

## **Consent Agenda**

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A motion was made by Commissioner Cagle, seconded by Commissioner Anderson, and so the motion carried unanimously to approve the following consent agenda items:

3. Approval of Minutes 1.13.14
4. January Monthly Financial Report

## **Presentation of the Annual Audit**

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Mrs. Jennifer Lambeth of Dixon Hughes Goodman presented the Town's Audit for Fiscal Year 2012-2013.

### **Public Hearing: Conditional Use Permit**

An application has been filled for a Conditional Use Permit by Lucia Soto Espindola. He is requesting a to permit the placement of a double-wide mobile home at 617 Brooks Street. The lot in question is zoned R-12. Double-wide mobile homes are a permitted conditional use but do require a masonry underpinning when approved in the R-12 district. A conditional use permit was previously issued for the same proposed use in November 2012 to prior property owner. This hearing has been advertised and the neighboring landowners have been notified. Following this public hearing it is the recommendation of staff to approve permitting this conditional use.

A motion was made by Commissioner Cagle, seconded by Commissioner Smith, and so the motion carried unanimously to close the regular session and call to order the public hearing.

### **Public Hearing - Conditional Use Permit-617 Brooks Street**

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No one from the public spoke during this public hearing.

Commissioner Beard asked if there was a time limit to have the underpinning done. Mr. Lockhart said it is easier to get this done when the footings are set. The Mayor said the underpinning needs to be done as soon as possible.

A motion was made by Commissioner Anderson, seconded by Commissioner Beard, and so the motion carried unanimously to close the public hearing and reconvene the regular session.

A motion was made by Commissioner Smith, seconded by Commissioner Cagle, and so the motion carried unanimously to approve the Conditional Use Permit for 617 Brooks Street.

### **Fire Department**

#### **OSFM Grant Application**

The Fire Department will be applying for the State Fire Marshall Grant again. This is a 50/50 matching grant that is capped to a \$30,000 match. We need to approve this grant as a capital project ordinance, but in accordance with advisement from our Auditor we will need to reflect the relevant transfer in the next fiscal year's budget, when the expenditures will be incurred. This grant will primarily purchase Self-contained Breathing Apparatus gear and general firefighting equipment. The SCBA equipment would be to replace the larger, heavier, air packs which have ten less minutes of air that are on the 2nd line truck the County titled over to the Town. With this upgrade all of the SCBA packs and bottles will be interchangeable.

Expenditures	
Protective Gear	\$34,427
Equipment	\$23,523
Total	\$57,950
Revenues	
OSFM GRANT	\$28,975
Capital Reserve	\$28,975
Total	\$57,950

A motion was made by Commissioner Smith, seconded by Commissioner Reynolds, and so the motion carried unanimously to authorize the 50/50 State Fire Marshall Grant.

#### **Sale and Disposition of Surplus Equipment**

Town Manager Lockhart requested permission to donate 5 to 7 surplus SCBA bottles to East Montgomery High School for use in their firefighting program in accordance with NCGS 160A-280. These packs and bottles are steel and have been in storage for an extended period of time.

*"A city may donate to another governmental unit with the United States, a sister city, or a non-profit incorporated by the (i) the United States... any personal property, including supplies, materials, and equipment, that the governing board deems to be surplus, obsolete, or unused."*

We have not posted a public notice as required by NCGS 160A-280. If approved this would be concluded at the March Board meeting.

Additionally we would like authorization, in accordance NCGS 160A-274, to convey by private negotiating 7 of the outdated air packs/bottles to Mt. Gilead Fire Department and seek to dispose of the remaining through negotiating with other departments. We have received a fair value price from pack and bottle vendors and the value on the used equipment would be \$200 per unit. Conveyance using this method does not require the Board to publish prior public notice. If approved this evening, the Board would authorize the negotiating.

#### **Air Packs/Bottles Disposal**

A motion was made by Commissioner Anderson, seconded by Commissioner Beard, and so the motion carried unanimously to authorize Fire Chief Tripp Myrick by private negotiating 7 of the outdated air packs/bottles to Mt. Gilead Fire Department and seek to dispose of the remaining through negotiating with other departments.

#### **Donation of Thermal Camera and 5-7 SCBA Bottles to Montgomery County Schools**

A motion was made by Commissioner Anderson, seconded by Commissioner Cagle, and so the motion carried unanimously to donate the Thermal Camera (once replaced) 5 to 7 surplus SCBA bottles to East & West Montgomery High School for use in their firefighting program in accordance with NCGS 160A-280.

