

Agenda

Regular Meeting of the Sawmills Town Council Sawmills Town Hall

**Tuesday, December 17, 2013
6:00 pm**

1. Call To Order Mayor Bob Gibbs
2. Invocation Buford Pennell
3. Pledge of Allegiance Mayor Bob Gibbs
4. Approve Meeting Minutes:
 - A. November 19th Regular Meeting Minutes Mayor Bob Gibbs
 - B. November 19th Closed Session Meeting Minutes Mayor Bob Gibbs
5. Recognitions:
 - A. Recycle Rewards Winner Administrator Seth Eckard
 - B. Yard of the Month Winners Mayor Bob Gibbs
 - C. South Caldwell High School JV Football Team Mayor Bob Gibbs
 - D. Retirement of Sawmills Volunteer Fire & Rescue Department Chief Mayor Bob Gibbs
 - E. Outgoing Council Mayor Bob Gibbs
6. Update:
South Caldwell High School Michael Peake
7. Public Comment Mayor Bob Gibbs
8. Adjourn Mayor Bob Gibbs
9. Oath of Office for New Council Members Town Clerk Susan Nagle
10. Call to Order Mayor Bob Gibbs
11. Organizational Matters:
 - A. Seating Arrangements Mayor Bob Gibbs
 - B. Election of Mayor Pro-Tem Mayor Bob Gibbs
 - C. Standing Council Committee Assignments Mayor Bob Gibbs
 - D. Code of Ethics and Standard of Conduct Mayor Bob Gibbs
 - E. Caldwell County Railroad Commission Member Appointment Mayor Bob Gibbs
12. Adopt Agenda Mayor Bob Gibbs
13. Financial Matters:
 - A. Adopt Budget Workshops Schedule Administrator Seth Eckard
 - B. FY 2012-2013 Audit Presentation Administrator Seth Eckard
 - C. Approve Auditors Contract for FY 2013-2014 Administrator Seth Eckard
14. Public Comment Mayor Bob Gibbs
15. Updates:
 - A. Community Development Block Grant Monthly Status Report Administrator Seth Eckard
 - B. Community Development Block Grant Sewer Project Update
And Monthly Status Report Administrator Seth Eckard
 - C. Code Enforcement Monthly Report Administrator Seth Eckard
 - D. Administrator's Report Administrator Seth Eckard
 - E. Council Comment Mayor Bob Gibbs
16. Adjourn Mayor Bob Gibbs

**TUESDAY, NOVEMBER 19, 2013
TOWN OF SAWMILLS REGULAR COUNCIL MEETING
6:00 PM**

COUNCIL PRESENT

Bob Gibbs
Donnie Potter
Trena McRary Kirby
Joe Wesson
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 Ann Kelly gave the invocation.

PLEDGE OF ALLEGIANCE: Maci Annas, with Girl Scout Troop 10147, led the Pledge of Allegiance.

ADOPT AGENDA: Mayor Bob Gibbs asked for a motion to adopt the agenda with the following changes: change agenda item 10 to 6, agenda item 6 to 7, agenda item 7 to 8, agenda item 8 to 9 and agenda item 9 to 10.

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

APPROVE OCTOBER 15, 2013 REGULAR MEETING MINUTES: Mayor Gibbs asked for a motion to approve the October 15, 2013 regular meeting minutes.

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

UPDATES:

NC DEPARTMENT OF TRANSPORTATION: Mayor Gibbs introduced Dean Ledbetter, Senior Planning Engineer for Division 11, with the NC Department of Transportation (NCDOT).

Dean Ledbetter discussed the enclosed presentation concerning House Bill 817 signed into law on June 26, 2013. Mr. Ledbetter stated the purpose of this new legislation is to try to spend NCDOT money on the highest priority projects, which gives the most benefit for the most people.

No Council action was required.

GRANITE FALLS MIDDLE SCHOOL: Mayor Gibbs introduced Mr. Bill Schreiber, Principal at Granite Falls Middle School.

