

October 21, 2003
MINUTES OF MEETING

COUNCIL PRESENT

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

STAFF PRESENT

Terry Taylor
Robert Frye
Sonia Garnes

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

INVOCATION: Councilwoman Pat Harrison gave the invocation.

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

ADOPT AGENDA: Pat Harrison made the motion to adopt the agenda with Gerelene Blevins seconding. All were in favor.

APPROVE MINUTES OF SEPTEMBER 16, 2003 REGULAR MEETING MINUTES: On a motion made by Gerelene Blevins, seconded by Joe Norman, Council voted to approve the minutes of the previous meeting.

APPROVE MINUTES OF SEPTEMBER 16, 2003 SPECIAL CLOSED SESSION MINUTES: On a motion made by Gerelene Blevins, seconded by Joe Norman, Council voted to approve the minutes of the closed session.

UPDATE: ECONOMIC DEVELOPEMNT COMMISION

Mr. John Howard, the new Executive Director of the Caldwell Economic Development Commission introduced himself and updated the Council on what he and the EDC have planned for the next several months.

Presentation of FY 2002-03 Audit

Roger Bowman representing Bowman, Pegg and Starr, presented the FY 2002-03 Town Audit to Council. The Town received a clean audit.

Financial Matters:

Purchase Order Request New Tires and Rims for Dump Truck

A new set of tires and rims need to be placed on the Town's dump truck. The following price quotes were received.

Bolick Tires	\$1490.00
Clark Tires	\$1467.00
Aiken-Black Tires	\$1608.00

Town Administrator Robert Frye requested that Council consider Bolick Tire due to the fact that while Clark Tire was \$23.00 dollars less than Bolick, the cost in time and manpower to get the truck to Clark Tires makes Bolick Tires a more attractive alternative. Council agreed and the purchase order was approved on a motion made by Gerelene Blevins, and seconded by Bill Ramsey. All were in favor.

Purchase Order Request Gas Detector Repair

The Utilities Department has a gas detector that they use whenever they have to work in a manhole or inside one of the pump stations. It is used to test the air to make sure that it is safe for someone to enter. Periodically, it must be recalibrated and the test chemicals inside of it replaced. Cost to do this is going to run around \$900.00 to \$1,300.00. Since the cost to repair this item may exceed the \$1,000.00 purchase order limit Council's approval is required.

Town Administrator Robert Frye requested that Council approve this purchase order for repairs to the gas detector. The purchase order was approved on a motion made by Joe Norman, and seconded by Pat Harrison. All were in favor.

Purchase Order Request: New Computers

Approximately two months ago, the Town Hall was struck by lightning. This resulted in three computers receiving various amounts of damage requiring that they be replaced. The Town's insurance company will cover the cost of the computers, but requires the Town to submit a receipt of purchase and then they will reimburse the Town. Cost to purchase the three replacement machines is approximately \$1,500.00. As this is over the \$1,000.00 limit, Council needs to authorize the purchase.

Town Administrator Robert Frye requested that Council approve this request. On a motion made by Pat Harrison, seconded by Gerelene Blevins the purchase order was approved. All were in favor.

Budget Amendment: Recognizing Unanticipated Revenue

Sewer Taps were recently completed for the new CVS Store and Howard Cannon's new car wash. As these taps were industrial taps, staff did not include any potential revenue generated from such taps in the budget. As such, the tap fees received have to be recognized as unanticipated revenue.

Town Administrator Robert Frye requested Council recognize the \$3,000.00 the Town received from the two taps (\$1,500.00 per tap) and recommended approval of this budget amendment.

On a motion made by Joe Norman and seconded by Pat Harrison, the budget amendment was approved. All were in favor.

Budget Amendment: New Trash Truck Lease Payment

An amendment is needed to recognize the loan received from First Citizen's Bank for the purchase of the Town's new trash truck in the amount of \$120,920.00. The initial payment of \$50,000.00 was included in the current year's budget.

Town Administrator Robert Frye requested Council recognize the \$120,920.00 loan that the Town has received from First Citizen's Bank and approve this budget amendment. On a motion made by Gerelene Blevins and seconded by Bill Ramsey, the budget amendment was approved. All were in favor.

Raising Fixed Asset Threshold

As part of the mandated changeover to the new GASB 34 auditing standards, the Town's auditors have recommended that we raise our fixed asset limit from its current \$1,000.00 to \$5,000.00.

