Instigated by Town Board, Town Manager or Any Other Person**


1. The Board may direct the Town Attorney to investigate any apparent violation of this article as it applies to the Chairman, any member of the Board, or Town Manager, and to report the findings of the investigation to the Board.
2. The Board may direct the Town Manager to investigate any apparent violation of this article by the Town Attorney and to report the findings of the investigation to the Board.
3. Any person who believes that a violation of this article has occurred may file a complaint in writing with the Board when the Chairman and members of the Board, Town Manager or Town Attorney are the subjects of the complaint.
4. If the Board, after receipt of an investigation, has cause to believe a violation has occurred, the Board shall schedule a hearing on the matter, said hearing may be held as a Closed Session. The Official who is charged with the violation shall have the right to present evidence, cross-examine witnesses, including the complainant or complainants, and be represented by counsel at the hearing. If upon the conclusion of the hearing, the majority vote of the Board finds a violation has occurred, the Board may adopt a resolution of censure which shall be placed as a matter of record in the minutes of an official Board meeting.

**F. Advisory Opinions.**

When a Town Official has a doubt as to the applicability of any provision of this articles to a particular situation or to the definition of terms used in this article, he or she may apply to the Town Board or Town Attorney for an advisory opinion, either of which shall issue an opinion in writing and file same with either the Board or Town Attorney. The Town Official shall have the opportunity to present his or her interpretation of the facts at issue and of the application of provisions of this article before such advisory opinion is made. In addition, the Town Official shall publicly disclose to the Board or Town Manager the facts of issue in a particular situation and shall rely upon any resolution adopted by the Board or Town Manager regarding that particular situation.

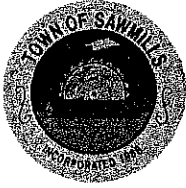
Adopted this the 17 day of AUGUST,  
20 10.

TOWN OF SAWMILLS

By:   
Mayor

ATTEST:

  
  
Town Clerk



## STANDARD OF CONDUCT

### Our Value Statement:

As a Council Member of the Town of Sawmills, I commit to conduct myself as a professional and support the following values:

1. Service. I will be responsive to the needs of citizens and my fellow Council Members by consistently exceeding their expectations.
2. Respect. I believe in the value of my fellow Council Members and recognize each person's contribution as important.
3. Integrity. I will be fair, consistent and honest with my fellow Council Members, the staff and citizens. I will be responsible and I will do what I say I will do.
4. Competence. As a Council Member, I will continue to grow and develop my skills and understanding through attending seminars and read other information that is available to me about governing of a town in North Carolina.
5. Innovation. I will be open-minded, I will be flexible and receptive to change and actively involved in identifying opportunities for improvement for the town.
6. Attitude. I will treat my fellow Council Members, the staff and citizens with respect and dignity. I will listen and communicate in a sincere way, being sensitive to the needs of others.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Seal)

**AGENDA ITEM 16D**

**MEMO**

**DATE:**

December 19, 2017

**SUBJECT:**

Organizational Matter:  
Standing Council  
Committee Assignments

**Discussion:**

Enclosed with this memo is a copy of the Standing Council Committees as appointed by the Mayor.

**Recommendation:**

No Council action is required.



**Town of Sawmills**  
**Standing Council Committees for 2018-2019**

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<b><u>Public Works Committee</u></b> Roadways & Streets Water Resources Wastewater Drainage Right-of-Ways Solid Waste	Clay Wilson	Joe Norman
<b><u>Parks &amp; Recreation Committee</u></b> Parades, Festivals, & Special Events Civic Organizations	Rebecca Johnson	Keith Warren
<b><u>Planning &amp; Development Committee</u></b> Land Use Regulations Zoning Extra-Territorial Jurisdiction (ETJ) Code Enforcement	Jeff Wilson	Keith Warren
<b><u>Law &amp; Finance Committee</u></b> Administration Budget Appropriations Audit Performance Public Health & Safety	Joe Norman	Rebecca Johnson
<b><u>Intergovernmental Committee</u></b> W.P.C.O.G. N.C.L.M. Community Colleges Chamber of Commerce Institute of Government Intergovernmental (County/State)	Keith Warren	Jeff Wilson
<b><u>Personnel Committee</u></b>	Clay Wilson	Joe Norman

\*The Mayor is a member of all Standing Council Committees

Updated: December 2017

**AGENDA ITEM 17A**

**MEMO**

**DATE:**

December 19, 2017

**SUBJECT:**

Financial Matters:  
Adopt Budget  
Workshops Schedule

**Discussion:**

Enclosed with this memo is a copy of the proposed FY 2017-2018 budget workshop schedule.

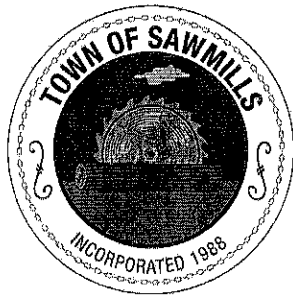
The annual Council budget retreat is scheduled for February 5, 2018, from 9:00 am to 4:00 pm, at the Western Piedmont Council of Government.

As presented, the budget schedule includes four (4) budget workshops.

**Recommendation:**

Staff recommends Council adopt the FY 2015-2016 budget workshops schedule.





