

## MINUTES – APRIL 3, 2017

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, Owen, Revels, and Pleasants were present. Ben Baxley, Town Manager, and Laurie Yarbrough, Town Clerk, were present. Police Chief Ron Parrish, Town Attorney Doug Hoy, Planning Director Brandon Parker, Steve Harrison, Recreation Director Mike Dupree, Fire Chief Tony Roof, Public Works Director Rob Elliott, Human Resources Officer May Hill, Ann Taylor with the PTRC, Lil and Lori LaCassagne from the Burke Manor Inn were in attendance.

### **Invocation – Alderman Owen**

Alderman Owen gave the invocation.

### **Public Comments**

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 Alderman Pleasants, made a motion to approve the minutes of March 6, 2017. The motion passed unanimously.

### **Presentation by the Owners of the Burke Manor Inn – Lil and Lori Lacassagne**

Mayor Williams stated he had attended the business social hosted by the Burke Manor along with Mayor Protem Shepherd, Alderman Owen, and Ben Baxley, Town Manager. He welcomed Lil and Lori Lacassagne to the meeting.

Lori Lacassagne stated she was the new President of the Gibsonville Merchant's Association. She stated Tiffany Latero was Vice President, Wanda Small was Secretary, and Billie Wilson was Treasurer. She stated she thought the business social was well received.

Lil Lacassagne stated he thought Gibsonville had done a lot in the community and we needed to keep going.

Mayor Williams stated Gibsonville had a lot of housing but we needed to bring in more business. He stated he thought the business social was a good event.

### **Discussion of Update of the Human Resource Policies & Procedures - Ann Taylor with Piedmont Triad Regional Council**

Ben Baxley, Town Manager, stated Ann Taylor with the Piedmont Triad Regional Council had assisted the Town nine years ago with updating the Personnel Policy.

Ann Taylor with the Piedmont Triad Regional Council stated she had met with the Town Manager and Human Resources Officer recently about updating the Town's Human Resources Policies and Procedures. She stated they were working currently with the Town of Elon and the Town of Randleman on their update. She stated this was a broad policy and to make sure it was in compliance, from time to time changes needed to be made. She explained the proposal would give the Town Manager the authority to make amendments to the Personnel Policies and Procedures in certain areas; which would be defined in the policies and procedures. She explained that this proposal would give the Board more time to deal with economic development and the Town Manager more time to run the day to day operations.

Alderwoman Revels stated this was a broad description of the policy; she asked would the Board be given a step by step description of the Town Manger's procedures so the board would have this.

Mrs. Taylor stated yes the Board would have this; but the Board would not have to approve.

Mayor Williams asked Mrs. Taylor to give the Board an example of procedure the Town Manager could change and not bring it to the Board.

Mrs. Taylor stated if the time was 12:00 noon, the Town Manager could change the time to 3:00 pm; operational type things.

Mayor Williams asked if there was a new law, could the Town Manager change.

Mrs. Taylor stated he would have to follow guidelines.

**Naming Rights & Donations for Gibsonville Community Center**

Ben Baxley, Town Manager, stated Recreation staff was presenting a draft of guidelines for the naming rights and donations for the spaces inside of the Community Center. Staff is seeking input from the Board. He presented a sample of a donation brochure for the Board’s review. He stated this was a fundraising campaign.

Alderwoman Revels asked if the Town had a policy and was this tax deductible.

Mayor Williams stated any municipal donation could be tax deductible, municipalities were exempt.

Mr. Baxley asked how would they advertise; these were the recommended guidelines he presented. He stated the Community Center would be complete this Summer.

Alderman Shepherd stated get the word out by newspaper or newsletter.

Mayor Williams agreed need to set policy for donations; get it out there for the public.

Mike Dupree, Recreation Director, stated several people had asked about donations; they had a large base on the Recreation facebook page. He suggested maybe do a plaque to place in the Community Center recognizing the ones that make donations. He stated they were trying to look at ways to release the financial burden from the town.

Alderwoman Revels asked had they set a goal or deadline.

Mr. Dupree stated no. He stated June 20, 2017 was the completion date.

It was the consensus of the Board to go forward.

