

AGENDA

Regular Meeting of the Sawmills Town Council Sawmills Town Hall

Tuesday, February 18, 2020
6:00 pm

1. Call To Order Mayor Johnnie Greene
2. Invocation Pastor Rick Crouse
3. Pledge of Allegiance Mayor Johnnie Greene
4. Adopt Agenda Mayor Johnnie Greene
5. Approve Meeting Minutes Mayor Johnnie Greene
 - A. January 21, 2020 Regular Meeting Minutes Mayor Johnnie Greene
 - B. January 21, 2020 Closed Session Meeting Minutes Mayor Johnnie Greene
6. Public Comment Mayor Johnnie Greene
7. Recognitions: Mayor Johnnie Greene
 - A. Recycle Rewards Mayor Johnnie Greene
 - B. Sawmills Volunteer Fire Department Awards Mayor Johnnie Greene
8. Financial Matters: Mayor Johnnie Greene
 - A. Budget Amendment
9. Public Comment Mayor Johnnie Greene
10. Updates: Mayor Johnnie Greene
 - A. Code Enforcement Report Mayor Johnnie Greene
 - B. Council Comment Mayor Johnnie Greene
11. Adjourn Mayor Johnnie Greene

**TUESDAY, JANUARY 21, 2020
TOWN OF SAWMILLS REGULAR COUNCIL MEETING
6:00 PM**

COUNCIL PRESENT

Mayor Johnnie Greene
Keith Warren
Clay Wilson
Rebecca Johnson
Joe Wesson
Melissa Curtis

STAFF PRESENT

Chase Winebarger
Julie Good
Ronnie Coffey
Terry Taylor

CALL TO ORDER: Mayor Johnnie Greene called the meeting to order at approximately 6:01pm.

INVOCATION: Zac Bryant 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 January 21, 2020 agenda.

Keith Warren made a motion, and Joe Wesson seconded, to adopt the January 21, 2020 agenda. All were in favor.

APPROVE DECEMBER 17, 2019 REGULAR MEETING MINUTES: Mayor Johnnie Greene asked for a motion to approve the December 17, 2019 regular meeting minutes.

Clay Wilson made a motion, and Rebecca Johnson seconded, to approve the December 17, 2019 regular meeting minutes. All were in favor.

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

No one wished to speak

RECOGNITIONS:

RECYCLE REWARDS WINNER: Mayor Johnnie Greene announced Tiffany Raye, as the January Recycle Rewards winner. A credit of thirty-two dollars (\$32.00) will be added to the current sanitation bill.

No Council action was required.

PROCLAMATION FOR CHARLIE CANNON: Mayor Johnnie Greene presented Charlie Cannon with a Proclamation and a gold watch for his forty-three (43) years' service to the Town of Sawmills.

No Council action was required.

FINANCIAL:

BANK SIGNATURE CARDS: Mayor Johnnie Greene stated that due to the hiring of Town Manager Chase Winebarger and 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

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

- Karen Clontz- Finance Officer
- Johnny Greene-Mayor

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

Keith Warren made a motion, and Rebecca Johnson seconded, to appoint Town Manager Chase Winebarger and Councilman Joe Wesson to the signature cards at First Citizens Bank authorizing Town Manager Chase Winebarger and Councilman Joe Wesson to sign on behalf of the Town with regards to banking transactions. All were in favor.

CAPITAL RESERVE FUND BUDGET AMENDMENT: Mayor Johnnie Greene stated that during the August 20, 2019 regular Council meeting, the Council voted to sell two (2) refuse trucks and put any finds collected in a Capital Reserve for future sanitation equipment, if the Town chose to start collecting trash after the contract with Republic Services expires. The two (2) refuse trucks were sold for two hundred fifty-eight thousand dollars

(\$258,000.00). The amendment will transfer a total of two hundred fifty-eight thousand dollars (\$258,000.00) to the Capital Reserve Fund from the General Fund for future trash collection expenditures.

Rebecca Johnson made a motion, and Keith Warren seconded, to transfer two hundred fifty-eight thousand dollars (\$258,000.00) from the General Fund to the Capital Reserve Fund for future trash collection expenditures.

RUSSELL DRIVE STREET PAVING: Mayor Johnnie Greene stated that when Russell Drive was originally paved, the Town could not secure all of the easements needed to pave the end of Russell Drive with a cul-de-sac. With the waterline replacement project, new easements were needed. While acquiring signatures for the new easements, residents at the end of Russell Drive expressed interest in now having the end of the street paved with a cul-de-sac constructed. This would assist with turnaround of town vehicles, garbage and recycle trucks. If Russell Drive is paved to the end, a new waterline would also need to be installed around the cul-de-sac. The current waterline ends, where the pavement ends, with a cluster of five (5) water meters.

