

AGENDA

Regular Meeting of the Sawmills Town Council Sawmills Town Hall

Tuesday, January 21, 2020
6:00 pm

1. Call To Order Mayor Johnnie Greene
2. Invocation Zac Bryant
3. Pledge of Allegiance Mayor Johnnie Greene
4. Adopt Agenda Mayor Johnnie Greene
5. Approve Meeting Minutes Mayor Johnnie Greene
 - A. December 17, 2019 Regular Meeting Minutes
6. Public Comment Mayor Johnnie Greene
7. Recognitions: Mayor Johnnie Greene
 - A. Recycle Rewards
 - B. Proclamation For Charlie Cannon
8. Financial Matters: Mayor Johnnie Greene
 - A. Bank Signature Cards
 - B. Budget Amendment
 - C. Russell Dr Paving and Waterline Replacement
 - D. Bid Award for Mission Rd and Russell Dr Waterline Replacement Project
9. Public Comment Mayor Johnnie Greene
10. Updates: Mayor Johnnie Greene
 - A. Code Enforcement Report
 - B. Council Comment
11. Closed Session: N.C.G.S. §143-318.11 (a)(3) Mayor Johnnie Greene
12. Adjourn Mayor Johnnie Greene

**TUESDAY, DECEMBER 17, 2019
TOWN OF SAWMILLS REGULAR COUNCIL MEETING
6:00 PM**

COUNCIL PRESENT

Mayor Johnnie Greene
Keith Warren
Clay Wilson
Rebecca Johnson
Joe Norman

STAFF PRESENT

Chase Winebarger
Julie Good
Terry Taylor

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

INVOCATION: Pastor Mike Owens gave the invocation.

PLEDGE OF ALLEGIANCE: Addison Rodgers, Lane Rice, and Sarah Franklin of Sawmills Elementary School led the Pledge of Allegiance.

ADOPT AGENDA: Mayor Johnnie Greene asked for a motion to adopt the December 17, 2019 agenda.

Clay Wilson made a motion, and Joe Norman seconded, to adopt the December 17, 2019 agenda. All were in favor.

APPROVE NOVEMBER 19, 2019 REGULAR MEETING MINUTES: Mayor Johnnie Greene asked for a motion to approve the November 19, 2019 regular meeting minutes.

Joe Norman made a motion, and Rebecca Johnson seconded, to approve the November 19, 2019 regular meeting minutes. All were in favor.

APPROVE NOVEMBER 19, 2019 CLOSED SESSION MINUTES: Mayor Johnnie Greene asked for a motion to approve the November 19, 2019 closed session minutes.

Joe Norman made a motion, and Rebecca Johnson seconded, to approve the November 19, 2019 closed session 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 James Gentry, as the December Recycle Rewards winner. A credit of thirty-two dollars (\$32.00) will be added to the current sanitation bill.

No Council action was required.

APPROVE DONATION OF FORTY (40) FOOT ENCLOSED TRAILER TO SAWMILLS VOLUNTEER FIRE DEPARTMENT: Mayor Johnnie Greene stated that during the October 15, 2019, regularly scheduled meeting of the Sawmills Town Council, the Council voted to convey two (2) refuse trucks, a 2009 LE 600 Mack-Low Entry Tandem and a 2018 LR 613 Mack-Low Entry Tandem, to the City of Lenoir. Said vehicles are conveyed "As Is", "Where Is" for the sum of two hundred fifty-eight thousand dollars (\$258,000.00) and the transfer from the City of Lenoir to the Town of Sawmills of a forty (40) feet-length enclosed trailer currently being used by the City of Lenoir Fire Department. Said trailer will then be donated to the Sawmills Volunteer Fire Department on behalf of the City of Lenoir Fire Department.

Clay Wilson made a motion, and Rebecca Johnson seconded, to donate the forty (40) foot enclosed trailer to the Sawmills Fire Department with a zoning permit issued by Town Planner Hunter Nestor and meeting all the conditions set forth in the Town of Sawmills Ordinances. All were in favor.

HONORING OF OUT GOING COUNCIL MEMBERS: Mayor Johnnie Greene stated that he had enjoyed working with Councilman Joe Norman and the Town would be losing an experienced member.

No Council action was required.

OUTGOING COUNCIL COMMENTS:

Joe Norman stated that he had enjoyed working with everyone and that he hoped the Town would continue in a forward motion. Joe Norman also stated that he hoped everyone would continue to come out and support the Council and the Town.

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

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

OATH OF OFFICE FOR NEW COUNCIL MEMBERS: Town Clerk Julie A. Good administered the Oath of Office to incoming Council Members, Keith Warren, Melissa Curtis and Joe Wesson.

COUNCIL PRESENT

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

STAFF PRESENT

Chase Winebarger
Julie Good
Terry Taylor

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

ADOPT AGENDA: Mayor Johnnie Greene asked for a motion to adopt the December 17, 2019 Agenda.

