

**TUESDAY, APRIL 16, 2024  
TOWN OF SAWMILLS REGULAR COUNCIL MEETING  
6:00PM**

**COUNCIL PRESENT**

Mayor Keith Warren  
Clay Wilson  
Bobby Mosteller  
Rebecca Johnson  
Melissa Curtis

**STAFF PRESENT**

Chase Winebarger  
Julie A Good  
Terry Taylor

**COUNCIL ABSENT**

Joe Wesson

**CALL TO ORDER:** Mayor Keith Warren called the meeting to order at approximately 6:01pm.

**INVOCATION:** Pastor Levi Addison gave the invocation.

**PLEDGE OF ALLEGIANCE:** Mayor Keith Warren led the Pledge of Allegiance.

**ADOPT AGENDA:** Mayor Keith Warren asked for a motion to adopt the April 16, 2024 Agenda.

Rebecca Johnson made a motion, and Bobby Mosteller seconded, to adopt the April 16, 2024 Agenda. All were in favor.

**APPROVE MARCH 19, 2024 REGULAR MEETING MINUTES:** Mayor Keith Warren asked for a motion to approve the March 19, 2024 regular meeting minutes.

Bobby Mosteller made a motion, and Clay Wilson seconded, to approve March 19, 2024 regular meeting minutes. All were in favor.

**APPROVE APRIL 2, 2024 BUDGET WORKSHOP MINUTES:** Mayor Keith Warren asked for a motion to approve the April 2, 2024 budget workshop minutes.

Clay Wilson made a motion, and Rebecca Johnson seconded, to approve April 2, 2024 budget workshop minutes. All were in favor.

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

No one wished to speak.

## **RECOGNITIONS:**

**APRIL RECYCLE REWARDS WINNER:** Mayor Keith Warren announced Stephen Hobbs as the April Recycle Rewards Winner. A credit of forty dollars (\$40.00) will be added to the current sanitation bill.

No Council action was required.

## **FINANCIAL MATTERS:**

**FINANCIAL REPORT AS OF MARCH 31, 2023:** Finance Officer Kelly Melton stated that as of March 31, 2024 that:

In the General Fund the Revenue Line item has used 54.68% (fifty-four point sixty-eight percent) of the FY 2023/2024 budget and the Expenditures Line item has used 47.31% (forty-seven point thirty-one percent) of the FY 2023/2024 budget.

In the Water/Sewer Fund the Revenue Line item has used 68.46% (sixty-eight point forty-six percent) of the FY 2023/2024 budget and the Expenditures Line item has used 59.37% (fifty-nine point thirty-seven percent) of the FY 2023/2024 budget.

In the Capital Project-Town Hall Line item Architect has used 10.33% (ten point thirty-three percent) of the FY 2023/2024 budget.

In the Capital Project-South Caldwell Sewer Pump Station Elevation Project Line item has used 0% (zero percent) of the FY 2023/2024 budget.

No Council action was required.

**RESOLUTION AUTHORIZING ENGAGING MCAG FOR SETTLEMENT RECOVERY SERVICES:** Finance Officer Kelly Melton stated that the Town of Sawmills intends to enter into an engagement with Managed Care Advisory Group (MCAG) for the purpose of recovering funds made available from a class action lawsuit filed against Visa and Mastercard. The lawsuit claims that merchants accepting Visa and Mastercard between January 1, 2004 thru January 25, 2019, paid more fees than they should have. The Town's merchant provider, First Citizens bank, has selected MCAG to assist eligible merchants with recovery services. There are no upfront fees and MCAG will charge an all-inclusive fee of twenty-five (25) percent of any recoveries received. The Town will receive seventy-five (75) percent of any recoveries made. A Resolution is needed naming Finance Officer Kelly Melton to act as the Authorized Individual on behalf of the Town of Sawmills.

Rebecca Johnson made a motion, and Clay Wilson seconded, to approve the Resolution Approving Efforts to Recover Visa and Mastercard Fees making Finance Officer Kelly Melton the Authorized Individual on behalf of the Town of Sawmills. All were in favor.

