

February 5, 2002
MINUTES OF MEETING

COUNCIL PRESENT

David Stamey
Joe Norman
Gerelene Blevins
Pat Harrison
Joe Helton
Bill Ramsey

STAFF PRESENT

Terry Taylor
Robert Frye
Wanda Reid

CALL TO ORDER—Mayor David Stamey called the meeting to order and welcomed all guests.

INVOCATION—Joe Helton gave the invocation.

PLEDGE OF ALLEGIANCE—The pledge of allegiance was said by Council and the audience.

ADDITION TO AGENDA—Town Administrator Robert Frye added the following Items: Under agenda #5 minutes from the January 24, 2002 Special Meeting. Under agenda Item #7D Emergency Purchase Order.

ADOPT AGENDA—Bill Ramsey made the motion to approve the agenda with changes. Joe Helton seconded. All were in favor.

APPROVAL OF JANUARY 15, 2002 REGULAR MEETING MINUTES—Joe Helton made the motion to approve the minutes of the regular meeting with Gerelene Blevins seconding. All were in favor

APPROVAL OF SPECIAL MEETING JANUARY 24, 2002—On a motion made by Pat Harrison, seconded by Gerelene Blevins, Council voted to approve the minutes of the special meeting.

PLANNING MATTERS:

- A. **Oliver Miller: Minor Subdivision Plat Approval**—The subdivision is located off Mission Road and involves splitting the property into four pieces. Bill Ramsey made the motion to approve the minor subdivision plat. Joe Norman seconded. All were in favor.
- B. **Daniel Mitchell: Minor Subdivision Plat Review**—This subdivision is located off Baker Circle and involves splitting the property into two pieces. After some discussion, on a motion made by Gerelene Blevins, seconded by Bill Ramsey, Council voted to approve the plat. Councilwoman Blevins expressed some concern that people were not following Town requirements

when setting up manufactured housing. Mr. Giliam assured Council that the access to his property would be graveled and that the required decks and underpinning would be in place within 30 days.

C. ***Phillip Bollinger: Major Subdivision Preliminary Plat Review***—The property is located off Cajah's Mountain Road and involves splitting the property into nineteen parcels for a housing development. Bill Ramsey made the motion to approve the preliminary plat so Mr. Bollinger may proceed to develop the final plat and that he sign a Utilities Agreement to install the roads, water lines and power lines. Gerelene Blevins seconded. All were in favor.

D. ***Proposed Off Premise Sign (Billboards) Ordinance Amendment***—Councilman Bill Ramsey made a motion to call a Public Hearing for February 19, 2002 at 6:00 PM on the Proposed Off Premise Sign (Billboard) Ordinance amendment. Gerelene Blevins seconded, with all in favor.

E. ***Appointment of Planning Board Alternate Member***—Councilwoman Gerelene Blevins made a motion to appoint Gene Miller to serve as Alternate on the Planning Board. Bill Ramsey seconded. All were in favor.

FINANCIAL MATTERS:

A. ***Mid-year Financial Report***—Bonnie Mann, Finance Director presented the mid year Financial Report and reported to Council that there was nothing in the report that looked to be a major problem and she believed that the Town will have no difficulty finishing the year within the budget.

B. ***Tentative Budget Schedule***—Town Administrator Robert Frye went over the budget schedule for the FY 2002-03 budget cycle. (See attached)

C. ***Proposed Sales Tax Agreement***—Mr. Frye related to Council that during Caldwell County Board of Commissioners January meeting, the County Commissioners voted to unanimously to proceed with the development of an interlocal agreement concerning the compromise sales tax distribution solution that the county and effected municipalities had been discussing. On a motion made by Joe Norman, seconded by Pat Harrison, Council voted to adopt the Proposed Sales Tax Agreement.

