

MINUTES - MAY 4, 2015

The Board of Aldermen of the Town of Gibsonville met at 7:00 pm for a regular meeting in the Town Hall. The meeting was called to order by Mayor Williams. Alderpersons Shepherd, Revels, Owen, and Dean were present. Ben Baxley, Town Manager, and Laurie Yarbrough, Town Clerk, were present. Town Attorney Doug Hoy, Police Chief Ron Parrish, Public Works Director Rob Elliott, Planning Director Brandon Parker, Fire Chief Tony Roof, HR Officer May Hill and Finance Officer Chad Coble were in attendance. Mayor Williams called for silent prayer and lead the Pledge of Allegiance.

Public Comments

There were no public comments.

Approval of Agenda

Alderman Shepherd, seconded by Alderman Owen, made a motion to approve the agenda. The motion passed unanimously.

Approval of Minutes

Alderman Owen, seconded by Alderwoman Revels, made a motion to approve the minutes of April 13, 2015. The motion passed unanimously.

National Police Week Proclamation May 11-17, 2015

Ben Baxley, Town Manager, read the Proclamation recognizing May 11-17, 2015 as National Police Week and May 15, 2015 as Peace Officers Memorial Day.

Mayor Williams recommended the Board adopt the Proclamation recognizing May 11-17, 2015 as National Police Week and May 15, 2015 as Peace Officers Memorial Day and to recognize the Gibsonville Police Department for their service to our community.

Police Chief Ron Parrish asked that the flag be lowered to half staff on May 15th in recognition of Peace Officers Memorial Day. He stated he would be attending Alamance County Memorial on May 15th and Guilford County's Memorial on May 12th.

Alderman Shepherd, seconded by Alderman Owen, made a motion to approve the National Police Week Proclamation May 11-17, 2015. The motion passed unanimously.

PROCLAMATION Town of Gibsonville National Police Week

WHEREAS, the Congress and the President of the United States have designated that there be a national Law Enforcement Officers Week; and

WHEREAS, the members of the law enforcement agencies of North Carolina play an essential role in safeguarding the rights and freedom of the citizens of the State; and

WHEREAS, it is important that all citizens know and understand the problems, duties and responsibilities of their law enforcement offices and agencies, and that members of those agencies recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

WHEREAS, the citizens of Gibsonville recognize and appreciate the contributions made by law enforcement officers at all levels of government;

NOW, THEREFORE, the Mayor and Board of Aldermen of the Town of Gibsonville, call upon all citizens to observe **May 15, 2015**, as "**PEACE OFFICER'S MEMORIAL DAY**" and **May 11-17, 2015** as "**NATIONAL POLICE WEEK**" in Gibsonville, North Carolina, and that all of our people join in commemorating law enforcement officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities. In so doing, they have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

Proclaimed this 4th day of May, 2015.

Mayor

Attest:

Town Clerk

Municipal Clerks Week Proclamation May 3-9, 2015

Mayor Williams stated the week of May 3-9, 2015 has been proclaimed Municipal Clerks Week by the recognizing the Municipal Clerks for the services they perform and their dedication to the community. He recommended approval of the Proclamation recognizing May 3-9, 2015 as Municipal Clerks Week and to recognize the service of our Town Clerk, Laurie Yarbrough.

Alderwoman Revels read the Municipal Clerks Week Proclamation May 3-9, 2015.

Alderman Shepherd, seconded by Alderman Owen, made a motion to approve the Proclamation recognizing May 3-9, 2015 as Municipal Clerks Week. The motion passed unanimously.

**Proclamation
Town of Gibsonville
Municipal Clerks Week
May 3 - 9, 2015**

Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

Now, Therefore, I, Leonard M. Williams, Mayor of the Town of Gibsonville, do recognize the week of **May 3 through May 9, 2015, as Municipal Clerks Week**, and further extend appreciation to our Municipal Clerk, Laurie Yarbrough for the vital services she performs and her exemplary dedication to the community she represents.

This the 4th day of May, 2015.

