

AGENDA

Regular Meeting of the Sawmills Town Council Sawmills Town Hall

**Tuesday, April 15, 2014
6:00 pm**

- | | | |
|-----|---|---------------------------|
| 1. | Call To Order | Mayor Bob Gibbs |
| 2. | Invocation | Pastor David Woods |
| 3. | Pledge of Allegiance | Mayor Bob Gibbs |
| 4. | Adopt Agenda | Mayor Bob Gibbs |
| 5. | Approve Meeting Minutes | |
| | A. March 18 th Regular Meeting Minutes | Mayor Bob Gibbs |
| | B. March 18 th Closed Session Meeting Minutes | Mayor Bob Gibbs |
| | C. March 25 th Special Meeting Minutes | Mayor Bob Gibbs |
| | D. April 3 rd Special Budget Workshop Meeting Minutes | Mayor Bob Gibbs |
| 6. | Public Comment | Mayor Bob Gibbs |
| 7. | Discussion: | |
| | A. Collegiate Baseball League | Benny Townsend |
| | B. Sawmills Farmers Market | Market Representative |
| 8. | Recognitions: | |
| | A. Recycle Rewards Winner | Administrator Seth Eckard |
| | B. Yard of the Month Winners | Mayor Bob Gibbs |
| 9. | Planning Matters: Adopt Proposed Right-of-Way Encroachment Agreement Procedures and Proposed Encroachment Agreement | Administrator Seth Eckard |
| 10. | Personnel Matters: | |
| | A. Adopt Proposed Employee Job Descriptions, Achievable Goals and Incentives | David Hill |
| | B. Adopt Proposed Employee Pay Grade | David Hill |
| 11. | Financial Matters: Adopt Proposed Recycling Collection Agreement | Administrator Seth Eckard |
| 12. | Public Comment | Mayor Bob Gibbs |
| 13. | Updates: | |
| | A. Community Development Block Grant Monthly Status Report and Update | Administrator Seth Eckard |
| | B. Community Development Block Grant Sewer Project Status Report and Update | Administrator Seth Eckard |
| | C. Code Enforcement Monthly Report | Administrator Seth Eckard |
| | D. Administrators Report | Administrator Seth Eckard |
| | E. Council Comment | Mayor Bob Gibbs |
| 14. | Adjourn | Mayor Bob Gibbs |

**TUESDAY, MARCH 18, 2014
TOWN OF SAWMILLS REGULAR COUNCIL MEETING
6:00 PM**

COUNCIL PRESENT

Bob Gibbs
Trena McRary Kirby
Joe Wesson
Gerelene Blevins
Jeff Wilson
Johnny Wilson

STAFF PRESENT

Seth Eckard
Susan Nagle
Terry Taylor
Elinor Hiltz

CALL TO ORDER: Mayor Bob Gibbs called the meeting to order.

INVOCATION: Pastor Buford Pennell gave the invocation.

PLEDGE OF ALLEGIANCE: Mayor Bob Gibbs led the Pledge of Allegiance.

ADOPT AGENDA: Mayor Gibbs asked for a motion to adopt the agenda.

Joe Wesson made a motion, and Gerelene Blevins seconded, to adopt the agenda with changes. All were in favor.

APPROVE FEBRUARY 18, 2014 REGULAR MEETING MINUTES: Mayor Gibbs asked for a motion to approve the February 18, 2014 regular meeting minutes.

Trena McRary Kirby made a motion, and Joe Wesson seconded, to approve the minutes. All were in favor.

APPROVE FEBRUARY 18, 2014 CLOSED SESSION MEETING MINUTES: Mayor Gibbs asked for a motion to approve the February 18, 2014 closed session meeting minutes.

Joe Wesson made a motion, and Jeff Wilson seconded, to approve the minutes. All were in favor.

APPROVE MARCH 13, 2014 SPECIAL BUDGET WORKSHOP MEETING

MINUTES: Mayor Gibbs asked for a motion to approve the March 13, 2014 special budget workshop meeting minutes.

Johnny Wilson made a motion, and Jeff Wilson seconded, to approve the minutes. All were in favor.

PUBLIC HEARING: ADOPT TEXT AMENDMENT TO SECTION 153.190-153.197 OF CODE OF ORDINANCES:

OPEN PUBLIC HEARING: Mayor Gibbs asked for a motion to open the public hearing.

Joe Wesson made a motion, and Jeff Wilson seconded, to open the public hearing. All were in favor.

