

**TUESDAY, FEBRUARY 15, 2011  
TOWN OF SAWMILLS REGULAR COUNCIL MEETING  
6:00 P.M.**

**COUNCIL PRESENT**

Bob Gibbs  
Gerelene Blevins  
Beverly Fry  
Joe Norman  
Donnie Potter  
Joe Wesson

**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.

**APPROVAL OF JANUARY 14<sup>th</sup> SPECIAL MEETING MINUTES:** Mayor Gibbs asked for a motion to approve the January 14, 2011 special meeting minutes.

On a motion made by Gerelene Blevins, and seconded by Joe Norman, the minutes were approved. All were in favor.

**APPROVAL OF JANUARY 18<sup>th</sup> CLOSED SESSION MEETING MINUTES:** Mayor Gibbs asked for a motion to approve the January 18, 2011 closed session meeting minutes.

On a motion made by Joe Norman, and seconded by Joe Wesson, the minutes were approved. All were in favor.

**APPROVAL OF JANUARY 18<sup>th</sup> REGULAR MEETING MINUTES:** Mayor Gibbs asked for a motion to approve the January 18, 2011 regular meeting minutes.

On a motion made by Joe Wesson, and seconded by Beverly Fry, the minutes were approved. All were in favor.

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

On a motion made by Joe Wesson, and seconded by Donnie Potter, the agenda was adopted. All were in favor.

**OPEN PUBLIC HEARING:** Mayor Gibbs stated the public hearing will not take place at this meeting and asked for a motion to hold the public hearing at the March 15, 2011 regularly scheduled Council meeting. The purpose of this public hearing will be to discuss a Resolution Adopting the Caldwell County Multi-Jurisdictional Hazard Mitigation Plan Update.

On a motion made by Joe Norman and seconded by Donnie Potter, Council will hold a public hearing at the regularly scheduled Council meeting on March 15, 2011. All were in favor.

**ADOPT BUDGET WORKSHOP SCHEDULE:** Mayor Gibbs asked for a motion to adopt the enclosed FY 2011-2012 budget workshop schedule.

On a motion made by Joe Norman and seconded by Joe Wesson, the budget workshop schedule was adopted. All were in favor.

**UPDATE:**

**BENCHMARK CODE ENFORCEMENT:** Mayor Gibbs referred Council to the attached report on the progress that Code Officer Tony Cline continues to make throughout the Town. Also, Code Officer Cline is at the Town Hall every Wednesday if any of the resident's would like to come by and speak with him.

No Council action is required.

**FINANCIAL MATTERS:**

**BANK SIGNATURE CARDS:** Mayor Gibbs stated due to recent changes that have taken place within the staff and Council new signature cards need to be on file with the bank for Town Administrator Seth Eckard and Mayor Pro-Tem Gerelene Blevins. The signature cards give the authority for Town Administrator Eckard, Mayor Pro-Tem Blevins, Mayor Bob Gibbs, and Finance Officer Karen Clontz to sign banking transactions, purchase CD's, complete credit card transactions & to allow for future borrowing on behalf of the Town.

On a motion made by Joe Wesson and seconded by Donnie Potter, the new signature cards were approved. All were in favor.

**RESOLUTION FOR US 321A IMPROVEMENTS:** Mayor Gibbs stated that Council approved a Capital Project Ordinance for the US 321A Improvements Project during the December 21, 2010 regular Council meeting and the North Carolina Department of Transportation (NCDOT) needs to have the enclosed US 321A Improvements Resolution adopted in order to move forward with the project.

On a motion made by Joe Norman and seconded by Donnie Potter, the US 321A Improvements Resolution was adopted. All were in favor.

## **PLANNING MATTERS:**

**PLANNING COMMISSION APPOINTMENT:** Mayor Gibbs asked Council to come to the March 15, 2011 regular Council meeting with recommendations for the vacant seat on the Planning Commission. This position became vacant when Joe Norman was appointed to the Council at the January 18, 2011 regular Council meeting.

No Council action is required.

**REVIEW OFFICER APPOINTMENT:** Mayor Gibbs stated that the Town needs a Review Officer responsible to review, and sign off on new plats and zoning. Town Administrator Seth Eckard has agreed to be the review officer for the Town as Administrator Eckard does have planning and zoning experience.

On a motion made by Joe Wesson and seconded by Gerelene Blevins, Council appointed Town Administrator Seth Eckard as the Review Officer for the Town. All were in favor.

