

AGENDA

Regular Meeting of the Sawmills Town Council Sawmills Town Hall

Tuesday, December 20, 2016
6:00 pm

1. Call To Order Mayor Joe Wesson
2. Invocation Pastor Glen Walker
3. Pledge of Allegiance Mayor Joe Wesson
4. Adopt Agenda Mayor Joe Wesson
5. Approve Meeting Minutes Mayor Joe Wesson
 - A. November 15, 2016 Regular Meeting Minutes
6. Public Comment
7. Recognitions: Mayor Joe Wesson
 - A. Recycle Rewards
8. Financial: Mayor Joe Wesson
 - A. FY 2015-2016 Audit Presentation Mayor Joe Wesson
 - B. Adopt Budget Workshop Schedule Mayor Joe Wesson
 - C. Designate Depositories Mayor Joe Wesson
9. Discussion: Town Administrator Christopher Todd
 - A. Mayfield Drive Sewer Project
10. Updates: Mayor Joe Wesson
 - A. December Code Enforcement Report Town Administrator Christopher Todd
 - B. Calendar Updates Mayor Joe Wesson
 - C. Council Comment
11. Adjourn Mayor Joe Wesson

**TUESDAY, NOVEMBER 15, 2016
TOWN OF SAWMILLS REGULAR COUNCIL MEETING
6:00 PM**

COUNCIL PRESENT

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

STAFF PRESENT

Christopher Todd
Terry Taylor
Julie A Good

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

INVOCATION: Keith Warren 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 15, 2016 Agenda.

Joe Norman made a motion, and Keith Warren seconded, to adopt the November 15, 2016 agenda. All were in favor.

APPROVE OCTOBER 18, 2016 REGULAR MEETING MINUTES: Mayor Joe Wesson asked for a motion to approve the October 18, 2016 regular meeting minutes.

Gerelene Blevins made a motion, and Reed Lingerfelt seconded, to approve the October 18, 2016 regular meeting minutes. All were in favor.

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

Michael Mull, owner of Mull Haus Kennels, wanted to thank Council for paving Elmore Drive. Mr. Mull stated that the two (2) businesses and five (5) residents were all very pleased with the finished project and MidState did a great job.

Clarence Fare wanted to thank Council for a great Veterans Day Memorial Service. Mr. Fare also stated that he would like for Council to look at the minimum housing complaint policy. Mr. Fare stated that he saw no reason that more than one (1) person would need to sign a complaint to have the Town do something about a minimum housing problem. Sometimes there are not enough people who know a problem to get more than one (1)

signature. The house next to his is one that has a minimum housing problem and there is no one else that can sign the petition.

RECOGNITIONS:

RECYCLE REWARDS WINNER: Mayor Joe Wesson announced Mr. Gerald Huntley, as the November Recycle Rewards winner. A credit of twenty-eight dollars (\$28.00) will be added to his sanitation bill.

No Council action was required.

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.

Joe Norman made a motion, and Gerelene Blevins seconded, to issue longevity paychecks to Town employees paid out the first pay period in December. 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).

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

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

Gerelene Blevins made a motion, and Reed Lingerfelt 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.

UPDATES:

NOVEMBER CODE ENFORCEMENT REPORT: Town Planner Leslie M. Meadows stated that there are thirteen (13) code enforcement cases open:

- Caldwell Ready Mix Concrete is the owner of an abandoned mobile home and abandoned concrete factory. Town Planner Leslie M. Meadows spoke with owner, Wes Triplett, on November 3, 2016. The sale of the property is still pending but owner has made arrangements to clean out and fill in the loading docks where the mosquito pits are;
- Teresa Annas Compton is the owner of a dilapidated house located at 4476 Sawmills School Road. Town Planner Leslie M. Meadows has not received any response to correspondence sent to the owner and sent a final letter out on November 3, 2016;
- Charles Hagaman, owner of 1940 Leah Drive #4. Town Planner Leslie M. Meadows spoke with MHP Manager Tim Hart and was informed that the removal of the mobile home requires special equipment and he will have the mobile home removed before December 20, 2016;
- Terry Rowe, owner of 4016 and 4017 Cloninger Way. Former owner, Pete Rowe, passed away. Town Planner Leslie M. Meadows has spoken with the current owner who stated he is waiting on a second estimate for the demolition. Owner stated he hopes to have homes removed within the month;
- Randall Hamby at 3632 Coble Dairy Road. Town Planner Leslie M. Meadows spoke with the landowner and his contractor, Mike Willis. Town Planner Leslie M. Meadows visited the site on November 3, 2016, and work has begun to take out all existing trees and owner is installing a security fence and will plant new buffer trees inside fence;
- WNC Properties, LLC owner of 4209 Creekview Pl. Minimum housing complaint. Town Planner Leslie M. Meadows is coordinating progress with Caldwell County Building Inspections and property owners;
- David Graham (Landlord) owner of 4176 US Highway 321A. Minimum housing complaint. Town Planner Leslie M. Meadows is coordinating progress with Caldwell County Building Inspections and property owner;
- Casey Lynn Wallace, owner of 3950-1 Walters MHP Drive. Minimum housing complaint. Town Planner Leslie M. Meadows is coordinating progress with Caldwell County Building Inspections and property owner;
- Tasco Properties owner of 2155 White Pine Dr #13. Minimum housing complaint. Town Planner Leslie M. Meadows is coordinating progress with Caldwell County Building Inspections and property owners ;
- Carolyn Bray, owner of 2570 Baker Cir. Abandoned mobile home. Town Planner Leslie M. Meadows visited site on November 3, 2016. Town Planner Leslie M. Meadows left message for property owner to contact Town Hall. Will send another letter;
- Andrew Dehart, owner 4036 US Highway 321A. High grass and junked vehicles. Town Planner Leslie M. Meadows visited site on October 20, 2016. Town Planner Leslie M. Meadows sent violation letter out on November 3, 2016;
- Mike and Katie Mast, owner 4347 and 4351 Sawmills School Road. Abandoned/dilapidated homes and solid waste. Town Planner Leslie M. Meadows sent letter out November 3, 2016;