D. ***Emergency Purchase Order for Sanitation Department***—Mr. Frye informed Council that the transmission in the primary garbage truck had gone out and repairs in the amount of \$13,729.69 will have to be done to

repair the vehicle. He stated that fortunately there were sufficient funds in the maintenance budget to cover the repair. On a motion made by Joe Norman, seconded by Gerelene Blevins, Council voted to approve the purchase order in the above amount.

FIRE DEPARTMENT MEMORANDUM OF UNDERSTANDING—The items specified within the agreement are things that the Fire Department and the Town are already doing. The reason for putting things in writing is to make sure that there will be no misunderstandings in the future as to what each organization expects of the other. (See attached) Bill Ramsey made the motion to adopt the Fire Department Memorandum of Understanding with Gerelene Blevins seconding. All were in favor.

UPDATE: CDBG Sewer Project—Ms. Laurie Huffman of the Western Piedmont Council of Governments gave Council an update on the status of the ongoing CDBG sewer grant. Gerelene Blevins made a motion to approve the easements stipulations of #4, #26 and #34, not to exceed the price of \$10,000.00. (See Attached). Bill Ramsey seconded with all in favor.

UPDATE: MILLERS RESTURANT—Millers Restaurant is connected to the Town's sewer, but receives water from Caldwell County. Mr. Frye explained to Council that Caldwell County could not cut a customer's water off if it was not past due to them. After some discussion Council voted to send the land lord and tenant a letter informing them the sewer line will be cut and a cut-off valve installed the next time the sewer bill became delinquent. A reconnection fee will be charged in the amount of whatever the procedure costs the Town. Joe Norman made this into a motion and Pat Harrison seconded. All were in favor.

OTHER BUSINESS:

- Councilwoman Gerelene Blevins asked why she saw two loads of brush being hauled off and not chipped at the spot. Mr. Frye said the two loads contained stumps and vines that would damage the chipper.
- Ms. Blevins asked why the Public Works Department purchased gas outside of Town. Mr. Frye related the employees could buy at any station displaying the Fuelman sign and that where the Town usually purchases fuel, the station was out of diesel fuel.
- Ms. Blevins requested that the prison be contacted to see if the prisoners could be used to clean up the litter on Dry Ponds Road.
- Councilwoman Blevins asked why the deadline for reconnection had been moved from 12:00 noon to 3:00 PM. Mr. Frye related that former Mayor Max Andrews had authorized the time to be extended to give Town residents more time to pay their reconnection fees. In both cases, after the time limit customers must wait

until the next day to be reconnected. Mr. Frye informed Council that no overtime is paid to reconnect water customers.

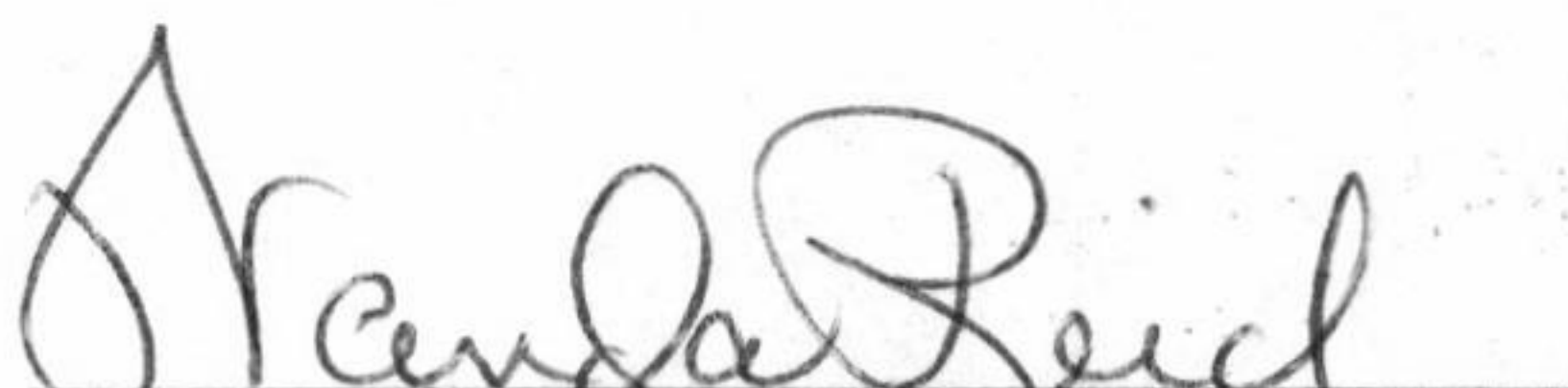
- Mayor Stamey stated the garbage truck turned around in Mr. Smitherman's yard on Rual Drive and suggested the town install a turn around on his property. Ms. Taylor stated Mr. Smitherman needed to sign an easement for this.
- Mayor Stamey inquired if an easement could be secured to install a future waterline connecting the May Road waterline to the Horseshoe Bend Road waterline. Gerelene Blevins made a motion to send a letter to the residents stating the Town was considering crossing their land in order to install a waterline and asking if they would be willing to sign an easement. Councilwoman Pat Harrison seconded. All were in favor.
- Mayor Stamey reminded Council and the audience about the residents meeting for February 19, 2002 to be held during the regular Council meeting.

