MINUTES OF THE WHITSETT TOWN COUNCIL
July 11, 2017
Whitsett Town Hall Building

REGULAR COUNCIL MEETING

The regular meeting of the Whitsett Town Council was held on Tuesday, July 11, 2017 at the Whitsett Town Hall. The following members of the Town Council were present: Mayor Richard Fennell, Mayor Pro Tem Andy Brown, and Council Members Cindy Wheeler and Lee Greeson. Absent was Council Member Jerry Rice.

Also present were Town Administrator Ken Jacobs and *The Alamance News* reporter Tomas Murawski. Absent was Planning Board Chairman Bob Maccia and no citizens were in the audience.

Mayor Fennell called the meeting to order, and asked that a moment of silence be observed.

SPEAKERS FROM THE FLOOR

Mayor Fennell asked for any speakers from the floor; and, of course, there were none.

OLD BUSINESS

1. Adoption of the Minutes

Mayor Fennell asked for any changes to the minutes from the June 13, 2017 public hearing; and with none made, asked for a motion to adopt the minutes. A motion to accept the minutes as written was made by Council Member Cindy Wheeler; motion seconded by Council Member Lee Greeson. The motion to adopt the June public hearing minutes carried by unanimous vote of those present.

Mayor Fennell asked for any changes to the minutes from the June 13, 2017 regular meeting; and with none made, asked for a motion to adopt the minutes. Council Member Lee Greeson made a motion to approve the minutes; Council Member Cindy Wheeler seconded the motion. The motion to adopt the June regular meeting minutes passed by unanimous vote of those present.

2. Any Other Old Business

Mayor Fennell asked if there were any other old business to be discussed; there was none.

BOARD AND COMMITTEE REPORTS

1. Planning Board

In the absence of Planning Board Chairman Bob Maccia, Town Administrator Ken Jacobs stated that the July Board meeting had been cancelled, so there was nothing to report.

2. Enforcement Committee

Enforcement Officer Ken Jacobs stated that no committee activity had taken place this month.

3. Enforcement Officer

Enforcement Officer Jacobs reported that one of three "junked vehicles" recent instances still needs to be resolved; and a certified notice will be sent to the resident stating that fines will be enforced if the situation does not improve.

Enforcement Officer Jacobs reported that since last month's Council meeting, four Development Clearance Permit Certificates had been issued to: (1) K-Built Pools to construct an in-ground swimming pool at 6772 Kelsey Court, (2) Pam and Richard Murphy of 7042 Crescent to begin construction on a single-family dwelling; and another DCC to build a detached garage on the property, and (3) Ken and Evelyn Rutkoski of 7001 Dow Drive to arrange for some foundation repairs.

4. Town Administrator

Town Administrator Jacobs reported that a signed contract is now in place with Cobb, Ezekiel, Loy & Company, P.A. to conduct the Town's annual financial audit for the next three years, and the initial meeting with the two accountants assigned the task was impressive.

In line with financial news, at the end of the fiscal year on June 30, 2017, revenues exceeded expenses by approximately $8,000; and expected residual revenues should increase that amount even more. Jacobs recommended that surplus revenues be deposited into the General Fund money market account for capital outlays and/or simply savings.

Jacobs reported that the ball field lights were padlocked due to nonpayment of the electric bill charges to be reimbursed to the Town—an action that brought immediate attention and payment by the league director. The director had also been informed that payments were expected to be paid in full to the Town by Duke Energy's due date, or the lock-out will recur.

A legal issue relative to the Guilford County School Board arose, which prompted Jacobs to ask the Planning Board to revisit the section in Enforcement Article IX that dealt with fines to possibly rename "civil penalties" to administrative charges, or the like, in order to avert any obligation to the school board.

Jacobs stated that Guilford County, on behalf of its Emergency Services Department and Fire Marshal's Office, had sent an interlocal agreement with respect to fire code inspections fee schedule to be executed by the Town. The document requires several Town signatures, of which Finance Officer Jerry Rice is one; and with his absence this month, the contract would not be executed until the August Council meeting.

With regard to the water system, the Town's Consumer Confidence Report (CCR), better known as the Annual Drinking Water Quality Report, had been timely submitted to the NC Water Resources Division, which indicated a safe and dependable supply of drinking water. In addition, the next round of water bills will implement a payment term of net 20, a late charge 30 days after bill date, and the new rate structure.

Jacobs reported that lately, the Town had received numerous requests from due diligence firms asking for zoning verification letters, plats, site plans, ordinances pertinent to certain aspects of the associated project, etc., which had required an inordinate amount of staff time for property searches and assembling of documents. After a plethora of emails and phone calls culminating in a request for a hard copy of the site plan, Jacobs affixed a $75.00 charge for the document; and would like to institute this fee (along with others) to cover administrative costs.

Finally, Jacobs mentioned that he would be meeting with the City of Burlington sometime in August to address the feasibility of water and sewer connections to property across from the T&A truck stop.

NEW BUSINESS

1. **Adopt Budget Ordinance Amendment to Close Out FY 2016-2017**

   Council Members had received copies of the above document in their mailed packets; and Mayor Fennell asked for any discussion. The end-of-year budget ordinance amendment reflects shifting of funds from one or more accounts to another in order to cover expenses that exceeded the allocations originally adopted in June 2016. This would be the final budgetary document for the year ended June 30, 2017.

   With no comments, Mayor Fennell asked for a motion to adopt the budget ordinance amendment as presented. Motion made by Council Member Cindy Wheeler to accept the document; motion seconded by Council Member Lee Greeson. The motion carried by unanimous vote of those present.

2. **Any Items from Council Members**

Mayor Fennell asked for any items from Council members; and hearing none, asked for a motion to approve the transfer of surplus revenues (ref: $8,000) from the just-ended fiscal year from the cash-flow checking account to the money market savings account. Council Member Cindy Wheeler made a motion to effect the transfer once a final amount had been realized; motion seconded by Council Member Lee Greeson. Motion passed by unanimous vote of those present.

Based on the Town Administrator's earlier report about due diligence firms' demands, Mayor Fennell made a motion to establish a minimum processing and handling charge of $75.00 for any requests in excess of the basic zoning verification letter. Motion seconded by Council Member Cindy Wheeler; and motion carried by unanimous vote of those present.

3. **Announcements**

Mayor Fennell asked for any announcements; and there were none.

3. **Speakers from the Floor**

Mayor Fennell asked for any speakers from the floor; and no one asked to be recognized.

ADJOURNMENT

With no further business before the Council, Mayor Fennell invited a motion to adjourn. Mayor Pro Tem Andy Brown made the motion to adjourn; motion seconded by Council Member Cindy Wheeler. Motion passed by unanimous vote of those present; and the July 11, 2017 Town Council meeting was adjourned at approximately 7:32 p.m.

The next regular meeting of the Whitsett Town Council is scheduled for 7:00 p.m., Tuesday, August 8, 2017 at the Whitsett Town Hall.

/s/		/s/
Jo Hesson, Town Clerk		Richard Fennell, Mayor

APPROVED: August 8, 2017