



Nashville Town Council Agenda Meeting

Wednesday, July 1, 2020
7:00 PM

Nashville Town Council Chambers
114 W. Church Street, Nashville, NC 27856

1. Call to Order by Mayor Brown
2. Pledge of Allegiance
3. Prayer
4. Approval of Meeting Minutes
 - a) May 12, 2020 – Called Meeting Minutes
 - b) May 19, 2020– Called Meeting Minutes
 - c) May 27, 2020 –Agenda Meeting Minutes
 - d) June 2, 2020– Regular Meeting Minutes
 - e) June 4, 2020– Called Meeting Minutes
 - f) June 11, 2020– Called Meeting Minutes
5. Public Comments Period
6. Public Hearing
 - a) **Request to Amend the Code of Ordinances of the Town of Nashville by creating a new article, article XI entitled “Backflow and Cross Connection Control” in Chapter 38 “Utilities”**
7. Old Business
 - a) **Special Public Comment Period & Consideration of Z2020-01 Request to Rezone Property at 0 Eastern Avenue from A-1 (agricultural) zoning district to O & I (office and institutional) zoning district. The parcel contains approximately 4.12 acres and is identified as Nash County Tax Parcel Number 381120910025.**
 - b) **Special Public Comment Period & Consideration of Z2020-02 Request to Rezone Property located at 0 S Eastpointe Avenue from B-1 (General Business) Zoning District to R-4 (Residential) Zoning District. This parcel contains approximately 9.36 acres and the parent parcel is identified as Nash County Tax Parcel 381006484519U.**
 - c) **Consideration of the Adoption of the Town of Nashville Fire Station II Capital Project Ordinance**

8. New Business

- a) Discussion of the Construction of an Over-the Surface Route for Stormwater Flow for flooding on Par Drive, Aubrei Court & Village Lane
- b) Resolution 2020-16: Resolution of the Town Council of the Town of Nashville Waiving Library Fines During the Library's COVID-19 Closure

9. Council Comments

10. Mayor's Comments

11. Adjourn

The Town Council of the Town of Nashville held a Called Meeting on Tuesday, May 12, 2020 at 9:00 AM in Town Council Chambers. Members Present: Mayor Brenda Brown, Mayor Pro Tem Kate Burns, Council Member Larry Taylor, Council Member Louise Hinton, and Council Member Lynne Hobbs. Absent: None. Staff Present: Randy Lansing–Town Manager, Tesa Silver –Town Clerk, and Sam Sanchez–Finance Director.

Mayor Brown called the meeting to order at 9:00 a.m. Mayor Brown led the Pledge of Allegiance and Prayer. Mayor Brown welcomed all those who were in attendance. Mayor Brown called for the Budget Worksession for the proposed Fiscal Year 2020-2021 budget. Mayor Brown stated that the budget is the most challenging task that Council faces; they want to ensure they are spending tax payer dollars wisely while being fair in making those decisions. Despite what we are currently facing, Council will do everything that they can to protect the Town and to spend the tax dollars wisely. When she took office she was happy to see that the Town was financially in good shape; the budget was good, the Town had a healthy Fund Balance, and the Town had very little debt. She hopes that it can remain that way. She assured the citizens that they would spend their tax dollars wisely, and to continue to keep them safe. Mayor Brown stated that Council wants Nashville to continue to be a vibrant Town and to be a place where people want to live. Mayor Brown then turned the meeting over to Mr. Lansing and Mrs. Sanchez.

Mr. Lansing stated that an itinerary was put together for today; he and Mrs. Sanchez thought this would give the meeting some structure. Today they hope to discuss the revenues, fees, the garbage truck and other vehicles that are listed to be purchased, the market salary study, and capital request. Mrs. Sanchez pointed out a few updates she made based on comments she received at the budget presentation and questions and comments she has received since then. In the budget presentation on a page eight (8) she corrected the second to last column to \$1,900,000. She referenced the Capital Replacement Plan on page 279 of the budget manual; she stated that several items that were funded in the past will no longer be funded, and that other capital needs will now be funded. The ending balance of \$728,000 that was presented to Council in the budget presentation for capital was correct, there were some items that had not been taken out so they did not properly reflect in the other columns but the current balance is the \$728,000. The amended plan she has provided them with today reflects that as well. Council Member Hinton asked if they should correct it in the chart in the budget presentation on page 29; Mrs. Sanchez stated that they should, that it has been corrected and placed on the website. Council Member Hinton asked what the first number should be. Mrs. Sanchez stated the first number should be \$972,000, but some items had to be reallocated making the reduction amount greater. Council Member Hinton confirmed that the first column should be \$972,688 and the finishing column should be \$728, 804; Mrs. Sanchez stated that was correct.

Mrs. Sanchez stated that she received feedback on the budget, after receiving the feedback the clerk budget has been moved back into the administration budget, all the numbers have been updated in the packet they received. Council Member Hinton asked what the rationale was for moving all the items under the governing body; Mrs. Sanchez stated this was the practice that she's accustomed to

seeing. Mrs. Sanchez stated it is seen as a function of the governing body because the clerk primarily serves the Council. Council Member Hinton stated in their experience the clerk has always been included with administration which included the manager, the clerk and human resources. Mrs. Sanchez stated that she has separated human resources from administration. Council Member Hinton stated that with doing that Human Resources is now \$169,975, the clerk and manager is \$283,795, the total combined is now \$453,779. Last year when all three (3) were under administration the total in the budget came to \$317,191, there is an increase of \$136,579. Mayor Pro Tem Burns stated that a lot of the increase is because a lot of items were moved from non-departmental into specific line items in each departmental budget and that non-departmental has been decreased. Council Member Hinton stated that the clerk and human resources are administrative. Mrs. Sanchez stated that we'd like to show human resources as a separate function. Council Member Hinton stated that all she sees is a \$136,000 increase by breaking everything up. Mayor Pro Tem Burns stated that it is because it has been allocated from non-departmental. Mrs. Sanchez stated that there are some slight increases for things like website development.

Mrs. Sanchez stated that there was one thing she would like to discuss, in non-departmental, which is the Carolina Gateway Partnership. There has been some discussion about the Town leaving the partnership and that funding has been moved out of the budget. She wanted to confirm that Council was aware of this and were in agreement with; if not \$20,000 would need to be added back into the budget (\$10,000 in the General Fund and \$10,000 in the Enterprise Fund). Council Member Taylor asked if Council had decided to leave the partnership. He stated that Council had begun to question the partnership. He, Mr. Lansing, and Mayor Brenda Brown met with the County and the County stated they could provide the Town with a partnership similar to the one established with Carolina Gateway Partnership (at the same rate the Town was paying the partnership) to further success for economic development. He stated that Council has not openly discussed whether or not it is beneficial for the Town to remain or leave the partnership. Mrs. Sanchez stated that she received a request from Carolina Gateway Partnership and this year they are requesting \$25,000 not the \$20,000 that was requested last year.

Council Member Taylor stated that they requested the \$25,000 because Nash County has raised the cost of the coffer. He is not convinced that the Town needs to leave the partnership and began one with the County. He also stated that if the Council chooses to stay in the partnership he suggest that the rate remains \$20,000. There has been some discussion about the partnership not being profitable for the Town, but he would think it would not be a great time to back out at this point. Prior to the new development it did appear that everything was being placed in Edgecombe County, however he felt that could not always be blamed on the partnership. Businesses requesting properties make the determination of where they would like to start their business. He believes that the partnership is pushing for the Town as hard as they can. Council Member Taylor stated that they all needed to remember the things that are still on the table (the hotel and the pharmaceutical company). At this point he believes they need to stay with the partnership at the same rate that they have been contributing.

Mayor Pro Tem Burns stated that she agreed; that they had been some conversations about it because the Town was not seeing any results; the Town did not see any push for its properties. The partnership has provided a lot in setting up and securing the pharmaceutical company that is now located in Town. With the hotel still being on the table, she feels that it has become a very beneficial relationship. She feels it will be beneficial to stay at this point. Council Member Hobbs stated that she also agreed; she feels it is premature for the Town to leave or change especially considering the progress that has been made at the Town's industrial park and the potential hotel coming. She also agreed to keep the funding as the same level as last year. Council Member Hinton stated she is concerned that it took so long for anything to happen. She stated that it took seven (7) years. They were being reassured that something was coming but it took forever. Council Member Taylor asked Council Member Hinton how she felt now. She stated she is very lukewarm. Council Member Hobbs stated that she understood where Council Member Hinton was coming from but she thinks that it is the nature of shell buildings and it takes a very long time to get anyone into them. Council Member Hobbs agrees with continuing forward at this time, but at anytime Council feels like the Town is not benefiting from the partnership to go back and reevaluate at that time. Mayor Pro Tem acknowledged that the County has been doing a wonderful job as well helping the Town; she thanked Susan Phelps, Nash County Economic Development, for all the help she has extended to the Town. Council Member Taylor stated that no matter what he believes the Town will receive support from both the Carolina Gateway Partnership and the County. Council Member Hinton stated that the Town has two (2) lots that are still pallid and the track record is not that great. Council Member Taylor stated that we inform the partnership that the Town is staying because we are anticipating more from them. Mrs. Sanchez stated that she would add the \$20,000 (\$10,000 in each fund) back into the budget.

Mrs. Sanchez asked Council to go back and reference the proposed Capital Replacement Plan. There is \$102,000 left over from the Well Construction Fund; the project was completed. She is requesting to close out the Well Fund, and move that money into the Capital Reserve Fund to the Enterprise Fund. Once transferred the money could be used for future projects. Council Member Taylor asked how much money was left over and Mrs. Sanchez replied \$102,000. Mrs. Sanchez stated she could do this in the current fiscal year with a budget amendment.

Mrs. Sanchez stated it was noted that there were some miscellaneous line items within the budget in past years; she stated that this was not a good practice that most things have a category. The miscellaneous line items have been eliminated from the budget. Council Member Hinton asked about contingency and ancillary line items. Mrs. Sanchez stated that ancillary is for a specific reason; it includes telephone, postage, internet, and any other service that are similar in nature. She stated that 811 is an ancillary service, as well as the scata for the lift stations. Council Member Hobbs stated that she agreed with the miscellaneous line items but the ancillary was new for her, she's accustomed to seeing a line item for whatever the expenditure is. She expresses concern that it still seems like a broad field, auditors are going to want a breakdown of what makes up those totals. She stated that she is ok either way with the ancillary but she agrees the miscellaneous needed to be allocated properly. Mrs. Sanchez assured the Council that ancillary would not be a catch all category. Council Member Hinton asked what about contingency. Mrs. Sanchez stated that there is one. The \$20,000 for the Carolina

Gateway Partnership for projects (it had been saved as well for any projects that could be used with Nash County). Council Member Taylor stated that this is so that we can subsidize a project and Mrs. Sanchez stated that was correct. Mrs. Sanchez stated that the only other contingency that is included in the budget is \$20,000 for Parks, Recreation and Cultural Resources. She stated that she placed the money in maintenance but if Council would like she could move it into a contingency line item.

Mrs. Sanchez stated that it was pointed out that some of the funds within the budget were out of balance, those have been fixed. In the packet she distributed this morning, she has included verification that the funds are in balance; it is in the last page of the packet. Mrs. Sanchez stated that it covered all the clean up items that she had.

Mrs. Sanchez stated that she would like to discuss the Town's revenues; she wanted Council to ask any questions that they have about the revenues. Council Member Hinton stated that on page two (2) of revenues for sales and tax distribution, it looks like it has been increased by about \$20,000. Mrs. Sanchez stated that it is up \$20,000 but it is \$20,000 less than the current year's estimate. Council Member Hinton stated that the NC League of Municipalities (NCLM) is anticipating this to be down by 25%. Mrs. Sanchez stated that NCLM is predicting a decrease in the last quarter of this fiscal year and the first quarter of the next fiscal year. NCLM projected revenues to rebound by the third quarter of the next fiscal year. Mrs. Sanchez stated with so many unknowns we really don't know how things will really go. Council Member Hinton stated that we are expecting the motor vehicle tax to be down; Mrs. Sanchez stated that she is expecting those to be down a little. \$280,000 was budgeted this year however; she does not think we will receive the full \$280,000.

Council Member Hinton then asked about the beer and wine tax, and if we are not expecting to receive anything. Mrs. Sanchez stated we have not received any in many years, so she did not project to receive any this year. Council Member Hobbs asked if that had been discontinued; Mrs. Sanchez stated that she believed that it had. Mrs. Sanchez stated that the ABC funding is down as well, and she thought that was strange. Mrs. Sanchez pointed out the automobile fees listed at the top of the page, we receive \$12.50; per the statute part of that money is to be allocated to streets. That has not been done in the past, and she has added a line item for that; \$5.00 of the \$12.50 is used for general purpose the remaining \$7.50 is used for streets.

Council Member Hinton asked if the \$0.03 increase for the Gully Fire Tax District had been approved. Mrs. Sanchez spoke with Donna Wood, Nash County Finance Director, and Mrs. Wood stated that the County did have some questions but it would most likely be approved. Council Member Hinton stated that was an assumption, Council cannot count on that figure. She stated that the sanitation fees were increased to \$700,000, and that was an assumption as well. Mrs. Sanchez stated that the \$700,000 was based on an increase in the fees. Council Member Hinton stated that was a 24% increase. Mrs. Sanchez stated those figures are based on an increase in fees and that is something that she would like Council to decide today. Mayor Pro Tem Burns asked if the increase was to allow the Town to continue to pick up yard waste; we were cited on several things and it was determined to continue properly there would be an additional cost to the Town. Mrs. Sanchez stated that the increases are in the sanitation and recycling fees. She mentioned that the recycling fee had been previously discussed and that it is

actually \$0.09 higher (\$5.35). Mayor Pro Tem Burns asked what will happen if they do not increase the fees, and Mrs. Sanchez stated that the revenue would have to be removed from the proposed budget.

Mayor Brown stated that we are currently loading the yard waste and taking it to the dump site; she asked if we are paying \$78.00 per load. Mrs. Sanchez stated that it is \$75.00 per load. Mayor Brown stated that the cheapest way will most likely be the best way to go; she asked if staff had compared different methods of disposing of yard waste. Mr. Lansing stated that Mr. Brown, Public works Director has looked into what it would cost the Town to begin composting including, the staff, equipment, time and materials, and it was quite expensive. It would be much more expensive than what has been predicted in volume to be taken to be disposed of. Council Member Hinton stated she would like a document with those figures to show the breakdown to study. Mayor Pro Tem Burns asked if the material would be sellable material once properly composted. Council Member Hinton stated that the Town would not be able to use the site. Mr. Lansing stated that it depends on what it will be used for, that it had been suggested to use it for a dog park.

Council Member Hinton stated that the citizens of the Town thought for all these years things were being taken care of properly, they counted on the Town doing the right thing. All of a sudden the citizens are seeing this huge increase because we did not take care of business, something fell through the cracks. The citizens are now being penalized and she believes that this is wrong. They counted on the Council, who pays employees to do the right thing and something went wrong. The State came in and stated that our site was toxic and now we have to spend a lot of money. The citizens are asking who was taking care of business; where did things go wrong. Council Member Taylor said that the employees did believe that everything was being done properly; we were inspected every year and never received any type of citation. The staff was under the assumption that everything was being done right and then this year we received a new inspector; each person interprets the regulations differently and they enforce them differently. He stated that we were not the only municipality that was cited that in fact several of the surrounding municipalities, and the County were cited as well.

Council Member Hinton asked if we should challenge the citation we received; the Town and its citizens are taking on the financial burden because of it. Council was under the guise that everything was okay. Mrs. Sanchez stated she was able to reach out to some of the other municipalities to see what their rates are for sanitation and we have one of the lowest rates. Spring Hope's rate is \$20.00 and it includes sanitation, recycling and yard waste, Whitakers is \$20.00, Elm City is the only municipality that has a rate that is lower than ours and the rate is \$17.53, the City of Washington has an annual charge included within their tax bill but she was unable to find out exactly what that was, Wilson is \$20.00, Henderson is \$29.00, Tarboro is \$22.00 and the Town of Louisburg is \$26.70 but does not include recycling. Even with a fee increase we would either be lower or right in line with surrounding similar sized municipalities.

Council Member Hinton stated that she would like a breakdown of how much it will cost to take it to a landfill, and how much it would be for us to continue dumping on our site, if it is cleaned up. Mayor Brown is concerned that they could come back another year and find something else wrong and it cost the Town again. She asked if once it is taken to Mr. Collie's landfill if the Town is through with it; Mr.

Lansing confirmed that was correct. Mr. Lansing has spoken with the Public Works Department and the former director, Jamey Baines about yard waste. When he spoke with Mr. Baines, the first question Mr. Baines asked was who the inspector was. In the past the only thing that the Town had been cited for was for a pile of asphalt that was used; it was required to keep the pile tarped. Over time the pile grew largely, people did not come and get it to use; the space begin to become crowded and that's when the problem occurred. There wasn't any place to put the street sweepings, they begin to combine them with the yard waste, once that happened and the materials mixed no one wanted the materials and it compounded from there. When composting it has to be monitored at all times, the temperature has to be checked multiple times daily and it has to be watered, if the goal is to achieve good composite that people will actually want.

Council Member Taylor stated that at this point in time, taking into consideration the budget that this type of endeavor would require new equipment, additional staff or the moving of an employee and he doesn't believe the Town should take that route right now. Mr. Lansing stated that was part of the problem, the department would get busy with something else and it is very easy for time to pass quickly before anyone had addressed it again. Mayor Pro Tem Burns asked if any of the other local governments were challenging the citations that they received, are they questioning why this year, or are they trying to find a solution and not just paying the citation and clearing things up. Mayor Brown asked Mr. Lansing if we could look at the former inspection reports to see exactly where we went wrong. Mr. Lansing stated that yes they could. Council Member Hinton stated that she believes Council and staff owe that to the citizens before they adopt increases. Mr. Lansing stated that he could have Mr. Brown finalize the figures, and provide that information to Council this afternoon. Mr. Brown has an estimate for the composting however he did not have an estimate for the tonnage based on the number of truck loads we are off loading. We have been taking material out to Mr. Collie's landfill for about eight (8) weeks now and getting an idea of how much we are taking each trip. Nash County has corrected their site; when he spoke with Mr. Collie last week he told Mr. Lansing that he had finished seeding the site for the County.

Council Member Hinton asked how much the Town has spent hauling off debris at this point. Mr. Lansing stated in total we have spent \$75,000, we have not exceeded that. There is about 20% more material down there than Mr. Collie originally figured. Mr. Collie has also taken the material that was at the cemetery, & the old building that was at the cemetery. Mr. Collie gave us a price not to exceed and he is honoring that despite the Town exceeding the amount in materials. Mayor Brown stated that she has heard in conversation that people aren't using the material liked they did at one time; she asked Mr. Lansing if that was true. Mr. Lansing stated that it is; he believes that part of that is because street cleaning material had been mixed in. Council Member Hinton asked if we were granted an extension on the clean up by the State. Mr. Lansing confirmed that the Town was granted an extension. Council Member Hinton confirmed that the Town had not had to pay a penalty; Mr. Lansing stated the Town had not. Mayor Brown asked what the extension date is; Mr. Lansing replied that the Town was given a month and that if we needed additional time to ask. He stated that it will be completed by the end of the month; the only thing left to do is to seed the site. Council Member Hinton stated could they receive

figures giving the comparison on how much it will cost to clean it up and use the site as it had been used in the past opposed to hauling everything off.

Mrs. Sanchez reiterated that if Council does not approve the fee increase then the revenues will need to be reduced in the proposed budget and some significant cuts would need to be made within the sanitation budget to balance the budget. She recommended that Council at least increase the recycling fee to \$5.35 to cover the cost of the contract, otherwise the Town will be subsidizing the contract. Council Member Hinton stated that was a 14% increase. Mrs. Sanchez stated that the Town has been at a \$0.10 deficit this year. Council Member Hinton asked if that was due to fuel and Mrs. Sanchez confirmed that it was. Mrs. Sanchez wants to eliminate the deficit and ensure that the charge covers the cost of the contract.

Council Member Hinton stated that in looking at the revenues there are a lot of assumptions, we don't have any idea about sales tax, we aren't sure about the Gulley Fire District, and we also don't know about the sanitation fees, so all of those figures are assumptions that we really can't count on. Mayor Pro Tem Burns stated that the projections are based on professional literature and research. Mrs. Sanchez stated the Town has a very stable economy, the Town does not see volatile change in businesses where businesses are shutting down constantly. She stated if the Town were a larger municipality like the City of Raleigh or the City of Durham, she would have different expectations. After researching and also speaking with finance directors of municipalities of similar size she does expect some decrease, but not drastic decreases and has budgeted conservatively.

Council Member Hobbs stated that there are various pieces of Sales Tax; there is a local option sales tax that is heavily driven by retail sales; there is telcom which she does not think will be impacted as negatively, and utility franchise sales tax, those may hold stable or just be slightly impacted. She believes the Town will be impacted from local sales tax. She stated that Wal-Mart had not missed a beat since the pandemic began, she is not alluding that their sales are not down, but she thought it would be interesting to hear from the manager of Wal-mart to see what their situation has been. Mrs. Sanchez stated that she would reach out to Wal-Mart and see if she could find out any information. She also stated that the worst case scenario would be if the State decided to withhold any of our sales taxes, but nothing has been decided at this time. With the amount of lobbying that is currently occurring she does not believe that this will occur.

Council Member Hinton confirmed that the \$650,000 in loans included the garbage truck. Mrs. Sanchez stated it included the garbage truck as well as two (2) vehicles for the fire department and three (3) vehicles for the police department. Council Member Hinton stated that the Town has not historically taken out loans for vehicles that have to be purchased each year, or for smaller sized vehicles. Based on her calculation she stated the interest that the Town would accrue would be about \$55,000. Mrs. Sanchez does not believe the interest will be that high, she budgeted very conservatively and believes that she will be able to secure a loan with an interest rate of less than 2%. Council Member Taylor stated he had the same question. He doesn't want to do this and have the same situation each year, we would finance three (3) police cars for five (5) years; the following year we would do the same thing. Every year the Town would be acquiring a new loan and the interest would compound. He would

prefer to pay for the smaller priced vehicles out right. Mayor Brown was in agreement with Council Member Taylor.

Mayor Pro Tem Burns asked if that was the plan for the upcoming years she believed it was only going to be for one year. Mrs. Sanchez stated that was correct, this was a way for the Town to acquire some easy debt, that can be easily be repaid this will allow the Town to apply for more grants. When the Town applies for grant, most grants take into consideration how much debt the Town has and because the Town doesn't have any debt it makes it more difficult for the Town to obtain grants. Mrs. Sanchez was attempting to find a way to provide the Town with some debt that would not be a burden to the Town. Mayor Brown stated the Town should be very careful.

Mayor Brown asked why the Town could not use some of its Fund Balance to pay for these items, and then build the Fund Balance back up; the Town would not have to pay interest. Mrs. Sanchez stated that it is an option Council could consider. Council Member Hinton stated that she thought there had been money set aside for the garbage truck; Mrs. Sanchez stated \$183,000 is set aside for the garbage truck. Council Member Hinton stated that if the Town is looking at a price of \$380,000 then they could subtract \$183,000 from the total that to give them the balance Mrs. Sanchez stated that she would recommend not to spend cash, if we can secure a loan at a very low interest rate. Mayor Brown questioned how much the interest would add up to even with a low interest rate, she is not very fond of acquiring debt.

Mrs. Sanchez included the debt outlook in the budget, and stated that this was done very conservatively as well at 3.25%. For all six (6) vehicles the interest paid back at 3.25% in the first year would be \$19,000. Council Member Hinton stated that the interest for five (5) years would be around \$55,000. Mayor Pro Tem Burns confirmed this was at a 3.25% interest rate and Mrs. Sanchez stated yes. Council Member Hinton stated the Town has always tried to get loans for large vehicles like the sewer vac. Mrs. Sanchez stated that if Council does not want to finance the smaller vehicles she would like them to at least consider financing the garbage truck. Mayor Brown stated that she is an agreement with financing the garbage truck but she believes fund balance should be used to purchase the smaller vehicles.

Mayor Pro Tem Burns stated that still leaves the issue that has been expressed about obtaining grants and if the Town has no debt then there will be grants the Town will not receive. She stated that she agreed with the Mayor and that if we have the money to buy the smaller things to go ahead and buy them. However, she stated that if the interest rate is going to be in the ones (1's) and the amount of interest can be cut in half, and it will help the Town obtain grants, then the Town will be in a better situation. Council Member Hobbs agreed with Mayor Pro Tem Burns. Council Member Hobbs stated that it is truly a balancing act; she completely understood what Mrs. Sanchez has explained. When the LGC and loaning entities are reviewing a local government, they want to see that there is a balance. The LGC will review the Fund Balance to ensure the Town is appropriately maintaining it at a healthy level. She believes that there should be a balance of acquiring some debt and using some Fund Balance. At the same time Council should not want to continually hit the Fund Balance.

Mayor Brown stated that she just doesn't like debt; she questioned how much debt the Town would need in order to obtain to qualify for grants. She wanted to know what the threshold is. Council Member Taylor stated he too sees what Mrs. Sanchez is trying to accomplish; when our grants are reviewed they may ask why they should provide the Town with the grant when the Town has money. He stated that long term items the Town will have to continue to manage (the garbage truck, the sewer jet vac, and the fire station) will show that we do have a debt level. He thinks by financing these items will provide the balancing act the Town needs. Mayor Brown stated that grantors should take into consideration how the Town has wisely spent and managed money, and because of that fiscal responsibility award the Town grant funding. Council Member Hinton stated that it is as if the Town is being penalized for living within its means. Mrs. Sanchez stated that grantors are stating that it appears that the investment is not there; they want to see that the Town is invested and that is how you show that the Town is invested.

Council Member Hinton stated the sewer vac was purchased at a rate of 1.84% and is soon to be paid off, the last garbage truck the interest rate was 2.81%, excellent interest rates. The Town has tried to buy large vehicles during times when good interest rates could be obtained and they paid for smaller vehicles. The life of a police vehicle is not going to be the same as a garbage truck; a garbage truck is about ten (10) years. Council Member Taylor stated that police cars will have to be purchased every year. Council Member Hinton stated yes, three (3) each year. Council Member Hinton stated that there are three (3) police vehicles for \$165,000. Mrs. Sanchez stated this is correct; there is an increase. Last year the Town was able to purchase Dodge Chargers and this year they are no longer available. The police department is proposing to purchase trucks, they have determined that the department has a need for trucks, and since the Chargers are not available they felt it would be a good time to purchase the trucks.

Mayor Pro Tem Burns asked if the department started with trucks last year, and Council Member Taylor stated that the department purchased one. Council Member Hinton asked if the trucks were doubled cabbed so they could get people in. Council Member Taylor stated he thought they were purchasing SUVs and Mrs. Sanchez stated they are pickup trucks and not SUV's. Council Member Taylor confirmed that they are proposing to buy trucks. Council Member Hinton asked if they were purchasing three (3) pickup trucks and Mayor Pro Tem Burns asked what the reasoning behind this was for. Council Member Taylor asked if they were doubled cabbed pickup trucks; Mr. Lansing stated yes. Council Member Hinton asked who would be using the vehicles. Mrs. Sanchez stated that they could get Chief Puckett to come in and explain the request. She did believe that one of the vehicles was for a higher ranking officer but she thought the other trucks would be used by the general staff. She also mentioned that she knew they needed pickup trucks for hauling.

Council Member Hobbs asked if the Chargers aren't available if there are other police rated vehicles that are available. Mrs. Sanchez stated that according to Chief Puckett there are not, that no one is making any at this time; in the past Ford made the Interceptor but they are not currently making those. Council Member Taylor stated that the Chargers are going off line and that we will see Highway Patrol going from chargers to whatever they choose; if you look at the sheriff's department more and more of their deputies are driving SUVs. Council Member Taylor stated that he understands the use of

SUVs; he stated that pickup trucks are more versatile. In the past when he was an officer, in the winter time when the roads got bad he would often exchange his patrol vehicle for one that had 4wd. If the department had trucks they would have the ability to haul, they would not have to depend on other agencies to pick up recovered property.

Mrs. Sanchez stated she would not want to see a whole fleet of pickup trucks and Council Member Taylor agreed with her. Mrs. Sanchez stated that the Chargers aren't available at this time and they do have a hauling need. Mayor Brown stated she could see spending the money on staff out doing the work, but she doesn't want to waste money just to get pickup trucks. Mayor Brown asked why the money for the sewer jet vac couldn't come out of the Town's enterprise money. Mrs. Sanchez replied that the funding is slated to come out of the enterprise fund. Mayor Brown confirmed that the Town was not borrowing money for that; Mrs. Sanchez stated that was correct. Council Member Taylor stated that he thought it was being financed as well.

Mayor Brown stated that she thought the Town may need to secure a grant writer to help the Town obtain more grant funding. In her background, the school was able to obtain a lot grant funding; they used grant writers who knew how to write grants. Being able to obtain grants allowed them not to accrue large amounts of debt. Mayor Brown asked how many grants have been written over the past six (6) months. Council Member Taylor stated that he believed the Fire Department was currently writing a grant. Mrs. Sanchez stated that the fire department, police department, and parks, recreation, and cultural resources department had written many grants. Council Member Taylor stated he believes that there are grants out there that the Town is not tapping into and a grant writer would know what to look for. He stated that when grants are written, grantors are looking for specific key words, and that grant writers know what those specific words are.

Council Member Hobbs stated that she agrees with trying to write grants but she thinks that the Town will find that with the police and fire department that the grants won't tend to be as big. When you get into utilities, water and sewer projects, and things like that is where you can really get some good funding. Those type of grant can be worth a million or more and that is why she agrees that getting some debt on the books is going to be beneficial for the Town. Mrs. Sanchez stated that water and sewer grants are an entirely different animal. She attended training at the UNC School of Government recently, and they are looking for the Town to complete some infrastructure projects. In tandem with taking out debt for the Town, the Town needs to start some infrastructure projects to be considered for these grants.

Council Member Hinton stated that the Town has done those in the past and they had a professional grant writer. When working with them each time, they applied for a grant the Town was awarded the grant. Council Member Hinton stated the service had to be paid for but it paid for itself in the end. Mayor Pro Tem asked Council Member Hinton if she remembered the cost of the grant writer and she did not. Mayor Pro Tem Burns stated that this is something that the Town should look into. Council Member Hinton stated that it was key to have people who wrote grants for a living.

Mrs. Sanchez asked if everyone was in agreement with the revenues that she would like to discuss some of the fees, she wanted to be sure that they wanted to keep the fees as estimated and that the additional revenue did not need to be removed from the budget. Mrs. Sanchez stated that the only change on the first page of the fee schedule (page 23) was \$150.00 for the public utilities administrative fee for people who do not provide a social security number; she wanted to be sure that Council agreed with raising that fee. Mr. Lansing pointed out on that same page, that there is an impact fee; when he attended a course provided by the UNC School of Government, they have explained that these types of fees are no longer allowed. Mrs. Sanchez stated that it was her understanding that those charge were for the meters themselves; that it was just to recover the cost of the tap itself. Council Member Hobbs asked if it should be renamed and Mrs. Sanchez stated yes it should. Mr. Lansing stated that in talking with staff they could not recall every preparing a billing to someone for any impact fees. Mr. Lansing stated he would recommend that Council remove those fees completely.

Council Member Taylor stated on page twenty-five (25) that there are multiple charges listed under white good pickup; there is a \$15.00 charge for the first bulk item, \$8.00 for each additional item, and \$10.00 for each additional appliance. He asked what were the additional items; he stated the additional items should be white goods i.e., refrigerators, stoves and items of that nature. He wanted to know what else would be an additional item. Mrs. Sanchez stated furniture. Council Member Taylor asked if we are charging for each piece of furniture that is picked up; Mrs. Sanchez stated probably not. Council Member Taylor stated he believes the \$8.00 for each additional item should be removed and that it should be \$10.00 per appliance; the way it is currently written is complicated. Council Member Hobbs stated let's say she purchased a new washer and dryer so she has two (2) items; would there be a charge for each item or is one trip one charge. Mrs. Sanchez stated that she believed it was Mr. Brown's assumption that there would be a charge for each item. Council Member Hobbs stated that she believes that it means that if she has a washer and a dryer that I would be charged \$15.00 for the first item and \$8.00 for each additional item rather than \$30.00 for both. Council Member Taylor stated that it may be. Mrs. Sanchez pointed out that the Town has not been charging this fee; the fee has been on the books but we have never charged. She stated it was a policy that the Town needed to start enforcing and collecting on.

Mr. Lansing asked Council to look on page twenty-five (25) at the yard trash/flatbed load. There are people that clear trees out of an area and place what has been cleared on the side of the road. They then proceed to call Town Hall repeatedly for weeks and complain that it has not been removed. A few weeks ago a part of the public works staff spent two (2) and a half days clearing a pile and running the pile through the chipper. He was not aware at the time, but since has given the staff instructions to inform him and Mr. Brown. This will allow the homeowner to be notified that this is not the intent of the service. When citizens hire a company to take trees down, they should remove what they have taken down. Mr. Lansing would like for Council to increase this fee to \$125.00. When the piles become that large and everything has to be pulled out by hand it becomes a safety issue for our employees. Council Member Hinton stated we have become so lax that people are taking advantage of the service. Everything that is cleared comes to the street, the Town picks it up, and that is taking advantage.

Mr. Lansing stated that the Town should take some of the blame. He spoke with the staff and they stated they would continuously get calls because they didn't pick up at a certain location because it was too much. After a while they would receive a call from Town Hall or a Council Member to go pick up it up, so they have saved time by going to pick it up. Mayor Pro Tem Burns confirmed that Mr. Lansing wanted the current fee of \$25.00 to go to \$125.00. Mrs. Sanchez stated that Mr. Brown recommended an increase to \$40.00. In light of what the staff have had to encounter, Mr. Lansing feels that the \$40.00 fee is too low but for \$125.00 residents may be willing to take care of it themselves. Mayor Pro Tem Burns stated that this then is a deterrent; Mr. Lansing is trying to get them to take care of the debris. Mr. Lansing stated he feels that this maintains the integrity of the program and why Council in the past put the service in place. The service was created for convenience for a few limbs and leaves, from things like wind gust or storms, however if it is a flatbed load then that is a lot of materials. Council Member Taylor stated that he looks at yard waste being shrubbery clippings or pieces of a broken down tree after a storm. There are people who are clearing a lot or cutting down trees and placing out for the Town to pick up.

Mrs. Sanchez stated that there needs to be some customer education specifically for these items. She stated that the Town of Louisburg has a very good policy and they simply just don't allow it to occur. Council Member Taylor stated that maybe the policy should be explained more. Mayor Brown suggested taking a look at the Town's current policies. Mrs. Sanchez stated that many people call in for this service and they do not expect a charge, so customer education is necessary for the policy to be effective. Mayor Brown stated that we want to service the citizens but we do not want to be taken advantage of, she really thinks that we need to revisit our policy (Police Chief Anthony Puckett arrived at this time). Mrs. Sanchez verified that Council wanted to have the fees be \$15.00 for the first item, \$8.00 for the second item, and \$125.00 for the flat bed fee. Mayor Brown asked Council what they thought; Council Member Taylor suggested \$100.00 instead of the \$125.00 and the rest of Council agreed. Council Member Taylor stated that when the Town receives a call they need to have a conversation with the caller about exactly what needs to be picked up; he wants to ensure that people are charged correctly.

Mrs. Sanchez stated that Council had some questions for Chief Puckett in reference to the vehicles he is requesting. Chief Puckett stated that he is looking at purchasing pickup trucks to have an array of vehicles within the police fleet. He stated that during the Blooming Festival they have to haul a lot of items and it is difficult to do with only one (1) pickup truck. He also said it is difficult to recover large evidence with only one (1) pickup truck, having multiple trucks would allow officers to secure evidence when patrolling. An example he provided was this past Friday, the County had a chicken sale for its employees; the truck the department has was being utilized and it made it difficult for Sergeant Withrow to setup traffic control for the chicken sale. The truck would have been helpful to haul cones to set up to control the traffic flow. Council Member Hinton clarified that the sale was for the County. Chief Puckett stated that was correct. Council Member Hinton asked why the County didn't help us out. Chief Puckett stated that his philosophy is that if it falls within the Town of Nashville then it falls under the realm of the police department; the County did not request our help, however it is the police department's job to ensure the safety of the Town of Nashville. Chief Puckett stated he offered

assistance. Council Member Hinton stated that this was the second time they had done that. Chief Puckett confirmed that it was the second time; he stated that this time was a pre-order event and it was a bit more troublesome than the first time. Council Member Taylor confirmed that there would be no additional pre-order events and Chief Puckett stated that was correct.

Council Member Taylor asked how many pickup trucks is Chief Puckett anticipating getting for the police department; he understand the need for the trucks but he does not want the department to turn into a pickup truck department. Chief Puckett assured Council that would not happen. He stated that if approved the department would have a total of four (4) trucks; the department has a total of seventeen (17) vehicles. He would like an array of vehicles because each type of vehicle has its specific purposes. The department does not have adequate transport cages; we have one (1) in an older model Crown Victoria (which he is hoping to take out of service) and an Interceptor. He would like to have transport vehicles in cages on every shift. This ensures officer safety when dealing with someone who has been apprehended but may be unruly. He doesn't want every vehicle to have a transport cage.

Mrs. Sanchez pointed out that they looked at specifications for several types of vehicles; a Ford Explorer was about \$35,000 and a Dodge S2500 was about \$31,000. Chief Puckett stated that it is often the luck of the draw when it comes to what available for purchase, however whatever vehicles are purchased they have to be pursuit rated. The Ford F-150 that he would like to purchase is about \$38,000 and is pursuit rated, Dodge trucks are not pursuit rated. Mayor Brown confirmed that the F-150 could be used for pursuit and Chief Puckett stated that was correct. Mrs. Sanchez stated that the cost of the F-150 is around \$37,000. Mayor Pro Tem Burns stated that there was very little difference between the cost of the SUV and the truck.

Council Member Hinton stated that in the past the Town would purchase three (3) vehicles for \$98,000 and that was before outfitting. Chief Puckett stated that was correct that they did not include outfitting, but the price before Council includes the outfitting of the vehicles. Mrs. Sanchez stated that the additional equipment was previously in a different line item. Chief Puckett stated that the rotation the department is on should have the department purchasing four (4) vehicles this year and two (2) next year, but because of the budget and the pandemic they are only requesting three (3). Council Member Taylor asked if we would purchase them right out and Chief Puckett stated that they would be under a State contract.

Council Member Hinton asked if the trucks would be assigned to specific people. Chief Puckett stated that all the vehicles in the police department are assigned to a specific officer. By assigning a specific vehicle to each officer it allows the department to hold each officer accountable if something happens to the vehicle. Council Member Hinton asked who would receive the trucks. Chief Puckett stated that four (4) vehicles needed to be replaced which are an Inceptor, two (2) Crown Victorias that have approximately 100,000 miles or more on each of them and a 2008 Honda that has about 165,000 miles on it. Based upon the service history, the Crown Victorias are having more problems and would be replaced first. Chief Puckett doesn't believe that you should give a brand new vehicle to a brand new officer, so it would be based on seniority. Council Member Taylor asked if the Honda was a seizure vehicle, Chief Puckett stated he could not answer that question.

Mayor Brown asked Chief Puckett if the Town received drug money. Chief Puckett stated when we work with the DEA on asset forfeiture the Town can receive up to 80% depending on whether or not the Town is working in conjunction with other agencies. If State prosecution is used the money is returned to State for the public school system. He hopes that they will be able to do more joint efforts with the Sheriff's Department, the Rocky Mount Police Department and other agencies to continue to work on these types of cases. The main goal is to keep drugs off the streets, however when the DEA plays a role we do want funding to go back into our police department. Mayor Pro Tem Burns asked while Chief Puckett was present if Council could go ahead and ask any questions that they may have about the police budget so that he does not have to be called back. And Council was fine with this.

Mayor Pro Tem Burns asked if the increase in salary and wages (line item 10-510-0200, found on page 86) if the \$91,000 was due to new officers or was it because the police department was fully staffed. Mrs. Sanchez stated it was because the department is now fully staffed and it does include the additional staff the department initially requested but it was recommended not to fund. Mayor Pro Tem Burns wanted to know what was included in ancillary (line item 10-510-1100). Mrs. Sanchez stated this was to cover internet, telephone, and postage. Mayor Pro Tem Burns stated that the description located in the back stated that \$15,500 for telephone, postage and internet was requested however \$21,000 is what is reflected within the budget. Mrs. Sanchez stated that it was a line item she changed she's aware of the exact cost for the internet, telephone service, and cell phone service. Chief Puckett stated that there is an increase in ancillary because all supervisors have been issued cell phones, in the past they did not have phones. He also stated that each officer has been issued a mifi box; the department only had six (6) and they would have to be checked out by a staff member. This caused problems with each officer being able to use them and the effectiveness of patrolling. Chief Puckett also clarified that the 2008 Honda was purchased from Craigslist. Mrs. Sanchez stated that ancillary includes Verizon \$14,700 which includes all the cell phones and mifi boxes, VC3 phone service \$4,300, internet charges of \$560 and the remainder is for postage.

Mayor Pro Tem Burns wanted clarification on where the rifles requested were placed within the budget; if it is included in supplies (line item 10-510-3300) or in law enforcement equipment (line item 10-510-7100) they were similar and she believed they were both around \$15,000. Mrs. Sanchez stated that she is trying to make a designation. Supplies are things like office supplies that are very generic; she wanted to break out things that are very specific for law enforcement. Mayor Pro Tem stated that supplies would be things that are needed in the office like staplers and paper. Chief Puckett stated that is correct. He stated this would enable the department to track what has been purchased for law enforcement purposes. Mayor Pro Tem Burns clarified that the rifles, ammo, and cartridges would come from the law enforcement equipment line item; Chief Puckett stated that was correct.

Mayor Pro Tem Burns stated that uniforms line item (10-510-3600) has increased; it looks as if \$15,000 was requested but the budget shows \$20,000. There is an additional \$5,000 and there was not an explanation as to why and she wanted Chief Puckett to also address dress hats. Chief Puckett stated that part of the increase was due to the dress hats; dress hats cost approximately \$300.00 each. Mayor Pro Tem Burns asked if this was a dress uniform hat; Chief Puckett stated that it is. The hat is worn when an officer goes to a ceremony, to an officer's funeral, or a peace memorial. He doesn't want

the department not dressed properly during times when needed; it is a matter of respect and to show respect they must be dressed properly. No one in the department has a dress hat at this time. Mayor Pro Tem Burns asked why there was an increase from \$15,000 to \$20,000. Mrs. Sanchez stated that during budget meetings it was determined that the figure should be \$20,000 and not the \$15,000. This year the department actually spent \$40,000. Chief Puckett stated that the department did not have uniforms that appropriately fitted all the employees so they had to be ordered; new uniforms were purchased for each new hire. Moving forward if something happens to an officer's uniform, they will have to be replaced; they have the bare minimum now. He doesn't anticipate anyone leaving but if they had to bring on a new hire, uniforms will need to be purchased for them as well. Mrs. Sanchez stated that the law enforcement uniforms are quite expensive and they include lots of accessories; in the past they were purchased out of whatever line item had available funding. She is trying to show what is being spent on uniforms. Chief Puckett stated that everyone needs at least one dress uniform and everybody does not have at least one dress uniform, which caused the line item to increase as well. He explained that the department has switched to a class b uniform for everyday use, they are slightly more durable and they are cheaper. He reiterated that all the officers need a dress uniform for ceremonial purposes, and he stated that they need a dress uniform to appear in superior court. He stated the all the officers at this point don't even have ties and that he himself is using a tie that he has had for several years.

Mayor Pro Tem Burns asked who will be receiving plain clothes from the plain clothing allowance (line item 10-510-3700) and how much would be allocated to each position. Chief Puckett stated when they requested funding for the budget; they did so with the intent to request a new position. He stated that there is \$500 allocated for each person. The allowance provides one suit for each officer. Detective Jones and Sergeant Shockley need to be able to look professional as possible when out in the field speaking with victims.

Mayor Pro Tem Burns had a question in regards to drug enforcement (line item 10-510-5701), she is fine with the increase because we want to keep drugs out of Nashville but she wanted to know if the police department is working closely enough with the Sheriff's Department, the Tar River Task Force, and the Rocky Mount Police Department. Chief Puckett stated the department works in conjunction with all these entities and the department is thankful to have their assistance. Nashville can't do it by themselves, Rocky Mount can't do it by themselves, Nash County can't do it by themselves, they all have to work together. The search warrant that was served this morning was done with the assistance of the Sheriff's Department and the Rocky Mount Police Department. In the past the Town was reliant on other agencies; he stated this funding will help the department to start to stand on its own as well. Council Member Taylor asked if the department was successful this morning, and Chief Puckett stated that they were.

Mayor Pro Tem Burns asked if Chief Puckett could provide more details about what will be included in the citizens' academy. Chief Puckett stated the citizen academy caused an increase in the advertising budget (line item 10-510-2600). He stated he was unsure when he would be able to start but the intention is to start the week of July 1st. The academy will be a six (6) to eight (8) week academy that will be advertised to the community. Each session would be one (1) night a week for two (2) hours; during each session the citizens would receive instruction about what law enforcement does. Not only

will it allow the department to teach the citizens what the department does but it will provide an avenue for community engagement. He did state that they would like to purchase polo shirts for the participants. He hopes that the citizens who volunteer will continue to volunteer in the future. He is unsure of when they will be able to start due to the pandemic but the department is looking forward to it. Council Member Taylor stated that he would like to help with the class.

Council Member Hobbs stated that she had a question about what is included in software (line item 10-510-7000). Mrs. Sanchez stated that this money is for annual maintenance and support for Zucker. Council Member Hinton asked for confirmation that the annual maintenance is \$29,000 and Mrs. Sanchez stated that the \$29,000 was the annual maintenance for the Zucker and Pennlink software. Council Member Hinton asked if this would increase annually and Chief Puckett stated that it may.

Council Member Hinton questioned why dues and subscriptions (line item 10-510-5300) increased to \$5,125. Chief Puckett stated that in order to send management staff to specific law enforcement trainings and conferences they must be members of the organizations; the memberships typically range between \$250 and \$300. Those memberships also allow the department to receive proper training and to network and build relationships with other departments. Council Member Hinton stated that travel and training (line item 10-510-1400) increased from \$2,000 to \$10,000. Chief Puckett stated the budget was \$10,000 in 2018, and the department has requested that it be increased back to \$10,000 to ensure there is adequate funding to provide training opportunities for all officers. Mayor Pro Tem Burns asked anyone if they remembered why it was decreased; Council Member Taylor stated that he thought it may have been because they were trying to save and reduce the budget. Mr. Lansing stated that he believed that part of it was not being used. Council Member Taylor stated that training has been brought up in the past as a reason the department had problems with retention. Chief Puckett also explained that when we send employees to conferences we also have to provide fuel and lodging for the employee. He stated that the training that they receive at Nash Community College is good training, however to grow leadership within the department we need to provide advanced training opportunities to the staff.