STAFF COMMENTS/RECOMMENDATIONS: Planner Elinor Hiltz stated all local governments are required to amend their zoning ordinance to comply with a new state law for Board of Adjustment procedures. The Planning Board reviewed sections 153.190-153.197 of the Code of Ordinances and recommends Council approve the attached amendments to comply with state law.

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

There were no comments or questions.

CLOSE PUBLIC HEARING: Mayor Bob Gibbs asked for a motion to close the public hearing.

Trena McRary Kirby made a motion, and Joe Wesson seconded, to close the public hearing. All were in favor.

COUNCIL ACTION: Joe Wesson made a motion, and Gerelene Blevins seconded, to adopt the text amendment to section 153.190-153.197 of the code of ordinances to comply with state law. All were in favor.

PUBLIC HEARING: APPROVE AN APPLICATION FOR CDBG FUNDING AND CALL FOR A SECOND PUBLIC HEARING:

OPEN PUBLIC HEARING: Mayor Gibbs asked for a motion to open the public hearing.

Joe Wesson made a motion, and Jeff Wilson seconded, to open the public hearing. All were in favor.

STAFF COMMENTS/RECOMMENDATIONS: Mayor Gibbs introduced Lisa Helton with the Western Piedmont Council of Governments (WPCOG).

Miss Helton stated this is the first of two public hearings required by the North Carolina Department of Environment and Natural Resources (NCDENR) for an application for Community Development Block Grant (CDBG) funding and Council will need to call for a second public hearing on this matter

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

There were no comments or questions.

CLOSE PUBLIC HEARING: Mayor Bob Gibbs asked for a motion to close the public hearing.

Joe Wesson made a motion, and Jeff Wilson seconded, to close the public hearing. All were in favor.

COUNCIL ACTION: Joe Wesson made a motion, and Gerelene Blevins seconded, to call for a second public hearing on March 25, 2014 at 6:00 pm at the Sawmills Town Hall to discuss an application for CDBG funding for a sewer project. All were in favor.

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

No one wished to speak.

RECOGNITIONS:

RECYCLE REWARDS WINNER: Town Administrator Seth Eckard announced Mr. and Mrs. James Furches as the March Recycle Rewards winner. A credit of twenty-eight dollars (\$28.00) will be added to Mr. and Mrs. Furches' sanitation bill and their certificate will be available at the Town Hall for pick up.

No Council action was required.

FINANCIAL MATTERS: FUNDING REQUEST FOR CALDWELL COUNTY SPECIAL OLYMPICS: Mayor Gibbs introduced Jo Ann and Casey Miller representatives for the Caldwell County Special Olympics.

Jo Ann Miller requested a donation on behalf of the Caldwell County Special Olympics to help with the purchase of t-shirts and provide lunch for all participants in the Spring Olympic Games.

Gerelene Blevins made a motion, and Trena McRary Kirby seconded, to approve a donation to Caldwell County Special Olympics in the amount of \$150.00.

DISCUSSION:

DUKE ENERGY CORPORATION LEASE AGREEMENT FOR VETERANS MEMORIAL PARK: Mayor Gibbs introduced Robin Nicholson a representative from Duke Energy Corporation.

Robin Nicholson gave a brief update on the status of the Catawba-Wateree and Hydroelectric licensing agreement between Duke Energy Corporation and the Town of Sawmills. Miss Nicholson stated on August 29, 2006 the Catawba-Wateree and Hydroelectric License Agreement, for the new operational license, was filed with the Federal Energy Regulatory Commission (FERC) after about three years of negotiations. The plan for the first five-year period of the new operational license is an upgrade to the Conley Creek Access Area to include a two-mile walking trail if the Town agrees to the maintenance of the trail.

No Council action was required.

ADOPT A PROCLAMATION FOR AMERICAN RED CROSS MONTH: Mayor Gibbs introduced Libby Brown, board member, with the local chapter of the American Red Cross.

Miss Brown stated the American Red Cross invites all Municipalities in Caldwell County to proclaim March 2014 as American Red Cross Month by signing the enclosed proclamation.

Joe Wesson made a motion, and Gerelene Blevins seconded, to adopt a Proclamation Naming March 2014 as American Red Cross Month. All were in favor.

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

David Powell spoke in regards to the local chapter of the American Red Cross in Caldwell County.

UPDATES:

COMMUNITY DEVELOPMENT BLOCK GRANT MONTHLY STATUS REPORT:

Administrator Eckard stated the enclosed monthly status report for the Community Development Block Grant (CDBG) shows that all requirements are on schedule for the Haystation, LLC.