**Budget Ordinance Amendment #6**

Ben Baxley, Town Manager, stated Budget Ordinance Amendment #6 was needed to create the Springwood/Cedar St. Waterline Replacement Capital Project Fund.

Alderman Owen, seconded by Alderman Pleasants, made a motion to approve Budget Ordinance Amendment #6. The motion passed unanimously.

**TOWN OF GIBSONVILLE, NORTH CAROLINA  
2016-2017 BUDGET ORDINANCE AMENDMENT #6**

BE IT ORDAINED by the Board of Aldermen of the Town of Gibsonville, North Carolina, a meeting was held this the 3rd day of April, 2017 that the following fund revenues and departmental expenditures together with certain restrictions and authorizations be amended.

**SECTION I. GENERAL FUND**

<b>Anticipated Revenues</b>	<b>FY 2016-2017</b>	<b>Amendment</b>	<b>FY 2016-2017</b>
	<b><u>Current Budget</u></b>	<b><u>Increase/Decrease</u></b>	<b><u>Revised Budget</u></b>
Taxes, Current Year	2,415,000	-	2,415,000
Taxes, Prior Years	26,700	-	26,700
Motor Vehicle Tax	325,000	-	325,000
Penalties & Interest	15,000	-	15,000
Cemetery	13,000	-	13,000
Recreation	66,000	-	66,000
Sanitation Service Charge	223,000	-	223,000
Interest on Investments	7,500	-	7,500
Fire District Tax (Guilford)	12,000	-	12,000
Library	500	-	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
Miscellaneous	17,284	-	17,284
GHA	2,340	-	2,340

Stormwater Fee	28,000	-	28,000
Solid Waste Disposal Tax	4,300	-	4,300
Intangible: Sales Tax (Alamance Co.)	735,652	-	735,652
Intangible: Sales Tax (Guilford Co.)	417,926	-	417,926
Utility Franchise	422,000	-	422,000
Beer & Wine	31,500	-	31,500
Powell Bill Funds	187,000	-	187,000
Federal Drug Funds	5,832	-	5,832
State Drug Funds	5,818	-	5,818
Insurance Proceeds	5,094	-	5,094
Appropriated Recreation Capital Reserve	34,000	-	34,000
<i>Appropriated General Fund Balance</i>	<u>402,632</u>	<u>75,500</u>	<u>478,132</u>
<b>Total Anticipated Revenues</b>	<u><b>5,475,778</b></u>	<u><b>75,500</b></u>	<u><b>5,551,278</b></u>

**Authorized Expenditures**

	<u>Current Budget</u>	<u>Increase/Decrease</u>	<u>Revised Budget</u>
Governing Board	67,016	-	67,016
Administration	1,152,652	-	1,152,652
Police	1,556,960	-	1,556,960
Fire	736,840	-	736,840
Public Works Administration	243,523	-	243,523
Streets	500,680	-	500,680
Powell Bill	170,100	-	170,100
Sanitation	306,343	-	306,343
Recreation	536,160	-	536,160
Library	138,004	-	138,004
Cemetery	17,500	-	17,500
Contingency	50,000	-	50,000
<i>Transfer to Springwood Ave. Waterline Capital Project Fund</i>	<u>-</u>	<u>75,500</u>	<u>75,500</u>
<b>Total Authorized Expenditures</b>	<u><b>5,475,778</b></u>	<u><b>75,500</b></u>	<u><b>5,551,278</b></u>
	<u>-</u>		

**SECTION II. WATER & SEWER**

	<u>Current Budget</u>	<u>Increase/Decrease</u>	<u>Revised Budget</u>
<b>Anticipated W&amp;S Revenues</b>			
<b><u>Water Revenues</u></b>			
Water Service Fees	800,255		800,255
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	4,050	-	4,050
<b>Total Anticipated Water Revenues</b>	<u><b>900,655</b></u>	<u>-</u>	<u><b>900,655</b></u>
<b><u>Sewer Revenues</u></b>			
Sewer Service Fees	2,001,745		2,001,745
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	4,950	-	4,950
<b>Total Anticipated Sewer Revenues</b>	<u><b>2,113,345</b></u>	<u>-</u>	<u><b>2,113,345</b></u>
<b>Total Anticipated W&amp;S Revenues</b>	<u><b>3,014,000</b></u>	<u>-</u>	<u><b>3,014,000</b></u>

