

**TOWN OF HILDEBRAN
COUNCIL'S CHAMBER
ALBERT PARKHURST
MUNICIPAL COMPLEX**

**AUGUST 28, 2017
7:00 PM**

**REGULAR MEETING
MINUTES**

CALL TO ORDER AND
INVOCATION

Mayor Cook called the regular meeting of the Town Council to order at 7:02 p.m. Cole Herrell led a prayer.

PLEDGE OF ALLEGIANCE

Council Member L. Lowman led the pledge of allegiance to the United States flag.

COUNCIL PRESENT

The following members of the Board were present: Mayor Virginia Cook and Council Members Brenda Banks, Theresa Messer and L. Lowman. Council Members Barbara Lowman and Jody York were absent.

STAFF PRESENT

The following staff members were present: Attorney Redmond Dill, Town Manager Thomas Drum, Town Clerk Alice Sanders, Finance Officer Fredrick Rankins, and Administrative Support Specialist Laurie Brawley.

CITIZENS & MEDIA
PRESENT

See attached sheet.

APPROVAL OF AGENDA

Council Member L. Lowman requested to amend the agenda to add "Henry River Mill Village Presentation" under New Business. Council Member Messer made a motion to approve the agenda, as amended. All voted in favor.

APPROVAL OF MINUTES

Council Member Messer made a motion to approve the July 24, 2017 regular meeting minutes. All voted in favor.

OLD BUSINESS:
DISCUSSION OF EXIT 119
LANDSCAPING
MAINTENANCE
CONTRACT WITH N.C.
D.O.T. AND BUDGET
AMENDMENT

Mr. Drum explained that he had provided three maps for Council to review regarding landscaping at exit 119. The original agreement with the N.C.D.O.T. was in 1997. There were some discussions throughout time in the minutes regarding the agreement, with the last discussions in 2013. It is unclear what landscaping is supposed to be done. The 1997 agreement states that the Town is only responsible for plantings. Currently, Steve Young, with The Grounds Keeper, is doing everything except the plantings. Mr. Drum showed the Board the landscaping that is currently being done and what the DOT is requesting the Town to do based on the agreement in the past. The additional ongoing landscaping that the DOT is requesting will cost an additional \$12,800 more per year

than what the Town is currently paying. This work would begin July 1, 2018.

Other additional landscaping that the DOT is requesting the Town to do would be a one-time expense that would be done in the fall. This work includes cutting Burning Bush and the Crape Myrtle trees at the bridge down to 18-24" so that the DOT can mulch this year. This one-time expense would be \$7,500. This project, if approved, would require a budget amendment. After this year, mulching will no longer be provided by the DOT. The DOT has stated that if the Town does not do the additional work that they have requested, they will take the area under their control and may do the landscaping themselves, or they could take up all the plantings and let it go back to grass.

Council Member Banks stated that the DOT receives federal and state money and did not feel the Town should have to take its money to pay for maintaining the area.

Council Member L. Lowman stated that the landscaping and interchange was a project that was spun to the previous council. DOT said that it was going to put up a sign that stated "Gateway to the Blueridge" that never happened and he did not feel the Town should pay for the landscaping.

Mr. Drum stated that the Board could wait until all members of the Board are in attendance to make the decision.

It was clarified that the \$12,800 and \$7,500 would be paid to the Town's contractor to do the work.

Mr. Drum stated that he had three meetings with the DOT and Mr. Young to figure out what is being done and what the DOT feels the Town should be doing.

It was clarified that the "Welcome to Hildebran" faux brick sign at the area was not part of the original agreement in 1997. The Town put up the sign years later. After further discussion, Council was in agreement to table the topic until the September meeting.

CONSIDER AWARD OF
CONTRACT FOR TREE
TRIMMING ON TOWN
STREETS

The original quote from Steve Young to trim trees along Town streets was provided to Council. The owner of the trees at Shepherd Court trimmed his own trees after the last meeting. The provided quote will be reduced by

\$1,000, bringing the new total to \$7,500. Mr. Drum explained that if a tree or limb is in the Town's right of way, the Town has the authority to trim the trees from the line on the ground up to the sky. Mr. Drum will ride with Mr. Young to review all the trees and if any issues with the property owners could arise due to the trimming, Mr. Drum will contact the home owner. Council Member L. Lowman made a motion to approve the quote from Mr. Young, with The Grounds Keeper LLC, in the amount of \$7,500, and to authorize Mr. Drum to execute the contract. All voted in favor.

**NEW BUSINESS:
CONSIDER
PROCLAMATION FOR
NATIONAL RECOVERY
MONTH (LISA MOORE)**

Mayor Cook reported that Lisa Moore, Health Education Supervisor/Health Promotion Coordinator, with Burke County Public Health, requested that the Town adopt a proclamation for National Recovery Month in September 2017. Council Member Messer made a motion to approve the Proclamation. All voted in favor. A copy of the proclamation is hereby incorporated by reference and made a part of these minutes (Attachment A). Ms. Moore invited the Mayor and Council to attend an upcoming community forum to be held on September 28th. Mayor Cook presented Ms. Moore with the proclamation.

**CONSIDER APPROVAL OF
CHANGE ORDER TO NEW
TOWN HALL
CONSTRUCTION
CONTRACT AND
RELATED BUDGET
AMENDMENTS SO AS TO
CONNECT PARKING LOT
DRAINAGE PIPE TO N.C.
D.O.T. SYSTEM PER
REQUIREMENTS**

Mr. Drum explained that the Town knew that the drainage pipe from the new Town Hall would need to be connected to the state's drainage system and the cost was included in the renovation bid. When the state came back with the encroachment agreement, the contractor stated that the exact work that the state wanted was not what was bid out. The additional cost to meet the requirements of the state is \$2,938. Council Member Messer made a motion to approve change order number 6 in the amount of \$3,000, and to accept the bid from Moss-Marlow Building Co., Inc. to tie into the DOT storm box. All voted in favor.