No Council action was required.

COMMUNITY DEVELOPMENT BLOCK GRANT SEWER PROJECT MONTHLY UPDATE:

Administrator Eckard stated Lisa Helton, Program Administrator with the Western Piedmont Council of Governments has enclosed an update on the Community Development Block Grant Sewer Project.

No Council action was required.

CODE ENFORCEMENT MONTHLY REPORT: Administrator Eckard stated the enclosed report shows an update of the progress made throughout the Town by Planner Elinor Hiltz.

No Council action was required.

ADMINISTRATOR'S REPORT: Administrator Eckard made the following announcements:

- The Town of Sawmills Annual Easter Egg Hunt will be held on Saturday, April 12, 2014 from 10:30 am to 12:30 pm at the Veterans Memorial Park.
- The Sawmills Community Optimist Club opening day for T-Ball will be held on Saturday, April 12, 2014 at 11:00 am at the Sawmills Municipal Park on Baird Dr.
- The next budget workshop will be held on Thursday, April 3, 2014 in the Town Hall Council Chambers starting at 5:00 pm.
- Operational updates were included in Council's weekly e-mail.

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

Councilman Joe Wesson and Councilman Johnny Wilson thanked everyone for coming.

CLOSED SESSION: ATTORNEY/CLIENT PRIVILEGE: Mayor Gibbs asked for a motion to go into closed session.

Johnny Wilson made a motion, and Joe Wesson seconded, to go into closed session. All were in favor.

Mayor Gibbs asked for a motion to come out of closed session and return to the regular meeting.

Trena McRary Kirby made a motion, and Jeff Wilson seconded, to come out of closed session and return to the regular meeting. All were in favor.

ACTION TAKEN IN CLOSED SESSION: No action was taken in closed session.

ADJOURN: Mayor Gibbs asked for a motion to adjourn.

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

Susan Nagle, Town Clerk

Bob Gibbs, Mayor

**TUESDAY, MARCH 25, 2014
TOWN OF SAWMILLS SPECIAL COUNCIL MEETING
PUBLIC HEARING
6:00 PM**

COUNCIL PRESENT

Bob Gibbs
Trena McRary Kirby
Joe Wesson
Jeff Wilson
Johnny Wilson

STAFF PRESENT

Seth Eckard
Susan Nagle
Terry Taylor

CALL TO ORDER: Mayor Bob Gibbs called the meeting to order.

INVOCATION: Mayor Gibbs gave the invocation.

PLEDGE OF ALLEGIANCE: Mayor Gibbs led the Pledge of Allegiance.

ADOPT AGENDA: Mayor Gibbs asked for a motion to adopt the agenda.

Trena McRary Kirby made a motion, and Joe Wesson seconded, to adopt the agenda. All were in favor.

SECOND PUBLIC HEARING: APPROVE AN APPLICATION FOR CDBG FUNDING:

OPEN PUBLIC HEARING: Mayor Gibbs asked for a motion to open the public hearing.

Joe Wesson made a motion, and Gerelene Blevins seconded, to open the public hearing. All were in favor.

STAFF COMMENTS/RECOMMENDATIONS: Mayor Gibbs introduced Lisa Helton with the Western Piedmont Council of Governments (WPCOG).

Miss Helton stated this is the second public hearing required by the North Carolina Department of Environment and Natural Resources (NCDENR) to submit an application of \$3 million dollars in Community Development Block Grant funding for the infrastructure on a sanitary sewer project. The purpose of the grant is to provide sewer to citizens in the May Road area who are experiencing septic tank failure.

If approved, the Town will put in approximately 35,000 linear feet of 8" gravity sewer line with 11,000 linear feet of 8" forcemain and one pumping station. This project will serve approximately 181 households.

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

No one wished to speak.

CLOSE PUBLIC HEARING: Mayor Gibbs asked for a motion to close the public hearing

Joe Wesson made a motion, and Jeff Wilson seconded, to close the public hearing. All were in favor.

COUNCIL ACTION: No Council action was required.

DISCUSSION:

ADOPT RESOLUTION OF COMPLIANCE FOR CDBG FUNDING REQUIREMENTS: Mayor Gibbs asked for a motion to adopt the enclosed resolution required by the North Carolina Department of Environment and Natural Resources (NCDENR) to qualify for consideration of CDBG funding.

