

TUESDAY, JULY 19, 2022
TOWN OF SAWMILLS REGULAR COUNCIL MEETING
6:00 PM

COUNCIL PRESENT

Mayor Pro Tem Clay Wilson
Melissa Curtis
Rebecca Johnson
Keith Warren
Joe Wesson

STAFF PRESENT

Chase Winebarger
Terry Taylor

CALL TO ORDER: Mayor Pro Tem Clay Wilson called the meeting to order at approximately 6:00pm.

INVOCATION: Pastor Sam Craven gave the invocation.

PLEDGE OF ALLEGIANCE: Mayor Pro Tem Clay Wilson led the Pledge of Allegiance.

APPOINT TEMPORARY CLERK: Mayor Pro Tem Clay Wilson asked for a motion to appoint Town Manager Chase Winebarger as temporary Clerk for the July 19, 2022 regular scheduled Council meeting.

Rebecca Johnson made a motion, and Joe Wesson seconded, to appoint Town Manager Chase Winebarger as temporary Clerk for the July 19, 2022 regular scheduled Council meeting. All were in favor.

AMEND AGENDA: Mayor Pro Tem Clay Wilson asked for a motion to amend the July 19, 2022 agenda to add Agenda Item 10C. Spartan Athletic Club Donation Request.

Melissa Curtis made a motion, and Keith Warren seconded, to amend the July 19, 2022 agenda to add Agenda Item 10C. Spartan Athletic Club Donation Request. All were in favor.

ADOPT AMENDED AGENDA: Mayor Pro Tem Clay Wilson asked for a motion to adopt the July 19, 2022 Amended Agenda.

Rebecca Johnson made a motion, and Melissa Curtis seconded, to adopt the July 19, 2022

Amended Agenda. All were in favor.

APPROVE May 17, 2022 REGULAR MEETING MINUTES: Mayor Pro Tem Clay Wilson asked for a motion to approve the May 17, 2022 regular meeting minutes.

Joe Wesson made a motion, and Rebecca Johnson seconded, to approve the May 17, 2022 regular meeting minutes. All were in favor.

APPROVE MAY 17, 2022 CLOSED SESSION MEETING MINUTES: Mayor Pro Tem Clay Wilson asked for a motion to approve the May 17, 2022 closed session meeting minutes.

Melissa Curtis made a motion, and Rebecca Johnson seconded, to approve the May 17, 2022 closed session meeting minutes. All were in favor.

APPROVE JUNE 21, 2022 REGULAR MEETING MINUTES: Mayor Pro Tem Clay Wilson asked for a motion to approve the June 21, 2022 regular meeting minutes.

Rebecca Johnson made a motion, and Joe Wesson seconded, to approve the June 21, 2022 regular meeting minutes. All were in favor.

PUBLIC COMMENT: Mayor Pro Tem Clay Wilson asked if anyone had any questions or comments at this time.

Jo Ann Miller came and thanked the Council for the generous donation that was given to the American Legion Post 392.

RECOGNITIONS:

RECOGNITION OF MAYOR JOHNNIE GREENE: Town Manager Chase Winebarger gave recognition of Mayor Johnnie Greene. The Town Council hung Mayor Johnnie Greene's portrait on the wall and presented his family with Mayor Johnnie Greene's name plate and gavel.

No council action was required

JUNE RECYCLE REWARDS WINNER: Mayor Pro Tem Clay Wilson announced Larry Miller, Jr, as the June Recycle Rewards winner. A credit of forty dollars (\$40.00) will be added to the current sanitation bill.

No Council action was required.

JULY RECYCLE REWARDS WINNER: Mayor Pro Tem Clay Wilson announced Andy Lanford as the July Recycle Rewards Winner. A credit of forty dollars (\$40.00) will be added

to the current sanitation bill.

No Council action was required.

DISCUSSION:

PERSONNEL POLICY: Mayor Pro Tem Clay Wilson stated that during the December 21, 2021 regular meeting Town Manager Chase Winebarger stated that staff had sent all policies to David Hill for revision. Mr. Hill has finished the revisions and the policies are ready for Council to review and adopt with two (2) changes:

1-Page thirty-one (31), section six (6)-vacation leave used by probationary employees-
“upon approval by Town Manager”

2- Page twenty-five (25), section sixteen (16)-travel expenses and reimbursement-added per diem.

Town Manager Chase Winebarger stated that he would also like Council to make the new Personnel Policy retroactive to June 1, 2022.