Council Member L. Lowman made a motion to approve general fund budget amendment number #3. All voted in favor. Council Member Banks made a motion to approve the New Town Hall Renovation Project Capital Project Ordinance budget amendment. All voted in favor. A copy of the budget amendments are hereby incorporated by reference and made a part of these minutes (Attachments B and C).

DISCUSSION REGARDING

Mayor Cook reported that the area around the cell tower was flooding and Mr. Drum had acquired quotes to fix the

LANDSCAPING AROUND
CELL TOWER

problem and plant trees. After the quotes were obtained, the Town received a notice of termination of communications site lease agreement from Vertical Bridge NTCF, LLC, dated August 16, 2017. The original agreement began in 2003 (previously Altel) with four (4) five-year automatic renewal periods. Vertical Bridge will remove all improvements at the site to a depth of two feet on or before January 31, 2018. Mr. Drum stated that the termination of the agreement will result in an income loss of \$4,600 this fiscal year, and \$11,000 per year in following years. If the cell tower is removed, it will solve the problem of the eyesore of the cell tower since the old school building has been removed.

Council Member L. Lowman stated that in 2003, Altel was the main service provider in the area. Since then, Verizon has bought out Altel. He stated that the older towers are not big or tall enough to support all of the new antennas. He also stated that they are getting out of municipality land and going to more rural areas.

Council Member L. Lowman made a motion to accept the notice of termination of communications site lease agreement and authorized Mr. Drum to execute the termination paperwork. All voted in favor.

Mr. Drum suggested that Council wait until after the cell tower was removed before discussing any other work at that area. Council was in agreement.

DISCUSSION REGARDING
AUDITORIUM FEE
SCHEDULE FOR DAILY,
WEEKEND, AND WEEKLY
RATES

Mayor Cook stated that Council Member York had requested a fee schedule be set for auditorium rental rates per day, week and weekend. Mayor Cook suggested tabling this topic until more information from other areas could be presented. Council Member Banks made a motion to table this topic until next month. All voted in favor.

DECLARE LANDSCAPING
ITEMS SURPLUS

Council was provided with a list of landscaping items that the Town no longer uses to surplus. The items include: Husqvarna riding mower with broking steering (\$100), sprayer tank with bad pump (\$35), and STIHL weed eater (\$40). Council Member Messer made a motion to surplus and sell the landscaping items. All voted in favor.

CONSIDER TRUNK'R
TREAT EVENT ON
OCTOBER 28, 2017

Ms. Brawley requested to hold a Trunk'r Treat event on October 28, 2017 in addition to Oktoberfest. She would like to offer businesses the opportunity to attend the event

and distribute candy, at their own expense, in exchange for being able to promote their business. Council Member Banks made a motion to approve the Trunk'r Treat event. All voted in favor.

CALL A PUBLIC HEARING FOR ZTA 01-17 CONCERNING PLANNED UNIT DEVELOPMENTS (PUD)

Council Member Messer made a motion to call a public hearing for zoning text amendment 01-17 concerning planned unit developments (PUDs) for Monday, September 25, 2017 at 7:00 p.m. in the Council's Chamber. All voted in favor.

JULY FACILITIES REPORT

Mayor Cook reviewed the facilities report. Mr. Drum reported that there may be mold that needs to be removed from the band room as a result from the room being flooded due to the broken sump pump in another room and the down spout lines in the back of the auditorium that were clogged. He is researching and will report back to the Board.

JULY TAX REPORT

Tax Collector Sanders reviewed the July tax report. A copy of the report is hereby incorporated by reference and made a part of these minutes (Attachment D).

JULY DEPUTY REPORT

The July deputy report was provided to Council to review.

COMMITTEE REPORTS & UPDATES

Transportation Advisory Committee (COG) – Mayor Cook reported that the state has cut funding. As a result, the work at exit 118 to redo the exit to make the traffic one way has been dropped to the bottom of the list. Mayor Cook has a meeting to discuss the bridge at the fire department.

WPCOG Policy Board – No report.

Burke Economic Development Representative – Mayor Cook reported that the meeting was held in closed session. There may be 170-230 new jobs due to several businesses coming into the area.

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC – Mayor Cook reported that a loan was approved for Silver Fork. There will be a new bicycle specialty shop opening.

HENRY RIVER MILL
VILLAGE PRESENTATION

Elaine and Michael Namour, Clavin and Melissa Reyes, and Claude and Mariette Gagne were in attendance and informed the Board about their restoration, preservation and revival of the Henry River Mill Village. The first phase is nomination for the national register of historic places. The second phase is to preserve and restore all standing structures. The third phase is to reopen the village for the public to enjoy.

OTHER BUSINESS

None at this time.

ANNOUNCEMENTS

The open house for the new library and senior center is scheduled for August 31, 2017 at 9:30 a.m.

The developer for the Pond View Apartments received his funding to start the project in May 2018.

PUBLIC COMMENTS

None at this time.

ADJOURN

All business being concluded, Council Member Banks made a motion to adjourn at 8:09 p.m. All voted in favor.

I attest these are the approved minutes of the Board.

Alice Sanders, Town Clerk

Virginia Cook, Mayor