Joe Wesson made a motion, and Gerelene Blevins seconded, to adopt the Resolution of Compliance for Community Development Block Grant (CDBG) Funding Requirements. All were in favor.

ADOPT SEWER CONNECTION ORDINANCE: Mayor Gibbs asked for a motion to adopt the enclosed ordinance required by the North Carolina Department of Environment and Natural Resources (NCDENR) to qualify for consideration of CDBG funding.

Joe Wesson made a motion, and Trena McRary Kirby seconded to adopt the Town of Sawmills Sewer Connection Ordinance. Those in favor were, Trena McRary Kirby, Joe Wesson, Jeff Wilson and Johnny Wilson. Those opposed were Gerelene Blevins. The motion carries by a 4-1 vote.

ADOPT REQUIRED PLANS FOR CDBG PROJECTS: Mayor Gibbs asked for a motion to adopt the enclosed plans required by the North Carolina Department of Environment and Natural Resources (NCDENR) to qualify for consideration of CDBG funding.

Jeff Wilson made a motion, and Joe Wesson seconded to adopt the following required plans:

- Equal Employment Opportunity and Procurement Plan
- Procurement Policy
- Citizen Participation Plan
- Residential Anti-Displacement and Relocation Assistance Plan

- Section 519 Certification
- Local Government Certification of Understanding of the Roles and Responsibilities Under the HUD State Community Development Block Grant Regulations
- Certifications Regarding Debarment, Suspension, and Other Responsibility Matters
- Conflict of Interest Checklist Certification
- Federal Performance and Procurement Requirements Certification.

All were in favor.

ADOPT UTILITY ASSET MANAGEMENT PLAN: Mayor Gibbs asked for a motion to adopt the enclosed plan which, is not required by the North Carolina Department of Environment and Natural Resources (NCDENR) to qualify for consideration of CDBG funding, however; it is recommended.

Trena McRary Kirby made a motion, and Joe Wesson seconded, to adopt the Utility Asset Management Plan. All were in favor.

ADJOURN: Mayor Gibbs asked for a motion to adjourn the meeting.

Gerelene Blevins made a motion, and Trena McRary Kirby seconded, to adjourn the meeting. All were in favor.

Susan Nagle, Town Clerk

Bob Gibbs, Mayor

APRIL 3, 2014
TOWN OF SAWMILLS SPECIAL
BUDGET WORKSHOP MEETING
5:00 pm

COUNCIL PRESENT

Bob Gibbs
Trena McRary Kirby
Joe Wesson
Gerelene Blevins
Jeff Wilson
Johnny Wilson

STAFF PRESENT

Seth Eckard
Karen Clontz
Ronnie Coffey

CALL TO ORDER: Mayor Bob Gibbs called the meeting to order.

INVOCATION: Mayor Gibbs gave the invocation.

PLEDGE OF ALLEGIANCE: Mayor Gibbs led the Pledge of Allegiance.

ADOPT AGENDA: Mayor Gibbs asked for a motion to adopt the agenda.

Johnny Wilson made a motion, and Jeff Wilson seconded, to adopt the agenda. All were in favor.

ITEMS FOR DISCUSSION:

The following items were discussed:

- Water/Sewer Rate Study
- Fee Schedule
- Employee Merit and/or Adjustments

Budget Needs by Department:

- Governing Board
- Administration
- Planning/Community Development
- Public Works
- Sanitation
- Streets (Powell Bill)
- Parks & Recreation
- Water Department
- Sewer Department

ADJOURN: Mayor Gibbs asked for a motion to adjourn.

Trena McRary Kirby made a motion, and Joe Wesson seconded, to adjourn the meeting. All were in favor.

AGENDA ITEM 7A

MEMO

DATE:

April 10, 2014

SUBJECT:

Discussion:
Collegiate Baseball
League

Discussion:

Benny Townsend, Parks and Recreation Director will introduce Mr. Rob Wedding from Heritage Sports. Mr. Wedding will discuss the possibility of using the Town's ball fields for a wood bat baseball league in Sawmills.

Recommendation:

Staff recommends Council allow Mr. Wedding to use the ball fields for a wood bat baseball league in Sawmills.

AGENDA ITEM 7B

MEMO

DATE:

April 10, 2014

SUBJECT:

Discussion:
Sawmills Farmers
Market

Discussion:

A representative from the Sawmills Farmers Market will be on hand to discuss the upcoming Sawmills Farmers Market season and discuss the job duties for the Farmers Market Manager.