#### **Street Lighting Requests: Hampshire Court and Windsor Drive**

Mr. Lockhart said a request was submitted by Pandora Dumas for more adequate street lighting to be located on Windsor Drive. Upon inspection, staff understands this request and contacted neighbors to get their input. Feedback from Charles Johnson was received suggesting an additional light be installed on Hampshire Drive. This is the neighborhood that had a number of car break-ins in December 2011 and had Charles Johnson's car stolen from his driveway.

A new pole and light would likely be needed on Hampshire. There is an existing pole and light on Windsor which could be enhanced to provide more lighting (it is 10 feet from the road and surrounded by trees). If it is the will of the Board we would work with Duke Energy to find out what solution would work best.

A motion was made by Commissioner Beard, seconded by Commissioner Anderson, and so the motion carried unanimously to approve the street lighting for Street Lighting Requests for Hampshire Court and Windsor Drive

### **Project Updates**

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#### *Clean Water Management Trust Fund Grant*

The bidding information is available on [www.wkdickson.com](http://www.wkdickson.com) under the heading "Plan Room." We will be holding a bid opening at the Town Hall on March 4. Following the opening, the information will be sent out to the board and the contract documents would likely be approved by the Board at the March 10th meeting. Concurrently, we will be putting out RFPs to the local banks and submitting our financing information to the LGC for approval.

#### *Golden Leaf Project Update*

The revised Budget was approved and received from Golden Leaf on 2/6/2013. Following its approval, we are submitting our final reports. We will be filing for a pull-down of funding of 80% followed by a second request for the remaining 20%. We will need to formally approve the amended budget at our March meeting.

#### *NC Debt Set-Off Program*

We have been having great success in collecting on delinquent accounts through the past two months. Many delinquent account holders have responded and cleared their balances following receipt of the notices we have been mailing out. We had overlooked a requirement of participating in this program and if it is the will of the Board, we would like a motion to allow us to establish an account with the NC Capital Management Trust fund. The Board has approved our participation in this program, but I would rather have an additional motion before setting up this account. The creation of this account will add a new account to the monthly reconciliations. Staff has not determined how best to utilize this account. The account is a daily demand account that works similar to a money market and the question staff will need to think on is frequency to pull collected funds into our existing accounts.

#### **Establishment of Capital Management Trust Fund Account**

A motion was made by Commissioner Anderson, seconded by Commissioner Smith, and so the motion carried unanimously to authorize the Establishment of Capital Management Trust Fund Account.

#### **2014 Dash and Splash**

Staff would like guidance on whether we will be undertaking this event for the 3rd year. There are people in the community that have expressed their interest in volunteering for this event. Last year, funds were raised and given to our Police Explorer Program; the Explorers have expressed interest in assisting with event again. Last year, staff time was used in coordinating vendors, preparing flyers and various small tasks. We estimated both Laura Morton and Laura Jordan had 20 hours of work time towards this event, Brooks had 30 hours (attending all the planning meetings), and Chief Tedder had 20 hours. If we are to proceed, we would like the board to set an amount of time we could utilize the Public Works employees or inmates.

### Continuance of Dash N Splash

A motion was made by Commissioner Beard, seconded by Commissioner Anderson, and so the motion carried unanimously to authorize the continuance of Dash n Splash.

### Mayor's Minutes

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- Attended and participated in the Martin Luther King, Jr. March in Biscoe
- Attended the EDC Meeting in Troy
- Toured the Railroad Headquarters in Candor
- Met with NC House member Justin Burr
- Surveyed property lines around the maintenance building
- Attended the Executive Meeting of the Piedmont Triad Regional Council in Kernersville
- Attended the Rural Planning Origination Meeting in Kernersville
- Attended the Eastside Mayors Meeting in Candor
- Added Seven Town Historical Pictures to be displayed at Town Hall. Pictures are courtesy of the Kissell Family

### Commissioner/Staff Comments

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Commissioner Anderson thanked employees for their work. Commissioner Cagle said he enjoyed the school and requested the Board get business cards. Town Clerk Laura Morton said she would order business cards for all board members. Commissioner Eddie Reynolds said he also enjoyed the school. Chief of Police Tedder said there are some Burglary and Property Crimes classes coming up that several officers will be attending. Commissioner Anderson said we encourage education.

### Public Forum

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No one spoke during the public forum.

### Closed Session

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A motion was made by Commissioner Beard, seconded by Commissioner Smith, and so the motion carried unanimously to go into Closed Session in accordance with NCGS 143-318.11. (*"To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease"*)

### Adjournment

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There being no further business to bring before the Board, Commissioner Beard made the motion to adjourn, and Commissioner Anderson made the second. All voted in favor. Meeting adjourned at 8:30 p.m.

  
Mayor

  
Town Clerk