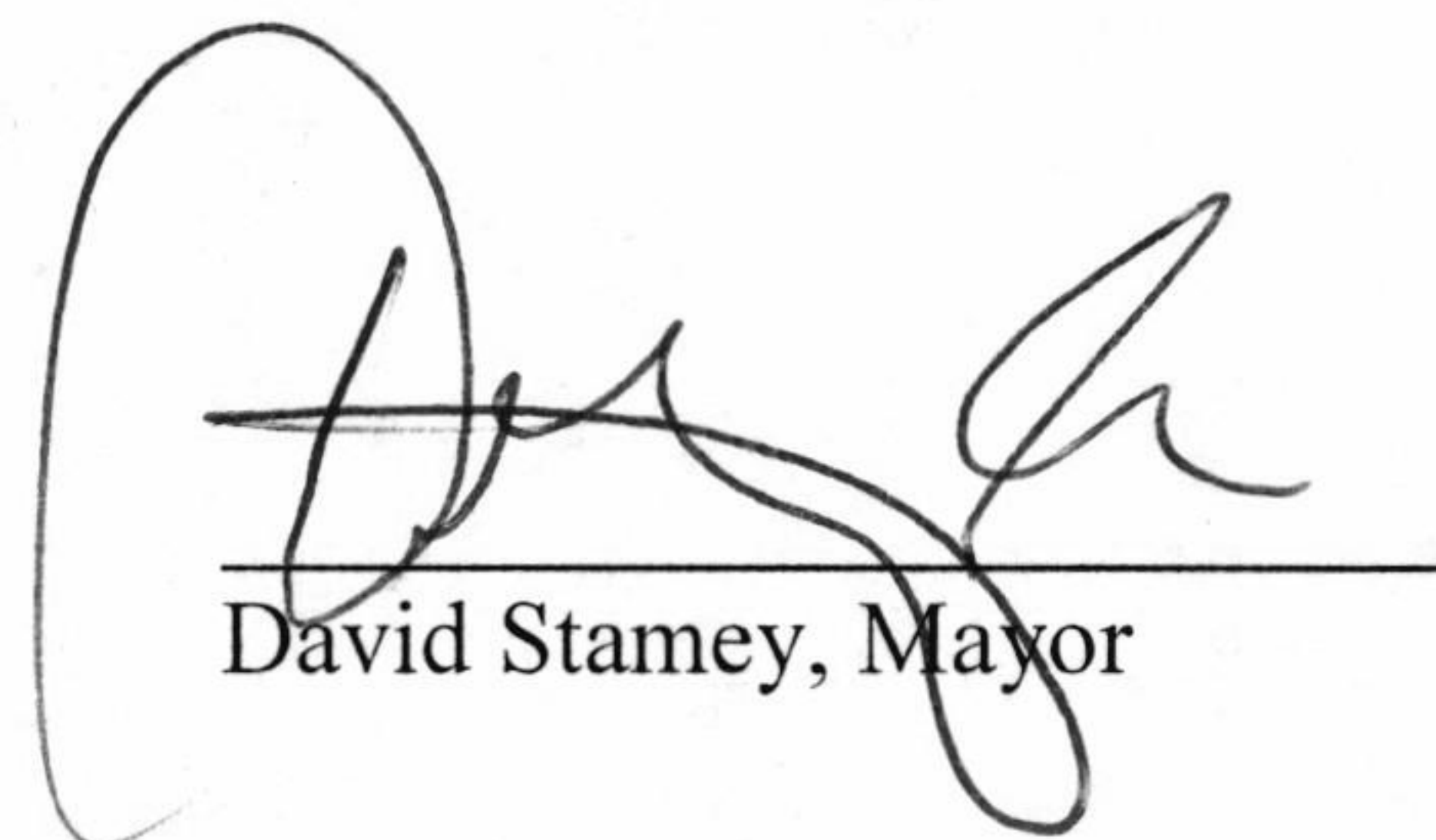
CLOSED SESSION—Joe Norman made the motion to go into closed session for discussion of personnel matters at 7:40 PM. Joe Helton seconded. Vote unanimous.

