

**TUESDAY, DECEMBER 19, 2023  
TOWN OF SAWMILLS REGULAR COUNCIL MEETING  
6:00PM**

**COUNCIL PRESENT**

Mayor Keith Warren  
Mayor Pro Tem Clay Wilson  
Bobby Mosteller  
Rebecca Johnson  
Joe Wesson

**STAFF PRESENT**

Chase Winebarger  
Julie A Good  
Terry Taylor

**COUNCIL ABSENT**

Melissa Curtis

**CALL TO ORDER:** Mayor Keith Warren called the meeting to order at approximately 6:00pm.

**INVOCATION:** Pastor Danny Wright gave the invocation.

**PLEDGE OF ALLEGIANCE:** Mayor Keith Warren led the Pledge of Allegiance.

**ADOPT AGENDA:** Mayor Keith Warren asked for a motion to adopt the December 19, 2023 Agenda.

Clay Wilson made a motion, and Joe Wesson seconded, to adopt the December 19, 2023 Agenda. All were in favor.

**APPROVE NOVEMBER 21, 2023 REGULAR MEETING MINUTES:** Mayor Keith Warren asked for a motion to approve the November 21, 2023 regular meeting minutes.

Clay Wilson made a motion, and Rebecca Johnson seconded, to approve the November 21, 2023 regular meeting minutes. All were in favor.

**APPROVE NOVEMBER 21, 2023 CLOSED SESSION MINUTES:** Mayor Keith Warren asked for a motion to approve the November 21, 2023 closed session minutes.

Bobby Mosteller made a motion, and Clay Wilson seconded, to approve the November 21, 2023 closed session minutes. All were in favor.

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

No one wished to speak.

**RECOGNITIONS:**

**DECEMBER RECYCLE REWARDS WINNER:** Mayor Keith Warren announced Jack Mason as the December Recycle Rewards Winner. A credit of forty dollars (\$40.00) will be added to the current sanitation bill.

No Council action was required.

**PLANNING MATTERS:**

**REZONING OF PIN NUMBERS 2766657929, 2766666171, 2766667200, 2766668126, 2766659938 AND 2766658939:** Mayor Keith Warren stated that a public hearing for the rezoning of pin numbers 2766657929, 2766666171, 2766667200, 2766668126, 2766659938 and 2766658939, was held during the regularly scheduled Town of Sawmills Council meeting on August 15, 2023, at which time Council tabled this matter to the regularly scheduled Town of Sawmills Council meeting on September 19, 2023. During the regularly scheduled Town of Sawmills Council meeting on September 19, 2023, Council agreed to table this matter until the December 19, 2023 regularly scheduled Town of Sawmills Council meeting.

Clay Wilson made a motion, and Rebecca Johnson seconded, to table this matter until the regularly scheduled Town of Sawmills Council meeting on January 16, 2024. All were in favor.

**COUNCIL ADJOURN:** Mayor Keith Warren asked for a motion to adjourn.

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

The meeting was adjourned at approximately 6:02pm.

**OATH OF OFFICE FOR NEW COUNCIL MEMBERS:** Town Clerk Julie A. Good administered the Oath of Office to incoming Council Members, Bobby Mosteller and Joe Wesson.

Town Clerk Julie A. Good administered the Oath of Office to incoming Council Member Melissa Curtis on Thursday, December 21, 2023.

**COUNCIL PRESENT**

Mayor Keith Warren  
Clay Wilson  
Bobby Mosteller  
Rebecca Johnson  
Joe Wesson

**STAFF PRESENT**

Chase Winebarger  
Julie Good  
Terry Taylor

**COUNCIL ABSENT:**

Melissa Curtis

**CALL TO ORDER:** Mayor Keith Warren called the meeting to order.

**ADOPT AGENDA:** Mayor Keith Warren asked for a motion to adopt the December 19, 2023 Agenda.

Clay Wilson made a motion, and Joe Wesson seconded, to adopt the December 19, 2023 agenda. All were in favor.

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

No one wished to speak.

**ORGANIZATIONAL MATTERS:**

**SEATING ARRANGEMENTS:** Mayor Keith Warren 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 Keith Warren stated that as a result of the November 2023 election, Council would need to elect a new Mayor Pro Tem.

