

MINUTES – MARCH 19, 2018

The Board of Aldermen of the Town of Gibsonville met at 7:00 pm for an agenda meeting in the Town Hall. The meeting was called to order by Mayor Williams. Alderpersons Shepherd, Owen, Dean, O'Toole, and Pleasants were present. Ben Baxley, Town Manager, and Laurie Yarbrough, Town Clerk, were present. Police Chief Ron Parrish, Human Resources Officer May Hill, Town Attorney Doug Hoy, Public Works Director Rob Elliott, Ann Taylor with the PTRC, GDAC President Shawn Dowell, several Abbey Glen residents, and several residents were in attendance.

Public Comments

Mayor Williams stated E.R. & Belle Geringer recently celebrated their 65th Wedding Anniversary. He stated he presented them with a Proclamation from the Town in celebration of their anniversary and they had sent their appreciation to the board and town for recognizing their anniversary. He thanked everyone for the cards and flowers in the recent passing of his sister.

Shirley Pearson, Burlington Ave resident, asked the board to give the Police Chief what he needed to run his department.

Dan Baranik of 213 Sullivan Ct. asked for a safe bike or pedestrian crossing on railroad tracks at the old Cook Road crossing. He stated he walked and there was no crossing in that area. He stated Cook Rd. was closed. He asked the board to come up with a solution.

Mayor Williams stated he was on the TAC and they would meet on Tuesday; he would bring this up at the meeting.

Approval of Agenda

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

Human Resources Policy

Ben Baxley stated the board received a copy of the policy. He stated the board was being asked to approve Board Policy approving the update and new format.

Ann Taylor with the PTRC presented the update and new format of the HR Policy. She stated instead of one large policy this would be a breakdown of each policy making it easier to amend and change if needed. She stated they had training with the department heads and went over their responsibilities.

Mayor Williams asked how did the town's policy differ from other towns our size.

Mrs. Taylor stated the Town of Elon did their update two years ago and it seems to be working well for them. She stated Jamestown recently updated their HR Policy also and it was working well. She stated this update would make it easier so the town is never out of compliance.

Mayor asked if this was normal and would anything else change.

Mrs. Taylor stated this was normal procedure and the day to day operations of the town would still be run by the Town Manager and that would not change.

Alderman Shepherd ask how often would this be updated.

Mrs. Taylor stated it would not be updated unless there was a change; such as recently the Veteran's holiday was added as a holiday for personnel. She stated the only other change would be if the General Statutes changed.

Mayor Williams recognized May Hill, HROfficer for the Town.

Request from Abbey Glen HOA

Ben Baxley, Town Manager, stated Abbey Glen HOA representatives would like to present a request to the board about converting their private streets to the town. He stated in 2014 there was a discussion about this and the Town Engineer, AWCK, recommended some guidelines. He stated Abbey Glen would like to know about the process.

Elmer Braxton, President of the Abbey Glen HOA, stated Abbey Glen is a condominium community of 100 buildings containing 162 units; 88 units are multi-family buildings and 74 units were single family residences. He stated Abbey Glenn was 3.8% of the Gibsonville population and was about 7.5% of total real property tax revenue. He stated Abbey Glen streets totaled approximately one mile. He stated in 2014 street conversion was

discussed but deferred until the developer completed the planned bridge and at this time town engineers detailed issues that would need to be addressed in the process to convert streets from private to public. He stated the issues included comprehensive street condition inspection and assessment; a new plat showing right of way and setbacks, and a storm drainage assessment. He stated in March 2015 Gibsonville agreed to take over trash and recycling collection in Abbey Glen. Mr. Braxton stated Abbey Glen respectfully requested that the Gibsonville Board of Aldermen take a position in support of the conversion of Abbey Glen streets from private to public before the HOA commissions any street conversion activities.

Mayor Williams stated this was an agenda setting meeting and asked for other comments.

Alderman Shepherd agreed with the assessment and stated he would be in favor once the assessment was completed.

Alderman Owen stated he would be in favor after the assessment was made.

Mayor Williams stated he just wanted to make sure everyone was in favor (Abbey Glen residents) before Gibsonville spent a lot of money.

Dex Peach stated they were waiting on the bridge to be finished, then they would talk with their engineers.

Mayor Williams stated he had asked NCDOT to look at the installation of a light at the Abbey Glen intersection with Hwy. 70. Mayor Williams thanked Abbey Glen for coming.

Alderman Pleasants asked when would the bridge be finished.

Mr. Peach stated in July.

GDAC Overview & Potential Goals

Ben Baxley, Town Manager, stated Sean Dowell with the Gibsonville Development Advisory Committee wished to discuss the GDAC's Overview and Potential Goals.

