

Regular Meeting of the Town Council  
November 20, 2012  
Council Chambers  
6:30 pm

Minutes & General Account

Regular meeting of the Town Council, November 20, 2012, Council Chambers, Town Hall.

Council Members Present: Mayor Volz, Council Members Montgomery, Nixon-Roney, Thomas & Walls.

Staff Present: Chuck Smith, Paul Blanchard, Judy Gallman, Matthew Johnson, Jeff Greeson, Martha Wolfe and Beth Koonce, Town Attorney.

Visitors Present: Mark Brown, Calder Brown, Bandon Flinchum of Dixon-Hughes-Goodman; Thomas Birch, Tommy Birch, Carol Brooks of the Jamestown News; Charlie Dye, John Capes, Karen Walls.

1. Call to Order – Mayor Volz called the meeting to order. The Mayor welcomed Boy Scout Troop 68 to the meeting.
2. Community Reflections – Mayor Volz announced the following upcoming community events:
  - Jamestown Rotary Club Christmas Parade – Dec. 2, 2012 – 3:00 pm
  - Jamestown Library Kids & Klaus – Dec. 2, 2012 immediately following the parade
  - Town sponsored Hot Chocolate & cookies – located at Jamestown Library Dec. 2, 2012 at 4:30 pm
  - Christmas Tree Lighting – Front lawn of the Library – Dec. 2, 2012 at 5:30 pm with Christmas carols led by Mitchell's Gove United Methodist Church
  - Christmas on Main – Dec. 5<sup>th</sup>, 2012 – 6:00 – 8:30 pm sponsored by Jamestown Business Association
  - Retirement Reception for Jay Gardner – December 18, 2012 from 3:00-5:00 pm Civic Center, Town Hall
  - Luminaries at Jamestown Library December 9<sup>th</sup>, 2012

Mayor Volz said this is Thanksgiving week, a time to be thankful.

Mayor Volz stated the Jamestown Veteran's Day Ceremony last Sunday was well attended. He hopes this event will continue and grow each year.

Mayor Volz called for a moment of silence.

3. Approval of minutes from October 16, 2012 Regular meeting and October 16, 2012 closed session - Council Member Walls made a motion to accept the October 16, 2012 Regular & Closed session minutes as presented. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.
4. Public Comment Period – No one registered to speak.
5. Presentation of audit for fiscal year ending June 30, 2012 – Mayor Volz called on Brandon Flinchum, Dixon-Hughes-Goodman, to present the audit report. Flinchum stated the Town received a clean audit report. As part of the audit report his year, additional audit procedures were conducted. This due to the Town having State & Federal awards in excess of \$100,000.00. The audit showed there were no issues and no management letter was issued. The process went very smoothly.

The financial statement was submitted by the October 31, 2012 deadline as required by the N. C. Local Government Commission guidelines. The fact that the Town staff actually prepares this statement makes the audit process more efficient.

Flinchum summarized that the Town's:

- Cash Balance is up from last year
  - Permits & Fees revenue is up primarily due to increased rounds of golf played
  - General Fund Expenditures overall is fairly level
  - Percentage of available fund balance is up to 46.48%
  - Uncollected property taxes have increased slightly
6. Discussion of Privilege Tax License Ordinance – Matthew Johnson stated that the Supreme Court of North Carolina heard arguments regarding Internet Sweepstakes businesses in October. He advised that we wait until we hear the decision of the Court before we implement a privilege license tax. However, he requested the Council set a Public Hearing date for the January 15, 2013 meeting to consider implementing a privilege license tax. Hopefully, we will have a decision from the Courts by that date. Council Member Nixon-Roney made a motion to set a Public Hearing date for January 15, 2013 Council meeting to consider implementing a privilege license tax. Council Member Walls made a second to the motion. The motion passed by unanimous vote.
  7. Discussion of Curbside Recycling – Paul Blanchard presented the bids received from North Davidson Garbage Service Inc. to provide Jamestown bag curbside recycling. The bid was \$4.15 per unit/per month.

