APRIL 15, 2003
MINUTES OF MEETING

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

STAFF MEMBERS
Terry Taylor
Robert Frye
Wanda Reid

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

INVOCATION: In the absence of Wayne Caziness, Joe Helton gave the invocation.

PLEDGE OF ALLEGIANCE: Mayor Stamey led the audience in saying the pledge of allegiance.

ADOPT THE AGENDA: Mayor David Stamey asked that item six: Proclamation Declaring May 3, 2003 as day of Prayer be changed to May 1, 2003. Gerelene Blevins made the motion to adopt the agenda with changes. Joe Helton seconded. All were in favor.

APPROVAL OF March 18 2003 Regular Meeting Minutes: Joe Norman made the motion to approve the minutes of the previous meeting with Bill Ramsey seconding. All were in favor.

PROCLAMATION: Declaring May 1 2003 a day of Prayer: Mayor Stamey related to council that he had signed a proclamation declaring May 1, 2003 a day of prayer in Sawmills and requested that Council endorse the proclamation. Joe Norman made the motion to endorse the proclamation with Pat Harrison seconding. All were in favor.

MEMORANDUM of Understanding: Unifour Metropolitan Planning Organization: Town Administrator Robert Frye informed Council that due to the expansion of the Metropolitan Planning Organization, a revised Memorandum of Understanding needed to be executed. Prior to the expansion of the Metropolitan Planning Organization, Sawmills was a member of the Rural Planning Organization and had signed a similar memorandum of understanding with that organization. On a motion made by Bill Ramsey, seconded by Joe Helton, Council voted to adopt the Memorandum of Understanding.

PLANNING MATTERS:

A. Wayne Hartley: Minor Subdivision Request: Town Administrator Robert Frye informed Council that Mr. Hartley had submitted a request for a minor subdivision of his property located at the end of Remont Drive. The subdivision in question involves splitting the parcel into two pieces and adjusting the property boundary of lot three. Joe Norman made the motion to approve this request. Gerelene Blevins seconded. All were in favor.

B. Howard Cannon and Carl Wilson: Minor Subdivision Request: Mr. Cannon has submitted a request for a minor subdivision of his property at the corner of HWY 321-A and Baker Circle. The subdivision in question involves splitting the property into three pieces and then recombining the two smaller pieces with the piece of property shown as being owned by C and H Partnership. On a motion made by Bill Ramsey, seconded by Gerelene Blevins, Council voted to approve the minor subdivision request.

C. Dick and Bina Townsend: Minor Subdivision Request: Mr. Townsend has submitted a request for a minor subdivision of his property located on the May Road. The subdivision in question involves splitting the parcel into two lots and then recombining lot two with the adjacent piece of property owned by Edward Jackie Townsend. Gerelene Blevins made the motion to approve the minor subdivision as requested with Bill Ramsey seconding. All were in favor.

D. Update: CVS Development: Mr. Frye informed Council that Colonial Development Corporation and their engineering firm Kimley-Horn have reached an agreement with NCDOT concerning the Mission Road access situation and that the closing of property is scheduled to occur on April 30, 2003. He suggested that Council call a special meeting for May 1 to approve the CVS project. Gerelene Blevins made the motion for May 1, at 10:00 AM. Joe Norman seconded with all in favor.

DISCUSSION: Recycling: Councilwoman Gerelene Blevins inquired about the possibility of getting a trailer from the county to store old tires in. Mr. Frye said he would check into the possibility.

DISCUSSION: Dead Animal Pick-up: Councilman Bill Ramsey said he had had a call from a citizen about a problem he had had in getting a dead dog picked up from his yard. Councilman Ramsey suggested that a policy be made concerning this issue. After some discussion, Joe Norman made the motion that Mr. Frye create such a policy and present it to Council at the next meeting. Bill Ramsey seconded. All were in favor.

TOWN HALL MEETING: Mayor Stamey opened the town hall meeting. As there was no one to speak, the meeting was then closed.

ADJOURN: Bill Ramsey made the motion to adjourn. Joe Helton seconded. All were in favor.

Wanda Reid

Wanda Reid, Town Clerk

David Stamey, Mayor

SPECIAL MEETING
BUDGET WORKSHOP
MINUTES
May 6, 2003

Council Present:
David Stamey, Mayor
Joe Helton
Gerelene Blevins
Bill Ramsey
Pat Harrison

Staff Present:
Bob Frye
Bonnie Mann

Mayor David Stamey called the meeting to order at 5:30 pm and welcomed all in attendance.