<b>Authorized W&amp;S Expenditures</b>			
Water Expenditure	900,655	-	900,655
Sewer Expenditures	2,113,345	-	2,113,345
<b>Total Authorized Expenditures</b>	<b>3,014,000</b>	<b>-</b>	<b>3,014,000</b>
	-	-	

**SECTION III. PERPETUAL CARE FUND**

<b>Anticipated Revenues</b>	<b>2,700</b>	-	<b>2,700</b>
<b>Authorized Expenditures</b>	<b>2,700</b>	-	<b>2,700</b>
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**SECTION IV. SPRINGWOOD AVE. WATERLINE CAPITAL PROJECT FUND**

	<u>Current Budget</u>	<u>Increase/Decrease</u>	<u>Revised Budget</u>
<b>A. Revenues Anticipated</b>			
Transfer From General Fund	-	75,500	75,500
<b>Total Springwood Ave. Waterline Capital Project Fund Rev.</b>	<b>-</b>	<b>75,500</b>	<b>75,500</b>
<b>B. Expenditures</b>			
Springwood Ave. Waterline Capital Fund Expenditures	-	75,500	75,500
<b>Total Springwood Ave. Waterline Capital Project Fund Exp.</b>	<b>-</b>	<b>75,500</b>	<b>75,500</b>

**SECTION V. TAX RATE ESTABLISHED**

An ad valorem tax rate of \$0.51 per \$100 at full valuation is hereby established as the official tax rate for the Town of Gibsonville for the fiscal year 2016-2017. This rate is based on a total valuation of property of \$550,324,654 and an estimated collection rate of 98.58%.

**SECTION VI.**

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

**SECTION VII. 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 VIII. 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 IX. 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 2016-2017 fiscal year. The Budget Officer shall administer the budget and shall insure that operating officials are provided guidance and sufficient details to implement the 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 April, 2017.

Attest:

\_\_\_\_\_  
Mayor of Gibsonville, NC

\_\_\_\_\_  
Town Clerk of Gibsonville, NC

**Capital Project Ordinance**

Ben Baxley, Town Manager, stated the Capital Project Ordinance was needed to budget for the Springwood/Cedar St. Waterline Replacement Project.

Alderman Owen, seconded by Alderman Revels, made a motion to approve the Capital Project Ordinance. The motion passed unanimously.

**CAPITAL PROJECT ORDINANCE  
SPRINGWOOD AVENUE AND CEDAR STREET  
WATERLINE REPLACEMENT PROJECT**

**BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF GIBSONVILLE, NORTH CAROLINA**, that pursuant to Section 13.2, Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby adopted:

- Section 1. The Project authorized is Springwood Avenue and Cedar Street Waterline Replacement Project.
- Section 2. The officials of the Town of Gibsonville are hereby directed to proceed with this program within the terms of the project.
- Section 3. The following revenues are anticipated to be available to the Town to complete the project:  

Transfer from General Fund Balance	\$ 75,500
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- Section 4. The following amounts are appropriated for this project:  

Engineering	\$ 75,500
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- Section 5. The Town Manger shall report on the financial status of this project as directed by the Board of Aldermen and will inform the Board of any unusual occurrences.
- Section 6. Copies of this project ordinance shall be made available to the Town Manager and the Finance Officer for direction in carrying out this project.
- Section 7. That this ordinance shall take effect upon passage.

This the 3<sup>rd</sup> day of April, 2017.

\_\_\_\_\_  
Leonard Williams, Mayor

ATTEST:

\_\_\_\_\_  
Laurie Yarbrough, Town Clerk

**Award Engineering Contract for Springwood/Cedar St. Waterline Project**

Ben Baxley, Town Manager stated the Town had solicited requests for qualifications for engineering services associated with the Springwood/Cedar St. Waterline Project. He stated this was posted on the Town’s website, in the Times News, and posted at Town Hall. He stated staff recommended award the Engineering Contract for the Springwood/Cedar St. Waterline Project to Alley Williams Carmen & King at a cost of \$75,500.

