

## **MINUTES – March 2, 2020**

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, O’Toole, Pleasants, and Maizland were present. Ben Baxley, Town Manager, and Laurie Yarbrough, Town Clerk, were present. Police Chief Ron Parrish, Public Works Director Rob Elliott, Planning Director Brandon Parker, Town Attorney Doug Hoy, Chelsea Dickey with Motley, and several residents were in attendance.

### **Invocation – Alderman Pleasants**

Mayor Williams gave the invocation for Alderman Pleasants and led the Pledge of Allegiance.

### **Public Comments**

Steve Harrison, Planning Board Chairman and GDAC member, stated he was in favor of the downtown mural; public art.

Irene Fanelli of 809 Johnston St. stated she supported the murals; it was a unique form of art. She stated a concern with 654 new homes being developed North of town. She stated the town should have a long term plan. She stated she was not in support of the town paying for the waterline.

Mayor Williams asked Ms. Finelli if she was against the town growing.

Ms. Fanelli stated she was not against the town growing; she thought the town needed to grow.

### **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 Maizland, made a motion to approve the minutes of February 3, 2020 and February 17, 2020. The motion passed unanimously.

### **Burlington/Gibsonville Sewer Agreement**

Ben Baxley, Town Manager, stated this Agreement was to modify the existing Burlington/Gibsonville Sewer Agreement with Burlington; dated March 20, 2018. He stated this would allow Elon to provide wastewater collection for portions of the Town of Gibsonville at additional connection points including the Travis Creek Pump Station. He stated the City of Burlington approved the Agreement at their February 18, 2020 meeting.

Alderman Shepherd, seconded by Alderman Owen, made a motion to approve the Burlington/Gibsonville Sewer Agreement. The motion passed unanimously

### **Downtown Mural Project**

Ben Baxley, Town Manager stated at the last meeting, Chelsea Dickey with Motley presented the details of a downtown mural project. He stated the project was a downtown public art initiative that would include a 250 – 300 square foot painted mural; the project cost was \$5,000. He stated the project would improve downtown tourism and increase walkability. He recommended approval of the mural project.

Alderman Owen, seconded by Alderman O’Toole, made a motion to approve the downtown mural project; not to exceed \$5,000. The motion passed unanimously.

### **Approval of the FY 2020 Audit Contracts**

Ben Baxley, Town Manager, stated the board needed to consider several audit documents (one contract and three engagement letters) related to year ending June 30, 2020 for the Town of Gibsonville and the Gibsonville Housing Authority. He stated the documents used standard language from the Local Government Commission for the Town of Gibsonville audit and Rural Development for the Gibsonville Housing Authority and required annual approval; the Town of Gibsonville audit required approval of 1) an Audit Contract that would not exceed \$22,875 and 2) an Audit Engagement Letter and the Gibsonville Housing Authority required approval of 1) an Audit Engagement Letter that would not exceed \$5,305 and 2) an Agreed Upon Procedures Engagement Letter. He stated staff recommended approval of the Town of Gibsonville Audit Contract and Audit Engagement Letter for the year ending June 30, 2020 and the Gibsonville Housing Authority Audit Engagement Letter and Agreed Upon Procedures Letter for the year ending June 30, 2020.”

Alderman Owen, seconded by Alderman Shepherd, made a motion approving the Town of Gibsonville Audit Contract and Audit Engagement Letter; not to exceed \$22,875 and the Gibsonville Housing Authority Audit Engagement Letter an Agreed Upon Procedures Engagement; not exceed \$5,305. The motion passed unanimously.

**FY 2020 Budget Ordinance Amendment #5**

Ben Baxley, Town Manager, stated the FY 2020 Budget Ordinance Amendment #5 was needed to account for book sales/donations for the library, State Aid Grant to the Gibsonville Public Library, appropriate Federal Drug Funds for a K9 handler course, and appropriate Fund Balance – Powell Bill for street pavement crack sealing. He recommended approval of FY 2020 Budget Ordinance Amendment #5.

Alderman Shepherd, seconded by Alderman Owen, made a motion to approve FY 2020 Budget Ordinance Amendment #5. The motion passed unanimously.