Keith Warren made a motion, and Joe Wesson seconded, to adopt the December 17, 2019 agenda. 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.

ORGANIZATIONAL MATTERS:

SEATING ARRANGEMENTS: Mayor Johnnie Greene asked Council to be seated as follows:

- Melissa Curtis
- Keith Warren
- Rebecca Johnson
- Town Attorney
- Mayor
- Town Manager
- Joe Wesson
- Clay Wilson
- Town Clerk

ELECTION OF MAYOR PRO TEM: Mayor Johnnie Greene stated that as a result of the November 2019 election, Council would need to elect a new Mayor Pro Tem.

Joe Wesson made a motion, and Clay Wilson seconded, to appoint Keith Warren as Mayor Pro Tem. All were in favor.

COUNCIL ETHICS AND CODE OF CONDUCT: Mayor Johnnie Greene stated that every Council member should have a copy of the Code of Ethics prepared by Town Attorney Terry Taylor and adopted by Town Council on August 17, 2010.

Mayor Johnnie Greene also stated that every Council member should also have the Standard of Conduct prepared by Town Attorney Terry Taylor. Mayor Johnnie Greene asked that each Council member read the form. Each Council member should be prepared to sign the Standard of Conduct form and return it to the Clerk.

No Council action was required.

STANDING COUNCIL COMMITTEE ASSIGNMENTS: Mayor Johnnie Greene announced the attached new Standing Council Committees.

No Council action was required.

FINANCIAL:

ADOPT BUDGET WORKSHOP SCHEDULE: Mayor Johnnie Greene asked for a motion to adopt the proposed FY 2020-2021 budget workshop schedule.

Joe Wesson made a motion, and Clay Wilson seconded, to adopt the proposed FY 2020-2021 budget workshop schedule. All were in favor.

FY 2018-2019 AUDIT PRESENTATION: James Lowdermilk and Rick Hammer, with Lowdermilk, Church & Co., L.L.P., presented the Towns FY 2016-2017 audit to Council.

Mr. Lowdermilk and Mr. Hammer stated that the Town received an unqualified audit and commended staff and Council on their efforts to maintain a strong fund balance.

No Council action was required.

UPDATES:

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

- Carolyn Bray/Robyn Brittan, 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;
- William and Lana Barlowe, 2141 Stamey Rd. Living in RV/Camper. Town Planner Hunter Nestor stated that he received a complaint on September 27, 2019. Town Planner Hunter Nestor stated that staff checked the property and the RV seems to be occupied. Town Planner Hunter Nestor stated that a NOV letter was sent on October 1, 2019, with a deadline of October 17, 2019. Town Planner Hunter Nestor stated that a trailer is still on the property and no one has contacted him about the letter. Town Planner Hunter Nestor stated that no other complaints have been made, but he will continue to monitor and follow up with complainant;
- 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.

No Council action was required.

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

Melissa Curtis wanted to thank everyone for their support in the election and she looks forward to working with everyone.

Keith Warren wanted to thank everyone for the support in the election. Keith Warren also stated he hoped everyone continues to come to all the meetings and he hopes everyone has a Merry Christmas and a Happy New Year. Keith Warren also stated that he hopes to see everyone at the Coffee with the Council, he enjoys it every year and that is where the Town gets a lot of their good ideas from the public.

Rebecca Johnson wanted to thank everyone for coming. Rebecca Johnson wanted to wish everyone a Merry Christmas and a Happy New Year.

Joe Wesson wanted to thank God for the guidance during the election and wanted to thank everyone that worked to help get him elected. Joe Wesson also stated that he knows that everyone is not going to get along and agree all the time, but that everyone should agree to disagree and go on. Joe Wesson also stated that he looks forward to working with everyone and he wanted to commend the past Council for hiring Chase Winebarger as the new Town Manager. Joe Wesson also wanted to wish everyone a Merry Christmas and a Happy New Year.

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

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

The meeting adjourned at approximately 6:47pm.

Johnnie Greene, Mayor

Julie A Good, Town Clerk

AGENDA ITEM 7A

MEMO

DATE:

January 21, 2020

SUBJECT:

Recognition:
Recycle Rewards
Program

Discussion:

The Town of Sawmills would like to congratulate Tiffany Raye on winning the Recycle Rewards Program for the month of January. 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:

January 21, 2020

SUBJECT:

Recognition:
Charlie Cannon

Discussion:

The Town of Sawmills would like to honor Charlie Cannon for his forty-three (43) years of dedication and service to the Town of Sawmills.

Recommendation:

No Council action is required.