- Chenay Carter, owner 4361 Sawmills School Road. Abandoned/dilapidated home. Town Planner Leslie M. Meadows sent out letter on November 3, 2016.

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 stated that it was a short, sweet and to the point meeting. Joe Norman also stated that he wanted to thank everyone for coming out.

Keith Warren wanted to thank everyone for coming out. The meeting was short and sweet. Keith Warren also stated that he was looking forward to the tree lighting on December 1 and that they had a good time at the Veterans Ceremony. Keith Warren also stated that he appreciated everyone and for everyone to pray for rain.

Gerelene Blevins stated she was glad everyone came out. Gerelene Blevins also stated that she was sorry she missed the Veterans Ceremony but she hoped to see everyone at the Christmas Tree Lighting.

Reed Lingerfelt wanted to thank everyone for coming out. Reed Lingerfelt also stated that he thought the Veterans Ceremony went great and don't forget to come out for the Christmas Tree Lighting and Christmas Parade. Reed Lingerfelt stated he hoped everyone had a good Thanksgiving.

Mayor Joe Wesson announced that the employee Christmas Party will be December 16, 2016 at 6:30 pm at Sims BBQ. Mayor Joe Wesson also announced that the Christmas Tree Lighting will be December 1, 2016 beginning at 6:30 pm and the Sawmills Christmas Parade will be December 3, 2016 beginning at 10:00 am.

Mayor Joe Wesson wanted to thank everyone for coming out and Council gets their best ideas from the citizens. Mayor Joe Wesson continued by saying that he thought the Veterans Ceremony went good, that he hoped everyone would come out for the Christmas Tree Lighting, and Mayor Joe Wesson also stated that the Christmas Tree Lighting gets better every year. Mayor Joe Wesson commented that he hoped everyone had a safe and happy Thanksgiving. Mayor Joe Wesson stated that everyone needed to pray for rain and he wanted to remind everyone that there is a burning ban in effect.

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.

Joe Wesson, Mayor

Julie A. Good, Town Clerk

AGENDA ITEM 7A

MEMO

DATE:

December 20, 2016

SUBJECT:

Recognition:
Recycle Rewards
Program

Discussion:

The Town of Sawmills would like to congratulate Dianne Blanton on winning the Recycle Rewards Program for the month of December. Mayor Joe Wesson will present her with a Certificate of Appreciation. A twenty-eight dollar (\$28.00) credit will be added to the current sanitation bill.

Recommendation:

No Council action is required.

AGENDA ITEM 8A

MEMO

DATE:

December 20, 2016

SUBJECT:

Financial Matters:
FY Ending June 30, 2016
Audit Presentation

Discussion:

Enclosed with your agenda packet is a copy of the audit for fiscal year ending June 30, 2016.

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

Recommendation:

No council action required.

AGENDA ITEM 8B

MEMO

DATE:

December 20, 2016

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 Thursday, February 9, 2016, from 9:00 am to 4:00 pm, at the Caldwell County EDC.

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

If Council would rather meet in the morning hours of 9:00 am to 11:00 am, or the afternoon hours of 1:00 pm to 3:00 pm, staff can accommodate the Council.

Recommendation:

Staff recommends Council adopt the FY 2017-2018 budget workshops schedule.



