

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

**JUNE 26, 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 7:00 p.m. Wendell Hildebrand led a prayer.

PLEDGE OF ALLEGIANCE

Attorney Dill 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, Barbara Lowman, Lee Lowman, Theresa Messer and Jody York.

STAFF PRESENT

The following staff members were present: Attorney Redmond Dill, Town Administrator 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 B. Lowman requested to add a closed session under Old Business. Council Member York asked to move the closed session to the end of the meeting. Mayor Cook replied that the closed session needs to take place prior to the employment contract discussion and would not take long. Council Member York made a motion to approve the agenda, as amended. All voted in favor.

APPROVAL OF MINUTES

Council Member B. Lowman made a motion to approve the May 22, 2017 special meeting minutes. All voted in favor.

Council Member Messer made a motion to approve the May 22, 2017 regular meeting minutes. All voted in favor.

Council Member B. Lowman made a motion to approve the June 12, 2017 special meeting/budget workshop minutes. All voted in favor.

PUBLIC HEARING

Mayor Cook opened the public hearing to hear comments from the public regarding the proposed FY 2017-2018 Budget at 7:05 p.m. There being no comments, Mayor Cook closed the public hearing at 7:06 p.m.

Council Member Messer made a motion to amend the agenda to move “Adoption of FY 2017-2018 Budget Ordinance” to the last item under Old Business. All voted in favor.

CONSIDERATION OF THE
FY 2017-2018 SEWER
RATES, ZONING FEE
SCHEDULE AND FACILITY
RENTAL FEES (HOURLY)

Council Member Messer made a motion to adopt the FY 2017-2018 Sewer Rates, Zoning Fee Schedule and the Facility Rental Fees (Hourly). All voted in favor. Attorney Dill stated that the rates for all fees remain the same as last year. A copy of the rates and fees are hereby incorporated by reference and made a part of these minutes (Attachments A, B and C).

OLD BUSINESS:
CLOSED SESSION

Council Member Banks made a motion to recess into closed session at 7:11 p.m. pursuant to General Statute 143-318.11 (a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee. All voted in favor.

Council Member Banks made a motion to return to open session at 7:35 p.m. All voted in favor.

TERMINATE CONTRACT
WITH WPCOG AND HIRE
AND APPOINT THOMAS
DRUM AS THE FULL-TIME
ADMINSTRATOR AND
APPROVE EMPLOYMENT
CONTRACT

Council Member Banks made a motion to terminate the existing two-year contract between the Town and Western Piedmont Council of Governments for a part-time administrator, effective July 1, 2017, and to approve the proposed employment agreement directly with Thomas G. Drum in its entirety so as to authorize the employment of Mr. Drum as the full-time Town Administrator/Town Manager, effective July 1, 2017. Furthermore, this motion officially appoints Thomas G. Drum as the full-time Town Administrator/Town Manager, effective July 1, 2017. Mayor Cook was authorized to execute the employment agreement as submitted and approved in its entirety by the Town Council. Council Members Banks, B. Lowman, L. Lowman and Messer voted in favor of the motion. Council Member York was opposed. The motion carried.

CONSIDER FINAL
APPROVAL OF TOWN
LOGO

Ms. Brawley provided three logo options, with different fonts and styles, for consideration. The options were based upon the most popular logo style from citizen input. Council Members Banks, B. Lowman and York preferred option 1C. Council Member Messer preferred option 1A. Council Member L. Lowman had no preference. Ms.

Brawley will move forward with creating the new Town logo as option 1C.

ADOPTION OF FY 2017-2018 BUDGET ORDINANCE

Council Member B. Lowman made a motion to approve the FY 2017-2018 Budget Ordinance. All voted in favor. A copy of the ordinance is hereby incorporated by reference and made a part of these minutes (Attachment D).

NEW BUSINESS:

CONSIDER EAGLE SCOUT PROJECT AT THE HILDEBRAN COMMUNITY PARK (MCKAY CROOKS)

McKay Crooks, a Life Scout in Troop 300, addressed Council and asked permission to perform his Eagle Scout project at the Hildebran Community Park. The work that he would do will mainly be at the disc golf course and would include: staining and straightening the posts, removing rocks that are obstructing the path, clearing out poison ivy and weeds, and cleaning out the disc catchers. He stated that the work he does will be at his expense, not the Town's. Mr. Drum pointed out that The Grounds Keeper will also be performing work at the disc golf course which will compliment this project. Council Member Banks made a motion to allow Mr. Crooks to begin work at the park. All voted in favor. Mayor Cook signed the necessary paperwork and Mr. Crooks will provide a copy to the Town.

CONSIDER BUDGET AMENDMENTS TO APPROPRIATE \$4,000 TO VEDIC

Mr. Drum reported that VEDIC expected \$2,000 a year from the Town. Last budget year (2015-2016), the check was not issued due to not receiving an invoice; therefore, the current budget (2016-2017) did not have a line item for them. The budget amendments that are presented are the appropriation for both years, totaling \$4,000. Mayor Cook stated that VEDIC loans money to small businesses that may not get approved by a financial institution. There are three paid employees and the appropriated money goes toward these expenses. Council Member B. Lowman made a motion to approve the budget amendment of \$4,000. All voted in favor. Copies of the ordinances are hereby incorporated by reference and made a part of these minutes (Attachment E and F). *See amended motion on page 4.

CONSIDER BUDGET AMENDMENT FOR NEW TOWN HALL CAPITAL PROJECT ORDINANCE

Mr. Drum reported that the budget amendment is presented because the auditor requested that the Town show in the books the proceeds that were received from BB&T that were used to purchase the old First Citizens bank building. He stated that \$219,500 never entered the Town's hands, but went straight from BB&T to First Citizens. Council Member B. Lowman made a motion to

approve the budget amendment in the New Town Hall capital project ordinance in the amount of \$219,500. All voted in favor. A copy of the budget amendment is hereby incorporated by reference and made a part of these minutes (Attachment G).

