

MINUTES – DECEMBER 3, 2018

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. Aldermen, Owen, Pleasants, Dean, and O’Toole were present. Ben Baxley, Town Manager, and Laurie Yarbrough, Town Clerk, were present. Police Chief Ron Parrish, Public Works Director Rob Elliott, Fire Chief James Todd, Planning Director Brandon Parker, Town Attorney Doug Hoy, Recreation Director Mike Dupree, Jeff Johnson with AWCK, and several Linkley Park citizens were in attendance.

Invocation

Alderman Dean stated Rev. J.D. Weed with the Gibsonville First Baptist Church would give the invocation.

Rev. J.D. Weed gave the invocation.

Public Comments

Shirley Pearson, Burlington Ave. resident, asked that the annexation of Frissell Dr. be approved.

Mayor Williams stated he had been ill but he was better.

Approval of Agenda

Ben Baxley, Town Manager, asked that Town Audit Contract Amendment be added to the agenda.

Alderman Owen, seconded by Alderman O’Toole, made a motion to approve the agenda as amended. The motion passed unanimously.

Approval of Minutes

Alderman Owen, seconded by Alderman Pleasants, made a motion to approve the minutes of November 5, 2018. The motion passed unanimously.

Ordinance to Extend the Corporate Limits – 115 Frissell Dr. – Public Hearing

Mayor Williams stated the board was still missing some additional information that they had agreed that they have. He stated they would have the information by the January 7, 2019 meeting because this needed to be voted on.

Alderman Pleasants, seconded by Alderman Owen, made a motion to set the Public Hearing for the January 7, 2019 meeting to consider the Ordinance to Extend the Corporate Limits of 115 Frissell Dr. The motion passed unanimously.

Mayor Williams stated if they had no agreement, they would still have the public hearing.

Lauren Allen, Frissell Dr. resident, asked based on the board’s discussion could they get a copy of the agreement by January 2, 2019.

Ben Baxley, Town Manager, stated yes they would get a copy.

Ordinance on Short Term Rentals – Set Public Hearing Date

Mayor Williams stated there had been discussions on air b&b’s. He stated the board would set a public hearing.

Ben Baxley, Town Manager, stated Town staff was directed to draft an ordinance with regulations for short term rentals. He stated the draft amended the ordinance by adding the use to the Definitions, Permitted Use Schedule, and Developmental Standards for Individual Uses. He stated the Planning Board recommended approval by a 4 to 0 vote. He stated staff recommended approval.

Alderman Owen, seconded by Alderman O’Toole, made a motion to set the Public Hearing on Short Term Rentals for the January 7, 2019 meeting. The motion passed unanimously.

Ordinance Amendment to Home Occupations– Set Public Hearing Date

Brandon Parker, Planning Director, stated the proposed amendment to the Home Occupations Ordinance was to remove the “including renting of rooms”. He stated the Planning Board recommended approval by a 4 to 0 vote. He stated staff recommended approval.

Alderman Owen, seconded by Alderman O’Toole, made a motion to set the Public Hearing on the Ordinance Amendment to Home Occupations for the January 7, 2019 meeting. The motion passed unanimously.

FY 2019 Resurfacing Contract

Josh Johnson with AWCK stated the Town received five bids on the 2019 Street Improvements; with the low bid being Waugh Asphalt, Inc. at \$387,607.80. He recommended the bid be awarded to Waugh Asphalt, Inc. at \$387,607.80. He stated this included street resurfacing, patching, and crack sealing.

Mayor Williams asked how did they select streets for resurfacing.

Mr. Johnson stated AWCK out of the Kannapolis office looked at streets and made the recommendations. He stated resurfacing and patch were an immediate need and crack sealing prolonged the life.

Alderman Owen asked when would the resurfacing start.

Mr. Johnson stated March 2019.

Alderman Owen, seconded by Alderman Pleasants, made a motion to award the Resurfacing Contract to Waugh Asphalt, Inc. The motion passed unanimously

Ben Baxley, Town Manager, stated this did include crack sealing on Cape Fear Dr. in Lindley Park; for those Lindley Park residents that were present.