Council Member Hinton asked what was included in equipment under \$5,000 (line item 10-510-7400). Chief Puckett stated that this is for radios; Nash County was gracious enough to donate their radios to the Town when they purchased new radios, however as of January 2020 the manufacturer no longer makes parts for those radios. The department would like to transition to a plan where they will buy radios each year. If an officer's radio breaks today the department won't be able to replace the parts.

Mayor Brown asked what the state the police department is currently. Chief Puckett stated that they are happy to have a job and happy to be working. Every officer is fortunate to be essential employees and they serve at the pleasure and discretion of the Town. Morale is high and they want to be sure that morale stays high. The department had been doing really well within the community, especially by offering the active shooter training course and then the pandemic hit and it stopped everything. He stated it won't take long for them reengage with the community once restrictions have

been lifted. The department has had to become a little less proactive for the safety of the officers due to the pandemic, but they are ready to get back out in the community. He stated that a lot of the staff is young and eager and that the administration within the department has to ensure their safety and that they are trained properly. The department is very fortunate to have the officers and administrators that it has.

Council Member Hinton confirmed that this is not limiting them from patrolling. Chief Puckett stated that it does not but as far as approaching people when on patrol, especially the elderly community, they are not wanting to interact they are afraid. The officers are really active in community policing; they are checking the businesses and patrolling the neighborhoods but they miss being able to get out and talk with people. Council Member Hinton stated that patrolling is very important and that the citizens need to see that. Chief Puckett mentioned the armed robbery that occurred yesterday. Officer Stone's quick response allowed him to capture the suspect. The larceny that occurred last week at Wal-Mart was handled quickly; policing the area allowed the officer to apprehend the suspect as he was exiting the building. He stated that he is really proud of the police department. Mayor Brown stated that the officers have really good attitudes and are always smiling. Chief Puckett stated that they make him proud to be a part of the police department; they make him look good. He stated that the officers are out in the field doing the work, patrol is the backbone of any police department, and it is the officers who make them look good. Council Member Hinton asked if all positions were filled. Chief Puckett stated that they were. Mayor Brown asked Chief Puckett to let the staff know that Council appreciates them. Chief Puckett was dismissed from the work session at that time (Lee Brown, Public Works Director arrived).

Mayor Brown questioned if Council truly decided what to do about the police and fire vehicles; Mrs. Sanchez stated she would like direction from Council. Council Member Taylor stated that he would like to pay for the three (3) police vehicles and the two (2) fire department vehicles. He wanted to finance the garbage truck and the second fire station. He strongly suggests that the Town just pay for the vehicles. Council Member Hobbs asked Council Member Taylor if he is proposing to use Fund Balance in order to pay for those vehicles rather than borrow money for them. Council Member Taylor stated that was correct. Mayor Pro Tem Burns stated that she is fine with that if it is not going to affect the Town's ability to obtain grants. If we don't have enough debt and this is easy low interest debt, that can be paid off in five (5) years then she would prefer to do it that way; she does agree that she believes that the 3.25% is too high. She would be fine with a loan if the interest rate could be within the ones (1s).

Mrs. Sanchez stated that she is concerned about using Fund Balance and there is uncertainty about the revenues the Town will generate. Council Member Hinton stated that loans were used for large vehicles, not for the smaller ones. If we are looking at \$55,000 in interest every five (5) years, that is a total for \$650,000. Mrs. Sanchez stated that would be at the 3.25% interest rate. Council Member Hinton stated the interest rate had not been confirmed at a certain rate; they are unsure what the interest rate will be right now they are just speculating. Council Member Hobbs stated that if Fund Balance is not used for the purchase and they rely on the revenues the Town will be very hard pressed next year, which may force the Council into another decision later. Council Member Hinton stated she cannot emphasize enough that they don't know about the revenues right now that we are in uncharted

terrority and it doesn't look good. Mrs. Sanchez stated she wanted to briefly cover the vehicles that they want to replace they are 2008s and a 2010. Even with replacing those three (3), the Town will still have two (2) vehicles that are a 2011 and 2013 (they are seven (7) and nine (9) years old). She does recommend that the Council move forward with purchasing the vehicle, that the Town does not want a fleet that is aging this way; we don't want the Town to fall behind on replacement. Mayor Brown asked if Fund Balance is used and later we are in dire straits if then the Council could then decide to take out a loan and Mrs. Sanchez stated that they could. Mrs. Sanchez stated that she still recommends simple installment financing for the vehicles. She believes that revenues will hold pretty steady, however she stated that they don't want to spend all the available cash now and run into a problem later.

Council Member Hobbs stated she does agree with Mrs. Sanchez in that she doesn't believe that the Town will be significantly impacted but there are so many things that we just don't know. She suggested starting July 1st very conservatively, she even suggested that Mr. Lansing put additional restrictions in place for spending (not a freeze but restrictions); that department heads should understand that we are going to "hold the line" until we see how things flesh out. Council Member Hinton agreed that we need to "hold the line". Goldman Sachs is projecting a 24% decrease; Bank of America and several other financial institutions are all predicting around 21%, but Goldman has typically been on point. If they are predicting a 24% decrease then it probably will be and that is going to permeate the entire economy. Eastern NC had a hard time rebounding from the 2008 financial debacle, related to mortgages, it took us forever to come back we are still at tier one county. This just exacerbates that. Mrs. Sanchez stated that Council could eliminate the vehicles from the budget and the debt service; she would recommend that they continue forward with the debt service for the garbage truck and then they could revisit the vehicles in December. She also told them that this had been discussed during budget meetings and often times when waiting to December the vehicles are no longer available or often not received until the following next fiscal year.

Mayor Brown asked if we would be able to get a better idea on revenues in June. Council Member Hobbs stated that it will be some time before we know how much we will receive. Mrs. Sanchez stated that there is a three (3) month lag. Council Member Hobbs stated that is why she believes in the first quarter the Town should be conservative with hopes by October or November the Town should know more information about where the Town will stand on revenues. Mayor Brown asked if the vehicles could then be looked at and Mrs. Sanchez stated the issue of availability would remain; she also explained that with police rated vehicles that only so many are made every year. Once they stop making them they are done for the year, this holds even truer at the turn of the calendar year. Council Member Taylor stated that if we are going to purchase the vehicles then they needed to go ahead and get them now. Council Member Hinton asked if this would be the same for the fire department vehicles and Mrs. Sanchez stated that was correct; the vehicles that they are requesting are fire rated vehicles and they are specifically for fire.

Mayor Pro Tem Burns asked if Council would be more comfortable if Mrs. Sanchez could confirm what the interest rate will be to finance the vehicles. Mrs. Sanchez stated that she could reach out and get some rates. Council Member Hinton stated she would like if they could nail something down. Council Member Hinton asked if Mrs. Sanchez had it at 3.2%. Mrs. Sanchez stated that she had asked for rates a

while back and 3.2% was the highest rate that she received. In speaking with other directors, she is confident if bid out we would receive a lower rate. She also stated that the bid would be open to more than local options to ensure the Town received the best possible rate.

Mayor Brown welcomed Mr. Brown for coming. Mr. Brown provided estimates for yard waste discussion. Mr. Lansing asked if Mr. Brown could go ahead and summarize the information that he has provided. Mr. Brown stated that the first box in the left corner is the yard waste notification for the compost facility; this is what the Town previously had off of First St. Ext., which was the old water sewer treatment plant. The site is a specially permitted site, with its own set of rules and regulations that are set by the State. Mr. Brown stated that Mr. Lansing had previously asked him what it would like if the Town were to continue operations there as we had in the past or if we began selling compost, wood chips and/or mulch. The document has a rough estimate for used equipment that would be needed for composting; they would need a loader, a screener to produce quality compost, a grinder, a mulcher, an irrigation system for the compost itself, a shed, storage space for the various materials, and fencing to secure the site. He stated that he believes an additional two (2) employees would need to be hired just to monitor and maintain the facility. It is not noted on the information, but the Town would still be subject to hauling fees, because the Town would only be able to hold so much material at the site within a twelve (12) month period. Mayor Pro Tem Burns asked if he had an estimate on how much the Town would have to haul. Mr. Lansing stated that it really depends on how good the material is. Mr. Brown stated it really depends on if the Town is able to produce something of quality that people want; it would be very hard to estimate the amount of material that the department would have to haul annually. He stated that Mr. Collie had received around three hundred (300) loads. He stated that what he has provided is a very rough draft of what a compost facility might look like.

Mr. Brown stated that once we received the violation, the Town reached out to Mr. Collie; Mr. Collie has a landfill relatively close to Town. Mr. Collie has offered rates that have helped the Town while we have been in need. Mr. Brown mentioned that street sweepings need to be treated differently; they need to be treated as municipal solid waste because it is more prone to containments. Street sweepings have to be sent to municipal solid transfer site, the department is currently taking it's sweepings to the City of Rocky Mount. The department stated during this time of year, the amount of street sweeping that it is being hauled off when the sweeper is full is about two (2) tons per load. Mr. Brown stated some of the hauling fees may appear to be liberal but there will not be much leeway because of the volume the Town produces. The document also provides various rates for street sweepings because they have to be treated differently.

Mr. Brown stated that the department uses two (2) trucks to haul the material, one (1) is the leaf truck that is used for yard waste, and the other is the chipper truck; the Town hauls about five (5) loads a week. The figure listed is an annual figure and is based upon the assumption that the truck will be ran for fifty-two (52) weeks but it can fluctuate. He wanted to provide Council with the whole picture, and what the cost could potentially be. Mrs. Sanchez stated that the annual expense will be higher than what is listed because the cost for staff would need to be added into the cost. She stated that they also need to add the cost of the irrigation and to think about the wear and tear that would occur because of the nature of the operation. Mr. Brown stated he might not have been clear; the yard waste notification

is one (1) portion of the yard waste program; this is loading everything and hauling it away and its startup cost, equipment, and staff. The next three (3) columns are how we currently operate. Mayor Pro Tem Burns stated that these columns do not include staff and equipment cost. Mr. Brown stated that was correct that those are just tipping fees for what we currently have and what we are currently doing. Street Sweepings are \$62.00 per ton. The leaf truck and the chipper truck are the primary vehicles for hauling yard waste, the leaf truck is the biggest truck and they can see the difference in the price. He stated the fees are reasonable; the site does not have a scale which is a benefit to the Town. We are charged based on the volume of the load and not the weight of the load.

Mayor Brown asked Mr. Brown if we are currently taking the loads to Mr. Collie's site; Mr. Brown stated that was correct. Mayor Brown asked based on his expertise what he would recommend. Mr. Brown stated taking everything into consideration he would continue operation as they are, even if the Town would be allowed to keep the material; once a year the Town would still be required to load everything up and dump the excess material. In keeping the material once a year, the Town would have to pay additional money to haul the excess material and it would reroute staff. Mrs. Sanchez agreed with Mr. Brown's recommendation; the Town would have \$45,000 in startup plus the cost of equipment and staff and then the Town would still have to pay for hauling. She stated that having a site to keep compost is highly regulated. She also stated she had concerns about whether or not the Town had a demand for the product. Council Member Taylor stated that if the site is set up that would be another site that the State would have to come in and inspect.

Mr. Brown stated that he did reach out to his three (3) points of contact this morning at the State Solid Waste Division as he was listening to the meeting and he was unable to reach anyone; he was hoping that he would be able to get some information about the past inspections. Mrs. Sanchez stated that there are some Towns that do this but they give the material away for free. Council Member Taylor stated that many years ago the Town had a mulch pile and that the mulch was free to Nashville residents; the Town received no profit from it at that time. Mayor Pro Tem Burns stated that it sounds like the demand wasn't there then either. Mr. Lansing stated that the Town did not have to pay to get rid of it, the Town had good product and people wanted it. Council Member Taylor stated he'd like to keep it the way it is; pick it up, haul it away, and be done with it. Mr. Brown stated that he believes it is the easiest, most efficient way, and the best use of all the Town resources.

Mayor Brown stated that in the long run it will save the tax payers money; Mr. Brown agreed. He stated that the Town wants to be able to continue the service while doing it in a responsible manner. Mr. Brown stated that it is important that it becomes a shared responsibility. As they have been working, the department has learned that many of the residents are not very familiar with the policy that was amended in 2018. He would like to see the policy amended again to be more comprehensive, including the current needs, and ensuring that this information is communicated to all residents. Mr. Brown stated that getting communication out to citizens is one of the Town's largest obstacles; finding a way to overcome that burden to ensure services are extended to all citizens equally is something that he is working on and has been discussing with Mr. Lansing. He believes once these things are worked out the service will run even better.

Mayor Brown stated that she wished the Town had the ability to call all the residents, that way they would all receive the messages; she stated a lot of the elderly community are not computer savvy and we need to be able to get messages to them. Council Member Taylor stated once the water bill process is worked out, since we are looking at outsourcing; Mrs. Sanchez stated that she researched outsourcing the water bill and it would cost the Town approximately \$20,000 annually. For \$6,000 a year the Town can rent a machine that folds, seals, stuffs, and stamps. Council Member Taylor stated then we could do it ourselves. Mrs. Sanchez stated the entire Town could use the machine. Mrs. Sanchez also stated the Town would save a little money in postage that way; she stated that there would be an increase in postage compared to the post cards currently used, but there would be a savings. She stated it allows the department to have control of the billing process and allow the Town to get more information out to the citizens. Council Member Taylor stated by using the machine and the Town could place any information or educational materials in the bill.

Council Member Taylor stated that in the document that Mr. Brown provided about composting there is cost for maintenance. He stated that if someone throws something away that goes through the grinder it will tear the equipment up, how much it will cost the Town to maintain. Mr. Brown stated that was a really good example of what needs to be included when the yard waste policy is amended. That is one of the biggest challenges the department faces; last year an item was placed in the chipper that had a wedge inside of it, one of the employees has started a collection of what gets sucked up into the leaf vac machine. Some of it is to be expected but there is a shared responsibility of following the policy, so things aren't being thrown into piles and being sucked up. Something like that could cause \$3,000 worth of damage to a \$150,000 truck, causing the truck to be down for two (2) weeks while the department waits on parts to try and fix it. Council Member Hinton stated that the Town had to buy a new chipper; Mr. Brown stated yes the Town had to buy a new one last fall. Council Member Hinton asked how much the chipper cost; Mr. Brown believed it was \$39,000.

Mayor Brown asked Mr. Brown if he has been looking for a garbage truck for the Town. Mr. Brown stated that he and his staff have been looking for a truck; they are working with about four (4) vendors within the region to try and secure a truck. Kevin Taylor and Thurman Evans consulted with the City of Rocky Mount; the City has provided staff with good insight and helped the department get started in the right direction. Mr. Brown thanked the City of Rocky Mount for all the help that they have extended to the Town. Mr. Brown stated that they would like to pursue the vendor that provides government contracts; the process is relatively easy because of that, the department will list the specifications wanted, the vendor will provide the truck and issue the contract. He believes the company is SourceWell. The department has not decided which type of truck they would like to purchase; one that works in tandem like we currently have or one with an electrical arm. The truck will be a thirty-one (31) or thirty-two (32) yard truck; the more waste we can hold within the truck, the less amount of time we have to go to dump the load. Mr. Brown stated the budgeted amount would cover anything they selected. He confirmed that the amount was \$380,000; Mrs. Sanchez stated that was correct and the garbage truck would have to be bid out.

Council Member Taylor stated that there have been several discussions about the two (2) types of trucks; he stated that we would have to buy new trash cans for the truck with the electrical arm. He

mentioned that he saw a video on FaceBook that showed a city that had a garbage truck with the arm; in the video about ever third (3) or fourth (4) stop wasn't completely dumped in the truck and trash was everywhere. After each occurrence the driver would have to stop, get out and clean up the trash if he chose to do it. He asked if there had been any concern about how neat that particular type of truck would be; Mr. Brown stated that there had not. The discussion had come up in regards to the Solid Waste Ordinance, especially with COVID-19, when waste is not sealed or bagged and is put in the trash can. He feels it is reasonable to discuss whether or not the trash should be dumped. He expressed that garbage that is not bagged and sealed will blow and end up in the street, and the employees who dump the trash are more susceptible to whatever is in that trash can. Mr. Brown stated that when speaking with vendors this did not come up but he would think the weather conditions would also be a variable. Council Member Hinton asked Mrs. Sanchez if there was \$183,000 set aside for a garbage truck; Mrs. Sanchez stated that was correct.

Mrs. Sanchez stated she thought it would be a good time to discuss the increase in fees for sanitation; she stated that the proposed increase includes both sanitation and recycling. The net cost for sanitation in the upcoming fiscal year is \$369,000; this is because of the purchase of the garbage truck. Mayor Pro Tem Burns asked if the garbage truck was removed what would the Town's position be; if they were to look at this for the following year would there still be a cost to the Town, or would the Town be breaking even. Mrs. Sanchez stated that the Town would have just enough to start saving towards the purchase of the next garbage truck. Mr. Lansing reminded the Council that the fees are listed on page twenty-five (25) of the budget manual. We are proposing to increase the sanitation fee to \$18.78, and the recycling to \$5.35. Mrs. Sanchez stated even with the fee increased the net cost to the Town would remain \$369,000, the following year they would not see a net cost because they would not be purchasing a garbage truck, there would be just enough to set aside for the Capital Replacement Plan. Mr. Lansing asked what page the sanitation budget could be found on and Mrs. Sanchez stated page 208.

Mr. Lansing stated that Council could ask Mr. Brown questions about Public Works budget since he was present. Council Member Hinton stated that she had a question about the water rate; she stated the federal mandate was \$6.00 now we are calling it a flat fee and it is \$7.87, so there would be an increase of \$1.87. Mrs. Sanchez stated that was correct. Council Member Hinton wanted confirmation that the mandate would be going away. Mrs. Sanchez stated that the mandate would be eliminated and it would be replaced; she stated that the mandate is a base fee but the Town has been referring to it as a Federal mandate. She stated that it is misleading to call it a mandate, it is a base fee; the base fee should be charged based on the Town's fixed cost. She stated that she eliminated the mandate which had not been changed in some time and replaced it with a new fee. She stated that the net increase is \$1.87. Council Member Hinton stated that we are now just calling it something different, that it was like a euphemism. Mrs. Sanchez stated that the staff is asked often what the federal mandate is, it makes it appear that we are being mandated by the Federal Government to charge the fee, which we are not the fee is a base fee. She proposes to call it what it is and have it be based on a fix cost.

Mrs. Sanchez stated that she had a rate study done and she received the results a few days ago; she provided Council with a copy of those results. She stated that the company used a similar methodology

to what she had used; the rates that they provided are in line with the rates she proposed. They suggested \$7.98 as the base fee for water with a rate of \$5.33, and a sewer base fee of \$7.21 and \$13.86; they suggested a higher base fee in sewer. The company is proposing a lower base fee but a higher rate; the more a person used the higher the rate would be. Council Member Hinton stated that the mandate would become a flat fee and it would increase by \$1.87; Mrs. Sanchez stated that is correct. Council Member Hinton reiterated that the mandate is now the flat fee. She stated the first 1,000 gallons is \$5.74; Mrs. Sanchez stated that was correct. Council Member Hinton stated that a person who uses 1,000 gallons is charged \$5.74 and then it decreases to \$4.18 for the second 1,000 gallons. She questioned why the first 1,000 is higher. Mrs. Sanchez stated they could add the cost of the first 1,000 gallons to the \$7.87 and call it the base fee; that is actually what a lot of other municipalities are doing. Spring Hope's water base fee is \$17.00, Whitakers is \$41.60, Elm City is \$17.00, Washington is \$15.20, Wilson is \$11.00, Henderson is \$12.02, Louisburg is \$19.33, and Tarboro's is \$6.33 however their fee does not include the first 1,000 gallons. Mr. Lansing stated if we combined the fees the Town's would charge \$13.60.

Mayor Pro Tem Burns stated that she knew we were specifically looking to increase fees for grant purposes; we were denied several grants because of our fee structure. She is concerned about the cost to the citizens; she would like to know what fee amount would allow the Town to be eligible for grants but would also be the lowest cost to the citizens. Mrs. Sanchez stated that she believes increasing the base fee to the \$7.87 will accomplish this. She stated that one of the suggestions provided in the rate study was to use a sliding scale so that a heavy water user would be charged more than a general or moderate user; most residents are general or moderate users. Council Member Hinton stated that made sense; she stated it was similar to electricity and how it is controlled, the less you use the less the charge, why not water. Mrs. Sanchez stated that businesses tend to be heavy water users, and we want the Town to remain business friendly. Council Member Hobbs asked if commercial rates could be established; businesses are currently charged at the same rate as residents. Mrs. Sanchez stated if Council were to go that route she would recommend keeping the commercial rate the same as the residential rate but establishing an industrial rate for businesses that have operations that are heavily water based.

Mayor Brown asked which grants we were denied on based on a fee structure. Mrs. Sanchez stated that we applied for several. Mr. Lansing stated that we were denied mandatory asset grants. Council Member Hinton asked if it was only one (1) grant. Mr. Lansing stated that there were two (2) one (1) for water and one (1) for sewer for \$150,000 each. Mrs. Sanchez stated that a lot of grants require that the rates meet a certain threshold. Mr. Brown stated that they went to a course at the UNC School of Government; at the course it was stated that when the rates don't meet the threshold that the local government would be automatically disqualified from majority of the available water and sewer infrastructure grants, except for the mandatory asset grants. Mayor Pro Tem Burns confirmed that we were still denied for those and Mr. Lansing stated yes. Mrs. Sanchez stated that the Town hasn't done any major infrastructure projects that is another piece they consider when evaluating applications. She stated if we had at least one we may have been granted more points when the application was scored. We didn't have either and we are trying to put the Town into a better position for grant opportunities.

Mr. Lansing stated they were trying to wait to begin any major infrastructure projects until the major problem areas had been identified. We do know there are problems on Jones Street, and on Virginia Street; we know these are the older parts of the Town, and they may still actually have original water lines.

Mayor Brown stated that Mrs. Sanchez had at one time provided Council with information that by not increasing fees it would put the Town in the hole. Mrs. Sanchez stated that essentially we would be dipping into the Fund Balance, it would be around \$200,000; she stated that we shouldn't do this each year and that is why she recommended the fee increases. Mrs. Sanchez stated that information could be found in her rate increase presentation. Council Member Hinton asked if we had received any notification from Rocky Mount about rate increases. Mr. Brown stated that there would not be any this upcoming fiscal year. Council Member Hinton asked if we had that documented and Mr. Lansing stated we did. Mayor Brown stated that they know the Town will receive a recycling increase. Mrs. Sanchez stated at this time she would leave the increase in the proposed budget. Council Member Hinton stated there would be a total increase of \$7.50, it was \$7.41 but now it is \$7.50 and Mrs. Sanchez stated that was correct.

Mayor Pro Tem Burns stated that within each of the individual budgets that fall underneath the Public Works department that there is a line item for travel and education, she asked for information about the travel and education that will occur and whether any of it could be combined. Mr. Brown stated that there was a recommendation for Kevin Taylor, the head of fleet maintenance to pursue some formal training. He is not exactly what that will look like but he is thinking of an ASE Certification in some specified field. He is not too familiar with what opportunities are available for the remainder of the staff but he would like to provide opportunities for his employees to learn skills, techniques and receive certifications. It would build the team and be beneficial for the employees. He also felt the amounts in the line items previously within each department were low. Mayor Pro Tem Burns confirmed that it was generic until he is able to find something specific, and Mr. Brown stated that was correct.

Mayor Pro Tem Burns stated on page ninety-one (91) in materials and supplies (line item 10-580-3300), the amount increased quite a bit from \$18,000 to \$50,000 for truck cleaning solutions and tools; she asked if this was due to a greater need because of the pandemic. Mrs. Sanchez stated \$30,000 had been included to purchase trash cans. Mr. Brown stated in the next week he planned to send the employees out to get an inventory on the short trash cans, the department will know how many need to be replaced and set goals for the future in regards to the trash cans. Truck or not the shorter trash cans will be the first ones to fail.

Mayor Pro Tem Burns stated her next question was in regards to contract services (line item 10-580-4500) on the same page, there is \$175,000 budgeted. On page 210 recycling services are listed at or \$135,000 and then it says trash service for \$175,000. Mrs. Sanchez stated it was requested that they look into a contract to outsource trash pickup; she stated it is costly to contract trash out. Mayor Pro Tem Burns stated that in the budget recycling is listed at \$175,000. Mrs. Sanchez stated that there was an increase for hauling yard waste. Council Member Hinton asked if the total included hauling to Mr. Collie, and Mrs. Sanchez stated that was correct. Mayor Pro Tem Burns stated that this was the

\$175,000, and Mrs. Sanchez stated that was correct. She stated there was an increase in the amount but a decrease in what was requested to what was recommend because we chose not to contract out the trash.

Mayor Pro Tem Burns asked what capital improvements (10-580-7300) were included in the \$35,000. Mr. Brown stated that it is for the covered storage for the street sweepings. Mayor Pro Tem Burns stated the request reflected three (3) items that are way more costly, she wanted to determine what is being funded. Mr. Brown stated that it included the cart replacement project; Mrs. Sanchez stated that was moved into materials and supplies. Mr. Brown stated the next item was the storage for street sweepings and the yard waste site improvements. Mayor Pro Tem Burns stated the figures provided in the request are higher it looks as if one and a half of those are being funded. Mrs. Sanchez stated that during the budget discussions they were able to determine some more realistic estimates of what the two (2) items will cost. Mayor Pro Tem Burns confirmed that both items would be funded and Mrs. Sanchez said yes.

Mayor Pro Tem Burns asked about the capital reserve (line item 10-590-9700) found on page 92; this was included in stormwater. Mrs. Sanchez stated this is mandated; if a fee is charged for stormwater, then that fee and all the money collected is reserved for stormwater projects. The fees that we charged this year were not completely allocated out, so she is placing that money in a capital reserve for future projects. Council Member Burns asked about the \$10,000 for transfer station fees (line item 10-590-3200). Mrs. Sanchez stated these fees are associated with the street sweeping materials that are collected and hauled; the money was moved out of the sanitation and placed specifically within the stormwater budget.

Council Member Hinton stated that there a lot of drainage ditches around town and supposedly stormwater takes care of that; Mr. Brown stated that was correct. Council Member Hinton asked if the drains are being taken care of properly. Mr. Brown stated that the Town has open and closed ditches, the problems normally occur within the open ditches but they are being taken care of properly. Mayor Brown asked if there was any way to treat the drains; she had a resident approach her and stated that large bugs were coming out of them, that one had gotten into their home. Mr. Brown stated that we don't treat storm drains or ditches for bugs; the regulations do not allow for anything to be placed into storm drains outside of water to prevent any type of water contamination. Mrs. Sanchez mentioned that future drainage projects are now included in the capital replacement plan; this will allow the Town to plan accordingly financially. Council Member Taylor asked if the bugs are there because material has gotten stuck within the drain; the bugs could be feeding on the trash that is in the bottom. Mr. Brown stated that it could be. Council Member Taylor stated we couldn't put any chemicals down the drain but we could flush the drain out.

Council Member Hobbs wanted to know if there were any specific projects the Powell Bill funds would be used for; she mentioned that Mrs. Sanchez had stated that \$55,000 of the total \$200,000 was coming from reserve but she wanted to know if they had something specific in mind or if it be used for general projects. Mrs. Sanchez stated it would be used per the streets and sidewalk repair schedule, the Town will fill follow through with the plan. It does include \$30,000 for unforeseen maintenance of the

sidewalks. She also mentioned that there are two (2) line items that have been used for the reserves she would only be utilizing the new line item. Council Member Hinton confirmed that the Town receives approximately \$145,000 a year in Powell Bill Funds. Mrs. Sanchez stated that was correct and the NCLM has stated that they do not believe Powell Bill Funds will be impacted, that they are derived differently than the other sources of funding.

Mayor Brown thanked Mr. Brown and asked him to thank the employees for what they do for the Town. Council Member Hinton asked if Mr. Brown ever heard back from Republic; Mr. Brown stated he has not. Mr. Lansing stated that he has called at least four (4) different times and he has not heard anything back from them. Mayor Pro Tem Burns stated she had a question under water and sewer administration on page ninety-eight (98). She asked if professional service (line item 30-720-0400) was for mapping. Mrs. Sanchez stated that line item included VC3 for IT service and \$10,000 for a consultant for the department. Mayor Pro Tem Burns stated that there is \$22,550 in ancillary (line item 30-720-1100). Mrs. Sanchez stated that includes VC3 phone service, internet and postage. She stated that postage is high in previous years postage was placed in water operations, but it is an administrative function and should be reflected there. \$18,000 is budgeted for postage alone. Council Member Hinton asked if this had to do with the new billing system. Mrs. Sanchez stated there will be a slight increase, but the cost is attributed to the volume of mail that is sent out; \$17,000 was budgeted this year.

Mayor Pro Tem Burns asked what the \$40,000 listed in software & data service (line item 320-720-7000) was for. Mrs. Sanchez stated that this is associated with the request for new financial software; this is the utilities portion of the software. Mrs. Sanchez stated that she has looked at multiple vendors, but the one that we really like the most is willing to work with us and split the cost out over a three (3) year period, there should be a reduction in this fund and in the general fund. Mayor Pro Tem Burns stated she thought she saw the full amount in Mrs. Sanchez's budget, at \$100,000. Mrs. Sanchez explained that although she requested new software the Town will continue to pay the current software provider until everything is running with the new software. The amount that is shown in her budget includes the cost of the new software and the cost to continue paying the current vendor. Mayor Pro Tem Burns confirmed that she included \$140,000 for the software and Mrs. Sanchez stated that was correct at the time she was unsure of the cost so she budgeted highly for it. The software includes an HR component, a planning component, and a fleet maintenance component; Council will see the cost for the HR and planning component in those departmental budgets. Council Member Hinton asked everything totaled \$100,000 and Mrs. Sanchez stated it does not. Council Member Hinton confirmed that it was an addition and Mrs. Sanchez stated yes. Council Hinton stated that the \$100,000 was for the financial piece; Mrs. Sanchez stated that \$100,000 also includes the cost of the current financial software. She stated that the total cost was \$96,000 and that was split out amongst the departments.

Council Member Hinton stated the financial software is \$100,000 then the HR software is an additional cost. Mrs. Sanchez stated that was correct that there was an additional cost; she believes that it was \$5,000 or \$10,000 but the amount is included in the departmental budget. Mayor Pro Tem Burns stated she had a lot of questions about software request within each department, there seemed to be a lot of request for software. Council Member Hinton asked for a total for the new financial software it

was hard to nail down a figure. Council Member Hobbs asked if we were working with current software vendor to receive a prorated rate and Mrs. Sanchez stated that she is working with them on that.

Mayor Pro Tem Burns noticed that there is funding included to purchase computers but she thought we were going to rent computers through VC3. Mrs. Sanchez stated that after reviewing the cost in the long run, it would be more costly for the Town to rent computers; it is cheaper to purchase computers. Mrs. Sanchez stated that some departments' budget for computers may be reduced or cut down due to the purchase of computers for teleworking. Some computers will be able to reused in other departments. Council Member Hinton stated that there was \$6,000 in the police department for computers; Mrs. Sanchez stated that would not be cut, that was for the purchase of MDTs, the laptop used specifically in police vehicles.

Mayor Pro Tem Burns stated that she had a question about meters (line item 30-810-3300) listed on page ninety-nine (99); the dollar amount listed at \$140,000; she wanted to know if this is what the Town should expect every year for adequate replacement of meters. Mr. Brown stated that was correct. Mayor Brown asked if the Town would ever catch up and Mr. Brown stated it is a continual process. Mayor Pro Tem Burns stated that on page one hundred (100) under sewer operations in professional service (line item 30-820-0400) if the \$15,000 included another consultant and Mrs. Sanchez stated that it does. Council Member Taylor asked if we changed vendors for maintaining the water tower; Mr. Brown confirmed that we had but they had not serviced it yet.

Mayor Pro Tem Burns asked if the \$62,000 in equipment over \$5,000 (line item 30-820-7460) on page 101 was for the sewer vac jet and Mrs. Sanchez stated that was correct. Mayor Pro Tem Burns stated that the remaining items appear to have been placed in specific places depending on what they are instead of being lumped together as they had been before. Mrs. Sanchez stated that was correct, we are trying to attribute everything to a specific function and/or location that way the Town has a better understanding of the cost. Mayor Pro Tem Burns wanted to know what the maintenance and repairs line items listed under public buildings on page eighty-five (85) are for. Mrs. Sanchez stated that maintenance and repairs town hall (line item 10-500-1500) \$8,000 is for electrical repair to the battleship. Mr. Lansing stated that the underground electric grid in the battleship needs to be repaired; when the Christmas lights were on the default was tripping every day. Mrs. Sanchez stated that the \$5,000 for police and fire (line item 10-500-1510) is for possible repairs and problems. The \$17,000 for the library and council chambers (line item 10-500-1520) is for the connection of the generator and landscaping. Mr. Lansing stated that the generator was moved from the Elm Street Lift Station and has been sitting for three (3) years. Mr. Lansing stated that a transfer switch is needed to connect. Mrs. Sanchez stated that maintenance and repairs for public works (10-500-1540) \$25,000 is for fencing for the facility and several miscellaneous repairs that need to be done. Mr. Brown stated that they have a generator at the shop as well. Mr. Lansing asked if the fencing was going to be replaced or painted; Mr. Brown stated it was his intention to replace the fencing on the back side.

Mayor Pro Tem Burns asked what the \$20,000 listed on page twenty-six (26) for capital improvements town hall (line item 10-500-7300) was for. Mrs. Sanchez stated that it is for a lobby area upgrade; it includes plexi glassing the counter area, a camera system, and flooring. Mr. Lansing stated if

possible he would also like to secure an additional night deposit box. Mrs. Sanchez stated that the drop box we have is very small, the staff is checking the box multiple times a day and each time it is overflowing. Mr. Lansing stated that weekends are really a challenge. Mrs. Sanchez stated it is a strange problem to have but we should upgrade the box for something larger and more secure. The \$5,000 for the library and council chambers (line item 10-500-7320) is for the awning, signage and façade. Mayor Pro Tem Burns thought that purchase would be made in this fiscal year; Mr. Lansing stated that it was not. Mrs. Sanchez stated that the \$20,000 listed for parks (line item 10-500-7330) was the contingency that was discussed earlier. The \$10,000 for public works (line item 10-500-7340) is for renovations at the current public works facility to remodel and enclose an area to create an additional office space and a camera system for the inventory held there. Mr. Lansing stated that Mr. Brown is planning ahead, in a future fiscal year, he will need to hire a compliance officer, to do this that person will need a workspace; Mr. Brown wants to go ahead and create that space in the next fiscal year. Council Member Taylor confirmed that an office would be framed up within the existing building that we were not building a standalone office and Mr. Lansing stated that was correct. Mr. Lansing stated that it should not be a costly project.

Council Member Hobbs stated that the part time salaries (line item 10-500-0300, page 85) under public building has increased from \$8,120 to \$12,300. Mrs. Sanchez stated that this increase was due to the market study; the custodian's rate of pay will go from \$10.00 to \$12.00 at 1000 hours. Council Member Hinton asked if the new sewer vac will be more nimble. Mr. Brown stated it would be. He provided clarification on the terms being used interchangeably; the department has a large vac truck which has a jetting component built into it. This equipment is smaller and is the quick response truck; this is the bread and butter of what the department does. The one (1) the department has is pushing twenty (20) years old and leaking. This tool is used primarily for sewer back up calls. It is half the size of the larger truck but it serves the same purposes. Council Member Hinton asked if the larger one was for larger backups and Mr. Brown stated that it is for routine sewer maintenance.

Council Member Hinton asked if the department used the asphalt recycling machine or if it was purchased for no reason. Mr. Brown stated it is utilized a little bit, it is burdensome and cumbersome and there are safety concerns with the staff using it. If you drive around Town and look at the areas where it has been used you can tell that it gives an inconsistent product. They use it if they must but they are exploring ways on how they may be able to achieve a better product. Council Member Taylor stated that when the Town purchased it, it was the best things since sliced bread. Council was told we were going to use it and we even paid for it to be repaired and now they are being told that it is a bad piece of equipment. Mrs. Sanchez stated that they had actually proposed to sell it and the infrared heater. Council Member Hinton stated that Council Member Taylor was correct; that it was sold to Council like it was the best thing; that people would bring the asphalt to us; we would recycle it and use it to fill every pot hole from here to Raleigh.

Mr. Brown stated that he could see the business who sold it to the Town overselling the product; he hasn't been able to make contact with them in the nine (9) months he has been here. The staff has told him similar information that when it was sold to the Town that it was supposed to be the best thing since sliced bread. It really has been cumbersome to operate, there is a lot of down time to operate it;

They have to wait at least thirty (30) minutes for the machine to heat and then additional time for the asphalt to get hot with hopes that the product it is going to produce will be satisfactory. Mayor Brown asked if we were dependent upon people to bring asphalt to the Town; Council Member Taylor stated that yes that was the case. Mayor Brown asked if the people didn't bring the asphalt. Council Member Hinton stated that they did bring it.

Mayor Pro Tem Burns asked if we are not using the machine then how are we filling in pot holes. Mr. Brown stated that since he has been with the Town they have used the asphalt machine a few times and they have ordered a batch of hot mix/cold patch. Long term he thinks the Town would get better results with an asphalt hot box loaded on a dump truck, a trailer mount or a pickup bed. If handled in a proactive way the department could purchase what would be needed from a local producer like Barnhill, using a superior product would give better results. Mr. Lansing stated we probably could do better if we purchased a small roller and put it on a trailer; once the hot mix is put in it could be rolled out to be level. Mr. Brown stated that the roller they have is sufficient for small repairs but he again stated it all starts with the quality of the product. Mayor Brown asked if we would be able to sell the machine. Mr. Brown stated that he does think there are some places that have a need for it and there are several avenues that they could pursue to put some feelers out for it. Council Member Hinton stated if she recalled correctly the Town paid about \$79,000 for the machine; Council Member Taylor stated they paid a lot of money for it. Mr. Brown stated he could not recall the exact figure. Council Member Taylor stated it cost about \$80,000, when it broke it was down for awhile and cost quite a bit to get repaired.

Council Member Hinton asked if we were still using slurry for various streets. Mr. Brown stated that he has received lots of compliments on the sidewalk repairs, and that the contractor did some good quality work. As far as the Powell Bill and street repairs are concerned we are sticking the scheduled that Mrs. Sanchez previously mentioned; he wouldn't call it a slurry seal but it is a NCDOT rated protected seal coating that will increase the durability and life of the street. Council Member Hinton stated that in the past they dealt with slurry because it was cheaper than asphalt. She stated the slurry was used on some of the streets; it was used on Fort St. and Green St. Council Member Taylor stated the slurry is not lasting like they thought it would, that on Fort St. the material is cracking and it looks like it was never done. Mr. Brown stated he wasn't sure of the life span or who did the work but we are hoping to see seven (7) to eight (8) years of extended life. Council Member Taylor stated this particular section is not seven (7) years old; Council Member Hinton stated it is a maximum of three (3) years old. Mr. Brown pointed out that he has been made aware by asphalt contractors that plow blades lessen the life span of the coat and he would assume that it could be the same with the slurry.

Mayor Brown thanked Mr. Brown. Mayor Brown called for a motion to recess for lunch. Council Member Hinton made the motion seconded by Mayor Pro Tem Burns. There being no discussion, Mayor Brown called for a vote. The motion was unanimously approved (4-0). The meeting recessed at 12:11 pm and was set to reconvene at 1:15 pm. Mayor Brown called the budget worksession back into order at 1:15 p.m. Fire Chief Christopher Joyner was present to answer questions that Council had in regards to the Fire Department.

Council Member Taylor asked if the seven (7) radios the department is requesting are radios that would be secured in fire trucks; Chief Joyner stated that they would be handheld radios. Chief Joyner stated that the ladder truck has six (6) seats and that each seat is suppose to have a handheld radio. Chief Joyner stated that the department's budget is very conservative; most of the increases that are within the budget are attributed to the ladder truck. There is a \$5,000 increase included in the budget for that is for testing on the big ladder on the ladder truck, which cost \$1,500 alone. The other six (6) ladders on the fire truck have to be tested as well. Council Member Hinton asked what the cost would be of the ladder truck be in general. Chief Joyner stated it is about \$10,000. Council Member Taylor asked if the truck was ready for service yet. Chief Joyner stated that we are waiting on air packs for the truck. Cary was going to give the Town air packs however they were going out so he decided to go ahead and replace the air packs. He stated that the plan is to use the Capital Reserve Fund Balance that the department has with the County to purchase the air packs. Council Member Hinton asked how much each air pack cost, and Chief Joyner stated they are approximately \$8,000 each. Mayor Pro Tem Burns asked if that funding was included in the budget and Mrs. Sanchez stated it is not. Once the Town receives the revenue it will be added into the budget. Council Member Taylor asked if absolutely necessary if the truck could be utilized and Chief Joyner stated that it could. Council Member Taylor asked if it was called Ladder 14, and Chief Joyner stated it is.

Chief Joyner asked if he could touch on a point that was discussed earlier in the morning; in regards to the \$0.03 fire tax increase. He spoke with Robbie Davis, and explained that the Town needs the second fire station; there are several places within the County and within the Fire District that the department needs to be able to cover. Mr. Davis told Chief Joyner that they have never told a fire district that requested an increase that they could not have the increase. Chief Joyner answered all of Mr. Davis' questions in reference to fire service and let him know that he would be requesting the funds from the fund balance. Chief Joyner really feels like they will pass the increase, in his thirty-four (34) years of experience he has never seen them not approve a fire tax increase. Chief Joyner stated that he offered as the president of the association to go and speak to him if he had additional questions about fire departments.

Chief Joyner stated the FEMA grant that the Town was awarded last year is almost completed and the Town should receive \$47,000. He stated he has been successful with four (4) grants. He was awarded three (3) as the Fire Chief at Coopers and has been awarded one (1) with the Town. He has submitted the FEMA SAFER Grant, it is due this Friday but he submitted it last week. The Town will know by June 15, 2020 if we have been awarded the grant, and if awarded the Town can begin hiring as of July 1, 2020; the grant mandates that the Town hire the new employees with 180 days. Mayor Brown asked how staffing is within the department; Chief Joyner stated that we recently had one (1) leave to go to Garner, the process is currently running to secure a new employee. He stated the department averages losing one (1) and half people a year going to larger municipalities. He stated that we have some staff that have been here for quite some time and that they do an excellent job. Mayor Brown asked how long the person had been with us that recently left and Chief Joyner stated five (5) years. Council Member Hinton asked what classification the position was and Chief Joyner stated he was an engineer. Council Member Taylor asked who it was and Chief Joyner replied Ryan Landrum. Chief

Joyner stated he began here as a volunteer, he went through the academy and received his credentials. He thinks of him like a son, but unfortunately he left for money. Mayor Brown stated she hopes we get a good replacement and Chief Joyner stated he believes so; we have some very good candidates. Mayor Brown asked Chief Joyner to let his staff know Council really appreciates everything they are doing during this time. Chief Joyner stated that he would, that the department is blessed to have a very strong career staff, part time staff, and group of volunteers.

Council Member Hobbs stated there is a new line for insurance and bonds (line item 10-530-5400); she asked if this had been allocated here from somewhere else within the budget. Mrs. Sanchez stated that was correct. Council Member Hinton asked if it had been non-departmental before and Mr. Sanchez said yes. Mayor Pro Tem Burns stated that there is \$17,300 in travel and training (line item 10-530-1400); she wanted to know if this was moved from somewhere else or if it had been increased to this amount. Mrs. Sanchez stated that the amount was the same; she moved it to this line item to maintain consistency throughout the budget.

Mayor Pro Tem Burns wanted to confirm that the fire department was receiving the public safety discount for their cell phones like the police department and Chief Joyner stated that they were. Mayor Pro Tem Burns asked for a breakdown of what is included in software and data (line item 10-530-7000), on page 198. Mrs. Sanchez stated it included Tri-Tech, Emergency Incident Software Reporting, and Active 911. Chief Joyner stated this software is similar to the police department in that once they respond to a call; this allows the department to complete a report to submit to the State. Mayor Pro Tem Burns confirmed that it was previously listed somewhere else and Chief Joyner stated that was correct.

Council Member Taylor asked if the reimbursements for the volunteers were taken out; Chief Joyner stated that Mrs. Sanchez moved it into a different line item. Mrs. Sanchez stated it is actually a form of insurance; she was unsure why it was named that way but it has been moved into insurance. Council Member Taylor asked what we do for the volunteer staff; he stated that we use to provide a Christmas party for the volunteer staff. Chief Joyner stated that was removed from the budget under Mr. Raper. Council Member Taylor asked what we are doing for the department now. Chief Joyner stated that they host a 5th Monday night family night, everyone who attends pays \$5.00 and the money they collect all year is used to hold a small gathering. Council Member Taylor confirmed that they are using their own money to pay for this and the Town isn't provided anything. Chief Joyner stated that the volunteers are provided an insurance policy in that a \$75,000 that the Town pays annually.

Council Member Taylor stated he was once a volunteer and it was something that the volunteers looked forward to. Mr. Raper did not believe in showing appreciation for them, but the volunteers are unpaid, they are leaving their homes at two (2) and three (3) o'clock in the morning to help assist the fire department and help make us what we are. They also have to go into their regular jobs and at the end of the year we use to give them a Christmas party to show appreciation. Now we do nothing. Mayor Pro Tem Burns asked what the cost is for the party that Chief Joyner puts on at the end of the year; he stated it cost approximately \$1,200. Council Member Taylor asked if morale is good at the fire department. Chief Joyner stated that it is and he currently he has twenty (20) active firefighters. He

stated that because of the volunteer's excellent response to calls our insurance rating will be better (the rating takes into account the number of responders present for calls).

Council Member Taylor asked the Council how they felt about allowing them to continue this tradition. Council Member Hobbs stated that she is fine with it; she asked if Chief Joyner if the County still did something for all the departments at the end of the year and Chief Joyner stated it is still done but it is put on by the Nash County Fire Association. Council Member Taylor clarified that the association still held dinners and Chief Joyner stated that was correct. Council Member Taylor clarified that Chief Joyner spent \$1,200 for the last dinner and Chief Joyner stated that was correct they had also received a donation that helped cover the cost. Mayor Pro Tem Burns stated that she thought that the Town should be doing something that there was no reason that everyone should be paying out of their own pocket.