Sean Dowell, Burlington Ave. resident and Gibsonville Development Advisory Committee Chairman, stated the committee started over two years ago. He stated Laurie LaCasan, Wanda Small, Dick Swain and Ricky Cox were on the committee. He presented the board with GDAC's Overview and Potential Goals. He asked the board what they wanted for the town; the committee was stake holders and just advised the town. He stated the Gibsonville Merchants Association was working on the next Annual Golf Tournament. He stated the GMA Business Social would be March 26th at the Burke Manor. He stated he served as the town's representative on the Guilford County Historical Properties Commission. He stated the Gibsonville Museum was looking for a permanent home.

Mayor Williams thanked Sean Dowell and stated he was doing a good job. He asked for board input.

Mr. Dowell stated the merchants wanted to hear the board's input. He thanked town staff for their help.

Set Public Hearing for Rezoning Request

Ben Baxley, Town Manager, stated **Beverly King** of 832 Burlington Ave. was requesting his property be rezoned from RS15 to NB (Neighborhood Business). He stated the Planning Board unanimously approved the rezoning at their March 15th meeting. He stated staff was recommending the public hearing be set for the April 10th meeting.

Alderman Pleasants, seconded by Alderman O'Toole, made a motion to set the public hearing for the rezoning request for 832 Burlington Ave. for April 10th. The motion passed unanimously.

Railroad License Agreement

Ben Baxley, Town Manager, stated the N.C. Railroad was requesting the Town approve a Railroad License Agreement which was part of the Railroad project with the Town involving the painting of the bridge; which the Railroad will provide funding for; and the installation of the fence along the railroad and improvements to the overpass; which the town will fund. He stated Doug Hoy, Town Attorney, had reviewed the agreement and was present.

Doug Hoy, Town Attorney, stated he had reviewed the Railroad License Agreement with the Town Manager. He stated the insurance required was a little larger than use to and need understanding of what side of railroad fence to be place on.

Mr. Baxley stated the fence would be on the north side of railroad.

Mr. Hoy stated they had talked about notifying the merchants on that side of the railroad. He stated there could be no entry on 1000’ of the tracks, he thought the railroad was against any pedestrian crossing on the tracks; this was a danger with the high speed rail. He stated the license agreement did not run with the land and could be terminated on a 30 day notice.

Mayor Williams stated this would be on the April 10th agenda for the board’s consideration.

Budget Ordinance Amendment #7

Ben Baxley, Town Manager, stated Budget Ordinance Amendment #7 was needed to account for reimbursement by a BJA Grant for overtime paid for CIT Training for the Gibsonville Police Department, donations to the Gibsonville Public Library and the Gibsonville Parks & Recreation Department.

Alderman Shepherd, seconded by Alderman Owen, made a motion to approve Budget Ordinance Amendment #7. The motion passed unanimously.

**TOWN OF GIBSONVILLE, NORTH CAROLINA
2017-2018 BUDGET ORDINANCE AMENDMENT #7**

BE IT ORDAINED by the Board of Aldermen of the Town of Gibsonville, North Carolina, a meeting was held this the 19th day of March, 2018 that the following fund revenues and departmental expenditures together with certain restrictions and authorizations be amended.

SECTION I. GENERAL FUND

	FY 2017- 2018	Amendment	FY 2017- 2018
Anticipated Revenues	<u>Current Budget</u>	<u>Increase/Decrease</u>	<u>Revised Budget</u>
Taxes, Current Year	2,701,961	-	2,701,961
Taxes, Prior Years	29,700	-	29,700
Motor Vehicle Tax	316,961	-	316,961
Penalties & Interest	12,000	-	12,000
Cemetery	13,000	-	13,000
Recreation	76,000	-	76,000
Sanitation Service Charge	240,000	-	240,000
Interest on Investments	7,500	-	7,500
Fire District Tax (Guilford)	12,000	-	12,000
Library	1,500	-	1,500
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
Transit Card Revenue	200	-	200
<i>Miscellaneous</i>	<i>35,150</i>	<i>9,100</i>	<i>44,250</i>
GHA	2,340	-	2,340
Stormwater Fee	29,000	-	29,000
Solid Waste Disposal Tax	4,500	-	4,500
Intangible: Sales Tax (Alamance Co.)	824,000	-	824,000
Intangible: Sales Tax (Guilford Co.)	423,000	-	423,000
Utility Franchise	380,000	-	380,000
Beer & Wine	30,000	-	30,000
Federal Drug Funds	4,323	-	4,323
Insurance Proceeds	670	-	670
Downtown Revitalization Grant	160,000	-	160,000
Governor's Crime Commission Grant	19,650	-	19,650
Appropriated Recreational Cap. Reserve	34,000	-	34,000
Powell Bill Funds	189,000	-	189,000
Appropriated General Fund Balance	<u>341,962</u>	<u>-</u>	<u>341,962</u>
<i>Total Anticipated Revenues</i>	<u><i>5,961,117</i></u>	<u><i>9,100</i></u>	<u><i>5,970,217</i></u>