Town Administrator Robert Frye requested Council raise the fixed asset level from its current \$1,000.00 to \$5,000.00. On a motion made by Joe Norman and seconded by Pat Harrison, the request was approved. All were in favor.

Release of Uncollected Taxes

Because of the involuntary annexation of the 321 Highway areas which occurred in 1994, there are Prior Year Taxes owed to the Town. The amount of the taxes is \$646.08. For whatever reason these taxes were never collected by the Town. As a result, they have remained on the Town's receivables. On the advice of our auditors, we should attempt to either collect or write them off. As the period for collection has passed and the cost to collect these outstanding taxes would exceed actual funds, it was recommended that we remove these from our books.

Town Administrator Robert Frye requested Council approve the release of these prior year taxes. On a motion made by Pat Harrison and seconded by Bill Ramsey, the request was approved. All were in favor.

Discussion: Sawmills School Road Railroad Crossing

The railroad crossing at Sawmills School Road is in great need of repair. Though the responsibility for repairing the crossing is shared by both the Railroad and NCDOT, the Railroad's position is that they are not responsible. Likewise, NCDOT is not willing to pay the entire cost of repairs.

NCDOT has indicated to Mr. Frye that they are willing to repair and upgrade the crossing if the Town of Sawmills would consider paying some of the cost. At this time, the estimated cost to the Town is approximately \$15,000.00.

After much discussion, the Council decided to consider assisting NCDOT with cost of repairs. Town Administrator Robert Frye was instructed to meet with NCDOT to discuss price of repairs and present the cost to Council. On a motion made by Joe Norman seconded by Pat Harrison, the request was approved. All were in favor.

Discussion: Brush Pickup

The Town's policy on brush pickup was reviewed by Council. After much discussion, Council asked Mr. Frye to provide a new rate schedule for large brush pick up and present it to council at next month's Council meeting. Joe Norman made the motion to approve the request, Pat Harrison seconded. All were in favor.

Public Request to Speak: Shannon Bolick

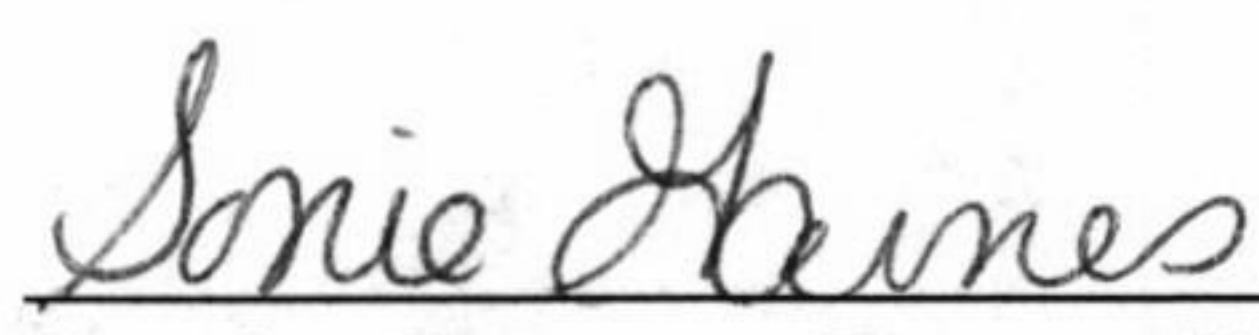
Mrs. Bolick did not appear before Council

Closed Session: *Personnel Matters*: At 7:10 p.m., Pat Harrison made the motion with Joe Norman seconding to go into Closed Session due to personnel issues. All were in favor.