Mayor Volz stated if the Town implements the curbside recycling we will discontinue the recycling bins located at the Town Hall. Curbside recycling may encourage more citizens to participate. The curbside recycling will result in a \$3.00 per month increase in the citizens' solid waste fee. Council Member Nixon-Roney felt this was the least expensive way to start the curbside recycling program. There is no upstart charge for carts.

Per Smith, plans are to keep regular garbage pickup on Tuesday and Friday, and add the curbside recycling pickup on Mondays. The Town will work on recycling public education by website, flyers at recycling bins and public notices, etc.

Council Member Nixon-Roney made a motion to give the Town Manager the authority to negotiate the contract for the bag recycling with a startup date of March 1, 2013. Council Member Walls made a second to the motion. The motion passed by unanimous vote.

The Town Manager stated with the March 1, 2013 start date of curbside recycling, the Town will need to increase the solid waste fee by \$3.00 a month for a total of \$10.00 per month for solid waste fee. The increase will go into effect February 1, 2013.

8. Consider amendment to the Pincroft-Sedgefield Operations Agreement – Chuck Smith presented an amendment that PSFD submitted to the Town. The change presented is a result of the PSFD’s desire to liquidate a 1984 Volvo Pumper and a 2000 Ford F650 mini pumper both originally owned by the Town of Jamestown. The amendment presented lists the values of the vehicles as of the original contract date of May 2003. The original contract states that if the agreement between Jamestown and PSFD is terminated, that PSFD shall return to the Town all vehicles, equipment and additional equipment or reasonable equivalents in use by or in the possession of PSFD at the origin of the May 2003 contact. This amendment thereby secures these 4 vehicles returned of like equipment and approximate same value. As part of this amendment, the Town would sale the 2 vehicles to PSFD for \$1.00 each.

Smith stated all we are doing by this amendment is identifying what the equipment is of substantive value to the Town. Smith said the value listed is very reasonable. We do not want to terminate the Fire Department agreement, but this amendment secures the value of listed equipment. This is a renewing contract that is reviewed every year.

If the Town Council agrees to the amendment, Smith requested the Council approve the Resolution Authorizing the Town Manager to conduct the sale of the 1984 Volvo Pumper tank and the 2000 Ford F650 mini pumper to PSFD.

Council Member Montgomery made a motion to approve the Resolution Authorizing the Disposition of Personal Property to PSFD and the amendment to the Operations Agreement between Town of Jamestown and PSFD. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

(Amendment & Resolution)

9. Consideration of Approval of Guilford County Contracts regarding funding for the Jamestown Public Library – Chuck Smith stated the Guilford County Commissioners approved the base funding \$11,448.00 for the Jamestown Public Library and additional funding of \$44,052.00 for the Jamestown Public Library. Council Member Thomas made a motion to approve the amendment No. 1 in the amount of \$11,448.00 and

amendment No. 1 additional funding of \$44,052.00. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote.

10. Consideration of award of the sidewalk and greenway trail improvements – Chuck Smith stated the Town received \$100,000.00 of NCDOT enhancement funding from NCDOT on 8/15/2012 for construction of sidewalk along E. Main St. and Oakdale Rd. The Town staff requested qualifications of consultant engineers for design & possible contract administration of this sidewalk project. Submittals were received from the following consultants.

- Alley, Williams, Carmen & King, Inc.
- Davis-Martin & Powell & Assoc. Inc.
- Westcott, Small & Assoc., PLLC

The Town Manager recommended approval of Alley, Williams, Carmen & King, Inc. as the consulting firm with a fee not to exceed \$125,000.00.

Council Member Nixon-Roney made a motion to allow the Town Manager to enter into an agreement on behalf of the Town with Alley, Williams, Carmen & King, Inc. for sidewalk improvement design & construction administration and management services not to exceed \$125,000. Council Member Walls made a second to the motion. The motion passed by unanimous vote.