**TOWN OF GIBSONVILLE, NORTH CAROLINA  
FY 2020 BUDGET ORDINANCE AMENDMENT #5**

BE IT ORDAINED by the Board of Aldermen of the Town of Gibsonville, North Carolina, a meeting was held this the 2nd day of March, 2020 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 2020</b>	<b>Amendment</b>	<b>FY 2020</b>
	<u><b>Current Budget</b></u>	<u><b>Increase/Decrease</b></u>	<u><b>Revised Budget</b></u>
Taxes, Current Year	2,956,000	-	2,956,000
Taxes, Prior Years	25,150	-	25,150
Motor Vehicle Tax	372,000	-	372,000
Penalties & Interest	12,000	-	12,000
Cemetery	10,000	-	10,000
Recreation	82,000	-	82,000
Sanitation Service Charge	306,000	-	306,000
Interest on Investments	8,000	-	8,000
Fire District Tax (Guilford)	14,400	-	14,400
Library	2,000	-	2,000
Transfer Perpetual Care	2,700	-	2,700
Sale of Fixed Assets	10,000	-	10,000
Guilford County Funds	55,500	-	55,500
Code Enforcement/Planning	8,000	-	8,000
Brush/White Goods Pickup Fees	2,000	-	2,000
<i>Miscellaneous</i>	<i>32,822</i>	<i>1,334</i>	<i>34,156</i>
GHA	2,340	-	2,340
Stormwater Fee	32,000	-	32,000
Solid Waste Disposal Tax	4,600	-	4,600
Intangible: Sales Tax (Alamance Co.)	921,000	-	921,000
Intangible: Sales Tax (Guilford Co.)	488,500	-	488,500
Utility Franchise	400,000	-	400,000
Beer & Wine	30,000	-	30,000
<i>Library State Aid Grant</i>	<i>2,484</i>	<i>888</i>	<i>3,372</i>
Governor's Crime Commission Grant	24,490	-	24,490
<i>Federal Drug Funds</i>	<i>34,500</i>	<i>9,170</i>	<i>43,670</i>
Powell Bill Funds	192,000	-	192,000
<i>Appropriated Fund Balance - Powell Bill</i>	<i>-</i>	<i>42,265</i>	<i>42,265</i>
<i>Appropriated General Fund Balance</i>	<i>929,989</i>	<i>5,000</i>	<i>934,989</i>
Appropriated Recreation Capital Reserve	30,033	-	30,033
<b>Total Anticipated Revenues</b>	<u><b>6,990,508</b></u>	<u><b>58,657</b></u>	<u><b>7,049,165</b></u>

**Authorized Expenditures**

	<u><b>Current Budget</b></u>	<u><b>Increase/Decrease</b></u>	<u><b>Revised Budget</b></u>
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Governing Board	68,346	-	68,346
Administration	1,138,474	5,000	1,143,474
Police	2,172,775	9,170	2,181,945
Fire	1,070,619	-	1,070,619
Public Works	1,491,214	-	1,491,214
Powell Bill	102,500	42,265	144,765
Recreation	714,265	-	714,265
Library	174,815	2,222	177,037
Cemetery	17,500	-	17,500
Contingency	40,000	-	40,000
<b>Total Authorized Expenditures</b>	<b>6,990,508</b>	<b>58,657</b>	<b>7,049,165</b>
	0		0