Council Member Taylor asked Mrs. Sanchez where the money could be found. Mrs. Sanchez stated that he has \$13,400 in the supplies line item (10-530-3300) but everything within that has been allocated dollar per dollar. Chief Joyner stated that he and Mrs. Sanchez were able to reduce the supplies line item by about \$15,000; he doesn't have to purchase as many items for the ladder truck. Council Member Taylor suggested that a line item be created for \$1,200 for volunteer appreciation. Council Member Hinton stated they should wait to see what will happen with the revenues. She stated they already know they have a large problem with revenues. She told Chief Joyner she would like to give him everything right now, but from her point of view the Town needs to see what revenues will be like and right now we don't know. Council Member Taylor clarified that he is suggesting that \$1,200 be moved from another line item to provide the funds for the department not add an additional \$1,200 to the budget. Mayor Pro Tem Burns stated that \$500 could come from the police department's plain cloth allowance line item, since Chief Puckett stated he only needs to provide the allowance to two(2) not three (3) employees. Chief Joyner stated if Council would give him permission he will try to work it out within his uniform line item; he doesn't want to take funding from somewhere else and cause problems. He stated he will make arrangements to make that happen with Council's blessing. Council gave him their blessing. Council Member Hinton stated that the Chief will find it within the existing budget, and Council Member Taylor stated to do it even if that means finding it within another department. Mayor Pro Tem Burns stated if volunteerism is down the Town needs to do something to lift it back up. Council Member Taylor stated the Town will always need volunteers and Chief Joyner stated that volunteer numbers are down across the country. Mayor Pro Tem Burns stated that we should really be thanking and appreciating them. Council Member Taylor stated that without volunteers we would need additional employees and the Town doesn't have the budget for that either. Council thanked Chief Joyner and Chief Joyner was dismissed from the meeting (Lou Bunch Human Resource Director, arrived at Council Chambers).

Mrs. Sanchez recapped the items from the morning to assure she had correct action items. She is leaving the sanitation and recycling fess within the budget. Council Member Hinton stated the total increase is \$7.50 opposed to the \$7.41 that was given during the budget presentation. Mrs. Sanchez stated we are eliminating the federal mandate of \$6.00 and establishing a flat fee of \$7.87 with an out-of-town rate of \$18.90. Mrs. Sanchez stated that there are some changes to the planning department

fee structure on page twenty-five (25); the miscellaneous fee is proposed to be increased from \$30.00 to \$40.00 and the site development plan from \$100.00 to \$150.00. Mayor Pro Tem Burns asked if these changes were needed to cover cost and Mrs. Sanchez stated that was correct. Council Member Taylor asked where the rationale came from to increase the major plat review from \$25.00 to \$100.00; the rest of the fees appeared to be doubled but this one is more than doubled. Mr. Lansing stated this was based on a review of what other similar sized towns are charging for review, such as Wilson, Zebulon, and Roanoke Rapids. Mrs. Sanchez stated that this is also one of the more labor intensive tasks handled by the department.

Mrs. Sanchez stated that there are no fees listed for parks and recreation at this time. Mrs. Sanchez asked Council to review the business registration fee. Several years ago Towns were able to charge a privilege license fee, and the State did away with that. The Town decided to charge a business registration fee to recover some revenue, the maximum that can be charged per registration is \$20.00. The task is administratively burdensome, it is not very business friendly, and we don't generate enough revenue to make it a worthwhile venture. The staff is requesting to eliminate the fee. Mr. Lansing stated that we do not collect from every business and the \$20.00 is not enough to spend the effort to try to collect. Mrs. Sanchez stated that it is estimated that the Town would collect \$2,100 from the registrations fees; at least \$1,000 is spent in billing and administration. It is a burden to business owners. One (1) reason that has been stated as to why it was created was to keep track of businesses; she suggested that this could be done through water and sewer accounts system.

Council Member Hinton stated that Mrs. Sanchez is stating that someone could open a business within the Town limits without coming to Town Hall and informing the Town that they are opening a business. Mr. Lansing stated that it depends, if it is a home based business possibly, but if they are using a commercial property established in Town already they would have to come in and sign up for water and sewer services. Council Member Hinton stated that it is a good idea to keep track of who is doing business in the Town. Mr. Lansing stated that there are many businesses in Town that don't even show up on this list, because of the type of business they are. Mrs. Sanchez stated that there is no penalty or enforcement mechanism for the fee; if they don't pay or don't register there is nothing that the Town can really do. It is an extra burden on the business that do pay. Mayor Brown confirmed that some are paying and that some are not, Mrs. Sanchez said yes. Mayor Pro Tem Burns stated that we could have registration to keep track of who is doing business in Town but not charge a fee. Mrs. Sanchez stated that we could, but it would still be an administrative burden and would come at a cost to the Town. Mayor Pro Tem Burns stated that they have to consider this if it is costing more than it is generating and the fairness factor because everyone is not paying. Council Member Taylor asked if it was suppose to be collected every year and Mrs. Sanchez said yes. Council Member Hinton asked if the County requires registration. Council Member Hobbs believes that the County got rid of it as well because of the same reasons; it was very minimal income and difficult administratively. Council Member Hinton stated that she guesses the privilege tax is what they got rid of and that was a business tax; Council Member Hobbs stated they got rid of the tax. Council Member Hinton stated this was a substitute to make up for the tax.

Council Member Taylor stated he agreed with Council Member Hinton that this was a way to keep track of business within Town. Mrs. Sanchez stated that she feels that information is kept within the utility system, that each customer is listed as residential or commercial. Council Member Taylor asked if he asked for a list for all the businesses in Town could she provide him that list; Mrs. Sanchez stated we could do that; that she would go to that as the better source of information. Mr. Lansing stated the question could be posed of what we are doing with the information. He has asked the planning department what they do with the list and their response is that they do nothing with it all year long until the following year and then it is updated. Everyone on the list is sent a bill for the fee. Council Member Taylor stated they would not know about the home business anyway. Mrs. Sanchez stated she wanted to bring that request to their attention.

Mrs. Sanchez stated the fee increases will remain in the budget, but she will be adding the additional \$0.09 to the recycling fee. Concerning the garbage truck and the vehicles they are going to eliminate the vehicles at this time; another look would be taken to the vehicles in December and the garbage truck would be in debt service. The Carolina Gateway Partnership will be placed back into the budget. The funds from Well Eight (8) will be moved into capital reserve fund. She is going to reach out to some retail and banking institutions to see what some of the impacts from the pandemic are. She is going to eliminate the business registration fee from the fee schedule and find money within the budget to allocate to the fire department for volunteer appreciation. Mayor Pro Tem Burns stated that the vehicles were dependent upon what Mrs. Sanchez was able to find out about the interest rates. Council Member Taylor confirmed that the yard trash/flat bed rate was increased to \$100.00; Mrs. Sanchez stated that was correct.

Mrs. Sanchez stated that the next item she would like to cover was the market salary study and she asked Mrs. Bunch to come forward. Mrs. Bunch has compiled all the data into a chart for Council to review; she stated that it was the same format that was used in the 2019 budget. Mrs. Bunch used the population group that was comparable to the Town, so municipalities with populations between 4,500 and 6,500 to determine an average for the Town staff. There were 19 municipalities that participated in the league's study. Mrs. Bunch stated she compared the positions we have in the Town to those listed from the other municipalities. Page three (3) displays the average hiring rate, average maximum salary, and the average salary for each classification.

Mrs. Bunch used the Town Clerk position to explain how she completed the pay study. The average hiring rate throughout the State in our comparable size is \$45,692. She takes that data and finds one of the Town's comparable pay bands to put that position in. Mrs. Bunch stated that the Town has been behind year after year. She then looked at the smaller municipalities where the Town Clerk takes on multiple roles; she took those out and only looked at municipalities where the clerk is just the clerk. On the bottom of page four (4) the current classification, the Town Clerk fits best in pay grade twenty-seven (27); no other positions are within that grade at this time. This was done for every position in the Town.

For the purposes of the study every employee was moved to the minimum of the pay band and then given 1.5% increase per year for years of service. Mrs. Bunch stated that one of the longest tenured employees is a maintenance worker; he has twenty-one (21) years of service. His new title is now a

maintenance technician I; she took the minimum pay and applied the interest based on his twenty-one (21) years of service. In doing this it appropriately places him where he needs to be. This was done for each position. Mrs. Bunch stated the current hiring rate is around \$24,000, this amount is \$2,000 less than like sized municipalities. If an employee leaves the Town, we don't want them to be so far behind that they will be at a disadvantage because of their pay level; she stated if the Town wants to retain employees we want to be sure that they are paid appropriately.

Mrs. Bunch stated that on page five (5) Council would see the recommendation; the compression charts shows that 52% of the employees have been with the Town five (5) to fifteen (15) years. Majority of the Town employees are below mid-point, it should be expected for half of the employees to be above mid-point. She stated that the Town is pretty close; the pay study that was done in 2017 did a lot to bring the employees up to where they need to be. Mrs. Bunch stated that the Town has made a lot of progress unfortunately the Town is still behind. The primary challenge that the Town now faces is when we are trying to bring in extremely qualified candidates; they will be hired making more money than someone who has worked for the Town for several years. The pay study will keep the Town from having equity issues. Mrs. Bunch stated that Council directed her to put each employee at the minimum while taking into consideration the years of service at 1.5%. Mrs. Bunch stated that the custodian position discussed earlier would increase by \$2.00 to bring the pay rate more in line with the custodian position of other municipalities.

Mr. Lansing asked Mrs. Bunch if she would explain page seven (7) of the study to Council. Mrs. Bunch stated that the first (1st) column seen are the hiring salaries for the Town, the next column displays how the Town is behind compared to similar sized municipalities. The maintenance worker position is \$1,934 less than our average population group. The second set looks at the whole State's population (in the study the Town is grouped in the 5,000 to 9,999 grouping); we are \$2,046 behind in the hiring range. The next column shows an average of the two (2) groupings. Some positions had to be adjusted; some of the smaller times did not have the positions and it caused some discrepancies; this happened particular in Finance; but we are asking them to do more than what is required.

Council Member Taylor asked if the pay study is reflected in the proposed budget and Mrs. Sanchez stated that it is. Mayor Brown asked if there were any questions to Mrs. Bunch regarding this. Council Member Hobbs asked Mrs. Bunch if she remembered the total of the cost of the study. Mrs. Bunch stated that her initial estimate was \$136,930, and Mrs. Sanchez stated it is \$142,000. Mr. Lansing reminded Council that within the current fiscal year the pay study was implemented for public safety, with the understanding that in the next fiscal year they would consider the non-public safety employees.

Council Member Hobbs stated that she felt it was prudent for Council to do this. She went back and read the minutes and it was brought out in the work sessions regarding the budget last year that when this was put in place for public safety that the intent was for it to be implemented, in fact she thought Mr. Barefoot stated that if they weren't going to do it for the whole staff then don't do it. She thinks Council needs to do this. She stated that the Town's most important asset is its employees. Council Member Hobbs stated she is in favor of Council implementing the pay study. Mayor Pro Tem Burns

stated she agreed. Mayor Brown asked if the Town would have the money and Council Member Hinton stated that we didn't know that.

Council Member Hobbs stated that maybe some other things need to go but the pay study is critical. Council Member Hinton stated that this is ongoing, that is not like a vehicle that you buy one time. Council Member Hobbs stated that you cannot go back and take away from the public safety people. Council Member Hinton stated that the Town was not facing the virus when that pay study was implemented. Council Member Hobbs stated that it would be a great disservice to the Town, to the staff and morale if the pay study is not put in place. Council Member Hinton stated that she agreed that we needed it, but we did not know about revenues. Council Member Hobbs stated she thinks Council needs to move forward with it. Mayor Brown stated that she agreed with Council Member Hobbs that if they see that the money is tight then they need to cut some other things. Council Member Hobbs stated that it is an entire budget year that needs to be looked at not just the pay study.

Mrs. Sanchez reminded Council that the cost of living adjustment (COLA) has already been eliminated. It was initially requested to also implement a 2% COLA; she stated that in her conversations with several other municipalities and reviewing the listserv that even in the current state they are still proposing to implement a COLA. Mrs. Sanchez stated that the cut was done under the assumption the pay study would be funded especially since some employees have received a year of increase. Council Member Taylor stated that the remainder of the staff is expecting this. Mrs. Sanchez stated that if they look line by line in the document they will see where the largest amounts of increases are. The staff that have been with the Town the longest are some of our lowest paid employees. Mrs. Sanchez stated that when the calculations were put into the budget, retirement was estimated because we had not received information on the actual percentage. It is reflected at 10.4% the actual figure came in at 10.22% and it will result in approximately \$7,000 in savings between the General Fund and the Enterprise Fund.

Council Member Hobbs asked if that was reflected in the budget, and Mrs. Sanchez stated that it is not. Mayor Brown confirmed that Mrs. Sanchez would revise that to bring back before Council and Mrs. Sanchez stated she would. Council Member Taylor stated that even though we are in trying times and we don't know what the future will bring, the time, money and effort have been spent to create the pay study, it was done for a purpose to not implement would be throwing money away. He would like to implement it. Mayor Pro Tem Burns stated that last year they discussed that if they did half of it that they had to do all of it; Council cannot promise to one and not do the other. Mayor Pro Tem Burns stated that they needed to keep their promise. Council Member Taylor stated that if something else has to be cut then so be it but their word is based on what they do with the pay study. Council Member Hinton stated that Council may have to rethink a lot of things then.

Mr. Lansing asked Council to look at the Human Resource Budget on page 139 to ask Mrs. Bunch any questions that they may have while she is present. Mayor Pro Tem Burns wanted to know what is included in professional service (line item 10-450-0400); she asked if these were things we already have or if this was something that is new. Mrs. Bunch stated that there was not anything new. Mrs. Bunch stated that the only new item is the request for the HR software. Mayor Pro Tem Burns asked if the software and data support (line item 10-450-7000) are items we currently have. Mrs. Sanchez stated

that is new it includes the HR software. Mayor Pro Tem Burns asked if the HR software was included in the \$100,000. Mrs. Sanchez stated that it is one large software and she is allocating that piece to the department.

Mayor Brown asked if we would have this expense every year, and Mrs. Sanchez stated we would have annual maintenance fees. Mayor Brown confirmed the amounts would not be as high and Mrs. Sanchez stated that was correct. Mrs. Bunch stated that software and data support includes her current scanning program with virtual image technology. Mayor Pro Tem Burns confirmed that the number will go down because Mrs. Sanchez negotiated for the cost to be split over a three (3) year period, and Mrs. Sanchez stated that was correct. Mayor Pro Tem Burns asked if they would have an updated book for next time, and Mrs. Sanchez stated yes.

Council Member Hinton stated that the new HR Budget was \$169,975, the clerk and the manager budget is \$283,795 together this was formally the administration budget, and now it balloons to \$453,770. Last year the administration budget was \$317,191, there is a difference of \$136,579. Council Member Hinton stated that these are things specifically for the manager, the clerk, and HR and this does not include the non-departmental. Mayor Pro Tem Burns stated that she thought that those items were now allocated within these budgets. Council Member Hinton stated that she had already checked that. Council Member Hinton stated that these are the things that are specifically for the manager, for the clerk and HR and they are not in non-departmental Mayor Pro Tem Burns stated they weren't now and Council Member Hinton stated that they were not before.

Mayor Pro Tem Burns asked if Council Member Hinton could provide an example. Council Member Hinton stated that by separating HR and putting the clerk back into the administration it is costing the Town more money; it is costing the town \$136,000 more. Mrs. Sanchez stated that she did not agree with this; that there are increases due to salary, the website, and the software. She stated that if they looked at page 142 they could see every single item that Mrs. Bunch has requested; she requested that every single department create something like this to show why they are asking for the request. Mayor Pro Tem Burns stated that she had the same assumption that Council Member Hinton had but was able to find them within non-departmental, and that the huge contract for \$100,000 is included; she asked if that was included in Council Member Hinton's review; Council Member Hinton stated no. Mayor Pro Tem Burns asked for an example of what she is looking at that is new. Mrs. Sanchez stated that \$46,000 came from moving insurance out of non-departmental. Mrs. Bunch stated that employee appreciation, bereavement, workers compensation, unemployment, wellness and safety were also in non-departmental but now have been allocated to HR.

Mayor Pro Tem Burns stated that Council Member Hinton is stating that when you take what use to be in the administration budget (the manager, the hr representative, and the clerk); now that we've broken them apart, it appears that there is a \$150,000 increase. Mayor Pro Tem Burns stated that what Mrs. Sanchez is stating is that many items have not been allocated to specific line items and moved from non-departmental, decreasing non-departmental by several hundreds of thousands of dollars. Looking at non-departmental in this budget, there are only like four (4) or five (5) things left within that line item; it looks like an increase but she doesn't believe that there is a huge increase. Mrs. Sanchez stated

that non-departmental decreased by \$330,000. Council Member Hinton stated that they she understood that, things were put into each department, and she would like to sit down one on one with Mrs. Sanchez over the budget. Mrs. Sanchez stated that if they looked at the HR budget that everything has been budgeted dollar per dollar, that they can see the breakdown of her request on page 142. Mayor Pro Tem Burns confirmed that everything in the proposed budget is within this year's budget except the request for software for \$10,000, and Mrs. Sanchez stated that was correct.

Mayor Brown stated that she saw where Council Member Hinton was getting her figures from and that things were not clear for her either. Council Member Hobbs asked Mrs. Sanchez if she could provide Council the items that have been pro-rated or have been spread out into other departments that is causing the confusion. Mrs. Sanchez stated that \$76,000 in property and liability insurance has been allocated from non-departmental as well; she stated that \$1,600 was in the governing body's budget as a government officials bond. Worker's Compensation totaled \$87,874, the total IT cost of \$164,000 has been allocated to each department. Legal fees were also allocated out of non-departmental, it was one of the harder items to budget for, and the HR legal fee line item is slightly higher than some of the other departments.

Council Member Hobbs stated that in the amended 2019 budget year, the manager, hr, clerk, and non-departmental total \$1,275,103 and if you take those same departments for the proposed budget year the total is \$976,814. If you take into account those three large items that Mrs. Sanchez spoke of, the \$76,000 for property and liability insurance, the \$87,875 for worker's compensation and the \$164,000 for IT then we would be comparing it to \$947,228. She did feel like it would still be very helpful for Mrs. Sanchez to provide a chart with the non-departmental totals. Seeing this year's department totals for each department with the titles would be helpful. Council Member Hobbs stated it can be difficult to follow when so many things are being reclassified.

Council Member Hinton stated that when all those things were put under governing body, all those litany of things that should not have been put under there confused things even more; a lot of those things were in non-departmental. Mrs. Sanchez stated that she knew going into this there would be some questions because it is different, she'd be happy to provide them with some information. Her objective is to clearly show what is allocated for each department and truly show what is non-departmental. Mayor Pro Tem Burns requested that in the explanations for each department that the new request be bolded so that they stand out from the Town already has; it would be extremely helpful for Council. She stated when she reviewed the budget she questioned if a lot of things were new expenditures; if they could have new items highlighted or bolded it would allow them to consider whether or not the item is really needed. Mrs. Sanchez stated that the details are what the department gave to her; Mayor Pro Tem Burns stated that they are all different, some of them gave great detail, and some of them gave minimal detail.

Council Member Hinton stated that software was included in the budget for every department it looks like the Town is spending a fortune on software. Mayor Pro Tem Burns stated that they need to figure out what is needed. Mrs. Sanchez stated that our software needs are great; that some departments don't have any software including hr and planning and what we do have is outdated.

COVID-19 has shown us in particular where we are lacking in software and how we can better serve the citizens. Council Member Hinton stated that she thought planning had software. Mrs. Sanchez explained that they have GIS software but they do not have planning software. The planning department is using spreadsheets and Microsoft Word to try and get by; it doesn't tie into anything for any other department to use. From a customer service stand point, when a person comes in and wants to pay a permit fee, the staff has to get Ms. Price to come to the front to see exactly what the person needs, she then has to go back to her office to find it before the person can pay; it is not very well put together. We should be able to receive the person's name, pull up their information and allow them to pay for the service. We are trying to move into a more comprehensive work flow in all the departments. This should be something not just for now but something to carry the Town forward. The financial software the Town currently has, has carried the Town for the last fifteen (15) years, we are looking for something that will have the same useful life for the Town.

Mr. Lansing clarified that they liked the explanation from the HR department about its request and, that they want new items highlighted. Mayor Pro Tem Burns stated that was correct. As they are going through it, it would be nice to have the new items highlighted or bolded; they don't have anything to compare them to. As she was going through and looking back it appeared that there was a large amount of new software. This will allow Council to discuss whether or not the new items are actually needed; this will allow them to understand how much they are spending in comparison to what needs to be maintained. Mrs. Sanchez stated that she did not do this for the smaller items, however she did provide that information for the major items which can be found on page 276; she also showed major items that were cut for Council's consideration.

Mayor Pro Tem Burns stated that she understands we are required to comply with records retention; she saw that a cheaper way was screen shots. She understands that they are not searchable but nobody said you had to make it easy. She asked if these were things that the Town could hold off. Mrs. Silver stated that she would not recommend the Town hold off on social media retention, the Town currently has eleven (11) social media accounts. Mayor Pro Tem Burns asked what the eleven accounts were: Mrs. Silver stated the Town has a twitter account and a YouTube account, fire and police have Facebook and Twitter, the library has Facebook and InstaGram and parks and recreation has FaceBook, Twitter, and InstaGram. Mrs. Silver also stated that screenshots are not admissible in court. Mayor Pro Tem Burns stated that things would only be deleted by the admin who handles the social media; she questioned if they wanted to give someone the master administration role. Mrs. Silver stated that she would be hesitant to do that; there could be problems with allowing all of that to be placed on one (1) employee. Mr. Lansing stated on page 276 they can see the things that are included in this budget.

Mr. Lansing asked if the money that had been allocated for the yard waste site would still be needed if we are going to dump it Mr. Collie's landfill; Mrs. Sanchez stated that was Council's discretion. Mayor Pro Tem Burns stated that she thought Mr. Brown needed a shed for temporary storage. Council stated that it is taken to the landfill, and Mayor Pro Tem Burns stated that she believed Mr. Lansing was right. Mr. Lansing mentioned that the rehab of the lift station located at NCDOC is included in the budget. Mayor Brown asked Mr. Lansing if he had the area checked out by a surveyor. Mr. Lansing stated that he has and is waiting on a price estimate. He explained that former Mayor, Donald Street, had stated for

several years that the prison could gravity fall and it looks possible. He has spoken with Kevin Varnell of Stocks Engineering and Mr. Varnell has stated that it looks possible but distance has to be factored in. Mr. Varnell stated he believes it is about seventeen (17) feet short of elevation; that the only way to know for sure is to have Strickland shoot the elevation. Mayor Brown stated that if it will work it will save the Town money and if it does not the Town has no other choice. Council Member Hinton asked if we had already spent \$25,000 on this project and Mr. Lansing stated that was correct. Mr. Lansing stated even with getting this done, the Town would be looking at another three (3) years before fully starting on any additional project there; the lift station will not survive another three (3) years without putting major money into it. He stated that it is not money spent for nothing. Mayor Pro Tem Burns asked if there was any funding or grants that we could get to help the Town. Mr. Lansing stated that it is being researched and he doesn't believe that they qualify under CDGB grants. Mayor Pro Tem Burns stated that any type of assistance would be great, that the Town is already providing the service. Mr. Lansing stated that he has even asked the State if they would like to take over the lift station and they do not at this time. Mayor Pro Tem Burns stated that her thought was since they are using this, the State would help with some of the cost. Mr. Lansing stated that they feel that they are in what they pay in sewer fees.

Council Member Hinton asked how the Town mitigated the \$287,000 water leak issue. Mrs. Sanchez stated that they received a credit on their account. Mayor Pro Tem Burns asked how long it would take for the credit to be used and Mrs. Sanchez replied six (6) months. Council Member Hobbs how much longer the credit will last and Mrs. Sanchez stated that she thought it would be used up by the end of June. Council Member Hinton stated that it is one of the Town's largest users. Mrs. Sanchez stated as far as increases are concerned there is a \$1,900,000 increase from the original current year budget. The items that they see requested on page 276 equal \$1,700,000 that accounts for almost everything that is within the proposed budget. Council Member clarified that we are \$2,000,000 over the 2019-2020 budget and Mrs. Sanchez stated that was correct for the original budget. Mayor Pro Tem Burns asked how much over the amended budget and Mrs. Sanchez stated that it is a decrease from the amended 2019-2020 budget; that there is approximately a \$400,000 decrease (Mrs. Bunch left the meeting).

Mrs. Sanchez stated that this was largely because of a transfer that she had to complete in the water and sewer fund. Council Member Hinton stated that, that needed to be explained, she was not sure that anyone really understood that. She also stated the transfer inflated the amended budget enormously, that it skewed it. Council Member Hinton stated that they are looking at a skewed overage. Mrs. Sanchez stated that the transfer should have been completed a few years ago. Mayor Pro Tem Burns asked how much the amendment was for. Mrs. Sanchez stated it was for \$1,200,000 and that she has completed it now. Council Member Hinton instructed everyone to look page four (4). She stated that the amended budget shows a difference of \$2, 348,087, so what did we do. Mrs. Sanchez stated that she went in and reconciled; that it can be seen on page five (5) and page (6). These pages show all the budget amendments that have been done; in the General Fund there was a non cash reimbursement to the Enterprise Fund. Mrs. Sanchez stated that she had to add a journal entry; this was an auditor entry that was supposed to have been done back in 2014. The liability was booked but they

never carried the process forward. Council Member Hinton stated that this was something that they did not understand and Mrs. Sanchez explained that it is a non-cash item, no money is actually being spent but it has to be accounted for.

\$319,000 was transferred from the General Fund to the Capital Reserve Fund; the money had been allocated and was just sitting there waiting to be properly allocated. Council Member Hinton stated that this again skews the budget. Mayor Pro Tem Burns states it makes it look like the budget was larger than what it was. Council Member Hinton stated that in fact the only things we purchased were the cemetery outlay building, repairs for the police vehicles, software for the police department, and the chipper repair. Council Member Hinton stated that she thought we bought a new chipper, and Mr. Lansing stated we had insurance money for that. Mrs. Sanchez stated the other major non-cash item, was a transfer within the Enterprise Fund for \$1,200,000 to clear out the old capital projects that had negative cash balances. Council Member Hinton stated that it makes it look like the Town was spending money left and right. Mrs. Sanchez stated it was money that was already spent and the problem was that it was never shown that way and we have to show it. Council Member Hinton stated that actually only about \$200,000 was above and beyond the original budget, so this skews the entire budget. Mrs. Sanchez stated that anytime a transfer is done it increases the budget. Council Member Hinton stated that takes them back to page four (4) and it makes it look like the Town look like we spent more money than we actually did.

Mayor Brown asked about the \$2,000,000 and Mrs. Sanchez explained that the current year budget was not increased \$2,000,000 in cash, or in spending. Mayor Pro Tem Burns stated that what she thinks Council Member Hinton is saying is that if we look at next year's budget compared to this year's amended budget it looks like we are under but in fact if you take out the big transfers that were made we are over. Mrs. Sanchez stated that was correct, that is why she included the reconciliation, and that it is in fact a \$1,900,000 increase and where \$1,700,000 came from. Mrs. Sanchez stated that some of that \$200,000 is the sanitation increase including the recycling so the overage is \$1,900,000. Mayor Brown asked what exactly the increase is. Mrs. Sanchez stated that compared to the 2019 original budget there is a \$1,900,000 increase. Mrs. Sanchez stated that they tried to maintain a conservative operating budget and most of the things listed are one time cost; the market rate study and IT Services will be ongoing. She stated the next payment for the comprehensive plan will have to be paid within the next fiscal year and the financial software will be paid out of the next three (3) fiscal years. She stated that there are things that will have to be replaced annually within the fire and police department like radios and vehicles. She stated that they won't be purchasing a garbage truck the following fiscal year and yard waste site improvements could be eliminated as well. She stated we would not be working on the NCDOC rehab lift station project but there could be another lift station project. Council Member Taylor stated that just about everything within public buildings is a onetime thing.

Council Member Hinton stated the \$1,900,000 over the original budget is a 19% increase that is a big increase from our original budget. She stated that they have to think about revenues, if we are 19% over from where we were last year in our original budget, where's the money coming from if they are telling us we are going to have reduced revenues. Mrs. Sanchez stated she budgeted conservatively when it came to revenues, but of course there is still some uncertainty. Council Member Taylor stated

that there are a lot of one times items that if those were removed the budget would not look as bad as it currently does. Council Member Hinton stated that then means they may have to reconsider all of those things.

Council Member Hobbs suggested that next week if possible Mrs. Sanchez provide an updated line item budget so that everything is in place and to have each item spelled out in a comparison form from the original 2019-2020 to the 2020-2021 proposed budget. She believes receiving this in addition to receiving the whole budget revenue wise and expenditures wise they will be able to see where everything falls. She stated the key would be whether or not the Town has enough revenue to sustain the budget that is being recommended. Mayor Brown stated that the citizens may be concerned that taxes will be increased. Council Member Hobbs stated that they can say that there is no tax increase involved in this. Council Member Hinton stated that they will see the \$7.50 in water and sewer and sanitation; they are going to see that as an increase. Mrs. Sanchez stated that all the fees that have been proposed are specifically dedicated to the programs. Mayor Pro Tem Burns stated the only way to get rid of it is for the Town to pay for it which is the tax payer dollars, or they could eliminate the yard waste pickup. She thinks that would be a very unpopular decision to make.

Mayor Brown asked Council if they had any additional request for Mrs. Sanchez; she thanked Mrs. Sanchez for all of her hard work. Council Member Hinton stated that they are just trying to understand. Council Member Hinton asked what project the non-cash reimbursement of \$1,200,000 came from; Mrs. Sanchez stated that it was two (2) different projects and she couldn't quite remember what they were for. Council Member Hinton stated that she wanted to know. Mrs. Sanchez stated that the project information was included in the budget amendment. Council Member Hobbs stated that she was surprised that our auditors hadn't pointed it out in prior years. Council Member Hinton stated that it is coming back to them now and it skews the budget. Council Member Hobbs stated that some of it is for record keeping purposes to make sure that we have everything allocated; she also stated that she would have thought it would have been caught from an audit perspective by now. Mrs. Sanchez stated that she thought it was caught; that she felt it had already been reflected and done in the audit. Council Member Hobbs clarified that Mrs. Sanchez was stating that an audit entry was done but it was never done internally on the financial system.

Council Member Hinton stated aside from that the Enterprise Fund only increased by \$200,000, but it looks much worse on the books. She stated that with the comparison on page four (4) it looks as if the Town has been "cooking the books." Mrs. Sanchez stated that she hasn't, and her intentions are to put in policies and procedures to get our books in order. Council Member Hinton stated it makes you begin to think where did we go wrong, what wasn't done, who didn't do what, it is very similar to what happened at our waste site. Mrs. Sanchez clarified with Council how they would like all the information requested presented. Mayor Pro Tem stated that they would like to see the original 2019-2020 budget and items that were purchased pulling the non-cash items aside. Mrs. Sanchez clarified that they just wanted expenditures and Council Member Hinton stated that was right only what was actually spent. Mayor Pro Tem Burns stated that they would like to see the recommended this year, they have the amended 2019-2020 budget which shows what was actually spent within the departments. She stated that these figures would not really change much and that is what is skewing the budget. Mrs. Sanchez

stated that all the non-cash items could be found within the 660 budget. Mayor Brown stated that she would like to see a simple visual that she can understand.

Council Member Hobbs stated that the line item budget was fine, but asked if Mrs. Sanchez could provide a summary by department including the original budget for this year, the amended budget for this year, and the recommended budget for the next fiscal year. It would be nice to have something to explain what increases or decreases are for the total department without going line item by line item. Mrs. Sanchez stated that some of this may be included in the budget summary tab, she showed the total dollars versus Town dollars (the Town dollars are what we are actually spending). Council Member Hinton asked her what she meant by Town dollars and Mrs. Sanchez stated basically property tax. Council Member Hinton stated that they had never used that term before. Mrs. Sanchez stated that they are the available funds less the fees. Council Member Hobbs stated that departmentally Mrs. Sanchez is trying to show that certain fees that are collected are only applicable to certain things. She used the fire tax as an example; it can't be used for anything else so it reduces the amount the Town has available from property taxes for fire services. She is trying to show departmentally where there is a case of that; so there may be fees that are associated with one specific function whereas everything else has to be paid for with property or sales tax. She would like Mrs. Sanchez to add columns to the budget summary to show the original 2019-2020 budget, the 2020-2021 proposed budget and a comparison of the two (2) showing the difference between the two (2). She also thinks it should include some type of information on what the increase is. Mrs. Sanchez asked Council Member Hobbs if what she had on page eighteen (18) would work but with adding in the additional column and Council Member Hobbs said yes.

Mayor Pro Tem Burns stated that the chart Mrs. Sanchez pointed out answers most of her questions, however we didn't have the manager, clerk, and human resources separated out and Council Member Hinton is pointing that out when you add it all together it comes up to a very different number. Because of that it is very hard to provide a comparison; we don't have an administrative budget anymore. She stated she was fine using the amended budget for police and fire it is clear to see what was purchased, however things become unclear in water and sewer because of the large figures. Mayor Brown stated that she liked Council Member Hobbs suggestion and Council Member Hobbs stated that it would be nice to have something to show how we got from one point to the next. She stated that Mrs. Sanchez did not have to include every single dollar amount but the larger amounts. Mrs. Sanchez asked them to keep in mind that all the departments would increase because of the allocations from non-departmental. Council Member Hinton asked that she look at the clerk, manager, and hr, how it is all organized now and how it was organized before, there is a difference, and if she is wrong she would like to see it. She stated that all she could see that it is costing us more to reorganize. Mayor Brown stated that it is costing the Town more because their salaries went up. Mayor Pro Tem Burns stated that the total salaries for everyone are less than the difference Council Member Hinton is finding.

Mayor Pro Tem Burns confirmed what was included in professional service (line item 10-410-0400) under the governing body. She stated that it appeared to include Municode, and VC3. She also brought up the website and website development; she asked if they had talked about website development and

what happens to what the Town currently has because she didn't believe that they had. Council Member Hinton stated that it seems like they just got a new website and that was going to be the be all end all for the website. Mayor Pro Tem Burns stated it appears that things will not function as of this upcoming year. Mrs. Silver stated that the technology that was used to write the programming for the website is becoming extinct; features that are included on the website will no longer function as of December 31, 2020. Mayor Pro Tem Burns asked what features and Mrs. Silver stated flash player and scripts will no longer work. She stated that she was unsure if this was discussed when this project was initiated but from a tech standpoint the Town should expect to update every three (3) to five (5) years. Mayor Pro Tem Burns asked if they should expect to spend \$18,000 every three (3) years and Mrs. Silver stated that may be more as things continue to increase in price. Mayor Pro Tem Burns asked if the new site will still allow people to pay online and Mrs. Silver stated the new site will have better functionality and will be more user friendly. Mrs. Sanchez stated that it will be able to integrate with the financial software as well. Mayor Pro Tem Burns stated that her expectations for Nashville are different than she would expect of Raleigh; she wanted to be sure we kept online payments because so many people responded positively to that. Mrs. Silver clarified that the total cost is \$35,000 but they were willing to break that into three (3) payments across three (3) fiscal years; she explained that the \$18,000 included a third of the price of the upgrade and the \$9,000 that is paid annually for maintenance and support.

Mayor Pro Tem Burns asked in software & data support (line item 10-420-7000) if these were items we already have or if they are new items, which included Smarsh and ICompass; Mrs. Silver stated those were new. She stated that ICompass is agenda software; the agenda software will guide the agenda process, it will provide the manager with a means to hold the clerk accountable. The software would be used by the clerk, the manager and all department heads; it will give them an avenue to submit their work directly to Mr. Lansing and provide opportunities to collaborate with one another in the agenda creation process. The software does some things that we don't currently do because we simply don't have the software to do this. She provided examples of page numbering the agenda and once completed automatically publishing the agenda packet to Council, the media, the sunshine list, and the website for the public. Mrs. Silver said that it will reduce cost, the Town spends a lot of money on the agenda packets; money is spent on the paper for printing, the time spent by the clerk, printing, copying, assembling, and many other cost. She stated that she could continue to print for Council but the department heads would have access without the cost of printing the extra copies. Mayor Pro Tem Burns asked what the cost is and Mrs. Silver stated \$3,850. Mayor Pro Tem Burns asked if it was an every year fee or a onetime fee with annual maintenance and Mrs. Silver stated every year.

Mrs. Silver stated that Smarsh is social media and text retention. The Town is responsible for retaining social media because they are public records; this is a searchable platform, so it is a database and not a catch all for the records. The software captures comments that are deleted, even when they are deleted by whomever and it provides records that are legally compliant and admissible in court. Mrs. Silver stated that the Town currently has eleven (11) social media pages, Mr. Lansing has approved for the Town and for Downtown Strong to have FaceBook pages which will increase the number of accounts to thirteen (13). Mayor Pro Tem Burns asked how much this will cost and Mrs. Silver stated that it is \$8836.35. Mayor Pro Tem Burns asked if this is annually as well and Mrs. Silver stated that \$500

would be removed from the annual cost. Council Member Hinton asked what the grand total for all of that would be \$20,065. Mrs. Silver stated that also included in that figure was the recording system for Council Chambers that it is no longer going to be supported or maintained. Mayor Pro Tem Burns stated that they couldn't use it even if they wanted to and Mrs. Silver stated that was correct. She stated that was an additional \$4,477.10. Mrs. Silver stated that it also includes three (3) other items the Town already has which are Municode \$735 for our online ordinance, MCCI \$705 for our online minutes, and ADS \$1,100 for annual maintenance and support of the recording system. Mayor Pro Tem Burns confirmed that the new items are Smarsh, ICompass, and an upgrade to the website. Mrs. Silver confirmed that and pointed out that the \$4,477.10 would be a onetime cost that once replaced the recording system would not have to be replaced for some time as well.

Mayor Brown asked if there would be anymore question. Mayor Brown thanked everyone for coming out today and stated that she felt the work session had been productive. Council Member Hinton stated that she would like a grand total of all the software, new versus what we have. She would also like the maintenance fees or anything associated with the software.

3. Adjourn

There being no further business, Mayor Brown called for a motion to adjourn. Council Member Hinton made the motion to adjourn, seconded by Council Member Hobbs. There being no discussion, Mayor Brown called for a vote. The motion was unanimously approved (4-0). Mayor Brown declared the meeting adjourned at 2:55 pm.

Brenda Brown, Mayor

Attest:

Jontesca Silver, Town Clerk

The Town Council of the Town of Nashville held a Called Meeting on Tuesday, May 19, 2020 at 9:00 AM in Town Council Chambers. Members Present: Mayor Brenda Brown, Mayor Pro Tem Kate Burns, Council Member Larry Taylor, Council Member Louise Hinton, and Council Member Lynne Hobbs. Absent: None. Staff Present: Randy Lansing–Town Manager, Tesa Silver –Town Clerk, and Sam Sanchez–Finance Director.

Mayor Brown called the meeting to order at 9:00 a.m. Mayor Brown led the Pledge of Allegiance and Prayer. Mayor Brown welcomed all those who were in attendance. Mayor Brown called for the Budget Worksession for the proposed Fiscal Year 2020-2021 budget. Mayor Brown called Mr. Lansing forward to give the local business update.

Mr. Lansing stated that per Council's request he reached out to several local businesses to see how they have managed since the outbreak of COVID-19. Express Floors has not seen any decrease in business, in fact they have been turning down work because they don't have the man power to do all the work. He was not able to speak with anyone at LBJ Chevrolet, INC. Taylor Exxon initially saw a decrease but business returned to normal a few days after the Stay at Home Order was issued. Frank's Homes also experienced a decline initially but once people became familiar with how to social distance business began to pick back up. Mr. Lansing did not hear back from Brent Bass & Associates.

AutoZone stated that sales declined initially but after a couple of weeks sales returned to normal, at their target rate meeting sales projections. The Nashville ABC Store stated they did not see a decline but held steady and they are seeing a slight increase. Braswell Family Farms has seen a significant increase and are delivering more eggs than before. Mr. Lansing did not hear back from Perdue Farms or Alco Electric. He was not able to get any information from Sheetz. SAC Enterprises, INC has not seen any decrease since the onset of COVID-19. Southern Bank stated that they have seen an increase in payroll protection loans, growth and construction, and refinancing of mortgages. They stated that they knew first hand that the restaurants, salons, and farmers are suffering during this time.

Mr. Lansing was not able to speak with Church Street Grill. Bells Hardware saw a decline in sales for about a week after the Stay at Home Order was issued. Sales have since increased and they are ahead of their sales projections. Atlantic Natural Foods has not seen any decline. Mr. Lansing was not able to get information from Clayton Homes about how COVID-19 has impacted their business; however he was informed that the current manager Tim Schiek will be leaving the company and Matt Frazier will be the new plant manager. Mr. Lansing did not hear back from the Nashville Diner. James Strickland Land Surveying continues to thrive seeing no decline. Mr. Lansing was not able to reach Sal's Pizza & Subs. A.J. Leonard Company has seen no decline in automobile policies, but there has been some decline in home policies; home inspections cannot be done at this time.

Mayor Brown asked Mr. Lansing if he had any information on how Jody's or The Painted Teacher were doing. Mr. Lansing stated that he thought the independent business owners were suffering. Mayor Pro Tem Burns stated that they have been innovative by placing things online, but they are still suffering from the impact of COVID-19. Mayor Brown stated that she was happy to hear that the Town is

doing as well as it is; she stated that she had seen the furlough for NCDOT and every Town she has spoken with appear to be keeping their budgets level until they are able to see what revenues they will receive.

Mayor Brown called on Mr. Lansing to provide the Water & Sewer Fee Schedule Update. Mr. Lansing distributed the 2019-2020 Fee Schedule and a Proposed Fee Schedule for 2020-2021. He explained that there is inconsistency in terminology used even amongst the staff; he intends to change that when implementing the updated fee schedule. On page 23A Council will see that he is proposing to combine the current Water Application Fee (\$35.00) and the current Sewer Application (\$10.00) into a single application with a fee of \$45.00 (the current total of the existing applications).

The current schedule list various sizes of water taps, most people do not know what a water tap is. He is proposing to change the names to water connection fee and sewer connection fee; this is much easier to understand. He is proposing to change the name of the Utility & Waste Receptacle Deposit to Utility Deposit. On page 23A he also listed the water meter cost per size, the current fee schedule just states plus cost. Each year the cost of the meter will be adjusted as they increase but for the year this price is locked in. He has also removed the 3" Meter, they no longer exist and it causes additional confusion.

On page 24A Council will see he has removed the term Federal Mandate from the schedule and replaced it with Base Fee. He is recommending that the water base fee be increased from \$6.00 a month to \$7.87 a month; a total increase of \$1.87 per month. This increase is based on the results of the internal rate study conducted by Mrs. Sanchez and the study of the Town's fees & rates by the NC Rural Water Association. The base fee is intended to cover the majority of the fixed cost associated with the water and sewer system. Council Member Hinton asked if the mandate was tied into the base fee; Mr. Lansing stated that was correct. He stated that it would no longer be called a mandate; it will be called a water base fee. \$1.87 will be added to the \$6.00 to make it \$7.87 per month.

The Town's current Flat Rate Sewer Fee includes the first 1,000 gallons and he is proposing to change the name to Sewer Base Fee. The proposed Water Base Fee of \$7.87 does not include any gallons; to ensure consistency between both fees he would like to include the first 1,000 gallons in the water base fee. \$5.74 will need to be added to the water base fee of \$7.87 making the total \$13.61 per month. Mayor Pro Tem Burns confirmed that the \$13.61 includes the first 1,000 gallons. Mr. Lansing stated that was correct; what is being proposed in both fees would include the first 1,000 gallons. If a resident doesn't use more than a 1,000 gallons then all they will pay is \$13.61, it is very similar to what we have now. Mrs. Sanchez stated from a billing perspective it makes no difference. Once one (1) gallon of water is used they are going to be charged \$5.74. Council Member Hinton stated that the person who uses fewer gallons is penalized because the second 1,000 gallons is \$4.18. Mr. Lansing stated it is structured that way presently.

Mayor Pro Tem Burns asked if the structure would assist in obtaining grants. Mrs. Sanchez stated that this will clarify terminology. The way it is currently billed it is still going to be \$13.61; if they used one (1) gallon a resident is going to be charged \$13.61. Mr. Lansing stated that he is proposing to

change it so that it is easier to explain and understand. Council Member Hinton clarified that for the \$7.87 no one receives any water and Mr. Lansing stated that is correct it is only a base fee. Council Member Hinton clarified that with sewer they receive 1,000 gallons and Mr. Lansing stated that was correct. He is proposing these changes to make things consistent.

Mr. Lansing stated that he is proposing new water base fees based on recommendations we received from the NC Rural Water Association and from requests that we have received from developers wanting master water meters for apartment building and not individual meters for each apartment. Currently most apartment complexes have a water meter for each apartment; these developers would like to have one master meter, and include water and sewer charges in their tenants rent. The advantage to the Town is in collections; the Town would not struggle to collect from the apartment company we struggle when trying to collect from individuals. Our current fee schedule will not allow us to do this. Mr. Lansing, Mr. Brown, and Mrs. Sanchez created a fee schedule where the water base fee will vary based upon the meter size. 98% of the residents have a 5/8" water meter and the base fee will be \$13.61. As the size increases the water base fee will increase, for example if you live in town and have a 1 1/2" water meter then the base fee would be \$16.24 with the charge of \$4.18 for each additional 1,000 gallons. Mrs. Sanchez stated this would generate an additional \$5,000 in revenue.

Mr. Lansing stated that this will not impact most people within in Town because they have 5/8" meters. Mrs. Sanchez explained that the price difference in the water base fees are the differences in the cost of the larger sized meters. Council Member Taylor confirmed who would be paying the fees with the master meter, and Mr. Lansing stated that the apartment owner would pay the fees. Mr. Lansing stated by implementing these changes it will help staff better explain fees when residents come in to apply or change existing service and it will make it easier for residents to understand the information they are getting. After review of the spreadsheet they had been given in a prior meeting, Council Member Hinton wanted to know if the increased cost would be \$7.41 or \$7.50. Mrs. Sanchez stated that it will be \$7.50. Council Member Hinton stated that the spreadsheet was wrong and needed to be updated. Mrs. Sanchez stated that it is very outdated. Council Member Hinton asked Mr. Lansing if he could provide an updated spreadsheet.

Mayor Brown called for the budget line item updates from Mrs. Sanchez. Mrs. Sanchez stated that since the proposed budget was originally created there have been several changes; she has provided Council with an updated proposed budget with as many updates as possible reflecting those changes. Mrs. Sanchez stated that changes have been highlighted for Council and there are notes in regards to the changes that have been made. Mayor Brown asked if Mrs. Sanchez would start on page one (1) and go through it with them. Mrs. Sanchez started on page one (1); she added a line item called Alcoholic Beverage Excise Tax (10-341-1000). In years past this was mistakenly mislabeled as Beer and Wine Tax. The Town does not currently receive Beer & Wine Tax but the Town does receive Alcoholic Beverage Excise Tax. She has added that into the budget with projected revenue of \$23,000.