11. Consideration of award of the Adams Farm Sewer Rehabilitation Contract – Paul Blanchard reported that bids were received on 11-15-12 for the Adams Farm Sewer Rehabilitation Contract. The following bids were received:

- Layne Inliner, LLC - \$237,976.00
- Insituform Technologies, LLC - \$303,956.00
- Tri-State Utilities co. - \$1,152,600.00

Staff recommends approval of award contract to the lowest bidder Layne Inliner, LLC in the amount of \$237,976.00. Council Member Nixon-Roney made a motion to award the contract to Layne Inliner, LLC in the amount of \$237,976.00. Council Member Montgomery made a second to the motion. The motion passed by unanimous vote.

12. Approval of NCDOT Project Resolution – Chuck Smith stated one of the recommendations of the recent traffic study is the improvement to the Vickery Chapel/Harvey Rd. intersection. NCDOT is willing to participate in the construction of this project. In order for NCDOT to commence this project, the Town needs to adopt a Resolution approving this intersection modification project. Council Member Thomas made a motion to adopt a Resolution Supporting a NCDOT Intersection Modification Project at the Intersection of Harvey Rd. & Vickery Chapel Rd. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.

(Resolution)

13. Set Public Hearing Date for revision to the Jamestown General Ordinance Article V Traffic Control Regarding Traffic & Speeding Regulations – Smith requested the Council set a Public Hearing date for the January 15, 2013 meeting to consider revisions to Article V Traffic Control of the General Ordinances Book of the Town of Jamestown. Council Member Montgomery made a motion to set a Public Hearing date for January 15, 2013 to consider revision to Article V Traffic Control of the General Ordinance book. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.
14. Discussion of the name change from Wrenn-Miller Park – Mayor Volz called on Lawrence Straughn, Parks & Recreation Committee Chairman, for a report from the Parks & Recreation Committee.

Straughn reported that the Parks & Recreation Committee met on November 5<sup>th</sup> & 19<sup>th</sup> to discuss and consider the name change request for the Wrenn-Miller Park. The Parks & Recreation Committee made a recommendation to the Town Council to NOT change the name of the Wrenn-Miller Park.

The Parks & Recreation Committee agreed the Jamestown Veterans Memorial will be recognized in the Park, however, park design plans and the Jamestown Veterans Monument design plans are still preliminary. A proper display of recognition will be designated at the Veterans Monument at a future date.

Council Member Nixon-Roney made a motion to keep the name the Wrenn-Miller Park. Council Member Walls made a second to the motion. The motion passed by unanimous vote.

15. Reappointment of the Parks & Recreation Committee members – The Town Clerk presented the following names for reappointment to the Parks & Recreation Committee; Al Bartko, Shanna Moore and Charles Dowdy. Each of these members' terms expires 12/2012. All have agreed to serve another term through 12/2014. Council Member Nixon-Roney made a motion to reappoint Al Bartko, Shanna Moore & Charles Dowdy to serve another term to expire December 2014. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

The Town Clerk stated that Lynn Patterson's term expires 12/2012. She would like to rotate off of the Committee. Deepa Reddy, Parks & Rec. alternate, is willing to serve as an active member. Council Member Nixon-Roney made a motion to appoint Deepa Reddy to serve as a member of the Parks & Recreation Committee. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

The Town Clerk asked the Council Members to please bring nominations for an alternate for the Parks & Recreation Committee to the December meeting.

16. Appointment of ETJ member to the Planning Board – The Town Clerk reported that Kim McKone, ETJ member on the Planning Board, resigned due to additional responsibilities at work. Ted Johnson, current ETJ alternate, has agreed to serve the unexpired term of

Kim McKone. Council Member Montgomery made a motion to appoint Ted Johnson to serve the unexpired term of Kim McKone as the ETJ member to the Planning Board. The term to expire 4-1-13. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

The Town Clerk requested the Council bring to the December 18, 2012 meeting nominations for appointment as an ETJ alternate. ETJ areas include Cedarwood or Fox Hollow Subdivision.

