

**TOWN OF HILDEBRAN
TOWN HALL**

**February 24, 2014
7:00 p.m.**

**REGULAR MEETING
MINUTES**

- CALL TO ORDER** Mayor Cook called the regular meeting of the Town Council to order at 7:00 p.m.
- COUNCIL PRESENT** The following members of the Board were present: Mayor Cook, Council Members Banks, Hildebrand, Hollowell, B. Lowman and L. Lowman.
- STAFF PRESENT** The following staff members were present: Attorney Redmond Dill; Office Manager Fredrick Rankins; Town Clerk Alice Sanders, Town Planner Pilkenton; and Administrative Assistant Rebecah Isenhour.
- CITIZENS PRESENT** See attached list.
- MEDIA** No one from the media was in attendance.
- INVOCATION** Mayor Cook called for a moment of silence.
- PLEDGE OF ALLEGIANCE** The Pledge of Allegiance to the United States flag was led by Girl Scout Troup 10455.
- SPECIAL PRESENTATION** Monica Arney and the Junior Girl Scout Troup 10455 submitted a project proposal to Council to create a garden spot in the park with trees, shrubs, flowers, a bird house and other foliage with all work to be performed by volunteer Girl Scouts. Once the project is completed, the Girl Scouts will contact the National Wildlife Federation to have the park certified as a wildlife habitat.
- ADOPTION OF AGENDA** Council Member L. Lowman made a motion to amend the agenda to add a Resolution honoring the life and memory of Clinton L. Lowman after "Response to Citizen Comment Sheet." All voted in favor.
- Council Member Hollowell made a motion to approve the agenda as amended. All voted in favor.
- APPROVAL OF MINUTES** Council Member Hildebrand made a motion to approve the January 27, 2014 Regular Minutes. All voted in favor.
- Council Member Banks made a motion to approve the January 27, 2014 Closed Session Minutes. All voted in favor.
- PUBLIC COMMENT** No public comments were submitted.
- RESPONSE TO CITIZEN COMMENT SHEET** Mayor Cook stated that Richard Bell submitted questions to Town Hall on Friday, February 21, 2014. Mayor Cook distributed his questions to each Council member for response at the next Council meeting.

SPECIAL
RESOLUTION
HONORING THE
LIFE AND
MEMORY OF
CLINTON L.
LOWMAN

Mayor Cook read a Resolution honoring the life and memory of Clinton L. Lowman who joined the Icard Township Fire/Rescue in 1962 as a volunteer fireman and was recently honored for his 50-plus years of service. Council Member Hollowell made a motion to approve the Resolution. All voted in favor. This Resolution is hereby incorporated by reference and made a part of these minutes (Attachment A.)

OLD BUSINESS:
LED BAR LIGHTS
FOR THE
AUDITORIUM
STATE-QUOTE

Administrative Assistant Isenhour reviewed the quote from Dudley Theatrical for LED bar lights to replace the bulbs at the front of the stage in the auditorium. She explained there were two options presented and she recommended option two. Ms. Isenhour stated that the bar lights purchase has already been allocated in the current budget. Council Member Hildebrand made a motion to accept package II – 3 LED units from Dudley Theatrical in the amount of \$1,612.00. All voted in favor.

ANNEX BUILDING
UPDATE

Attorney Dill reported that the Burke County School System accepted the Town's proposal to purchase the annex building for \$10 and the considerations are that the Town will demolish the building within 60 days after the Town acquires the property at a cost not to exceed \$30,000; the Town will pave the property into a parking lot within 180 days after demolition; the Town will give the School System the first option to purchase if the Town ever sells the property in the future; and the Town will give the School System priority use if they decide to use the parking lot. He stated it may take 30-60 days to transfer the property to the Town. He stated that the School System requested that they be allowed to remove all the door locking mechanisms from the building.