Mr. Schreiber stated he has encouraged his teachers to apply for grants and, with monies received, the students are working on many wonderful hands on projects this year. Mr. Schreiber thanked the Mayor and Council for the invitation to speak with them and for allowing the middle school to use the ball fields at the Veterans Park to play soccer and softball.

No Council action was required.

PUBLIC HEARING: AMEND SECTION 153.052 OF THE CODE OF ORDINANCES: Mayor Gibbs asked for a motion to open the public hearing.

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

STAFF RECOMMENDATIONS: Town Planner Elinor Hiltz stated the Planning Board reviewed section 153.052 of the Code of Ordinances and recommends Council approve the attached amendments, which will make the Code of Ordinances consistent with the Town's "Comprehensive Land Use Plan."

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 Gibbs asked for a motion to close the public hearing.

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

COUNCIL ACTION: Donnie Potter made a motion, and Joe Wesson seconded, to adopt the proposed amendments to section 153.052 of the Sawmills Code of Ordinances, which will make the Code of Ordinances consistent with the Town's "Comprehensive Land Use Plan." All were in favor.

PUBLIC HEARING: AMEND SECTION 153.130 OF THE CODE OF ORDINANCES: Mayor Gibbs asked for a motion to open the public hearing.

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

STAFF RECOMMENDATIONS: Town Planner Elinor Hiltz stated the Planning Board reviewed section 153.130 of the Code of Ordinances and recommends Council approve the attached amendments, which will make the Code of Ordinances consistent with the Town's "Comprehensive Land Use Plan."

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

There were no comments or questions.

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

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

COUNCIL ACTION: Trena McRary Kirby made a motion, and Joe Wesson seconded, to adopt the proposed amendments to section 153.130 of the Sawmills Code of Ordinances, which will make the Code of Ordinances consistent with the Town's "Comprehensive Land Use Plan." All were in favor.

RECOGNITIONS:

RECYCLE REWARDS WINNER: Administrator Eckard announced Thomas Skinner as the November Recycle Rewards winner. A credit of twenty-eight dollars (\$28.00) will be added to Mr. Skinner's sanitation bill and his certificate will be available at the Town Hall for pick up.

No Council action was required.

YARD OF THE MONTH WINNERS: Mayor Gibbs announced Stephen and Kendra Winkler, from the 28630 zip code, and Judy Hart, from the 28638 zip code, as the September yard of the month winners. Mayor Gibbs stated that since the winners were not present, their certificates would be available at the Town Hall for pick up.

No Council action was required.

GIRL SCOUT TROOP 10147: Mayor Gibbs announced that on October 5, 2013, Girl Scout Troop 10147 cleaned up around 10 bags of trash and debris at the Sawmills Veterans Park. On November 9, 2013, the troop helped pass out programs at the Annual Veterans Day Observance Ceremony. Mayor Gibbs presented Tina Annas, Troop Leader and Maci Annas, Cadette Girl Scout, certificates of appreciation for their troop's participation and hard work.

No Council action was required.

PLANNING MATTERS:

ALTERNATE PLANNING BOARD MEMBER APPOINTMENT: Administrator Eckard stated the term of appointment for Alternate Planning Board member Martha Ann Warren has expired. Miss Warren has given consent to serve another term.

Joe Wesson made a motion, and Jeff Wilson seconded, to re-appoint Miss Warren as an Alternate Planning Board member for the term of two-years. All were in favor.

DISCUSSION:

PROCLAMATION IN SUPPORT OF CALDWELL COUNTY BUSINESS EXPOSE' MONTH: Administrator Eckard stated the enclosed Proclamation In Support of Caldwell County Business Expose' Month invites all municipalities in Caldwell County to proclaim November 2013 as Business Expose' Month.

Donnie Potter made a motion, and Joe Wesson seconded, to adopt the Proclamation In Support of November 2013 as Caldwell County Business Expose' Month. All were in favor.