Council Member Hinton asked Mrs. Sanchez why she increased sales and use tax distribution to \$1,230,000 from the \$1,210,000 reflected in 2019-2020. Mrs. Sanchez stated that it was budgeted at \$1,210,000 but she is estimating that it will be \$1,250,000 for 2019-2020; based on the estimate the

\$1,230,000 is \$20,000 less. Mayor Pro Tem Burns stated that \$1,210,000 is what was budgeted, but Mrs. Sanchez is estimating that the Town will receive \$1,250,000 for the current year. What is projected for next year is \$20,000 less than what we will get this year. Council Member Hinton stated that this is what we think. Mrs. Sanchez stated that the largest dip will be in the last quarter of this fiscal year. There will be a dip in the first quarter of the following fiscal year, and hopefully based on the study provided by the NC League of Municipalities (NCLM) things will rebound. She understands that there are a lot of uncertainties but hopefully without another surge of COVID-19 the Town's revenue will rebound with minimal impact. Council Member Taylor asked how the Town was currently doing without including the last quarter of the fiscal year. Mrs. Sanchez stated that the Town had been ahead but only time would tell how things would turn out. Council Member Taylor asked how far ahead the Town was and Mrs. Sanchez stated she could not recall but could look that information up for him. Council Member Hinton stated that the bottom line is that it is a "big if" and Mrs. Sanchez stated that it is.

Mrs. Sanchez stated on page two (2) Council will see the Building Reuse Grant (line item 10-348-0200); this is a pass through line item that will be used to disperse funds to the pharmaceutical company. Council Member Hobbs asked if they could go back to sales and use tax; she stated that at the end of April it reflected \$1,060,045. She asked how many months of sale and use tax this included; Mrs. Sanchez stated she would have to look to be sure. Council Member Hobbs stated that if it included ten (10) months that they could assume they would receive an additional \$180,000; Mrs. Sanchez stated that the Town had just received February's. Mrs. Sanchez stated that she does not believe that the report includes February. Council Member Hobbs stated if that is true then they will be considerably over.

Mrs. Sanchez stated that in the line item for fire protection contribution (10-353-0000) she has added the money requested from the County to purchase air packs for the new fire truck. She stated that she added the \$0.09 for recycling into the Sanitation Fees (line item 10-359-0000) and it will also reflect elsewhere in the budget as an expenditure. On page three (3) after verifying cost with Chief Puckett, the vehicle loan proceeds have been reduced. Mrs. Sanchez stated that since the budget was created the Town has received more concrete figures on what health insurance will cost; she had initially budgeted each employee at \$7,200. The cost for each department head is \$7,150 and the cost for each employee is \$7,100. She went through each departmental budget and updated the cost of health insurance within each budget. Mrs. Sanchez stated that she did the same with retirement; she budgeted at 10.4% and the figure came in at 10.22%. Mrs. Sanchez stated that we received the invoice for worker's compensation and that has unfortunately increased; it increased \$5,000. She has gone in and updated the budget to reflect this as well. Those are the only changes that are reflected in the manager and human resource budget.

Mrs. Sanchez stated that Council should look at the Finance & Tax budget next. She stated that in this department and many of the other departments she reduced travel under travel and education. She felt this made sense with the restrictions that have been put in place currently, and that the UNC School of Government is offering many courses online. She stated that they will see a large reduction in the line item for software & data support (10-460-7000). Council Member Hinton asked if this was a reduction from the \$100,000. Mrs. Sanchez stated that the cost is split over three (3) fiscal years but

Council will see a reduction in software and data in the finance, human resource, planning, fleet, and water and sewer budgets. Council Member Hinton confirmed that originally in the finance budget the cost was reflected at \$100,000; Mrs. Sanchez stated that was correct. She also reminded Council that the cost shown includes the cost for maintenance and support of the current financial software in addition to the cost of the new software she is requesting. The following year the number will reduce. Mayor Pro Tem Burns asked what the figure would be in the following year; Mrs. Sanchez stated \$36,000 would be removed from the \$64,000 and that she is trying to get that figured prorated as Council Member Hobbs suggested.

Mrs. Sanchez stated that she updated public buildings to include utility cost for the building on Boddie Street that the Town will begin to lease. Since presenting the budget, we were informed by our IT provider that the Town servers are not being backed up. We have started a project that will ensure our servers are up to date and that they are being backed up properly. There is an annual cost associated with this project; it is \$13,800. Mayor Pro Tem Burns asked what the figure was before and Mrs. Sanchez stated it was \$5,000. Mrs. Sanchez stated that the figure increased by \$13,800 and that it will be an annual cost. Council Member Taylor stated that everything the Town had saved is now being spent on this.

Mrs. Sanchez stated that several significant changes have been made within the police budget. She stated there were some amendments done to the salary study that decreased the total of their salaries; she stated that the health insurance, retirement, and worker's compensation line items were changed to reflect the confirmed information she has received. Reviewing current gas prices and current gas use she reduced gas, oil, and tires (line item 10-510-3100) to \$55,000. Plain Clothing Allowance (10-510-3700) was originally budgeted for three (3) officers and it has been reduced by \$500 for only two (2) employees. After reviewing the vehicles she and Chief Puckett were able to put a cap on the price at \$150,000.

Mrs. Sanchez stated that there are changes to the fire department budget in salaries and wages due to amendments in the salary study, and that retirement, health insurance and worker's compensation have been updated to reflect accurately here as well. She brought their attention to the line item for equipment over \$5,000 (10-530-7460); this is where she is accounting for the purchase of the air packs. Mrs. Sanchez stated that a suggestion was made to her to move all transfers and debt service into a separate department, and she has since done that. There was a transfer for the fire station but it has been moved into the new department.

Mrs. Sanchez stated that travel and education (line item 10-555-1400) was reduced to \$1,000 in fleet. Software and data support (line item 10-555-7000) reflects the request for new software and the updated cost associated with it. Streets reflect the updates that were done in health insurance, retirement, and worker's compensation. There was an amendment to the salary study in sanitation along with the updates to health insurance, retirement, and worker's compensation. In contract service (line item 10-580-4500) she has included the increased cost of recycling. Mrs. Sanchez stated that she also eliminated \$35,000 from capital improvements (line item 10-580-7300) for yard waste site improvements. Council Member Hinton asked if we were not cleaning up the site. Mrs. Sanchez stated

that we are but some of the improvements included items like covered storage and sheds in the event that the Town had continued to use the site.

Mrs. Sanchez stated that travel has been reduced to \$500 in travel and training (line item 10-590-1400). She removed the money that was allocated under vehicle maintenance (line item 10-590-1700); it has been accounted for in equipment maintenance. Mrs. Sanchez updated the capital reserve line item (10-590-9700) in stormwater. We are required by Statute to spend any funds collected from stormwater fees on stormwater projects. Since those funds were collected but have not been spent on stormwater projects they have been moved to be used on future stormwater projects.

The recreation budget has been updated to reflect the changes in health insurance, retirement, and worker's compensation. She stated that she decreased the amount listed for the lease (line item 10-620-2100) because the lease came in under what was originally budgeted. The only updates within the library budget are for health insurance, retirement, and worker's compensation. Mrs. Sanchez stated there is an increase in salaries and wages (line item 10-640-0200) in the cemetery budget. After having a discussion with Mr. Brown it was determined that the employees who are on call for the cemetery were not receiving on call pay, our personal policy states that they are entitled to it and that has been reflected in the budget. The updates for health insurance, retirement, and worker's compensation are reflected here as well.

Mrs. Sanchez stated that she added the Carolina Gateway Partnership back into non-departmental. Mrs. Sanchez stated that at this point instead of having to appropriate Fund Balance the Town will be able to add to its savings; the amount should be approximately \$12,000. Mrs. Sanchez stated that she created two (2) new departments. The first department is called Transfers/Pass Throughs. This is for situations where we receive revenue and we pay the revenue out. Council will see about \$500,000 reflected in pass throughs. The second department created was Debt Service. The items listed here are subject to change based on Council's decision. Council Member Hinton asked what was included in the lease line item (10-660-2100) in non-departmental; Mrs. Sanchez stated that was for the copier at Town Hall. She stated that this also includes the cost for the machine she is proposing to lease that folds, seals, and stamps. Council Member Hinton asked if this was the Pitney Bowes and Mrs. Sanchez stated yes. Mrs. Sanchez stated that she included it in non-departmental because all departments will be able to use it.

Mrs. Sanchez stated that she added the \$5,000 in meter based fees in the Enterprise Fund in the Water Revenue line item (30-371-0000). She stated that Council will see the remaining \$10,000 for Carolina Gateway Partnership reflected in the water and sewer non-departmental budget. Under water and sewer administration changes were made to update health insurance, retirement, and worker's compensation. A reduction was made in software and data support (30-720-70000). Water operations reflects amendments to the market study, and the updates to health insurance, retirement, and worker's compensation. Sewer operations was updated for health insurance, retirement, and worker's compensation. Mrs. Sanchez stated that she created a transfer/pass throughs as well as a debt service section in this fund too. Mrs. Sanchez stated that concludes the budget line item updates.

Mrs. Sanchez stated that she would like to revisit debt service. She was able to reach out to several banks to get additional rate information. The rates that she received from the various banks were between 2% and 3.2%; she stated that she left the debt service in the budget at 3.25% because of the uncertainty we are currently facing. She stated that she did not feel comfortable with cutting that number. She presented Council with four options. Option one (1) is to finance everything; this is what is currently reflected in the budget. Financing will include the garbage truck, vehicles for the police department and the fire department. The loan proceeds would equal \$635,000, the principle payment would be \$119,000 and the interest would amount to \$19,000 at a 3.25% interest rate. There would be no additional fund balance appropriation and the Town would add to its Fund Balance; \$12,813 would be added and the reserve ending balance would be \$728,804. Option two (2) the Town would only finance the garbage truck. The loan amount would be \$380,000, the principal payment would be reduced to \$380,000 and the interest would be \$11,400 at a 3.25% interest rate. Fund Balance appropriation would need to be added to make up the difference; the total fund balance appropriation would be \$186,837. The reserve ending balance would still be \$728,804.

Option three (3) would be to use Fund Balance to purchase all of the vehicles. There would be no loan proceeds or debt payment. The total Fund Balance appropriation would be \$484,187 with a reserve ending balance of \$728,804. Option four (4) would have the Town utilize more capital reserves; \$380,000 of capital reserves would be used to fund the garbage truck. Fund Balance would have to be appropriated to purchase the remaining vehicles; \$104,187 would have to be appropriated from Fund Balance. The reserve ending balance would be \$490,504. Council Member Hobbs stated that based on earlier discussion she thought it was understood that the Town needed some debt in order to try to obtain grants; she doesn't want to go away from debt entirely for that reason. Mrs. Sanchez stated that was correct, she was trying to provide multiple options. She still believes that it would be good to finance everything to allow the Town to acquire debt and become eligible for additional grants. She also thought it would be good for the Town to hold onto its cash until the Town is no longer facing some of the uncertainties.

Mayor Pro Tem Burns stated that they could finance it all to see how things go and then if they wanted to they could pay off the debt early. Mrs. Sanchez stated that they could do that. Council Member Hinton stated that we needed to be sure that would be with no penalty and Mrs. Sanchez stated that it could be written in. Mayor Pro Tem Burns stated that moving completely away from debt concerns her as well because she wants the Town to be eligible for grants. Mr. Lansing stated that we can apply for grants now but we won't receive them. Council Member Hinton stated that she believes that the rationale is that grantors believe we don't need it. That if you're in trouble then you can receive it. Mr. Lansing stated not too much trouble though. Mayor Brown stated that after speaking with other municipalities that the key is a grant writer and not necessarily taken on a lot of debt. It may be nice to have some, but not to pile it on. They have to look at the interest that will be accrued.

Council Member Hobbs stated that grantors are looking to see that the municipality is making an investment. When debt is put into place it shows that the Town is willing to put in some level of investment. It could be taken from Fund Balance but we still would not be showing grantors that the Town is willing to take on some element of risk in order to keep the system maintained. Mr. Lansing

asked if there were any thoughts on the four (4) options. Council Member Taylor stated he is still in favor of having a little debt to help the Town out as far as grants are concerned. He would like to finance the garbage truck and pay for the smaller vehicles. Council Member Hinton stated in the past they have financed large vehicles like the sewer jet vac and fire trucks. They have never financed police cars or vehicles like the fire department are asking for. Mr. Lansing asked what Council Member Hinton's thoughts are moving forward and she stated to finance the large vehicles.

Council Member Hinton stated that the Town had money that had been set aside for the garbage truck. Mrs. Sanchez stated that \$180,000 was set aside but it is not enough to cover the garbage truck. She stated that the funding had been reallocated and it could be reallocated elsewhere if needed. Council Member Hinton stated that the money was set aside to be able to pay down the cost. Mrs. Sanchez stated that if Council decides to only finance the garbage truck, she would allocate capital funds to cover the cost of the vehicles so the total fund balance appropriation would be less than what they see reflected before them, but the capital reserve balance would be lower. Mayor Brown asked Mrs. Sanchez to repeat that information. Mrs. Sanchez stated that the budget currently uses capital reserve for the debt service payment, which she believes is \$148,000. If Council finances the garbage truck and purchases the other vehicles outright, she will reallocate capital reserve funds to cover all of the vehicles not just the debt service payment. That will cause a reduction in the amount of fund balance that will be appropriated out of the General Fund because we are using more of the capital reserve.

Council Member Taylor asked if any progress had been made on selling the asphalt recycling machine. Mr. Lansing stated that it had not. The next round of surplus would be done in June. Council Member Taylor asked how much it would sell for. Mr. Lansing stated that the Town could put a reserve on it when it is listed on the auction and Council Member Taylor stated he did not want to give it away. Council Member Taylor stated that by selling it, it would produce more revenue into the budget. Mr. Lansing asked Council if they saw his note about the garbage truck bids. He explained that the Public Works department is working with three different vendors to try to purchase the new garbage truck. The \$380,000 allocated for the truck will cover the cost of the truck; based on the things the department has identified are needed on the truck. The vendors have assured them the \$380,000 will cover that cost. The department is still waiting to hear if the \$380,000 will cover the cost of a truck with a mechanical arm. Mr. Lansing stated that all the residents will have to place their garbage cans at the right place at the curb in order for the mechanical arm to pick it up. The truck will have to also go down both sides of the street and it will take a little longer to run the route with the automated arm. Mr. Lansing confirmed that Council would like to finance the garbage truck and pay for the remainder for the vehicles in cash.

Mrs. Sanchez stated that she wanted to discuss the major increases that are included in the proposed budget, she distributed a sheet to Council with the major IT and software request. We are currently working on an IT project; our servers are severely outdated and we are working to update those servers. We have hopes to expend the funds in the current fiscal year if we are not able to do this those funds will have to be accounted for in the 2020-2021 fiscal year. Council Member Taylor asked what the bottom line cost of all this would be; Mrs. Sanchez realized that there was not a total at the bottom of the spreadsheet.

Mayor Brown asked Mr. Lansing if all the updates that they were told were needed by the planning department were included. Mrs. Sanchez stated that was a separate project but it is included in the budget. The total cost of that project was \$150,000. Council Member Hinton stated that was for the comprehensive plan. Mayor Pro Tem Burns confirmed that the \$150,000 was broken up into multiple fiscal years and Mrs. Sanchez stated that was correct. Mr. Lansing stated that \$75,000 will be paid in the 2020-2021 fiscal year and the additional \$75,000 would be paid the following year. Council Member Hinton asked if the recodification was \$25,000 and Mr. Lansing stated it was \$15,000. Mrs. Sanchez stated that \$5,000 of that had already been paid; Mr. Lansing stated Council would see \$10,000 come from FY 2020-2021 budget.

Mrs. Sanchez stated that the total purchase price would be approximately \$95,000 and the annual cost would be approximately \$130,000. She stated that a lot of the items are existing items; there are not many new items. Council Member Hinton confirmed that Mrs. Sanchez stated that there is a purchase price of \$95,173 and an annual cost of \$130,000. Council Member Hobbs confirmed that the annual cost would be ongoing and Mrs. Sanchez stated that was correct. Mr. Lansing stated that these costs are built into the proposed budget. Mayor Pro Tem Burns stated that some of these items Council had previously approved like Zucker. Mr. Lansing stated that was correct, that Council recently approved the purchase of Zucker and Pennlink for the police department. Council Member Hinton confirmed that cost was \$70,000 and Mr. Lansing stated that was correct. Mayor Pro Tem Burns stated that only the annual costs for those platforms are listed.

Mrs. Sanchez stated that Mrs. Silver clarified that the cost for digital records was a onetime cost and should not be included in the annual cost. Council Member Hinton confirmed that the purchase cost for digital records was \$4,477, and Mrs. Sanchez stated that was correct to remove the \$4,477 from annual cost. Council Member Taylor asked what the total cost would be and Mrs. Sanchez stated approximately \$125,000. Mrs. Sanchez asked Council if they had any additional questions about software and IT improvements and they did not.

Mrs. Sanchez stated that she would like to review the capital outlay and other major funded item; these are the larger items that are reflected within the budget. Mrs. Sanchez wanted to get a consensus from Council on each item. She stated that in the previous work session Council was in agreement to fund the market study. VC3 is listed and it is a necessity; she stated that Council should expect the cost to increase by 3% each year. Mayor Pro Tem Burns asked if we requested bids to see if there were any other potential vendors the Town could use. Mr. Lansing stated that we did but we did not receive any bids back from the RFQ. He stated that the RFQ was even sent to some specific vendors and we did not receive responses from those either. Mayor Pro Tem Burns stated that she was very pleased with the presentation provided by VC3 but she wanted to be sure that this was the general price for service.

Mrs. Sanchez stated that the website upgrade is included in this grouping; \$18,000 will be paid in this fiscal year and the following fiscal year an additional \$18,000 would be expended. Social Media Retention Software and the agenda management software are both new software. Council Member Hinton asked if they were on the list she provided and Mrs. Sanchez stated that they were on the list. Council Member Taylor asked if they were onetime cost, and Mayor Pro Tem Burns stated they were

not, that they were annual. Mrs. Sanchez stated that the comprehensive plan will be \$75,000 this upcoming fiscal year and then an additional \$75,000 in the following fiscal year. The financial software is listed at \$100,000 which is the purchase price. The actual cost of the software is actually \$96,000 part of it is the cost of the software at \$46,000 and the remainder is annual maintenance. The cost will be spread out over three (3) years; after the software is paid for the Town will only be paying the annual maintenance and support fee which is \$46,000. Mayor Pro Tem Burns asked how much our current software's annual fee is and Mrs. Sanchez stated that it is \$36,000. Council Member Hinton confirmed that the cost is \$58,000 for three (3) years and Mrs. Sanchez stated that was correct and then it would reduce to \$46,000.

Mrs. Sanchez stated that there are upgrades including in public buildings for Town Hall; the upgrades include plexi glass for the front counter area and cameras. Council Member Hinton stated that the flooring in the Town Hall lobby had been redone but they never received any cost on that; she wanted to know how much it cost. She stated that the front counter area also had to be repaired. Mr. Lansing stated that the repairs to the front counter were around \$180.00 and the flooring was approximately \$1,300. Mrs. Sanchez stated that she could not quite remember but a budget amendment had been done for it. Council Member Taylor confirmed that the plexi glass would not be what is in Town Hall currently. Mr. Lansing confirmed it would not. Mayor Pro Tem Burns asked if the entire area would be enclosed. Mr. Lansing stated that he would like a physical barrier put in place as a safety and security measure, where money is handled.

Mrs. Sanchez stated that funding is including in public buildings for public works to create an additional office space within the Town shop. Council Member Taylor stated that he may have misunderstood, but he was under the impression that Mr. Brown wanted an additional building for a future employee. He asked if we aren't hiring the person if the funds were needed to create the space in the proposed budget. Mr. Lansing stated Mr. Brown wanted to purchase a shed to store the sweepings from the street sweeper. Mayor Pro Tem Burns clarified that Council Member Taylor was speaking about creating an office in the existing building for the potential of a compliance officer in the 2021-2022 budget. Mr. Lansing stated that this request is only to frame an office space within the Town shop. Mr. Lansing stated that during the upcoming year, Mr. Taylor, the Town Mechanic would use the space and then once the compliance officer was hired he or she would then be in that office. Mayor Pro Tem Burns stated that the space would be used this year and Mr. Lansing stated that it could be. He stated that the compliance officer is not listed in the 2020-2021 fiscal year budget. He stated that it would not cost a lot of money to frame an office in the shop. Mayor Pro Tem Burns confirmed that the \$35,000 includes both the purchase of the shed and the framing of the office.

Mrs. Sanchez stated that she also added money in the line item to purchase cameras. The cameras would be there to monitor inventory and equipment. Council Member Hinton asked if the cameras were included in the \$35,000. Mrs. Sanchez stated that was correct; she included \$10,000 in the budget to pay for cameras. Council Member Hinton asked if we have had property stolen; if that was the need for cameras. Mrs. Sanchez stated that she wasn't aware of anything being stolen but there is risk in the current set up. She believes that it is a good idea to put cameras there and that our auditors would most likely agree. Mr. Lansing stated that most of our items are specialized items and couldn't be used

for most ordinary task, but we have invested in the equipment. Council Member Taylor stated that the camera system will pay for itself, that it is better to be proactive before something happens.

Mrs. Sanchez stated that she was able to meet with our new auditor. She believes that things will work out well. The new auditor is going to be firm on the Town being accountable for its inventory; the auditor will want everything tagged and accounted for. The Town is not up to par on inventory currently and everything we have needs to be tracked. Mrs. Sanchez stated that we will be working on getting to where we need to be. Mayor Brown stated that she was happy to know this would be occurring upfront and the Town would not be surprised by the findings. The library generator project will cost approximately \$12,000. It has been on the Town's to do list for several years and we are going to go ahead and get that done. Mayor Brown asked how much it would cost and Mrs. Sanchez stated about \$12,000. Council Member Taylor asked if this included moving the generator and hooking it up. Mrs. Sanchez stated it may have been \$17,000. Mr. Lansing stated this included installing a new concrete pad, moving it, and getting it up and running. Mayor Pro Tem Burns confirmed that the cost would be \$17,000 and Mrs. Sanchez stated that was correct and that the awning and beautification of the front outside area is budgeted at \$5,000.

Mrs. Sanchez stated that the police vehicles are listed at \$165,000 but can be reduced to \$150,000. Council Member Taylor asked how she was able to reduce the cost. Mrs. Sanchez stated that she met with Chief Puckett; he had requested a Dodge, a Ford F-150, and a Ford F-250. Chief Puckett decided to purchase the Dodge truck and reduce the cost. Mayor Brown stated that she thought they were not making those. Mr. Lansing explained that they are making the trucks that they are not making the Chargers. Mrs. Sanchez stated that they should expect to see radios in every budget; we need to stay on top of replacing those items. Radios are fairly expensive, and if we don't continuously replace them then the cost will "catch up" with us. She stated it is similar to vehicles, Council should expect to see replacement vehicles in every budget. She stated that the Town has a severely aging fleet, most of our fleet is over ten (10) years old and we need to get on top of replacing vehicles.

Mrs. Sanchez stated that there are three (3) new firefighter positions in the fire budget. She stated that it is not a capital outlay project, however it is a large amount of funding. Mayor Pro Tem Burns confirmed that Chief Joyner did apply for a grant for the employees. Mrs. Sanchez stated that was correct. Mayor Pro Tem Burns asked when we would know if the grant had been awarded and Mrs. Sanchez replied June 2, 2020. Mrs. Sanchez stated that two (2) replacement vehicles and seven (7) radios are including in the fire budget. \$100,000 has been included to start the fire station project; the \$100,000 is to secure the land, the architecture firm, and the engineering firm.

In Sanitation \$380,000 has been included for the purchase of the garbage truck and the yard waste site been eliminated (\$35,000). In water operations a 60' enclosed trailer was requested. Work has already begun for the NCDOC Lift Station Rehab Project; \$25,000 was paid in the current fiscal year and \$75,000 is budgeted in the 2020-2021 fiscal year. The quick response sewer jet is the last request within sewer. The jet will cost \$62,000, it will not be financed; money was placed in capital reserve to fund it. Council Member Hinton stated that she thought we were going to look at gravity flow for the NCDOC lift station; Mr. Lansing stated that we are. Even with looking at gravity flow, by the time we work with

engineers and submit permits to NCDEQ we will be about two (2) to two and a half (2 ½) years into the project. The lift station will not last for two (2) years in its current condition; the Town has to rehab it. Council Member Taylor stated that it is a large amount of space to look at gravity flow to bring it back into the system. Mr. Lansing stated he is unsure if we will be able to eliminate this lift station; Mayor Donald Street had previously told Mr. Lansing that he was told for years that Elm Street would not gravity fall. The Town was persistent and had the study done; the study concluded that it would, and it did. Eliminating the Elm Street Lift Station has saved the Town tons of money. Council Member Hinton confirmed that we have already spent \$25,000 in the NCDOC lift station; Mr. Lansing stated that was correct. Council Member Hinton stated that the total was \$100,000 and Mr. Lansing stated yes, that is what we are projecting.

Council Member Taylor stated that when purchasing the new garbage truck that if they select the one with the mechanical arm that they would save as far as staffing is concerned, but they would need to look at how much money they would have to spend to purchase new garbage cans. The truck with the mechanical arm will not pick up the shorter trash cans that are currently in Town and Mr. Lansing stated that was correct. Mrs. Sanchez asked Council if they had any additional questions about the items requested in the budget. Council Member Hinton asked if we were not going to do anything with the yard waste site improvements. Mr. Lansing stated that seemed to be the consensus at the prior work session; once the yard waste is on the truck we will take it to Al Collie's, pay the per load fee and be done with it. Mayor Pro Tem Burns stated that was the most cost effective way. Council Member Hinton stated that she thought we had to clean up the site. Mayor Pro Tem Burns stated we do and we have; it will stay clean but the Town will not continue to do yard waste improvements. Council Member Hinton asked how much it cost to clean things up and Mr. Lansing stated \$75,000. Mr. Lansing stated the last step was seeding and that was completed yesterday. Council Member Taylor asked if they had seeded the cemetery and Mr. Lansing stated it was done yesterday as well. Mayor Brown asked if the inspector would come back out and Mr. Lansing stated that she will once they are able to travel again. State employees have been grounded until the pandemic is over.

Mrs. Sanchez asked Council to look at page three (3) of the document; she stated that these were the items that were requested but not funded within the budget. She wanted to bring these items to Council's attention in the event that they wanted to realign priorities. The 2% cost of living adjustment (COLA) was not funded. She suggested the Council revisit the COLA in December or January. Mayor Pro Tem Burns stated that by then the Town will have a very good idea of how we will be impacted financially by COVID-19. She felt this was a good recommendation. Mrs. Sanchez stated that we don't want to end up in a similar situation where another salary study is done and the Town is way behind. She stated that the cost to fund the COLA is \$65,000 and it is a small amount to pay for employee morale and retention. Council Member Hinton stated that we also have to keep in mind that there are a lot of people who are losing their jobs.

The police department requested two (2) new positions a community officer and an investigator; neither of those positions were funded. The police department has applied for a grant to try and obtain the additional position, and if awarded she would recommend that it be added back into the budget. She stated that she believes the grant is a 25% match. Mr. Lansing stated that there would

be a 25% match in the upcoming fiscal year and after two (2) years the cost would go up. Mrs. Sanchez stated that an additional two vehicles would be associated with those positions. Mayor Pro Tem Burns asked if the grant included one (1) or two (2) positions and Mr. Lansing stated that he believed it was two (2). Council Member Hobbs confirmed that the grant only covers the employee cost. The vehicles would have to be purchased and Mrs. Sanchez said yes. Mayor Pro Tem Burns stated that it does not cover 100% of the cost of the employee.

Mrs. Sanchez stated Mr. Brown requested a compliance officer position in sanitation because we have a lot of compliance issues; the employee would manage those types of issues but this was not funded. The Cottonwood Lift Station Abandonment was not funded. Council Member Hinton stated that it was a large amount of money for lift station abandonment. Mr. Lansing stated that he asked Stocks engineering for cost or a possible estimate and that is the figure they provided. Mr. Lansing stated that when the Town does initiate the project that it will truly cost that much. Mayor Pro Tem Burns asked what the justification for the price being so high. Mr. Lansing stated that it will be difficult moving the lift station out to Womble Road. From Womble Road to HWY 64 it will be fairly easy to maneuver to get to the new fall out line. He believes that some of the unknowns associated with the project, caused the price to go up. Swamp land will have to be dug through, there may be environmental mediation, additional permitting may be required, and then the engineering cost would have to be considered. Council Member Hinton stated that the cost was almost as much as the sewer outfall line. Council Member Taylor asked if we have inquired with any other engineering companies and Mr. Lansing stated we had not. He stated that he only wanted to get an idea of what it would cost. Council Member Taylor stated that he believed they have used Stocks Engineering for every project that has been done in the Town, at least from what he could recall. It would not hurt for the Town to look at other engineering firms to receive other quotes, to have the project bid on. Mr. Lansing stated that if the Town could gravity flow the NCDOC lift station, he could see that cost being more expensive just because of the distance. These two (2) lift stations can be served by one (1) gravity line. He stated he was surprised at the cost that had been projected. Council Member Taylor stated that the price may be driven up by things later like discovery of rock. Council Member Hinton agreed and stated not to forget the cost of the engineers. Mr. Lansing stated that the Town could have some exploratory drilling done to know what is down there.

Mrs. Sanchez stated the last item that was not funded was the asset inventory study for water and sewer. She feels that this is something that would be greatly beneficial for the Town to get done. Council Member Hinton asked if we applied for a grant for the study. Mrs. Sanchez stated that we did. Council Member Hinton stated that we did not get it. Mrs. Sanchez stated that we did not and Mr. Lansing stated that we would try again. Mrs. Sanchez stated the study will inform the Town of what they have and what state it is in. She stated that moving forward she would like to include these large project and ongoing items that have large cost in the capital replacement plan; doing so will provide the Town a better outlook on what is needed and how to plan accordingly for it. There are some things that are routine that come up like parking lot paving that can be planned while setting aside money for those items. She explained that, that is why they see such a large increase in the document. Mrs. Sanchez asked if Council had questions and Mayor Brown suggested that they take a five (5) minute break.

Mrs. Sanchez stated that the last item on her list is for Council to ask any questions that they may have. Council Member Taylor asked if they have provided a clear path for her to be able to proceed. Mrs. Sanchez stated that the largest question she had was with the debt service and financing; she stated that she would most likely plug in the new figures during lunch. She stated that there will be a lesser debt payment and lesser debt proceeds. Fund Balance projection will be about the same. Council Member Hinton confirmed that there is a possibility of getting 2% interest and Mrs. Sanchez stated that was correct. She stated that she is going to keep it in the budget at 3.25%, because of the uncertainties. Mayor Pro Tem Burns confirmed the rates she received were between 2% and 3% and Mrs. Sanchez stated they were between 2% and 3.2%. Council Member Taylor stated that if the rate is anything less than 3.2% the Town will "come out to the good." Council Member Hinton stated they were able to secure a rate at 1.8% for the sewer vac truck. Mrs. Sanchez stated that she would continue to look into interest rates; she had spoken with four (4) institutions.

Council Member Hobbs asked Mrs. Sanchez to clarify the sales tax; she stated she was a little confused on what would be reported in this fiscal year opposed to the next fiscal year. Mrs. Sanchez said that it will depend on how it is distributed to us, but she would like to speak with our auditor to iron out the process. In years past it was accounted by putting in twelve months, but she would like to establish a procedure for it. Council Member Hobbs said the current process the Town has is not atypical. Mrs. Sanchez stated they need to know in times like this and Council Member Hobbs agreed that they definitely want to know the impact for each fiscal year. Mr. Lansing asked if Mrs. Sanchez had heard that there would be more impact in this fiscal year than next. Mrs. Sanchez stated that the biggest dip would be in the last quarter of the current fiscal year and that our cash flow would be affected in the next fiscal year. Council Member Hinton stated that everything is lag time and second quarter is going to be bad. Council Member Hobbs asked Council Member Hinton if she was referring to the fiscal year or the calendar year. Council Member Hinton stated that she is referring to the calendar year. Mrs. Sanchez stated it will continue to be down in the third quarter and a part of the fourth quarter; Council should see a true change in the second half of the next fiscal year.

Mr. Lansing stated in the revised budget line items that they received today, the total in recommended for fiscal year 2020-2021 is \$12,365,880. Mrs. Sanchez stated this figure would change once the additional updates are made. Council Member Hobbs stated that the Town has always viewed things cumulatively but she looks at the general and enterprise fund as two (2) separate budgets and not so much as totals. Mrs. Sanchez stated that the fund appropriation from fund balance has decreased the overall budget for the general fund it has increased due to the \$250,000 that was added for the Building Reuse Grant for the pharmaceutical company.

Mayor Brown asked what the increase is for the upcoming year's budget in comparison to the current fiscal year's budget. Mrs. Sanchez stated that the original budget was \$6,000,000 and now it is \$7,200,000. The total general fund has increased by \$1,200,000, however about \$500,000 of that is in non-cash transfers and another \$600,000 in debt service. If the transfers are eliminated the total expenditures have increased by \$700,000. Mr. Lansing asked if Mrs. Sanchez had a summary of what is accounted for in the \$700,000. Council Member Hinton asked if another document they have was still valid. Mrs. Sanchez stated that it was not that several updates have been accounted for since it was

created and Council Member Hinton stated she would like to see an updated version of it. She stated based on the information listed on the document the Town is \$2,000,000 above last year's budget. Mrs. Sanchez stated that it is higher now, because the additional \$250,000 was added for the Building Reuse Grant. Council Member Hinton stated she'd like to see an updated document that the budget appears to be ever changing; that it is a moving target. Mayor Pro Tem Burns stated that every decision that they make changes it.

Mayor Brown asked if an average resident without an accounting degree approached her and asked her how much was the total budget increase from last year; what she should tell them. Mrs. Sanchez stated that if they looked at just the net expenditures and Mayor Brown stated she just wanted a total. Mrs. Sanchez stated that the net expenditures last year were between \$5,700,000 and \$5,800,000 and the upcoming expenditures are \$6,700,000; that is original to proposed. Mayor Pro Tem Burns asked about the amended budget. Mrs. Sanchez stated that the amended budget was \$6,000,000 net expenditures the proposed budget is \$6,700,000. Council Member Hobbs stated that the \$6,700,000 includes the cost of the garbage truck, VC3, the market study and the comprehensive plan and Mrs. Sanchez stated that was correct. Council Member Hobbs stated that it may be helpful to have a bullet list of those major dollar amounts; Council doesn't need every dollar amount but the major items that took us from the \$6,000,000 to the \$6,700,000. Council Member Hinton stated that according to prior documents they have received it is a 19% increase. Mr. Lansing stated that he wanted to clarify that the grant that they discussed earlier in reference to the police department is for one (1) community officer.

Mrs. Sanchez stated that she has created a document that list every increase and shows the original and the amended, and every increase within the amended and the proposed; she mistakenly left it at the office and could provide it after lunch. Council Member Hobbs asked if they needed to come back after lunch. Mayor Pro Tem Burns suggested they take a recess and allow Mrs. Sanchez to get the materials needed. Mayor Brown asked Council if they would like to take a thirty (30) minute break, and they were in agreement. Mayor Brown asked Mrs. Sanchez if this would be ok with her and she stated yes, that she would update the budget line items as well. Council Member Hinton made the motion to take a thirty (30) minute recess, seconded by Council Member Taylor. There being no discussion, Mayor Brown called for a vote. The motion was unanimously approved (4-0). Recess began at 10:37 am.

The meeting went back into session at 11:13 am and Mayor Brown turned the meeting over to Mrs. Sanchez. She stated that she has provided Council with an updated line item proposed budget, on page three (3) in vehicle loan proceeds (line item 10-396-0000) the amount is now reflected as \$380,000. Capital Reserve will be used to purchase the remaining vehicles the transfer amount has increased to \$429,000 (Transfer from C.I.P acct. line item 10-397-0000). She stated that if they look at the non-departmental budget the debt service has been reduced to \$82,650. Mayor Brown asked what pages and Council Member Hobbs stated pages seventeen (17) and eighteen (18). The fund balance appropriation found on page three (3) is now \$73,537 (line item 10-399-0000, appropriation from Fund Balance). The capital reserve balance is going to be \$615,504.

Mayor Brown asked what was the percentage of increase overall and Mrs. Sanchez stated she did not calculate a percentage but a whole dollar amount. Mrs. Sanchez stated that she thinks Mayor

Brown is asking how much money we are spending on goods and services beyond what we spent last year. The total budget number increased by \$1,400,000 in the general fund, however what we are spending in goods and services increased from \$5,800,000 in the original budget to \$6,000,000 in the amended budget. \$6,700,000 is the proposed net expenditures. Council Member Hinton stated that it is \$700,000 above, and Mrs. Sanchez stated that it is \$700,000 over the amended budget.

Mrs. Sanchez stated that she has provided Council with an additional spreadsheet that she hopes will reconcile what the major increases are; what we are spending on goods and services. The information is organized by department. Major increases in the current fiscal year include VC3, Zucker, AMG grant for fire, replacement of the chipper truck, several repairs to the garbage truck (\$40,000 in repairs), a grant for privet tree removal (\$90,000), the cemetery building (approximately \$19,000), lot buy backs were not budgeted and that had to be added, reimbursement to the enterprise fund is only a balance sheet entry, the aviation lift station, and the DOC lift station project. Those were the major increase in the current fiscal year from the original to the amended. Mr. Lansing asked if the transfer will still show as an expenditure and Mrs. Sanchez stated that they would. She stated that the ones that were done this year will not reflect in future budgets. Mr. Lansing confirmed that she had put them in their own category so it would be easy to factor them out and she stated that was correct.

Mrs. Sanchez stated that in the proposed budget the major increase will be VC3, the salary study the financial software, the comprehensive plan, the increase of staff by three(3) in the fire department, the sanitation department increased significantly. Council Member Taylor confirmed that the three (3) new positions within the department are contingent upon the grant and Mrs. Sanchez stated that was correct. Mrs. Sanchez stated that the sanitation budget increased by \$500,000 because of the garbage truck and other increases in expenditures. Mayor Brown asked if the Town had to pay a fine for the yard waste issue and Mr. Lansing stated we did not. Mrs. Sanchez stated that increases are included for the website, retirement insurance, and fire station two (2). Mr. Lansing stated that many things had been removed from non-departmental and placed where they needed to be so non-departmental had been reduced quite a bit. Mrs. Sanchez stated that was correct. Council Member Hobbs asked what the proposed cost in next year's budget is in the general fund for the financial software. Mrs. Sanchez stated that the cost is \$58,000 and it will be \$58,000 for the next three (3) years; after that the annual maintenance and support will cost \$46,000. The current annual cost is \$36,000. The new software has additional components that our current software does not have. Council Member Hinton stated that the budget increases 20%. Council Member Hobbs asked if she was looking at original or amended and Council Member Hinton stated original to proposed. Mayor Pro Tem Burns stated that it is 11.5% if you look at the amended. Council Member Taylor stated that it is 20% if you don't remove the onetime costs.

Council Member Hinton stated she was looking at the \$2,119,876 as an increase from last year's budget of \$10,347,000 and when she calculates that there is a 20% increase from last year's budget. Mrs. Sanchez stated that does include all the transfers and they should look at what the actual expenditures are; she suggested using the \$6,700,000 instead of the \$5,700,000 (proposed to original). Mayor Pro Tem Burns stated that she looked at the amended because that is what was actually expended; that is how she got 11.5%. Mrs. Sanchez stated that she calculates the percentage of increase

to be 11.6%. Mayor Brown confirmed that the increase is 11.6% comparing the amended to the proposed and Mrs. Sanchez stated that was correct. Council Member Hobbs asked how much that equates to in dollars and Mrs. Sanchez stated about \$700,000.

Council Member Hobbs stated that if they are speaking with someone in the public and they say the Town's budget is going up \$700,000 what does that include and Council should say the garbage truck, VC3, the pay study for non-public safety employees, half of the comprehensive plan, and the financial software. Mrs. Sanchez stated it does include the increase in sanitation as well. Mayor Brown asked if Council had any additional questions or comments. Mayor Pro Tem Burns asked about the line items in regards to the MSD. She wanted to know why travel and education was included in their budget; was for consultants. Mrs. Sanchez stated it was for a conference the planning department attended. Mr. Lansing stated that the planning department was planning to attend the Main Street Conference. Mrs. Sanchez stated that the MSD really needs to be discussed, the Town received a very nice presentation from the consultants, and we have a lot of opportunities to do some really great things. When the budget was being prepared Mrs. Spriggs, former planning director, had a vision of what the MSD could become. The Council will see funding put into the Downtown Strong Grants with the idea that our downtown businesses may need some assistance because of COVID-19. Mayor Pro Tem Burns stated that the \$37,000 would come out of the MSD funds, and Mrs. Sanchez stated that was correct. Mayor Pro Tem Burns asked if that would be done without having a MSD meeting. Mr. Lansing stated that the money is within the MSD (Downtown Strong), the board members of that board would need to provide a recommendation to Council on what they would like to see done with those funds. Mayor Pro Tem Burns confirmed that Mrs. Sanchez is placing funding there to provide possibility and Mrs. Sanchez stated that was correct.

Mrs. Sanchez stated that she added some additional lines within the MSD for consideration to be used in the future; she stated that a citizen had spoke about the need for historic preservation at a Council Meeting and she included that as a future line item that the Town may want to pursue. There are a lot of opportunities there. Mayor Pro Tem Burns stated that there were a lot of ideas within the presentation that the MSD could consider. Mayor Pro Tem Burns confirmed that Mrs. Sanchez had the funding allocated for potential use, and Mr. Lansing stated that was correct. Mrs. Sanchez stated the planning department may or not be able to attend the conference. Mayor Brown stated that the budget was a lot to chew on. Mr. Lansing stated that he understands that there is an increase, however when he looks at each item that is included he doesn't see how anything can be removed, they are all things that are needed. He doesn't think Council really has a choice in determining to fund them; the comprehensive plan is mandated by the General Assembly, the garbage truck is needed. Mayor Brown stated that if the Town doesn't go ahead and get the garbage truck we will ended up essentially paying the price of a new one in repairs. Mr. Lansing is hoping that when they speak with constituents they are able to explain what the Town will be getting due to the increase.

Mayor Pro Tem Burns asked where the fund balance appropriation was located if there was any being appropriated. Mrs. Sanchez stated it could be found on page three (3) and the amount is \$73,537. Mr. Lansing stated that what Mrs. Sanchez has put together and what Council has agreed upon today is a great balance of managing Fund Balance, capital reserves, and adding a small amount to the debt

service. Mayor Brown stated that she hates that they have to increase the rates; she believes the citizen will see it as a tax increase. Council Member Hinton stated that she hated to do it when the citizens are facing such hard times. Mayor Brown stated that she doesn't know what else to do. Council Member Taylor stated that if they don't they will have to go into Fund Balance to back it up. Mayor Brown stated that the Town may need the Fund Balance if we come up short in revenues. Council Member Hinton stated we have a lot pending on sales tax we receive and people being able to pay their property tax. Mr. Lansing stated that he did feel a bit better after calling around to several of the businesses and hearing how they were doing during this time; a lot are doing much better than they thought they would be.

Mayor Brown stated that the Town needs to start immediately saving for the next garbage truck they will have to purchase. She asked what the life expectancy of a garbage truck will be. Mr. Lansing stated ten (10) years based on our experience; our current truck is nine (9) years old. Mayor Brown stated so about every five (5) years they should be looking to purchase a new truck and Mr. Lansing stated a good average would be about seven (7) years. Council Member Taylor questioned if we would purchase the new truck and keep the current truck as a backup. Mr. Lansing stated we currently have the rear loader as the backup, he doesn't know that we will hang on to the one we have for a backup. He expressed concern that with the problems we are currently having, once sat down it may be difficult to get it to run. Council Member Hinton asked what happened to the used one we purchased in Georgia. Mr. Lansing stated that is the rear loader. Council Member Taylor asked if it had given us any problems so far and Mr. Lansing stated it has not. He stated that the rear loader does need three (3) employees to operate, a driver and two (2) people who are on the back.

Mayor Brown thanked the City of Rocky Mount for all the help they have extended to us; Mr. Lansing stated that they had been a huge help. He stated that the Town of Zebulon assisted us when our leaf truck was down; they allowed us to use one of theirs. The City of Wilson offered assistance as well. The Town used the Town of Zebulon's; it was readily available and a model like our own so it was very easy to use with little down time. It is nice to know that when we have reached out to surrounding towns and cities that they have been more than willing to help. Mayor Brown stated that one day we hope to reciprocate. Mayor Brown called for additional questions.

Council Member Hinton stated that the spreadsheet that Mr. Brown provided about yard waste shows that it will cost the Town \$345,000 to clean it up and use it. Mr. Lansing stated this was not for cleanup that the site has already been cleaned up and Council Member Hinton stated that it had been done for \$75,000. Mr. Lansing stated that the \$345,000 was to become equipped to produce a compost material that people would want to purchase. Council Member Hinton confirmed that we will pay \$70,000 a year to load it up and take the material to the landfill. Mayor Pro Tem Burns stated that even if Council agreed to do the start up at the \$350,000 there is a risk that there isn't a demand for the material. The Town may still have to haul the material away and pay the hauling fees. Mr. Lansing stated that the Town is limited on the amount of material it can have at the site; he stated this is what happened when we were cited. The site had seven (7) to eight (8) years worth of material on it; we should have been hauling it off. At one point farmers were coming to get the material but once it was mixed with the street sweepings they no longer wanted our material. Council Member Hinton stated it

was a large part of the fee increase; they now have to explain that to the citizens. It is going to be hard to explain because we messed up. Mayor Pro Tem Burns stated that they have to consider that we had a new inspector this year and we did think things were being done properly. Council Member Hinton stated that was hard to explain too and Mayor Pro Tem Burns agreed. Mr. Lansing stated that had we been doing things properly this entire time the cost would have been greater by now. The Town has gotten by very inexpensively and we did not have a plan as to what we were going to do with the material. Council Member Hinton stated that the cost to take the material to the landfill could increase; there is no guarantee that it will be a fixed cost and Mr. Lansing agreed. He stated that he believes Mr. Brown estimated the cost a little higher than what it will most likely be.

Council Member Hinton stated that the whole thing is very unfortunate, that the citizens thought that they were taking care of business. Council Member Taylor stated they thought they were, they didn't realize that there was a different process, until the inspection. Council Member Hinton stated that the \$7.50 increase will hit people during an economic hard time and it is very unfortunate. Council Member Hinton stated that this was all being done with the understanding that Rocky Mount will not be raising its water or sewer rates. She wanted to know if we had that in writing and Mr. Lansing stated he had received an email from Mr. Denton Brinton on it.