Town Clerk Sanders distributed the original proposals to demolish the building which were submitted to Council in a prior meeting. Council Member Hollowell made a motion to accept the proposal from D.H. Griffin Wrecking Co., Inc. to demolish the annex building in the amount of \$30,000. Attorney Dill recommended that the Town accept the proposal and make it subject to the Town recording the deed from the School System and the Town will give them a notice to proceed within 30 days after the Town receives the deed. All voted in favor.

NEW DEPUTY CAR
UPDATE

Deputy Towery stated that he picked up the new vehicle on February 10th and it was currently at Light-N-Up getting the additional equipment installed and hoped to be able to pick it up by the end of the week. He passed around a picture to Council of what the vehicle will look like. The Town Seal will be on the vehicle as well as Town of Hildebran on the back of the car, at no additional cost. He stated that a spotlight and half cage were also added to the car.

RESOLUTION TO
SURPLUS AND
SELL OLD DEPUTY
CAR

Mayor Cook reviewed the Resolution to surplus and sell the old deputy car and to use the funds to purchase a small truck for use by the Town for maintenance projects. She reported that sealed bids will be opened on March 20, 2014 at 10:00 a.m. at Town Hall. Council Member Banks made a motion to approve the Resolution. All voted in favor. This Resolution is hereby incorporated by reference and made a part of these minutes (Attachment B.)

NEW BUSINESS:
PLANNING
BOARD/BOARD OF
ADJUSTMENT
APPLICATION
PROCESS FOR
THREE POSITIONS

Mayor Cook reported that three Planning Board/Board of Adjustment positions will expire on June 30, 2014 which Council will review applicants and appoint three people to serve effective July 1, 2014. Town Clerk Sanders reported that the Town will advertise the openings in the News Herald and a notice will be placed on the Town's website and Facebook page. All interested citizens must complete an application by April 18, 2014.

NUISANCE FORM
PROCESS

Town Planner Pilkenton reviewed the Town's ordinance regarding the nuisance code and violation process that was adopted in 2005. He explained that the process is complaint driven and citizens must complete the nuisance complaint form and sign their name in order to begin the investigation process. He reported that the process included three inspections and two fines and if the issue is not corrected after these steps, there will be a nuisance hearing before the Council. It was emphasized that nuisance forms are public record. Council expressed a desire that if the citizen that he is investigating asks for information about the person that submitted the complaint form, that he first direct the person to go to Town Hall and request a copy of the nuisance complaint form. It was pointed out by Attorney Dill and Mr. Pilkenton that vehicles parked in the right of way should be addressed by the Town's Deputy or the Highway Patrol but any permanent fixtures or debris should be handled by the Planner.

RESOLUTION OF
SUPPORT FOR THE
WPCOG
INVESTING IN
MANUFACTURING
COMMUNITIES
PROGRAM

Mayor Cook stated that Council has been asked to approve a Resolution of support for the Western Piedmont Council of Governments to lobby for \$1.3 billion to be distributed to Alexander, Burke, Caldwell and Catawba counties as well as the municipalities within each County. Council Member Hildebrand made a motion to approve the Resolution. All voted in favor. This Resolution is hereby incorporated by reference and made a part of these minutes (Attachment C.)

RESOLUTION OF
APPRECIATION TO
WESTERN
PIEDMONT
COMMUNITY
COLLEGE

Mayor Cook stated that Council has been asked to approve a Resolution of appreciation to the Western Piedmont Community College to acknowledge their upcoming 50th anniversary and to express its sincere appreciation to the College. Council Member Hollowell made a motion to approve the Resolution. All voted in favor. This Resolution is hereby incorporated by reference and made a part of these minutes (Attachment D.)

DEPUTY REPORT
GARY TOWERY

Deputy Towery gave his report for the month of January 2014. He stated there has been a high amount of false alarms and they will be looking into correcting the problem.

COMMITTEE
REPORTS &
UPDATES

Transportation Advisory Committee (COG) – Mayor Cook reported that the committee did not meet this month.

Western Piedmont Council of Governments Policy Board – Council Member Hildebrand stated that the Board meets every other month and he will follow up with the next meeting date.