FINANCIAL MATTERS:

UTILITY FUND BUDGET AMENDMENT: Administrator Eckard stated the enclosed Utility Fund Budget Amendment recognizes revenue and expenditure line items for Automated Solutions and the Rural Center Grant clawback provision.

Jeff Wilson made a motion, and Donnie Potter seconded, to approve the Utility Fund Budget Amendment in the amount of \$9,738.00. Six monthly payments of \$1,623.00 will be paid to the Rural Center and the Town will be reimbursed by Automated Solutions. All were in favor.

EMPLOYEE LONGEVITY PAY: Administrator Eckard stated the Town of Sawmills pays out an employee longevity pay the first pay period in December.

Joe Wesson made a motion, and Donnie Potter seconded, to approve disbursement of longevity pay for employees. All were in favor.

REQUEST FOR DONATION TO SHRINERS HOSPITAL FOR CHILDREN:

Administrator Eckard stated the Shriners Hospital for Children has requested a donation in the amount of \$150.00 to help children.

Donnie Potter made a motion, and Trena McRary Kirby seconded, to donate \$150.00 to the Foothills Shrine Club. All were in favor.

PUBLIC COMMENT: Mayor Gibbs asked if anyone wished to speak during public comment.

Reid Lingerfelt thanked the town for the Veterans Day Observance Ceremony and stated there is a need for restrooms there.

UPDATES:

COMMUNITY DEVELOPMENT BLOCK GRANT UPDATE AND MONTHLY STATUS REPORT: Administrator Eckard stated Nancy Coley, Project Administrator with the Western Piedmont Council of Governments has enclosed an update on The Haystation, LLC.

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 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.

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 Duff Drive Area Sewer Project is about 3/4 complete with the surveying work and the next step is to acquire easements for the area. The Town will hold a community meeting for the people in the project area sometime in late January with a date to be announced.
- The Stamey Road Waterline Project is about 50 percent complete and should be completed about the second week in December.
- Baird Drive resurfacing is complete. They re-painted the parking spots and did the striping.
- Woodland Drive is about 50 percent complete.
- The Town is going to finish a little crack sealing in the Doe Run Subdivision, which should start in about two weeks.
- The Council did put some money in the budget this year for striping of Town roads. Public Works Supervisor Ronnie Coffey recommends waiting until spring to start that project when it warms up.
- Public Works Supervisor Coffey has been working on getting a material price list for a potential restroom project. He will have that information, hopefully with David Powell, to present at the Council Retreat.
- The tentative dates for a two-hour Strategic Planning Session, held at the Town Hall, is January 7, 2014; the Council Retreat to be held at the Economic Development Commission on February 11, 2014 and the Budget Workshops will be approved during the December Council meeting.
- The Town of Sawmills Annual Christmas Tree Lighting Ceremony will be held on Tuesday, December 3, 2013 at 6:30 pm. at the Farmers Market lot.
- The Town of Sawmills Annual Christmas Parade will be held on Saturday, December 7, 2013. Line-up starts at 9:30 am on Helena Street. The parade starts at 10:00 am and ends at Pregis Corporation on US Highway 321-A.

- The Town of Sawmills employee Christmas party will be held on Friday, December 13, 2013 at Wilsons Pond at 6:30 pm. All employees, Council members, Planning Board members and their families are invited to attend. Please let Administrator Eckard know who will be attending so that we can get a head count for the food order.
- The Town of Sawmills is accepting gently worn coats for kids and adults until January 31, 2014.
- The week of December 16-20, 2013 is employee appreciation week and each Council member will choose a day to feed the employees either breakfast or lunch.
- The holiday office closing and trash pick-up schedule is available on the Town's website, Facebook page or in the lobby of the Town Hall.

COUNCIL COMMENT: Mayor Gibbs asked if anyone on the Council wished to speak.

No one wished to speak.

CLOSED SESSION: ECONOMIC DEVELOPMENT (N.C.G.S. §143-318.11): Mayor Gibbs asked for a motion to go into closed session.

Donnie Potter made a motion, and Johnny Wilson 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 Donnie Potter seconded, to come out of closed session and return to the regular meeting.