Mayor Brown asked if there were any additional questions regarding the budget. Council Member Taylor asked if they had one more scheduled work session; Mr. Lansing stated that they left the option open to have an additional work session. Mr. Lansing asked the Council if they felt they needed another work session on the budget. Mrs. Sanchez stated if another one is not needed, the public hearing will be held on June 2, 2020. She will work on updating all the documents for Council since there have been many changes. Mayor Brown asked that she provide the materials before the meeting to give Council time to review. She stated she would appreciate it if Mrs. Sanchez could provide her with some specifics so when she is speaking with citizens, she can explain exactly what Council decided.

Council Member Hinton stated on page six (6) of the budget presentation under the budget update enterprise fund, in budget amendment #15, \$1,208,826 non-cash reimbursement, she would like an explanation on that. It really skewed the budget. Mrs. Sanchez stated that they will never see that in any other budget ever again. Council Member Hinton stated that it certainly skewed the budget. Mrs. Sanchez stated several years ago the enterprise fund promised funds to this capital project; it was two (2) separate projects. The projects were budgeted for, but the money was never given to the projects. The projects are completed, and the money was already spent in those capital projects. When she was reviewing her balance sheet, she had negative cash balances in two (2) projects. Council Member Hinton asked her if she remembered what the projects were and Mrs. Sanchez stated that she believed one was the CIFI project. Council Member Hinton stated that was the sewer outfall line. Mrs. Sanchez stated that was correct, they were both water and sewer projects. It also included another small water and sewer project. Council Member Taylor stated that Mrs. Sanchez stated that they were already paid. Mayor Pro Tem Burns stated that was correct. Mrs. Sanchez had to do a paper transfer to account for the money, to balance the books properly. Mrs. Sanchez stated that the enterprise fund still owed the money to those capital projects. Mayor Brown stated that this was a cleanup. Council Member

Hinton stated that this was an accounting cleanup and Mayor Pro Tem Burns stated yes, no money was actually spent.

Council Member Hinton stated that we have had so many people in our books; she was wondering how this was overlooked. Mrs. Sanchez stated during her research it appeared the auditor did mention this to staff at the time; an entry was done to book the liability, but the money still showed. They should have done a budget amendment to correct it and that is what she has done; it should have been done several years ago. Council Member Hinton asked if they understood what she means in that it skews the budget; it appears that we were spending lots of money. Council Member Hobbs stated that it is simply a book keeping entry, there is no cash involved. We're treating each individual fund like it is own entity, and one (1) owed the other money, but it is all in total in the same place, it is almost if it is a wash. They have to look at the big overall picture. Council Member Hinton told her to try to explain that to someone. Council Member Hobbs agreed that it is hard. Mayor Pro Tem Burns stated that it looks like we continued to ask for more and more and more. Council Member Hinton stated that it is not a good comparison when comparing budgets.

Council Member Hinton wanted to know on page thirty-four (34) why ad valorem was only 34% when it is typically 41% to 43%. The pie chart shows interdepartmental transfers and she doesn't recall the Town ever having those before. Mrs. Sanchez stated that is the money that is being taken out of the capital reserve fund. The debt proceeds also skew the numbers. The numbers that they see there will all be amended and the graph is based on a ratio. Mayor Brown asked if there were any other questions. Mrs. Sanchez stated that if Council did not feel they needed another meeting on the budget, then she will provide them with updated materials. Mayor Brown asked what the desire of the Council was. Mayor Pro Tem Burns, Council Member Hobbs, and Council Member Taylor stated they were all ok with receiving updated information and not holding another work session. Council Member Hinton stated that she wanted everyone to know that it will be hard to cover everything if the revenue is not there, with so much uncertainty it concerns her.

Mr. Lansing stated that now that we are meeting virtually, we will need to wait twenty-four (24) hours after the public hearing on the budget for Council to make a decision; he asked Mrs. Silver when the meeting could be held. Mrs. Silver stated that Council may recess the meeting on June 2, 2020, and announce at that meeting that the meeting will reconvene on June 4, 2020 for a decision to be made on the budget. Council can also adjourn the June 2, 2020 and call a special meeting for June 4, 2020 to make a decision on the budget. Mr. Lansing asked if Council would be available on June 4, 2020 for a special called meeting to approve the budget at 7:00 p.m. Council was in agreement to call the meeting on June 4, 2020 at 7:00 p.m.

Mayor Brown thanked Council for their time spent on the budget; she appreciates their honesty, and everyone working together as a team. There being no further business, Mayor Brown called for a motion to adjourn. Council Member Hinton made the motion to adjourn, seconded by Council Member Taylor. There being no discussion, Mayor Brown called for a vote. The motion was unanimously approved (4-0). Mayor Brown declared the meeting adjourned at 11:58 am.

Brenda Brown, Mayor

Attest:

Jontesca Silver, Town Clerk

Agenda Meeting Minutes

Wednesday, May 27, 2020

The Town Council of the Town of Nashville held an Agenda Meeting on Wednesday, May 27, 2020 at 7:00 PM in Town Council Chambers. Members Present: Mayor Brenda Brown, Council Member Larry Taylor, Council Member Louise Hinton, and Council Member Lynne Hobbs. Absent: Mayor Pro Tem Kate Burns. Staff Present: Randy Lansing–Town Manager, Tesa Silver –Town Clerk, Sam Sanchez–Finance Director, Chris Joyner –Fire Chief, and Tina Price–Planning Technician. Others Present: Denis Blackburne–Senior Vice President, Development, WODA Cooper Companies (Mr. Blackburne was present via the Zoom Platform) and Michael Stocks, PE-President, Stocks Engineering.

1. Mayor Brown called the meeting to order at 7:15 pm (the meeting was called to order at 7:15 p.m. due to technical difficulties).
2. Mayor Brown led the prayer and the Pledge of Allegiance.
3. Mayor Brown called for the Approval of Meeting Minutes.
 - a. May 5, 2020 –Regular Meeting Minutes

Mayor Brown called for a motion to approve the minutes as written or asked if there were any corrections. Council Member Taylor made the motion to approve the minutes as written, seconded by Council Member Hinton. There being no discussion, Mayor Brown called for a vote. The minutes were unanimously approved (3-0).

4. Public Comments Period–There were no public comments.
5. Public Hearing

Mayor Brown called for a motion to go into public hearing. Council Member Taylor made the motion, seconded by Council Member Hinton. There being no discussion, Mayor Brown called for a vote. The motion was unanimously approved (3-0). Mayor Brown Stated that we were now in public hearing and she reminded Council no decision would be made tonight, they would only be hearing the information.

- a. Z2020-01 Request to rezone property located at 0 Eastern Avenue from A-1 (Agricultural) zoning district to O & I (Office and Institutional) zoning district. This parcel contains approximately 4.12 acres and is identified as Nash County Tax Parcel Number 381120910025.

Mayor Brown turned the meeting over to Mr. Lansing. Mr. Lansing stated that Mr. Blackburne with WODA Cooper Companies was present tonight via Zoom; he is speaking on behalf of David Rose who has requested to have the property rezoned. Mr. Lansing stated that the rezoning would be for a project that Mr. Blackburne would like to speak with Council about; Mr. Lansing turned the meeting over to Mr. Blackburne. Mr. Blackburne thanked Mr. Lansing and stated that he appreciated being able to

participate tonight although he is unable to be physically present. Mr. Blackburne introduced himself; he stated that he is the Senior Vice President of Development and he is based out of Savannah, GA.

WODA Cooper Companies is a national leader in the development of affordable housing; their headquarters is in Columbus, OH. Mr. Blackburne is responsible for the company's activities in NC and GA. The company has been quite successful in NC over the past several year; they now have ten (10) properties that have either been completed or are currently under construction. The locations that are nearest to Nashville are Ravenwood Crossing in Rocky Mount (a townhome development), Shepherd Green in Zebulon (a senior development), and Rooney Ridge in Roanoke Rapids (a senior development).

Mr. Blackburne stated that he would like to take a few minutes to share the development plans that they have for this site. The new construction will be a family development, and they intend to name it Paxton Commons. It will be a single L-shaped building with fifty-five (55) units for general occupancy. There will be eighteen (18) one bedroom units, twenty-four (24) two bedroom units, and thirteen (13) three bedroom units. Water and electric are currently available at this site and sewer will be available as of spring 2021 when the utilities are completed as a part of the Eastern Avenue road widening project by NCDOT. The tenants will be responsible for paying for electricity however; WODA Cooper will pay for water, sewer, and trash pickup. Six (6) handicap accessible units will be on site and two (2) units will be specifically equipped for those who are sight or hearing impaired. The exterior of the building will have some brick and decorative trim, and the exterior amenities will include a playground and a covered picnic area with tables and grills.

The units will all have central HVAC systems and all will be electric. Each unit will have washer and dryer hookups, LVT flooring with carpeting in the bedrooms, and a sixteen (16) foot exterior storage closet. The kitchens will have energy star appliances which will include the range and oven, a dishwasher, and a refrigerator. Each bedroom will have its own closet. They will have an onsite property manager and a maintenance technician. He explained that WODA Cooper Companies is a fully integrated development company; they have a construction company that will handle the contracting and they have a management company that will manage the property once construction is completed. When they come into the community they stay in the community for the life of the property. To date they have three hundred and fifteen (315) properties in fifteen (15) states and they manage over 13,000 units. The total projected cost for this project is estimated to be \$8,800,000 which equates to a total development cost of about \$160,000 per unit. It is WODA's intention to bring quality, affordable housing to Nashville and they look forward to being a part of the Nashville community.

Mayor Brown thanked Mr. Blackburne. There were no public comments. Mayor Brown asked Council if they had any questions for Mr. Blackburne. Mr. Lansing asked Mr. Blackburne if he had an estimate of what rent would be for each unit. Mr. Blackburne stated that because they are an affordable housing developer they will charge based on income. He provided an example of what they would potentially charge; a one (1) bedroom unit would range from \$380 to \$835 a month, a two (2) bedroom unit would range from \$451 to \$996, and a three (3) bedroom unit would range from \$519 to \$1,149. Council Member Hinton confirmed that a certain amount of units would be handicap units and Mr. Blackburne stated that was correct. Council Member Hinton confirmed there would be six (6) handicap units and

Mr. Blackburne stated that was correct. Council Member Hinton asked how many of those units would be for people who are sight of hearing impairments and Mr. Blackburne stated that it would be two (2) units.

Mr. Blackburne stated that a one (1) bedroom unit would be approximately 676 square feet, two (2) bedroom units would be approximately 900 square feet, and three (3) bedroom units would be 1,111 square feet. Mr. Lansing asked if Mr. Blackburne could provide an expected schedule. Mr. Blackburne is expecting to receive a notification from the State in August regarding tax credits; COVID-19 may postpone that by one month. After awarded tax credits by the State, WODA Cooper would take approximately four (4) to five (5) months and complete the design process as well as the permitting process. They would mostly be able to start construction around the same time as the road widening; he believes that construction would begin around the end of spring 2021. It will take about twelve (12) months to complete. The market study that they received was extremely positive, they are projecting once construction is completed that it will take about three (3) or four (4) months to lease all the available units. By fall of 2022 they believe the property will be in full operation.

Council Member Hinton asked if the façade would be brick. Mr. Blackburne stated that some parts would be brick; there would be a mixture of brick and other materials. Council Member Taylor asked how high the brick would go up. Mr. Blackburne stated that this will be a wood based construction with the masonry on the outside; he stated that there would not be as much brick utilized on the backside of the building. In a three (3) story building the first story is typically brick and in cases where needed the brick may go up higher where it appears that there is just one large building. Council Member Hinton confirmed that the utilities would be included in the rent. Mr. Blackburne stated that the only utilities the residents would be responsible for paying would be the electricity. Council Member Taylor asked if the quoted cost for rent included the utilities. Mr. Blackburne stated that yes it is included and those were the net cost the residents would pay for rent. Mayor Brown asked if there were any additional questions, with there being none she thanked Mr. Blackburne for his time.

Council Member Hinton asked if they had an office in Charlotte, NC and Mr. Blackburne replied that they do. Mr. Lansing asked Mr. Blackburne if he could mention the properties that they have that are located near Nashville. Mr. Blackburne stated that they have Ravenwood Crossing in Rocky Mount, Shepherd Green in Zebulon, and Rooney Ridge in Roanoke Rapids. Council Member Hinton confirmed that the last two (2) properties mentioned were senior facilities and Mr. Blackburne stated that was correct. Mayor Brown thanked Mr. Blackburne. Mr. Blackburne stated that if Council should have any other questions to reach out to him and he'd be happy to help.

- b. Z2020-02 Request to rezone property located at 0 Eastpointe Avenue from B-1 (General Business) zoning district to R-4 (Residential) zoning district. This parcel contains approximately 9.36 acres and the parent parcel is identified as Nash County Tax Parcel 381006484519U.

Mayor Brown turned the meeting over to Mr. Lansing. Mr. Lansing stated that the second public hearing tonight was for rezoning; the applicant is David Rose and Mr. Stocks with Stocks Engineers was present

to provide details on the proposal. Mr. Stocks thanked Council for practicing social distancing. The project before Council is to rezone a portion of the property immediately behind Food Lion (going South on Eastpointe Avenue past Boice Willis Clinic, it is the property to the right immediately behind Food Lion). The entire field between Food Lion, the railroad tracks, and the boundary to the left is over forty (40) acres; the field to the right is twenty (20) acres. The rezoning request is for about 9.36 acres of that field.

The concept is to develop phase one (1) a single family residential subdivision, and phase two(2) would be the additional twenty (20) acres attached to this 9.36 acres which would go all the way to the railroad track. Mr. Stocks provided a map for Council to review, the area located at the top of the map is phase one (1) and what they are proposing to have rezoned. The remaining area will continue to be farm land until the first forty (40) homes sell then the remaining sixty-two (62) would be built. Council Member Taylor asked if this was on the north side of the railroad tracks and Mr. Stocks confirmed that was correct. Mr. Stocks stated that this development will not cross the railroad tracks. Council Member Hinton confirmed that they were single family homes and Mr. Stocks stated that they are single family detached dwelling units.

Mr. Stocks stated that the land is currently zoned B-1 and they are proposing that it be rezoned to R-4. The lots will be fifty (50) foot wide frontage and 120 feet depth per 6,000 square feet. They are applying for the R-4 designation to get the appropriate setbacks for each detached unit, which he believed was eight (8) feet. The units will be sixteen (16) feet apart but eight (8) feet on each side. Council Member Taylor asked how many total units there would be. Mr. Stocks stated there would be a total of 103, forty-one (41) in the first phase, and sixty-two (62) in the second phase. Mr. Stocks stated that he'd be happy to answer any questions.

There were no comments from the public. Council Member Hobbs asked if Mr. Stocks stated that there would be 6,000 square feet per lot. Mr. Stocks stated that was correct each lot is fifty (50) foot wide and 120 feet deep. He stated that there would be screening behind Food Lion which will take up part of the twenty (20) foot. With these size lots it will leave a building pad area of thirty-four (34) or thirty-five (35) foot wide and seventy-five (75) foot deep taking into consideration any setbacks that are needed. Council Member Hobbs asked if there would be a buffer between the back of Food Lion and the development area. Mr. Stocks stated that there will be some type of buffer whether it is a fence or vegetation.

Council Member Taylor asked if there will be a point of access from the opposite side of the tracks. Mr. Stocks stated that the proposed access for phase one will be from Eastpointe Avenue. He stated that there has been discussion over the years about extending Eastpointe Avenue to Oak Level Road but that is not a part of the phase one concept. Council Member Hinton confirmed that the only way in the subdivision would be through Eastpointe Avenue and Mr. Stocks stated that was correct. Council Member Taylor asked when construction would start. Mr. Stocks stated that the design phase will begin immediately once rezoning is approved; they would then get the applicable permits for construction to begin later this year. Council Member Taylor stated that homes should be available in 2021 and Mr. Stocks stated that there should be homes completed by 2021 if everything goes accordingly.

Council Member Hobbs asked what the size of the homes would be. Mr. Stocks was not sure; he stated based on the size he believed they would be between 1,200 and 1,500 square feet. He stated he was not sure; he is not the builder and does not do the vertical build but that is the footprint that would fit on the lot. Council Member Hobbs confirmed that this would be the same in phase two. Mr. Stocks stated that concept would be the same in phase two (2). Council Member Hinton stated the R-4 includes duplexes; she wanted confirmation that the homes would be single family homes and Mr. Stocks stated that was correct. He stated that there would not be any duplexes. Council Member Hinton confirmed that would be the intent of the second phase and Mr. Stocks stated that was correct. Council Member Hinton asked if they were slab homes and Mr. Stocks stated he was unsure. Mayor Brown thanked Mr. Stocks.

Mr. Lansing stated that we did not have anyone sign up for the public hearing but we are required by State statute to satisfy additional requirements when holding virtual meetings. We are required to give the public an additional twenty-four (24) hours to submit comments in regards to the public hearing. Council will consider making a decision at the June 2, 2020 meeting. The Planning Board held a public hearing on Tuesday, May 26, 2020 to hear both rezoning cases and will reconvene tomorrow, Thursday, May 28, 2020 to make a decision in regards to both rezoning applications. Mayor Brown thanked Mr. Lansing. Mayor Brown called for a motion to come out of public hearing. Council Member Hinton made the motion, seconded by Council Member Hobbs. There being no discussion, Mayor Brown called for a vote. The motion was unanimously approved (3-0)

6. Old Business

- a. Resolution 2020-13: Resolution Reinstating the Town of Nashville's Application of Late Payment Penalties and Disconnection of Municipal Utilities for Non-Payment Following the Governor's Executive Order 124

Mayor Brown stated that on March 30, 2020 the Town of Nashville Town Council adopted Resolution 2020-06 ceasing all utility account late penalties and disconnections due to late or non-payment per Executive Order No. 124. Executive Order 124 is set to terminate on June 1, 2020. The attached resolution reinstates late penalties and disconnection upon termination of Executive Order 124. Executive Order 124 also directs utility providers to offer a payment plan to customers who accrued an outstanding balance during the effective period of Executive Order 124. The attached resolution directs the Finance Department to offer payment plans to all utility customers with outstanding balances, and to notify them in writing of the terms of the payment plan.

Mrs. Sanchez stated that the finance department sent out letters last week in regards to the payment plan; we have had a few residents take us up on the offer and we have also had several who have made their payments. She stated that it appears that the residents are paying their utility bills however; it appears a good portion are waiting until the last minute to make the payments. The payment plan is being extended to all customers with an outstanding balance, even to those who had an outstanding balance prior to this. Mrs. Sanchez hopes that they will take advantage of the payment plan to get some of those outstanding balances caught up. We are required to provide residents a six (6) month period

per the Executive Order which ends on December 1, 2020. December 1, 2020 is in the middle of the Town's billing cycle so the date has been extended to December 15, 2020.

The payment plan will not begin until July 18, 2020. Residents are not required to sign up for the payment plan, or sign any documents for it. The finance department is enrolling any account with an outstanding balance in a payment plan. Anyone who does not follow the payment plan, will then be assessed a late fee, and be subject to termination on August 1, 2020. Council Member Hobbs asked if she could estimate how many delinquencies the Town has. Mrs. Sanchez stated that approximately 500 letters were sent out but the vast majority of those letters were from zero (0) to thirty (30) days delinquent. She believes we will collect the vast majority of that by the end of the month. A summary is included in their monthly report.

Council Member Hinton asked on average how many late payments we have. Mrs. Sanchez stated between twenty (20) and thirty (30), right now the amount is \$46,000. She stated that the amount has increased and they currently do not have an incentive to pay their bill. She stated the overall plan is to give them six (6) months to pay any outstanding balances once late fees can be reinstated. Mr. Lansing stated that the Governor could extend the Executive Order but we do not have confirmation as of yet. The NC League of Municipalities (NCLM) is lobbying for the Governor not to extend the order, because of the financial impact it has on municipalities. The NCLM was also involved in the lobbying of the CARES Act to supplying funding to the State; the General Assembly has since passed legislation to disperse funding to the counties, and have each county decide how they will disperse to each municipality. Mr. Lansing spoke with Mr. Lamb, County Manager and the Commissioners have set aside \$300,000 to be dispersed amongst the ten (10) municipalities within Nash County. The computers that we purchased in order to allow employees to telework are not reimbursable at this time by FEMA; when the computers were purchased we were under the assumption that they would be. We will be able to submit a plan to Nash County for revenue sharing; the County will include our plan with their plan on how money will be spent. The funding is supposed to reimburse local governments for cost incurred as a result of COVID-19. The computers we purchased obviously were, however he doesn't think loss revenues will be included in the revenue sharing.

Council Member Taylor confirmed that we had not requested any money from the County yet. Mr. Lansing stated that we have not; we have to submit our plan by June 2, 2020 and the plan will be included on the June 2, 2020 agenda for the Council to approve. Council Member Hinton asked if we spent \$14,000 in computers, and Mrs. Sanchez stated that it was \$8,000. Council Member Hinton stated that she had asked that in a previous meeting; Mrs. Sanchez stated that the line item accounts for the \$8,000 spent in computers and the remainder was spent on personal protective equipment (PPE). Mrs. Sanchez also mentioned that she worded the resolution to say effective upon termination of Executive Order 124, if the Order is extended the resolution will still be in effect.

Mayor Brown called for a motion to approve Resolution 2020-13: Resolution Reinstating the Town of Nashville's Application of Late Payment Penalties and Disconnection of Municipal Utilities for Non-Payment Following the Governor's Executive Order 124. Council Member Hinton made the motion,

seconded by Council Member Hobbs. The motion was unanimously approved (3-0). The resolution was approved as follows:

RESOLUTION 2020-13

RESOLUTION REINSTATING THE TOWN OF NASHVILLE'S APPLICATION OF LATE PAYMENT PENALTIES AND DISCONNECTION OF MUNICIPAL UTILITIES FOR NON-PAYMENT FOLLOWING THE GOVERNOR'S EXECUTIVE ORDER 124

WHEREAS, it is the Town of Nashville's policy and practice to apply a 5% late payment penalty on municipal utility accounts when payments are late, and to disconnect and discontinue municipal utilities and services when payment for those utilities and services is delinquent for 45 days or more; and

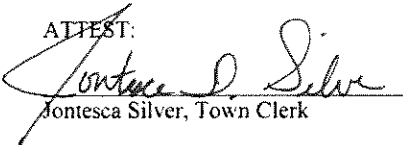
WHEREAS, the COVID-19 Pandemic of 2020 may cause severe hardship, financial and otherwise, on all municipal utility customers, and making it vitally important that they maintain their essential municipal utility services; and


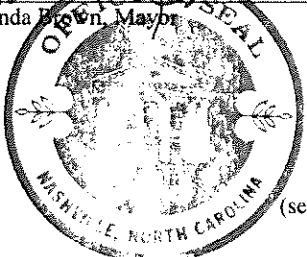
WHEREAS the Town of Nashville adopted Resolution 2020-06 temporarily suspending the application of 5% late payment penalties and non-payment disconnections until further notice in response to COVID-19 and the Governor's Executive Order 124.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Nashville, North Carolina, that:

- 1) The Town shall reinstate upon termination of Executive Order 124 the application of a 5% late payment penalty on municipal utility accounts when payment on those accounts are late; and
- 2) The Town shall reinstate upon termination of Executive Order 124 the disconnection and discontinuance of municipal utilities and services when payment for those utilities and services is delinquent for 45 days or more; and
- 3) The Town of Nashville Finance Department shall automatically enroll all current municipal utility customers with outstanding balances in a payment plan per Executive Order 124; and
- 4) The Town of Nashville Finance Department shall notify in writing all current municipal utility customers with outstanding balances of the terms of the payment plan.

PASSED and APPROVED this 27th day of May, 2020.

ATTEST:

Montesca Silver, Town Clerk


Brenda Brown, Mayor
 (seal)

7. Council Comments

Council Member Taylor stated that he would like to remind everyone to practice social distancing. He stated that the pandemic is not over and everyone should take the pandemic seriously. He asked the citizens to be very careful and to take the pandemic seriously.

Council Member Hobbs had no comments.

Council Member Hinton stated that on WRAL today, WireTech reported that NC leads the nation in the number of people applying for loans; whether they are rainy day loans, home loans, or equity loans. She stated that she felt that it was not a good omen. We lead the nation, we are ahead of NY. This means people need money. She noticed the list of Town's who are holding the line in their budgets and she thinks that is important. She stated Wake Forest is the only municipality that is not and that is because they are one of the fastest growing towns in NC. It is not over.

8. Mayor's Comments

Mayor Brown stated that she appreciates everyone for coming out tonight and she thanked the citizens of Nashville. She is thankful for people who have taken the pandemic seriously and who are taking the proper precautions. She is hopeful that things will get better sooner rather than later, but she is ready for everyone to be able to be with their friends and families more.

9. Adjourn

There being no further business, Mayor Brown called for a motion to adjourn. Council Member Hobbs made the motion to adjourn, seconded by Council Member Taylor. There being no discussion, Mayor Brown called for a vote. The motion was unanimously approved (3-0). Mayor Brown declared the meeting adjourned at 7:46 pm.

Brenda Brown, Mayor

Attest:

Jontesca Silver, Town Clerk

The Town Council of the Town of Nashville held a Regular Meeting on Tuesday, June 2, 2020 at 7:00 PM in Town Council Chambers. Members Present: Mayor Brenda Brown, Mayor Pro Tem Kate Burns, Council Member Larry Taylor, Council Member Louise Hinton, and Council Member Lynne Hobbs. Absent: None. Staff Present: Randy Lansing–Town Manager, Tesa Silver –Town Clerk, Sam Sanchez–Finance Director, Chris Joyner –Fire Chief, Anthony Puckett–Police Chief, Lou Bunch –Human Resources Director, Lee Brown –Public Works Director and Tina Price–Planning Technician.

1. Mayor Brown called the meeting to order at 7:00 pm.
2. Mayor Brown led the prayer and the Pledge of Allegiance.
3. Public Comments-There were no public comments.
4. Public Hearing
 - a. Public Hearing to receive comments on the proposed fiscal year 2020-2021 budget.

Mayor Brown called for a motion to go into Public Hearing. Council Member Hinton made the motion, seconded by Mayor Pro Tem Burns. There being no discussion, Mayor Brown called for a vote. The motion was unanimously approved (4-0).

Mayor Brown stated that the purpose of this public hearing was to provide a public comment period for the proposed fiscal year 2020-2021 Budget Ordinance, Fire Station II Capital Project Ordinance, and the Fiscal Year 2020-2021 Fee Schedule. No recommendations or decisions would be made during this meeting. A meeting would be held on June 4, 2020 for the consideration of these items. Mayor Brown turned the meeting over to Mr. Lansing.

Mr. Lansing provided a brief summary of the fiscal year 2020-2021 proposed budget. Mr. Lansing stated that the proposed fiscal year budget would begin on July 1, 2020 and end on July 30, 2021. The proposed budget is \$12,499,571; this is a \$2,153,567 increase over our current year budget. The current budget has been amended several times to accommodate additional revenues, expenditures, and fund transfers; those amendments total \$2,353,398. During our budget presentation, Mrs. Sanchez explained that not all the amendments were increases in spending. \$1,913, 858 included in the amendments was for transfers between funds to close out completed projects that were left on the books (no additional money was spent). \$439,740 was the total amount of increased expenditures within the amended budget for the current fiscal year. Those funds were used on the Aviation Lift Station Abandonment project (\$200,00), the purchase of the Zuecher software for the Police Department (\$70,000), repairs to police vehicles and equipment (\$15,200), the cemetery building (\$13,700), chipper repairs (\$12,300), garbage truck repairs (\$12,000), and MSD expenses (\$9,900).

Mr. Lansing stated that all the amendments except the ones associated with the garbage truck repairs were done prior to Mrs. Sanchez's arrival. He stated that these are things that Mrs. Sanchez discovered

during the course of her duties. Council Member Hinton asked if these were accounting errors, why they weren't discovered before. Council Member Hobbs stated that she believes that the auditors brought these to the Town's attention; entries were made for the purposes of the auditors, but not to the internal books. She stated that it was an inner-fund transfer. Mayor Brown verified that no money was spent and Mrs. Sanchez stated that was correct it was only a transfer. Council Member Hinton stated that it skews the budget and that needs to be known.

Mr. Lansing stated that the proposed budget has more net expenses than the current amended budget; the total of those expenses is \$1,077,649. This is an 11% increase in spending. The major items that will be purchased using this funding would be a new garbage truck (\$380,000), three (3) new police vehicles (\$150,000), pay & benefit increases for non-public safety employees (\$142,702), three (3) additional firefighters (\$141,162), IT services and cyber security (\$111,344), two (2) new fire vehicles (\$105,000), Fire Station II (\$100,000), the comprehensive plan (\$75,000 to be paid in the upcoming fiscal year and another \$75,000 in the following fiscal year), rehabilitating the DOC lift station (\$75,000), a trailer mounted sewer jet machine (\$62,000), new financial software (\$58,000), new fire mobile radios (\$42,000), building and ground improvements at the Town garage (\$35,000), new police mobile radios (\$30,000), new police car radios (\$27,000), the library generator and awning replacement (\$22,000), employee retirement system increases (\$19,351), website development (\$18,290), and equipment and parts trailer for the Sewer Department (\$10,000).

The proposed budget also includes proposed fee increases. There is a proposed increase from the \$6.00 water base fee per month (currently the Federal Mandate) to a \$7.87 water base fee per month; this is a \$1.87 increase per month. The increase comes as a recommendation from an internal staff study and a study conducted by the NC Rural Water Association of the Town's water and sewer rates. The best practice that was recommended from the result of both studies was to have the water base fee cover the fixed cost of the Town's water system.

There is a proposed increase in the sanitation fee from \$14.00 per month to \$18.78 per month; this is an increase of \$4.78. The increase will cover the cost the Town will incur for curb side collection and disposal of yard waste. The Town's yard waste was temporarily shut down by NCDEQ; yard waste was not being properly composted and stored. Research showed that the machinery, equipment, and labor needed to properly compost was expensive in comparison to the cost to take the material to the landfill. There is a proposed increase in the recycling fee from \$4.50 per month to \$5.35 per month; this is a \$0.85 increase. The increase will cover the cost that the Town will incur from the recycling contract with Waste Industries for curbside collection and the processing of household recycling. The three (3) proposed increases will cost Nashville residents \$7.50 more per month (\$90 more per year); this is a 23% increase for residents.

There is a proposed increase of \$0.03 in the Gulley Fire Tax District; this will take the current rate from \$0.12 per \$100 of assessed value to \$0.15 per \$100 of assessed value. This increase will cover the cost of the land acquisition, securing an architect, and beginning construction cost for Fire Station II. This increase will not affect all property tax payers in the Town of Nashville; it will only apply to those who are a part of the Gulley Fire District. Mayor Brown asked if the County Commissioners had voted on

allowing the Town to increase the tax within the Gully Fire District. Chief Joyner stated that they have not and that they will vote on the proposed tax increase on June 15, 2020.

Mr. Lansing stated that in summary the proposed fiscal year 2020-2021 budget is 11% over the amended 2019-2020 budget, and it includes a \$1.97 increase in the monthly water base fee, a \$4.78 increase in the monthly sanitation fee, a \$0.85 increase in the monthly recycling fee, and \$0.03 increase in the Gully Fire District's property tax rate. Mayor Pro Tem Burns clarified that we have an 11% increase in expenditures in the proposed budget in comparison to the 2019-2020 amended budget. Council Member Taylor asked if we were locked into our contract with Waste Industries and if the Town would continue to see annual rate increases. Mr. Lansing explained that there is a CPI that is assessed each year; that we are subject to increases every year. If Waste Industries receives an increase in their cost to handle and process the materials then the cost associated with it will be passed down.

Council Member Hinton stated that from the original 2019-2020 budget to what is being proposed for 2020-2021 there is a 17% increase over the original including the transfers; Mr. Lansing stated that she was correct and that was what Mayor Pro Tem Burns was referring to earlier. Mr. Lansing stated he wanted to give Council a better comparison, taking out the inner-fund transfers and taking into consideration the amendments Council has made to the current year's budget (an increase of \$438,000) for expenditures then there is an 11% increase. Council Member Hinton felt that it was important for people to see the 17% increase. Mr. Lansing stated that it was good that she pointed it out; not all of the increase that they are seeing is spending, there was a large increase due to transfers, noncash items that allowed the finance department to complete some internal clean up. Council Member Taylor stated that the media needs to include that information when they write up an article and Council Member Hinton stated that the public needs to know. Council Member Hinton stated that we have an 11% increase when most towns are holding the line and it is important for people to know that.

Mr. Lansing stated that last year's was a repeat of the budget the year before it and that budget wasn't much different from anything prior to it. Two (2) to three (3) years ago the local economy around Nashville and the surrounding areas was pretty good. A lot of cities and town begin to do a lot of different things but Nashville didn't. In his and Mrs. Sanchez's opinion that is why a lot of those cities and towns are holding back now. Those places have experienced elevated expenditures because of the economy during those times and Nashville just wasn't in that position. Mr. Lansing stated that a lot of the items that need to be purchased we really don't have any option to cut them. The Town has to purchase a new garbage truck, if we don't it will soon stop completely and it is pointless to keep pouring money into it making repairs. Council Member Taylor stated if the Council does not move forward with the IT needs and the new software they are going to be held accountable when something bad happens. Mr. Lansing stated that this was a public comment period that if anyone in the audience or remotely wanted to participate that they could at this time. There were no public comments.

Mayor Pro Tem Burns stated that we used the NC League of Municipalities (NCLM) revenue projections in creating the proposed budget; she stated that NCLM provided a more conservative projection which was the projection with the greatest amount of impact, a severe projection that was in the middle and a moderate projection which was the least amount of impact due to COVID-19. Mayor Pro Tem Burns

asked Mrs. Sanchez what she based her numbers on for income, and Mrs. Sanchez stated the conservative projections. Mayor Pro Tem Burns confirmed that this was the biggest amount of loss and Mrs. Sanchez stated that was correct. NCLM is projecting an overall 3% decrease in this worst case scenario projection. Mayor Pro Tem Burns confirmed that we are projecting the worst case scenario and Mrs. Sanchez stated that was correct.

Mayor Brown asked if there was any additional discussion. There being none, Mayor Brown called for a motion to come out of the public hearing. Council Member Taylor made the motion, seconded by Council Member Hinton. There being no discussion, Mayor Brown called for a vote. The motion was unanimously approved (4-0).

5. Old Business

- a. Z2020-01 Request to rezone property located at 0 Eastern Avenue from A-1 (agricultural) zoning district to O&I (office and institutional) zoning district. The parcel contains approximately 4.12 acres and is identified as Nash County Tax Parcel Number 381120910025.

Mayor Brown stated that Council is considering the request to rezone the property located at 0 Eastern Avenue from A-1 (agricultural) zoning district to O&I (office and institutional) zoning district. This parcel contains approximately 4.12 acres and is identified by Nash County Tax Parcel 381120920025. Council Member Taylor asked Mr. Lansing if he could provide the public with a brief overview of the project.

Mr. Lansing stated that the property is owned by Mr. David Rose who is working with a developer to sell the 4.12 acres of land and have it rezoned from agricultural to O & I. They chose the O & I designation because the developer has applied for work force tax credits (there is no guarantee that the developer will receive the tax credits) and if the developer does not receive the credits they will not purchase the property. If the developer does not purchase the property then Mr. Rose would still own the property and the O & I designation will give him the greatest flexibility and use with his land. The Town's Land Use Plan shows all the land in that area as being commercial as we move forward. Allowing the O & I designation would allow Mr. Rose to move forward without having to come back before Council to request that the property be rezoned again. Mr. Lansing stated that the things that are allowed in zoning districts B-1 and B-2 are allowed in the O & I designation.

Mayor Pro Tem Burns stated that the parcel is currently zoned as agricultural, across the street on the south side is industrial, the east side is industrial and business, to the north and west is agricultural; the comprehensive plan for future use states that the entire area was to be used as a commercial corridor. An O & I designation gives the potential for single or multi-family homes. She felt that Council needed to carefully consider what they wanted the commercial corridor to look like. Council Member Hinton confirmed that the parcel is in the Town's ETJ. Mr. Lansing stated that the property is in the Town's ETJ and that if work force credits are granted then the property would be built and managed by WODA

Cooper Company. Mr. Lansing stated that his understanding is that building in the ETJ is the same as building within Town, and Ms. Price stated that was correct.

Council Member Taylor confirmed that the application proposes 104 residences and Mr. Lansing stated that was correct based on the application. Mayor Pro Tem Burns stated that they had to look at the permitted uses for the designation. Mr. Lansing stated it is a designation that has a lot of permitted uses. Mayor Pro Tem Burns stated that she does believe that Nashville does need new residences and multi-family homes but Council needs to make sure that they are making the right choices and that the development is in the right spot.

Mayor Pro Tem Burns stated that due to the pandemic and the quick pace in the scheduling of the meetings she felt that the public had not had adequate time to make comments on the rezoning request. She stated that because the request changes the nature of the land use plan, she would like more public input on the request. She would like to have another week or two (2) to allow the Nashville Graphic to write an article about the rezoning request; we are going under the assumption that everyone has access to the internet and is able to participate in meetings remotely. Mayor Brown called for a motion. Mayor Pro Tem Burns made the motion to table the rezoning request, seconded by Council Member Hobbs. There being no discussion, Mayor Brown called for a vote. The motion was unanimously approved (4-0). The item was tabled to be placed on the July 1, 2020 agenda.

b. Consideration of the Police Department's Secondary Employment Policy and Authorization of a Contract with Extra Duty Solutions for Secondary Employment

Mr. Lansing asked Mayor Brown if Council would consider a request from Chief Puckett, and Mayor Brown stated yes. Chief Puckett asked if Council would consider hearing item 7d: Consideration of the Police Department's secondary employment policy and authorization of a contract with Extra Duty Solutions for Secondary Employment. Mayor Brown asked Council if they would consider Chief Puckett's request and the consensus of Council was to allow Chief Puckett to proceed. Mayor Brown stated that Council is considering the police department's secondary employment policy and Extra Duty Solutions Contract. Mayor Brown turned the meeting over to Chief Puckett.

Chief Puckett stated the Extra Duty Solution is a company that provides off duty solutions for police departments. The police department has been tasked with assigning off duty officers when requested to cover a specific event for businesses; it has become administratively burdensome for the police department. Extra Duty Solutions can schedule officers for off duty assignments. The department also looked into this solution because of pay; we have had officers take an off duty assignment and it take eight (8) weeks for the officer to be paid. Extra Duty Solutions will align the officers pay with whatever is agreed upon between them and the Town; the officers will also only receive one W-2 and no longer receive multiple W-2's. Chief Puckett asked Major David Wooten if he would come forward and speak to Council.

Major David Wooten introduced himself; he stated that he retired from the Nash County Sheriff's Department after thirty-two (32) years of service and began working with Extra Duty Solution in October of 2019. The company currently works with eighty-five (85) agencies across sixteen (16) states and they

are working with fire departments as well. The largest agency that they work with has 710 officers and the smallest agency has fifteen (15). He provided Council with the following example: Church Street Grill is having an event and needs an officer to work that event. The business would call Extra Duty Solutions and speak with an account manager; they would schedule based on the Town's policies and procedures. This is all done at no cost to the Town; the fee is charged to the business owner. The Town can elect to charge additional fees to the business owners such as a police car fee or worker's compensation; each scheduler would know what is listed on the Town's account to charge each business.

The Town is currently paying someone to handle this task administratively, Extra Duty Solutions can take care of all those administrative burdens and in the event they are not paid from a business, the officer will still receive compensation. The officer is paid based on how the Town elect's to have their officers paid and when a business does not pay Extra Duty Solutions bears the burden of going after the debtor. They would require a contact person within the agency to be able to answer any questions that may arise. Scheduling is also determined by the department, Extra Duty Solutions will follow the guidance of the Town and the Department. They are able to provide reports quickly to the department on the officers who are taking off duty assignments, including the number of hours worked. They want to ensure that the officers are reporting the correct amount of hours to the agency and that the agency can obtain any information that they need in order to submit reports to any State Agencies that they are required to submit to. The department can request that they automatically receive reports on a weekly, bi-weekly, or monthly basis.

Council Member Taylor asked if each time an officer was requested if a contract for price would have to be negotiated or if a standard fee would be charged to every business that requested an officer. Major Wooten stated that the department would make that determination; they will simply add their fee on to whatever the department determines they would like to charge. Council Member Taylor asked how large of an area would the officers service. Chief Puckett stated that it would mostly be within Town Limits, but there may be occasions where they may be asked to work outside of Town Limits. He stated that he would like to speak to them about one particular situation after the presentation. Council Member Taylor asked what type of worker's compensation they have. Major Wooten stated that it is a \$2,000,000 policy with Hicksbox and Chief Puckett and Mr. Lansing were provided copies of that information. Council Member Taylor asked if the officer was involved in a motor vehicle accident and totaled the vehicle who would be held liable. Major Wooten stated that it would depend on what the officer was doing at the time of the accident

Major Wooten stated that he feels as a company that they help ensure that tax payer dollars are allocated properly. He stated that what if as a citizen of Nashville I have never been to Church Street Grill; why should my tax dollars be used to pay someone to schedule for an event that has nothing to do with me. Chief Puckett reminded Council that it is at no cost to the Town, the contract is a thirty (30) day contract; the premium is deducted from the officer's rate. If the Town decides in thirty (30) days that they do not like the contract then the contract can be terminated at that time. Council Member Taylor asked if they had a contract with an agency within our area and if not who the closest agency

would be and Major Wooten stated Greenville (Greenville PD). Major Wooten stated in NC they work with Greenville, Pinehurst, Chapel Hill, Apex, Graham, Burlington, and Guilford County.

Mayor Brown asked when the officers are working off duty if they are using Town vehicles and wearing Town issued uniforms; she is concerned about the wear and tear that could occur. Chief Puckett stated that they are; they are working in a law enforcement capacity and need to be recognized as a law enforcement officer. He stated that they are representatives of the Nashville Police Department. Mayor Pro Tem Burns confirmed that the written directive that they have is the secondary employment policy. Chief Puckett stated that they did and the policy sets standards and guidelines on how the officers can work a secondary form of employment. Chief Puckett stated that using Extra Duty Solutions would allow him to remove this burden from his administrative staff.

Chief Puckett mentioned that recently the State Employee's Credit Union (SECU) has had a parking lot full of people and has had several problems because of it including the routing of traffic. During this time we had three (3) officers on patrol for the entire Town. Having Extra Duty Solutions would not only allow the department to not have the administrative burden, but in situations with business like SECU; SECU could use Extra Duty Solutions to hire an off duty officer to meet their needs and the Town would have three (3) officers focused on patrolling the Town. Council Member Hinton asked if that was the same thing that had occurred with the meat dispersal. Chief Puckett stated that it was not, that he called in officers to work that event and they were offered comp time for working during that time.

Mayor Pro Tem Burns stated that within the directive she did not see anything about worker's compensation, vehicle fees, or the number of officers required; she asked if those items would be added. Chief Puckett stated that they are not included but the policy would be rapidly changing and those things would be added; he stated that there was really no policy in place when he arrived and they will need to adapt it as necessary. Council Member Taylor stated that in the past people or families were able to call in and request an officer to be present for an event; he wanted to know if they could still do that. Chief Puckett stated that they can still do that and the family would be paying that expense. Chief Puckett stated that the policy will be ever evolving. Major Wooten stated that they are open 365 days a year, 24 hours a day, and they would speak with someone they will not get a recording. Major Wooten stated that they would work with the Town in whatever way they decide they want things set up; they can even do things like assign specific officers to specific locations they just need that information to be able to set things up accordingly. He stated that they also have an app that works with apple and android devices that officers could utilize. If the Town elects to use the company they would come in for onsite training on how to use all the tools that they provide.

Mayor Pro Tem Burns stated that several times throughout the contract that it is mentioned that the Town is not liable, that the Town and Extra Duty Solutions are not partners, but there is an indemnity clause. She asked in what kind of situation would the Town have to indemnify to Extra Duty Solutions. Paula Sauls stated that it is standard practice to have an indemnity clause in a contract; if there are changes that need to be made they can do that and it would be sent back to their legal department. She stated that if for example an off duty officer opened a door and accidentally hit someone in the face and broke their nose that it would be covered under their liability policy. She stated that the indemnification

is there if the officer does something that is neglectful. Mayor Pro Tem stated that if the officer does something neglectful or intentional then the officer could be held accountable but she doesn't see why the Town should be held accountable. Ms. Sauls stated it is an additional insurance policy for Extra Duty Solutions, but if there is a law suit, the company and Town would be placed on the suit together. There is additional money placed there to cover fees in the event that a law suit occurs. The liability covers most accidents. She stated that worker's comp is additional but it covers officers if they are hurt on the job. She stated there is always uncertainty when dealing with worker's compensation and how the claims are processed.

Council Member Hinton asked how many officers were interested in off duty work; we have a relatively young force. Chief Puckett stated that we do have a younger force and that there is interest within the department for off duty work. His hopes is that by providing opportunities to officers to supplement their pay it would reduce some of the risk of officers leaving to go to another municipality. Council Member Hinton stated that she is concerned that this could take something away from our police department. Chief Puckett stated that, that would not happen; the policy explains that their employment with the Town takes precedent over any other form of secondary employment. He also stated that it would help the department with officer safety. The Town recently had a crime committed and if it had not been for an off duty officer being willing to help the officer who was on patrol that officer's safety would have been at risk.

Ms. Sauls stated it was a great way to put the financial burden where it needed to be and not on the Town. Chief Puckett stated another great example of when this could be used would be during Black Friday Shopping for Wal-Mart; this would allow Wal-Mart to be financially responsible for the off duty officer. He stated that currently staff spend hours each week to perform this administrative task, and in using Extra Duty Solutions that time would be freed up to be used to other things that are needed within the department. Council Member Hinton asked who would be the Town's coordinator and Chief Puckett stated Lieutenant Boykin.

Mayor Brown asked if there were any additional comments. Mayor Pro Tem Burns stated that she would like the policy changed on page 2; the sentence currently reads "Employees may not work any secondary employment less than eight (8) hours prior to starting their tour of duty with the Nashville Police Department without approval from their supervisor. She would like less than to be changed to within. She stated on page four (4) it states that "officers who fail to appear for scheduled extra-duty employment may be restricted from working other extra-duty employment and may be subject to department discipline." She asked if we were comingling by adding this statement. Chief Puckett stated that it does not; that the officer would still be a representative of the Town of Nashville and has to fulfill their obligation. Not showing up for duty can cause safety and liability issues and it makes the department look bad. Mayor Pro Tem Burns stated she wanted to ensure that we are not giving the perception that we are a partnership. Ms. Sauls stated that Extra Duty would be working for the Town; they are nothing more than an administrative service that takes the administrative burden off of the Town and the employees are still Town of Nashville employees. Mayor Pro Tem Burns stated that she didn't want the officers to receive disciplinary action from the Town based on something that may occur during an off duty assignment. Chief Puckett stated that he understands what she is saying, but they still

represent the Nashville Police Department. Mayor Pro Tem Burns stated that we would not discipline them for something that happened on an off duty job if it wasn't a police related job, and Chief Puckett stated that was correct, but they would not be wearing a Town of Nashville uniform.