Joe Wesson made a motion, and Rebecca Johnson seconded, to approve the Personnel Policy with the changes to page thirty-one (31) section six (6)-vacation leave by probationary employees and page twenty-five (25), section sixteen (16)-travel expenses and reimbursement, retroactive to June 1, 2022. All were in favor.

YEARLY PLANNING REPORT: Town Planner Dustin Millsaps stated that in the Planning Ordinance Section 151.06 it is stated that: An annual report shall be prepared and submitted to the Town Council by May of each year. The report shall include a comprehensive and detailed review of the activities, problems and actions of the Planning Board as well as any budget requests and/or recommendations.

Town Planner Dustin Millsaps stated that the Planning Board did not meet between July 2021 and June 2022.

Town Planner Dustin Millsaps stated that the board-related did not have any expenses that occurred in the reporting period. In FY 20-21 Sawmills contracted with the WPCOG for one (1) day a week of planning services.

Town Planner Dustin Millsaps stated that the Board of Adjustments did not meet between July 2021 and June 2022.

Town Planner Dustin Millsaps stated that he attended various training opportunities, where the topics included:

- Vacant Housing
- Economic Development

- Quasi-Judicial Hearings
- Plan Review
- Air and Water Quality
- Hazard Mitigation
- Floodplain
- GIS

Town Planner Dustin Millsaps stated that he wrote forty-eight (48) zoning permits, approved three (3) family subdivisions, two (2) minor subdivisions, and provided zoning assistance to over seventy-five (75) customers, consisting of various prospective buyers, realtors, property owners, developers, and concerned citizens during the last fiscal year.

Town Planner Dustin Millsaps stated that there were twenty-six (26) Code Enforcement cases that have been completed and there are seven (7) open cases.

No Council action was needed.

FINANCE:

BUDGET AMENDMENT FOR PURCHASE AND ABATEMENT FOR PARCEL ID NUMBERS 03 41 2 3 AND 03 41 2 4 AND ABATEMENT FOR ARDMORE LN: Mayor Pro Tem Clay Wilson during the regularly scheduled closed session Council meeting on May 17, 2022, Town Council advised staff to move ahead with the purchase of acreage and buildings located at Parcel ID Numbers 03 41 2 3 and 03 41 2 4, for the amount of one hundred one thousand dollars (\$101,000.00) for both properties plus the Town pay all closing costs. This amount will need to be moved from the General Fund into the Capital Outlay Fund.

The Town will also need one hundred twenty-five thousand dollars (\$125,000.00) for the abatement of Parcel ID Numbers 03 41 2 3 and 03 41 2 4 and Ardmore Ln. This amount will also need to be moved from the General Fund into the Capital Outlay Fund.

Rebecca Johnson made a motion, and Keith Warren seconded, to transfer one hundred one thousand dollars (\$101,000.00) from the General Fund to the Capital Outlay Fund for purchase of acreage and buildings located at Parcel ID Numbers 03 41 2 3 and 03 41 2 4, and one hundred twenty-five thousand dollars (\$125,000.00) for the abatement of Parcel ID Numbers 03 41 2 3 and 03 41 2 4 and Ardmore Ln from the General Fund into the Capital Outlay Fund (see attached budget amendment). All were in favor.

BUDGET AMENDMENT FOR PARKS AND RECREATION: Mayor Pro Tem Clay Wilson stated that during the regularly scheduled budget session meeting on April 5, 2022, Town Council advised staff to move ahead with the Master Plan Phase 1 at Baird Park. Council gave staff approval of funds in the amount of nine hundred thousand dollars (\$900,000.00) to complete the Master Plan Phase 1 at Baird Park. This amount will need to

be moved from the General Fund into the Capital Outlay Fund.

Keith Warren made a motion, and Melissa Curtis seconded, to transfer nine hundred thousand dollars (\$900,000.00) from the General Fund to the Capital Outlay Fund to complete the Master Plan Phase 1 at Baird Park (see attached budget amendment). All were in favor.

SPARTAN ATHLETIC CLUB DONATION REQUEST: Town Manager Chase Winebarger stated that the Spartan Athletic Club had requested a donation in the amount of two hundred dollars (\$200.00).

Joe Wesson made a motion, and Keith Warren seconded, to give a donation in the amount of two hundred dollars (\$200.00) to the Spartan Athletic Club. All were in favor.

PUBLIC COMMENT: Mayor Pro Tem Clay Wilson asked if anyone had any questions or comments at this time.