CONSIDER BUDGET AMENDMENTS TO APPROPRIATE \$4,000 TO VEDIC

Mr. Drum requested an amendment to the VEDIC budget amendments motion. Council Member B. Lowman amended her previous motion to approve the proposed budget amendment of \$4,000 in the economic development fund as well as the proposed budget amendment of \$4,000 in the general fund for the appropriation to VEDIC. All voted in favor.

CONSIDER APPROVAL OF ANNUAL SERVICE CONTRACTS (STREET MAINTENANCE, SNOW REMOVAL, PARK MAINTENANCE, AND WEEKEND CLEANING OF RESTROOMS AT THE PARK)

Mayor Cook stated that the annual service contracts were the same as last year, other than mowing, which was discussed at a prior meeting. Council Member Messer made a motion to approve the street maintenance contract, park maintenance contract and the weekend cleaning of the restrooms at the park contract with The Grounds Keeper LLC, as well as the snow removal contract with Jensen Lawn and Landscaping. All voted in favor.

CONSIDER APPROVAL OF RESOLUTIONS FOR LEASES OF TOWN PROPERTY

Mayor Cook stated that the resolutions for annual leases of town property were presented for approval. It was noted that Hildebran Heritage & Development Association (HHDA) still needs to submit proof that it submitted its 990 form with the IRS in order to be awarded the lease. Council Member B. Lowman made a motion to approve the resolutions for annual leases of town property for East Burke Christian Ministries, Hildebran-Icard Community Development Council, and Hildebran-Icard Little League. In addition, the resolution for annual lease of town property for HHDA is approved, provided that it provides proof that it filed its 990 form with the IRS for the current year. All voted in favor. Copies of the resolutions are hereby incorporated by reference and made a part of these minutes (Attachment H, I, J and K).

CONSIDER RESOLUTION TO ADOPT THE REVISED BURKE COUNTY ANIMAL ORDINANCE (EFFECTIVE 8/1/17)

Mayor Cook informed the Board that the Town has a resolution in place adopting the Burke County Animal Ordinance. The County has revised the ordinance to take effect August 1, 2017. A resolution to adopt the revised Burke County Animal Ordinance was presented to Council for approval. Council Member York motioned to approve the resolution adopting the Burke County Animal Ordinance, effective August 1, 2017, and to enter the

ordinance into the Town's code of ordinances. All voted in favor. A copy of the resolution is hereby incorporated by reference and made a part of these minutes (Attachment L).

APPOINTMENT OF THREE
PLANNING BOARD /
BOARD OF ADJUSTMENT
MEMBERS

Mayor Cook reported that the terms of three members of the Planning Board/Board of Adjustment ends June 30, 2017. The three members wish to continue serving and their applications are presented for appointment. Council Member Messer made a motion to appoint April Bolick, Clyde Church and Diane Speigle to the Planning Board/Board of Adjustment for the term beginning July 1, 2017 and ending June 30, 2020. All voted in favor.

REPORT OF RECORDS
DESTROYED

Mr. Drum reported that the Town has adopted the State Archives of North Carolina, Natural and Cultural Resources' records retention schedule. There was a small flood in the basement of the auditorium that reached many of the Town's older records. Staff went through the records and pulled those files that were allowed to be destroyed based on the adopted records retention schedule, while preserving those records that are required to be kept. The documents were destroyed by a certified shredder on June 16, 2017. A list of documents that were destroyed was presented to the Board. A copy of the list is hereby incorporated by reference and made a part of these minutes (Attachment M).

FACILITES REPORT

Mr. Drum stated that a camera was pushed down through the drain lines behind the auditorium and it was discovered that the junction box had partially collapsed. A quote will be obtained to repair or replace the junction box, as well as any needed drain lines to and from the junction box.

The demolition contractor is running behind on the project at the old school building. It is dusty around Town Hall. The employees will continue to work at the COG for another month or month and a half until the bank building is finished. He stated that the dust occurs on the weekdays, not the weekends, and the Town is fine to hold weekend events.

MAY TAX REPORT

The May tax report was provided to Council for review. A copy of the report is hereby incorporated by reference and made a part of these minutes (Attachment N).

MAY DEPUTY REPORT

The May deputy report was provided to Council for review.

COMMITTEE REPORTS &
UPDATES

Transportation Advisory Committee (COG) – Mayor Cook had no report.

WPCOG Policy Board – Council Member B. Lowman reported that the Board discussed water infrastructure in the state. The state has appointed nine people to a committee to determine long-term goals. They reported that 7% of drinking water and 8% of waste water are funded by government grants each year and the rest are taken care of by utility providers. Housing needs, economic development strategy, and ways to continue to fund small businesses were discussed.

Burke Economic Development Representative – Mayor Cook had no report.

Recreation and Tourism Committee – No report.

Water Resource Committee – No report.

VEDIC – Mayor Cook reported that the committee approved two new loans, one of them is a florist that will be located in Hildebran.

OTHER BUSINESS

None at this time.

ANNOUNCEMENTS

None at this time.

PUBLIC COMMENTS

Bobbie Honeycutt discussed her views on a full-time manager, new town hall, and spending of tax payers' money.

ADJOURN

All business being concluded, Council Member Messer made a motion to adjourn at 8:10 p.m. All voted in favor.

I attest these are the approved minutes of the Board.

Alice Sanders, Town Clerk

Virginia Cook, Mayor