Mayor Pro Tem Burns stated that she was trying to make a separate distinction so that the Town cannot be held liable at that time. Chief Puckett stated that they would always represent the Town of Nashville, if an officer gets a DWI they are going to be disciplined, so if they don't show up to fulfill their obligation as a representative of Nashville they will be disciplined. He stated that the discipline will be related to their off duty assignments, that it would be anything severe or interfere with their obligations to their normal job responsibilities.

Mayor Pro Tem Burns stated on page five (5) that it states "No employee shall work any off duty employment without the knowledge and approval of the Chief of Police or his designee;" she stated she would like this authority to stay with the Chief. She stated that it also states that approval can be done verbally and she would prefer that it be written. Mayor Pro Tem Burns stated that she would also like some general statement added to the end of the policy that states that the Town is not to be held liable. Council Member Hinton stated that she has had citizens call her and ask why an off duty officer would be using a Town issued vehicle. She stated that she understands what he has explained, but the perception is that they are working off duty and using a tax paid vehicle. Chief Puckett stated that he does understand how it could be received but it is only costing maybe \$0.80, \$0.85 for that officer to utilize the vehicle. It also shows additional police presence. Council Member Hinton stated that they do not see it that way. Mayor Brown asked if there was any more discussion from Council; she thanked Major Wooten and Ms. Sauls for their time.

Mayor Brown stated that the manager is recommending that Council adopt the Police Department's Secondary Employment Policy and authorize the contract with Extra Duty Solutions for secondary employment. Mayor Brown called for a motion. Council Member Hobbs made the motion to approve, seconded by Mayor Pro Tem burns. There being no discussion, Mayor Brown called for a vote. The motion was unanimously approved (4-0). The policy was approved as follows:



**NASHVILLE POLICE
DEPARTMENT
WRITTEN DIRECTIVE**



Chapter: 300 – Personnel Management

Directive: 310.03 – Secondary Employment

Issuing Authority: Chief Anthony Puckett

Effective Date: September 2, 2019

Last Revision: September 2, 2019

310.3.1 PURPOSE

The purpose of this directive is to set forth guidelines to govern secondary employment by employees of the Nashville Police Department

310.3.2 POLICY

It is the policy of the Nashville Police Department to provide guidelines for employees regarding all types of approved outside employment and to establish procedures to maintain accountability for police employees, the Department, and secondary employers.

310.3.3 DEFINITIONS

A. Extra-Duty Employment – Any secondary employment that is conditioned on the actual or potential use of law enforcement powers by sworn employees of the Nashville Police Department.

B. Secondary Employment Coordinator – A supervisory employee appointed by the Chief of Police with responsibility for screening secondary employment requests for compliance with this directive, coordinating secondary employment payroll through the Department provider, and determining availability. There will be no additional compensation for this responsibility. This responsibility will be included in the employee's job description.

C. Memorandum of Understanding (M.O.U.) – A signed agreement between the Department and a private employer (business or citizen) that outlines the financial and operational obligations of both parties.

D. Off-Duty Employment – Any secondary employment that will not require the use, or the potential use, of law enforcement powers by employees of the Nashville Police Department.

E. Secondary Employment – The provision of a service, whether or not in exchange for a fee or other service, by an off-duty employee of the Department outside their assigned job duties. Secondary employment does not include volunteer charity work.

310.3.4 RIGHT OF MANAGEMENT

The Chief of Police reserves the right to approve, deny, revoke, or add restrictions at any time to any request for secondary employment based upon available information at the time and the totality of the circumstances.

310.3.5 GENERAL PROVISIONS FOR ALL SECONDARY EMPLOYMENT

The following guidelines apply to all employees working or applying to work any secondary employment:

- A. Under no circumstances will an employee engage in secondary employment in which the employee is on-duty for the Police Department and working for a secondary employer at the same time.
- B. Employees may not work any secondary employment within eight (8) hours prior to starting their tour of duty with the Nashville Police Department without approval from their supervisor.
- C. Any employee engaged in secondary employment is subject to call-back to duty in the case of an emergency. The employee engaged in secondary employment will be expected to leave the secondary employment in an emergency situation if requested to do so.

310.3.6 METHOD OF PAYMENT

A. Extra-Duty: Employees working extra-duty employment will be paid through the Department's provider (Extra Duty Solutions) unless other arrangements are made through the Secondary Employment Coordinator. If no other arrangements have been made, the Department's provider (Extra Duty Solutions) will invoice the extra-duty employer for any hours worked by Department employees.

B. Off-Duty: Employees working off-duty employment are expected to make arrangements for payment with the off-duty employer. Any approved off-duty employment is an individual arrangement between the employee and the off-duty employer and does not involve the Department or the Town.

310.3.7 REPORTING OF INCOME

It is the responsibility of the employee engaged in secondary employment to report all income, regardless of amount, as required by the state and federal government for income tax purposes. In general, income from secondary employment means all income derived from whatever source and includes compensation for services rendered.

310.3.8 WORKER'S COMPENSATION

The providers of worker's compensation insurance for the Town of Nashville may not pay benefits to an injured employee unless the injury received during secondary employment arises out of and in the scope of a law enforcement action and is not covered by the Department provider.

310.3.9 CIVIL LIABILITY

| | | |
|-----|--|-------------|
| 300 | Personnel Management 310.03 – Secondary Employment | Page 2 of 7 |
|-----|--|-------------|

The providers of professional liability insurance for the Town of Nashville may not cover employees for incidents not directly involving an arrest or other law enforcement function unique to law enforcement. An officer engaged in extra-duty employment who is making an arrest or performing other functions unique to law enforcement will have the same protection as an on-duty officer.

310.3.10 EXTRA-DUTY EMPLOYER

Approval Process All Extra-Duty Employment must be approved by the department through the following process.

- A. Any business or individual seeking to hire police officers must submit a request through the Secondary Employment Coordinator.
- B. Upon approval the Secondary Employment Coordinator will provide the requesting party a copy of a Memorandum of Understanding. The Memorandum of Understanding provides an explanation of the extra-duty detail, general guidelines, and fees associated with the employment. It must be signed by the Secondary Employment Coordinator and a representative of the Secondary Employer.
- C. All extra-duty employment MOUs serve as written documentation of agency approval and are maintained by the Secondary Employment Coordinator.

310.3.11 GENERAL PROVISIONS FOR EXTRA-DUTY EMPLOYMENT

- A. Before an employee can engage in extra-duty employment, there must be a Memorandum of Understanding with the secondary employer on file with the Department.
- B. All sworn employees are eligible to work extra-duty employment so long as they are not subject to any of the restrictions outlined in 310.3.12.
- C. Sworn employees engaged in extra-duty employment will have the same powers and authority as other law enforcement officers.
- D. Officers working extra-duty employment are required to:
 - 1. Abide by all policies and procedures of the Department
 - 2. Work in either a class A, B, or C uniform, all of which are typically worn by sworn personnel and identify employees as Law Enforcement Officers. Requests to perform extra-duty employment in plain clothes must be approved by the Chief of Police before any work is performed.
 - 3. Notify the on-duty patrol supervisor of their location and sign on to CAD in an off-duty capacity either by MCT or by the radio.
 - 4. Possess and monitor their portable radio.

| | | |
|-----|--|-------------|
| 300 | Personnel Management 310.03 – Secondary Employment | Page 3 of 7 |
|-----|--|-------------|

- 5. Document the date, time, and hours worked at their extra-duty employer. This information will be reported on time sheets that will be submitted every two weeks; and
- 6. Investigate, document, and/or arrest for any misdemeanor incidents that can be addressed without requiring the extra-duty officer to leave the extra-duty employment job site. On-duty personnel will respond to any misdemeanor offenses that cannot be handled on-site and to any felony offenses occurring at an extra-duty employment job site. An on-duty supervisor may elect to have an on-duty officer investigate unusual misdemeanor incidents.

E. Scheduling

Scheduling is the responsibility of the Secondary Employment Coordinator and Department provider. All requests for extra-duty assignments will be staffed, when possible, on a first-come, first serve basis determined by the time stamp embedded in the e-mail request. The secondary employment coordinator may elect to give priority to any extra-duty assignment(s) that has the potential to impact public safety if not staffed.

F. Supervision

In instances when more than four officers are hired by a secondary employer to work extra duty at the same time, one of the employed officers will be a supervisor. For large-scale events, it will be at the discretion of the Secondary Employment Coordinator to determine an appropriate number of extra duty officers and/or supervisors required to staff the event.

G. Attendance/Absence: Officers who have volunteered for and wish to be replaced for an extra-duty assignment shall, absent any other instructions, contact the Secondary Employment Coordinator.

- 1. The responsibility for securing a replacement officer and advising that officer of the assignment details rests with the originally assigned officer.
- 2. If a replacement cannot be found, the originally assigned officer shall report to the extra-duty assignment unless directed otherwise by competent supervisory authority. If the originally assigned officer cannot report to the secondary employment and is unable to find a replacement, it is his/her responsibility to notify the secondary employer and the Secondary Employment Coordinator.
- 3. Officers who fail to appear for scheduled extra-duty employment may be restricted from working other extra-duty employment and may be subject to Department discipline.

H. Department-owned Vehicles: The use of Department-owned take-home vehicles is required when working extra-duty employment so that extra-duty officers are able to respond to emergencies that may occur while they are working extra-duty employment.

310.3.12 LIMITATIONS ON EXTRA-DUTY EMPLOYMENT

| | | |
|-----|--|-------------|
| 300 | Personnel Management 310.03 – Secondary Employment | Page 4 of 7 |
|-----|--|-------------|

A. The following are prohibited from engaging in extra-duty employment:

1. Sworn employees who are on-call and being compensated by the Town of Nashville.
2. Sworn employees who have not completed the Field Training and Evaluation Program.
3. Sworn employees who are on medical or sick leave, light duty/temporary disability assignments; and
4. Sworn employees who are:
 - a. On emergency relief from duty.
 - b. Suspended from duty; or
 - c. On administrative leave.

B. An employee may be prohibited from working any secondary employment due to any disciplinary action occurring as a result of secondary and/or regular duty employment.

C. Authorization for a Department employee to engage in extra-duty employment may be revoked by the Chief of Police when it is determined that such outside employment is not in the best interests of the employee or the Department. Examples of such instances include (but are not limited to):

1. The employee being unavailable during an emergency.
2. The employee being physically or mentally exhausted to the point that their performance may be affected.
3. The employment bringing into disrepute or impairing the operation or efficiency of the Department.
4. The employment conflicting with the employee's present duties; or
5. The employee failing to report as scheduled, and/or failing to make arrangements for coverage during their absence.

D. No employee will directly or indirectly solicit any extra-duty employment.

310.3.13 GENERAL PROVISIONS FOR OFF-DUTY EMPLOYMENT

A. No employee shall work any off-duty employment without the knowledge and approval of the Chief of Police.

| | | |
|-----|--|-------------|
| 300 | Personnel Management 310.03 – Secondary Employment | Page 5 of 7 |
|-----|--|-------------|

B. Employees must seek and obtain individual written approval for each off-duty employment opportunity they wish to engage in by electronically submitting a Request for Secondary Employment through the chain-of-command to the Chief of Police prior to working any off-duty employment.

C. If time does not permit the written approval of off-duty employment as outlined above, the Chief of Police or the Police Captain may verbally approve off-duty employment pursuant to the provisions of this directive. Regardless of whether or not the verbal request for off-duty employment is approved, employees must still submit a Request for Secondary Employment as soon as practical.

D. Approved off-duty employment requests will expire on the last day of December of each year. Employees may not engage in off-duty employment until a new request has been approved.

E. Employees may not engage in off-duty employment that involves any of the following:

1. The use, or the potential use, of law enforcement powers by an employee of the police department.
2. Employment that presents a potential conflict of interest between a sworn employee and his/her duties as a police officer. Examples of prohibited off-duty employment include (but are not limited to):
 - a. Serving as a process server, re-possessor, or bill collector, or in any other employment in which police authority might tend to be used to collect money or merchandise for private purposes.
 - b. Conducting personnel investigations for the private sector or any employment which might require the employee to have access to police information, files, records or services as a condition of the secondary employment.
 - c. Working in the police uniform in the performance of tasks other than that of a law enforcement nature.
 - d. Work which assists in case preparation using materials, equipment, supplies or computerized software owned by the Town of Nashville for the prosecution or defense in any civil or criminal action or proceeding.
 - e. Working for a business or labor group that is on strike or engaged in public demonstrations or pickets; or
 - f. Working in occupations that are regulated by, or must be licensed by, the Nashville Police Department.
3. Employment that constitutes a threat to the status or dignity of law enforcement as a professional occupation. Examples of prohibited employment that presents a threat to the status or dignity of the law enforcement profession include (but are not limited to):

| | | |
|-----|--|-------------|
| 300 | Personnel Management 310.03 – Secondary Employment | Page 6 of 7 |
|-----|--|-------------|

- a. Working at establishments which, as their principal business, sell pornographic books, magazines, sexual devices, or videos.
- b. Working at establishments that otherwise provide entertainment or services of a sexual nature; or
- c. Any employment that involves the sale, distribution, manufacture or transport of alcoholic beverages as the principal business.

- c. Z2020-02 Request to rezone property 0 Eastpointe Avenue from B-1 (general business) zoning district to R-4 (residential) zoning district. This parcel contains approximately 9.36 acres and the parent parcel is identified as Nash County Tax Parcel 381006484519U.

Mayor Brown stated that the next item for consideration is the request to rezone property located at 0 S. Eastpointe Avenue from B-1 (business) zoning district to R-4 (residential) zoning district. This parcel contains approximately 9.36 acres and the parent parcel is identified by Nash County as Parcel Number 381006484519U. Mayor Brown asked Mr. Lansing to speak on this rezoning request. Mr. Lansing stated that a public hearing was previously held to consider this rezoning request. The property is owned by Mr. David Rose and is located behind Food Lion. They are asking that the property be rezoned; it is currently commercial and they would like to use it for residential purposes. The applicant has requested the R-4 zoning; the designation allows the largest concentration of housing units.

Mayor Pro Tem Burns stated that in the public hearing it sounded like they would have setbacks of eight (8) feet on each side given sixteen (16) feet between two (2) houses. She stated the R-4 classification in fact has six (6) foot setbacks which would yield twelve (12) feet between houses. Mr. Lansing stated that was correct; Mr. Stocks spoke on behalf of Mr. Rose at that public hearing and Mr. Stocks misspoke. The designation does require six (6) foot setbacks; it provides the adequate amount of spacing needed to place each home on the appropriate size lot. Mr. Stocks stated that this is the product the developers would like to bring and that they feel will sell. Mr. Lansing stated that this is the reason that they are seeking this particular classification.

Council Member Hinton asked how many square feet. Mr. Lansing stated that he believed between 1,200 and 1,500 square feet. Council Member Hinton stated Mr. Stocks had stated he was unsure what the square footage would be during the public hearing. Mayor Pro Tem Burns stated that this rezoning request also takes and makes a change for the intended use; there is commercial property to the east, north and south of this property, and there is undeveloped property to the west. Approving the request would change the look and intent of the commercially zoned area. She felt that this was a great project but felt Council needed public input. She would like to hold off on the rezoning request until the July meeting to allow the public the opportunity to see the article in the paper and have an opportunity to speak on the request. Mayor Brown asked if she would like to put that into a motion. Mayor Pro Tem Burns made the motion to table the rezoning request until the July 1, 2020 meeting, seconded by Council Member Hobbs. There being no discussion, Mayor Brown called for a vote. The motion was unanimously approved (4-0).

6. New Business

- a. Resolution 2020-14: Resolution Authorizing the Sale of Surplus Property at Electronic Auction

Mayor Brown stated that the next item for consideration was Resolution 2020-14: Resolution Authorizing the Sale of Surplus Property at Electronic Auction. The Town staff wishes to dispose of

personal property that is no longer of use to the Town. In compliance with NCGS §160-270, this resolution authorizes the Town Manager or his designee to sell surplus property listed on the resolution at electronic auction on www.govdeals.com. In compliance with NCGS §160A-266, this resolution authorizes the Town Manager to discard surplus property listed on the resolution once electronic auction on www.govdeals.com has ended. Mayor Brown stated that the Town will be selling a small diesel generator, a tandem axle diesel generator, an abandoned lift station panel, a 2000 Chevy 1500 Extended Cab Long Bed Pickup, and a 2000 Ford Expedition.

Council Member Hinton asked if the small diesel generator runs, the condition is listed as unknown. Mr. Brown stated that it will start but it has exceeded its useful life. Mayor Brown asked if he thought someone may want it for parts. Mr. Brown stated that someone may want it for parts, to tinker with, or they may have a use for it, but the department did not have a use for it. Council Member Taylor asked if we had a replacement for it. Mr. Brown stated that the generator has been out of service about ten (10) to twelve (12) years and that the department is good to go. Council Member Hinton asked what the condition of the tandem axel diesel generator was; the condition is also listed as unknown. Mr. Brown stated that it was purchased about twelve (12) years ago and has exceeded its useful life as well.

Mayor Pro Tem Burns asked why the last item was listed with a note that any money received from the sell of that particular vehicle would have to be turned over to the Nash County School System per the judge's court order. Chief Puckett stated that was correct that anything seized during a drug seizure has to be turned over to the school system. Council Member Taylor stated that he wants to be sure that in selling the two (2) generators that we don't have to turn around and replace both generators. Mr. Brown stated that all of the areas that the departments service have the necessary generators that they need. Mr. Lansing stated that most of our facility are three (3) phase and these are single phase generators.

Mayor Brown asked if there was any more discussion. There being none, Mayor Brown called for a motion. Mayor Pro Tem Burns made the motion to approve the resolution, seconded by Council Member Taylor. There being no discussion, Mayor Brown called for a vote. The motion was unanimously approved (4-0). The resolution was approved as follows:



Resolution 2020-14
RESOLUTION AUTHORIZING SALE OF SURPLUS PERSONAL PROPERTY AT ELECTRONIC AUCTION

WHEREAS, NCGS §160A-270 allows the Town Council to sell personal property at electronic auction upon adoption of a resolution authorizing the appropriate official to dispose of the property at electronic auction; and

WHEREAS, the Town Manager has recommended that the property listed below be sold at electronic auction as surplus property.

WHEREAS, NCGS §160A-266 allows municipalities to discard any personal property that is determined to have no value; that remains unsold or unclaimed after the municipality has exhausted all efforts to sell if using one of the authorized methods; or poses a potential threat to public health or safety.

WHEREAS, the Town Manager has recommended that the property listed below be discarded once the electronic auction has ended.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Nashville that:


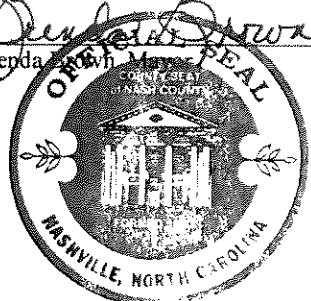
1. The following described property is hereby declared to be surplus to the needs of the Town:

Small Diesel Generator
Tandem Axle Diesel Generator
Abandoned Lift Station Panel
2000 Chevy 1500 Extended Cab Long Bed Pickup
2000 Ford Expedition

Adopted this 2nd day of June 2020.

Attest:

Montessa Silver, Town Clerk


Brenda Smith


b. Resolution 2020-15: Resolution of the Town Council of the Town of Nashville Allowing Commercial Water Customers to Submit a Secured Letter of Credit in Lieu of a Cash Deposit

Mayor Brown stated that the next item for consideration was Resolution 2020-15: Resolution of the Town Council of the Town of Nashville Allowing Commercial Water Customers to Submit a Secured Letter of Credit in Lieu of a Cash Deposit. Home builders and developers in the Town of Nashville must make a service application to the Town for water service on each new home they build and pay a \$100 cash deposit to ensure payment of water charges on that home. The deposit is returned once the new house is sold and the new owner makes their own application for service. A house builder has asked if a letter of credit in the amount of the required deposit could be submitted in lieu of the cash deposit on the new homes he is planning to build. The staff has reviewed and discussed the request and feels a secured letter of credit from a bank or financial institution will serve the same purposes as a cash deposit.

Mayor Brown asked staff if they had anything they felt they need to add and they did not. Mayor Brown asked if there was any discussion. There being none, Mayor Brown called for a motion. Council Member Taylor made the motion to approve the resolution, seconded by Mayor Pro Tem Burns. There being no discussion, Mayor Brown called for a vote. The motion was unanimously approved (4-0). The resolution was approved as follows:

DRAFT

Resolution 2020-15

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF NASHVILLE
ALLOWING COMMERCIAL WATER CUSTOMERS TO SUBMIT A SECURED
LETTER OF CREDIT IN LIEU OF A CASH DEPOSIT


WHEREAS, Section 38-38 of the Nashville Code of Ordinances requires every applicant for water service to make a cash deposit as security of payment of all customer charges; and

WHEREAS, commercial customers have requested to use a secured letter of credit from their bank or financial institution in lieu of paying a cash deposit;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Nashville, North Carolina that commercial water customers are hereby allowed to submit a secured letter of credit from their bank or financial institution in an amount equal to the required deposit in Sections 38-38 and 38-39 of the Nashville Code of Ordinances in lieu of a cash deposit.

ADOPTED this the 2nd day of June 2020 in Nashville, North Carolina.


Brenda Brown, Mayor

ATTEST:

Jontesca Silver, Town Clerk

(Seal)



c. Consideration of the Town of Nashville Coronavirus Relief Fund

Mayor Brown stated that the next item for consideration is the Town of Nashville Coronavirus Relief Fund Plan. The NC General Assembly has appropriated much of the State of North Carolina's Federal CARE Act funding to counties via the NC Coronavirus Relief Fund. Nash County, in turn, has appropriated \$300,000 to the ten (10) towns in Nash County. The funds can be used by local governments to cover expenses incurred preparing and dealing with the COVID-19 pandemic, provided the local government receiving the funding adopts an official plan for its use of the funding.

Mrs. Sanchez stated that Nash County has received funding through the State from the CARES Act and they have elected to share that funding with the Town. We are requesting to participate in order to help us receive funding from FEMA as well. Mrs. Sanchez stated that it requires a 25% match but we are currently \$19,000 to \$20,000 into our COVID-19 expenses. Mayor Brown stated that we have nothing to lose at this point in applying for it and Mrs. Sanchez stated that was correct. Mayor Pro Tem Burns asked what exactly the funding covered and if it covered the plexi glass and the computers. Mrs. Sanchez stated it does not cover the computers; FEMA money covers public safety personnel, specific medical expenses and PPE; she believes that the plexi glass is included in that. We are working on applying for the FEMA Funding in addition to the applying for the funding from the County.

Mayor Pro Tem Burns asked how much funding the County received; Mrs. Sanchez stated that they are going to allocate \$300,000 to the municipalities within the County. Mayor Brown asked if there was any additional discussion. There being none, Mayor Brown called for a motion. Council Member Hinton made the motion to approve the plan, seconded by Mayor Pro Tem Burns. There being no discussion, Mayor Brown called for a vote. The motion was unanimously approved (4-0). The plan was approved as follows:

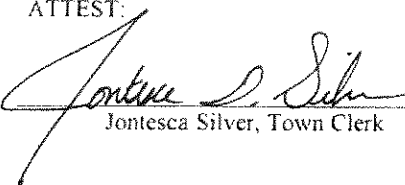
Town of Nashville's
Local Government Plan
For Coronavirus Relief Funding
June 2, 2020

The Town of Nashville's Local Government Plan for Coronavirus Relief Funding is to use the funding to reimburse the Town for direct costs incurred preparing and dealing with the COVID-19 pandemic in Nashville, and to cover lost utility revenues resulting from the COVID-19 pandemic.

ADOPTED this the 2nd day of June 2020 in Nashville, North Carolina.


Brenda Brown, Mayor

ATTEST:


Jontesca Silver, Town Clerk

(Seal)



d. Budget Amendments

i. Budget Amendment #28

Mayor Brown stated that budget amendment #28 reallocates unused funds to cover over budget line items. Major over budget line items include: State of Emergency expenses due to COVID-9, public building capital outlay due to VC3 infrastructure upgrades, fire full time salaries, sanitation contract services due to Waste Industries, administration full time salaries, water salaries (offset by decrease in sewer salaries), purchase of additional water meters, sewage treatment, and sewer surcharges. Budget amendment #28 also allocates fire capital reserves from Nash County to the fire department for the purchase of air packs.

Mrs. Sanchez stated that this was the final budget amendment for the fiscal year. She reallocated funds within the current budget instead of appropriating funds from fund balance. Mrs. Sanchez stated that the Town has seen a lot of change and new staff within the last year and she reallocated based on things that changed because of this. Mayor Brown summarized the major items listed in the budget amendment and sent a memo out earlier this week to discuss some of the larger items that are included within the budget amendment. Mrs. Sanchez stated that in the general fund line item 10-620-4500 should read 10-620-3300 and that it is still for supplies.

Mayor Brown asked if next year we would be dealing with this same type of clean up issues and Mrs. Sanchez stated that she does not intend to. Mayor Pro Tem Burns stated that the budget was not properly planned for the things that have occurred within the fiscal year. Mayor Brown asked if there was any additional discussion. There being none, Mayor Brown called for a motion. Council Member Taylor made the motion to approve budget amendment #28, seconded by Council Member Hobbs. There being no discussion, Mayor Brown called for a vote. The motion was unanimously approved (4-0). The budget amendment was approved as follows:

| | | | | |
|-------------|--------------------|-----------------|---------------|-----------------|
| 30-820 3100 | GAS OIL TIRES | \$ 9,000.00 | \$ 1,000.00 | \$ 10,000.00 |
| 30-820 4400 | SEWAGE TREATMENT | \$ 1,550,000.00 | \$ 60,000.00 | \$ 1,610,000.00 |
| 30-820 4401 | SEWER SURCHARGES | \$ 218,000.00 | \$ 140,000.00 | \$ 358,000.00 |
| 30-820-4500 | CONTRACT SERVICE | \$ 21,000.00 | | \$ 4,030.00 |
| 30-820-4501 | SEWER SYSTEM REHAB | \$ 301,500.00 | | \$ 23,400.00 |
| 30-820 7400 | C.O. EQUIPMENT | \$ 52,000.00 | | \$ 12,000.00 |

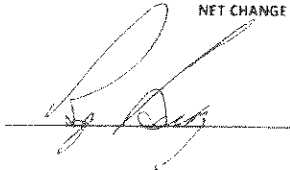
NET CHANGE IN EXPENDITURES \$.

EXPLANATION:

To clean up over budget line items

Approved by Town Manager

posted



6-2-20
Date

Approved by Town Council

Date

Item #

7. Town Manager's Report-There was no manager's report.

8. Council Comments –There were no council comments.

9. Mayor Comments-There were no comments.

10. Closed Session

- a Closed Session: Pursuant NCSG §143-318.11(a)(6) Personnel 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.

Mayor Brown called for a motion to go into closed session pursuant to NCSG §143-318.11(a)(6) for personnel 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. Council Member Hobbs made the motion, seconded by Council Member Hinton. Mayor Brown called for a vote. The motion was unanimously approved (4-0). Mayor Brown informed the public that there would be no action taken in closed session. Council entered closed session at 8:21 p.m.

Mayor Brown called for motion to return to open session. Mayor Pro Tem Burns made the motion, seconded by Council Member Taylor. There being no discussion, Mayor Brown called for a vote. The motion was unanimously approved (4-0). The meeting returned to open session at 9:14 p.m. No action was taken during the closed session.

11. Adjourn

There being no further business, Mayor Brown called for a motion to adjourn. Mayor Pro Tem Burns made the motion to adjourn, seconded by Council Member Hobbs. There being no discussion, Mayor Brown called for a vote. The motion was unanimously approved (4-0). Mayor Brown declared the meeting adjourned at 9:14 pm.

Brenda Brown, Mayor

Attest:

Jontesca Silver, Town Clerk

The Town Council of the Town of Nashville held a Called Meeting on Thursday, June 4, 2020 at 7:00 PM in Town Council Chambers. Members Present: Mayor Brenda Brown, Mayor Pro Tem Kate Burns, Council Member Larry Taylor, Council Member Louise Hinton, and Council Member Lynne Hobbs. Absent: None. Staff Present: Randy Lansing–Town Manager, Tesa Silver –Town Clerk, Sam Sanchez–Finance Director, Chris Joyner–Fire Chief, Anthony Puckett–Police Chief, Lee Brown –Public Works Director and Tina Price–Planning Technician.

1. Call to Order by Mayor Brown

Mayor Brown called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance and Prayer

Mayor Brown led the prayer and the pledge of allegiance

3. Items for Consideration

Mayor Brown stated that the purpose of this meeting was to adopt the Fiscal Year 2020-2021 Budget Ordinance, Fire Station II Capital Project Ordinance, and Fiscal Year 2020-2021 Fee Schedule. A public hearing was held on June 2, 2020 to hear public comments on the proposed budget.

a. Consideration of the Adoption of the Town of Nashville 2020-2021 Fiscal Year Budget

Mayor Brown read aloud the 2020-2021 Fiscal Year Budget Ordinance. Mayor Brown asked if there was any discussion or questions. Council Member Hinton asked if the Storm Water Fee should have been included on the ordinance because it is included in the tax bill. Mrs. Sanchez stated that it is a fee and not a tax; Mr. Lansing stated that it is in the fee schedule. Council Member Hinton stated it is in the property tax bill and that is why she was asking. She thought it should have been put with the ordinance; she stated that everyone looks at it as if it is a tax. It is paid for when everyone pays their property taxes.

Mayor Pro Tem Burns stated that the ordinance states a tax rate of \$0.15 per \$100 assessed evaluation levied against the Gully Fire District; the County has not made a decision on it and will not until June 15, 2020. She asked if the Town could say what was written in the ordinance. Council Member Hobbs stated that they can say subject to. Council Member Hinton stated that she had a concern about the rate of increase; she stated that Mr. Lansing had stated that there was an 11% increase from the 2019-2020 budget. Mr. Lansing stated that there is an 11% increase in expenditures over the amended 2019-2020 budget. Council Member Hinton stated that if anyone reviews the original 2019-2020 adopted budget and the proposed 2020-2021 budget that there is a 17% increase. Mr. Lansing stated that was correct, however, \$1,900,000 was in transfers, they were not cash expenditures. Council Member Taylor stated it was a cleanup process that there was no exchange of funds. Council Member Hinton stated that when this is published that information will not be there. People will be looking at the hard numbers, they will be able to do basic math and figure out that there is a 17% increase.

Mayor Pro Tem Burns stated that everyone also has to look at income; the Town has a greater income based on grants, taxes, and fees that are levied. The new sources of revenue cause an increase as well. No one should look just at total versus total; there are many factors that should be considered. Council Member Hinton stated that we are expecting a lot of money to come in, and we are not sure what we will receive; these are big assumptions. Mayor Pro Tem Burns stated that they are big assumptions based on the most valuable information that we were able to receive. We received information from the North Carolina League of Municipalities (NCLM), and the budget was constructed using their most conservative projections with the greatest amount of loss and the most impact. The information that NCLM provided was put together by economist and the Town has to rely on that information to a certain extent to make decisions.

Council Member Hinton stated that the neighboring governments are not increasing their budgets; the City of Rocky Mount has decreased their budget by 3% and the County is "holding the line." Mayor Pro Tem Burns stated that both of these municipalities are entities that have more of an ability to fluctuate within their budgets. Council Member Hinton stated that the Town should be even more objective because the Town doesn't have the revenue that the larger municipalities have. Mayor Brown asked if there were any additional comments.

Council Member Hobbs stated that she has reviewed the budget thoroughly; she felt that the Town has done a very good job in being extremely conservative. She felt that with the information that the Town is aware of that we can proceed with the budget with a degree of caution; this will allow the Town to address things if things do take a turn for the worse and the Town is impacted heavily. She stated that she had reviewed some information today from the Congressional Budget Office, and they are projecting economic growth to pick back up the second half of 2020 averaging 15.8% at annual rate. Increases in consumer spending are expected to offset further declines in business investment; the Congressional Budget Office is expecting consumer spending to rebound and grow at an average annual rate of 22.6% in the second half of 2020. Council Member Hobbs stated these are figures based on the entire country and they may not hold true for Nashville. She knows that the Town is different because it is a small town, that Nashville is not a Raleigh or a Rocky Mount.

Council Member Hobbs stated that she has reviewed the numbers and she is comfortable with the figures. She stated that the increases that occurred are necessary. The Town needs a garbage truck, the VC3 service, the pay study, the comprehensive plan, the financial software, and the firefighters. She asked if they cut where they would cut. Council Member Taylor stated that the only other thing that Council could possibly cut would be service to the citizens and Council doesn't want to do that. He stated that Council is not instituting any type of tax increase, so there is no reason to cut back services. Council Member Taylor stated that based on what economist are forecasting he his hopeful that the Town will bounce back quicker than what is being projected and that we will come back strong. He stated that department heads will need to watch their spending as we enter the new fiscal year.

Council Member Hinton stated that all of these assumptions and projections are being made with the hope that the virus doesn't come back. Council Member Taylor stated that was correct; he stated that no one knows what the virus will do. Council Member Hobbs stated that the fee increases included in

water and sewer are extremely important to implement now. The intention of any enterprise fund is to run like a business; implementing the fees we are allowing the fees to sustain the program. If the Town doesn't do this then the Town will begin to take a loss on the enterprise fund that the Town would begin to subsidize; this is not what it was designed to do. We do not want to put an additional burden on tax payers to pay for or subsidize an enterprise fund that should be operating or at least breaking even on an annual basis. Council Member Hinton stated that they were implementing the fees at the worse time. They are giving people an extension to pay their utility bill, no one is being cut off or assessed late fees, but then they are increasing the utility bill to \$7.50 a month.

Mayor Pro Tem Burns asked what the current situation is when assessing late fees and penalties. Mrs. Sanchez stated that the order has been extended; it has been extended to July 29, 2020. She stated that as of right now we are ok. We are receiving payments and the amount of cash we've received has not decreased. She stated that we have experienced a loss from not being able to assess fees. Council Member Hinton stated that the \$7.50 increase was a 23% increase per household. People will see that every month and look at it as a tax. Council is not going up on property taxes, but they view that as a tax because they see that increase every month. She understands the reasoning for it, but felt it was bad timing.

There being no further discussion, Mayor Brown called for a motion. Mayor Pro Tem Burns made the motion to approve the 2020-2021 Budget Ordinance, seconded by Council Member Taylor. There being no discussion, Mayor Brown called a roll call vote. The motion was approved (3-1, Council Member Hinton voted against the motion). The budget ordinance was approved as follows:



**TOWN OF NASHVILLE
FISCAL YEAR 2020-2021
BUDGET ORDINANCE**

WHEREAS, the Town Manager has presented to the Town Council of the Town of Nashville a proposed budget for fiscal year 2020-2021, and;

WHEREAS, the Town Council has conducted a Public Hearing on June 2, 2020 which was advertised on May 21, 2020 in the Nashville Graphic, a local newspaper with general circulation.

NOW THEREFORE, BE IT ORDAINED by the Town Council of the Town of Nashville that the 2020-2021 Fiscal Year Budget is adopted with the revenues and appropriations by fund as stated in the summary of funds for fiscal year 2020-2021 showing estimated revenues and appropriations are subject to following:

Section 1

The tax rate will be set at \$0.58 per \$100.00 based on an assessed estimated evaluation of \$379,446,834 at a 97.19% prior year collection rate. The vehicle license tax is set at \$12.50 per registered vehicle. An additional tax rate of \$0.10 per \$100.00 of assessed evaluation is levied in the Municipal Service District. A tax rate of \$0.15 per \$100.00 of assessed evaluation is levied in the N.S. Gulley Rural Fire District.

Section 2

- i. The Budget Officer (Town Manager) is authorized to transfer monies from an appropriation to another within the same department. Any such transaction shall be reported to the Town Council at its regular meeting and shall be recorded in the minutes.
- ii. The Budget Officer (Town Manager) is authorized to transfer amounts up to \$5,000 between departments of the same fund upon finding they are consistent with operational needs. Any such transaction shall be reported to the Town Council at its regular meeting and shall be recorded in the minutes.
- iii. Any transfer over \$5,000 between departments or across funds shall be submitted to the Town Council for approval prior to the transfer.
- iv. No revenues may be increased and no funds may be moved from the Contingency account without formal approval from the Town Council prior to the action.

The Budget Document is accepted, made part of this Ordinance, and is on file in the Office of the Town Clerk of the Town of Nashville.

TOWN OF NASHVILLE

Section 3

GENERAL FUND SUMMARY 2020-2021

| | |
|---|-----------------------|
| Estimated Revenue | \$7,177,242.00 |
| Appropriated Fund Balance | \$73,537.00 |
| Total Estimated Revenues | \$7,250,779.00 |
| Governing Body | \$37,250.00 |
| Administration | \$283,305.00 |
| Human Resources | \$164,505.00 |
| Finance & Tax | \$286,705.00 |
| Planning and Development | \$272,860.00 |
| Public Buildings & Grounds | \$207,045.00 |
| Fleet Maintenance | \$82,405.00 |
| Police | \$1,631,250.00 |
| Fire | \$1,345,175.00 |
| Streets | \$297,880.00 |
| Powell Bill | \$200,000.00 |
| Sanitation | \$1,039,925.00 |
| Stormwater | \$110,446.00 |
| Parks, Recreation, and Cultural Resources | \$151,450.00 |
| Library | \$303,895.00 |
| Cemetery | \$137,205.00 |
| Non-Departmental | \$78,424.00 |
| Transfers/Pass-Throughs | \$538,404.00 |
| Debt Service | \$82,650.00 |
| Total Appropriations | \$7,250,779.00 |

MUNICIPAL SERVICE DISTRICT FUND SUMMARY 2020-2021

| | |
|--------------------------|--------------------|
| Estimated Revenue | \$39,000.00 |
| Appropriations | \$39,000.00 |

ENTERPRISE FUND SUMMARY 2020-2021

| | |
|--------------------------------|-----------------------|
| Estimated Revenue | \$4,319,000.00 |
| Appropriated Fund Balance | \$19,238.00 |
| Estimated Revenue | \$4,338,238.00 |
| Water & Sewer Non-Departmental | \$230,207.00 |
| Water & Sewer Administration | \$262,815.00 |
| Water Operations | \$1,182,290.00 |
| Sewer Operations | \$2,304,940.00 |
| Transfers/Pass-Throughs | \$310,000.00 |
| Debt Service | \$47,986.00 |

Total Appropriations \$4,338,238.00

TOWN OF NASHVILLE

CAPITAL RESERVE FUND – GENERAL FUND SUMMARY 2020-2021

Estimated Revenue \$459,554.00

Total Appropriations \$459,554.00

CAPITAL RESERVE FUND – ENTERPRISE FUND SUMMARY 2020-2021

Estimated Revenue \$312,000.00

Total Appropriations \$312,000.00

CAPITAL PROJECT FUND — FIRE STATION II SUMMARY 2020-2021

Estimated Revenue \$100,000.00

Total Appropriations \$100,000.00

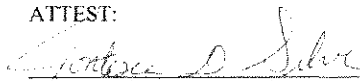
GRAND TOTAL ALL FUNDS 2020-2021

| | |
|--|------------------------|
| General Fund | \$ 7,250,779.00 |
| Municipal Service District | \$ 39,000.00 |
| Enterprise Fund | \$ 4,338,238.00 |
| Capital Reserve Fund - General | \$ 459,554.00 |
| Capital Reserve Fund - Enterprise | \$ 312,000.00 |
| Capital Project Fund - Fire Station II | \$ 100,000.00 |
| Grand Total of All Funds | \$12,499,571.00 |

Adopted this 4th day of June 2020.


Brenda Brown, Mayor

ATTEST:


Jontesca Silver, Town Clerk

b. Consideration of the Adoption of the Town of Nashville Fire Station II Capital Project Ordinance

Mayor Brown stated that the next item for consideration was the Fire Station II Capital Project Ordinance. Council Member Hinton stated that the ordinance probably should not be voted on since the decision has not been made by the County. Mayor Pro Tem Burns stated that once Council has heard from the County, they can move forward with adopting the Fire Station II Capital Project Ordinance. She agreed with Council Member Hinton in that she does not think Council should adopt the ordinance before the County makes a decision. Mrs. Sanchez stated that the ordinance is just a capital project ordinance and that it is a multi-year ordinance. Mayor Pro Tem Burns asked what will happen if the County does adopt the increase. Mrs. Sanchez stated that if the County doesn't grant approval then the ordinance would still be in effect for the project.

Council Member Hinton and Mayor Pro Tem Burns felt that it would be better to hold off on voting on the ordinance until the County has made a decision. There being no additional discussion, Mayor Brown called for a motion. Mayor Pro Tem Burns made a motion to table the Fire Station II Capital Project Ordinance, seconded by Council Member Hinton. There being no discussion, Mayor Brown called for a vote. The motion was unanimously approved (4-0). This item is tabled until the meeting that will be held on July 1, 2020.

c. Consideration of the Adoption of the Town of Nashville 2020-2021 Fee Schedule

Mayor Brown stated that next item for consideration was the Town of Nashville 2020-2021 Fee Schedule. Mayor Brown stated that all water base fees will now include the first 1,000 gallons within the base fee. She stated that the water base fee will now be \$13.61 a month and each additional 1,000 gallons will be \$4.18. She stated that the sewer base fee will now be \$13.91 a month which also includes the first 1,000 gallons. The monthly sanitation fee will be \$18.78 and the monthly recycling fee will be \$5.35. Mayor Brown verified those fee increase were correct, and Mr. Lansing stated that was correct. Mayor Brown stated there was an increase to pick up appliances from \$10.00 to \$25.00. She stated that the zoning certification letter will now be \$3.00. She stated that for subdivisions for preliminaries with more than five (5) lots with no improvements there will now be a \$50.00 flat fee. The major final plat review will now be \$100.00. Residential and commercial site development plans will now be \$150.00. Flood zone certifications are increasing from \$30.00 to \$40.00.

Mayor Brown asked if there was any discussion or questions about the fee schedule. Council Member Hinton confirmed that the \$13.61 includes the \$6.00 mandate. She asked what the \$1.87 was for. Mr. Lansing stated the increase that is being proposed will allow the base fee to cover the fixed cost of the meters for the water system; he stated that everyone will pay the \$7.87. Council Member Hinton confirmed that the \$5.74 is for the first 1,000 gallons of water used and Mr. Lansing stated that was correct and they were put together to give a total of \$13.61. Council Member Hinton confirmed that the \$6.00 mandate did not go away and Mr. Lansing stated that was correct, that it had been renamed.

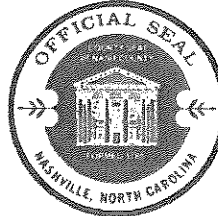
There being no additional discussion, Mayor Brown called for a motion. Council Member Taylor made the motion to approve the 2020-2021 fee schedule, seconded by Council Member Hobbs. There being

no discussion, Mayor Brown called for a vote. The motion was approved (3-1, Council Member Hinton voted against the motion). The fee schedule was adopted as follows:

Town of Nashville

BRENDA BROWN
MAYOR

RANDY LANSING
TOWN MANAGER



TOWN COUNCIL
KATE C. BURNS
LOUISE W. HINTON
LARRY D. TAYLOR
LYNNE HOBBS

Town of Nashville

Fee Schedule – Fiscal Year 2020-2021

PUBLIC UTILITIES – WATER & SEWER FEES

| Description | Current Fee |
|---|---|
| Utility Application Fee: | \$45.00 |
| Utility Deposit: | \$100.00 |
| Utility Deposit Without Social Security Number: | \$150.00 |
| Water Connection Fees: | |
| (¾" to 2" lines) | \$1,000.00 + Meter Cost \$1,000.00 + Meter Cost |
| (Greater than 2" line) | \$1,500.00 + Meter Cost \$1,500.00 + Meter Cost |
| Meter Costs: | |
| 5/8" Water Meter | \$205.00 |
| 1" Water Meter | \$305.00 |
| 1½" Water Meter | \$570.00 |
| 2" Water Meter | \$680.00 |
| 2" Compound Meter | \$2,009.00 |
| 4" Water Meter | \$3,100.00 |
| 6" Water Meter | \$5,070.00 |
| Irrigation Connection: | \$550.00 w/Meter |

Post Office Box 987 . Nashville, North Carolina 27856 . Telephone: (252)459-4511 . Fax: (252)459-8926

Town of Nashville

| | |
|-------------------------|------------|
| Water Reconnection Fee: | \$30.00 |
| Nonpayment Fee: | \$50.00 |
| Late Payment Fee: | 5% of Bill |
| Sewer Connection Fees: | |
| (4" line) | \$1,000.00 |
| (Greater than 4" line) | \$1,500.00 |

PUBLIC UTILITIES – WATER & SEWER RATES

| Type | Meter Size | Fee |
|-------------------------------|-----------------|--|
| In-Town Water Base Fee: | 5/8" Meter | \$13.61/mo. Includes 1st 1,000 Gallons |
| | 1" Meter | \$14.44/mo. Includes 1st 1,000 Gallons |
| | 1½" Meter | \$16.24/mo. Includes 1st 1,000 Gallons |
| | 2" Meter | \$17.15/mo. Includes 1st 1,000 Gallons |
| | 2" Compound | \$28.64/mo. Includes 1st 1,000 Gallons |
| | 4" Meter | \$37.32/mo. Includes 1st 1,000 Gallons |
| | 6" Meter | \$53.74/mo. Includes 1st 1,000 Gallons |
| In-Town Water Rate: | All Meter Sizes | \$4.18/1,000 Gallons |
| Out-of-Town Water Base Fee: | 5/8" Meter | \$24.64/mo. Includes 1st 1,000 Gallons |
| | 1" Meter | \$25.47/mo. Includes 1st 1,000 Gallons |
| | 1½" Meter | \$27.27/mo. Includes 1st 1,000 Gallons |
| | 2" Meter | \$28.18/mo. Includes 1st 1,000 Gallons |
| | 2" Compound | \$39.67/mo. Includes 1st 1,000 Gallons |
| | 4" Meter | \$48.35/mo. Includes 1st 1,000 Gallons |
| | 6" Meter | \$64.77/mo. Includes 1st 1,000 Gallons |
| Out-of-Town Water Rate: | All Meter Sizes | \$8.52 per 1,000 Gallons |
| Bulk Water & Irrigation Rate: | All Meter Sizes | \$5.90 per 1,000 Gallons |
| In-Town Sewer Base Fee: | All Meter Sizes | \$13.91/mo. Includes 1st 1,000 Gallons |
| In-Town Sewer Rate: | All Meter Sizes | \$9.53 per 1,000 Gallons |
| Out-of-Town Sewer Base Fee: | All Meter Sizes | \$28.33/mo. Includes 1st 1,000 Gallons |

Post Office Box 987 . Nashville, North Carolina 27856 . Telephone: (252)459-4511 . Fax: (252)459-8926

Town of Nashville

| | | |
|-------------------------|-----------------|---------------------------|
| Out-of-Town Sewer Rate: | All Meter Sizes | \$19.41 per 1,000 Gallons |
| Sewer without Water: | | |
| In-Town Flat Rate: | | \$69.62/mo. |
| Out-of-Town Flat Rate: | | \$141.77/mo. |

PUBLIC WORKS – CEMETERY

| Type | Description | Fee |
|--|------------------------------------|---------------------------------------|
| Grave Site: | Single | \$735.00 |
| | Two | \$1,417.00 |
| | Four | \$2,730.00 |
| | Eight | \$5,250.00 |
| Opening/Closing Fees for Interment by Coffin: | | |
| | Operating Hours - Resident | \$575.00 |
| | Operating Hours – Non-Resident | \$700.00 |
| | Non-Operating Hours – Resident | \$650.00 |
| | Non-Operating Hours – Non-Resident | \$800.00 |
| | Holiday Weekends - Residents | \$700.00 |
| | Holiday Weekends - Non-Resident | \$950.00 |
| | Holidays | Not Available |
| Opening/Closing Fees for Interment by Cremation: | | |
| | Operating Hours - Resident | \$350.00 |
| | Operating Hours – Non-Resident | \$425.00 |
| | Non-Operating Hours – Resident | \$400.00 |
| | Non-Operating Hours – Non-Resident | \$450.00 |
| | Holiday Weekends - Residents | \$475.00 |
| | Holiday Weekends - Non-Resident | \$500.00 |
| | Holidays | Not Available |
| Annual Upkeep: | | \$30.00/year or \$150.00 one-time fee |
| Stone Setting/Moving Fee: | | \$25.00 |

Post Office Box 987 . Nashville, North Carolina 27856 . Telephone: (252)459-4511 . Fax: (252)459-8926

Town of Nashville

| | |
|----------------------------|------------------|
| Deed Recording: | Nash County Rate |
| Perpetual Care/Grave Site: | \$314.00 |

PUBLIC WORKS – SANITATION & RECYCLING FEES

| Description | Current Fee |
|--------------------------------|---------------------------------|
| Sanitation Monthly Fee: | \$18.78 |
| Recycling Monthly Fee: | \$5.35 |
| Bulk/White Good Pick-Up: | |
| First Item: | \$15.00 |
| Each Additional Item: | \$8.00 |
| Appliances: | \$10.00 per appliance |
| Yard Trash/Flat Bed Load: | \$100 per load |
| Each Additional Roll Out Cart: | \$6.80 |
| Code Enforcement Cleanup Work: | \$75.00/hour (one hour minimum) |

PUBLIC WORKS – STORMWATER FEES

| Description | Fee |
|------------------|----------------------------|
| Residential: | \$2.50 per month/flat rate |
| Non-Residential: | \$2.50 per month per ERU* |

*Each Equivalent Residential Unit equals 2,500 square feet.