Joe Wesson made a motion, and Rebecca Johnson seconded, to appoint Melissa Curtis as

Mayor Pro Tem. All were in favor.

**COUNCIL ETHICS AND CODE OF CONDUCT:** Mayor Keith Warren 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 Keith Warren also stated that every Council member should also have the Standard of Conduct prepared by Town Attorney Terry Taylor. Mayor Keith Warren 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 Keith Warren announced the new Standing Council Committees as follows.

### Town of Sawmills

### Standing Council Committees for 2024-2026

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<b><u>Parks &amp; Recreation Committee</u></b>	Joe Wesson	Bobby Mosteller
Parades, Festivals, & Special Events		
Civic Organizations		
<b><u>Intergovernmental Committee</u></b>	Bobby Mosteller	Joe Wesson
W.P.C.O.G.		
N.C.L.M.		
Community Colleges		
Chamber of Commerce		
Institute of Government		
Intergovernmental (County/State)		

**\*The Mayor is a member of all Standing Council Committees**

No Council action was required.

### FINANCIAL MATTERS:

**ADOPT BUDGET WORKSHOP SCHEDULE:** Mayor Keith Warren asked for a motion to adopt the proposed FY 2024-2025 budget workshop schedule.

Rebecca Johnson made a motion, and Bobby Mosteller seconded, to adopt the proposed FY 2024-2025 budget workshop schedule. All were in favor.

**FY 2022-2023 AUDIT PRESENTATION:** James Lowdermilk, with Lowdermilk, Church & Co., L.L.P., presented the Towns FY 2022-2023 audit to Council.

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

**CAPTIAL BUDGET ORDINANCE-BRIC GRANT:** Town Finance Officer Kelly Melton stated that on November 16, 2023, the Town of Sawmills was awarded the Building Resilient Infrastructure and Communities (BRIC) Grant. The project is the for the South Caldwell Sewer Pump Station Elevation Project. The grant agreement is between the State of North Carolina, Department of Public Safety ("Grantee") and the Town of Sawmills, North Carolina ("SubGrantee).

The grant award is for one hundred eighty-nine thousand dollars (\$189,000.00) and will be matched by a Fund Balance Appropriation from the Utility Fund in the amount of one hundred eighty-nine thousand dollars (\$189,000.00).

To facilitate budgetary and accounting control, it is required that a Capital Project Ordinance be adopted by the governing board authorizing all appropriations necessary for the completion of the project.

Clay Wilson made a motion, and Rebecca Johnson seconded, to approve the Town of Sawmills Project Ordinance North Carolina Building Resilient Infrastructure and Communities (BRIC) Project Number EMA-2021-BR-005-0022 as written. All were in favor.

**CAPTIAL BUDGET ORDINANCE-PARK LIGHTING PROJECT:** Finance Officer Kelly Melton stated that the Local Government Commission met on December 5, 2023, and approved the Installment Financing Agreement for the purchase and installation of field lights and parking lot lights at Sawmills Municipal Park and Veterans Park.

Pursuant to G.S. 159-26(b)(6), a Capital Project Fund is required to account for all debt instrument proceeds used to finance capital projects. To facilitate budgetary and accounting control, it is required that a Capital Project Ordinance be adopted by the governing board authorizing all appropriations necessary for the completion of the project.

Clay Wilson made a motion, and Rebecca Johnson seconded, to approve the Town of Sawmills Project Budget Ordinance Park Lighting Project as written. All were in favor.

**UPDATES:**

**DECEMBER CODE ENFORCEMENT REPORT:** Town Code Enforcement Officer Curt Willis stated that there are thirty (30) code enforcement cases that are open.

No Council action was required.

