

**TOWN OF HILDEBRAN
TOWN HALL
COUNCIL'S CHAMBER**

**DECEMBER 21, 2015
7:00 p.m.**

**REGULAR MEETING
MINUTES**

**CALL TO ORDER AND
INVOCATION**

Mayor Cook called the regular meeting of the Town Council to order at 7:00 p.m. Pastor Gary Murry, from Warlick's Baptist Church, led a prayer.

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, Town Clerk Alice Sanders, Finance Officer Fredrick Rankins, Administrative Assistant Rebecah Isenhour and Town Planner Erin Schotte.

CITIZENS PRESENT

Mayor Cook recognized Mabel Lowman, Clerk of Court. See attached list for other citizens.

MEDIA

No one from the media was in attendance.

**PLEDGE OF
ALLEGIANCE**

The Pledge of Allegiance to the United States flag was led by Council Member Hollowell. After the pledge, Mr. Hollowell tried to accommodate people standing in the hallway, but the Fire Marshall's seating capacity restrictions would not allow everyone to sit in the Council's Chambers. As a result, the four guests were asked to take a seat in the overflow room.

**ADOPTION OF
AGENDA**

Council Member Hildebrand requested that the closed session be moved to new business. Attorney Dill stated that the subject matter involves a personnel matter that was previously discussed in open session that involves the decision made by the current Board. Mr. Hildebrand also requested that public comment be moved to the beginning of the agenda. Council Member Hollowell stated that he felt the comments should be heard by the new council members. Council Member Banks made a motion to approve the agenda. Council Members Banks, Hollowell, B. Lowman and L. Lowman voted in favor. Council Member Hildebrand opposed the motion. The motion passed.

**APPROVAL OF
MINUTES**

Council Member B. Lowman made a motion to approve the November 23, 2015 regular meeting minutes. All voted in favor.

OLD BUSINESS:
DIGITAL SIGN AT
AUDITORIUM

Mayor Cook stated that two quotes from Sign Systems Inc. were presented to Council for a digital sign in front of the auditorium. The quotes are for different sizes of the same sign. Sandy Hoyle was in attendance and described the sign details to Council. The sign can be networked with the current sign at CVS. The quotes do not provide the electrical work. The timeframe to install the sign will be six to eight weeks. Council Member Banks made a motion to approve the quote for the 29” by 63” EMC in the amount of \$21,568.00 by Sign Systems Inc. Council Members Banks, Hollowell, B. Lowman and L. Lowman approved the motion. Council Member Hildebrand opposed the motion. The motion passed.

ADDITIONAL PLAY
EQUIPMENT IN PARK

Mayor Cook stated that adding another piece of play equipment in the park has been discussed in budget meetings. Five pieces of equipment were presented to second and fourth graders at Hildebran Elementary School and the students voted on the piece they wanted in the park. The piece with the most votes was the super dome, which is currently on sale. The quote provided would require a budget amendment of \$4,100. The placement would be on the opposite side of the pavilion from the current playground equipment. Council Member B. Lowman made a motion to approve the purchase of the super dome in the amount of \$6,576.70 from Playworld Preferred and to approve a budget amendment in the amount of \$4,100. All voted in favor.

APPRECIATION FOR
WENDELL
HILDEBRAND

Mayor Cook read a certificate of appreciation to Wendell Hildebrand in honor of his fourteen years of service to the Town of Hildebran.

APPRECIATION FOR
JAMIE HOLLOWELL

Mayor Cook read a certificate of appreciation to Jamie Hollowell in honor of his two years of service to the Town of Hildebran.

CLOSED SESSION

Council Member Hollowell made a motion at 7:22 p.m. to recess into closed session pursuant to General Statute 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; (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. All voted in favor.

Council Member B. Lowman made a motion to return to open session at 7:43 p.m.

Council Member Hollowell made a motion to direct staff to contact the Western Piedmont Council of Governments to discuss the employment of a part-time town administrator and, based upon the Town's perception of labor needs, to not employ any more part-time administrative personnel until the administrator can get a handle on what the labor needs are, effective immediately, and to bring the information back to the Board to determine whether or not the part-time town administrator makes sense or is cost effective and what the time analysis is in reference to the Town's needs. All voted in favor.

**NEW BUSINESS:
OATHS OF OFFICE**

Mabel H. Lowman, Burke County Clerk of Superior Court, swore in Council Members Mr. Leon King and Ms. Jody York. The Council Members were elected to office at the November 3, 2015 election. The oaths are hereby incorporated by reference and made a part of these minutes (Attachment A.)

**ORGANIZATION OF
BOARD – APPOINT
MAYOR PRO TEMPORE**

Mayor Cook informed Council that they need to appoint a Mayor Pro Tem and she opened the floor for nominations. Council Member B. Lowman nominated Council Member L. Lowman. There being no other nominations, Council voted unanimously to appoint Council Member L. Lowman as Mayor Pro Tem.