ADMINISTRATION

| Description | Fee |
|----------------------|-----------------|
| Copies: | \$0.10 per page |
| Street Event Permit: | \$125.00 |
| Returned Check Fee: | \$25.00 |

POLICE DEPARTMENT

Post Office Box 987 . Nashville, North Carolina 27856 . Telephone: (252)459-4511 . Fax: (252)459-8926

Town of Nashville

| Description | Fee |
|---------------------------------------|----------|
| Police Report Copy: | \$5.00 |
| Parking Violations: | \$25.00 |
| Handicap Parking Violation: | \$250.00 |
| Parking in a Fire Lane: | \$50.00 |
| Parking within 15' of a Fire Hydrant: | \$50.00 |
| Peddler's Permit: | \$50.00 |
| Littering: | \$100.00 |
| Fingerprinting*: | \$15.00 |

*Free for officers and children; \$15.00 for up to two cards, \$5.00 for each additional card.

LIBRARY

| Description | Fee |
|------------------------|--|
| Lost Library Card: | \$5.00 |
| Lost Purchased Book: | Replacement Cost |
| Lost Donated Book: | \$5.00 |
| Incoming/Outgoing Fax: | \$1.00 per page |
| Overdue Book: | \$0.25 per day per book / \$50.00 maximum |
| Lost Videogame: | Replacement Cost |
| Overdue Videogame: | \$1.00 per day per videogame / \$50.00 maximum |
| Copies and Scans: | |
| Black & White: | \$0.25 per page |
| Color: | \$0.75 per page |

FIRE DEPARTMENT

| Description | Fee |
|-------------------|--------|
| Fire Report Copy: | \$5.00 |

Post Office Box 987 . Nashville, North Carolina 27856 . Telephone: (252)459-4511 . Fax: (252)459-8926

Town of Nashville

PLANNING DEPARTMENT

| Description | Current Fee |
|---|------------------------------|
| Zoning (Requires Public Hearing): | |
| Zoning Certificate | \$40.00 |
| Rezoning | \$200.00 |
| Text Amendment | \$200.00 |
| Zoning Certification Letter | \$40.00 |
| Special Use Permit | \$200.00 |
| Subdivisions: | |
| Major Preliminary (more than 5 lots; no improvements) | \$50 flat fee & \$5 per lot |
| Major Preliminary (more than 5 lots; w/ improvements) | \$100 flat fee & \$5 per lot |
| Major Final Plat Review | \$100.00 |
| Minor (5 or less lots; no improvements) | \$25 flat fee & \$5 per lot |
| Text Change (Ordinance Revision) | \$200.00 |
| Site Development Plans Residential and Commercial: | \$150.00 |
| Board of Adjustment: | |
| Variance | \$200.00 |
| Appeal/Interpretation | \$200.00 |
| Annexation: | |
| Voluntary | \$ 200.00 |
| Involuntary | \$0 |
| Signs: | |
| Free Standing Sign | \$75.00 |
| Flush Mounted Sign | \$50.00 |
| Temporary Sign/Banner | \$35.00 |
| Yard Sale: | |
| First Permit in 12 Month Period | \$5.00 |
| Next Permit in 12 Month Period | \$10.00 |
| Permit to Develop in a Flood Hazard Area: | \$ 50.00 |

Post Office Box 987 . Nashville, North Carolina 27856 . Telephone: (252)459-4511 . Fax: (252)459-8926

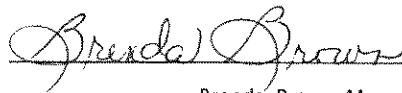
Town of Nashville

Flood Zone Certifications: \$40.00
Copy of Development Ordinance/Land Use Plan: \$ 20.00

PARKS, RECREATION, AND CULTURAL RESOURCES DEPARTMENT

| Description | Fee |
|------------------|---------------------|
| Adult Athletics: | |
| Resident Fee | FREE all sports. |
| Non-Resident Fee | \$10.00 all sports. |
| Summer Camps: | |
| Resident | \$15.00/day |
| Non-Resident | \$25.00/day |

Adopted this 4th day of June 2020.



Brenda. Brown, Mayor

ATTEST: 
Jontesca Silver, Town Clerk

Post Office Box 987 . Nashville, North Carolina 27856 . Telephone: (252)459-4511 . Fax: (252)459-8926

Mayor Brown thanked everyone for their hard work on the budget.

Council Member Taylor thanked Mrs. Sanchez for all her hard work and help with the budget. He thanked Mr. Lansing and Mrs. Silver for all their help with the process. He also thanked the department heads for all they do and asked them to keep up the level of service.

Council Member Hobbs thanked the staff for all the work they have put into creating the budget. She stated that it had been a good process. She encouraged everyone to support the local businesses; the businesses are seeing a large impact due to COVID-19. She believes our support is critical.

Mayor Pro Tem Burns thanked Mrs. Sanchez, Mr. Lansing, and all of the staff. She stated that they appreciate everyone's hard work, their patience, and their understanding during this process.

Council Member Hinton thanked everyone. She also appreciated all the help that she received from both Mrs. Sanchez and Mr. Lansing.

4. Adjourn

There being no further business, Mayor Brown called for a motion to adjourn. Council Member Hinton made the motion to adjourn, seconded by Council Member Taylor. There being no discussion, Mayor Brown called for a vote. The motion was unanimously approved (4-0). Mayor Brown declared the meeting adjourned at 7:25 p.m.

Brenda Brown, Mayor

Attest:

Jontesca Silver, Town Clerk

The Town Council of the Town of Nashville held a Called Meeting on Thursday, June 11, 2020 at 6:00 PM in Town Council Chambers. Members Present: Mayor Brenda Brown (Mayor Brown was present via the Zoom platform), Mayor Pro Tem Kate Burns, Council Member Larry Taylor, Council Member Louise Hinton, and Council Member Lynne Hobbs. Absent: None. Staff Present: Randy Lansing–Town Manager, Tesa Silver–Town Clerk, Sam Sanchez–Finance Director (Mrs. Sanchez was present via the Zoom platform), Chris Joyner–Fire Chief, Scott Whitford–Battalion Chief, Anthony Puckett–Police Chief and Tina Price–Planning Technician. Others Present: Kevin Varnell, Project Manager Stocks Engineering.

1. Call to Order

Mayor Pro Tem Burns called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance and Prayer

Mayor Pro Tem Burns led the prayer and the pledge of allegiance

3. Items for Consideration

a. Discussion and Consideration of Water and Sewer Upgrades on Eastern Avenue

Mayor Pro Tem Burns turned the meeting over to Mr. Lansing. Mr. Lansing stated that he provided everyone with information on what was being considered. Mr. Lansing stated that most people are aware that NCDOT will be extending Eastern Avenue from Nashville to Rocky Mount into four (4) lanes. The project is slated to begin in August of next year. In order to extend the road, some of the Town utility lines will have to be relocated. He wants Council to consider upsizing the water main pipe from a 12" to a 16" pipe along Eastern Avenue from Regency Drive to Red Oak Road and for constructing sanitary sewer lines from the south side of Eastern Avenue to the north side between the Regency Lift Station to Kamilar drive. He has reached out to NCDOT and obtained a price for the project. Barnhill Contracting Company out of Rocky Mount has the design contract with NCDOT for the upcoming project.

Mr. Lansing reached out to Barnhill and they have provided a price estimate for upsizing the water main from Regency to Red Oak Red; the price includes engineering and is \$141,334.00. Mr. Lansing stated that this is something that the Town does not have to do, but he sees it as a project of opportunity. Mr. Lansing stated that Mr. Kevin Varnell of Stocks Engineering was present to speak with Council this evening to give the Council the Town engineers' standpoint. Mr. Lansing called upon Mr. Varnell.

Mr. Varnell stated that NCDOT is doing the road widening project and the connection needed is already there; they thought since NCDOT would be relaying all the line that is currently installed, so it would be a good time for the Town to move forward. It appears that the Town's growth for now is within that area and that a bottleneck can occur at that 12" line. It would be a great opportunity to do this now, if the Town were to do this in the future it would be much more expensive; there will not be a lot of right of way left once everything is placed (telephone, gas, fiber, etc). He understands that it is a large amount

of money to consider, but they believe it would be a great benefit for the Town moving forward. Council Member Taylor stated that we have a 16" pipe to Regency Drive, then it drops down from 16" to 12"; Mr. Varnell stated that the 12" line actual feeds back into Town and goes all the way up to LBJ Chevrolet on Washington Street. Council Member Taylor asked if there was a loop to bring the water line back from the Town out through Reges Store Road down to US 64. Chief Joyner stated that we do not. Council Member Taylor asked if they do that in the future if the water pressure would withstand in a 12" pipe. Chief Joyner stated that it would not, there would have to be a bigger line to support it; otherwise the circular system would not work. In a system like this the Town wants to ensure that the primary feed is larger than the secondary feed. Chief Joyner stated that he believed that the line coming out of Rocky Mount was a 24" line then it drops to a 16" pipe and then to a 12". He stated that the 16" pipe will support the future growth within that area.

Council Member Taylor stated that he doesn't like the large figures and that Council just increased the upcoming fiscal year's budget. He stated that with the growth we are seeing and expecting that it is something that we need to do. He asked what it would look like if they wait five (5) years to proceed. Mayor Pro Tem Burns stated that it would be a hefty increase. Council Member Taylor stated that it would be. Council Member Hinton asked if this would be a part of the 2020-2021 budget. Mr. Lansing stated that the budget that would have to be amended for this project; He was unsure if all the expenditures would occur in the 2020-2021 fiscal year. NCDOT is not as far along with the project as they had hoped to be because of COVID-19; some of the review and engineering had to be delayed. When he spoke with NCDOT they thought the Town may not have to pay for anything until calendar year 2022. Council Member Taylor confirmed that no money would be spent until 2022. Mr. Lansing would not guarantee that; Barnhill felt the process would continue to move along and as soon as NCDOT signed off on the project they would move forward. Council Member Hinton stated that it could easily be in the current year budget and Mr. Lansing stated that it would be after July 1, 2020.

Mr. Lansing stated that the good news was that we have \$141,000 in reserves; it is not money the Town would have to go out and borrow or take from something else. The funds are within the enterprise fund. Council Member Taylor confirmed that the funds are already there and Mr. Lansing stated that they were. Council Member Hinton stated that it sounded like a good time to take advantage of an opportunity and Council Member Hobbs agreed. Council Member Hinton asked if there was a lot of pressure from the 24" to the 16" to the 12". Chief Joyner stated that it is but that the further it goes out the more the pressure drops, especially when the line gets to a dead end.

Mayor Pro Tem Burns asked if they should make a motion for this particular item, or how each item should be handled. Mr. Lansing stated that they could hear them all and then make motions or hear them and make motions one by one. Council Member Taylor asked Mr. Lansing to go ahead and explain the rest of the request. Mr. Lansing stated that he has asked Barnhill for pricing on nine (9) different upgrades. Items two (2), three (3), and (5) are to add fire hydrants to the Town for better fire protection. They average about \$36,000 per crossing. When he first saw these he thought we were better off not proceeding. (Mayor Brown joined the meeting via Zoom at this time). He didn't feel that we were gaining by doing this at this time. NCDOT is constructing a sanitary sewer line within their project, and once it is done the 8" sanitary sewer line will be conveyed over to the Town to own. NCDOT

felt this was the most advantageous way to handle the process. There are some existing developments in that area and he asked for quotes to see what it would cost to hook them into the Town's system. Market Leader Realty was one of the developments that this could be extended to; they wanted to be able to do so in the past but were not. He has not heard back from them to see if this is something that they are still interested in, however once our portion is completed it would cost them approximately \$4,500 to complete their portion. It is a relatively small cost in comparison to putting in an 8" sewer line.

There are two (2) properties about midway between Wal-Mart and Kamlar Road; they are going to be losing their wells. NCDOT will have to run a water line from the North Side to the South Side. He thought we could use the opportunity to go ahead and put in a sewer connection for those two (2) homes; it will cost \$1,558 with engineering cost. He thought even if they don't want to connect and don't want to pay the \$1,500 that there would be no way the Town could go out in the future and do the same grade of work for a price of \$1,500. He also asked for three (3) 8" sanitary sewer main crossings from the north side to the south side; there would 8" lines brought across with manholes that then could be used to provide sanitary sewer service for all that area North of Eastern Avenue for future development.

Mr. Lansing stated that the only development that will happen at this time is the apartment complex. In order for the apartment complex to be there they have to have access to Town sewer. The complex will be an \$8,800,000 housing development with fifty-five (55) housing units; he was unsure what the taxable value of the development would be, but that there is a significant private investment there. He asked Council if they would entertain paying the \$57,000 that it would cost to input sewer there. Council Member Taylor asked if the \$171,000 would be for all three crossings and Mr. Lansing stated that was correct. Council Member Taylor asked if the three (3) houses on the left near Regency Drive would be able to benefit from the sewer line. Mr. Lansing said that they could but the property owners would have a cost of about \$4,500 to get them a 4" line. Mr. Lansing stated that one home would be acquired and would go away. Council Member Taylor asked if it was the last home on the left and Mr. Lansing confirmed that was correct. Mr. Lansing stated that one of the property owners has expressed interest but the other has no interest at all.

Mr. Lansing stated that Mr. Rose's property is located within that sixty (60) acres and the sewer line would go across his property as it develops and the cost would be \$57,000 for that crossing as well. Mr. Rose wasn't willing to take on such a large expense currently and is aware that the cost could be more in the future. Mr. Rose was willing to create a partnership with the Town to split the cost if Council would be inclined to do so. Mr. Lansing stated that the last crossing would be at the John Deere dealership. He spoke with the owner of East Coast Equipment rental and they do not need an 8" line. They would be able to use a 4" line; they have average water usage. Mr. Lansing spoke with Mr. Charles Braswell, contractor for Barnhill and Mr. Braswell stated that a 4" line for them would be approximately \$4,500 to \$5,000. East Coast was ok with that and they understand that they are responsible for running the line from their property line up to their building.

Mr. Lansing asked Council for their thoughts on the potential projects. Council Member Taylor stated that \$141,000 is already in reserves; he asked if the \$171,000 covered the entire project. Mr. Lansing

stated that the \$171,252 covered all three (3) of the crossings. Mayor Pro Tem Burns stated that the two (2) figures needed to be put together to get the total amount that the \$171,000 only covered the cost of the crossings. Mr. Lansing stated that was correct the total would be \$312,596; he reminded them that they did not need the three (3) 8" sewer crossings at this time. Mayor Pro Tem Burns asked how this would benefit the Town; she stated it would benefit the property owners and that it would be less expensive to do it now than in the future. She stated she could see the benefit of paying the \$141,000, but she was concerned about spending more money now. Mr. Lansing stated that the benefit would be that it would there and that it would already be done.

Mr. Lansing stated he was unsure how much time it would take to get the proper permits, and securing a contractor in the future. Mr. Varnell stated that the largest concern would be that a smaller project could come to the Town to develop; smaller companies will most likely not be able to afford to bore under the street to bring the sewer line across, where larger developments often times can. He stated that the Town would limit the possibilities for small business opportunities. Mayor Pro Tem Burns asked if annexation would be required for those who hook up to the Town system and Mr. Lansing stated that is the Town's current policy. Council Member Hinton stated that the only property that currently needs it is WODA Cooper and Mr. Lansing stated that was correct. Mayor Pro Tem Burns asked if WODA Cooper had mentioned anything about cost sharing. Mr. Lansing stated that when he spoke with Mr. Blackburne today, WODA would prefer that the Town pay the \$57,000, but Mr. Blackburne was open to anything the Town would consider. Mr. Blackburne had stated that it was not unusual for developers to ask a host community for some contribution to aid in construction for bigger projects.

Council Member Hobbs stated that she would like to see them participate in cost sharing with the Town. She has recently done some research with the State's Machinery Act; she found where property tax valuation is concerned that these types of properties be valued not necessarily at their market value, but at their rental value. She understands that they are talking about an \$8,800,000 investment, but Council doesn't know exactly how it would be a benefit to the Town. She would like to see them participate if they would be willing. Council Member Hinton stated that she could see participating in a 50% cost sharing. Council Member Taylor stated that he wasn't inclined to put a percentage on anything, but he was willing to participate in cost sharing. Mr. Lansing stated it would make the developers decision a bit easier if the Town stated what percentage they were willing to give. Council Member Taylor stated that if the rest of Council was in agreement then he would go along with the 50% as well.

Mr. Lansing asked if they would be willing to cost share for the crossing on the sixty (60) acres of land that is between the John Deere dealership and where the apartment complex would go. Mayor Pro Tem Burns stated that she would consider it if the Town could get Mr. Rose to participate in cost sharing. Mr. Lansing stated that Mr. Rose would be open to any participation that the Council agreed upon. Mayor Pro Tem Burns asked if they should do a 50% cost sharing with Mr. Rose as well and Council Member Hobbs and Council Member Taylor agreed that they should contribute 50%. Mayor Pro Tem Burns asked Mayor Brown if she had any questions or comments. Mayor Brown stated that she agreed with what Council Member Hobbs had stated; she also would be willing to ask any of the other requestors to

participate in cost sharing. She wasn't sure what percentage to ask for, but she would be willing to be a true partner with them.

Mr. Lansing confirmed that Mayor Brown was referring to the 8" sewer crossings and Mayor Brown stated that was correct. Mr. Lansing stated that there appeared to be a consensus that the Town would be willing to cost share with WODA Cooper and with Mr. David Rose. Council Member Hobbs asked if the other properties such as Market Realty would be handled by each individual property owner and Mr. Lansing stated that was correct unless Council wanted to consider something for them as well. Mr. Lansing stated that East Coast has been in Town for about fifteen (15) years and have been paying taxes to the Town without fully receiving the benefits from paying those taxes. Mayor Pro Tem Burns asked if they are asking for cost sharing as well and Mr. Lansing stated that they would not turn it down.

Mayor Pro Tem called for a motion for increasing the water main pipe size from 12" to 16" from Regency Drive to Red Oak Road along Eastern Avenue. Council Member Taylor made the motion, seconded by Council Member Hobbs. There being no further discussion, Mayor Pro Tem Burns called for a vote. The motion was unanimously approved (3-0). Mayor Pro Tem Burns called for a motion for the 8" sanitary sewer crossings on the property designated for WODA Cooper. Council Member Hinton made the motion to move forward with the crossing and to cost share at 50%, seconded by Council Member Taylor. There being no further discussion, Mayor Pro Tem Burns called for a vote. The motion was unanimously approved (3-0).

Mayor Pro Tem Burns confirmed that the Town would not be moving forward with the 8" water main crossing near station marker 32+50 with a gate valve and fire hydrant, the 8" water main crossing near station marker 15+00 with a gate valve and fire hydrant, and the 8" water main crossing near station marker 1+50 with a gate valve and fire hydrant. Mr. Lansing stated that was correct that they were not necessary. Mr. Lansing asked if Council would consider cost sharing for the second crossing for Mr. Rose's property. Mayor Pro Tem Burns called for motion to cost share with Mr. Rose for the 8" sanitary sewer crossing. Council Member Taylor made the motion to cost share at 50%, seconded by Council Member Hobbs. There being no discussion, Mayor Pro Tem Burns called for a vote. The motion was approved (2-1, Council Member Hinton voted against).

Council Member Taylor asked what the next step would be if they do not want to participate in cost sharing. Mr. Lansing stated that the Town would not move forward if both parties did not participate in cost sharing. Council Member Taylor asked Council Member Hinton why she voted against cost sharing with Mr. Rose. Council Member Hinton stated that it is undeveloped. Council Member Taylor stated that he understood why she said no. Mayor Pro Tem Burns stated that she also agreed with it, but they are also able to see the potential for development there.

4. Adjourn

There being no further business, Mayor Pro Tem Burns called for a motion to adjourn. Council Member Hinton made the motion to adjourn, seconded by Council Member Taylor. There being no discussion, Mayor Pro Tem Burns called for a vote. The motion was unanimously approved (3-0). Mayor Pro Tem Burns declared the meeting adjourned at 6:33 p.m.

Brenda Brown, Mayor

Attest:

Jontesca Silver, Town Clerk



TOWN OF NASHVILLE

499 S. BARNES STREET
 NASHVILLE, NC 27856
 WWW.TOWNOFNASHVILLE.COM
 (252) 459-4511

Town Council AGENDA REPORT

| | |
|----------------------------------|---|
| MEETING DATE: | July 1, 2020 |
| PREPARED BY: | Randy Lansing, Town Manager |
| ISSUE CONSIDERED: | Backflow and Cross Connection Ordinance |
| SUMMARY OF ISSUE: | <p>Back in January Lee Brown and I introduced a Backflow and Cross Connection Ordinance that will allow the Town to be compliant with the Federal Safe Drinking Water Act (PL 93-523) and the North Carolina State Administrative Code (ISA NCAC 18C) which require municipal water supplies to have active backflow and cross connection programs enacted via a backflow and cross connection ordinance to prevent public water supplies from becoming contaminated by plumbing, water vessels, and other sources of water that typical water uses have.</p> <p>At that time the Council wanted several changes to the proposed ordinance to make the ordinance easier to read and less onerous for the Town. Those changes have been made. Adoption of this ordinance does not require a public hearing, but because the ordinance creates requirements for certain types of water users, a public hearing has been scheduled for July 1, 2020. Notice of the public hearing was published in the June 18th and June 25th editions of the Nashville Graphic. Adoption of the Ordinance will be on the July 7, 2020 Town Council meeting agenda.</p> <p>The ordinance requires water users with other water sources, boilers, water vessels, and water equipment piped directly to the Town's water distribution system to install backflow prevention devices on their water service lines, and in some cases, have those devices tested yearly to make sure they work. The cost of the backflow devices and their testing is an expense of the water users. Many Nashville water users are already using backflow devices.</p> |
| MANAGER'S RECOMMENDATION: | Hold a public hearing and allow comment on the proposed Backflow and Cross Connection Control ordinance. |
| ATTACHMENT(S): | Ordinance OA-2020-01 |
| REVIEWED BY TOWN MANAGER: | |

ORDINANCE OA-2021-01

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE TOWN OF NASHVILLE BY CREATING A NEW ARTICLE XI ENTITLED "BACKFLOW AND CROSS CONNECTION CONTROL" IN CHAPTER 38 "UTILITIES"

BE IT ORDAINED by the Town Council of the Town Nashville, North Carolina

SECTION 1. NEW ARTICLE: The Code of Ordinances of the Town of Nashville, Nash County, North Carolina is hereby amended by creating a new Article XI entitled "Backflow and Cross Connection Control" in Chapter 38 "Utilities", which read as follows:

ARTICLE IV. BACKFLOW AND CROSS CONNECTION CONTROL

Sec. 38-532. Introduction.

- (a) The purpose of this Backflow and Cross Connection Control Ordinance (this "Ordinance") is to define the authority of the Town of Nashville (the "Town") as the water purveyor in the elimination of cross connections within its public potable water supply.
- (b) This Ordinance shall apply to all users connected to the Town public potable water supply regardless of whether the user is located within the boundaries of the Town or outside of the Town boundaries in the Extra Territorial Jurisdiction (ETJ).
- (c) This Ordinance will comply with the Federal Safe Drinking Water Act (PL 93-523), the North Carolina State Administrative Code (15A NCAC 18C), and the North Carolina State Building Code (Volume II) as they pertain to cross connections with the public water supply.

Sec. 38-533. Objectives of Ordinance. The specific objectives of this Ordinance are as follows:

- (a) To protect the public potable water supply of the Town against actual or potential contamination by isolating within the consumer's water system contaminants or pollutants which could, under adverse conditions, backflow through uncontrolled cross connections into the public water system.
- (b) To eliminate or control existing cross connections, actual or potential, between the consumer's potable water system and non-potable or industrial piping system.
- (c) To provide a continuing inspection program of cross connection control which will systematically and effectively control actual or potential cross connections which may be installed in the future.

Sec. 38-534. Definitions. The following words, terms and phrases, when used in this Ordinance, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Air-gap separation means a physical separation between the free flowing discharge end of a potable water supply pipeline and an open or non-pressure receiving vessel. An approved air-gap separation shall be at least double the diameter of the supply pipe measured vertically above the overflow rim of the receiving vessel, but in no case less than one inch (2.54 cm).

Approved means, as used in reference to a water supply, a water supply that has been approved by North Carolina Department of Environmental Quality (“DEQ”); or, as used in reference to air-gap separation, a pressure vacuum breaker, a double check valve assembly, a double check detector assembly, a reduced pressure principle backflow prevention assembly, a reduced pressure principle detector assembly, or other backflow prevention assemblies or methods that meet the approval of the Town.

Backflow means the undesirable reversal of flow of water or mixtures of water and other liquids, gases, or other substances into the distribution pipes of the consumer or public potable water system from any source or sources.

Backflow prevention assembly--Approved. The term "approved backflow prevention assembly" means an assembly used for containment and/or isolation purposes that has been investigated and approved by the Town and has been shown to meet the design and performance standards of the American Society of Sanitary Engineers (ASSE), the American Water Works Association (AWWA), or the Foundation for Cross-Connection Control and Hydraulic Research of the University of Southern California. The approval of backflow prevention assemblies by the Town is based on a favorable report by the Foundation for Cross-Connection Control and Hydraulic Research of the University of Southern California, recommending such an approval. To be approved, an assembly must be readily accessible for in-line testing and maintenance.

Backflow prevention assembly--Unapproved. The term "unapproved backflow prevention assembly" means an assembly that has been investigated by the Town and has been determined to be unacceptable for installation within the Town water system. Consideration for disapproval and removal from the "approved list" shall be based up on, but not limited to, the following criteria: (i) Due to poor performance standards (i.e. , significant failure rate); (ii) lack of or unavailability of repair parts; and/or, (iii) poor service or response from assembly's factory representative.

Backflow prevention assembly--Type means an assembly used to prevent backflow into a consumer or public potable water system. The type of assembly used should be based on the degree of hazard either existing or potential. The types are:

- 1) Double check valve assembly (DCVA).
- 2) Double check detector assembly (fire system) (DCDA).
- 3) Pressure vacuum breaker (PVB).
- 4) Reduced pressure principle assembly (RP).
- 5) Reduced pressure principle detector assembly (fire system). (RPDA).

Backflow prevention assembly tester--Certified. The term "certified backflow prevention assembly tester" means a person who has proven his/her competency to the satisfaction of the Town. Each person who is certified to make competent tests, or to repair, overhaul, and make reports on backflow prevention assemblies shall be knowledgeable of applicable laws, rules, and regulations, shall be a licensed plumber or have at least two years' experience under and be employed by a North Carolina licensed plumber or plumbing contractor, or have equivalent qualifications acceptable to the Town, and must hold a certificate of completion from an approved training program in the testing and repair of backflow prevention assemblies.

Backflow prevention device--Approved. The term "approved backflow prevention device" means a device used for isolation purposes that has been shown to meet the design and performance standards of the American Society of Sanitary Engineers (ASSE) and the American Water Works Association (AWWA)

Back-pressure backflow means any elevation in the consumer water system, by pump, elevation of piping, or steam and/or air pressure, above the supply pressure at the point of delivery which would cause, or tend to cause, a reversal of the normal direction of flow.

Back-siphonage backflow means a reversal of the normal direction of flow in the pipeline due to a negative pressure (vacuum) being created in the supply line with the backflow source subject to atmospheric pressure.

Check valve--Approved. The term "approved check valve" means a check valve that is drip-tight in the normal direction of flow when the inlet pressure is at least one psi and the outlet pressure is zero. The check valve shall permit no leakage in a direction reverse to the normal flow. The closure element (e.g. clapper, poppet, or other design) shall be internally loaded to promote rapid and positive closure. An approved check valve is only one component of an approved backflow prevention assembly, i.e., pressure vacuum breaker, double check valve assembly, double check detector assembly, reduced pressure principle assembly, or reduced pressure detector assembly.

Consumer means any person, firm, or corporation using or receiving water from the Town water system.

Consumer's potable water system means that portion of the privately owned potable water system lying between the point of delivery and point of use and/or isolation protection. This system will include all pipes, conduits, tanks, receptacles, fixtures, equipment, and appurtenances used to produce, convey, store, or use potable water.

Consumer's water system means any water system commencing at the point of delivery and continuing throughout the consumer's plumbing system, located on the consumer's premises, whether supplied by public potable water or an auxiliary water supply. The system or systems may be either a potable water system or an industrial piping system.

Containment means preventing the impairment of the public potable water supply by installing an approved backflow prevention assembly at the service connection.

Contamination means an impairment of the quality of the water which creates a potential or

actual hazard to the public health through the introduction of hazardous or toxic substances or through the spread of disease by sewage, industrial fluids, or waste.

Cross connection means any unprotected actual or potential connection or structural arrangement between a public or a consumer's water system and any other source or system through which it is possible to introduce any contamination or pollution, other than the intended potable water with which the system is supplied. Bypass arrangements, jumper connections, removable sections, swivel or change-over devices, and other temporary or permanent device through which or because of which "backflow" can or may occur are considered to be cross connections.

Double check detector assembly means a specially designed assembly composed of a line-size approved double check valve assembly with a specific bypass water meter and a meter-sized approved double check valve assembly. The meter shall register (in U.S. gallons/cubic feet) accurately for only very low rates of flow and shall show a registration for all rates of flow. This assembly shall only be used to protect against a non-health hazard (i.e., pollutant).

Double check valve assembly means an assembly composed of two independently acting, approved check valves, including tightly closing shutoff valves attached at each end of the assembly and fitted with properly located test cocks. This assembly shall only be used to protect against a non-health hazard (i.e. pollutant).

Hazard--Degree of. The term "degree of hazard" is derived from the evaluation of conditions within a system which can be classified as either a "pollutional" (non-health) or a "contamination" (health) hazard.

Hazard--Health. The term "health hazard" means an actual or potential threat of contamination of a physical, hazardous or toxic nature to the public or consumer's potable water system to such a degree or intensity that there would be a danger to health.

Hazard--Non-health. The term "non-health hazard" means an actual or potential threat to the quality of the public or the consumer's potable water system. A non-health hazard is one that, if introduced into the public water supply system, could be a nuisance to water customers, but would not adversely affect human health.

Hazard Pollutional. The term "pollutional hazard" means an actual or potential threat to the quality or the potability of the public or the consumer's potable water system but which would not constitute a health or a system hazard, as defined. The maximum degree or intensity of pollution to which the potable water system could be degraded under this definition would cause a nuisance or be aesthetically objectionable or could cause minor damage to the system or its appurtenances.

Health agency means the North Carolina Department of Environmental Quality ("DEQ").

Industrial fluids means any fluid or solution which may be chemically, biologically, or otherwise contaminated or polluted in a form or concentration such as would constitute a health or non-health hazard if introduced into a public or consumer potable water system. Such fluids may include, but are not limited to: process waters; chemicals in fluid form;

acids and alkalis; oils, gases; etc.

Industrial piping system--Consumer's. The term "consumer's industrial piping system" means any system used by the consumer for transmission of or to confine or store any fluid, solid or gaseous substance other than an approved water supply. Such a system would include all pipes, conduits, tanks, receptacles, fixtures, equipment, and appurtenances used to produce, convey, or store substances which are or may be polluted or contaminated

Irrigation. See irrigation system.

Irrigation contractor means any person who, for compensation or other consideration, constructs, installs, expands, services, or repairs irrigation systems. An irrigation contractor, who is not a licensed plumber, may only perform work downstream of a backflow preventer.

Irrigation system means all piping, fittings, sprinklers, drip tubing, valves, control wiring of 30 volts or less, and associated components installed for the delivery and application of water for the purpose of irrigation.

Isolation means the act of confining a localized hazard within a consumer's water system by installing approved backflow prevention assemblies. Disclaimer: the Town may make recommendations, upon facility inspection, as to the usages of isolation devices/assemblies, but does not assume, nor does it have any responsibility whatsoever for such installations.

Point of delivery means generally at the property line of the customer, adjacent to the public street where the Town water distribution mains are located, or at a point on the customer's property where the meter is located. The customer shall be responsible for all water piping and control devices located on the customer's side of the point of delivery.

Pollution means an impairment of the quality of the water to a degree which does not create an actual hazard to the public health but which does adversely and unreasonably alter the aesthetic qualities of such waters for domestic use.

Potable water means water from any source which has been investigated by DEQ and which has been approved for human consumption.

Public potable water system means any publicly or privately owned water system operated as a public utility, under a current DEQ permit, to supply water for public consumption or use. This system will include all sources, facilities, and appurtenances between the source and the point of delivery such as valves, pumps, pipes, conduits, tanks, receptacles, fixtures, equipment, and appurtenances used to produce, convey, treat, or store potable water for public consumption or use.

Reduced pressure principle backflow prevention assembly means an assembly containing within its structure a minimum of two independently acting, approved check valves, together with a hydraulically operating, mechanically independent, pressure differential relief valve located between the check valves and at the same time below the first check valve. The first check valve reduces the supply pressure a predetermined amount so that during normal flow and at cessation of normal flow, the pressure between the checks is less than the supply pressure. In case of leakage of either check valve, the pressure differential

relief valve, by discharge to atmosphere, shall operate to maintain the pressure between the checks less than the supply pressure. The unit shall include tightly closing shutoff valves located at each end of the assembly and each assembly shall be fitted with properly located test cocks. The assembly is designed to protect against a health hazard (i.e., contaminant).

Reduced pressure principle detector assembly means a specially designed assembly composed of a line-size approved reduced pressure principle backflow prevention assembly with a specific bypass water meter and a meter-sized approved reduced pressure principle backflow prevention assembly. The meter shall register, in U.S. gallons/cubic feet, accurately for only very low rates of flow and shall show a registration for all rates of flow. This assembly shall be used to protect against a health hazard (i.e. contaminant).

Service connections means the terminal end of a service connection from the public potable water system, i.e., where the Town loses jurisdiction and sanitary control over the water at its point of delivery to the consumer's water system.

Vacuum breaker--Atmospheric type. The term "atmospheric vacuum breaker," also known as the "non-pressure type vacuum breaker," means a device containing a float-check, a check seat, and an air inlet port. The flow of water into the body causes the float to close the air inlet port. When the flow of water stops, the float falls and forms a check valve against back-siphonage and at the same time opens the air inlet port to allow air to enter and satisfy the vacuum. A shutoff valve immediately upstream may be an integral part of the device. An atmospheric vacuum breaker is designed to protect against a non-health hazard, isolation protection only, under a backsiphonage condition only.

Vacuum breaker--Pressure type. The term "pressure vacuum breaker" means an assembly containing an independently operating internally loaded check valve and an independently operating loaded air inlet valve located on the discharge side of the check valve. The assembly is to be equipped with properly located test cocks and tightly closing shutoff valves attached at each end of the assembly. This assembly is designed to protect against a health hazard (i.e., contaminant) under a backsiphonage condition only.

Water purveyor means the owner or operator of a public potable water system, providing an approved water supply to the public.

Water supply Approved. The term "approved water supply" means any public potable water supply which has been investigated and approved by DEQ. The system must be operating under a valid health permit. In determining what constitutes an approved water supply, DEQ shall reserve the final judgment as to its safety and potability.

Water supply Auxiliary. The term "auxiliary water supply" means any water supply on or available to a premises other than the Town's approved public potable water supply. These auxiliary waters may include water from another purveyor's public potable water supply or any natural source such as a well, spring, river, stream, etc., "used water", or industrial fluids. These waters may be polluted, contaminated, or objectionable and constitute an unacceptable water source over which the Town does not have sanitary control.

Water supply Unapproved. The term "unapproved water supply" means a water supply which has not been approved for human consumption by DEQ.

Water--Used. The term "used water" means any water supplied by a water purveyor from a public water system to a consumer's water system after it has passed through the point of delivery and is no longer under the control of the water purveyor.

Sec. 38-535. Responsibilities.

- (a) *Health agency.* The North Carolina Department of Environmental Quality ("DEQ") has the responsibility for establishing and enforcing laws, rules, regulations, and policies to be followed in carrying out an effective cross connection control program. DEQ also has the primary responsibility of ensuring that the water purveyor operates the public potable water system free of actual or potential sanitary hazards, including unprotected cross connections. DEQ has the further responsibility of ensuring that the water purveyor provides an approved water supply at the service connection to the consumer's water system and, further, that the water purveyor requires the installation, testing, and maintenance of an approved backflow prevention assembly on the service connection when required.
- (b) *Water purveyor.* Except as otherwise provided in this Ordinance, it is the Town's responsibility to ensure a safe water supply begins at the source and includes all of the public water distribution system, including the service connection, and ends at the point of delivery to the consumer's water system. In addition, the water purveyor shall exercise reasonable vigilance to ensure that the consumer has taken the proper steps to protect the public potable water system. To ensure that the proper precautions are taken, the Town is required to determine the degree of hazard or potential hazard to the public potable water system; to determine the degree of protection required; and to ensure proper containment protection through an on-going inspection program. When it is determined that a backflow prevention assembly is required for the protection of the public system, the Town shall require the consumer, at the consumer's expense, to install an approved backflow prevention assembly at each service connection, to test immediately upon installation and thereafter at a frequency as determined by the Town, to properly repair and maintain such assembly or assemblies and to keep adequate records of each test and subsequent maintenance and repair, including materials and/or replacement parts.
- (c) *Consumer.* The consumer has the primary responsibility of preventing pollutants and contaminants from entering the consumer's potable water system or the public potable water system. The consumer's responsibility starts at the point of delivery from the public potable water system and includes all of the consumer's water system. The consumer, at his/her own expense, shall install, operate, test, and maintain approved backflow prevention assemblies as directed by the Town. The consumer shall maintain accurate records of tests and repairs made to backflow prevention assemblies and shall maintain such records for a minimum period of three years. The records shall be on forms approved by the Town and shall include the list of materials or replacement parts used. Following any repair, overhaul, re-piping or relocation of an assembly, the consumer shall have it tested to ensure that it is in good operating condition and will prevent backflow. Tests, maintenance, and repairs of

backflow prevention assemblies shall be made by a certified backflow prevention assembly tester, and paid for by the consumer. It is the consumer's responsibility to utilize a certified backflow prevention assembly testers as defined in Section 38-534 Definitions.

- (d) *Certified backflow prevention assembly testers.* When employed by the consumer to test, repair, overhaul, or maintain backflow prevention assemblies, a backflow prevention assembly tester will have the following responsibilities:
- (1) The tester will be responsible for making competent inspections and for repairing or overhauling backflow prevention assemblies and making reports of such repair to the consumer and responsible authorities on forms approved by the Town.
 - (2) The tester shall include the list of materials or replacement parts used.
 - (3) The tester shall be equipped with and be competent to use all the necessary tools, gauges, and other equipment necessary to properly test, repair, and maintain backflow prevention assemblies.
 - (4) It will be the tester's responsibility to ensure that original manufactured parts are used in the repair of or replacement of parts in a backflow prevention assembly.
 - (5) It will be the tester's further responsibility not to change the design, material or operational characteristics of an assembly during repair or maintenance without prior approval of the Town.
 - (6) A certified tester shall perform the work and be responsible for the competency and accuracy of all tests and reports.
 - (7) A certified tester shall provide a copy of all test and repair reports to the consumer and to the Town Public Works Department within ten business days of any completed test or repair work.
 - (8) A certified tester shall maintain such records for a minimum period of three years.
 - (9) All certified back flow prevention assembly testers must obtain and employ backflow prevention assembly test equipment which has been evaluated and/or approved by the Town.
 - (10) All test equipment shall be registered with the Town Public Works department.
 - (11) All test equipment shall be checked for accuracy annually, at a minimum, calibrated, if necessary, and certified to the Town as to such calibration, employing an accuracy/calibration method acceptable to the Town.

- (12) All certified backflow prevention assembly testers must become re-certified every two years through an approved backflow prevention certification program.

Sec. 38-536. Right of Entry.

- (a) Authorized representatives from the Town shall have the right to enter, upon presentation of proper credentials and identification, any building, structure, or premises during normal business hours, or at any time during the event of an emergency, to perform any duty imposed by this Ordinance. Those duties may include sampling and testing of water, or inspections and observations of all piping systems connected to the public water supply.
- (b) Where a customer has security measures in force which would require proper identification and clearance before entry into customer's premises, the customer shall make necessary arrangements with the security guards so that upon presentation of suitable identification, Town personnel will be permitted to enter, without delay, for the purposes of performing their specific responsibilities. Refusal to allow entry for these purposes may result in discontinuance of water service.
- (c) On request, the consumer shall furnish to the Town any pertinent information regarding the water supply system on such property where cross connections and backflow are deemed possible.

Sec. 38-537. Elimination of Cross Connections - Degree of Hazard.

- (a) When cross connections are found to exist, the owner, his/her agent, occupant, or tenant will be notified in writing to disconnect the cross connection within the time limit established by the Town. Degree of protection required and maximum time allowed for compliance will be based upon the potential degree of hazard to the public water supply system. The maximum time limits are as follows:
 - (1) Cross connections with private wells or other auxiliary water supplies-- immediate disconnection.
 - (2) All facilities which pose a health hazard to the potable water system must have a containment assembly in the form of a reduced pressure principle backflow prevention assembly within 60 days.
 - (3) All industrial and commercial facilities not identified as a health hazard shall be considered non-health hazard facilities. All non-health hazard facilities must install, as a minimum containment assembly, a double check valve assembly within 90 days
 - (4) If, in the judgment of the Town, an imminent health hazard exists, water service to the building or premises where a cross connection exists may be terminated unless an air gap is immediately provided, or the cross connection is immediately eliminated.

- (5) Based upon recommendation from the Town, the consumer is responsible for installing sufficient internal isolation backflow prevention assemblies and/or methods (i.e., air gap, pressure vacuum breakers, reduced pressure principle backflow prevention assembly, double check valve assembly).
 - (6) Water mains served by the Town but not maintained by the Town will be considered cross connections, with degree of hazard to be determined by the Town. Degree of protection shall be based upon the degree of hazard, as determined by the Town.
 - (7) In the event that a Town cross connection control inspector does not have sufficient access to every portion of a private water system (e.g., classified research and development facilities; federal government property) to allow a complete evaluation of the degree of hazard associated with such private water systems, an approved reduced pressure principle assembly shall be required as a minimum of protection.
- (b) No person shall fill special use tanks or tankers containing pesticides, fertilizers, other toxic chemicals or their residues from the public water system except at a location equipped with an air gap or an approved reduced pressure principle backflow prevention assembly properly installed on the public water supply.

Sec. 38-538. Installation of Assemblies.

- (a) All backflow prevention assemblies shall be installed in accordance with the specifications furnished by the Town and/or the manufacturer's installation instructions and/or in the latest edition of the state building code, whichever is most restrictive.
- (b) All new construction plans and specifications, when required by the state building code and DEQ, shall be made available to the Town for review and approval, and to determine the degree of hazard.
- (c) Ownership, testing, and maintenance of the assembly shall be the responsibility of the customer.
- (d) All double check valve assemblies must be installed in accordance with detailed specifications provided by the Town. Double check valve assemblies may be installed in a vertical position provided they have been specifically approved by the manufacturer and with prior approval from the Town, provided the flow of water is in an upward direction.
- (e) Reduced pressure principle assemblies must be installed in a horizontal position and in a location in which no portion of the assembly can become submerged in any substance under any circumstances. Pit and/or below grade installations are prohibited.
- (f) The installation of a backflow prevention assembly which is not approved must be

replaced with an approved backflow prevention assembly.