Alderman Shepherd, seconded by Alderman Owen, made a motion to Award Engineering Contract to AWCK. The motion passed unanimously.

**Declaration of Intent to Reimburse**

Ben Baxley, Town Manager, stated the Declaration of Intent to Reimburse was needed to reimburse the General Fund for Loan Proceeds of the Springwood/Cedar St. Waterline project. He explained it was a low interest loan that would be paid up front, the Reimbursement Resolution was to finance the project at a cost of \$590,500.00.

Alderman Shepherd, seconded by Alderman Pleasants, made a motion to approve the Declaration of Intent to Reimburse. The motion passed unanimously.

**TOWN OF GIBSONVILLE, NORTH CAROLINA  
DECLARATION OF OFFICIAL INTENT TO REIMBURSE**

This declaration (the "Declaration") is made pursuant to the requirements of the United States Treasury Regulations Section 1.150-2 and is intended to constitute a Declaration of Official Intent to Reimburse under such Treasury Regulations Section.

The undersigned is authorized to declare the official intent of the Town of Gibsonville, North Carolina (the "Issuer") with respect to the matters contained herein.

1. **Expenditures to be Incurred.** The Issuer anticipates incurring expenditures (the "Expenditures") for a Springwood Avenue and Cedar Street water line replacement project (the "Project").

2. **Plan of Finance.** The Issuer intends to finance the costs of the Project with the proceeds of debt to be issued by the Issuer (the "Borrowing"), the interest on which is to be excluded from gross income for Federal income tax purposes.

3. **Maximum Principal Amount of Debt to be Issued.** The maximum principal amount of the Borrowing to be incurred by the Issuer to finance the Project is \$590,500.00.

4. **Declaration of Official Intent to Reimburse.** The Issuer hereby declares its official intent to reimburse itself with the proceeds of the Borrowing for any of the Expenditures incurred by it prior to the issuance of the Borrowing.

5. **Internal Disclosure of Intent to Reimburse the Town's General Fund with Loan Proceeds.** The Issuer will transfer a maximum amount up to \$590,500 from the Town's General Fund to the Springwood Avenue and Cedar Street Waterline Replacement Capital Project Fund to fund said project until loan proceeds are recieved. Once loan proceeds are received, the Springwood Avenue and Cedar Street Waterline Capital Project Fund will transfer previously transferred monies back to the General Fund.

Adopted this 3<sup>rd</sup> day of April 2017.

By: \_\_\_\_\_  
Town Clerk  
Town of Gibsonville, North Carolina

By: \_\_\_\_\_  
Mayor  
Town of Gibsonville, North Carolina

**Update on Chapter 91: Animals Ordinance**

Ben Baxley, Town Manager, had prepared a draft of the Animals Ordinance for the Board's review. Over the next 30 days the Town Manager stated he would have the Town Attorney, Town Planner, and Police Chief review the Ordinance.

Mayor Williams continued the Animals Ordinance discussion until the June meeting.

**Reports**

**a. Manager**

Ben Baxley, Town Manager, stated they had a walk through of the new Community Center; progress continues on the project. He stated he and the Mayor attended Town Hall Day this week in Raleigh and talked with four of our Legislatures.

**b. Mayor**

Mayor Williams stated he and the Town Manager met with four Legislatures and other staff members at Town Hall Day; Trudy Wade, John Hardister, Jim Riddell, and Rick Gunn. He stated the Board needed to look at grant money and ask for it. He stated Trudy Wade was working on a grant for our Library. He stated they needed to reach out to businesses to bring business to Gibsonville. He stated he had participated in the Child Abuse Program in Graham this week. He

recognized Dr. Charles Phillips who passed away last week; Dr. Phillips practiced in Gibsonville for 41 years. He stated the Board needed to look at a way to recognize Dr. Phillips.

Alderman Pleasants recommended that money be put aside to contract with someone to write grants for the Town.

Mayor Williams agreed.

Alderman Shepherd, seconded by Alderman Owen, made a motion to adjourn. The motion passed unanimously. The meeting adjourned at 7:48 pm.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
Town Manager