Clay Wilson made a motion, and Rebecca Johnson seconded, proceed with the paving the end of Russell Drive and the installation of a new waterline around the cul-de-sac. All were in favor.

BID AWARD FOR MISSION ROAD AND RUSSELL DRIVE WATERLINE REPLACEMENT PROJECT: Mayor Johnnie Greene stated that the bid opening for the Mission Drive and Russell Drive waterline replacement project was held at 10:00am on January 21, 2020 at the offices of West Consultants.

Four (4) bids were submitted:

	Mission Rd and Russell Dr Replacement	Russell Dr Paving	Total
Piedmont Utility Group, Inc	\$191,292.19	\$32,659.00	\$224,588.19
NHM Constructors, LLC	\$224,704.50	\$57,235.00	\$281,939.50
Iron Mountain Construction CO, Inc	\$290,649.00	\$58,000.00	\$348,649.00
Bell Construction Co, Inc	\$296,724.00	\$39,960.00	\$336,684.00

Clay Wilson made a motion, and Joe Wesson seconded, to award the bid for the Mission Road and Russell Drive waterline replacement project and Russell Drive paving project to Piedmont Utility Group, Inc. All were in favor.

REAFFIRMATION AND RESOLUTION TO ADOPT TOWN OF SAWMILLS HAZARD MITIGATION PLAN: Town Planner Hunter Nestor stated that a Unifour Hazard Mitigation Planning Committee was created, consisting of representatives from each of the twenty-eight (28) participating jurisdictions, to develop a regional plan. The counties

and municipalities in the Unifour bound together to make a regional hazard mitigation plan, because each county was required to have one by state and federal lawm the hazard risks are almost the same throughout the four-county region, and the state emergency management office prefers regional over local plans. The plan region, which is comprised of Alexander, Burke, Caldwell and Catawba counties, is vulnerable to a wide range of natural hazards. These hazards threaten the life and safety of the Region's residents, and have the potential to damage or destroy both public and private property and disrupt the local economy and overall quality of life.

The plan was prepared in coordination with FEMA and the North Carolina Division of Emergency Management (NCEM) to ensure that it meets all applicable planning requirements. This includes conformance with FEMA's latest Local Mitigation Planning Handbook and Local Mitigation Plan Review Guide. This Hazard Mitigation Plan is divided into eight (8) major sections.

Rebecca Johnson made a motion, and Keith Warren seconded, to adopt the Reaffirmation and Resolution for the Town of Sawmills Hazard Mitigation Plan, to be reviewed annually and every five (5) years. All were in favor.

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

No one wished to speak

UPDATES:

JANUARY CODE ENFORCEMENT REPORT: Town Planner Hunter Nestor stated that there are five (5) code enforcement cases open:

- Carolyn Bray/Robyn Brittian, owner 2570 Baker Circle. Abandoned Mobile Home/Garbage and Rubbish. Town Planner Hunter Nestor stated that he is working with Town Attorney Terry Taylor to abate the property. Town Planner Hunter Nestor also stated that he will treat this as a Junk and Debris and not minimum housing. If so, the Town can proceed to abate after thirty (30) days of notice. Town Planner Hunter Nestor stated that he got a quote that will demo entire trailer and haul off all debris including our equipment, labor and fees. Town Planner hunter Nestor stated that the quote is four thousand one hundred dollars (\$4,100.00). Town Planner Hunter Nestor stated that staff plans to abate this in the current budget year, in the spring of 2020;
- Timberline Lumber Company, 4221 US Highway 321A. Overgrown Vegetation/Property Maintenance. Town Planner Hunter Nestor stated that he received a complaint on July 2, 2019, and original NOV letter was sent July 16, 2019 and no response or no progress as of August 8, 2019. Second NOV letter was sent on August 8, 2019, with a new deadline of August 20, 2019. Some progress had been

made. Town Planner Hunter Nestor stated that no other complaints have been made since original complaint and that the property is also in foreclosure. Town Planner Hunter Nestor stated that he will continue to monitor and research who new owner might be;