Water & Sewer Hwy. 70/61 Project

Ben Baxley, Town Manager, stated the board had discussed the need for water and sewer to Hwy. 70/61 at the last meeting. He stated Josh Johnson with AWCK was present to talk about the next steps.

Josh Johnson with AWCK stated years ago the Town of Gibsonville satellite annexed 6 parcels that combine to contain approximately 125 acres at the corner of Highway 70 and Highway 61. The property wasn't served with Town of Gibsonville water and sewer and it isn't currently served at this point in time. He pointed out several options as well as cost estimates and exhibits:

Water Options

The annexed properties front on Highway 70 for approximately 2000' and on Highway 61 for approximately 2800'. The Town of Whitsett has an 8" waterline and the City of Burlington has a 24" water main along the frontage on Highway 70. The City of Burlington's waterline is a transmission line that is not available for individual taps. The Town of Whitsett's waterline extends approximately 1250' down Highway 61.

Option 1

Phase 1 - The Town of Gibsonville and Town of Whitsett have had extended discussions about a water and sewer agreement along Highway 70 that would benefit both communities. The Town of Whitsett is seeking to provide sewer to potential development within Whitsett on the southern side of Highway 70. As a portion of that agreement, the Town of Gibsonville would be allowed to tap the existing Whitsett waterline in Highway 70 and 61 for any of the properties within Gibsonville's jurisdiction. The properties that are within Gibsonville would be Gibsonville water and/or sewer properties and a monthly reimbursement would be based upon the prevailing water and sewer rates and metered from the water usage for the properties in question. There would be minimal cost to the Town of Gibsonville for this option and it would provide water along roughly 3200' of the 4800' of road frontage.

Phase 1A vs 1B – In order to provide service to the rest of the frontage along Highway 61, the Town of Gibsonville would extend its 8" waterline from Cone Club Road to the end of Whitsett's line along Highway 61. This waterline would be approximately 5,100' in length, would require a master meter for the connection, and is identified as Option 1A. The estimated cost of this improvement would be \$915,000. A second option, Option 1B, would include having Whitsett extend their waterline all the way down Highway 61 to meet a 2000' extension from Gibsonville at the intersection of Highway 100 and 61. Option 1B would be dependent upon the Town of Whitsett agreeing to extend their waterline for limited growth potential.

Option 2

The Town of Gibsonville could also extend a full Highway 70/61 loop from Lindley Park all the way back to Cone Club Road for an estimated cost of \$1,400,000. This extension would achieve the goal of providing Gibsonville water and sewer to the properties, but it would cost substantially more than Option 1. It would also create the maintenance complication of having a third major waterline within the Highway 70 corridor/right of way.

Sewer Options:

Phase 1 - The water and sewer agreement between Town of Gibsonville and Town of Whitsett that is discussed above would provide sewer service to approximately 35 acres along Highway 70. As with the water, this usage would be provided at minimal cost to the Town of Gibsonville.

Phase 1A – The bulk of the annexed properties would require a significant sewer outfall in order to provide gravity sewer flow to the site. Phase 1A would require construction of the next section of the Back Creek Outfall line, the total line extension would be about 1825’ of a combination of 8” and 16” outfall line. The leg going into the site would be 8”, with the primary outfall line being a 16” line. This phase would serve the middle approximately 60 acres of the properties with sewer. The estimated cost of Phase 1A is \$575,000.

Phase 1B – The next phase of the sewer would require another significant sewer outfall that would treat the back approximately 30 acres of the annexed areas. This line would be approximately 2100’ and is estimated to cost another \$670,000 and would be of similar size to Phase 1A.