Recommendation:

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

AGENDA ITEM 8A

MEMO

DATE:

April 10, 2014

SUBJECT:

Recognitions:
Recycle Rewards
Winner

Discussion:

Ivey Cannon is the recycle rewards winner for April. Town Administrator Seth Eckard will present Miss Cannon with a certificate of appreciation and a twenty-eight dollar (\$28.00) credit will be added to her current sanitation bill.

Recommendation:

No Council action required.

AGENDA ITEM 8B

MEMO

DATE:

April 10, 2014

SUBJECT:

Recognitions:
Yard of the Month
Winners

Discussion:

Sawmills Elementary School, from the 28630 zip code, and RoboinSoots, from the 28638 zip code, are the yard of the month winners for April, Mayor Bob Gibbs will present them with a certificate of appreciation.

Recommendation:

No Council action required.

AGENDA ITEM 9

MEMO

DATE:

April 10, 2014

SUBJECT:

Planning Matters:
Adopt Proposed Right-of-Way
Encroachment Agreement
Procedures and Proposed
Encroachment Agreement

Discussion:

Attorney Terry Taylor has prepared the enclosed proposed Right-of-Way Encroachment Agreement Procedures and Proposed Encroachment Agreement.

Recommendation:

Staff recommends Council adopt the proposed agreements.

AGENDA ITEM 10A

MEMO

DATE:

April 10, 2014

SUBJECT:

Personnel Matters:
Adopt Proposed
Employee Job
Descriptions, Achievable
Goals and Incentives

Discussion:

On August 20, 2013 Council approved David Hill to conduct a Pay Classification Study for the Town of Sawmills.

David Hill has prepared the enclosed proposed employee job descriptions, achievable goals and incentives based on the Pay Classification Study conducted in 2013.

Recommendation:

Staff recommends Council adopt the proposed employee job descriptions, achievable goals and incentives.

AGENDA ITEM 10B

MEMO

DATE:

April 10, 2014

SUBJECT:

Personnel Matters:
Adopt Proposed
Pay Grade

Discussion:

David Hill has prepared the enclosed proposed pay grade based on the Pay Classification Study conducted in 2013.

Pay grades facilitate the employment process by providing a fixed framework of salary ranges, as opposed to a free negotiation. The pay grades encompass two dimensions: a "vertical" range where each level corresponds to the responsibility of, and requirements needed for a certain position; and a "horizontal" range within this scale to allow for monetary incentives rewarding the employee's quality of performance or length of service. Thus, an employee progresses within the horizontal and vertical ranges upon achieving positive appraisal on a regular basis. Evaluations are performed annually.

Recommendation:

Staff recommends Council adopt the proposed employee pay grades.

AGENDA ITEM 11

MEMO

DATE:

April 10, 2014

SUBJECT:

Financial Matters:
Adopt Proposed
Recycling Collection
Agreement

Discussion:

Republic Services of North Carolina, LLC, a North Carolina limited liability company currently collects the recycling in the Town of Sawmills.

The enclosed recycling agreement will begin July 1, 2014 and be effective for a period of five years.

The following changes will start July 1, 2014 upon approval of recycling collection agreement:

- Recycling collection will change from every week to every other week
- Customers will receive a 95-gallon container for recyclable material collection
- Customers will also receive and an updated list of approved recyclable materials

Recommendation:

Staff recommends Council adopt the proposed recycling agreement with Republic Services of North Carolina, LLC.

AGENDA ITEM 13A

MEMO

DATE:

April 10, 2014

SUBJECT:

Updates:
Community Development
Block Grant Monthly
Status Report and Update

Discussion:

Nancy Coley, Community Development Administrator from the Western Piedmont Council of Governments (WPCOG) sent the attached update on the Community Development Block Grant requirements on behalf of the Haystation, LLC.

Recommendation:

No Council action required.

AGENDA ITEM 13B

MEMO

DATE:

April 10, 2014

SUBJECT:

Updates:
Community Development
Block Grant Sewer
Project Monthly Status
Report and Update

Discussion:

Lisa Helton, Project Administrator from the Western Piedmont Council of Governments (WPCOG) sent the attached update for the Community Development Block Grant (CDBG) Duff Drive area sewer project.

Recommendation:

No Council action required.

AGENDA ITEM 13C

MEMO

DATE:

April 10, 2014

SUBJECT:

Updates:
Code Enforcement
Monthly Report

Discussion:

The attached report shows the progress that Planner Elinor Hiltz continues to make throughout the town.

Recommendation:

No Council action required.