- Timothy Cowick, 4438 Rual Dr. Living in Shed/Property Maintenance/Illicit Discharge in Creek. Town Planner Hunter Nestor stated that a complaint was received on October 11, 2019, and a NOV letter was sent out on October 15, 2019 with a deadline of November 1, 2019. Town Planner Hunter Nestor stated that Mr. Cowick came in and met with him on November 5, 2019, and Mr. Cowick states that he is not living in the camper. Mr., Cowick also stated that the illicit discharge is not from him. Town Planner Hunter Nestor stated that the WPCOG Storm Water Officer investigated and found no source of illicit discharge. Town Planner Hunter Nestor stated that he will continue to monitor;
- Debra Rose, 4284 Trojan Ln. Dangerous Dog/Animal Creating a Nuisance. Town Planner Hunter Nestor stated that he received a complaint on November 26, 2019 about multiple dogs running around with no leash in a neighborhood. Town Planner Hunter Nestor stated that the complaint stated that the dogs were digging holes, habitual barking, howling and whining through the night and creating a physical threat to neighbors and other animals. NOV letter was sent on December 3, 2019, with a deadline of December 19, 2019. Town Planner Hunter Nestor stated that there was no response from the owner. Town Planner Hunter Nestor stated that he received another complaint and a second NOV letter was sent out on January 16, 2020 with a deadline of January 28, 2020. Town Planner Hunter Nestor stated that Caldwell County Animal Control has been notified;
- Teresa Annas Compton, 4486 Sawmills School Road. Abandoned Mobile Home/Garbage and Rubbish. Town Planner Hunter Nestor stated he received a complaint on January 13, 2020. Town Planner Hunter Nestor stated that a NOV letter would be sent out on January 23, 2020 with a deadline of February 10, 2020. Town Planner Hunter Nestor stated that the trailer is not finished and located on the same property as the Compton house that the Town abated in 2018. Town Planner Hunter Nestor stated that staff will investigate and work with attorney for possible courses of abatement.

No Council action was required.

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

Keith Warren wanted to thank everyone for coming out to the meeting.

Joe Wesson wanted to thank everyone for coming out and hoped everyone was careful in the cold weather we have been having. Joe Wesson also wanted to take the time to let the Public Works Department know how much everyone appreciates the great job that they do in clearing

the roads and keep the Town going during bad weather.

Mayor Johnnie Greene wanted to thank everyone for coming out, especially the town employees. Mayor Johnnie Greene wanted to let Charlie Cannon know that he will be missed by Council and staff.

CLOSED SESSION FOR ATTORNEY CLIENT PRIVILEGE PURSUANT TO NCGS § 143-318.11 (a)(3): Mayor Johnnie Greene asked for a motion to go into closed session.

Rebecca Johnson made a motion, and Clay Wilson seconded, to go into closed session pursuant to NCGS § 143-318.11(a) 6 at approximately 6:33pm. All were in favor.

Rebecca Johnson made a motion, and Clay Wilson seconded, to come out of closed session at approximately 7:42pm. All were in favor.

OFFER TO PURCHASE 2013 AUTOMATED REFUSE TRUCK: Mayor Johnnie Greene stated that the City of Lenoir had sent an offer to purchase the 2013 automated refuse truck from the Town of Sawmills for thirty thousand dollars (\$30,000.00).

Rebecca Johnson made a motion, and Joe Wesson seconded, to approve the Resolution Approving Conveyance of Property to Another Unit of Government in North Carolina Pursuant to General Statute 160A-274 for the 2013 automated refuse truck to the City of Lenoir for thirty thousand (\$30,000.00) dollars. All were in favor.

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

Rebecca Johnson made a motion, and Clay Wilson seconded, to adjourn the meeting. All were in favor.

The meeting was adjourned at approximately 7:42pm.

Johnnie Greene, Mayor

Julie A. Good, Town Clerk

AGENDA ITEM 7A

MEMO

DATE:

February 18, 2020

SUBJECT:

Recognition:
Recycle Rewards
Program

Discussion:

The Town of Sawmills would like to congratulate Debra Smith on winning the Recycle Rewards Program for the month of February. Mayor Johnnie Greene 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 7B

MEMO

DATE:

February 18, 2020

SUBJECT:

Recognition:
Sawmills Volunteer
Fire & Rescue
Department Awards

Discussion:

Mayor Johnnie Greene will be presenting awards of appreciation to the following Sawmills Volunteer Fire & Rescue Department members:

Member of the Year

Mike Jacobs

Officer of the Year

Josh Lakey

Recommendation:

No Council action is required.