Option 2

Option 2 would be to install Phases 1A and 1B above and not have an agreement with the Town of Whitsett. This would require a portion of the onsite sewer along Highway 70 to break grade and go back to the west. This is possible but cannot be determined for certain without final topographic information Design vs. Construction Water Option 1A or 1B appears to be the most economical waterline extension that would serve the area with water. In this option, after the agreement with Whitsett is in place, a user with close proximity to the road, could immediately connect to water, with no construction cost to the Town of Gibsonville. For future users going back down Highway 61, Water Option 1A could be designed through the entire section and then if it is adjusted as part of a second agreement with Whitsett then it could be installed and owned by Whitsett.

Sewer Option 1 is the recommended sewer option. Sewer Option 1, with the Whitsett agreement, allows for the immediate service of 35 acres fronting on Highway 70. At the same time, it does not preclude the future Back Creek outfall extension and the outfall is still needed to serve the entire area.

Alderman O’Toole asked would the easements be legally binding and permanently defined.

Mr. Johnson stated yes.

Alderman O’Toole asked with other projects with small municipalities, does the town assume most of the financial costs.

Mr. Johnson explained the town could be asked to put in the infrastrurue in different ways.

Alderman O’Toole asked once the design was made and easements determined, could the town or property owner go out and solicit the property.

Mr. Johnson stated yes, once the design was completed, it would be ready for construction.

Mayor Wiliams asked about sending out letters and talk with developers.

Mr. Johnson stated when the construction plan and easement were completed this would make the property more attractive.

Alderman Owen, seconded by Alderman Pleasants, made a motion to approve the first step requesting qualifications to get design. The motion passed unanimously.

Alderman Dean asked if 80% of the property owners were against this, would they still do it.

Mr. Johnson stated there were six parcel, with only two not in the city limits. He stated it was his understanding that the ones in town had agreed to accesss of their properties.

Alderman Pleasants stated if they connect to the water and sewer and are not in the city limits, would they be charged double rates.

Mr. Johnson stated yes, the water and sewer connection policy was if they connect and not in the city limits they would pay double rates.

FY 2019 Budget Ordinance Amendment #3

Ben Baxley, Town Manager, stated FY 2019 Budget Ordinance Amendment #3 accounted for quarterly ABC Board contributions to the Police Department and provided additional funding for the 2019 Street Resurfacing Contract.

Alderman Owen, seconded by Alderman Pleasants, made a motion to approve the FY 2019 Budget Ordinance Amendment #3. The motion passed unanimously.

**TOWN OF GIBSONVILLE, NORTH CAROLINA
2019 BUDGET ORDINANCE AMENDMENT #3**

BE IT ORDAINED by the Board of Aldermen of the Town of Gibsonville, North Carolina, a meeting was held this the 3rd day of December, 2018 that the following fund revenues and departmental expenditures together with certain restrictions and authorizations be amended.

SECTION I. GENERAL FUND

Anticipated Revenues	FY 2019	Amendment	FY 2019
	<u>Current Budget</u>		<u>Revised Budget</u>
		<u>Increase/Decrease</u>	
Taxes, Current Year	2,795,000	-	2,795,000
Taxes, Prior Years	24,450	-	24,450
Motor Vehicle Tax	330,000	-	330,000
Penalties & Interest	10,000	-	10,000
Cemetery	12,000	-	12,000
Recreation	76,000	-	76,000
Sanitation Service Charge	288,000	-	288,000
Interest on Investments	8,000	-	8,000
Fire District Tax (Guilford)	14,400	-	14,400
Library	2,294	-	2,294
Transfer Perpetual Care	2,700	-	2,700
Sale of Fixed Assets	5,000	-	5,000
Guilford County Funds	55,500	-	55,500
Code Enforcement/Planning	8,000	-	8,000
Brush/White Goods Pickup Fees	1,500	-	1,500
<i>Miscellaneous</i>	<i>26,651</i>	<i>1,060</i>	<i>27,711</i>
GHA	2,340	-	2,340
Stormwater Fee	30,000	-	30,000
Solid Waste Disposal Tax	4,700	-	4,700
Intangible: Sales Tax (Alamance Co.)	875,000	-	875,000
Intangible: Sales Tax (Guilford Co.)	460,000	-	460,000
Utility Franchise	390,000	-	390,000
Beer & Wine		-	