## 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	815,000	-	815,000
Tapping Fees	1,000	-	1,000
Meter Setting	13,000	-	13,000
Reconnection Fees	45,000	-	45,000
Realize Deferred Revenue	57,045	-	57,045
Miscellaneous Revenues	11,000	-	11,000
Internet Convenience Fees	12,000	-	12,000
Retained Earnings Appropriation	15,000	-	15,000
<b>Total Anticipated Water Revenues</b>	<b>969,045</b>	<b>-</b>	<b>969,045</b>
<b><u>Sewer Revenues</u></b>			
Sewer Service Fees	2,200,000	-	2,200,000
Tapping Fees	1,000	-	1,000
Meter Setting	13,000	-	13,000
Reconnection Fees	45,000	-	45,000
Realize Deferred Revenue	57,045	-	57,045
Miscellaneous Revenues	11,000	-	11,000
Internet Convenience Fees	12,000	-	12,000
Retained Earnings Appropriation	15,000	-	15,000
<b>Total Anticipated Sewer Revenues</b>	<b>2,354,045</b>	<b>-</b>	<b>2,354,045</b>
<b>Total Anticipated W&amp;S Revenues</b>	<b>3,323,090</b>	<b>-</b>	<b>3,323,090</b>
<b>Authorized W&amp;S Expenditures</b>			
<b>Water Expenditure</b>	969,045	-	969,045
<b>Sewer Expenditures</b>	2,354,045	-	2,354,045
<b>Total Authorized Expenditures</b>	<b>3,323,090</b>	<b>-</b>	<b>3,323,090</b>
	-	-	-

## SECTION III. PERPETUAL CARE FUND

<b>Anticipated Revenues</b>	<b>2,700</b>	<b>-</b>	<b>2,700</b>
<b>Authorized Expenditures</b>	<b>2,700</b>	<b>-</b>	<b>2,700</b>
	-	-	-

## 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 2020. This rate is based on a total valuation of property of \$636,652,700 and an estimated collection rate of 98.61%.

**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 2020 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 2nd day of March, 2020.**

**Attest:**

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**Mayor of Gibsonville, NC**

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**Town Clerk of Gibsonville, NC**

**Sell Back of Cemetery Grave**

Ben Baxley, Town Manager, stated LaRue Southern wished to sell back a vacant grave she owned at the Gibsonville Cemetery; located at E-63 for \$200.00. He sated staff recommended approval of the sell of the cemetery grave back to the town for \$200.00.

Alderman Owen, seconded by Alderman Shepherd, made a motion to approve the sell of the cemetery grave owned by LaRue Southern back to the town for \$200. The motion passed unanimously.

**Reports**

**a. Manager**

Ben Baxley, Town Manager, read an email from the owners of the old Gibsonville School property stating they had signed a contract with a manager. He stated they could not be at this meeting because one of the owners was out of the country. He stated they stated they had an operator and planned a 110 bed facility.

**b. Mayor**

Mayor Williams stated the recreation department held a dance for persons with disabilities that he attended. He stated it went well and he liked to see the town reach out to our people with disabilities. He stated the Census would be reaching out to resident; he encouraged residents to participate with the Census. He stated the Census was important to the town.

**c. Board Members**

Alderman Maizland asked Chelsea Dickey with Motley where would the mural be.

Chelsea Dickey with Motley stated somewhere from Main St. to Lewis St.

Alderman Maizland stated the town had a Code of Ethics policy. She stated employees were being bullied by the town leaders. She encouraged the board to read the Code of Ethics. She stated a concern with Alderman Owen's actions at a board meeting in February towards her. She stated she would not allow bullying towards her, police department, or any town employee. She stated Alderman Owen was in violation and asked for a public apology, and that he be publicly censured.

Alderman Owen stated he had nothing to apologize for.

Alderman Maizland stated this was an ongoing problem.

Alderman Pleasants stated he had met with Alderman Maizland after the election and told her they might agree or disagree but they should not treat each other differently. He stated this was business not personal.

Mayor Williams stated they may need to go into executive session or discuss this further if an employee was being bullied. He stated they needed to respect each other and work together; if not it would not work.

Alderman Maizland asked the Mayor what about censoring Alderman Owen.

Mayor Williams stated he was not going to ask the board to do anything tonight; he would let the board think about it and bring it back at the next meeting.

Alderman Pleasants stated he and Alderman O'Toole met with the Police Chief about the police budget and to talk about retention. He stated they needed to start with retention instead of adding police. He stated he would present something on this at the next meeting.

Alderman Shepherd, seconded by Alderman Owen, made a motion to adjourn. The motion passed unanimously. The meeting adjourned at 7:26 pm.

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Mayor

Attest:

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Town Clerk