Joe Helton gave the invocation.

Mayor David Stamey led all in the pledge of allegiance.

Bill Ramsey made motion to adopt the agenda, with Joe Helton seconding.

Town Administrator Bob Frye opened the discussion with a review of the Preliminary 2003-04 Budget highlighting changes from prior year's Budget.

Another topic discussed was a proposed increase in fees and additional fees to increase revenue.

Of the four fees discussed, Zoning Permit increase, Water/Sewer Tap increase, Large Brush Pick Up Fee, and Solid Waste Fee, all were in agreement that a fee would be appropriate for the Large Brush Pick Up. Council decided that they would review the other proposed fees and vote on them at the next Council meeting May 20.

At 7:00 Mayor Stamey moved for adjournment. Bill Ramsey made the motion, Joe Helton seconded, with all in favor.

Bonnie Mann

Bonnie Mann, Finance Director

David Stamey, Mayor

SPECIAL MEETING
BUDGET WORKSHOP
MINUTES
April 11, 2003

Council Present:
David Stamey, Mayor
Joe Helton
Gerelene Blevins
Bill Ramsey
Joe Norman
Pat Harrison

Staff Present:
Bob Frye
Bonnie Mann

Mayor David Stamey called the meeting to order at 5:30 pm and welcomed all in attendance.

Joe Helton gave the invocation.

Mayor David Stamey led all in the pledge of allegiance.

Bill Ramsey made motion to adopt the agenda, with Joe Helton seconding.

Town Administrator Bob Frye opened the discussion by reviewing with Council the 321 Water Line Project. If Caldwell County decides to sell the existing lines on 321 at a future date then the Town could proceed with the project eliminating the need for a tax increase this year.

A motion was made by Joe Norman, with Gerlene Blevins seconding to wait on the project. All were in agreement.

Mr. Frye then reviewed in detail all the items on the Capital Item Request list.

Council decided to keep all of the items on the Capital Item Request list with the exception and changes to:

> Administration Department: a reduction in enclosure and security camera expense, and to get bids on the air conditioning unit for the Town Hall.
>
> Public Works Department: eliminate the pickup truck, dump truck bed for old trash truck
>
> Water Department: eliminate the Remoter Telemetry Monitoring package

All were in agreement that a less expensive health plan would enable employees to receive a 3% COLA increase.

At 7:15 Mayor Stamey moved for adjournment. Bill Ramsey made motion, Joe Norman seconded, with all in favor.

Bonnie Mann
Bonnie Mann, Finance Director

David Stamey, Mayor

MARCH 18, 2003
MINUTES OF MEETING

COUNCIL PRESENT	STAFF PRESENT
David Stamey	Terry Taylor
Joe Norman	Robert Frye
Gerelene Blevins	Laurie Huffman
Pat Harrison	Wanda Reid
Joe Helton	
Bill Ramsey	

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

INVOCATION: In the absence of Pastor Wayne Caziness, Joe Helton gave the invocation.

PLEDGE OF ALLEGIANCE: Mayor Stamey led the audience in saying the pledge of allegiance.

ADDITION TO AGENDA: Town Administrator Robert Frye requested that item 8A: New Road Name request be added to the agenda.

ADOPT THE AGENDA: Gerelene Blevins made the motion to adopt the amended agenda. Bill Ramsey seconded, with all in favor.

APPROVAL OF FEBRUARY 18, 2003 REGULAR MEETING MINUTES: Pat Harrison made the motion to approve the minutes of the previous meeting with Joe Helton seconding. All were in favor.

APPROVAL OF MARCH 11, 2003 SPECIAL MEETING MINUTES: Gerelene Blevins made the motion to approve the minutes of the special meeting. Joe Norman seconded with all in favor.

FINANCIAL MATTERS:

A. ***Purchase Order Approval: Utility Service Company:*** Town Administrator Robert Frye informed Council that as the invoice from Utility Service Company was over the $1,000.00 limit set by Council for staff approval, Council needed to authorize the expenditure so staff could pay the bill. After some discussion, Joe Norman made the motion to approve the invoice with Pat Harrison seconding. All were in favor. In a related matter, Councilwoman Gerelene Blevins asked that in the future, a listing of all the services preformed be included with the invoice.