Mayor

FY 2015-2016 Budget Presentation

Ben Baxley, Town Manager, presented the recommended FY 2015-2016 Budget. The recommended FY 2015-2016 total municipal budget was balanced at \$8,094,649. He stated this was an increase of \$34,350 or 0.4 percent above the FY amended 2014-2015 budget of \$8,060,299 as of April 13, 2015. He stated the municipal budget was comprised of the General Fund, Water & Sewer Fund, and Perpetual Care Trust Fund. He stated the recommended FY 2015-2016 General Fund budget was \$5,309,872; an increase of \$217,887 or 4.3 percent above the amended FY 2014-2015 General Fund budget of \$5,091,985. He stated the recommended FY 2015-2016 Water & Sewer Fund budget was \$2,782,077; this was a decrease of \$183,537 or 6.2% percent below the amended FY 2014-2015 Water & Sewer Fund budget of \$2,965,614. He stated the recommended FY 2015-2016 Perpetual Care Trust Fund budget was \$2,700; this was the same amount as the amended FY 2014-2015 Perpetual Care Trust Fund budget of \$2,700. Mr. Baxley stated the recommended budget maintained the same tax rate of \$.51 per \$100 valuation as the amended FY 2014-2015 budget (no property tax increase). He highlighted the **FY 2015-2016 Budget Revenues** as follows: **General Fund:** Property Taxes: \$2,323,432; Sales Tax: \$1,057,800; Utility Franchise Taxes: \$310,000; Motor Vehicle Taxes: \$309,000; Loan Proceeds: \$275,000; Sanitation Fees: \$210,000; Powell Bill Allocation: \$185,000; various fund balance appropriations: General Fund fund balance appropriation of \$249,000 to purchase capital items and complete capital projects, Powell Bill fund balance appropriation of \$99,600 to fund street improvements (paving and patching); \$55,500 from Guilford County for the Gibsonville Public Library. He stated the following fee increases and new fees were recommended: Sanitation Fee – \$2.00 monthly increase will generate approximately \$60,000 annually (requested to fund annual debt service payment of \$60,048 for five years to cover the cost of purchasing a garbage truck) fee would go from \$5.00/month to \$7.00/month; one additional garbage cart – \$5.00/month; one additional recycling cart – \$2.00/month; and replacement fee for cart (damaged by customer) – \$50.00. **Water and Sewer Fund:** Water Sales: \$982,252; Sewer Sales: \$1,649,036; Reconnection Fees: \$70,000; Water and Sewer Development Fees: \$40,000; Water and Sewer rates – 3 percent increase in water rates (16 cents per 1,000 gallons for in-town customers and 32 cents per 1,000 gallons for out-of-town customers) and 12 percent increase in sewer rates (99 cents per 1,000 gallons for in-town customers and \$1.98 per 1,000 gallons for out-of-town customers). He stated the City of Burlington charges the Town of Gibsonville for water sold and sewer (wastewater) treated. The Town's rate increases were needed to cover increases by the City of Burlington (they are recommending a 3 percent increase in water and sewer rates). The additional 9 percent sewer rates increase above Burlington's sewer rate increase was needed to build up adequate reserves that have been reduced to a dangerously low level as a result of paying the City of Burlington for unnecessary costs related to the processing of excessive inflow & infiltration (I &I) (water entering into the sewer system); I&I creates wastewater collection problems and significantly increase operational costs for the Town (approximately \$150,000 – \$300,000 annually, an additional 9 percent increase in sewer rates would generate approximately \$131,090 in sewer revenue annually. Also, included in Water and Sewer were increases to several tap fees and water and sewer development fees, addition of meter tampering fee, addition of Sewer Use Ordinance (Fats, oils, and grease) inspection fee. He highlighted the **FY 2015-2016 Budget Expenditures** as follows: **General Fund:** \$275,000 to purchase one garbage truck for the sanitation department (vehicle would be funded through loan proceeds); \$140,000 for street improvements (paving and patching, project would be funded through Powell Bill funds); \$70,500 to purchase two replacement vehicles for the police department (vehicles would be funded through the General Fund fund balance - reserves; \$50,000 General Fund contingency allocation; \$45,000 to purchase one replacement chipper for the street department (equipment would be funded through the General Fund fund balance); \$40,000 for sidewalk improvements (project would be funded through Powell Bill funds); \$35,000 to participate in the Burlington Public Transit System (participation would be funded through the General Fund fund balance); \$27,500 to complete Phase I of a parking area/driveway repair project for the fire department (project would be funded through the General Fund fund balance); \$27,000 to purchase a replacement pick-up truck for the street department (vehicle would be funded through the General Fund fund balance); \$23,000 to purchase a replacement air compressor for the public works department (equipment would be funded through Powell Bill funds); \$13,500 to purchase three mobile radios for the police department (equipment would be funded through the General Fund fund balance); \$12,000 to purchase a wheel chair lift for van for the parks & recreation department (equipment would be funded through the General Fund fund balance). Mr. Baxley stated the Water and Sewer Fund included \$131,090 to build up Fund Balance and address I&I problems— currently the Town has 12 Days Cash on Hand which measures the level of unrestricted cash (reserves). He stated it was recommended that the Town maintain 90 to 180 Days Cash on Hand or 25 percent – 50 percent of annual operating expenses to cover repairs, emergencies, and fund capital projects. He stated as of June 30, 2014 the audited unrestricted cash was \$87,267 or 3.4 percent of expenditures. He stated he had included the Capital Improvement Plan (CIP) for FY 2015-2016 through FY 2019-2020 for the board's review. He asked for direction and guidance from the board on the presented recommended budget.