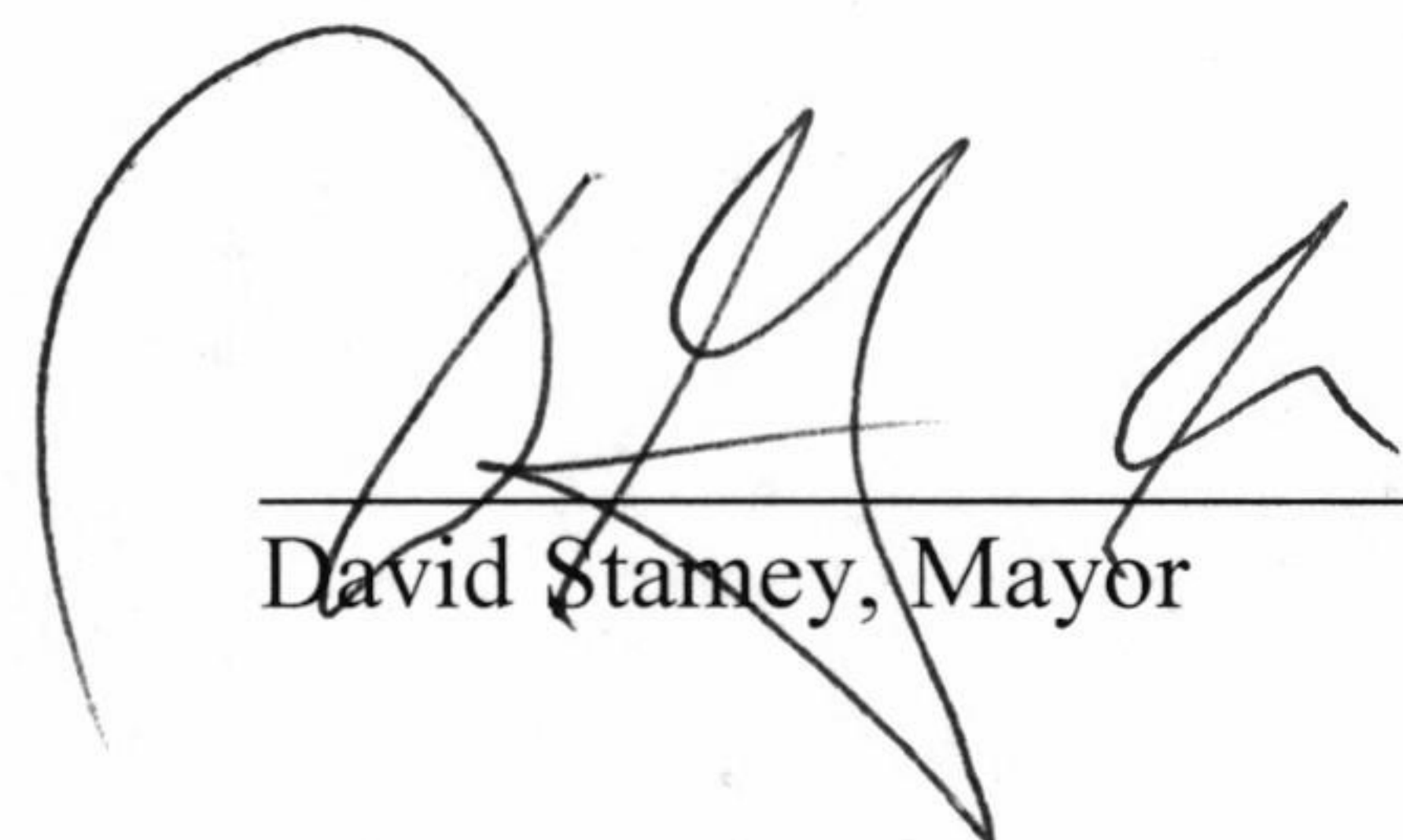
Come out of Closed Session: At 7:15 p.m., Bill Ramsey made the motion to come out of Closed Session with Gerelene Blevins seconding. All were in favor.

Closed Session Action Taken: On a motion made by Gerelene Blevins with Bill Ramsey seconding, Council approved staff recommendation to hire Joe Keller for the General Laborer position at a starting rate of \$7.50 per hour.

ADJOURN: Mayor David Stamey adjourned the meeting.



Sonia Garnes, Town Clerk



David Stamey, Mayor

BUDGET AMENDMENT
TOWN OF SAWMILLS
UTILITY FUND

The Town Council of the Town of Sawmills at a meeting on the 21 day of October, 2003 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ended June 30, 2004.

