

**TUESDAY, DECEMBER 20, 2022
TOWN OF SAWMILLS REGULAR COUNCIL MEETING
6:00PM**

COUNCIL PRESENT

Mayor Keith Warren
Joe Wesson
Rebecca Johnson
Bobby Mosteller
Melissa Curtis

STAFF PRESENT

Chase Winebarger
Julie A Good
Terry Taylor

COUNCIL ABSENT

Clay Wilson

CALL TO ORDER: Mayor Keith Warren called the meeting to order at approximately 6:06pm.

INVOCATION: Pastor Jeff Lambert gave the invocation.

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

ADOPT AND AMEND AGENDA: Mayor Keith Warren asked for a motion to adopt the December 20, 2022 Agenda and add Item 12: Closed Session.

Melissa Curtis made a motion, and Rebecca Johnson seconded, to adopt the December 20, 2022 Amended Agenda with the addition of Item 12: Closed Session. All were in favor.

APPROVE NOVEMBER 15, 2022 REGULAR MEETING MINUTES: Mayor Keith Warren asked for a motion to approve the November 15, 2022 regular meeting minutes.

Joe Wesson made a motion, and Bobby Mosteller seconded, to approve the November 15, 2022 regular meeting 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:

DECEMBER RECYCLE REWARDS WINNER: Mayor Keith Warren announced Jerry Surber as the December 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:

ADOPT FY 2023-2024 BUDGET WORKSHOP SCHEDULE: Mayor Keith Warren asked for a Motion to adopt the proposed FY 2023-2024 Budget Workshop Schedule.

Joe Wesson made a motion, and Rebecca Johnson seconded, to adopt the proposed FY 2023-2024 Budget Workshop Schedule. All were in favor.

BUDGET AMENDMENT: Mayor Keith Warren stated that with the expenditures for hiring a new position (Administrative Assistant), in the Administration Department located at Town Hall; the salary/benefits increase retroactive to July 1, 2022 for the Town Manager; and the increase in wages for temporary services, a budget amendment will need to be approved. Council will need to approve a budget amendment in the amount of sixty thousand dollars (\$60,000.00), from the Appropriated Fund Balance to the General Fund, to cover the expenses for the new position of Administrative Assistant in the Administration Department; salary/benefits increase retroactive to July 1, 2022 for the Town Manager; and the increase in wages for temporary services.

Melissa Curtis made a motion, and Bobby Mosteller seconded, to transfer the amount of sixty thousand dollars (\$60,000.00), from the Appropriated Fund Balance to the General Fund, to cover the expenses for the new position of Administrative Assistant in the Administration Department; salary/benefits increase retroactive to July 1, 2022 for the Town Manager; and the increase in wages for temporary services. All were in favor.

APPROVE AUDITOR CONTRACT FOR FY 2022-2023: Mayor Keith Warren stated that stated that the current contract with the Town auditors Lowdermilk, Church & Co., L.L.P. needs to be renewed. The renewal contract will cover the period of July 1, 2022 to June 30, 2023.

Joe Wesson made a motion, and Melissa Curtis seconded, to approve a renewal contract with the Town auditors Lowdermilk, Church & Co, L.L.P. in the amount of \$12,900.00 (twelve thousand nine hundred dollars), will cover the period of July 1, 2022 to June 30, 2023. All were in favor.

APPOINT FINANCE DIRECTOR: Mayor Keith Warren stated that Town of Sawmills Finance Officer Karen Clontz, is retiring and her last day of employment with the Town of Sawmills is Wednesday, December 28, 2022. Deputy Finance Officer Kelly Melton, was hired on August 4, 2022 in preparation for Town of Sawmills Finance Officer Karen Clontz retirement.

Melissa Curtis made a motion, and Rebecca Johnson seconded, to appoint Deputy Finance Officer Kelly Melton to the position of Finance Officer effective December 29, 2022. All were in favor.

PROMISES OF HOPE DONATION REQUEST: Mayor Keith Warren stated that the Town had received a donation request from Promises of Hope in the amount of two hundred dollars (\$200.00).

Joe Wesson made a motion, and Rebecca Johnson seconded, to table this matter until the January 17, 2023 regular scheduled Town of Sawmills Council meeting. All were in favor.

PLANNING:

CALL FOR PUBLIC HEARING FOR ANNEXATION: Mayor Keith Warren stated that the Town of Sawmills had received a petition for Voluntary Annexation from David Keith Miller and Julia W Miller for parcel NCPIN 2756907836.

The Town Council must hold a public hearing in order to annex the parcel. Staff proposes the public hearing be set for the next regularly scheduled Town Council meeting on January 17, 2023.

Rebecca Johnson made a motion, and Bobby Mosteller seconded, to hold a public hearing for the Voluntary Annexation for parcel NCPIN 2756907836 during the next regularly scheduled Town Council meeting on January 17, 2023. 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:

DECEMBER CODE ENFORCEMENT REPORT: Town Code Enforcement Officer Curt Willis stated that there are twenty-two (22) 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 Parks and Recreation will be getting a new infield groomer. Town Manager Chase Winebarger stated that the new infield groomer will be paid for out of Parks and Recreation.
- Town Manager Chase Winebarger stated that the Town Administration Assistant position had been filled by Olivia Baldwin. Town Manager Chase Winebarger stated that Olivia Baldwin had started on December 19, 2022.

COUNCIL COMMENTS:

Melissa Curtis wished everyone a Merry Christmas.

Bobby Mosteller stated he hoped everyone stayed warm.

Rebecca Johnson wished everyone a Merry Christmas and wanted to thank everyone for coming to the meeting.

Joe Wesson wanted to thank everyone for coming to the meeting and hoped everyone had a Merry Christmas.

CLOSED SESSION PURSUANT TO N.C.G.S. §143.318-11(A)(3): Mayor Keith Warren asked for a motion to go into closed session.

Bobby Mosteller made a motion, and Joe Wesson seconded, to go into closed session pursuant to N.C.G.S. § 143.318-11(a)(3) at approximately 6:21pm. All were in favor.

Melissa Curtis made a motion, and Rebecca Johnson seconded, to come out of closed session at approximately 6:35pm. All were in favor.

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

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

The meeting was adjourned at approximately 6:35pm.