Burke Economic Development – Officer Manager Rankins attended the meeting with Mayor Cook and reported that there was discussion on the public/private partnerships within the State and how municipalities were turning to these partnerships to more effectively promote economic development. Since then the legislature has been examining adding restrictions to these partnerships which has the effect of offsetting the very reason these partnerships were sought out.

Recreation & Tourism Committee (COG) – Council Member B. Lowman stated that Mike Orders with East Burke Youth Athletic Association did not have any information about the summer pool activities at the moment. He reported that the basketball program is completing their season. Ms. Lowman stated that Bert Smith with the Hildebran-Icard Little League reported that he saw and fixed a water leak at the building at no cost to the Town. Mr. Smith called the water department and decided that at the end of the ball season he will have the water cut off. Mr. Smith has scheduled a 12-team ball tournament July 8-13, 2014 and will be using some of the Town’s businesses during this time.

Water Resource Committee – Planner Pilkenton stated the next meeting will be in April.

VEDIC (Valdese) – Mayor Cook stated that VEDIC has moved to quarterly meetings and the next meeting will be in April.

FACILITIES
UPDATE

Mayor Cook reported that Council Member L. Lowman and Maintenance Technician Bivens installed sidewalk posts at the gym. She reported that the facilities have been rented frequently.

OTHER BUSINESS

Mayor Cook stated that due to three new Council members, the Town needs to begin the budget workshop in March. Council decided to call a Special Meeting to hold a budget workshop on Wednesday, March 19, 2014 at 6:00 p.m. with dinner at 5:30 p.m. in the meeting room.

Mayor Cook stated that Duke Power has done a second count on the poles and found more poles that needed attention. Duke Power has

issued work orders for the poles and a large majority of the poles belong to Century Link and they are working with Century Link to get the project completed.

Mayor Cook reported that the Department of Transportation (DOT) has completed the traffic count on South Center Street and evaluations will be ready in three to six weeks. She stated that she has addressed the issue with the DOT regarding the intersection at Main Avenue and South Center Street and once the counts are completed, she will bring the information and DOT's recommendation to Council.

Mayor Cook stated that she is working with a new engineer with the railroad to make the necessary repairs to get the water to drain under the track so that the hole can be closed.

Mayor Cook reported that she, Mr. Rankins and Ms. Sanders will be attending free training sessions at the WPCOG. There will be six sessions between February 25 and June 26 and each session lasts 90 minutes.

Mayor Cook clarified that the Boy Scouts will not be working with the Girl Scouts on the park project. She stated the Boy Scouts want to plant more trees near the railroad.

Mayor Cook asked if there was any discussion about the Girl Scouts proposed garden spot project presented earlier in the meeting. Council Member B. Lowman asked if they will be up keeping the foliage and a representative from the Boy Scouts stated that the project is designed to be self supporting and no maintenance will be needed. It was clarified that no trees will need to be removed for this project. Mayor Cook stated that there are three trees that are dying and need to be removed in another area of the park. Council Member Hollowell made a motion to allow the Girl Scouts to begin the garden spot project in the Town's park. All voted in favor.

Administrative Assistant Isenhour reported that she is trying to find sponsors to show the movie "Hop" in the auditorium on April 12th and for an Easter Egg hunt that is scheduled in the park on April 13th. The Spring Craft, Art and Food Show is scheduled for April 18th-19th. She reported that there will be a concert in the auditorium on April 19th and tickets are \$10. Mayor Cook requested Council to assist in marketing these events.

Council Member L. Lowman asked about the sewer infiltration project and Mr. Rankins reported that there are two meters in place but there are no readings to date. He stated the Town should have information by next month.

Town Clerk Sanders stated that she will distribute the Town's Charter and the Town's Code of Ethics to Council as they leave.

ANNOUNCEMENTS None at this time.

ADJOURNMENT All business being concluded, Council Member L. Lowman made a motion to adjourn at 8:17 p.m. All voted in favor.

I attest these are the approved minutes of the Board.

Alice Sanders, Town Clerk

Virginia Cook, Mayor