COME OUT OF CLOSED SESSION—Joe Helton made the motion to come out of the closed session at 7:45 PM. Gerelene Blevins seconded. All were in favor.

On a motion made by Gerelene Blevins, seconded by Bill Ramsey, Council voted to place Bonnie Mann on regular employee status and to increase her salary from \$28,000.00 to \$30,000.00.

ADJOURN—Meeting was adjourned at 7:55 PM.


Wanda Reid, Town Clerk


David Stamey, Mayor

Tentative Budget Schedule FY 2002-03

February 5th

(Regular Council Meeting) Preliminary Budget Discussion

March 21st

(Special Meeting: Thursday Evening 5:30-7:30) Budget Workshop Number 1

April 11th

(Special Meeting: Thursday Evening 5:30-7:30) Budget Workshop Number 2

April 25th

(Special Meeting: Thursday Evening 5:30-7:30) Budget Workshop Number 3

May 16th

(Special Meeting: Thursday Evening 5:30-7:30) Budget Workshop Number 4 (If Needed)

June 4th

(Regular Council Meeting) Presentation of the FY 2002-03 Budget

June 18th

(Regular Council Meeting) Budget Hearing

June 18th

(Regular Council Meeting) Adopt Budget

**Memorandum of Understanding
Between
The Town of Sawmills
And
The Sawmills Volunteer Fire Department
(Pearland Fire District)**

In order to better serve and protect the lives and property of the citizens of Sawmills, the Town of Sawmills and the Sawmills Volunteer fire Department (Pearland Fire District) do hereby agree to the following:

The Town of Sawmills agrees:

1. To provide water to the Sawmills Volunteer Fire Department for fire fighting endeavors within the corporate limits of the Town of Sawmills free of charge.
2. To provide water to the Sawmills Volunteer Fire Department for fire fighting endeavors within the area of its Extra Territorial Jurisdiction that is served by Town water free of charge.
3. To provide the Sawmills Volunteer Fire Department with copies of all proposed major subdivision plats for the purpose of reviewing fire hydrant placement.

