

**TUESDAY, APRIL 15, 2014
TOWN OF SAWMILLS REGULAR COUNCIL MEETING
6:00 PM**

COUNCIL PRESENT

Bob Gibbs
Joe Wesson
Gerelene Blevins
Jeff Wilson
Johnny Wilson

STAFF PRESENT

Seth Eckard
Susan Nagle
Terry Taylor

COUNCIL ABSENT

Trena McRary Kirby

CALL TO ORDER: Mayor Bob Gibbs called the meeting to order.

INVOCATION: Mayor Bob Gibbs gave the invocation.

PLEDGE OF ALLEGIANCE: Mayor Bob Gibbs led the Pledge of Allegiance.

ADOPT AGENDA: Mayor Gibbs asked for a motion to adopt the agenda with the following change; remove item 7A.

Joe Wesson made a motion, and Gerelene Blevins seconded, to adopt the agenda with changes. All were in favor.

APPROVE MARCH 18, 2014 REGULAR MEETING MINUTES: Mayor Gibbs asked for a motion to approve the March 18, 2014 regular meeting minutes.

Jeff Wilson made a motion, and Gerelene Blevins seconded, to approve the minutes. All were in favor.

APPROVE MARCH 18, 2014 CLOSED SESSION MEETING MINUTES: Mayor Gibbs asked for a motion to approve the March 18, 2014 closed session meeting minutes.

Joe Wesson made a motion, and Jeff Wilson seconded, to approve the minutes. All were in favor.

APPROVE MARCH 25, 2014 SPECIAL MEETING MINUTES: Mayor Gibbs asked for a motion to approve the March 25, 2014 special meeting minutes.

Johnny Wilson made a motion, and Jeff Wilson seconded, to approve the minutes. All were in favor.

APPROVE APRIL 3, 2014 SPECIAL BUDGET WORKSHOP MEETING MINUTES: Mayor Gibbs asked for a motion to approve the April 3, 2014 special budget workshop meeting minutes.

Joe Wesson made a motion, and Gerelene Blevins seconded, to approve the minutes. All were in favor.

PUBLIC COMMENT: Mayor Gibbs asked if anyone had any questions or comments at this time.

No one wished to speak.

DISCUSSION:

SAWMILLS FARMERS MARKET: Mayor Bob Gibbs introduced Olivia Ford, Co-Market Manager, of the Sawmills Farmers Market.

Mrs. Ford thanked Council and residents for their support over the last three years. The Sawmills Farmers Market starts May 6, 2014, opens at 3:00, and closes at 7:00 pm. There is room to expand and space for more vendors. They will be accepting SNAP and debit cards again this year but unfortunately, due to a loss in some grant funding the fee charged for use of debit cards has increased to \$1.50 per transaction. The opening day celebration will take place on May 27, 2014 and will hopefully include a live band, free food, games and other activities for kids that day. Due to the loss of some grant funding the Farmers Market is requesting a donation to help fund supplies, activities, and advertisement for the year. The Farmers Market is currently looking for a market manager and will post a job description on their website, the bulletin board in the lobby of the Town Hall as well as through multiple media outlets.

RECOGNITIONS:

RECYCLE REWARDS WINNER: Town Administrator Seth Eckard announced Ivey Cannon as the April Recycle Rewards winner. A credit of twenty-eight dollars (\$28.00) will be added to Miss Cannon's sanitation bill and her certificate will be available at the Town Hall for pick up.

No Council action was required.

YARD OF THE MONTH WINNERS: Mayor Gibbs announced Sawmills Elementary School, from the 28630 zip code, and Robin Soots, from the 28638 zip code, as the April yard of the month winners. Mayor Gibbs presented Sawmills Elementary School Custodian Teresa Miller with a certificate and stated that Mr. Soots' certificate would be available at the Town Hall for pick up.

No Council action was required.