Alderman Dean asked about a need for an additional garbage truck.

Mr. Baxley stated this was to replace the 2004 garbage truck.

Alderman Dean asked if there was only one person picking up garbage.

Mr. Baxley stated there were two individuals that could operate the garbage truck.

Rob Elliott, Public Works Director, stated on during holidays they run two garbage trucks. He stated with the addition of Abbey Glen they will need to run the additional truck; one truck will not be able to handle the pickup.

Mr. Baxley stated the life of a garbage truck is estimated at ten years.

Alderman Dean questioned \$26,300 for telephones; he felt this was a lot.

Mr. Baxley asked which department; he reviewed telephones by department.

Ron Parrish, Police Chief, stated that \$13,000 for the police department was misleading; this included each car and a jet pack, and surveillance cameras that used the internet.

Mr. Baxley stated they could look at each department if the board wished. He stated public works had 11 phones, fire dept. 5 or 6, administration 2, and parks & recreation 3.

Alderwoman Revels asked were updating computers included in the budget.

Mr. Baxley stated yes, under operating expense.

Mayor Williams questioned the 12% sewer increase; he asked how much of an impact would this be.

Mr. Baxley stated \$26.15 to \$29.88 for a minimum water bill.

Mayor Williams asked about a 2% for part-time employees; how much would that be.

Mr. Baxley stated he would look at 1.5% and 2%.

Alderwoman Revels asked were all part-time employees hourly.

May Hill, HR Officer, stated yes; some were seasonal and Library had part-time.

Reports

a. Manager

Ben Baxley, Town Manager, stated the first concert of the Concert Series went well; there were approximately 250 participants. He stated on Thursday evening at 7:00 pm Alamance County Public Library was holding a forum at the Town Hall; public invited.

Ron Parrish, Police Chief, stated he had attended a workshop about a new ID card program being introduced call "Faith Interaction Project". He stated it did not replace current ID cards; this was a new proof of id mostly for immigrants. He stated Alamance and Guilford Counties will not recognize card but he would be asking his department to recognize card.

Mayor Williams stated he had heard about the ID cards and he commended the Police Chief for considering this.

Alderman Owen, seconded by Alderman Shepherd, made a motion to adjourn. The motion passed unanimously. The meeting adjourned at 8:05 pm.

Mayor

Attest:

Town Clerk