No one wished to speak.

UPDATES:

JULY CODE ENFORCEMENT REPORT: Town Planner Dustin Millsaps stated that there are nine (9) code enforcement cases open:

- Shelley W. and Roger D. Johnson, 4678 Rockview Pl, Abandoned Manufactured Home/Rubbish. Town Planner Dustin Millsaps stated that on June 15, 2022, a NOV letter was sent for rubbish around the home and very tall grass. Town Planner Dustin Millsaps stated that there was a deadline of July 16, 2022;
- Eloise Baker C/O Robert M Baker, 4564 Sawmills Sch Rd, Abandoned Manufactured Home/Rubbish. Town Planner Dustin Millsaps stated that a NOV letter was sent on June 15, 2022, with a deadline of July 16, 2022;
- Gladys Greene, 2624 Mission Road, Rubbish. Town Planner Dustin Millsaps stated that on February 24, 2022, a NOV letter was sent for rubbish. Town Planner Dustin Millsaps stated that he went by the property on March 22, 2022 and the property has started to be cleaned up;
- Parker Cox, 2527 Sigmon Dr, Rubbish. Town Planner Dustin Millsaps stated that on November 23, 2021, a NOV letter was sent. Town Planner Dustin Millsaps stated that as of December 3, 2021, the it has started to be cleaned, but there is still a substantial amount of rubbish remaining. Town Planner Dustin Millsaps stated that the property has been cleaned a little, but not enough to make a difference. Town Planner Dustin Millsaps stated the a final letter will be issued. Town Planner Dustin Millsaps stated that he went by the property on March 8, 2022 and nothing has changed. Town Planner

Dustin Millsaps stated that he went by the property on May 11, 2022 and the property is almost perfect;

- Gary Hicks, 2520 Sigmon Dr, Rubbish. Town Planner Dustin Millsaps stated that on November 23, 2021, a NOV letter was sent for dilapidated and structures on the property. Town Planner Dustin Millsaps stated that the NOV letter was returned to the Town on November 27, 2021. Town Planner Dustin Millsaps stated that he is trying to find different avenues to get the NOV letter to the right person. Town Planner Dustin Millsaps stated that he went by the property on March 8, 2022 and the property seems to be abandoned. Town Planner Dustin Millsaps stated that on May 11, 2022, the property is abandoned. Town Planner Dustin Millsaps stated on June 15, 2022, this property needs to be turned over to attorney for abatement;
- Linda G. Wartko, 5299 Lakewood Dr., Rubbish. Town Planner Dustin Millsaps stated that on October 29, 2021, he received a complaint for stacks of newspapers and junk piled up around the yard. Town Planner Dustin Millsaps stated that he went by the home and observed numerous debris from the road in front, on the sides and all around the home and sent a NOV letter out. Town Planner Dustin Millsaps stated that he went to the address on November 9, 2021 and there has been no progress on the issues. Town Planner Dustin Millsaps stated that he went by the property on December 3, 2021, and the problem still persists, if not worse, and it seems that the newspapers have been covered with newspapers and leaves. Town Planner Dustin Millsaps stated that as of February 8, 2022 the newspapers have been moved to the back of the house and a pile at the street. Town Planner Dustin Millsaps stated that a final letter will be issued. Town Planner Dustin Millsaps stated that he went by the property on March 8, 2022 and there has been no change. Town Planner Dustin Millsaps stated that he went by the property on March 22, 2022 and the property owner has somewhat started cleaning the newspapers up. Town Planner Dustin Millsaps stated that he went by the property on May 11, 2022 and the property looks to be abandoned. Town Planner Dustin Millsaps stated that on June 15, 2022, he is waiting on the status of this home;
- Larry & Dennie Griffin, 2165 Oak Tree Ln, Rubbish/Grass. Town Planner Dustin Millsaps stated that on May 3, 2022, a NOV letter was sent for rubbish and high grass with a deadline of June 3, 2022. Town Planner Dustin Millsaps stated that on May 9, 2022, the owner called and stated that he was in the middle of cleaning the property up;
- Larry & Dennie Griffin, 2172 Oak Tree Ln, Rubbish/Untagged Vehicle. Town Planner Dustin Millsaps stated that on May 3, 2022, a NOV letter was sent for rubbish and untagged vehicles with a deadline of June 3, 2022. Town Planner Dustin Millsaps stated that he has not spoken to the property owner yet;
- Wiley Fletcher, 2502 Crest Ln, Rubbish and Zoning Violation. Town Planner Dustin Millsaps stated that on November 23, 2021, a NOV letter was sent for rubbish being located sporadically on the property, as well as a zoning violation for the accessory buildings located on the property. Town Planner Dustin Millsaps stated that as of December 3, 2021, there had been no progress., Town Planner Dustin Millsaps stated that on February 8, 2022 the trash has been picked up out of the yard but it is not

completely finished. Town Planner Dustin Millsaps stated that a final letter will be issued. Town Planner Dustin Millsaps stated that he went by the property on March 8, 2022, and the property seems to be abandoned.

