

**TOWN OF HILDEBRAN
TOWN HALL**

**OCTOBER 27, 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 Virginia Cook, Council Members Brenda Banks, Wendell Hildebrand, Jamie Hollowell, Barbara Lowman and Lee Lowman.
- STAFF PRESENT** The following staff members were present: Attorney Redmond Dill, Finance Officer Fredrick Rankins, Town Clerk Alice Sanders and Administrative Assistant Rebecah Isenhour.
- CITIZENS PRESENT** See attached list for other citizens.
- 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 Ms. Isenhour.
- ADOPTION OF AGENDA** Council Member Hildebrand made a motion to adopt the agenda. All voted in favor.
- APPROVAL OF MINUTES** Council Member L. Lowman made a motion to revise the September 22, 2014 Special Meeting minutes. The revision is to change the “Children’s Burn Center” to the “Hildebran Fire Department” on page three, at the second paragraph. All voted in favor.
- Council Member Hildebrand made a motion to approve the September 22, 2014 Special Meeting Minutes, as amended, the September 22, 2014 Regular Meeting Minutes and the September 22, 2014 Closed Session Minutes. All voted in favor.
- PUBLIC COMMENT** Gladys Anson, East Burke Senior Center (EBSC) Director, thanked Council for their support of the EBSC and provided a brief overview of the organization’s activities. She provided a letter to Council and asked for a \$500 donation to help her provide food through the Second Harvest Food Bank.
- Richard Bell, a citizen of the Town, stated that he will start a blog page to discuss what he feels is going on in the Town.
- OLD BUSINESS:
DIGITAL SIGN
UPDATE** Council Member Hollowell distributed two pictures of designs for the Town’s digital signs. He asked for a decision from Council to choose

which type of sign for him to move forward with obtaining quotes. He stated that the current flower bed display at the site may need to be leveled for better visibility of the digital sign. Council Member Banks made a motion to choose the sign that has an arch top design that will not be lit. Mr. Hollowell explained that the LED lights from the digital sign should be sufficient to light the top part of the sign and, if needed, a flood light can be installed. All voted in favor.

RESOLUTION
EXEMPTING THE
TOWN FROM
FORMAL BIDDING
PROCESS, UNLESS
REQUIRED BY
LAW

Mayor Cook read the resolution that would exempt the Town from following formal bidding processes, unless required by law. Attorney Dill explained that the resolution would save time and money by not following the formal bidding process. He stated that most Governments follow the informal bidding process, unless there is a major project, which the Town rarely has major projects. He stated that Council could still direct staff to follow formal bidding processes on any project that may arise.

Council Member B. Lowman expressed that she had concerns that by not following the formal bidding process, that it could appear that the Town shows favoritism.

Attorney Dill stated that if Council chooses to follow the formal bidding process, the cost to run newspaper ads is expensive and budget amendments would be necessary.

After further discussion, Council Member Hildebrand made a motion to adopt the Resolution excluding the Town of Hildebran from formal bidding processes for projects less than \$90,000.00, unless required by law. Council Members Banks and Hildebrand voted in the affirmative. Council Members Hollowell, B. Lowman and L. Lowman voted against the motion. The motion did not pass.

GROUND
MAINTENANCE
NEAR RAILROAD
AT HWY 70A-BIDS

Mayor Cook stated that Council had asked for bids for ground maintenance near the railroad at Hwy 70A. She reported that staff solicited bids from six companies and the Town received one qualified bid from The Groundskeeper, LLC.

Council Member Hollowell asked what type of licenses is required to perform the work. Mayor Cook stated that the Road Right-of-Way Pest Control License and the Ornamental & Turf Pest Control Licenses are required. She stated that some contractors didn't have the necessary equipment or the liability insurance required.

Council Member L. Lowman asked why the Town was maintaining the area when other areas leading into Town are not maintained. He asked why the owner of the property does not maintain the area. Mayor Cook stated that the railroad owns the property and that the railroad will not maintain the landscaping.

Council Member Hildebrand stated that citizens have said that they want to beautify the Town.

Council Member L. Lowman stated that he felt the State should be maintaining areas within the Town. Mayor Cook stated that she has been told that the State will not maintain any area inside Town limits.

Council Member Hollowell asked why the Town has not considered purchasing a tracker with a bush hog and a scoop bucket for the Town employees to mow the area three times a year. He also expressed his displeasure of Town employees mowing or weed eating property that does not belong to the Town.

Council Member B. Lowman stated that if the Town purchases equipment, the Town will need to find a storage area.

The Clerk stated that the Town maintenance employees do not have the required licenses. Council requested the training costs to obtain the licenses and to ask the maintenance workers if they are interested in obtaining the licenses. It was clarified that the licenses are for the individual, not for the Town. No action was taken on the bid.

CHRISTMAS
DECORATION
REPLACEMENT
OPTIONS

Administrative Assistant Isenhour provided Christmas decoration options for display throughout the Town. She reported that in order to extend the display area, the Town could add banners or wreaths that are not lit. Mayor Cook stated that in the past, many companies within the Town purchased a light for hanging and it was suggested that the Town address each company in Town and ask if they would be interested in donating a light. Ms. Isenhour reported that the Town currently has 40 fixtures.

Mayor Cook stated that in order to have the fixtures for the 2015 season, the fixtures need to be ordered soon. She stated that the expense would be budgeted in the 2015-2016 fiscal year. There was discussion about changing the layout of the fixtures. Ms. Isenhour stated that she will provide Council with personalized banner options, a grid of the Town streets as well as a count of how many lights and outlets the Town will need.