**UTILITIES FINANCIAL ASSISTANCE PROGRAM:** Mayor Gibbs stated that Town Administrator Seth Eckard has been working on a Utilities Financial Assistance Program. This program will help Town residents, who may be experiencing a financial hardship, pay their utility bills.

The Town will need to make a donation, in the amount of \$1,000.00, to South Caldwell Christian Ministries to fund the program for the remaining months in the 2010-2011 fiscal year. There are sufficient funds in the budget to cover this expenditure, which will come from the General Fund.

On a motion made by Donnie Potter and seconded by Gerelene Blevins, Council approved a donation to South Caldwell Christian Ministries in the amount of \$1,000.00 and to start the Utilities Financial Assistance Program on March 1, 2011. All were in favor.

**ADMINISTRATOR'S REPORT:** Town Administrator Seth Eckard thanked the community of Sawmills and to let the citizens now that he would be moving to the Town. New updates have been added to the web site and a Facebook page has also been created.

No Council action is required.

**BUDGET AMENDMENT FOR PARK IMPROVEMENTS:** Mayor Gibbs stated that the enclosed Budget Amendment in the amount of \$75,000.00 would need to be approved to cover the cost of dug outs, benches, concrete, netting for the baseball and soccer fields, miscellaneous items needed, engineering costs, and contingencies for the Veteran's Memorial Park. There are sufficient funds in the budget to cover this expenditure.

On a motion made by Joe Norman and seconded by Joe Wesson, a fund balance appropriation in the amount of \$75,000.00 was approved. All were in favor.

**PUBLIC COMMENT:** Mayor Gibbs stated the Town Hall Meeting would now be listed on the agenda as Public Comment. Public Comment will take place towards the end of all meetings. Citizens will no longer need to sign up to speak and may raise their hand. When called upon, citizens are asked to please state their name and address.

Mayor Gibbs asked if anyone would like to comment at this time. No one had any comments at this time.

**CLOSED SESSION FOR PERSONNEL MATTERS:** Mayor Gibbs asked for a motion to go into closed session.

Donnie Potter made a motion and Beverly Fry seconded, to go into closed session for personnel matters. All were in favor.

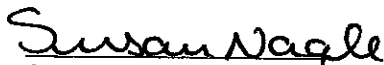
Mayor Gibbs asked for a motion to go back into the regular session meeting.

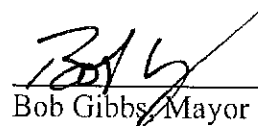
Donnie Potter made a motion and Joe Norman seconded, to come out of closed session and return to the regular meeting. All were in favor.

**THE FOLLOWING ACTIONS WERE TAKEN:** On a motion made by Donnie Potter and seconded by Beverly Fry, Council approved a bonus for Karen Clontz in the amount of \$1,000.00 and one day off with pay.

On a motion made by Donnie Potter and seconded by Joe Norman, Council approved to reduce the Mayor's stipend to \$250.00 per month beginning April 1, 2011. All were in favor.

**ADJOURN:** On a motion made by Donnie Potter and seconded by Gerelene Blevins, the meeting was adjourned. All were in favor.

  
Susan Nagle, Town Clerk

  
Bob Gibbs, Mayor

**Tentative Budget Schedule FY 2011-12**

**February 15<sup>th</sup>**

(Regular Council Meeting) Adoption of Budget Schedule

**March 24<sup>th</sup>**

(Special Meeting) Budget Workshop Number 1

Thursday Afternoon 3:00-5:00

**April 21<sup>nd</sup>**

(Special Meeting) Budget Workshop Number 2

Thursday Afternoon 3:00-5:00

**May 5<sup>th</sup>**

(Special Meeting) Budget Workshop Number 3

Thursday Afternoon 3:00-5:00

**May 12<sup>th</sup>**

(Special Meeting) Budget Workshop Number 4 (If Needed)