Authorized Expenditures

	<u>Current Budget</u>	<u>Increase/Decrease</u>	<u>Revised Budget</u>
Governing Board	73,116	-	73,116
Administration	1,233,193	-	1,233,193
<i>Police</i>	<i>1,731,610</i>	<i>6,000</i>	<i>1,737,610</i>
Fire	840,868	-	840,868
Public Works Administration	210,916	-	210,916
Streets	506,553	-	506,553
Powell Bill	136,600	-	136,600
Sanitation	311,110	-	311,110
<i>Recreation</i>	<i>724,859</i>	<i>2,000</i> <i>1,100</i>	<i>726,859</i>

Library	133,121		134,221
Cemetery	18,170	-	18,170
Contingency	41,000	-	41,000
Total Authorized Expenditures	5,961,117	9,100	5,970,217
	-		-

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	824,263	-	824,263
Tapping Fees	450	-	450
Meter Setting	10,000	-	10,000
Reconnection Fees	40,000	-	40,000
Miscellaneous Revenues	9,900	-	9,900
Development Fees	36,000	-	36,000
Internet Convenience Fees	6,300	-	6,300
Loan Proceeds	152,000	-	152,000
Total Anticipated Water Revenues	1,078,913	-	1,078,913
<u>Sewer Revenues</u>			
Sewer Service Fees	2,061,797	-	2,061,797
Tapping Fees	550	-	550
Meter Setting	10,000	-	10,000
Reconnection Fees	40,000	-	40,000
Miscellaneous Revenues	12,100	-	12,100
Development Fees	44,000	-	44,000
Internet Convenience Fees	7,700	-	7,700
Total Anticipated Sewer Revenues	2,176,147	-	2,176,147
Total Anticipated W&S Revenues	3,255,060	-	3,255,060
Authorized W&S Expenditures			
Water Expenditure	1,078,913	-	1,078,913
Sewer Expenditures	2,176,147	-	2,176,147
		-	

Total Authorized Expenditures	3,255,060		3,255,060
	-	-	-
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 2017-2018. This rate is based on a total valuation of property of \$575,538,354 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 2017-2018 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 19th day of March, 2018.

Attest: _____
Mayor of Gibsonville, NC

Town Clerk of Gibsonville, NC

Downtown Revitalization Grant Projects

Ben Baxley, Town Manager, stated at the March 5th meeting the Board awarded the bid for the library improvements project in the amount of \$63,974 to Stonewall Construction. He stated staff was recommending the Board award the bid for public restroom project in the amount of \$73,674 to Stonewall Construction at the April 10th meeting (\$62,326 funding from grant and \$18,448 would be Town funding) and the parking improvements at April 10th meeting; bid opening for the parking improvements would be on March 28th.

Reports

a. Manager

Ben Baxley, Town Manager, stated sewer agreement with the City of Burlington would be on the April 10th agenda for consideration by the board; this would be an amendment to the sewer agreement. He stated this would allow the town to provide sewer to the Town of Whitsett.

Doug Hoy, Town Attorney, stated the town may want to establish a fee for transport of waste. He stated they will need to work on how they were going to charge for water and how charge for waste transport.

Mr. Baxley stated it would be based on usage.

Rob Elliott agreed and stated they were not going to use a sewer meter for this small amount of usage. He stated the Town of Whitsett will provide the town with meter readings for each household.

Mr. Baxley stated town offices would be closed on March 30th for Good Friday. He stated he was looking at setting up a Ethics Training for government officials at the community center. He stated it would be a two hour session on May 23rd.

b. Mayor

Mayor Williams stated he attended a session at the League of Municipalities on agenda setting meetings and they suggest board's not vote at agenda setting meetings. He stated a concern with nothing happening in Gibsonville. He asked the board to look around and see what they could do; need public relations. He stated the TAC would meet on Tuesday and he would be asking about the installation of a sidewalk from the Shell down Main St.

Alderman Dean stated he would like to set down with the Town Manager and discuss the HR Policy so he understood it all.

Alderman Shepherd, seconded by Alderman Owen, made a motion to adjourn. The motion passed unanimously. The meeting adjourned at 8:15 pm.

Mayor

Attest:

Town Clerk