**TOWN MANAGER UPDATES:** Town Manager Chase Winebarger had the following updates:

- Town Manager Chase Winebarger stated with the issues that happened during the Town of Sawmills Christmas Parade on December 2, 2023, that he has spoken with the owner of the property located at 4298 Sawmills School Road, and he is confident that the problem will be taken care of soon.
- Town Manager Chase Winebarger stated that the employee Christmas lunch will be on Thursday, December 21, 2023, beginning at 11:30am at Copper Penny.
- Town Manager Chase Winebarger stated that a code red message has been sent out and a note has been placed on the front door of Town Hall announcing the Office/Public Works/Park and Recreation closings for Christmas. Town Manager Chase Winebarger stated that an additional code red is set to be sent out the end of this week.
- Town Manager Chase Winebarger stated that the Baker Circle project is almost complete and to date, there have been no issues with the project.
- Town Manager Chase Winebarger stated that his Father-in-Law passed away and he will be in and out of the office for the next few days, if anyone should need him.
- Town Manager Chase Winebarger stated Joe Wesson's Mother-in-Law passed away on Sunday.
- Town Manager Chase Winebarger stated that in 2000 the former Council made changes to existing Mobile Home Parks. Town Manager Chase Winebarger stated that one of those changes included the Mobile Park Owners to bring in maps and/or plats of the mobile home parks with mobile home spots listed. Town Manager Chase Winebarger stated that in the Town of Sawmills Code of Ordinances it is stated that if a home is destroyed or moved, then the owner has one hundred twenty days (120) to rebuild or replace the home on the lot, however, with the Mobile Home Parks that complied with the 2000 changes that were made with the Mobile Home Park Owners, they can pull in a mobile home anytime no matter how many days have passed as long as the spot is on the map or plat that was given to the Town of Sawmills in 2000. Council would like to have more information on this matter and would like to discuss it at a later date.
- Town Manager Chase Winebarger stated that the South Caldwell High School Cheer Team has won the State Cheerleading Championship Competition and has been

invited to go to the National Cheerleading Championship Competition in Orlando, Florida. Town Manager Chase Winebarger stated that the South Caldwell High School Cheerleading team is asking for donations to be able to go.

Joe Wesson made a motion, and Bobby Mosteller seconded, to donate one thousand dollars (\$1,000.00) to the South Caldwell High School Cheerleading team to help sponsor their trip. All were in favor.

**COUNCIL COMMENTS:**

Bobby Mosteller wanted to thank everyone for coming to the meeting and wanted to wish everyone a Merry Christmas.

Rebecca Johnson wanted to wish everyone a Merry Christmas.

Joe Wesson wanted to thank everyone for coming out and wish everyone a Merry Christmas. Joe Wesson wanted to thank Jesse Trivette, with the EDC, for coming to the meeting. Joe Wesson commended Finance Officer Kelly Melton and Town Manager Chase Winebarger on all their hard work this year.

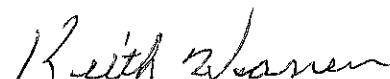
Mayor Keith Warren wanted to thank everyone for coming and wish everyone a Merry Christmas. Mayor Keith Warren wanted to let Council know that Bobby Mosteller and himself went around to local business and handed out Town Christmas Cards.


Town Manager Chase Winebarger stated that next year during the October meeting that Council will take a group picture for Town Christmas Cards and at the November meeting he will have the cards for Council to give out.

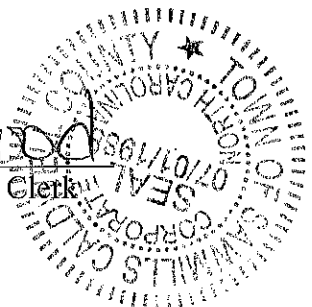
**COUNCIL ADJOURN:** Mayor Keith Warren asked for a motion to adjourn.

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

The meeting was adjourned at approximately 6:50pm.

  
Keith Warren, Mayor

  
Julie A. Good, Town Clerk



## CAPITAL PROJECT ORDINANCE

### TOWN OF SAWMILLS PROJECT BUDGET ORDINANCE PARK LIGHTING PROJECT

BE IT ORDAINED by the Sawmills Town Council that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, specifically G.S 159-26(b)(6), the following Capital Project Ordinance for the Park Lighting Project ("Project") is hereby adopted.

Section 1. The Project authorizes funds for the Purchase and Installation of field lights and parking lot lights at Sawmills Municipal Park and Veterans Park. The Project is to be funded by a loan.

Section 2. The officers of this unit are hereby directed to proceed with the Project within the terms of the loan agreement and rules and regulations of the State of North Carolina, and the budget contained herein.