The Sawmills Volunteer Fire Department agrees:

1. To assist the Town of Sawmills Public Works Department in the yearly testing of Town fire hydrants.

This memorandum of understanding adopted this _____ day of _____ 2002

Town of Sawmills

David Stamey
Mayor of Sawmills

This memorandum of understanding adopted this _____ day of _____ 2002

Sawmills Volunteer Fire Department

Chairman Board of Directors

MEMO

DATE: January 30, 2002

SUBJECT: Update: CDBG Sewer Project

Discussion:

Ms. Laurie Huffman of the Western Piedmont Council of Governments will be on hand to provide Council with an update on the status of our ongoing CDBG sewer grant. Enclosed on the following pages is a copy of her progress report and memo to you concerning a series of recommendations concerning 3 easements.

I have discussed the situation concerning the above mentioned easements with Laurie as well as our Town Engineer Chester West and I would endorse Ms. Huffman's recommendations.

Recommendation:

Staff would recommend the approval of Ms. Huffman's easement recommendations.

WESTERN PIEDMONT
W P C O G
COUNCIL OF GOVERNMENTS
Y E A R S

30 Years Of Regional Leadership

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January 28, 2002

To: David Stamey, Mayor; Robert Frye, Town Administrator; and Town Council

From: Laurie Huffman, Community Development Administrator *LH*

Re: Quarterly report for the Town of Sawmills Sewer Project Phase II

The Town of Sawmills was awarded a \$805,574 Community Development Block Grant from the Department of Commerce, Division of Community Assistance in December 2000. This grant is broke down into two different areas. Sub area "A" is located along a portion of Sawmills School Road beginning at Sawmills Elementary School and ending at Mask Mobile Home Park on Helena Street. This project will install approximately 4,900 LF of 8" sewer lines with taps and connections to serve a total of 116 persons in 47 homes of which 103 are low/moderate income persons.

Sub area "B" is located along Jay Street, Helena and Karr Drives and will connect to an existing 8" sewer line located to the Northwest of Country Meadows Mobile Home Park. This project will install approximately 6,200 LF of 8" sewer lines with taps and connections to serve a total of 167 persons in 59 homes of which 149 are low/moderate income persons.

The total project cost for the installation of the sewer lines in the two sub areas, including engineering is \$875,574. Of this \$725,574 is CDBG funds and the remaining \$150,000 is local commitment with \$97,000 going to the actual sewer line installation and the remaining \$53,000 going toward waived tap fees.

The Grant Agreement and the Funding Approval was submitted to DCA in January 2001. The policies, procedures, and plans were adopted on January 9, 2001. To date, DCA has released all of the conditions and the Town is now able to start expending funds from the sewer line item. The Town will be using West & Associates for the engineering part. West & Associates has finished working on the preliminary designs for the project and I started working on the easements. To date, 22 easements have been signed off on, 2 we don't need, 1 refused to sign (Temporary easement-don't need it anyway since Helen Moore is not wanting the service) and 14 are pending. I should have the easements obtained by the end of February and West and Associates can work on putting the project out to bid. Attached is a list of the easements and the status of each one.

R. Douglas Taylor, Executive Director ■ Jack F. Roberts, Chairman ■ Barbara H. Hughes, Vice-Chairperson ■ Dr. Glenn P. Deal, Sr., Secretary ■
Hal W. Kaylor, Treasurer ■ Carl W. Evans, Sr., Past Chairman ■ At-Large Members: J. Ed George ■ Alden E. Starnes ■ Bruce E. Meisner ■ Jesse H. Searcy II

Alexander County ■ Taylorsville ■ Burke County ■ Connelly Springs ■ Drexel ■ Glen Alpine ■ Hildebran ■ Morganton ■ Rutherford College ■ Valdese
Caldwell County ■ Cahaj's Mountain ■ Cedar Rock ■ Gamewell ■ Granite Falls ■ Hudson ■ Lenoir ■ Rhodhiss ■ Sawmills ■ Catawba County ■ Brookford
■ Catawba ■ Claremont ■ Conover ■ Hickory ■ Long View ■ Maiden ■ Newton

To date, only administration funds and engineering funds have been expended on the C-1 project.

