

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

**NOVEMBER 28, 2016
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. Willie Messer led a prayer.

**PLEDGE OF
ALLEGIANCE**

Thomas Drum 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, Lee Lowman, Theresa Messer and Jody York. Council Member Barbara Lowman was absent.

STAFF PRESENT

The following staff members were present: Attorney Redmond Dill, Town Administrator Thomas Drum, Town Clerk Alice Sanders and Finance Officer Fredrick Rankins.

**CITIZENS & MEDIA
PRESENT**

See attached sheet.

**ADOPTION OF
AGENDA**

Council Member Banks made a motion to approve the agenda. All voted in favor.

**APPROVAL OF
MINUTES**

Council Member York made a motion to approve the October 24, 2016 regular meeting minutes. All voted in favor.

Mayor Cook informed the Board that the approved Town events list will be added as an attachment to the November 14, 2016 special meeting. Council Member York made a motion to approve the November 14, 2016 special meeting minutes, as amended. All voted in favor.

**OLD BUSINESS:
DISCUSSION OF
CHRISTMAS PARADE
DETAILS**

Mayor Cook announced that the Christmas parade will be held on Saturday, December 3, 2016 at 1:00 p.m. She asked for Council to be there by 12:30 p.m. At least twenty applications have been received with more coming in every day. REACT has agreed to help with alignment of floats and vehicles. The Burke County school bands will not be in attendance since they will be in Hawaii for performances. Mayor Cook has contacted Channel 3 to lead the parade with music and will know for sure on Friday. She has contacted the American Legion and asked that Veterans be recognized as the parade's Grand Marshall and they will be in attendance unless there is a funeral that will take precedence. Mayor Cook stated that the driver of the carriage that the Council will be riding in will drive slowly enough for

the Council to throw candy. Other participants will also be distributing candy.

CONSIDER APPROVAL
OF PAVING INSPECTION
SERVICES CONTRACT
WITH WEST
CONSULTANTS

The contract for consideration is for approval of the inspection services needed while the contractor is performing crack sealing on the Town streets. This amount is an addition to the contract, which included the bidding of said project. The contract amount will be up to \$1,000.

Mayor Cook stated that she has contacted the DOT and was informed that within the next budget year, DOT will cap 3rd St. Ave., 4th St. Ave. and possibly two other streets. If approved, the work should be completed by the time the crack sealing project for Town streets will be completed.

Mayor Cook stated that street reflectors are still needed on Hwy 70 near Kentucky Fried Chicken and should be done by the first of the year.

Mr. Drum stated that there was a three-part process for the crack sealing project. The first phase was drafting specifications for the project. The second phase was the bidding process, awarding the bid, and drawing up the contract. The third phase is for West Consultants to oversee the contractor doing the crack sealing.

Council Member York made a motion to authorize Mr. Drum to enter into a contract with West Consultants for paving inspection services, not to exceed \$1,000. All voted in favor.

NEW BUSINESS:
CONSIDER A
PROCLAMATION FOR
NATIONAL HOSPICE
PALLIATIVE CARE
MONTH

The National Hospice and Palliative Care Organization, the nation's oldest and largest leadership organization working on behalf of end-of-life care, has issued the following proclamation officially recognizing November as National Hospice Palliative Care Month. 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).

Conlee Clark, Director of Professional Relations at Catawba Regional Hospice, was in attendance and was presented a copy of the proclamation.

CONSIDER A TOWN
VEHICLE FOR STAFF

Mayor Cook stated that staff is required to run work-related errands using their personal vehicles. She asked Mr. Drum to research a vehicle that the Town could purchase for the staff to use. Mr. Drum stated that in the \$3,000 to \$5,000 price range, a

vehicle will most likely have high mileage. Mayor Cook asked for approval from Council to move forward with purchasing a vehicle.

Council Member Banks made a motion to move forward with purchasing a vehicle for staff to use for work-related errands. Council Member York asked if staff could use the Town truck. Mayor Cook stated that the truck is used quite a bit when picking up trash and other work. She stated that it is unpredictable when the vehicle will be used. It was confirmed that staff would be paid mileage if a personal vehicle will be used. Mayor Cook informed the Board that staff prefers not to use their own vehicles in case there is an accident because the Town will not be responsible for any damage or increased insurance expenses.

Council Member Messer asked how much the Town pays for these errands. Mr. Rankins stated that the Town spends around \$1,000 a year for mileage for staff, Council and Planning Board members. Mayor Cook asked Mr. Rankins to research the increase cost to add a vehicle to the Town's insurance policy.

Mr. Drum stated that the Town would most likely incur less expenses paying mileage. The difference would be that employees would not be putting their vehicles at jeopardy if there was an accident. He opined that it would be better to have a vehicle that employees can use. The vehicle could also be used for driving guests around the Town when there is a project. He stated that the Town would be expecting a lot of Town employees to use their own vehicle. He stated that a \$6,000 to \$8,000 investment for the vehicle, including insurance and maintenance of the vehicle, would allow for the vehicle to be used about ten years.