Section 3. The following revenues are anticipated to be available to the Town of Sawmills for the Project:

**Revenues:**

Capital One Public Funding, LLC loan proceeds	\$1,345,500
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<b>Total Revenues:</b>	<b>\$1,345,500</b>
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Section 4. The following amounts are expenditures appropriated for the Project:

**Expenditures:**

Purchase & Installation Costs	\$1,345,500
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<b>Total Appropriations:</b>	<b>\$1,345,500</b>
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Section 5. The Finance Officer is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to provide the accounting to Town Council required by the program procedures, loan agreement and state regulations.

Section 6. Funds may be advanced from the General Fund for the purpose of paying invoices as due. Reimbursement requests should be made to the Escrow Agent in an orderly and timely manner.

Section 7. The Finance Officer is directed to report quarterly on the financial status of each project element in Section 4 and on the revenues received.

Section 8. The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this project in every budget submission made to this Town Council.

Section 9. Copies of this Capital Project Ordinance shall be furnished to the Town Clerk, Budget Officer and to the Finance Officer for direction in carrying out this project.



Adopted this the 19<sup>th</sup> day of December, 2023.

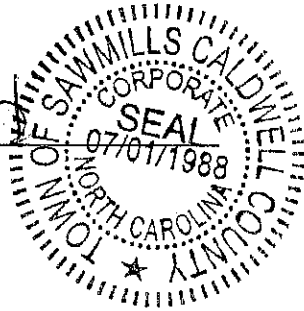
Keith Warren  
Keith Warren  
Mayor, Town of Sawmills

APPROVED BY:

Kelly Melton  
Kelly Melton  
Finance Officer, Town of Sawmills

ATTEST:

Julie Good  
Julie Good  
Town Clerk



APPROVED TO FORM:

Terry Taylor  
Terry Taylor  
Town Attorney

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

# CAPITAL PROJECT ORDINANCE

## TOWN OF SAWMILLS PROJECT BUDGET ORDINANCE NORTH CAROLINA BUILDING RESILIENT INFRASTRUCTURE AND COMMUNITIES (BRIC) PROJECT NUMBER EMA-2021-BR-005-0022

BE IT ORDAINED by the Sawmills Town Council that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby adopted.

Section 1. The project authorized is the BRIC 2021 South Caldwell Sewer Pump Station Elevation Project. The agreement is entered into by and between the State of North Carolina, Department of Public Safety ("Grantee") and the Town of Sawmills, North Carolina ("SubGrantee"). The grant was awarded on November 16, 2023 and terminates on July 27, 2026, unless terminated earlier in accordance with the grant agreement.

Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant document(s), the rules and regulations of the State of North Carolina and the budget contained herein.

Section 3. The following revenues are anticipated to be available to complete this project:

### Revenues

BRIC Grant – Phase 1	\$ 35,000
BRIC Grant – Phase 2	\$154,000
Utility Fund Balance Appropriation	<u>\$189,000</u>
Total	<u>\$378,000</u>

Section 4. The following amounts are appropriated for the project:

### Expenditures

Phase 1	\$ 70,000
Phase 2	<u>\$308,000</u>
Total	<u>\$378,000</u>

Section 5. The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to provide the accounting to the Grantee agency required by the grant agreement, federal and state regulations, and Town Council.

Section 6. Funds may be advanced from the Utility Fund for the purpose of making payments as due. Reimbursement requests will be made to the Grantee agency in an orderly and timely manner.

Section 7. The Finance Officer is directed to report quarterly on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 8. The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this Town Council.

Section 9. Copies of this Capital Project Ordinance shall be furnished to the Town Clerk, Budget Officer and to the Finance Officer for direction in carrying out this project.

Adopted this the 19<sup>th</sup> day of December, 2023.

Keith Warren

Keith Warren  
Mayor, Town of Sawmills

APPROVED BY:

Kelly Melton

Kelly Melton  
Finance Officer, Town of Sawmills

ATTEST:

Julie Good

Julie Good  
Town Clerk



APPROVED TO FORM:

Terry Taylor

Terry Taylor  
Town Attorney

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