- (g) The installer is responsible to make sure a backflow prevention assembly is working properly upon installation and is required to furnish the following information to the Town Public Works Department within fifteen (15) days after a reduced pressure principle backflow preventer (RP), double check valve assembly (DCVA), pressure vacuum breaker (PVB), double check detector assembly (DCDA), or reduced pressure principle detector assembly (RPDA) is installed:
 - (1) Service address where assembly is located;
 - (2) Owner and address, if different from service address;
 - (3) Description of assembly's location;
 - (4) Date of installation;
 - (5) Installer, include name, plumbing company represented, plumber's license number, and project permit number;
 - (6) Type of assembly, size of assembly;
 - (7) Manufacturer, model number, serial number;
 - (8) Test results/report.
- (h) When it is not possible to interrupt water service, provisions shall be made for a parallel installation of backflow prevention assemblies. The Town will not accept an unprotected bypass around a backflow preventer when the assembly is in need of testing, repair, or replacement.
- (i) The consumer shall, upon notification, install the appropriate containment assembly not to exceed the following time frame:
 - (1) Health hazard... sixty (60) days,
 - (2) Non- health hazard... ninety (90) days.
- (j) Following installation, all reduced pressure principle backflow preventers (RP), double check valve assemblies (DCVA), pressure vacuum breakers (PVB), double check detector assemblies (DCDA), or reduced pressure principle detector assemblies (RPDA) are required to be tested by a certified backflow prevention assembly tester within ten (10) days.

Sec. 38-539. Testing and Repair of Assemblies.

- (a) Testing of backflow prevention assemblies shall be made by a certified backflow prevention assembly tester at the customer's expense and in accordance with the requirements of Section 38-538. A list of certified backflow prevention assembly testers can be provided by the Town. Such tests are to be conducted upon installation and annually thereafter. A record of all testing and repairs is to be retained by the customer. Copies of the records must be provided to the Town within ten (10) business days after the completion of any testing and/or repair work.
- (b) Any time that repairs to backflow prevention assemblies are deemed necessary, whether through annual or required testing or routine inspection by the owner or by

the Town, these repairs must be completed within a specified time in accordance with the degree of hazard. In no case shall this time period exceed:

- (1) Health hazard facilities... fourteen (14) days,
 - (2) Non-health hazard facilities... twenty-one (21) days.
- (c) All backflow prevention assemblies with test cocks are required to be tested annually or at a frequency established by Town regulations. Testing requires a water shutdown usually lasting five (5) to twenty (20) minutes. For facilities that require an uninterrupted supply of water and when it is not possible to provide water service from two separate meters, provisions shall be made for a “parallel installation” of backflow prevention assemblies.
- (d) All certified backflow prevention assembly testers must obtain and employ backflow prevention assembly test equipment which has been evaluated and/or approved by the Town. All test equipment shall be checked for accuracy annually, at a minimum, calibrated, if necessary, and certified to the Town as to such accuracy/calibration, employing a calibration method acceptable to the Town - see subsection Section 38-535(e).
- (e) It shall be unlawful for any customer or certified tester to submit any record to the Town which is false or incomplete in any material respect. It shall be unlawful for any customer or certified tester to fail to submit to the Town any record which is required by this Ordinance. Such violations may result in any of the enforcement actions outlined in Section 38-543.

Sec. 38-540. Facilities Requiring Protection.

- (a) Approved backflow prevention assemblies shall be installed on the service line to any premises that the Town has identified as having a potential for backflow.
- (b) The following types of facilities or services have been identified by the Town as having a potential for backflow of non-potable water into the public water supply system. Therefore, an approved backflow prevention assembly will be required on all such services according to the degree of hazard present. Other types of facilities or services not listed below may also be required to install approved backflow prevention assemblies if determined necessary by the Town. As a minimum requirement, all commercial services will be required to install a double check valve assembly, unless otherwise listed below.

Double Check Valve Assembly = DCVA
Reduced Pressure Principle Assembly = RP
Double Check Detector Assembly = DCDA
Reduced Pressure Detector Assembly = RPDA

Air Gap = AG
Pressure Vacuum Breaker = PVB

- (1) Aircraft and missile plants: RP

- (2) Automotive services stations, dealerships, etc.
 - a. No health hazard: DCVA
 - b. Health hazard: RP
- (3) Automotive plants: RP
- (4) Auxiliary water systems:
 - a. Approved public/private water supply: DCVA
 - b. Unapproved public/private water supply: AG
 - c. Used water and industrial fluids: RP
- (5) Bakeries:
 - a. No health hazard: DCVA
 - b. Health hazard: RP
- (6) Beauty shops /barber shops:
 - a. No health hazard: DCVA
 - b. Health hazard: RP
- (7) Beverage bottling plants: RP
- (8) Breweries: RP
- (9) Buildings--Hotels, apartment houses, public and private buildings, or other structures having unprotected cross connection:
 - a. No health hazard (under five stories): DCVA
 - b. Health hazard (under five stories): RP
 - c. All (Over five stories): RP
- (10) Canneries, packing houses, and rendering plants: RP
- (11) Chemical plants--Manufacturing, processing, compounding or treatment: RP
- (12) Chemically contaminated water systems: RP
- (13) Commercial car-wash facilities: RP
- (14) Commercial greenhouses: RP
- (15) Commercial sales establishments (department stores, malls, etc.)
 - a. No health hazard: DCVA
 - b. Health hazard: RP
- (16) Concrete/asphalt plants: RP
- (17) Dairies and cold storage plants: R
- (18) Dye works: RP

- (19) Film laboratories: RP
- (20) Fire systems:
 - a. Systems three-fourths ($\frac{3}{4}$) inch to two (2) inch:
 - 1. No health hazard: DCVA
 - 2. Health hazard: (booster pumps, foam, antifreeze solution, etc.): RP
 - b. Systems two and one half ($2\frac{1}{2}$) inches to ten (10) inches or larger:
 - 1. No health hazard: DCDA
 - 2. Health hazard (booster pumps, foam, antifreeze solution, etc.): RPDA
- (21) Hospitals, medical buildings, sanitariums, morgues, mortuaries, autopsy facilities , nursing and convalescent homes, medical clinics, and veterinary hospitals: RP
- (22) Industrial facilities:
 - a. No health hazard: DCVA
 - b. Health hazard: RP
- (23) Laundries:
 - a. No health hazard: DCVA
 - b. Health hazard: (i.e., dry cleaners): RP
- (24) Lawn irrigation systems (split taps): PVB, RP
- (25) Lawn Irrigation systems (non-split taps): RP
- (26) Metal manufacturing, cleaning , processing, and fabricating plants: RP
- (27) Mobile home parks:
 - a. No health hazard: DCVA
 - b. Health hazard: RP
- (28) Oil and gas production , storage or transmission properties: RP
- (29) Paper and paper products plants: RP
- (30) Pest control (exterminating and fumigating): RP
- (31) Plating plants: RP
- (32) Power plants: RP
- (33) Radioactive materials or substances plants or facilities handling: RP
- (34) Restaurants:
 - a. No health hazard: DCVA

- b. Health hazard: RP
 - (35) Restricted, classified, or other closed facilities: RP
 - (36) Rubber plants (natural or synthetic): RP
 - (37) Sand and gravel plants: RP
 - (38) Schools and colleges: RP
 - (39) Sewage and storm drain facilities: RP
 - (40) Swimming pools: RP
 - (41) Waterfront facilities and industries: RP
- (c) All assemblies and installations shall be subject to inspection and approval by the Town.

Sec. 38-541. Connections with Unapproved Sources of Supply.

- (a) No person, firm, or corporation shall connect or cause to be connected any supply of water not approved by DEQ to the water system supplied by the Town. Any such connections allowed by the Town must be in conformance with the backflow prevention requirements of this Ordinance.
- (b) In the event of contamination or pollution of a public or consumer potable water system, the consumer shall notify the Town immediately in order that appropriate measures may be taken to overcome and eliminate the contamination or pollution.

Sec. 38-542. Fire Protection Systems.

- (a) All connections for fire protection systems connected with the public water system, two (2) inches and smaller, shall be protected with an approved double check valve assembly as a minimum requirement. All fire systems using toxic additives or booster pumps shall be protected by an approved reduced pressure principle assembly at the main service connection.
- (b) All connections for fire protection systems connected with the public water system greater than two (2) inches shall be protected with an approved double check detector assembly as a minimum requirement. All fire protection systems using toxic or hazardous additives or booster pumps shall be protected by an approved reduced pressure principle detector assembly at the main service connection.
- (c) All existing backflow prevention assemblies two and one half (2½) inches and larger installed on fire protection systems that were initially approved by the Town shall be allowed to remain on the premises, as long as they are being properly maintained, tested, and repaired as required by this Ordinance. However, the existing assembly must be replaced once it can no longer be repaired. In the event

of proven water theft through an unmetered source, the consumer shall be required to install an approved double check detector assembly or reduced pressure principle detector assembly as required by Section 38-538 and Section 38-540(20)b.

Sec. 38-543. Enforcement.

- (a) Any consumer found not to be in compliance with the provisions of this Ordinance shall be notified in writing with regard to the corrective action to be taken. The time for compliance shall be in accordance with Section 38-538(i).
- (b) The consumer in noncompliance after the time prescribed in the initial notification, as outlined in Section 38-538(d), shall be considered in violation of this Ordinance, and may be subject to water service termination and/or issued a civil citation by the Town. The citation shall specify the nature of the violation and the provisions of this Ordinance violated, and further notify the offender that the civil penalty for such violation is as set forth in subsection (c) below and is to be paid to the Town within thirty (30) days. If the penalty prescribed in this subsection is not paid within the time allowed, the Town may initiate a civil action in the nature of a debt and recover the sums set forth in subsection (c) below plus the cost of the action.
- (c) Any offender who shall continue any violation beyond the time limit provided for in the aforementioned notification shall be subject to a civil penalty of up to \$500.00 per violation. Each day in which a violation of any provision of this Ordinance shall occur or continue shall constitute a separate and distinct offense. The following will be used as an initial evaluation of violations: A person in violation of this article is subject to a civil penalty which may be recovered by the Town in a civil action in the nature of debt if the violator does not pay the penalty within thirty (30) days after the assessment has become final by exhaustion of the appeal process established by this section, or by failure to appeal the assessment. The civil penalty will be determined to be a non-willful violation or a willful violation with penalties being assessed per day for each day of a violation, with a cumulative penalty of \$10,000.00.
- (d) If, in the judgment of the Town, any consumer found to be in noncompliance with the provisions of this Ordinance neglects his/her responsibility to correct any violation, such neglect may result in discontinuance of water service until compliance is achieved.
- (e) Failure of a consumer or certified tester to submit any record required by this Ordinance, or the submission of falsified reports/records may result in a civil penalty of up to \$500.00 per violation. If a certified backflow prevention assembly tester submits falsified records to the Town, the Town shall take the necessary actions to revoke certification to test backflow prevention assemblies within the Towns potable water system for a time period not to exceed one year. The tester will then be required to complete an approved certification course to acquire a new certification. Falsification made to records/reports after becoming recertified shall result in the permanent revocation of backflow testing certification, in addition to a civil penalty as provided for in this subsection.

- (f) Enforcement of this program shall be administered by the Public Works Director of the Town or his/her authorized representative.
- (g) Requests for extension of time shall be made in writing to the Public Works Director of the Town or his/her authorized representative. All other appeals shall be made in accordance with the following procedures:
 - (1) Adjudicatory Hearings - A customer assessed a civil penalty under this section shall have the right to an adjudicatory hearing before the Town Manager or his/her designee upon making written demand, identifying the specific issues to be contended, to the Town within thirty (30) days following notice of the final decision to assess a civil penalty. Unless such demand is made within the time specified in this subsection, the decision on the civil penalty assessment shall be final and binding.
 - (2) Appeal Hearings - Any decision of the Town Manager or his or her designee made as a result of an adjudicatory hearing held under subsection (g)(1) above may be appealed by any party to the Town Council upon filing a written demand within thirty (30) days from the date of the adjudicatory hearing decision. Hearings held under this section shall be conducted in accordance with hearing procedures established by the Town Council. Failure to make written demand within the time specified in this subsection shall bar further appeal. The Town Council shall make a decision on the appeal within ninety (90) days of the date the appeal was filed and shall transmit a written copy of their decision by registered or certified mail to all parties.
 - (3) Official Record - When a final decision is issued under subsection (g)(2) above the Town shall prepare an official record of the case that includes:
 - a. All notices, motions, and other like pleadings;
 - b. A copy of all documentary evidence introduced;
 - c. A certified copy of the transcript of the hearing or a narrative summary of the minutes;
 - d. A copy of the final decision of the Town
 - (4) Judicial Review - Any customer against whom a final decision of the Town Council is entered pursuant to the above hearing procedure, shall have the right to request a review by the Superior Court of Nash County by proceeding in the nature of certiorari by filing a written petition for such judicial review within thirty (30) days after receipt of notice by certified mail of the order or decision, with the Clerk of the Superior Court of Nash County, along with service of a copy to the Town Manager. Within thirty (30) days after receipt of the copy of the petition for judicial review, the Town shall transmit to the reviewing court the original or a certified copy of the official record, as outlined in subsection (g)(3) above.

Sec. 38-544. Severability. If any section, subsection, sentence, or clause of this Ordinance is adjudged to be unconstitutional or otherwise invalid, such adjudication shall not affect the validity of the remaining portion of this Ordinance, it is hereby declared that this Ordinance

would have been passed, and each section, sentence, or clause thereof, irrespective of the fact that any one or more sections, subsections, sentences, or clauses might be adjudged to be unconstitutional, for any other reason invalid.

Sec. 38-545. No Town Liability. The provisions of this article shall not create any liability for the Town, its employees, successors, designees or assigns.

Sec. 38-546. Fees. Fees for the activities authorized under this article, including fees for, permits, Town inspections, Town re-inspections, and other fees noted on the Cross Connection Control Fee schedule will be established by the Town.

SECTION 2. EFFECTIVE DATE: This Ordinance shall be in effect after its final passage, approval and publication as provided by law.

PASSED and APPROVED this 7th day of July 2020.

Attest:

Brenda Brown, Mayor


Jontesca T. Silver, Town Clerk



TOWN OF NASHVILLE

P.O. Box 987
499 S. BARNES STREET
NASHVILLE, NC 27856
WWW.TOWNOFNASHVILLE.COM
(252) 459-4511

Town Council AGENDA REPORT

| | |
|----------------------------------|--|
| MEETING DATE: | July 1, 2020 |
| PREPARED BY: | Tina M. Price, CZO Planner I/Code Enforcement Officer |
| ISSUE CONSIDERED: | Special Comment Period & Consideration of Z2020-01 |
| SUMMARY OF ISSUE: | <p>The purpose of this special comment period is to hear from the public in regards to Z2020-01. Staff has not received any additional public comments.</p> <p>Town Council will consider the request to rezone property located at 0 Eastern Avenue from A-1 (agricultural) zoning district to O & I (office and institutional) zoning district. This parcel contains approximately 4.12 acres and is identified by Nash County Tax Parcel Number 381120910025.</p> |
| STAFF RECOMMENDATION: | Approval of Z2020-01 |
| ATTACHMENT(S): | Application Site Plan Land Use Plan |
| REVIEWED BY TOWN MANAGER: |  |



APPLICATION FOR REZONING
TOWN OF NASHVILLE, NORTH CAROLINA

Date submitted: 3/4/2020
(to be completed by Town staff)

Case #: Z2020-01
(to be assigned by Town staff)

I, the undersigned, do hereby make application to change the Official Zoning Map/Atlas of the Town of Nashville as herein requested.

- 1. A general description of the area requested to be rezoned is as follows:
4.12 acres carved out of a larger parcel situated to the north side of Eastern Avenue, about 1/2 mile past Walmart and a 1/4 mile before the John Deere dealership. It is currently used as agricultural land and is located opposite the Trinity Self-Storage facility. (See attached Site Map)

The address of the property is TBD. The property is identified by the following map, block, and parcel number See attached Tax Map (GIS) of the Nash County property ownership map (tax records). The size of the area requested for rezoning contains approximately 4.12 acres. A map of the property/area along with a legal description of the property/area boundaries is attached to this application.

- 2. It is desired and requested that the foregoing property/area be rezoned from A1 (Agricultural) district to OI (Office - Institutional) district for the following reason or purpose: Development of a 3-story L-shaped residential building with 55 units (18 1-BR, 24 2-BR and 13 3-BR).

- 3. The following are all individuals, firms, or corporations owning property within 100' of the property/area sought to be rezoned. Attach an additional sheet if needed.

Tax Id # (Parcel) Name Mailing Address
See attached

I certify that all information furnished in this application is accurate to the best of my knowledge.

APPLICANT (printed name): Woda Cooper Development, Inc., Denis Blackburne, Senior VP

Signature of applicant: [Handwritten Signature]

Mailing Address: 127 Abercorn Street, Suite 402, Savannah, GA 31401

Phone number(s): (912) 224-2169

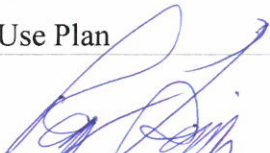
Signature of owner: 3MR Limited Partnership By: David L. Rose



TOWN OF NASHVILLE

P.O. Box 987
499 S. BARNES STREET
NASHVILLE, NC 27856
WWW.TOWNOFNASHVILLE.COM
(252) 459-4511

Town Council AGENDA REPORT

| | |
|----------------------------------|---|
| MEETING DATE: | July 1, 2020 |
| PREPARED BY: | Tina M. Price, CZO Planner I/Code Enforcement Officer |
| ISSUE CONSIDERED: | Special Comment Period & Consideration of Z2020-02 |
| SUMMARY OF ISSUE: | <p>The purpose of this special comment period is to hear from the public in regards to Z2020-02. Staff has not received any additional public comments.</p> <p>Town Council will consider the request to rezone property located at 0 Eastpointe Avenue from B-1 (business) zoning district to R-4 (residential) zoning district. This parcel contains approximately 9.36 acres and the parent parcel is identified by Nash County Tax Parcel Number 381006484519U.</p> |
| STAFF RECOMMENDATION: | Approval of Z2020-02 |
| ATTACHMENT(S): | Application Site Plan Land Use Plan |
| REVIEWED BY TOWN MANAGER: |  |



**APPLICATION FOR REZONING
TOWN OF NASHVILLE, NORTH CAROLINA**

Date submitted: 4-14-20 Case #: 2010-02
 (to be completed by Town staff) (to be assigned by Town staff)

I, the undersigned, do hereby make application to change the Official Zoning Map/Atlas of the Town of Nashville as herein requested.

1. A general description of the area requested to be rezoned is as follows:

New subdivided lot # 3 of parcel ID 303000 at the South end of S Eastpoint Ave.

The address of the property is South Eastpoint Avenue. The property is identified by the following map, block, and parcel number 381006484519U of the Nash County property ownership map (tax records). The size of the area requested for rezoning contains approximately 9.36 acres. A map of the property/area along with a legal description of the property/area boundaries is attached to this application.

2. It is desired and requested that the foregoing property/area be rezoned from B-1 (Highway Business) district to R-4 (Residential) district for the following reason or purpose: Construction of a residential subdivision consisting of single family homes.

3. The following are all individuals, firms, or corporations owning property within 100' of the property/area sought to be rezoned. Attach an additional sheet if needed.

| <u>Tax Id # (Parcel)</u> | <u>Name</u> | <u>Mailing Address</u> |
|--------------------------|-------------|------------------------|
| <u>(Attached)</u> | | |

I certify that all information furnished in this application is accurate to the best of my knowledge.

APPLICANT (printed name): DAVID ROSE

Signature of applicant: David Rose

Mailing Address: 2687 OLD BAILEY HWY
NASHVILLE, N.C. 27856

Phone number(s): 252-205-9799

- LINE TYPE LEGEND:**
- PROPERTY LINE (P.A.)
 - RIGHT OF WAY (R.W.)
 - CENTERLINE (C.A.)
 - OVERHEAD UTILITY LINE (OHU)
 - ADJOINING PROPERTY LINE
 - MINIMUM BUILDING LINE (MBL)
 - EDGE OF PAVEMENT (EOP)
 - ACCESS EASEMENT
 - WOODLINE
 - QUARD RAIL
 - UNDER GROUND GAS
 - GAS - GAS - GAS - UNDERGROUND GAS LINE

- SYMBOL LEGEND:**
- IRON STAKE SET (TYPICAL WHERE SHOWN)
 - IRON STAKE FOUND (ISF)
 - PK NAIL SET (PKS)
 - PK NAIL FOUND (PKF)
 - COMPUTED POINT (CP)
 - EXISTING WELL
 - UTILITY PEDESTAL (PLD)
 - UTILITY POLE (UP)
 - CURB & GUTTER (CAG)
 - BACK OF CURB
 - FIRE HYDRANT
 - GATE VALVE
 - DROP INLET
 - WETLAND AREA
 - B-10 SAPORT CHECK PROP.
 - D.B. 2781 PG. 352
 - PN: 38100830260

I, TED S. HOPKINS, PROFESSIONAL LAND SURVEYOR No. L-3078, CERTIFY THAT THIS PLAT IS OF A SURVEY THAT CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

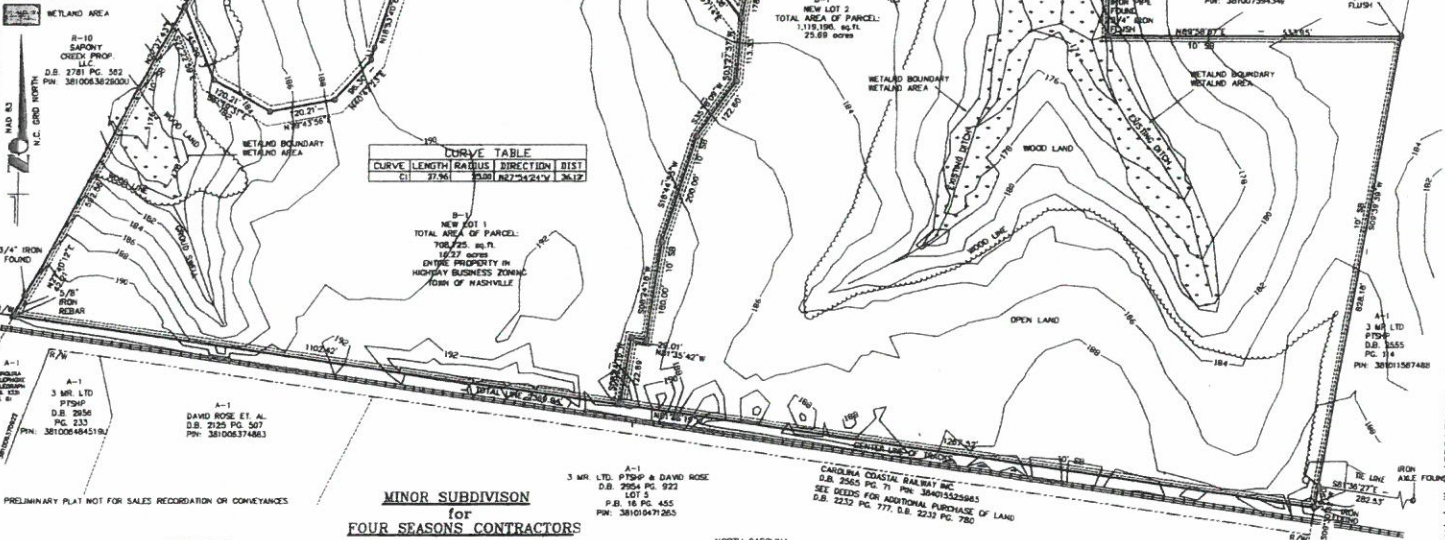
I, TED S. HOPKINS, PROFESSIONAL LAND SURVEYOR No. L-3078, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK 2336, PAGE 231) THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION FOUND IN BOOK 2780, PAGE 22, THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10000. THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED; WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 14 DAY OF 2020, AT 20, 20.

NCDS STATION "AUGURY"
 N=810439.97 SFT
 E=2312457.86 SFT

CONNECTION FACED 0.9999913

B-1
 STATE EMPLOYEES CREDIT UNION
 D.B. 2141 PG. 445
 P.B. 35 PG. 279
 144 PARCELS
 # 3810 0849 8610

B-1
 BOCKE WILUS LLC
 D.B. 2630 PG. 825
 P.B. 37 PG. 68
 186,486 ELEVATION
 # 381006481849343



Civiltek East
 Surveying Planning Subdivision Design
 682 EAST WASH STREET
 SPRING HILLS, N.C. 27082
 (919) 478-5003
 FIRM C-2000
 HANSBERRY/DUMAS

MINOR SUBDIVISION
 for
FOUR SEASONS CONTRACTORS
PHASE BOUNDARY MAP
 NASHVILLE Township
 Nash County, North Carolina
 Scale: 1"=120'
 4-14-2020

A-1
 3 MR. LTD. PTDSP & DAVID ROSE
 D.B. 2784 PG. 922
 LOT 3
 P.B. 16 PG. 455
 # 38101947365

A-1
 CAROLINA COASTAL RAILWAY INC.
 D.B. 2663 PG. 71
 P.B. 38401522845
 SEE DEEDS FOR ADDITIONAL PURCHASE OF LAND
 D.B. 2232 PG. 777, D.B. 2233 PG. 780

GENERAL NOTES:

1. AREA COMPUTED BY COORDINATE METHOD.
2. NCDS MONUMENTS FOUND AND TIED.
3. ALL DISTANCES SHOWN ARE HORIZONTAL.
4. THIS PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS, AGREEMENTS, AND RIGHTS-OF-WAY, OF RECORD.

SITE DATA:
 PN # 381008484519U
 PARCELS: 303000

PLEASE NOTE RIGHT OF WAY PHYSICAL ADDRESS: VARIATIONS ARE 80' AT THE BOUNDARY 102 S. EASTPONTE AVE. NASHVILLE, N.C. 27856

OWNER / DEVELOPER:
 FOUR SEASONS CONTRACTORS
 102 S. EASTPONTE AVE.
 NASHVILLE, N.C. 27856

REFERENCES:
 D.B. 2506 PG. 233
 P.B. 16 PG. 455

ZONING = B1
 SETBACKS:
 FRONT: 25'
 SIDE: 10'
 REAR: 10'
 SIDE STREET 12.5'
 DROP INLET CONCRETE
 NORTH CAROLINA
 WASH COUNTY

REVIEW OFFICER OF WASH COUNTY CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

DATE: _____ REVIEW OFFICER: _____

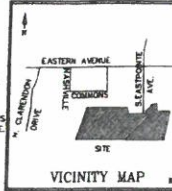
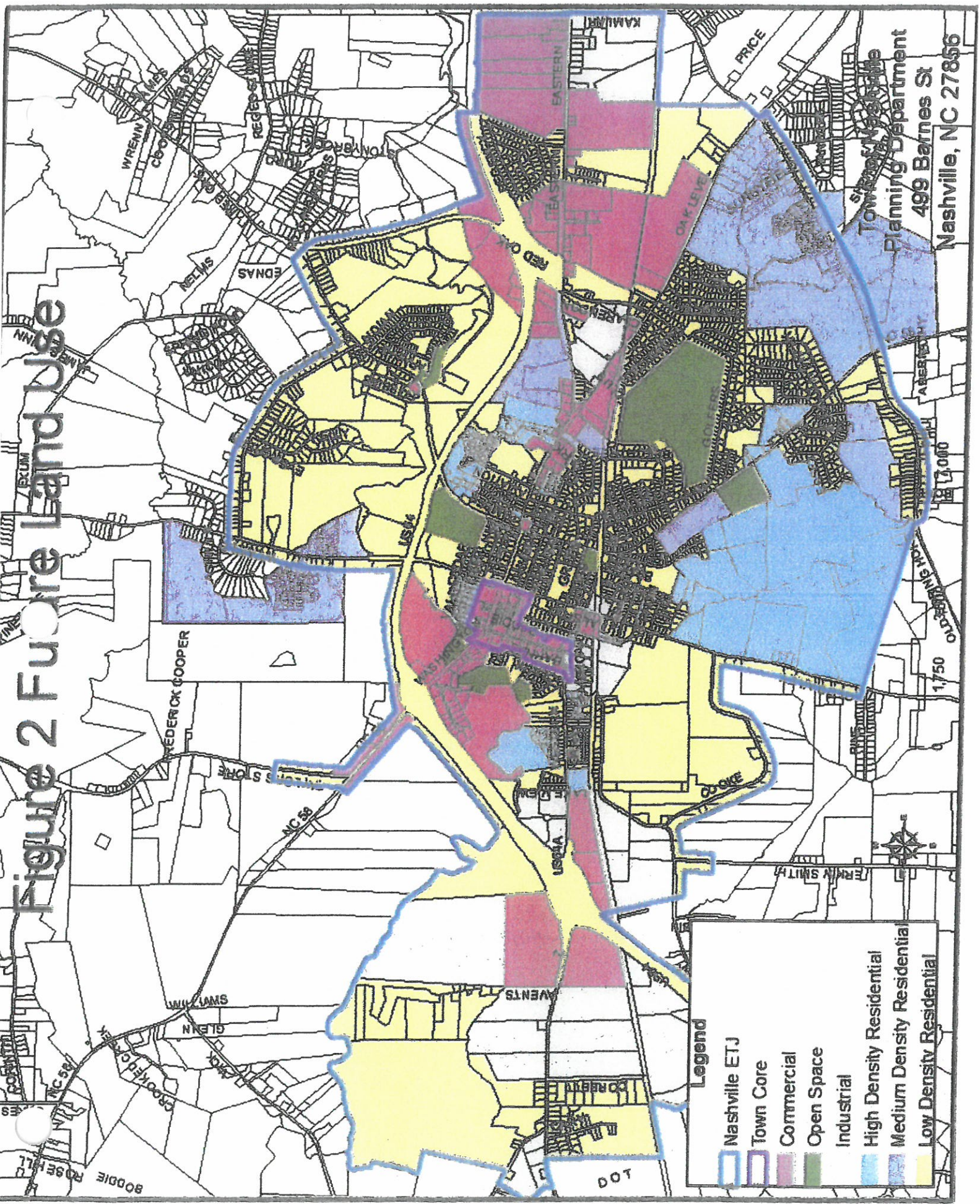


Figure 2 Future Land Use




Town of Nashville
 Planning Department
 499 Barnes St
 Nashville, NC 27856



TOWN OF NASHVILLE

P.O. Box 987
499 S. BARNES STREET
NASHVILLE, NC 27856
WWW.TOWNOFNASHVILLE.COM
(252) 459-4511

Town Council AGENDA REPORT

| | |
|----------------------------------|---|
| MEETING DATE: | July 1, 2020 |
| PREPARED BY: | Samantha Sanchez, Finance Director |
| ISSUE CONSIDERED: | Fire Station II Capital Project Ordinance |
| SUMMARY OF ISSUE: | On June 15, 2020 Nash County Commissioners approved the Town of Nashville's request to increase the N S Gully Fire ad valorem tax rate to \$0.15 per \$100. Attached is the Fire Station II Capital Project Ordinance which dedicates increased tax revenue to the construction of a second fire station. |
| STAFF RECOMMENDATION: | Approve the Fire Station II Capital Project Ordinance |
| ATTACHMENT(S): | Fire Station II Capital Project Ordinance |
| REVIEWED BY TOWN MANAGER: |  |

Town of Nashville

BRENDA BROWN
MAYOR

RANDY LANSING
TOWN MANAGER



TOWN COUNCIL
KATE C. BURNS
LOUISE W. HINTON
LARRY D. TAYLOR
LYNNE HOBBS

Capital Project Ordinance (Fire Station II)

BE IT Ordained by the Governing Board of the Town of Nashville, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statute of North Carolina, the following Capital Project Ordinance is hereby adopted:

Section 1: The project authorized is for the construction of a second fire station.

Section 2: The officers of the Town of Nashville are hereby directed to proceed with the Capital Project within the terms of the adopted resolutions and the budget combined herein.

Section 3: The following amounts are appropriated for the Project:

| | |
|---|-----------------------|
| Project Construction: | \$1,300,000.00 |
| Land Purchase, Permitting, and Professional Services: | \$100,000.00 |
| Total | <u>\$1,400,000.00</u> |

Section 4: The following revenues are anticipated to be available to complete this Project:

| | |
|------------------------------|-----------------------|
| N S Gulley Fire Tax Revenue: | \$100,00.00 |
| Installment Loan Proceeds: | \$1,300,000.00 |
| Total | <u>\$1,400,000.00</u> |

Section 5: The Finance Officer is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records.

Section 6: Funds may be advanced from the General Fund as necessary for the purpose of making payments due.

Section 7: The Finance Officer is directed to report, on a quarterly basis, the financial status of the Project.

Section 8: The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Board for the duration of the Project.

Town of Nashville

Section 9: Copies of this Capital Project Ordinance shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and to the Finance Director for direction in carrying out this Project.

Adopted this 1st day of July, 2020.

Brenda Brown, Mayor

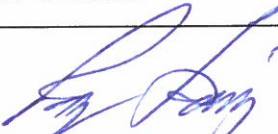
ATTEST: _____
Jontesca Silver, Town Clerk



TOWN OF NASHVILLE

499 S. BARNES STREET
NASHVILLE, NC 27856
WWW.TOWNOFNASHVILLE.COM
(252) 459-4511

Town Council AGENDA REPORT

| | |
|----------------------------------|--|
| MEETING DATE: | July 1, 2020 |
| PREPARED BY: | Randy Lansing, Town Manager |
| ISSUE CONSIDERED: | Waiver of Library Fines During COVID-19 Closure |
| SUMMARY OF ISSUE: | Per Governor Cooper's Executive Order #124, H. D. Cooley Library was closed to the Public from March 16, 2020 to June 8, 2020. As a result Library patrons were unable to return books and other checked-out materials to the Library and incurred late return fines per the Library's Late Return Policy. |
| MANAGER'S RECOMMENDATION: | Waive Library Fines Incurred During the Library's COVID-19 Closure. |
| ATTACHMENT(S): | A Resolution Waving Library Fines Incurred During the Library's COVID-19 Closure. |
| REVIEWED BY TOWN MANAGER: |  |

Resolution 2020-16

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF
NASHVILLE WAIVING LIBRARY FINES DURING THE LIBRARY'S COVID-
19 CLOSURE

WHEREAS, Governor Cooper's Executive Order #124 closed Harold D. Cooley Library to the Public from March 15, 2020 to June 8, 2020 in response to the COVID-19 Pandemic; and

WHEREAS, Library patrons were unable to return books and other checked-out materials to the Library during this time; and

WHEREAS, per the Library's Late Return Policy, library patrons incurred late return fines during this period;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Nashville, North Carolina that late return fines incurred at Harold D. Cooley Library between March 16, 2020 to July 6, 2020 are hereby waived and expunged.

ADOPTED this the 1st day of July 2020 in Nashville, North Carolina.

Brenda Brown, Mayor

ATTEST:

Jontesca Silver, Town Clerk

(Seal)

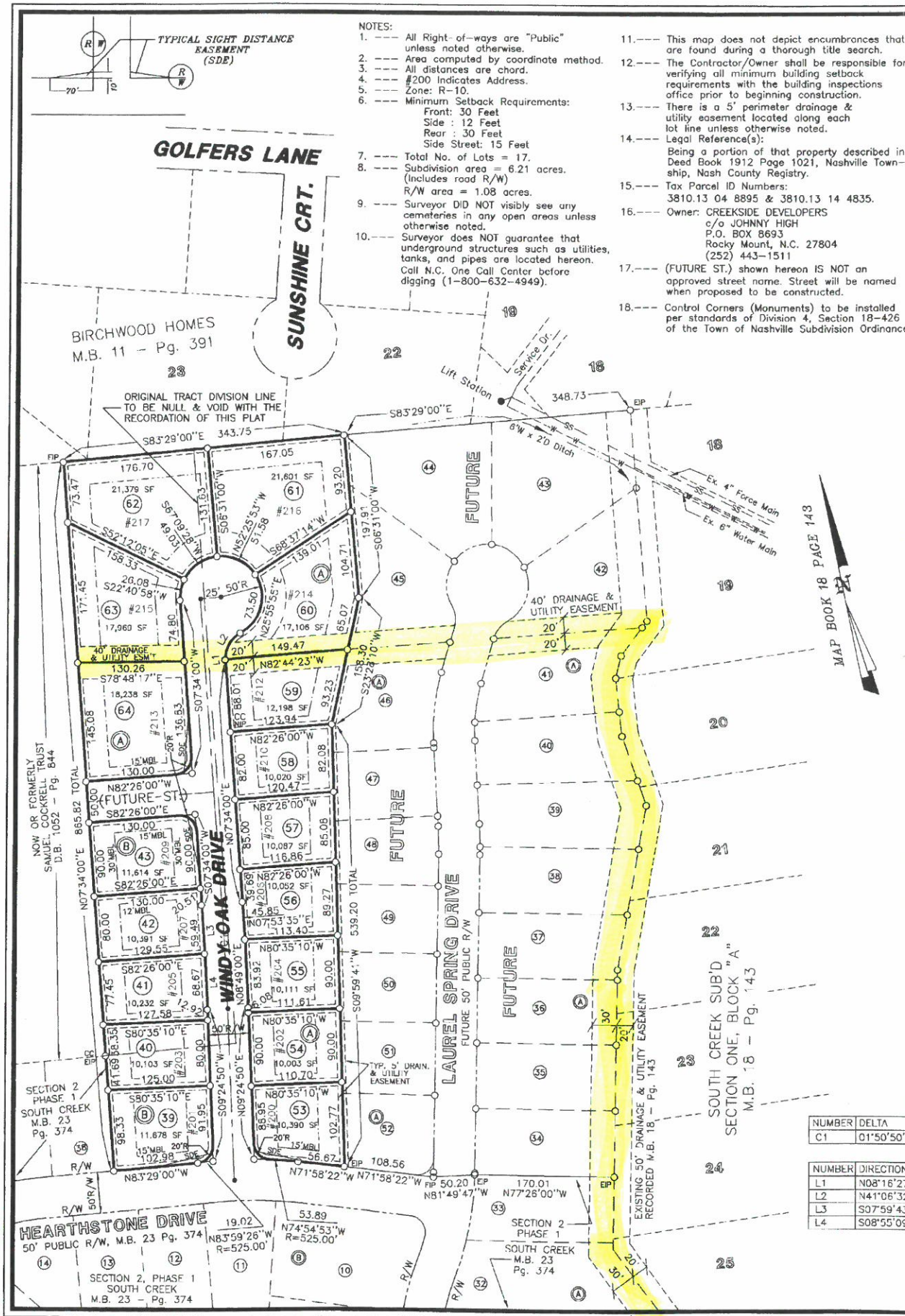


TOWN OF NASHVILLE

499 S. BARNES STREET
NASHVILLE, NC 27856
WWW.TOWNOFNASHVILLE.COM
(252) 459-4511

Town Council AGENDA REPORT

| | |
|----------------------------------|--|
| MEETING DATE: | July 1, 2020 |
| PREPARED BY: | Randy Lansing, Town Manager |
| ISSUE CONSIDERED: | Par Drive, Aubrei Court, & Village Lane Street Flooding |
| SUMMARY OF ISSUE: | During heavy rain events street flooding is a problem on Par Drive, Aubrei Court, and Village Lane. The cause of the street flooding is constrained storm sewer pipes on Windy Oak Drive and Laurel Springs Drive. A solution is to construct an over-the-surface route for stormwater to flow when the capacity of the Windy Oak Drive and Laurel Springs Drive drainage pipes is exceeded. |
| MANAGER'S RECOMMENDATION: | Discuss Constructing an Over-the-Surface route in the 40-foot drainage easement in the Windy Drive and Laurel Spring Drive Neighborhoods. |
| ATTACHMENT(S): | South Creek Subdivision Plat Showing Drainage Easement |
| REVIEWED BY TOWN MANAGER: | |



- NOTES:
1. --- All Right-of-ways are "Public" unless noted otherwise.
 2. --- Area computed by coordinate method.
 3. --- All distances are chord.
 4. --- #200 Indicates Address.
 5. --- Zone: R-10.
 6. --- Minimum Setback Requirements:
Front: 30 Feet
Side: 12 Feet
Rear: 30 Feet
Side Street: 15 Feet
 7. --- Total No. of Lots = 17.
 8. --- Subdivision area = 6.21 acres. (Includes road R/W)
 9. --- R/W area = 1.08 acres.
 10. --- Surveyor DID NOT visibly see any cemeteries in any open areas unless otherwise noted.
 11. --- Surveyor does NOT guarantee that underground structures such as utilities, tanks, and pipes are located hereon. Call N.C. One Call Center before digging (1-800-632-4949).
 12. --- This map does not depict encumbrances that are found during a thorough title search.
 13. --- The Contractor/Owner shall be responsible for verifying all minimum building setback requirements with the building inspections office prior to beginning construction.
 14. --- There is a 5' perimeter drainage & utility easement located along each lot line unless otherwise noted.
 15. --- Legal Reference(s):
Being a portion of that property described in Deed Book 1912 Page 1021, Nashville Township, Nash County Registry.
 16. --- Tax Parcel ID Numbers:
3810.13 04 8895 & 3810.13 14 4835.
 17. --- Owner: CREEKSIDE DEVELOPERS
c/o JOHNNY HIGH
P.O. BOX 8693
Rocky Mount, N.C. 27804
(252) 443-1511
 18. --- (FUTURE ST.) shown hereon IS NOT an approved street name. Street will be named when proposed to be constructed.
 19. --- Control Corners (Monuments) to be installed per standards of Division 4, Section 18-426 of the Town of Nashville Subdivision Ordinance.

Know all men by these present, that (I or we) hereby certify that (I or we) (am or are) (owner(s) or lien holder(s)) of the land shown on this plat, having acquired title thereto by deed(s) recorded in the Nash County Registry and that (I or we) hereby dedicate, unless otherwise noted hereon, to public use (streets, parks, playgrounds, open spaces, and/or easements) forever all areas so shown or indicated on the plat.

Know all men present, that (I or we) hereby certify that the subdivision of a portion thereof is within the Planning Jurisdiction of the Town of Nashville or serviced by the Town of Nashville's water and/or sewer utility lines.

If corporation, include name of corporation, title of corporate officer, attestation by corporate secretary and corporate seal.

Subscribed and sworn to before me this 17 day of February, 2004.

Signed Johnny High
Owner(s) and lienholder(s) Signatures

Know all men by these present, that (I or we) hereby certify that on this, the 23rd day of February, 2004, all required improvements have been installed in this subdivision in an approved manner or that the subdivider has entered into an approved contract and posted sufficient bond with the Town of Nashville for installation and guaranteeing that all required improvements in this subdivision will be completed on or before the ___ day of ___ 2004.

Janet P. Barber
Town Manager

I hereby certify that streets as depicted hereon are consistent with the Minimum Design Standards as imposed by Division 3 of the Nashville Subdivision Ordinance. All streets and other public right-of-way are to be maintained by the Town of Nashville and this certificate does not impose any liability for maintenance on the State of North Carolina.

Does not Apply
District Engineer

Certification by the Town of Nashville that this Final Plat conforms to the construction plat approved by the Town Council October 1, 2002, and meets all standards of the Town's Subdivision Regulation Ordinance. In addition, this Plat was approved by the Town Council on February 10, 2004.

Janet P. Barber
Town Manager

All or portions of the property contained in this subdivision are located within a Public Water Supply Watershed. Additional development restrictions regarding such matters as residential density, maximum impervious surface area, and stormwater control measures may apply to this property. Any engineered stormwater controls shown on this plat are to be operated and maintained by the property owners and/or a property owners' association pursuant to the Operation and Maintenance Agreement.

LEGEND

- Lines Surveyed
- Lines Not Surveyed
- EIP --- Existing Iron Pipe
- NIP --- New Iron Pipe Set
- NI --- No Iron Set or Found
- ECM --- Existing Concrete Monument
- R/W --- Road Right-of-Way
- C/L --- Road Centerline
- o --- Indicates Iron Property corners set unless otherwise noted.
- CC --- Control Corner (See Note 18)
- MBL --- Minimum Building Line
- DB --- Deed Book
- Pg --- Page
- N/F --- Now or Formerly

| NUMBER | DELTA | DEGREE | CHORD | BEARING | TANG'T | RADIUS | ARC | CHORD |
|--------|-----------|-----------|-------|-------------|--------|---------|--------|--------|
| C1 | 01°50'50" | 01°25'57" | | N08°29'25"E | 64.49 | 4000.00 | 128.96 | 128.96 |

| NUMBER | DIRECTION | DISTANCE | RADIUS |
|--------|-------------|----------|---------|
| L1 | N08°16'27"E | 0.86 | 35.00 |
| L2 | N41°06'32"E | 37.23 | 35.00 |
| L3 | S07°59'43"W | 59.49 | 3975.00 |
| L4 | S08°55'09"W | 88.87 | 3975.00 |

Doc ID: 000137610001 Type: CRP
Recorded: 02/23/2004 at 02:59:34 PM
File Set: 821.00 Page 1 of 1
Nash County North Carolina
Barbara W. Sasser Register of Deeds
BK 31 PG 312

NORTH CAROLINA, NASH COUNTY

I, Nils W. Joyner, Jr., certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book 1912, page 1021, etc.) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book as page shown; that the ratio of precision as calculated is 1: 10,000; that this plat was prepared in accordance with G. S. 47-30 as amended. Witness my original signature, license number and seal this 18 day of February, A. D., 2004.

Seal or Stamp: Surveyor: Nils W. Joyner, Jr.
License Number: L - 2806

Nils W. Joyner, Jr., Professional Land Surveyor
No. L - 2806 Certify:

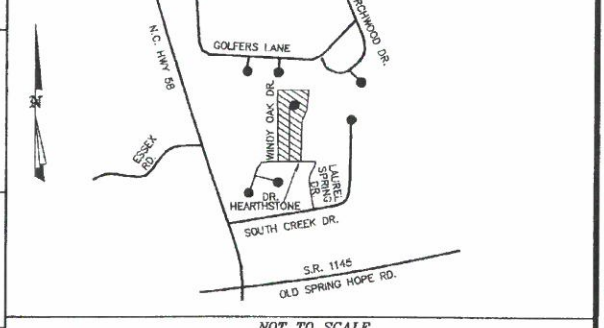
THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND;
SIGNED: Nils W. Joyner, Jr.
SURVEYOR
DATE: 2/18/04

Filed for registration 2-23-2004 at 2:59 o'clock PM, and duly registered in Book 31 Page 312 Nash County
Barbara W. Sasser Register of Deeds
By Barbara Bell / Deputy

Register of Deeds Certification

State of North Carolina
County of Nash

I, Gayle McElhara Review Officer of Nash County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.
2/23/04 Date
Gayle McElhara Review Officer



JOYNER - KEENEY & ASSOCIATES
PLANNING & LAND SURVEYING

209 NORTH PEARL STREET
ROCKY MOUNT, NORTH CAROLINA 27804
(252) 977 - 3124

FINAL PLAT - SECTION 2 - PHASE 4
PROPERTY OF

SOUTH CREEK SUBDIVISION
WINDY OAK DRIVE, NASHVILLE, N.C.

| | |
|------------------------|-------------------------|
| TWSP.: NASHVILLE | COUNTY: NASH, N.C. |
| SCALE: 1" = 100 FEET | DATE: FEBRUARY 18, 2004 |
| | |
| DRAWN BY: GDJ | JOB NO.: 020448 |
| FILE NO.: SCT2_PH4.DWG | SHEET NO.: 1 OF 1 |

Book 31 Page 312