Thursday Afternoon 3:00-5:00

**May 17<sup>th</sup>**

(Regular Council Meeting) Presentation of FY 2011-12 Budget

**June 21<sup>st</sup>**

(Regular Council Meeting) Budget Hearing

**June 21<sup>st</sup>**

(Regular Council Meeting) Adopt Budget

Code Enforcement Monthly Report

Opened	Case Number	Property Address	Owner or Occupant	Status or Comments
10/28/2010	PN11-03	4455 Rual Drive	William Miller	Owner has continued to burn brush and remove trash despite the recent snowy weather. Monitor
11/1/2010	MVO11-01	4228 US Hwy 321A	Arnold Wilson	Owner has continued to agree to clean the property but little progress has been made. Recent conversation with owner warrants additional observation period. Monitor
11/1/2010	PN11-02	Unaddressed property along Helton	Jimmy Hollifield	Owner has shown some progress in chipping wood debris. Monitor
11/1/2010	HC11-03	4476 Sawmills Sch. Rd.	Acie Spade	Property could soon be signed over to another party. Awaiting the building inspector, who is out on medical leave to return. He allowed a temporary power agreement to be allowed and the owners have not done as required. Power may be disconnected soon.
11/1/2010	PN11-05	4385 Chantilly Drive	Hester Bunton and Nancy Fry	Deadline to remove severely fire damaged house and cut overgrowth has passed. Estimate to demolish has been obtained \$3200. More estimates to be sought.
11/1/2010	HC11-01	2553 Baker Circle	Ralph and Ether Miller	Deadline to remove dilapidated, non-permitted mobile home has passed. It has been found that the property is in foreclosure. More research to be done.
11/1/2010	HC11-02	4396 Duncan Drive	Roger and Cynthia Lentz	Owner has worked to cut overgrowth and has begun moving trash. Owner plans to demolish the house in the near future. Monitor
11/1/2010	Z11-02	1625 Cahah Mtn. Rd.	Ray and Betty Philyaw	This case regarding a mobile home used as an out-building on the property has not yet been addressed.
11/1/2010	HC11-05	2275 Crystal Drive	Martha Philyaw Heirs	Hearing held as required by the Minimum Housing Code. Power has been disconnected. Family plans to demolish the house by the April deadline. Monitor.
11/1/2010	HC11-04	1677 Lafayette Ave.	Arnold Wilson	Owner has burned brush on the property. Full compliance not yet met. Owner agrees to do more clean up and repair the house. Monitor.

Tony W. Cline  
Code Administrator

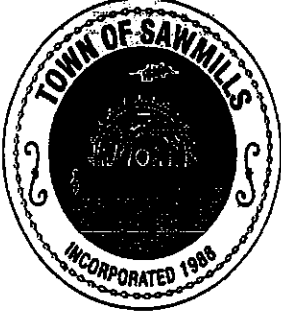
Code Enforcement Monthly Report

Opened	Case Number	Property Address	Owner or Occupant	Status or Comments
11/1/2010	PN11-01	4497 Diamond St.	Troy Wilson Jr.	Private contractor has done extensive clean up. Owner agrees to pay bill once invoice is received.
11/8/2010	PN11-08	4476 Villa Lane	John Greene	Owner has made some progress in removing overgrowth. Owner recently directed to make more noticeable progress to avoid alternate enforcement
11/8/2010	PN11-07	2720 Villa Woods	Debs and Lynn Holden	Good progress in removal of wood debris and trash. Monitor.
11/1/2010	Z11-01	4141 Duff Drive	Clarks Auto	Owner has agreed to remove salvage vehicles and trash from the property. Monitor.
1-Dec	PN11-09	Crotts Mobile Home	Charles and Pansey Crotts	Recent contacts with persons of interest to the property reveal possibly other owners. Title search to be requested.
12/8/2010	MVO11-02	1747 Cahah Mtn. Rd.	Donald Street	Owner has called and agreed to demonstrate vehicle(s) are operational. Meeting to occur after Motor Vehicle Ordinance is adopted.
12/8/2010	MVO11-04	4347 US HWY 321-A	Jeffrey and Trena Wilson	No recorded response from owner after friendly letter sent. To visit the property after adoption of Motor Vehicle Ordinance occurs.
12/15/2010	PN11-10	1551 Cahah Mtn. Rd.	Dean and Billy Tolbert	Owner has sold the damaged camper on the property and has begun removing debris. Monitor
1/5/2011	PN11-11	1529 Lafayette	Dorman Little	Friendly letter sent due to possible junk vehicle. Action has been halted until after the Motor Vehicle Ordinance is adopted.
1/12/2011	HC11-06	2499 Meadow Park	Meadow Park LLC	Inspection conducted. Meeting with owners have resulted in positive mobile home improvements. Monitor
1/12/2011	HC11-07	2495 Meadow Park	Meadow Park LLC	Inspection conducted. Meeting with owners have resulted in positive mobile home improvements.