ACTION TAKEN IN CLOSED SESSION: No Council action was taken.

ADJOURN: Mayor Gibbs asked for a motion to adjourn.

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

AGENDA ITEM 5A

MEMO

DATE:

December 11, 2013

SUBJECT:

Recognition:
Recycle Rewards
Winner

Discussion:

Lloyd Carter is the Recycle Rewards winner for December. Town Administrator Seth Eckard will present Mr. Carter with a certificate of appreciation and a twenty eight dollar (\$28.00) credit will be added to his current sanitation bill. The term for a Caldwell County Railroad Commission member expires December 31, 2013. A representative from each municipality and serves a two-year term. Mayor Bob Gibbs currently represents the Town of Sawmills and is willing to serve another term.

Recommendation:

No Council action required.

AGENDA ITEM 5B

MEMO

DATE:

December 11, 2013

SUBJECT:

Recognition:
Yard of the Month
Winners

Discussion:

Jo and Ron Wilson, from the 28630 zip code, and Jeff and Beth Cook, from the 28638 zip code, are the Yard of the Month winners for December. Mayor Bob Gibbs will present them with a certificate of appreciation.

Recommendation:

No Council action required.

AGENDA ITEM 5C

MEMO

DATE:

December 11, 2013

SUBJECT:

Recognition:
South Caldwell
High School JV
Football Team

Discussion:

The Town of Sawmills would like to congratulate the South Caldwell High School's JV football Team for their outstanding 2013-2014 season. The JV football team, which consists of students in 9th and 10th grade, played 10 games ending this season undefeated.

Recommendation:

No Council action required.

AGENDA ITEM 5D

MEMO

DATE:

December 11, 2013

SUBJECT:

Recognition:
Retirement of Sawmills
Volunteer Fire & Rescue
Department Chief

Discussion:

The Town of Sawmills would like to recognize Sawmills Volunteer Fire & Rescue Chief, Brian Church, for his dedication and countless hours of service to the community. Mr. Church will retire as the Chief on December 31, 2013 and continue as a member of the fire department.

Mr. Church has been a member of the Sawmills Fire Department for 29 years, serving as Secretary, Captain, Assistant Chief, and for the last 5 years as Chief. During his time as Chief, Mr. Church was instrumental in the purchase of a new fire truck, guidance with the construction of the new addition to the building, has completed "Chiefs 101" training, Public Safety Diver training, and Swift Water Rescue Technician training.

We cannot thank him enough for all that he has done for this community.

Recommendation:

No Council action required.

AGENDA ITEM 6

MEMO

DATE:

December 11, 2013

SUBJECT:

Updates:
South Caldwell
High School

Discussion:

Michael Peake, Principal of South Caldwell High School, will be on hand to update Council on how the school year has been going.

Recommendation:

No Council action required.

AGENDA ITEM 9

MEMO

DATE:

December 11, 2013

SUBJECT:

Oath of Office for
New Council Members

Discussion:

Town Clerk Susan Nagle will administer the Oath of Office to incoming Mayor, Bob Gibbs and incoming Council members, Gerelene Blevins and Joe Wesson.

Recommendation:

No Council action required.

AGENDA ITEM 11A

MEMO

DATE:

December 15, 2013

SUBJECT:

Organizational Matters:
Seating Arrangements

Discussion:

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

Trena McRary Kirby

Joe Wesson

Gerelene Blevins

Town Attorney

Mayor

Town Administrator

Jeff Wilson

Johnny Wilson

Town Clerk

Recommendation:

No Council action required.

AGENDA ITEM 11B

MEMO

DATE:

December 11, 2013

SUBJECT:

Organizational Matters:
Election of
Mayor Pro-Tem

Discussion:

As a first item of business, Council will need to elect a Mayor Pro-Tem. Enclosed with this memo is a description of the duties and procedures of the Mayor Pro-Tem in accordance with North Carolina General Statutes §160A-70 and as stated in the Town of Sawmills Code of Ordinances.