**OATH OF OFFICE –
MAYOR PRO TEM**

Mabel H. Lowman, Burke County Clerk of Superior Court, swore in Mayor Pro Tem Larry "Lee" Lowman. The oath is hereby incorporated by reference and made a part of these minutes (Attachment B.)

**APPOINT COMMITTEE
REPRESENTATIVES**

Transportation Advisory Committee (COG) – Mayor Cook requested to stay on the Committee. Council was in agreement.

WPCOG Policy Board – Mayor Cook asked that Leon King be the delegate and Barbara Lowman be the alternate and both agreed.

Burke Economic Development Representative – Mayor Cook requested to stay on the Committee. Council was in agreement.

Recreation and Tourism Committee – Jody York agreed to serve as the representative.

Water Resource Committee – Mayor Cook recommended the Planner, Erin Schotte, continue to serve. Council was in agreement.

VEDIC – Mayor Cook requested to stay on the committee. Council was in agreement.

RESOLUTION – 2016
REGULAR MEETING
SCHEDULE

Mayor Cook reviewed the proposed 2016 regular meeting schedule. Council unanimously approved the resolution establishing the 2016 regular meeting schedule. The resolution is hereby incorporated by reference and made a part of these minutes (Attachment C.)

2016 HOLIDAY
SCHEDULE

The proposed Holiday schedule for 2016 was presented to Council. Council Member B. Lowman made a motion to approve the schedule. All voted in favor.

AUDIT CONTRACT FOR
2015-2016

Mr. Rankins recommended approval of the yearly audit contract for 2015-2016. He stated the price per hour has increased from \$85.00 to \$87.00. Council Member Banks made a motion to accept the contract from S. Eric Bowman, PA to perform the yearly audit for the Town. All voted in favor.

MINIMUM HOUSING
AND BUILDING CODE

Ms. Schotte informed Council that due to dilapidated buildings throughout the Town, she has been working on creating a minimum housing code. Currently, the only enforcement is through the County so the Town will be looking to adopt codes of its own. She will provide proposed ordinances that are in alignment with the County ordinances. She stated that it would take a couple of months to have the information ready to present to Council.

EB HIGH SCHOOL BAND
CONCERT IN
AUDITORIUM

Mayor Cook reviewed the request from East Burke High School band to use the auditorium for their annual band concert fund raisers which have been cancelled earlier due to inclement weather. Council Member B. Lowman made a motion to allow the band to use the auditorium at no cost. All voted in favor.

FACILITIES REPORT

None at this time.

NOVEMBER TAX
REPORT

Ms. Sanders gave the November 2015 tax report. The report 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 November 2015.

COMMITTEE REPORTS
& UPDATES

Transportation Advisory Committee (COG) – Mayor Cook reported that exit 105 is complete and the last inspection was scheduled for today. Exit 104 should be completed by June or July 2016.

Western Piedmont Council of Governments Policy Board - Council Member B. Lowman reported that the budget was discussed as well as paving and road work to be done late next year.

Burke Economic Development – Mayor Cook reported that the industrial park at Dyersville exit and the textile program at WPCC was discussed. The committee also discussed the bond that will be coming to voters in the Spring, which will allow a percentage of money to be distributed to the County, if passed.

Recreation & Tourism Committee – Council Member B. Lowman stated that the gym continues to be used by EBYAO.

Water Resource Committee – No report at this time.

VEDIC (Valdese) – Mayor Cook reported that there are a few businesses that are having difficulties and the committee is working with them. The committee is gaining money from Golden Leaf and as a result, small businesses in the surrounding counties are eligible to apply for loans.

OTHER BUSINESS

Mayor Cook and Council Members King and York will participate in the Essentials of Municipal Government course January 8th and 9th, which will fulfill the required ethics training.

Council Member B. Lowman asked if the EBYAO had ever provided a report showing that it has filed its 990 form with the IRS for the past three years. Ms. Sanders stated that it has not. Mayor Cook stated that she would contact EBYAO’s auditor.

ANNOUNCEMENTS

None at this time.

PUBLIC COMMENT

Stephanie Higdon addressed the old school building and stated that HHDA can drop the lawsuit at any time.

OLD SCHOOL BUILDING

Attorney Dill clarified that the sale of the old school building would have to go before the school board for approval.

Elsie Childres stated that she and her husband have worked hard to support the Town. She suggested a larger space for Council meetings.

Ben Honeycutt requested the Mayor and three council members step down.

Mayor Cook announced that the plans for the new senior center and library are available for review in the hallway.

ADJOURNMENT

All business being concluded, Council Member King made a motion to adjourn at 8:29 p.m. All voted in favor.

I attest these are the approved minutes of the Board.

Alice Sanders, Town Clerk

Virginia Cook, Mayor