Account Number	Description	Increase	Decrease
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Expenditures

7140-58-2	Capital Outlay-Sewer	\$3,000	
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Revenues

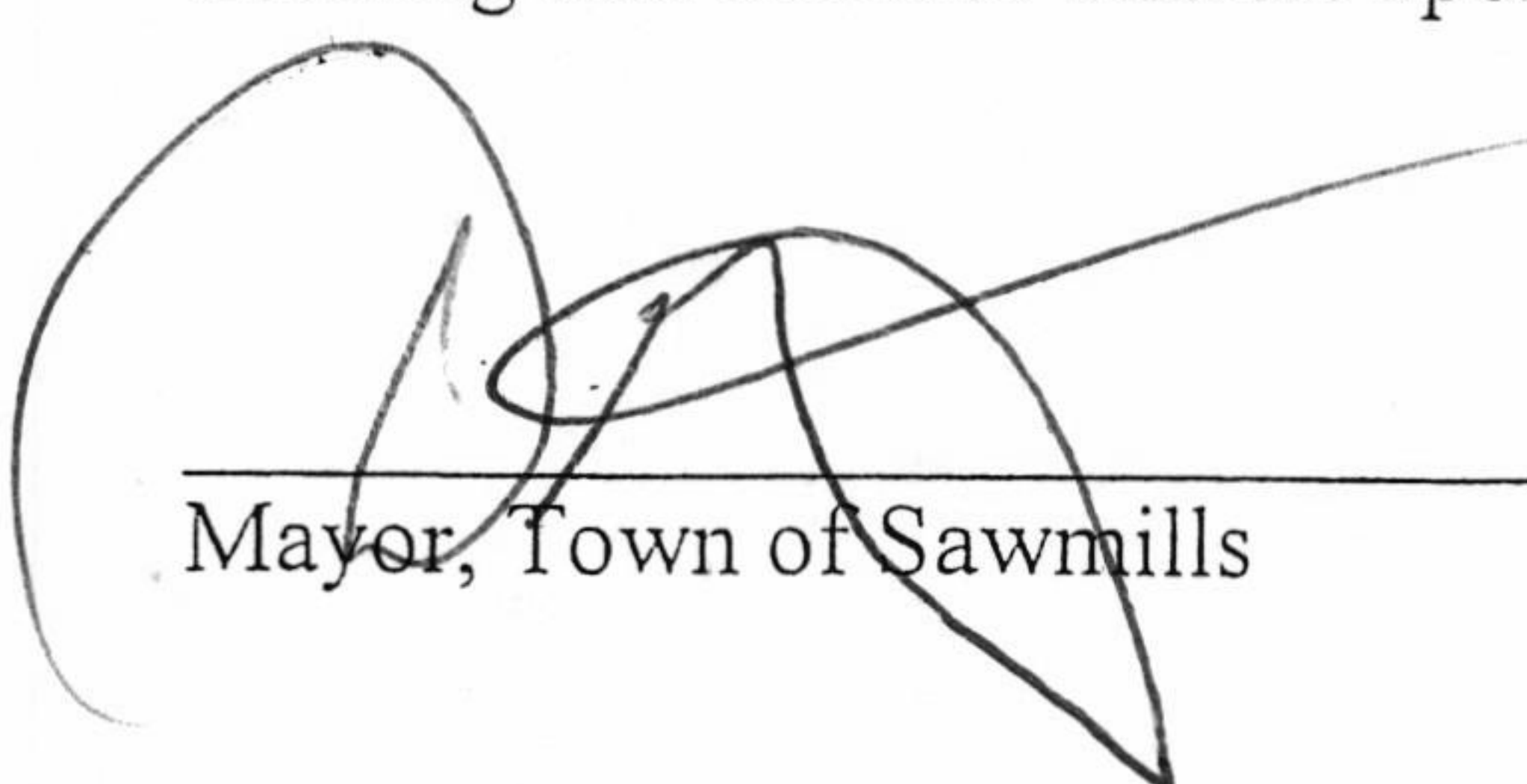
3711-00-2	Taps & Connections-Sewer	\$3,000	
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Explantion: Expense to install sewer taps at CVS Pharmacy and Howard Cannon's Car Wash.