DECISION ON
EAST BURKE
SENIOR CENTER
ASSOCIATION,
INC'S DONATION
REQUEST

Mayor Cook stated that the East Burke Senior Center Association, Inc. (EBSCAI) previously requested a \$50,000.00 donation from the Town to purchase a piece of property in Town limits for the senior center and library project. Council Member B. Lowman stated that since the Town formed a committee to discuss this project with the County and due to the importance of the project being built in the Town, Council would have to deny the request at this time. She reported that the committee has not met with the County yet due to

the elections being held in November. Ms. Lowman made a motion to deny the EBSCAI's request for \$50,000.00 to acquire land for the senior center and library project at this time. Mayor Cook stated that she had spoken with two County Commissioners and they would like to talk with the committee after the first of the year. All voted in favor to Ms. Lowman's motion.

**NEW BUSINESS:
FIRE PROOF AND
IMPACT-
RESISTANT FILING
CABINETS**

Town Clerk Sanders stated that in response to Mr. Lowman's previous comments about the lack of protection of the Town's files in case of a fire, she has provided two quotes for fire-proof and impact-resistant filing cabinets, if Council was interested. Mr. Hollowell asked why the Town would need the files if the Town purchased a server that would store scanned documents. Ms. Sanders stated that the amount of paperwork that the Town currently has is well beyond what staff would be able to scan. She further stated that according to the NC Department of Cultural Resources, not all scanned documents allow for the destruction of hard copies due to ever changing technology.

Mr. Lowman requested that staff determine what items the Town needs to store and how to store it. He requested that paperwork in storage that can be destroyed should be destroyed. Mr. Rankins reported that there is storage upstairs that goes back to the 1980's. He also reported that digital copies can be corrupted and hard copies may still need to be kept.

Ms. Sanders reported that the NC Department of Cultural Resources can provide someone to help the Town get started with the purge process, but is not able to help through the entire process.

Attorney Dill stated that he felt the NC Department of Cultural Resources should be contacted for a list of what the Town has to keep and then start a catalog of what Town files are in storage. Ms. Sanders will work with Cultural Resources for further information.

**BUDGET
AMENDMENTS:
FILING CABINETS**

Budget Amendments are not needed since no action was taken on the fire proof file cabinets.

**SEPTEMBER TAX
REPORT**

Ms. Sanders provided the tax report for the month of September 2014. The tax report is hereby incorporated by reference and made a part of these minutes (Attachment A.)

**DEPUTY REPORT
GARY TOWERY**

Deputy Towery gave his report for the month of September 2014.

COMMITTEE
REPORTS &
UPDATES

Transportation Advisory Committee (COG) – Mayor Cook reported that there was a 24 hour ADT count done which showed that the area between I40 from exit 119 and 121 eastbound had 48,000 cars in a 24 hour period. She also reported that a project will begin on I40 E between exit 119 and 121 to fix issues of car hydroplaning.

Mayor Cook reported that due to a fatality of a construction worker, the projects on I40 at exits 105 and 104 have been significantly delayed as well as the project at Grace Chapel Road.

Mayor Cook distributed the two TAC approved minutes to Council for review.

Western Piedmont Council of Governments Policy Board – Council Member Hildebrand stated that the main presentation was concerning the bond referendum in Hickory. He reported that Hickory is losing manufacturing jobs and its young adult population. He stated that Hickory plans to do a river walk, a downtown greenway walk, and has plans to revitalize old buildings.

Burke Economic Development – Mayor Cook reported that the meeting discussions were held during closed sessions.

Recreation & Tourism Committee – Council Member B. Lowman stated that fall baseball is underway. She reported about the loop trail around Lake James.

Water Resource Committee – Planner LoCicero was not in attendance.

VEDIC (Valdese) – Mayor Cook reported that one loan for a new business near Hildebran was approved.

FACILITIES
UPDATE

The movie “Hocus Pocus” was shown in the Auditorium on October 25, 2014 with approximately 70 people in attendance. She reported that the projector, screen, popcorn machine and some of the door prizes were donated. The expenses for the event were around \$200.00.

The meeting room in the Town Hall building was rented by Bojangle’s for regional training. In addition, the Conflict Resolution Center used the meeting room.

The gymnasium and depot were both rented for events. The Board of Elections will be using the depot for early voting.

Mayor Cook thanked Council Member L. Lowman for finishing the wiring in the Town Hall building for the new phone system.

OTHER BUSINESS Council Member Hildebrand addressed his concerns regarding the political campaign signs at the park. Mayor Cook stated that the signs cannot be moved until after voting. She stated that early voting may be changed to the gymnasium next year to accommodate more voters and senior citizens.

Mayor Cook stated that she will be contacting McGill Associates to move forward with the sidewalk project plan. She stated that she has talked to Sherry Long at the Western Piedmont Council Of Governments to try to obtain grant money.

CLOSED SESSION Council Member B. Lowman made a motion at 8:23 p.m. to recess into Closed Session pursuant to NC General Statute 143-318.11 (a) (6) to consider the qualifications, competence, performance, character, fitness, conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee **and** 143-318.11 (a) (4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations **and** 143-318.11 (a) (3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. All voted in favor.

Council Member Hildebrand made a motion to return to open session at 9:35 p.m. All voted in favor.

Council Member Hildebrand made a motion to direct Attorney Dill to contact the school board regarding economic development about the building. All voted in favor.

ANNOUNCEMENTS None at this time.

ADJOURNMENT All business being concluded, Council Member Banks made a motion to adjourn at 9:36 p.m. All voted in favor.

I attest these are the approved minutes of the Board.

Alice Sanders, Town Clerk

Virginia Cook, Mayor