Council Member York asked how often outside guests would need to be driven around Town. Mr. Drum stated that since he had been here, not many, but, it was the routine errands that would require the use of the vehicle. Mr. Drum stated that he and the Planner could use the vehicle while they drive around the Town to investigate any issues and routine inspections. Mayor Cook stated that staff is also required to show the rental property to citizens and the vehicle would be used for that. She reminded the Board that it just approved quite a few events and many errands will need to be run for these events.

Council Member L. Lowman stated that when the Town truck was purchased, the Board was told that all staff would be using it for errands. He suggested that the Town purchase a gator to

use while in Town and the truck be used while running out of town errands. He stated that a gator would cost about the same as a vehicle.

Council Member York stated that she did not feel it was a good idea to spend any more money than the Town has to because she felt the citizens would not be happy about the expense. She asked if staff can refuse to use their personal vehicles. Attorney Dill stated that employees were not hired based upon the premises of having a driver's license and driving their vehicle. Some errands could be done by walking, but it would require the employee to be out of the office for a longer period of time.

Council Member Banks rescinded her motion to move forward with purchasing a vehicle.

Council Member Messer asked how the Board would know how much is being spent. Mayor Cook stated that more research would need to be done. Ms. Messer asked how these errands are going to get done. Mayor Cook stated that Mr. Bivens would have to run the errands.

Mr. Drum stated that the reason it is not a good idea for Mr. Bivens to go to the bank and pick up the mail is the same reason that the Town might get a letter from the Local Government Commission (LGC) in that the LGC does not like when one or two staff members handle money. They prefer to see separation of duties within the office so that only certain people handle the money and someone else accounts for the money so that there is a separation of powers. He stated that Mr. Bivens should not be the person to collect the mail or handle money, it should be an office person. If something were to drop out of the truck, he would be held responsible for that. The separation of duties is to protect the citizens and the employees. He stated that this is something that the LGC and/or auditors could look at. He stated that office personnel have been bonded.

Mr. Drum stated that when hiring the Administrative Support Specialist, telling the candidate that he/she will be required to use his/her vehicle would be a limiting factor. Council Member York stated that the job pays well and she felt it would not be an issue. Mr. Drum stated that he disagreed and felt it will be a factor for some candidates.

Council took no action to move forward with purchasing a Town vehicle at this time.

CONSIDER SURPLUS OF HUSQVARNA LAWN MOWER

Mr. Drum stated there is a 2004 Husqvarna lawn mower that he suggests the Board surplus and sell. Council Member L. Lowman made a motion to surplus and sell the Husqvarna GTH 2548B lawnmower. All voted in favor.

CONSIDER APPROVAL OF APPROPRIATION TO OPERATION BLUE CHRISTMAS

Operation Blue Christmas, sponsored by Burke County law enforcement, supplies Christmas gifts to families in need. Deputy Towery and the Sheriff's Office have requested to use the \$500 that was appropriated in the FY 2016-2017 budget for the Olympic Torch Run for Operation Blue Christmas since the Sheriff's Office will not be participating in the Torch Run. Council Member York made a motion to approve the request and appropriate \$500 to Operation Blue Christmas. All voted in favor.

FACILITES REPORT

Mayor Cook reviewed the October facilities report.

OCTOBER TAX REPORT

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

OCTOBER DEPUTY REPORT

Deputy Towery reviewed the October Deputy report.

COMMITTEE REPORTS & UPDATES

Transportation Advisory Committee (COG) – Mayor Cook reported that work on Hwy 70 is still being done.

WPCOG Policy Board – Council Member B. Lowman was not in attendance.

Burke Economic Development Representative – Mayor Cook reported that most of the meeting was held in closed session.

Recreation and Tourism Committee – Council Member York reported that basketball practice has begun in the Hildebran gym.

Water Resource Committee – Ms. Schotte was not in attendance.

VEDIC – Mayor Cook had no report.

OTHER BUSINESS

Mayor Cook informed the Board that staff will receive their yearly Christmas gift as approved in the FY 2016-2017 budget.

Mayor Cook stated that the rumor that a chicken house is coming in Town is not true.

ANNOUNCEMENTS

None at this time.

PUBLIC COMMENT

Cole Herrell stated that he has seen people walking along N. Center St. and asked for Council to consider a sidewalk in that area.

Cheyenne Lovelace thanked Council for all of their work and trying to save the Town money.

Richard Bell discussed comments made after the last meeting between him and the Mayor and her husband.

ADJOURNMENT

All business being concluded, Council Member Messer made a motion to adjourn at 7:48 p.m. All voted in favor.

I attest these are the approved minutes of the Board.

Alice Sanders, Town Clerk

Virginia Cook, Mayor