PLANNING MATTERS:

ADOPT PROPOSED RIGHT-OF-WAY ENCROACHMENT AGREEMENT PROCEDURES AND PROPOSED ENCROACHMENT AGREEMENT: Town Administrator Seth Eckard stated Town Attorney Terry Taylor has drawn up the enclosed right-of-way encroachment procedures and agreement for the town to implement.

Joe Wesson made a motion, and Gerelene Blevins seconded to approve the enclosed right-of- way procedures and agreement. All were in favor.

PERSONNEL MATTERS:

ADOPT PROPOSED EMPLOYEE JOB DESCRIPTIONS, ACHIEVABLE GOALS AND INCENTIVES: Mayor Bob Gibbs introduced David Hill with HR Essentials Consulting.

David Hill expressed his appreciation towards the staff for all their help with the pay classification study. Mr. Hill stated that staff has given a lot of their time to assist with the pay classification study. After several meetings, gathering data, analyzing data and working through the process, each staff member filled out a fifteen page questionnaire about what they do which then created the job descriptions.

Joe Wesson made a motion, and Gerelene Blevins seconded to adopt the employee job descriptions, achievable goals and incentives. All were in favor.

ADOPT PROPOSED EMPLOYEE PAY GRADE: Mr. Hill stated all positions and the local labor market were analyzed to help determine the salary for each position. Each position was then assigned to a salary grade.

Joe Wesson made a motion, and Jeff Wilson seconded, to adopt the employee pay grade. All were in favor.

FINANCIAL MATTERS: ADOPT PROPOSED RECYCLING COLLECTION AGREEMENT: Town Administrator Seth Eckard stated the contract between the Town of Sawmills and Republic Services of North Carolina, LLC needs updated. The term of the contract will be for five (5) years and will begin July 1, 2014. The cost of this contract is in the amount \$3.27 per residence (based on 1600 residences). In the event of any annexations, the charges may be adjusted immediately. The only change in cost would be for the CPI (consumer price index) which shall be adjusted annually starting July 1, 2015 and effective July 1 each calendar year.

Jeff Wilson made a motion, and Johnny Wilson seconded, to approve a contract for curbside recycling with Republic Services of North Carolina, LLC. All were in favor.

PUBLIC COMMENT: Mayor Gibbs asked if anyone had any questions or comments at this time.

No one wished to speak.

UPDATES:

COMMUNITY DEVELOPMENT BLOCK GRANT MONTHLY STATUS REPORT AND UPDATE: Administrator Eckard stated Nancy Coley, Program Administrator with the Western Piedmont Council of Governments has enclosed an update and the monthly status report for the Community Development Block Grant (CDBG) which, shows that all requirements are on schedule for the Haystation, LLC.

No Council action was required.

COMMUNITY DEVELOPMENT BLOCK GRANT SEWER PROJECT MONTHLY UPDATE: Administrator Eckard stated Lisa Helton, Program Administrator with the Western Piedmont Council of Governments has enclosed an update on the Community Development Block Grant Sewer Project.

No Council action was required.

CODE ENFORCEMENT MONTHLY REPORT: Administrator Eckard stated the enclosed report shows an update of the progress made throughout the Town by Planner Elinor Hiltz.

No Council action was required.

ADMINISTRATORS REPORT: Administrator Eckard made the following announcements:

- The Town Hall and Public Works will be closed on Friday, April 18, 2014 for Good Friday.
- The final budget workshop will be held at 5:00 pm on Thursday, April 24, 2014.
- The Town of Sawmills' Annual Easter Egg Hunt was a big success. Administrator Eckard expressed appreciation for everyone that participated.
- The Town of Sawmills' Facebook page currently has 1,000 likes.

COUNCIL COMMENT: Mayor Gibbs asked if anyone on the Council had any questions or comments at this time.

Councilman Wesson thanked everyone for coming and stated he appreciates the citizens' comments.

ADJOURN: Mayor Gibbs asked for a motion to adjourn.

Jeff Wilson made a motion, and Joe Wesson seconded, to adjourn the meeting. All were in favor.

Kim Trivette, Interim Town Clerk

Bob Gibbs, Mayor