FY 2017-2018 Budget Retreat and Workshop Schedules

December 20th at 6:00 pm Regular Council Meeting	Adopt FY 2017-2018 Budget Retreat and Workshop Schedules (Sawmills Town Hall Council Chambers)
January 19th at 6:00 pm Special Council Meeting	Coffee with the Council (Sawmills Town Hall Council Chambers)
February 9th from 9:00-4:00 Special Council Meeting	Annual Council Budget Retreat (Caldwell County Economic Development Commission)
March 9th from 5:00-7:00 Special Council Meeting	Budget Workshop Number 1 (Sawmills Town Hall Council Chambers)
April 6th from 5:00-7:00 Special Council Meeting	Budget Workshop Number 2 (Sawmills Town Hall Council Chambers)
April 20th from 5:00-7:00 Special Council Meeting	Budget Workshop Number 3 (Sawmills Town Hall Council Chambers)
May 4th from 5:00-7:00 Special Council Meeting	Budget Workshop Number 4 (If needed) (Sawmills Town Hall Council Chambers)
May 16th at 6:00 pm Regular Council Meeting	Presentation of FY 2017-2018 Budget and Call a Public Hearing (Sawmills Town Hall Council Chambers)
June 20th at 6:00 pm Regular Council Meeting	Public Hearing and Adoption of FY 2017-2018 Budget (Sawmills Town Hall Council Chambers)

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

AGENDA ITEM 8C

MEMO

DATE:

December 20, 2016

SUBJECT:

Financial Matters:
Designate Depositories

Discussion:

The following financial institutions need to be recognized, by Council, as official depositories for the Town of Sawmills for calendar year 2017:

Financial Institution:

First Citizens Bank NA

Capital Bank (fka/CommunityOne Bank)

NC Cash Management Trust (NCCMT)

Type of Account(s):

Checking, Payroll, Investments

Investments

Investments

Recommendation:

Staff recommends approving the listed financial institutions.

AGENDA ITEM 9A

MEMO

DATE:

December 20, 2016

SUBJECT:

Discussion:
Mayfield Drive Sewer Project

Discussion:

The Sawmills Town Council included within the fiscal year 2016/2017 budget \$176,000.00 for the Mayfield Drive Sewer Extension project. These funds were intended to increase sewer service to Mayfield Drive and create a line which could be used for future extensions. As staff was preparing for this project, it was made evident that a waterline would need to be relocated in order to best complete the sewer line extension.

The relocation of the waterline will result in an increase of the cost to complete the project. The new project total is estimated to be \$315,794.00 and which includes both the water relocation and sewer extension.

Additionally the Sawmills Town Council included within the fiscal year 2016/2017 budget \$118,750.00 for the Maggie Lane and Gatewood Drive water line replacements. These projects were next on the Capital Improvement Plan and that is the primary reason they were prioritized for this fiscal year.

After review of the budget, staff believes there would be sufficient funds available to complete the Mayfield Drive projects, if council was to decide to re-appropriate the funds for the Maggie Lane and Gatewood Drive water line project to Mayfield Drive. This would mean the council would not need to transfer funds from the general, to cover the cost of the Mayfield Drive project. The remaining difference of \$21,044.00 would be able to be appropriated from other line items within the budget.

Recommendation:

Staff recommends Council re-appropriate the funds for the Maggie Lane and Gatewood Drive project to Mayfield Drive, and approve staff moving forward with the Mayfield Drive water and sewer project.

Mayfield Drive Water and Sewer

Preliminary Construction Cost Estimate

Revised - November 23, 2016

Item	Quantity	Unit	Unit Cost	Total
1. Manhole	8	EA	\$2,800.00	\$22,400.00
2. 8" Gravity Sewer				
a. 0-6 FT	48	LF	\$55.00	\$2,640.00
b. 6-8 FT	553	LF	\$60.00	\$33,180.00
c. 8-10 FT	671	LF	\$65.00	\$43,615.00
3. Short Side Service Taps to Right of Way	6	EA	\$700.00	\$4,200.00
4. Long Side Service Taps to Right of Way	11	EA	\$1,500.00	\$16,500.00
5. 4" Service Line	2,300	LF	\$12.00	\$27,600.00
6. Service Connection at Structure	17	EA	\$300.00	\$5,100.00
7. Core Existing Manhole	1	EA	\$1,500.00	\$1,500.00
8. 6" C900 DR 18 Water Line	430	LF	\$40.00	\$17,200.00
9. Fire Hydrant Assembly	1	EA	\$5,500.00	\$5,500.00
10. Water Service Short Side Service Tap	7	EA	\$400.00	\$2,800.00
11. Water Service Long Side Service Tap	22	EA	\$1,200.00	\$26,400.00
12. 3/4" Type K Copper (from Main to Meter)	1,300	LF	\$20.00	\$26,000.00
13. 6" Concrete Driveway Repair	195	SY	\$65.00	\$12,675.00
14. 2" Asphalt Driveway Repair	150	SY	\$60.00	\$9,000.00
15. ABC Stone Base	150	TN	\$35.00	\$5,250.00
		Sub-Total		\$261,560.00
		Engineering		\$12,000.00
		Surveying (So Far)		\$3,000.00
		Contingencies (10%)		\$26,156.00
		Construction Administration (Hourly but Estimated at 5%)		\$13,078.00
		Total		\$315,794.00

AGENDA ITEM 10A

MEMO

DATE:

December 20, 2016

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.