Recommendation:

No Council action required.

AGENDA ITEM 11C

MEMO

DATE:

December 11, 2013

SUBJECT:

Organizational Matters:
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 required.

AGENDA ITEM 11D

MEMO

DATE:

December 11, 2013

SUBJECT:

Organizational Matters:
Code of Ethics and
Standard 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 performance of their duties.

Also enclosed is a Standard of Conduct form prepared by Attorney Taylor. Mayor Gibbs asks each Council member to read this form. New Council members should be prepared to sign this document during the December 17th meeting. A copy is kept on file with the Clerk.

Recommendation:

Council needs to review and sign the enclosed document.

AGENDA ITEM 11E

MEMO

DATE:

December 11, 2013

SUBJECT:

Organizational Matters:
Caldwell County
Railroad Commission
Member Appointment

Discussion:

The term for a Caldwell County Railroad Commission member expires December 31, 2013. A representative from each municipality and serves a two-year term. Mayor Bob Gibbs currently represents the Town of Sawmills and is willing to serve another term.

Recommendation:

Staff recommends Council decide whom they wish to appoint as the Caldwell County Railroad Commission member representing the Town of Sawmills.

AGENDA ITEM 13A

MEMO

DATE:

December 12, 2013

SUBJECT:

Financial Matters:
Adopt Budget
Workshops Schedule

Discussion:

Enclosed with this memo is a copy of the proposed FY 2014-2015 budget workshops schedule.

The annual Council budget retreat is scheduled for Tuesday, February 11, 2014 from 9:00 am to 4:00 pm at the Caldwell County EDC.

As presented, the budget schedule includes four budget workshops.

Recommendation:

Staff recommends Council adopt the FY 2014-2015 budget workshops schedule.

AGENDA ITEM 13B

MEMO

DATE:

December 12, 2013

SUBJECT:

Financial Matters:
FY 2012-2013
Audit Presentation

Discussion:

Enclosed with your agenda packet is a copy of the completed FY 2012-2013 audit.

The auditors for the Town, James Lowdermilk and Rick Hammer with Lowdermilk Church & Co., L.L.P., will be on hand to formallu present it to you.

Recommendation:

No Council action required.

AGENDA ITEM 13C

MEMO

DATE:

December 12, 2013

SUBJECT:

Financial Matters:
Approve Auditors
Contract for
FY 2013-2014

Discussion:

Enclosed with this memo is a contract from our current auditing firm Lowdermilk Church & Co., L.L.P. The contract, in the amount of \$9,850.00 will cover the period of July 1, 2013 to June 30, 2014.

This amount of \$9,850.00 includes the following:

| | |
|---|-------------------|
| Audit: | \$6,400.00 |
| Preparation of the annual financial statements: | <u>\$3,450.00</u> |
| | \$9,850.00 |

This amount includes continual guidance, advice and directives throughout the year from the auditors concerning any issues that may arise throughout the fiscal year.

Recommendation:

Staff recommends Council approve a contract with Lowdermilk Church & co., L.L.P. in the amount of \$9,850.00 and covering the period of July 1, 2013 to June 30, 2014.

AGENDA ITEM 15A

MEMO

DATE:

December 11, 2013

SUBJECT:

Updates:
Community Development
Block Grant Monthly
Status Report

Discussion:

The attached report shows that all the requirements for the Community Development Block Grant on behalf of The Haystation, LLC are on schedule.

Recommendation:

No Council action required.

AGENDA ITEM 15B

MEMO

DATE:

December 11, 2013

SUBJECT:

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

Discussion:

Lisa Helton, Program Administrator with the Western Piedmont Council of Governments has attached an update on the Community development Block Grant Duff Drive Area Sewer Project.

The attached report shows that all the requirements for the Community Development Block Grant Duff Drive Area Sewer Project are on schedule.

Recommendation:

No Council action required.

AGENDA ITEM 15C

MEMO

DATE:

December 11, 2013

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.