	30,000		30,000
Federal Drug Funds	71,032	-	71,032
Powell Bill Funds	189,000	-	189,000
Loan Proceeds	37,933	-	37,933
<i>Appropriated General Fund Balance</i>	<i>603,221</i>	<i>85,000</i>	<i>688,221</i>
<i>Appro'd Fund Balance - Powell Bill</i>	<i>175,000</i>	<i>30,000</i>	<i>205,000</i>
Appro'd Revitalization Grant	115,119	-	115,119
Total Anticipated Revenues	6,642,840	116,060	6,758,900

Authorized Expenditures

	<u>Current Budget</u>	<u>Increase/Decrease</u>	<u>Revised Budget</u>
Governing Board	69,516	-	69,516
Administration	1,255,197	-	1,255,197
<i>Police</i>	<i>1,890,705</i>	<i>1,060</i>	<i>1,891,765</i>
Fire	980,590	-	980,590
Public Works Administration	199,308	-	199,308
<i>Streets</i>	<i>750,442</i>	<i>85,000</i>	<i>835,442</i>
<i>Powell Bill</i>	<i>282,100</i>	<i>30,000</i>	<i>312,100</i>
Sanitation	347,050	-	347,050
Recreation	651,234	-	651,234
Library	148,528	-	148,528
Cemetery	18,170	-	18,170
Contingency	50,000	-	50,000
Total Authorized Expenditures	6,642,840	116,060	6,758,900
	0		0

SECTION II. WATER & SEWER

	<u>Current Budget</u>	<u>Increase/Decrease</u>	<u>Revised Budget</u>
Anticipated W&S Revenues			
<u>Water Revenues</u>			
Water Service Fees	840,748	-	840,748
Tapping Fees	450	-	450
Meter Setting	10,000	-	10,000
Reconnection Fees	40,000	-	40,000
Loan Proceeds		-	

	37,933		37,933
Miscellaneous Revenues	13,644	-	13,644
Internet Convenience Fees	7,000	-	7,000
Retained Earnings Appropriation	147,000	-	147,000
Total Anticipated Water Revenues	1,096,775	-	1,096,775
<u>Sewer Revenues</u>			
Sewer Service Fees	2,103,033	-	2,103,033
Tapping Fees	550	-	550
Meter Setting	10,000	-	10,000
Reconnection Fees	40,000	-	40,000
Loan Proceeds	112,933	-	112,933
Miscellaneous Revenues	13,644	-	13,644
Internet Convenience Fees	7,000	-	7,000
Insurance Proceeds	5,491	-	5,491
Total Anticipated Sewer Revenues	2,292,651	-	2,292,651
Total Anticipated W&S Revenues	3,389,426	-	3,389,426
Authorized W&S Expenditures			
Water Expenditure	1,096,775	-	1,096,775
Sewer Expenditures	2,292,651	-	2,292,651
Total Authorized Expenditures	3,389,426	-	3,389,426
	-	-	-
SECTION III. PERPETUAL CARE FUND			
Anticipated Revenues	2,700	-	2,700
Authorized Expenditures	2,700	-	2,700
	-	-	-

SECTION IV. TAX RATE ESTABLISHED

An ad valorem tax rate of \$0.53 per \$100 at full valuation is hereby established as the official tax rate for the Town of Gibsonville for the fiscal year 2019. This rate is based on a total valuation of property of \$612,181,228 and an estimated collection rate of 97.25%.

SECTION V.

Charges for services and fees by Town Departments are levied in the amounts set forth in the Fee Schedule (See Attachment A).