## **FY 2018-2019 Budget Retreat and Workshop Schedules**

<b>December 19th at 6:00 pm</b> Regular Council Meeting	<b>Adopt FY 2017-2018 Budget Retreat and Workshop Schedules</b> (Sawmills Town Hall Council Chambers)
<b>January 18th at 6:00 pm</b> Special Council Meeting	<b>Coffee with the Council</b> (Sawmills Town Hall Council Chambers)
<b>February 15th from 9:00-4:00</b> Special Council Meeting	<b>Annual Council Budget Retreat</b> (Western Piedmont Council of Government)
<b>March 8th from 5:00-7:00</b> Special Council Meeting	<b>Budget Workshop Number 1</b> (Sawmills Town Hall Council Chambers)
<b>April 5th from 5:00-7:00</b> Special Council Meeting	<b>Budget Workshop Number 2</b> (Sawmills Town Hall Council Chambers)
<b>April 19th from 5:00-7:00</b> Special Council Meeting	<b>Budget Workshop Number 3</b> (Sawmills Town Hall Council Chambers)
<b>May 3rd from 5:00-7:00</b> Special Council Meeting	<b>Budget Workshop Number 4 (If needed)</b> (Sawmills Town Hall Council Chambers)
<b>May 15th at 6:00 pm</b> Regular Council Meeting	<b>Presentation of FY 2018-2019 Budget and Call a Public Hearing</b> (Sawmills Town Hall Council Chambers)
<b>June 19th at 6:00 pm</b> Regular Council Meeting	<b>Public Hearing and Adoption of FY 2018-2019 Budget</b> (Sawmills Town Hall Council Chambers)

**\*As required by law all meetings are open to the public.**

**AGENDA ITEM 17B**

**MEMO**

**DATE:**

December 19, 2017

**SUBJECT:**

Financial Matters:  
FY Ending June 30, 2018  
Audit Presentation

**Discussion:**

Enclosed with your agenda packet is a copy of the audit for fiscal year ending June 30, 2018.

James Lowdermilk and Rick Hammer, with Lowdermilk, Church & Co., LLP, will be on hand to formally present the audit to the Mayor and Council.

**Recommendation:**

No council action required.

**TOWN OF SAWMILLS**

**Financial Highlights  
Years Ended June 30, 2017 and 2016**

<b><u>General Fund</u></b>	<b><u>2017</u></b>	<b><u>2016</u></b>	<b><u>Inc/(Dec)</u></b>
Cash and investments	\$ 5,505,920	\$ 4,562,855	\$ 943,065
Total assets	\$ 5,759,408	\$ 5,103,823	\$ 655,585
Fund balance	\$ 5,656,971	\$ 4,999,602	\$ 657,369
Total revenue	\$ 2,115,673	\$ 2,145,468	\$ (29,795)
Total expenditures	\$ 1,458,304	\$ 1,419,442	\$ 38,862
Operating transfer in (out)	\$ -	\$ -	\$ -
Increase (decrease) in fund balance	\$ 657,369	\$ 726,026	\$ (68,657)
Ad valorem taxes collected current year levy	\$ 493,213	\$ 477,013	\$ 16,200
Percent of taxes collected	96.18	94.85	1.33
Investment income	\$ 3,094	\$ 3,155	\$ (61)
 <b><u>Water and Sewer Fund</u></b>			
Cash and investments	\$ 3,821,760	\$ 3,796,436	\$ 25,324
Total assets	\$ 8,935,252	\$ 8,833,471	\$ 101,781
Net position	\$ 8,744,835	\$ 8,641,037	\$ 103,798
Operating revenue	\$ 828,341	\$ 740,707	\$ 87,634
Operating expenses	\$ 726,774	\$ 790,672	\$ (63,898)
Operating income (loss)	\$ 101,567	\$ (49,965)	\$ 151,532
Nonoperating revenues	\$ 2,230	\$ 254	\$ (1,976)
Capital contributions	\$ -	\$ 916,879	\$ (916,879)
Change in net position	\$ 103,798	\$ 867,168	\$ (763,370)
Accounts receivable	\$ 93,603	\$ 73,738	\$ 19,865
Investment income	\$ 2,230	\$ 2,486	\$ (256)
 <b><u>All Funds GASB 34</u></b>			
Cash and investments	\$ 9,662,680	\$ 8,694,291	\$ 968,389
Net position	\$ 17,092,366	\$ 16,498,344	\$ 594,022

**AGENDA ITEM 17C**

**MEMO**

**DATE:**

December 19, 2017

**SUBJECT:**

Financial Matters:  
Banking and AP  
Check Signatures

**Discussion:**

Due to recent changes on the Council, new signature cards will need to be on file at the bank. The bank requires a new signature card whenever there are changes in the staff and/or Council. Two (2) signatures are required for accounts payable checks and the safety deposit box.

First Citizens Bank – Checking – A/P, Safety Deposit Box, Public Fund CD's  
CommunityOne Bank – Public Fund CD's

The following Council and Staff have authorization to sign on behalf of the Town with regards to banking transactions:

- Christopher Todd – Town Administrator
- Karen Clontz – Finance Officer
- Joe Norman-Councilman

Typically the Mayor, one other Council member, Town Administrator and the Finance Officer are authorized to sign on behalf of the Town with regards to the bank.

**Recommendation:**

Staff recommends Council appoint Mayor Johnnie Greene to be on file with First Citizens Bank and CommunityOne Bank, and reappoint Joe Norman or appoint another Council member.

**AGENDA ITEM 20A**

**MEMO**

**DATE:**

December 19, 2017

**SUBJECT:**

Updates:  
Code Enforcement  
Monthly Report

**Discussion:**

The attached report shows the progress that Planner Leslie Meadows continues to make throughout the town.

**Recommendation:**

No Council action required.