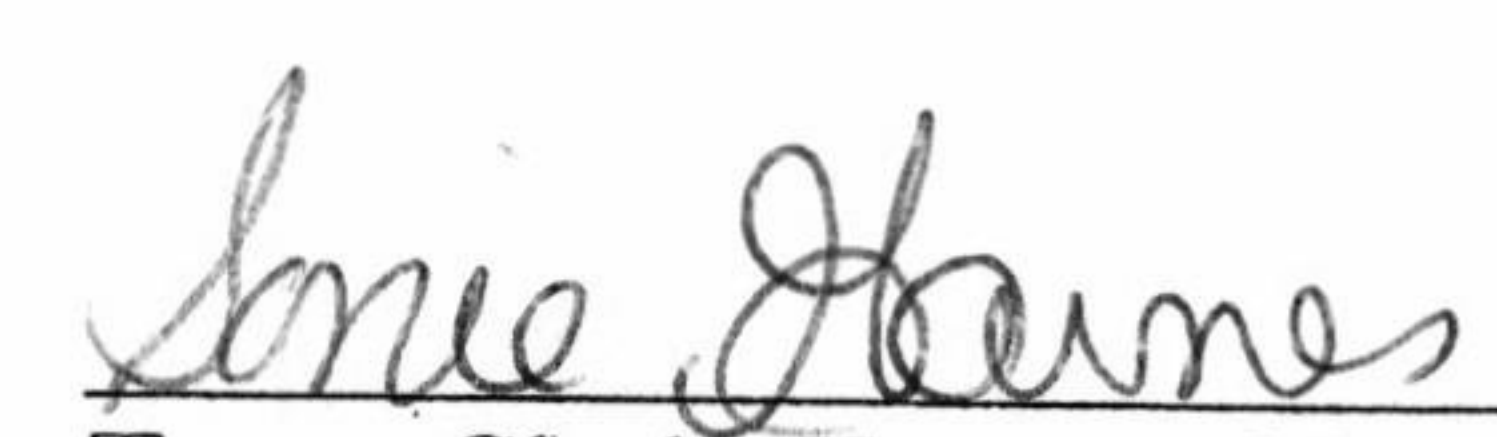
Total Appropriation in Current Budget	0
Amount of Increase(Decrease) of Above Amendment	\$3,000

Total Amount in Current Amended Budget

Passed by majority vote of the Town Council of the Town of Sawmills on the 21 day of October, 2003. This amendment shall be attached to the minutes of such meeting and become official upon signature of the Mayor and Town Clerk.



Mayor, Town of Sawmills



Town Clerk, Town of Sawmills

BUDGET AMENDMENT
TOWN OF SAWMILLS
General FUND

The Town Council of the Town of Sawmills at a meeting on the 21 day of October, 2003 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ended June 30, 2004.

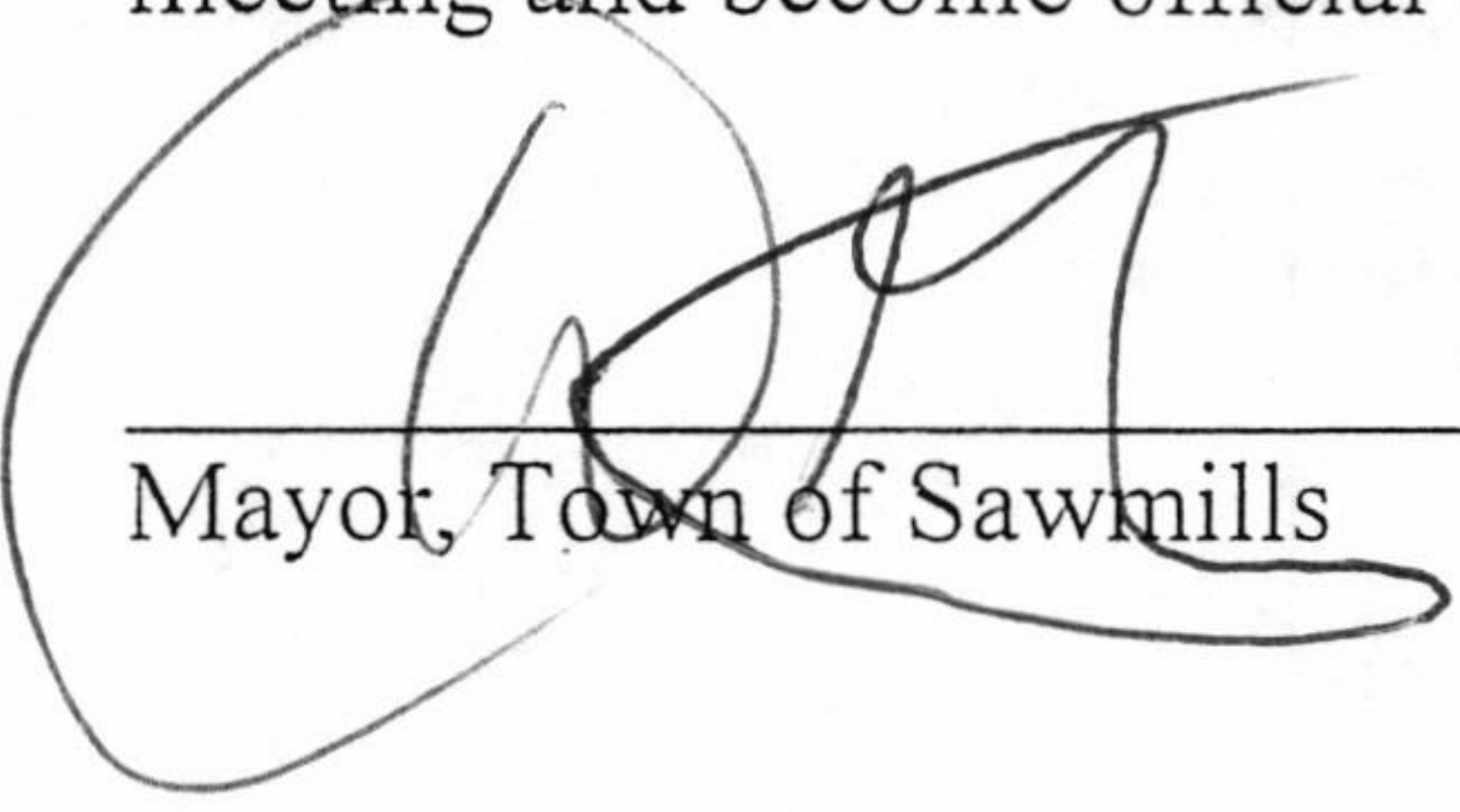
Account Number	Description	Increase	Decrease
	Expenditures		
4710-55-1	Capital Outlay	\$120,920	
	Revenues		
3600-00-1	Loan Proceeds	\$120,920	