	<u>Original Budget</u>	<u>Budget to Date</u>	<u>Expended Balance</u>
Sewer(CDBG)	\$725,574	\$ 0	\$725,574.00
Sewer(Town)	\$150,000	\$ 9,168.20	\$140,831.80
Planning(CDBG)	\$ 3,500	\$ 3,500.00	\$ 0
Admin(CDBG)	\$ 76,500	\$ 39,542.37	\$ 36,957.63
Total	\$955,574	\$ 52,210.57	\$903,363.43

SAWMILLS EASEMENT STATUS REPORT

1.	Grace Beane	Signed 10-12-01	Permanent
2.	David and Annie Beck	Signed 1-19-02	Permanent
3.	Donna Benfield	Signed 1-24-02	Permanent
4.	Steve and Linda Brooks	PENDING	Permanent
5.	Mabel Suddreth and Denise Burchette	PENDING	Permanent
6.	Caldwell County Board of Education	PENDING -To be signed at the 2-11-02 Bd of Education Mtg	Permanent
7.	Rufus and Mary Lou Chastain	Signed 1-18-02	Temporary
8.	David and Sharon Cheek	Signed 1-18-02	Temporary
9.	Leo and Della Clark	PENDING	Permanent
10.	Robert and Tammy Clark	Signed 1-18-02	Temporary
11.	Steve and Teresa Clark	Refused to sign easement	Temporary
12.	Aaron and Carolyn Compton	PENDING	Permanent
13.	Jake and Glennie Deal	PENDING	Permanent
14.	John German and Anita Denius	PENDING	Temporary
15.	Duke Power Company	DO NOT NEED	Permanent
16.	Eugene and Edna Frady	Signed on 10-11-01	Temporary
17.	Orville Glenn Greer	Signed on 11-01-01	Temporary
18.	Brock and Jerald Griffin	Signed on 1-24-02	Temporary
19.	Gerald Ray Harvey	Signed on 10-11-01	Temporary
20.	Irene Harris	PENDING	Permanent
21.	Prestus Icard	PENDING	Temporary
22.	Carroll and Doris Jackson	Signed on 1-28-02	Temporary
23.	Jerry and Teresa Johnson	Signed on 1-11-02	Temporary
24.	Joseph and Joyce Keith	Signed on 10-12-01	Temporary
25.	Nancy Killian	PENDING	Temporary
26.	Edmund and Gladys Licteig	PENDING	Permanent
27.	Levonina Mann	Signed on 10-11-02	Temporary
28.	Mike and Marietta Mask & Mary Mask	PENDING	Permanent
29.	Mike and Marietta Mask	PENDING	Permanent
30.	Roger and Helen Moore	DON'T NEED	Temporary
31.	Smith and Frances Moore	Signed on 10-29-01	Temporary
32.	Vernon and Marie Nelson	Signed on 1-21-02	Temporary
33.	William and Thelma Parsons	Singed on 1-10-02	Permanent
34.	Floyd and Mary Pope	PENDING	Permanent
35.	Jones and Barbara Shoe	Signed on 1-11-02	Permanent
36.	Stallings Family Limited Partnership	Signed on 1-24-02	Permanent
37.	W. Corpening Investments	Signed on 1-18-02	Temporary
38.	Shirley Walker	Signed on 1-12-01	Permanent
39.	Jack and Karen Warren	Signed on 1-14-02	Permanent

22-signed 2-don't need 1-refused 14-pending

Easement#4-Steve and Linda Brooks supposedly own a vacant piece of property where a triangular section crosses Sawmills School Road. We need a permanent easement for this little section and right now they would like to have a tap and a connection for this easement. I have talked with Dee Harmon at West and Associates and he has ballparked a price of \$5,300 to serve them with sewer. Chester suggested that we may not need this easement since there is already a 100 foot rightway from Duke Power and also an easement for DOT for the roadway.