Proclamation

Recognizing Charlie Cannon

Whereas, the Town of Sawmills is served by loyal and dedicated employees in many essential areas; and

Whereas, these employees represent the Town of Sawmills by having the highest levels of skill, professionalism, work ethic, and determined commitment to its citizens; and

Whereas, exemplary employees are dedicated to their work at all levels of local government and are at work every day, ready to render assistance or service with willingness and expediency to Town residents whenever needed; and

Whereas, elected officials may come and go, the consistency and institutional knowledge of a career employee offers continuity of service across election cycles and is essential to the smooth operation of our Town over time; and

Whereas, the Town is proud of these employees and wishes to thank them for their longevity, dedication to our community and their service to others; and

Now, Therefore, Be It Proclaimed that I, Johnnie Greene, Mayor of the Town of Sawmills and on the behalf of the Town Council, Staff, and the Citizens of the Town, do hereby recognize Charlie Cannon for his selfless dedication and nearly 43 years of faithful service to the Town of Sawmills.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the Town of Sawmills to be affixed this the 21st day of January 2020

**Johnnie Greene, Mayor
Town of Sawmills**

Attest:

**Julie Good, Clerk
Town of Sawmills**

AGENDA ITEM 8A

MEMO

DATE:

January 21, 2020

SUBJECT:

Financial Matters:
Banking and AP
Check Signatures

Discussion:

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.

Recommendation:

Staff recommends Council appoint Town Manager Chase Winebarger to be on file with First Citizens Bank, and appoint Joe Wesson or another Council member.

AGENDA ITEM 8B

MEMO

DATE:

January 21, 2020

SUBJECT:

Financial Matters:
Capital Reserve Fund
Budget Amendment

Discussion:

During the August 20, 2019 regular meeting, Council voted to sell two (2) refuse trucks and put any funds 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). A budget amendment will need to be approved for the transfer of funds into the Capital Reserve Fund.

The attached 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 expenditure.

Recommendation:

Staff recommends Council approve a budget amendment in the amount of two hundred fifty-eight thousand dollars (\$258,000.00).

BUDGET AMENDMENT ORDINANCE
TOWN OF SAWMILLS
General Fund

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 the fiscal year 2019-2020.

NOW, THEREFORE, BE IT RESOLVED the following Amendment is hereby Adopted:

<u>Description</u>	<u>Account Number</u>	<u>Account</u>	<u>Debit</u>	<u>Credit</u>
General Fund	2-00-1001	Cash on Hand		\$258,000.00
	2-00-3839	Miscellaneous Revenue	\$258,000.00	
Capital Reserve	7-00-1001	Cash on Hand	\$258,000.00	
	7-00-3850	Capital Contributions		\$258,000.00

Explanation: Transferring the funds from the General Fund to the Capital Reserve for sanitation equipment.

This Amendment now adopted this the _____ of January _____, 2020.

Johnnie Greene
Mayor, Town of Sawmills

APPROVED:

Karen Clontz
Finance Officer, Town of Sawmills

ATTEST:

Julie Good
Town Clerk

APPROVED AS TO FORM:

Terry Taylor
Town Attorney

AGENDA ITEM 8C

MEMO

DATE:

January 21, 2020

SUBJECT:

Financial Matters:
Russell Dr Street Paving

Discussion:

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 also assist with the 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 asphalt stops, with a cluster of five meters.

Recommendation:

Staff recommends Council discuss this matter and decide how they wish to proceed in regards to paving the end of Russell Drive and installation of a new waterline.

AGENDA ITEM 8D

MEMO

DATE:

January 21, 2020

SUBJECT:

Financial Matters:
Mission Rd and Russell Dr
Waterline Project

Discussion:

The bid opening for the Mission Rd and Russell Dr waterline replacement project is scheduled for January 21, 2020. The bid packets will be available for review at the Council Meeting.

Recommendation:

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

AGENDA ITEM 10A

MEMO

DATE:

January 21, 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	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 with new deadline of 8/20. Some progress has been made. No other complaints have been made since original complaint. Property is also in foreclosure. Will continue to monitor and research who new owner may be.
4438 RURAL DR	Timothy Cowick	Living in Shed/Property Maintenance/Illicit Discharge in creek	Complaint Received 10/11. Letter was sent on 10/15. Deadline was 11/1. Mr. Cowick met with Planner on 11/5. He claims to not be living in shed. Claims the illicit discharge is not from him. WPCOG Storm Water Officer investigated and found no source of illicit discharge. Will continue to monitor.
4284 TROJAN LN	Debra Rose	Dangerous Dog/Animal Creating a Nuisance	Complaint Received 11/26. Multiple dogs a running around off leash in neighborhood. Dogs are digging holes, habitual barking, howling and whining through the night and creating a physical threat to neighbors and other animals. Letter was sent on 12/3. Deadline 12/19. No response from the owner. Another complaint was received and a second letter was sent out on 1-16 with a deadline of 1-28. Animal control has also been notified.
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.