Explantion: Loan received from First Citizens Bank for purchase of new Garbage Truck.

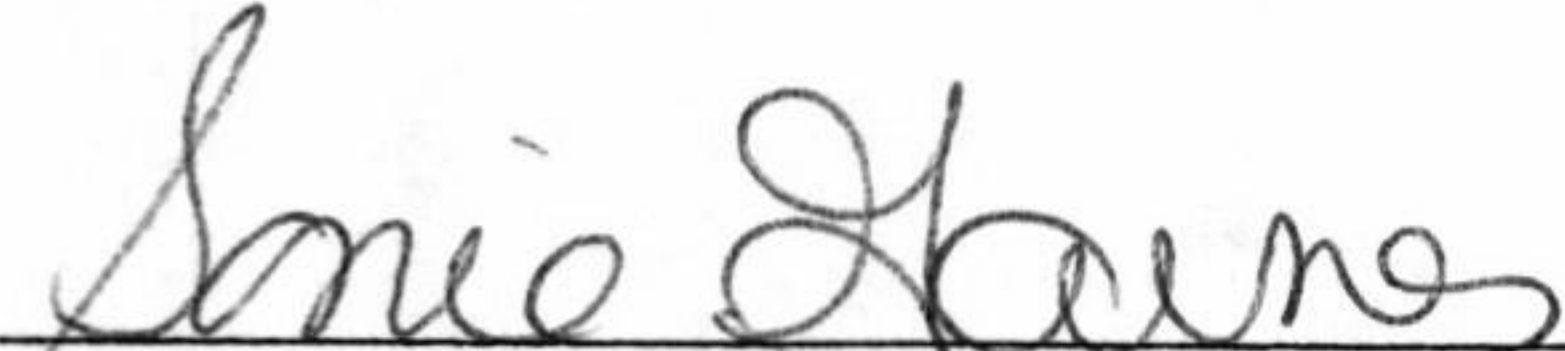
Total Appropriation in Current Budget	0
Amount of Increase(Decrease) of Above Amendment	\$120,920

Total Amount in Current Amended Budget

Passed by majority vote of the Town Council of the Town of Sawmills on the 21 day of October, 2002. This amendment shall be attached to the minutes of such meeting and become official upon signature of the Mayor and Town Clerk.



Mayor, Town of Sawmills



Town Clerk, Town of Sawmills