No Council action was required.

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

- Town Manager Chase Winebarger stated that after over a year of trying, the Town has finally received written permission to put LPR Cameras on Blueridge poles and they should be deployed in the coming weeks.
- Town Manager Chase Winebarger stated that he had a homeowner on Trojan Lane contact him and Town Manager Chase Winebarger stated that himself, Town Planner Dustin Millsaps and the Caldwell County Sheriff's Department met with eight (8) homeowners from Trojan Lane about complaints, concerns and information. Town Manager Chase Winebarger stated that the issues that came up were: erosion control; dog issues; potential drug activity; nuisance issues; and homeless tents.
- Town Manager Chase Winebarger stated that the Summer in the Park Event will be Saturday, July 23, 2022, from 11:00am to 6:00pm, with vendors, food and a live band.
- Town Manager Chase Winebarger stated that the Town of Sawmills has been nominated for "Best of 2022" sponsored by the Lenoir News-Topic for Best Park-Baird Park and Best Kept Secret-Veteran's Park.
- Town Manager Chase Winebarger stated that he had hired a Deputy Finance Director.
- Town Manager Chase Winebarger stated that he spoke with the Architect last week to get a plan for the Town Hall Building. Town Manager Chase Winebarger stated that because of the workload of the Architect it will be, possibly, three (3) months before a plan can be drawn up and forwarded to staff. Town Manager Chase Winebarger stated that he also talked to West and Associates since it ties in directly to the Parks and West and Associates, with their workload, it will be, possibly, two (2) months, before they can have a plan drawn up and forwarded to staff.

COUNCIL COMMENTS:

Keith Warren stated that he appreciated everyone coming out.

Rebecca Johnson wanted to thank everyone for coming out.

CLOSED SESSION PURSUANT TO N.C.G.S. §143.318-11(A)(3): Mayor Pro Tem Clay Wilson asked for a motion to go into closed session.

Joe Wesson made a motion, and Melissa Curtis seconded, to go into closed session pursuant

to N.C.G.S. § 143.318-11(a)(3) at approximately 6:47pm. All were in favor.

Rebecca Johnson made a motion, and Joe Wesson seconded, to come out of closed session at approximately 7:23pm. All were in favor.

MAYOR SEAT: Town Manager Chase Winebarger asked Council what they would like to do with the empty Mayor seat.

Melissa Curtis made a motion, and Clay Wilson seconded, to appoint Councilman Keith Warren to the Mayor seat for the remainder of the term. All were in favor.

VACANT COUNCIL SEAT: Mayor Pro Tem Clay Wilson stated the Bobby Mosteller was going to run during the next Council election in 2023 and out of everyone that he had talked to, that Mr. Mosteller has agreed to fill the seat if the Council appointed.

Clay Wilson made a motion, and Melissa Curtis seconded, to appoint Bobby Mosteller to Council to fill the set vacated by appointed Mayor Keith Warren. The vote passed three (3) to one (1), with Councilman Joe Wesson opposing.

CLOSED SESSION PURSUANT TO N.C.G.S. §143.318-11(A)(3): Mayor Pro Tem Clay Wilson asked for a motion to go back into closed session.

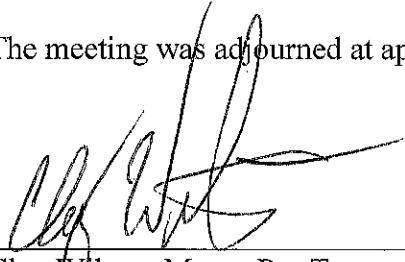
Clay Wilson made a motion, and Rebecca Johnson seconded, to go back into closed session pursuant to N.C.G.S. § 143.318-11(a)(3) at approximately 7:32pm. All were in favor.

Rebecca Johnson made a motion, and Melissa Curtis seconded, to come out of closed session at approximately 7:56pm. All were in favor.

