

AGENDA

Regular Meeting of the Sawmills Town Council Sawmills Town Hall

Tuesday, January 15, 2013
6:00 PM

1. Call To Order Mayor Bob Gibbs
2. Invocation Pastor Rick Crouse
3. Pledge of Allegiance Mayor Bob Gibbs
4. Adopt Agenda Mayor Bob Gibbs
5. Approve December 18th Regular Meeting Minutes Mayor Bob Gibbs
6. Public Comment Mayor Bob Gibbs
7. Recognitions:
Recycle Rewards Winner Administrator Seth Eckard
8. Public Hearing: For A CDBG Funding Application
A. Open Public Hearing Mayor Bob Gibbs
B. Staff Comments/Recommendations Lisa Helton
C. Public Comment
D. Close Public Hearing Mayor Bob Gibbs
9. Financial Matters:
A. Cancel and Reschedule Budget Retreat Administrator Seth Eckard
B. Adopt Proposed Corporate Resolution with First Citizens Bank Administrator Seth Eckard
C. Approval of Audit Contract for FY 2012-2013 Administrator Seth Eckard
10. Public Comment Mayor Bob Gibbs
11. Updates:
B. Administrator's Report Administrator Seth Eckard
C. Council Comment Mayor Bob Gibbs
12. Adjourn Mayor Bob Gibbs

**TUESDAY, DECEMBER 18, 2012
TOWN OF SAWMILLS REGULAR COUNCIL MEETING
6:00 PM**

COUNCIL PRESENT

Bob Gibbs
Trena McRary Kirby
Donnie Potter
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: Pastor Buford Pennell 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.

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

APPROVE NOVEMBER 20, 2012 REGULAR MEETING MINUTES: Mayor Gibbs asked for a motion to approve the November 20, 2012 regular meeting minutes.

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

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

No one wished to speak.

RECOGNITIONS:

YARD OF THE MONTH WINNERS: Mayor Bob Gibbs announced Mr. and Mrs. Howard Cannon, from the 28630 zip code, and Mark Nelson, from the 28638 zip code, as the December Yard of the Month winners. Mayor Gibbs stated that since the winners were not present, the certificates would be available at the Town Hall for pick up.

No Council action was required.

RECYCLE REWARDS WINNER: Town Administrator Seth Eckard announced Joseph Keith as the December Recycle Rewards winner. Administrator Eckard stated a credit of twenty-eight dollars (\$28.00) would be added to Mr. Keith's sanitation bill and his certificate would be available at the Town Hall for pick up.

No Council action was required.

PUBLIC HEARING: FOR A CDBG FUNDING APPLICATION:

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

Joe Wesson made a motion, and Donnie Potter 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).

Lisa stated this is the first of two public hearings required by the North Carolina Department of Commerce in order for the Town to submit an application for Community Development Block Grant (CDBG) Funding.

PUBLIC COMMENT: Mayor Gibbs asked if anyone wished to speak on the application for CDBG funding.

No one wished to speak.

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: No Council action was required.

FINANCIAL MATTERS:

FY 2011-2012 AUDIT PRESENTATION: Rick Hammer and Jim Lowdermilk with Lowdermilk Church & Co., LLP, presented to Council the 2011-2012 Town audit.

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

No Council action was required.

ADOPT PROPOSED COUNCIL BUDGET RETREAT/WORKSHOP SCHEDULE: Mayor Gibbs asked for a motion to adopt the enclosed FY 2013-2014 budget retreat/workshop schedules.

After discussion, Jeff Wilson made a motion, and Trena McRary Kirby seconded, to change the time of the budget workshops from 3:00 pm-5:00 pm to 5:00 pm-7:00 pm leaving the retreat and all dates the same. All were in favor.

PLANNING MATTERS: REMOVAL OF TRACTOR-TRAILERS FOR STORAGE: Town Planner Johnny Wear stated the Town's current zoning ordinance does not allow tractor-trailers for use as storage in residential districts and does not include the ones already in existence before the ordinance was amended. The Planning Board discussed this matter and recommends Council does not make any changes to the current ordinance.

Mike Sparks spoke regarding a tractor-trailer in his neighborhood that is used for storage in which the owner complied with the Town's zoning ordinance and the case was closed.