## **DISCUSSION:**

**BAD DEBT WRITE OFF:** Finance Officer Kelly Melton stated that the Town had a list of 2020 accounts that have gone unpaid for Utility and Sanitation services. The Town does not expect to collect payment for these accounts and recommends that Council approve the write off of the accounts. The total amount of these accounts is nine thousand nine hundred forty dollars and seventy-six cents (\$9,940.76). Finance Officer Kelly Melton also advised Council that included in the list are forty-six (46) accounts the Town has submitted to the NC Debt Setoff Program for Collection. Finance Officer Kelly Melton stated the Town had recovered nine thousand ninety-two dollars and fifty-eight cents (\$9,092.58) from previous years. There are sufficient funds in the budget to cover this.

Clay Wilson made a motion, and Rebecca Johnson seconded, to approve staff to write off the 2020 list of bad debts accounts in the amount nine thousand nine hundred forty dollars and seventy-six cents (\$9,940.76). All were in favor.

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

No one wished to speak.

## **UPDATES:**

**APRIL CODE ENFORCEMENT REPORT:** Town Code Enforcement Officer Curt Willis stated that there are sixteen (16) code enforcement cases that are open.

No Council action was required.

**TOWN MANAGER UPDATES:** Town Manager Chase Winebarger had the following updates:

- Town Manager Chase Winebarger stated that on May 3, 2024, from 9:00am to 11:00 am, the Caldwell County School District is having a Youth Town Hall Day at Living Hope Church. Town Manager Chase Winebarger stated that the event will host one hundred twenty-five (125) students and Mayors, Town Managers and Council members from around Caldwell County will be there. Town Manager Chase Winebarger stated that he is going and would like to know if anyone on Council would

like to go with him. Town Manager Chase Winebarger stated that he will be speaking but Council did not have to.

- Town Manager Chase Winebarger stated that Finance Officer Kelly Melton has resolved the issues for the right-of-way contract reimbursement from the NCDOT. Town Manager Chase Winebarger also stated that there has been a new contract signed with an increase in payment for mowing and snow removal.
- Town Manager Chase Winebarger stated that he has went to a meeting for the Green Leaf Grant with Caldwell County regarding the Evergreen project and he will let Council know when a decision on the grant has been made.
- Town Manager Chase Winebarger stated that he has not heard from the architect regarding the Town Hall or Phase 1 of the Baird Drive property since the Friday before Easter.
- Town Manager Chase Winebarger stated that there are several properties in Town that are sanitation only accounts. Town Manager Chase Winebarger stated that public works has to physically pick up garbage cans that are on the disconnect list and before public works employees are back at the office, the account holders have paid their sanitation bill and the public works employee has to take the garbage cans back out. Town Manager Chase Winebarger stated that the policy states that, to have the garbage can taken back out, the customer has to pay two (2) months sanitation bills or one (1) sanitation bill and a twenty dollars (\$20.00) administrative fee. Town Manager Chase Winebarger stated that staff would like to change the policy to add an administrative fee of fifty dollars (\$50.00) plus two (2) months sanitation bills, to cut down on the amount of work that Public Works has to do regarding sanitation disconnects. Town Manager Chase Winebarger stated that he would add the fee to the FY 2024/2025 fee schedule for Council to vote on with the budget.
- Town Manager Chase Winebarger stated that he had spoken to a resident in Virigina Acres regarding adding four way stops to the main roadways in Virigina Acres. Town Manager Chase Winebarger stated that Highway Patrol would be the one to enforce any traffic violations regarding the four way stops. Attorney Terry Taylor stated that the Town should contact West Consultants, PLLC, the Town's engineers, to do a traffic study to see if stop signs will help and have a letter from West Consultants, PLLC, in case there were any accidents because of the stop signs.
- Town Manager Chase Winebarger stated that the Town had a main line break on Highway 321A last week. Town Manager Chase Winebarger stated that the Highway 321A is the oldest main water line in the Town and would need to be replaced in the future. Town Manager Chase Winebarger stated that there also needs to be more valves placed on the main line to help keep more water running to customers. Town Manager Chase Winebarger stated that he would like to have a five (5), seven (7) and ten (10) year water line replacement plan drawn up to be able to plan for water line replacement projects in the future.

**COUNCIL ADJOURN:** Mayor Keith Warren asked for a motion to adjourn.

Clay Wilson made a motion, and Rebecca Johnson seconded, to adjourn the meeting. All were in favor.

The meeting was adjourned at approximately 6:36pm.

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Keith Warren, Mayor

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Julie A. Good, Town Clerk