Code Enforcement Report
December, 2016

Property Owner	Property Address	Issue	Status
Caldwell Ready Mix Concrete	2823 Mission Rd	abandoned mobile home, abandoned concrete factory, mosquitos	Per Council suggestion, have been trying to contact Wes Triplette to set an official completion date on this issue. Has not returned my calls. Last message left 12/6/16.
Teresa Annas Compton	4476 Sawmills Sch Rd	dilapidated house	Per Council suggestion, another NOV letter was sent 11/17/16 via Certified Mail. No change as of 12/08/16. No confirmation of certified letter delivery or contact from Teresa by 12/6/16 deadline. Phone number for Teresa is a wrong number...
Charles Hageman	1940 Leah Dr, #4	abandoned mobile home	Spoke to MHP Manager, Tim Hart on 12/6/16. Demo and removal has begun, still plans to meet 12/20/16 deadline. Spot checked on 12/8/16.
Terry Rowe	4016, 4017 Cloninger Wy	burned-out house	On 12/6/16 spoke to son, Terry Rowe. Waiting on a second estimate for demo from JK Grading, Jeff Kertley of Hickory, along with Harry Hatcher's estimate. Refuses to start demo without cost comparison. Hopes to have down by end of year.
Randall Hamby	3628 Hickory Blvd.	fallen trees in zoning buffer	Met Contractor Mike Willis on site 12/8/16. Security fence installed. Measured for ~62 new 5-6' trees, hopefully to be planted within the month.
WNC Properties A, LLC	4209 Creek View Pl	minimum housing complaint	WPCOG to initiate a Vacant & Substandard Housing Taskforce in January. May result in re-evaluation of Ordinance requirements for Minimum Housing code enforcement.
David Graham (landlord)	4176 US Hwy 321 A	minimum housing complaint	WPCOG to initiate a Vacant & Substandard Housing Taskforce in January. May result in re-evaluation of Ordinance requirements for Minimum Housing code enforcement.
Casey Lynn Wallace	3950-1 Walters MHP Dr	minimum housing complaint	WPCOG to initiate a Vacant & Substandard Housing Taskforce in January. May result in re-evaluation of Ordinance requirements for Minimum Housing code enforcement.
Tasco Properties	2155 White Pine Dr #13	minimum housing complaint	WPCOG to initiate a Vacant & Substandard Housing Taskforce in January. May result in re-evaluation of Ordinance requirements for Minimum Housing code enforcement.
Carolyn Bray	2570 Bakers Cir	abandoned mobile home	Spoke to contact on this case Amber Shumate (Adopted son's daughter) on 12/6/16. Was told that the trailer in question belongs to Carolyn Bray's niece, Robyn Brittan. Trying to track her down? Will follow up with family after holidays.
Andrew Dehart	4036 US 321 A	high grass, junked vehicles	Local contact on this case is Leslie Kenworthy. Extension given to 12/20/16. Spot checked on 12/08/16. Two junked tractor trailer cabs removed, trailers and high grass/weeds remain.
Kate/Mike Mast	4347 AND 4351 Sawmills School Road	abandoned/delapidated homes/solid waste	Improvements made to landscaping and removal of solid waste/outdoor storage. Case Closed.
Chenay Carter	4361 Sawmills School Road	abandoned/ delapidated home	No change as of 12/08/16, no response after last NOV deadline 11/18/16.

AGENDA ITEM 10B

MEMO

DATE:

December 20, 2016

SUBJECT:

Update:
Calendar Updates

Discussion:

The attached is the 2017 Town of Sawmills holiday closings and disconnect schedule.

Recommendation:

No Council action is required.

2017 Holiday Closings

New Years	Monday January 2
Martin Luther King Day	Monday January 16
Good Friday	Friday April 14
Memorial Day	Monday May 29
4th of July	Tuesday July 4
Labor Day	Monday September 4
Veterans Day	Monday November 13
Thanksgiving	Thursday and Friday November 23 and 24
Christmas	Monday, Tuesday and Wednesday December 25, 26 and 27

2017 Disconnects

December 2016	Wednesday January 4
January	Tuesday January 31
February	Tuesday February 28
March	Monday April 3
April	Monday May 1
May	Wednesday May 31
June	Wednesday July 5
July	Monday July 31
August	Thursday August 31
September	Monday October 2
October	Tuesday October 31
November	Thursday November 30
December	Wednesday January 3