AGENDA ITEM 8A

MEMO

DATE:

February 18, 2020

SUBJECT:

Financial Matters:
General Fund
Budget Amendment

Discussion:

With the contract being signed for the AMI Water Meter Project, four hundred twenty thousand dollars (\$420,000.00) will need to be moved from the General Fund and three hundred eighty thousand dollars (\$380,000.00) will need to be moved from the Utility Fund for a total of eight hundred thousand dollars (\$800,000.00) into the CIP Fund.

Recommendation:

Staff recommends Council approve a budget amendment in the amount of eight hundred thousand dollars (\$800,000.00) (four hundred twenty thousand dollars (\$420,000.00) from the General Fund and three hundred eighty thousand dollars (\$380,000.00) from the Utility Fund) into the CIP Fund for the AMI Water Meter Project.

TOWN OF SAWMILLS
BUDGET ORDINANCE AMENDMENT

Be it Ordained by the Town Council of the Town of Sawmills, Caldwell County, North Carolina, that the following Amendment to the Budget Ordinance for Fiscal Year 2019-2020 be hereby adopted.

Now, Therefore, Be It Resolved, that the following Amendment for the fiscal year be made to the budget for the fiscal year ended June 30, 2020.

<u>Description</u>	<u>Account Number</u>	<u>Debit</u>	<u>Credit</u>
General Fund	1-00-1001 Cash		\$420,000
	1-00-3990 Fund Balance Appropriation	\$420,000	
Utility Fund	2-00-1001 Cash		\$380,000
	2-00-3990 Net Assets Appropriation	\$380,000	
CIP Fund Capital Contributions	4-00-1001 Cash	<u>Debit</u> \$800,000	<u>Credit</u>
	4-00-3850 Capital Contributions		\$800,000

Explanation: Transferring the funds from the General Fund and Utility Fund to Capital Improvement Fund for AMI Water Meters Project.

This Amendment now Adopted this the _____ day of February _____, 2020.

Approved:

Mayor, Town of Sawmills

Finance Officer, Town of Sawmills

ATTEST:

APPROVED TO FORM:

Town Clerk

Town Attorney

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

AGENDA ITEM 10A

MEMO

DATE:

February 18, 2020

SUBJECT:

Updates:
Code Enforcement
Monthly Report

Discussion:

The attached report shows the progress that Planner Hunter Nestor continues to make throughout the town.

Recommendation:

No Council action required.

Code Enforcement Report

Property Address	Property Owner	Issue	Notes
4221 US HWY 321A	Timberline Lumber CO INC	Overgrown Vegetation/ Property Maintenance	Original Complaint Received 7/2. Original letter was sent 7/16 and no response or no progress as of 8/8. Second warning letter was sent on 8/8. Staff never received any response from owner. Some progress has been made. Property taxes were paid by owner. Staff received a phone call complaint about the property and staff asked the individual to submit a written complaint to investigate further. Staff is still waiting to receive new formal complaint.
4486 SAWMILLS SCHOOL RD	TERESA ANNAS COMPTON	Abandoned Mobile Home/Garbage and Rubbish	Complaint Received 1/13. Letter was sent on 1/16. Deadline of 1/28. Trailer is not finished and located on the same property of the Compton house that was abated in 2018. Staff will investigate and work with attorney for possible courses of abatement. One of the sons of Ms. Compton is scheduled to meet with staff in February to work towards getting the property in his name and get the property cleaned up.
4353 ELI LANE/FANCY PL	DWAYNE K and BRIDGET E MANN	Garbage and Rubbish/Property Maintenance	Complaint Received 1/2. A regular letter and a certified letter was sent on 1/2. Deadline of 1/20. Certified letter was returned for being unclaimed but non certified was not returned. A second letter was sent on 2/13. Property has junk/garbage all over the property. If no response after second letter, staff can enforce fines and possible abatement.
4491 LOYE LANE	JERRY MICHAEL and CAMILLE HAWN	Garbage and Rubbish/Property Maintenance	Complaint Received 1/28. Staff investigated the complaint that addressed two properties and possible violations. A letter was sent on 2/13. Deadline of 3/4 for the Miller property. The Miller property is in violation for having high grass/vegetation and junk and garbage located around the property. The Hawn property is not in violation as brush pile was picked up on 1/31. The complaint states Mr. Hawn still has more brush scattered throughout the property but staff did not find any evidence.
4434 JESS DR	DALE E and DEBRA MILLER	Garbage and Rubbish/Property Maintenance	