SECTION VI. SPECIAL AUTHORIZATION - BUDGET OFFICER

- A.** Budget Officer shall be authorized to reallocate departmental appropriations among various object of expenditures as he believes necessary.
- B.** The Budget Officer shall be authorized to effect interdepartmental transfers, in the same fund, not to exceed 10% of the appropriated monies for the department whose allocations is reduced. Notation of all such transfers shall be made to the Board on the next succeeding Financial Report.
- C.** He may make interfund loans for a period of not more than 60 days.
- D.** Interfund transfers, established in the budget document may be accomplished without recourse to the Board.

SECTION VII. RESTRICTION - BUDGET OFFICER

- A.** Interfund transfer of monies, except as noted in Section VI. Shall be accomplished by the Board authorization only.
- B.** The utilization of any contingency appropriations shall be accomplished only with Board authorization.

SECTION VIII. UTILIZATION OF BUDGET ORDINANCE

This Ordinance Amendment and the Budget Document shall be the basis of the financial plan for the Gibsonville Municipal Government during the 2019 fiscal year. The Budget Officer shall administer the budget and shall insure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the budget. The accounting section shall establish records which are consonance with the Budget and this Ordinance and the appropriate statute of the State of North Carolina.

Amended this the 3rd day of December, 2018.

Attest: _____
Mayor of Gibsonville, NC

Town Clerk of Gibsonville, NC

Audit Contract Amendment

Ben Baxley, Town Manager, stated the auditors were unable to meet the LGC’s deadline for the town audit report. He stated they were asking for a two week extension. He stated the audit would be presented at the January 2019 meeting.

Mayor Williams stated he had talked with Gibson and Company, Town Auditor, and the LGC; he did not see a big problem; it needed to be complete by December 14, 2019.

Alderman Owen, seconded by Alderman O’Toole, made a motion approving the Audit Contract Amendment giving an extension to December 14, 2018. The motion passed unanimously.

Tax Releases

<u>Acct#</u>	<u>Name</u>	<u>Value Reduced</u>	<u>New Value</u>	<u>Actual Taxes</u>	<u>Release \$</u>
553083	Nancy Riggs	43,300	43,300	229.49	229.49 elderly exempt
380087	Kay Kimrey	53,900	53,900	285.67	285.67 elderly exempt
42474	John Graves	45,000	183,030	970.06	238.50 (refund) disabled veteran

Alderman Owen, seconded by Alderman O’Toole, made a motion approving the tax releases. The motion passed unanimously.

Reports

a. Manager

Ben Baxley, Town Manager, stated the Lighting of the Green went well. He thanked the merchants, fire, police, and recreation for their help. He stated the Planning Board dinner would be December 6th at Kimbers, the

Christmas Parade was Saturday at 2:00 pm. He stated Town Hall would be closed December 24, 25, & 26, 2019. He stated the Town had submitted two projects to NCDOT; Wharton and Main St and Railroad Ave. railroad crossing at Burke, Springwood, and Alamance St.

Mayor Williams stated Springwood and Alamance at the railroad crossing was a safety issue; there had been wrecks there.

Gibsonville ABC Store 2018 Audit Update

Paul Koonts, ABC Board Chairman, stated he was on his 9th year and final term. He stated the ABC Store made \$1,240,000 this past year; paid \$281,000 to North Carolina for tax; revenue was up 4 ½%, operating costs were up 1%; leaving a \$86,300 profit. He stated the store had given back the town \$80,000 over the last 9 years; this included giving to the DARE program. He updated the board on the renovations at the ABC Store which included new roof and new heating and air. He stated they had to do mold treatment and demo the front of the bulding.

Mayor Williams stated he hated to see Mr. Koonts leave in the middle of the construction at the ABC Store.

Mr. Koonts stated he would stay on another year and Janice Wyrick had also agreed to stay another year. He stated they appreciated the partnership with the town.

Mayor Williams stated he appreciated Mr. Koonts' hard work with the ABC Store.

Alderman Owen thanked Mr. Koonts.

Alderman Owen, seconded by Alderman Pleasants, made a motion to adjourn. The motion passed unanimously. The meeting adjourned at 8:04 pm.

Mayor

Attest:

Town Clerk