

**TOWN OF HILDEBRAN
Council's Chamber
Albert Parkhurst
Municipal Complex**

**FEBRUARY 13, 2023
5:30 PM**

**SPECIAL MEETING
MINUTES**

CALL TO ORDER

Mayor Pro Tem Honeycutt called the special meeting of the Town Council to order at 5:30 p.m.

COUNCIL PRESENT

The following members of the Board were present: Council Members Ben Honeycutt, Mike Smith, Mike Stroupe, Terry Weaver and Jody York. Mayor Hildebrand was absent.

STAFF PRESENT

The following staff members were present: Town Manager Logan Shook, Town Clerk Alice Sanders and Finance Officer Fredrick Rankins. Jared Amos served as legal counsel.

CITIZENS PRESENT

See attached sheet.

ADOPT AGENDA

Council Member Smith made a motion to adopt the agenda as presented. All voted in favor.

ORDER OF BUSINESS:

**CONSIDER APPROVAL OF
CONTRACT WITH CLIFF'S
PLUMBING FOR REPAIR
WORK ON THE
RESTROOMS AT THE
COMMUNITY PARK**

Town Manager Shook stated that during the extreme cold temperatures back in December, many pipes burst at the Community Park. Toilets, sinks and plumbing need to be repaired. The Town reached out to Cliff's Plumbing who provided a quote of \$7,145 to complete the repairs. He stated that staff has also requested a quote from Connelly Springs Electric to winterize the restrooms which would include installing heat wrap on the pipes and readjusting the heaters to stay on when the temperature reaches 38 degrees. The cost to winterize the park is expected to be much less than the cost to repair the plumbing. Council Member Stroupe made a motion to approve the contract with Cliff's Plumbing & Drains, Inc. as presented to repair or replace toilets, urinals, sinks and the right side water fountain as well as run new water lines in the utility room at an amount of \$7,145. All voted in favor.

**CONSIDER APPROVAL OF
CONTRACT WITH FLOCK
GROUP INC. AND BUDGET
AMENDMENT FOR THE
PURCHASE,
IMPLEMENTATION FEES
AND YEARLY SERVICE OF
TWO FLOCK CAMERAS**

Town Manager Shook reviewed that the flock cameras will help solve crimes by assisting law enforcement in the search for vehicles caught on the cameras. Law enforcement will be able to search for vehicles by tag numbers, make and model, color, stickers, damage to vehicles, etc. The Burke County Sheriff's Office has determined the two locations to install the cameras. He stated that Attorney Amos has drawn up easements for the

two property owners to sign which gives the Town and law enforcement rights to install and provide routine maintenance to the cameras. He stated that the contract is for a 28-month period beginning March 1, 2023 and ending June 30, 2025. Flock will be increasing their pricing on April 1st and staff recommends locking in the current pricing for this timeframe.

Council Members had questions regarding the proposed locations of the cameras at 302 US Hwy 70A E and 335 US Hwy 70 E. Town Clerk Sanders communicated with Deputy Towery via phone and Deputy Towery called into the meeting to answer questions. He stated that the Burke County Sheriff's Office chose the locations based on traffic counts and the locations of the other flock cameras throughout the County. He also confirmed that he has met with a representative from Flock Cameras regarding the locations and there were no issues.

After Council and Attorney Amos resolved all questions with Deputy Towery, Council Member Smith made a motion to approve the contract with Flock Group Inc. as presented for the purchase of two flock cameras and annual software monitoring for 28 months beginning March 1, 2023 and ending June 30, 2025 in the amount of \$13,201.41. All voted in favor.

Town Manager Shook reported that Council had previously approved a budget amendment in the amount of \$7,000 which covered the one-time set up fee and monitoring for 12 months. A budget amendment in the amount of \$6,300 is presented to allow for the purchase of the remaining 16 months of monitoring. Council Member York made a motion to approve the budget amendment as presented for 16 months of monitoring service with Flock Group Inc. in the amount of \$6,300. All voted in favor. A copy of the budget amendment is hereby incorporated by reference and made a part of these minutes (Attachment A).

**CONSIDER APPROVAL OF
AMENDMENT TO FY 21-22
AUDIT CONTRACT WITH
LOWDERMILK CHURCH &
CO., LLP TO EXTEND THE
SUBMISSION DATE**

Town Manager Shook stated that the Town's Auditor, Lowdermilk Church & Co., LLP, requested an extension to the FY 21-22 Audit. One of the reasons for the request is that this is the first audit that they have performed for the Town. Another reason is that regulatory factors require additional auditing procedures for Towns that receive federal funds. In addition, implementation of the new standards by the General Accounting Standards Board

(GASB) required additional time for all of their auditing clients and resulted in delays in finalizing the audit for the Town.

Mr. Shook explained that the extension update to the contract is necessary for the purposes of filing their report with the Local Government Commission (LGC) and will not result in any additional costs. The amendment to the contract is to modify the date the audit will be submitted to the LGC from October 31, 2022 to March 31, 2023. He stated that this date will only be modified for the FY 21-22 audit.

Council Member York made a motion to approve the amendment to the FY 21-22 audit contract with Lowdermilk Church & Co., LLP as presented to modify the date the audit will be submitted to the LGC from October 31, 2022 to March 31, 2023. All voted in favor.

LGC REQUIREMENT

Council Member York asked what percentage of the General Fund the LGC requires Towns to have in savings. Finance Officer Rankins stated that the LGC recommends that Towns have at least 25% of their total budget in savings but require a minimum of 8%. Town Manager Shook stated that the Town has at least 200% saved in the General Fund.

ADJOURN

All business being concluded, Council Member York made a motion to adjourn at 5:49 p.m. All voted in favor.

I attest these are the approved minutes of the Board.

Alice Sanders, Town Clerk

Wendell Hildebrand, Mayor