Code Enforcement Monthly Report

Opened	Case Number	Property Address	Owner or Occupant	Status or Comments
1/12/2011	HC11-08	2492 Meadow Park	Meadow Park LLC	Inspection conducted. Meeting with owners have resulted in positive mobile home improvements.
1/12/2011	HC11-09	2493 Meadow Park	Meadow Park LLC	resulted in positive mobile home improvements. Monitor.
1/19/2011	PN11-13	4438 Jess Drive	Annie Newton	Care taker of the property who live out of state has agreed to have the property cleaned. Monitor.
1/19/2011	PN11-12	4401 Hwy 321A	Mitchell Greene	Owner has begun cleaning trash and debris from the property. Monitor
2/2/2011	PN11-14	4434 Jess Drive	Debra Miller	Mobile home has underpinning coming off and trash is scatter around the property. No response yet from friendly letter sent.
2/5/2011	PN11-15	4148 SW Hwy 321A	Choua Her	Friendly letter sent addressing junk vehicles trash and debris on the property. Await response.
2/25/2011	PN11-16	2511 Baker Circle	Steve and Mary Hand	Friendly letter sent addressing a dilapidated out-building on the property. Await response.





**MAYOR**  
Bob Gibbs

**TOWN**  
**COUNCIL**

**TOWN ADMINISTRATOR**  
Seth Eckard

Gerelene Blevins, Mayor Pro-Tem  
Beverly Fry  
Joe Norman  
Donnie Potter  
Joe Wesson

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## US 321A Improvements Resolution

Whereas, the North Carolina Department of Transportation has identified funding in the amount of \$150,000 to finance improvements that include curb and gutter and storm drainage,

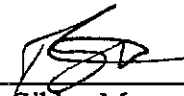
Whereas, the North Carolina General Statutes 136-11.1 requires DOT to notify municipalities affected by a planned transportation project, with the purpose of notification being to obtain a resolution of support from the respective local government and,

Whereas, the Town of Sawmills also intends to fund the improvements for the purpose of constructing a sidewalk,

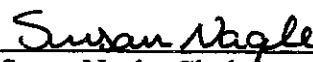
Now Therefore Be It Resolved, the Sawmills Town Council formally endorses this resolution dated 15 FEB., 2011, which supports the DOT request for implementation of improvements to this highway.

Be It Further Resolved, the Council formally directs this resolution to be presented to appropriate DOT officials immediately upon approval in order that these improvements may take place as quickly as possible.

Signed the 15<sup>th</sup> day of FEBRUARY, 2011.

  
\_\_\_\_\_  
Bob Gibbs, Mayor



  
\_\_\_\_\_  
Susan Nagle, Clerk

**Town of Sawmills**

4076 US Highway 321-A \* Sawmills NC \* (828)396-7903 \* (828)396-8955 fax

<http://www.townofsawmills.com/>

The Town of Sawmills does not discriminate on the basis of age, sex, race, religion, national origin, disability, political affiliation, or marital status.

BUDGET AMENDMENT  
TOWN OF SAWMILLS  
GENERAL FUND

The Town Council of the Town of Sawmills at a meeting on the 15<sup>th</sup> day of February, 2011 passed the following resolution.

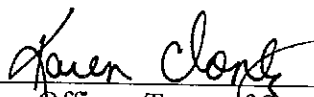
Be it resolved that the following amendment be made to the Budget for the fiscal year ended June 30, 2011.

	<b>Account Number</b>	<b>Description</b>	<b>Increase Budget Amt:</b>	<b>Increase Budget Amt:</b>
<b><u>Revenue</u></b> –	1-00-3990	Fund Balance		
		Appropriation	\$75,000	
		<b>Total Revenue</b>	<b>\$75,000</b>	
<b><u>Expense</u></b> –	1-46-4151	Parks/Rec Capital Outlay		\$75,000
		<b>Total Expense</b>		<b>\$75,000</b>

*Explanation:* A fund balance appropriation for the Parks and Recreation Department for the installation of dugouts, benches, netting for the baseball and soccer fields at Veteran's Memorial Park.

Passed by majority vote of the Town Council of the Town of Sawmills on the 15<sup>th</sup> day of FEBRUARY, 2011. This amendment shall be attached to the minutes of such meeting and become official upon signature of the Mayor and Finance Officer.

  
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Mayor, Town of Sawmills

  
\_\_\_\_\_  
Finance Officer, Town of Sawmills