Joe Wesson made a motion, and Jeff Wilson seconded, to leave the current ordinance as written. Those in favor were Joe Wesson, Johnny Wilson and Jeff Wilson. Those opposed were Trena McRary Kirby and Donnie Potter. Motion carries by a 3-2 vote.

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

No one wished to speak.

UPDATES:

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

- The dates the Office and Public Works Department will be closed for Christmas and the trash pick-up schedule may be found online on the Town's website or you may pick-up a schedule at the Town Hall.
- The dates the Office and Public Works Department will be closed for New Year's and the trash pick-up schedule may be found online on the Town's website or you may pick-up a schedule at the Town Hall.
- To the credit of the Public Works Department, the first nine holes of the new disc golf course are open three weeks ahead of schedule. We should have a completion date scheduled for early April. Everyone is invited to come out and play.

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

ADJOURN: Mayor Gibbs asked for a motion to adjourn.

Donnie Potter made a motion, and Jeff Wilson seconded, to adjourn the meeting. All were in favor.

Susan Nagle, Town Clerk

Bob Gibbs, Mayor

AGENDA ITEM 7

MEMO

DATE:

January 10, 2015

SUBJECT:

Recognition:
Recycle Rewards
Program

Discussion:

Shawn and Jennifer Huffman is the January Recycle Rewards winner. Town Administrator Seth Eckard will present Mr. and Mrs. Huffman with a certificate of appreciation and a twenty-eight dollar (\$28.00) credit will be added to their current sanitation bill.

Recommendation:

No Council action required.

AGENDA ITEM 8B

MEMO

DATE:

January 10, 2013

SUBJECT:

Public Hearing:
For a CDBG
Funding Application

Discussion:

This is the second public hearing, which the NC Department of Commerce requires when submitting an application for Community Development Block Grant (CDBG) funding. As you may recall, Council held the first public hearing on December 18, 2012.

Recommendation:

No Council action is required.

AGENDA ITEM 9A

MEMO

DATE:

January 10, 2013

SUBJECT:

Financial Matters:
Cancel and Reschedule
Special Meeting for the
Budget Retreat

Discussion:

Administrator Eckard would like to re-schedule the budget retreat, which is currently scheduled for Thursday, February 7, 2013 to Tuesday, February 12, 2013, and change the time from 8:00 am-5:00 pm to 9:00 am-4:00 pm. Administrator Eckard will be attending the 2013 NC City and County Managers Association Winter Seminar February 6-8, 2013 in Raleigh, which is why he is requesting this change.

The attached scheduled shows the proposed date and time for the budget retreat as well as the time change for the budget workshops as approved during the December meeting.

Recommendation:

Staff recommends Council cancel the budget retreat scheduled for Thursday, February 7, 2013 from 8:00 am-5:00 pm and re-schedule for Tuesday, February 12, 2013 from 9:00 am-4:00 pm at the Caldwell County Economic Commission (EDC). Once approved the new schedule will be sent to our sunshine list and posted on the bulletin board in the lobby at the Town Hall

AGENDA ITEM 9B

MEMO

DATE:

January 10, 2013

SUBJECT:

Financial Matters:
Adopt Proposed Corporate
Resolution with First
Citizens Bank

Discussion:

Due to the election of new Council members in 2011, First Citizens Bank will need the attached certified copy of corporate resolutions updated in their bank files. The bank requires new signatures to be on file whenever there are changes in staff or Council. The bank is currently updating their files and has notified town staff that the signed resolution they have on file was dated on October 2010.

The signatures allow Mayor Bob Gibbs, Town Administrator Seth Eckard and Finance Officer Karen Clontz the authority to sign documents regarding banking transactions on behalf of the Town.

Recommendation:

Staff recommends Council approve the certified copy of corporate resolutions with First Citizens Bank.

AGENDA ITEM 9C

MEMO

DATE: January 10, 2013

SUBJECT: Financial Matters::
Approval of Audit
Contract for
FY 2012-2013

Discussion:

Enclosed with this memo is a contract from our current auditor's Lowdermilk, Church & co., LLP. The contract, in the amount of \$9690.00, will cover the period of July 1, 2012 to June 30, 2013.

This amount of \$9,690.00 includes the following:

Audit:	\$6,330.00
Preparation of the annual financial statements:	<u>\$3,360.00</u>
	\$9,690.00

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 renewal with Lowdermilk, Church & co., LLP in the amount of \$9,690.00 and covering the period of July 1, 2012 to June 30, 2013.