COUNCIL ADJOURN: Mayor Pro Tem Clay Wilson asked for a motion to adjourn.

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

The meeting was adjourned at approximately 7:56pm.


Clay Wilson, Mayor Pro Tem


Julie A. Good, Town Clerk



BUDGET AMENDMENT ORDINANCE
TOWN OF SAWMILLS
General Fund

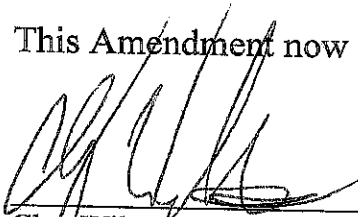
BE IT ORDAINED, by the Town Council of the Town of Sawmills, Caldwell County, North Carolina, that the following amendment to the Budget Ordinance for the fiscal year 2022-2023 be hereby adopted.

NOW, THEREFORE, BE IT RESOLVED, that the following amendment for the fiscal year be made to the budget for the fiscal year ended June 30, 2023.

<u>Department/Budget</u>	<u>Account Number</u>	<u>Account</u>	<u>Increase</u>	<u>Increase</u>
General Fund-Revenue	1-00-3990	Appropriated Fund Balance		\$900,000
General Fund-Expenditure	1-00-4151	Capital Outlay	\$900,00	


Explanation: To cover the costs of Master Plan Phase 1 at Baird Park

This Amendment now adopted this the 19th day of July 2022.



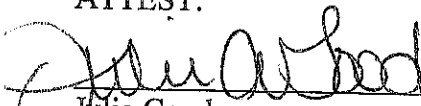
Clay Wilson
Mayor Pro Tem, Town of Sawmills

APPROVED BY:

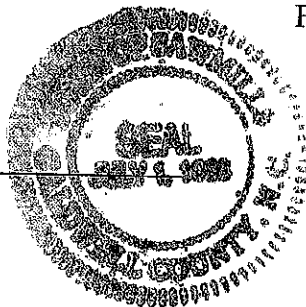


Karen Clontz
Finance Officer, Town of Sawmills

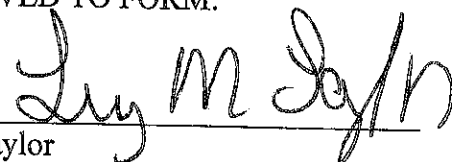
ATTEST:



Julie Good
Town Clerk



APPROVED TO FORM:



Terry Taylor
Town Attorney

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

BUDGET AMENDMENT ORDINANCE
TOWN OF SAWMILLS
General Fund

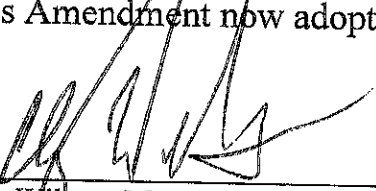
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<u>Department/Budget</u>	<u>Account Number</u>	<u>Account</u>	<u>Increase</u>	<u>Increase</u>
General Fund-Revenue	1-00-3990	Appropriated Fund Balance		\$226,000
Community Development-Exp	1-45-4151	Capital Outlay	\$101,000	
Community Development-Exp	1-45-4135	Contractors – Abatement	\$100,000	
Community Development-Exp	1-45-4295	Contingencies	\$25,000	

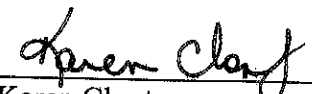
Explanation: For the purchase/abatement of properties at parcel ID #03 41 2 3 and ID #03 41 2 4 and the abatement of Ardmore Lane.

This Amendment now adopted this the 19th day of July 2022.



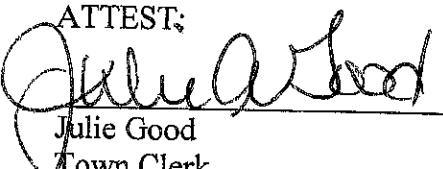
Clay Wilson, Mayor Pro tem
Mayor, Town of Sawmills

APPROVED BY:



Karen Clontz
Finance Officer, Town of Sawmills

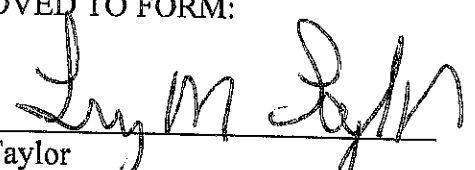
ATTEST:



Julie Good
Town Clerk



APPROVED TO FORM:



Terry Taylor
Town Attorney

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