17. Approval of the Records Retention & Disposition Schedule – The Town Clerk stated that the N. C. Dept. of Cultural Resources, Division of Archives & Records is the State agency that governs the record retention and disposition schedule for municipalities that regulate when we can destroy a document or how long we must keep a document. The Dept. of Archives has just approved a 2012 updated schedule and staff is requesting approval of this Resolution. Council Member Nixon-Roney made a motion to approve the Resolution Regarding Municipal Records Retention & Disposition Schedule. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

(Resolution)

18. Approval in the change of December meeting time – The Town Manager recommended the Council change the December 18<sup>th</sup> 2012 meeting from 6:30 pm to 6:00 pm to allow additional time for the Mayor & Town Council appreciation dinner at Jamestown Park Clubhouse. Council Member Nixon-Roney made a motion to change the December 18, 2012 meeting time to 6:00 pm. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

19. Monthly Golf Course Activity – Smith presented the Golf Course report for the month ending October 31, 2012. Smith stated staff has been clearing trees at the entrance to the Park. This will be seeded & grassed. This will be a nice green space for the Public.

Smith announced that Jay Gardner is retiring end of the year.

20. Budget amendment – Judy Gallman presented a revised budget amendment #4. She explained that the first component of the Budget amendment is to increase the budget for additional sponsorships at the golf course in the amount of \$5,150.00

The second & third item is to adjust the budget for the sale of the trees cut at the Jamestown Park in the amount of \$400.00 and for the sale of 2 old tractors not in use in the amount of \$2500.00.

The final component is to move budget for NCDOT sidewalk project from State to Federal funding in the amount of \$100,000.00.

Council Member Montgomery made a motion to approve Budget amendment #4. Council Member Nixon-Roney made a second to the motion. The motion passed by unanimous vote.

The Town Manager reported that a budget revision #4 in the amount of \$2500.00 is funds from the Pearce Drive demolition budget that were not used. These funds will go toward the demolition of a shelter at Jamestown Park. It would require too much money to refurbish this shelter.

21. Analysis of Financial position of the Town of Jamestown – Gallman presented the financial statement for the month ending October 31, 2012. She stated the total cash balance of the Town is approximately 7.5 million. Approximately 2.4 million of this is reserved for Randleman Reservoir, Powell Bill, Wrenn-Miller Capital Project, General Capital Reserves and the Water/Sewer Capital Reserve Fund.

Gallman stated the summary report and the detail financial report placed in the Council packets are marked as preliminary. This was due to the recent hurricane in New York. High Point Bank uses a processor in New York City that was affected by Hurricane Sandy. Gallman said this report is now good and is no longer preliminary.

Council Member Nixon-Roney thanked Beth Koonce, Town Attorney, for all her hard work on the Pearce Drive project. The neighborhood celebrated the demolition of the fire destroyed house. Koonce stated she and the Planning Director are working on recouping the demolition cost from the Bank of America. She will keep the Council posted.

There were no questions for the Finance Officer regarding the detail financial report for Oct. 2012.

22. Public Comment Period – No one registered to speak.

23. Other Business – Mayor Volz thanked Martha Wolfe, Town Clerk, for all her efforts on the Jamestown Veterans Ceremony and for making it such a success.

Still under other business, Council Member Walls asked the Town Manager and the Planning Director about the Yorkleigh Apartments and their re-construction. These apartments were damaged by fire. The Planning Director said the Town has issued all the permits authorizing the contractor to do the work. However, Guilford County did make some changes to the plans. Perhaps, that is the delay.

Council Member Walls made a motion to adjourn. Council Member Thomas made a second to the motion. The motion passed by unanimous vote.

The meeting ended at 7:55 pm.