Easement#5-Mabel Suddreth and Denise Burchette own a piece of property by Country Meadows Mobile Home Park. We need a permanent easement from them, but this one should be sign-off on by the Board meeting.

Easement#9-Leo and Della Clark own the property that shows a triangular section crossing over Sawmills School. This easement is still pending.

Easement#12-Aaron and Carolyn Compton easement has more than just their signatures on it, but this one should not be hard to get.

Easement#13-Jake and Glennie Deal easement-I am meeting with them next week and we may have a problem if the daughter won't sign off.

Easement#14-John German easement is suppose to be signed on Tuesday, January 29th.

Easement#20-Irene Harris easement will probably have some changes on those, since some of the mobile homes are no longer there and have not been replaced yet.

Easement#21-Prestus Icard easement -Ms. Icard is not sure if she wants the service and her easement pertains to her property for tying into existing manhole.

Easement#25-Nancy Killian easement -Ms. Killian is not sure if she wants the services and so she hasn't signed off on the easement yet.

Easement#26-Edmund and Gladys Lickteig easement-The Lickteig's will sign but want in exchange a tap and connection to the sewer line since they are having problems with their septic tank. They would be serviced from the Helena Street sewer line. I have talked to Dee and Chester and they could be connected from Helena Street but they will have to look to see if any of the piping for sewer will have to be above ground. Chester has gave me a ballpark price of \$2,700 but that does not include using iron pipe above ground. We need two easements from the Lickteig.

Easement#28 and Easement#29-Mike and Marietta Mask and Mary Mask-Terry Taylor is to meet with them and there should not be problem with getting the papers signed.

Easement#34-Floyd and Mary Pope easement-The Pope's will sign but want in exchange a tap and connection to the sewer line since they are having problems with their septic tank. They would be serviced from the Helena Street sewer line. I have talked to Dee and Chester and they could be connected from Helena Street but they will have to look to see if any of the piping for sewer will have to be above ground. Chester has gave me a ballpark price of \$2,700 but that does not include using iron pipe above ground. We need two easements from the Popes.

I do not see a problem getting any of these pending easements signed by the end of February.

10,000

Memorandum

January 30, 2002

To: David Stamey, Mayor; Robert Frye, Town Administrator; and Town Council

From: Laurie Huffman, Community Development Administrator

Re: Recommendations for easement compensation

Easement#4-Steve and Linda Brooks own a vacant piece of property where a triangular section crosses Sawmills School Road. We need a permanent easement for this little section and right now they would like to have a tap and a connection for this easement. I have talked with Dee Harmon at West and Associates and he has ballparked a price of \$5,300 to serve them with sewer. Chester suggested that we may not need this easement since there is already a 100 foot rightway from Duke Power and also an easement for DOT for the roadway. If we do need this easement, it is my recommendation that the Town bores the sewer under the road to the edge of their property and a sewer tap. It will be their responsible to hook the house up since their house is not on the vacant property and it is a pretty good distance to their house from where the tap would be set.

Easement#26-Edmund and Gladys Lickteig easement-The Lickteig's will sign but want in exchange a tap and connection to the sewer line since they are having problems with their septic tank. They would be serviced from the Helena Street sewer line. I have talked to Dee and Chester and they could be connected from Helena Street but they will have to look to see if any of the piping for sewer will have to be above ground. Chester has gave me a ballpark price of \$2,700 but that does not include using iron pipe above ground. We need two easements from the Lickteig. It is my recommendation that we provide the Lickteig's with their request.

Easement#34-Floyd and Mary Pope easement-The Pope's will sign but want in exchange a tap and connection to the sewer line since they are having problems with their septic tank. They would be serviced from the Helena Street sewer line. I have talked to Dee and Chester and they could be connected from Helena Street but they will have to look to see if any of the piping for sewer will have to be above ground. Chester has gave me a ballpark price of \$2,700 but that does not include using iron pipe above ground. We need two easements from the Popes. It is my recommendation that we provide the Pope's with their request.