B Request for Purchase Order: Utility Map Cabinet: Mr. Frye requested that Council approve the purchase of a map storage cabinet for Public Works. Gerelene Blevins made the motion to approve this purchase with Joe Norman seconding. Vote unanimous.

C. ***Budget Amendment: Recognition of Unanticipated Revenues:*** The Town has recently received two fund distributions; one from the Department of Revenue for $4,465.00 for the new Article 44 local sales tax option; and the other from the Department of Transportation for $3,122.00 for snow removal costs. On a motion made by Pat Harrison, seconded by Joe Norman, Council approved the budget amendment.

D. ***Request for donation: South Caldwell High School Marching Band:*** The South Caldwell High School Marching Band has requested a $100.00 donation towards the purchase of new band uniforms. Town Administrator Frye informed Council that there were funds available in the budget for such items. After some discussion, Joe Helton made the motion to give a $300.00 donation. Gerelene Blevins seconded. All were in favor.

E. ***Discussion: Modification of Town Purchase Order Policy***. Mr. Frye related to Council that item 6A on the agenda involved giving staff the authorization to pay a bill for a contract that had been approved earlier by Council. As this can slow down the payment process by almost a month in some cases, he suggested that the Mayor be allowed to authorize staff to pay those bills that are over $1,000.00 when they are from contractual agreements that have already been approved by Council. After some discussion, Joe Norman made the motion to allow this authorization with Pat Harrison seconding. Voting for modification of the Town Purchase Order Policy was Joe Norman, Pat Harrison, and Bill Ramsey. Voting against the modification was Gerelene Blevins, and Joe Helton. Motion passed.

CDBG MATTERS:

A. ***Project Update:*** Laurie Huffman, Grant Administrator for the Town of Sawmills CDBG project gave Council a brief update on the ongoing CDBG Sewer Project.

Easement agreements: Town Administrator Robert Frye presented two easement agreements for Council's approval. At this time, Mayor Stamey requested Mayor Pro-tem Joe Norman to take over the meeting as one of the easements under consideration involved Mrs. Vipperman who is his sister. Gerelene Blevins made the motion to excuse Mayor Stamey with Joe Norman seconding.

After some discussion, Gerelene Blevins made the motion to approve both the easement agreements providing there was enough grant money to do it. Joe Helton seconded. Voting for approving the easements as long as no town money was used, Gerelene Blevins and Joe Helton. Voting against the amendment was Pat Harrison and Joe Norman and Bill Ramsey. Motion failed.

Pat Harrison then made the motion to approve the Vipperman easement as is. Joe Norman seconded. Pat Harrison, Joe Norman and Bill Ramsey voted for the amendment. Gerelene Blevins and Joe Helton voted against the amendment.

Mayor Stamey then resumed control of the meeting. At this point Bill Ramsey asked to be excused as the second easement agreement concerned property that was owned by him. Gerelene Blevins made the motion to excuse Mr. Ramsey with Pat Harrison seconding.

After some discussion, Joe Helton made a motion to approve this agreement. Joe Norman seconded. Joe Helton, Pat Harrison, and Joe Norman voted for the agreement. Gerelene Blevins voted against the amendment. Vote passed 3 to 1

Joe Helton then made the motion that Mr. Ramsey be allowed to return to his seat. Joe Norman seconded. All were in favor.

PLANNING MATTERS: Update CVS Proposed Development: Mr. Frye related to council that Colonial Development Corporation and their engineering firm Kimley-Horn have reached an agreement with NCDOT concerning the Mission Road access situation. When that is received, they will submit a revised set of plans to the Town. This should happen within the next two or three weeks.

NEW ROAD NAME: In a letter received from Cinda McCrary, Caldwell county E911 Coordinator, the name "Silver Fox Court" had been requested a for a new road located off May Road. As the proposed road falls within the Town's jurisdiction Council needs to approve the request before the County can issue an E911 address. On a motion made by Gerelene Blevins, seconded by Joe Norman, Council voted to approve the road name.

Other Matters: Mayor Stamey related that on behalf of Council and himself Sawmills was very proud of the three Wesson boys that was serving their country in Kuwait and wishes them God Speed.

ADJOURNMENT: Bill Ramsey made the motion to adjourn at 6:45 PM. Joe Norman seconded. All were in favor.

Wanda Reid

Wanda Reid, Town Clerk

David Stamey, Mayor