

MINUTES OF THE WHITSETT TOWN COUNCIL
June 11, 2019
Whitsett Town Hall Building

REGULAR COUNCIL MEETING

The regular meeting of the Whitsett Town Council was held on Tuesday, June 11, 2019 at the Whitsett Town Hall. The following members of the Town Council were present: Mayor Richard Fennell, Mayor Pro Tem Andy Brown, Council Members Jerry Rice, Cindy Wheeler, and Lee Greeson.

Also present were Town Administrator Ken Jacobs, CPA Wanda Baldwin of Cobb Ezekiel Loy & Company, P.A., *The Alamance News* reporter Tomas Murawski, and one town resident. Absent was Planning Board Chairman Bob Maccia.

Following the public hearing, Mayor Fennell called the regular Council meeting to order at approximately 7:06 p.m., and noted that a quorum was present. Council Members had received in their delivered packets, copies of all the documents to be voted on during this meeting.

SPEAKERS FROM THE FLOOR

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

OLD BUSINESS

1. Adoption of the Minutes

Mayor Fennell asked for any changes to the minutes from the May 14, 2019 regular monthly meeting; and hearing none, asked for a motion to adopt the minutes. Council Member Jerry Rice made a motion to adopt the minutes as written; motion seconded by Council Member Lee Greeson. By unanimous vote, the May minutes were approved.

2. Adoption of Budget Ordinance Amendment to Close Out FY 2018-2019

Mayor Fennell asked for a motion to adopt the budget amendment for the current fiscal year that would end June 30, 2019. Council Member and Finance Officer Jerry Rice made a motion to accept the amendment as presented; motion seconded by Council Member Lee Greeson. The motion to adopt the budget ordinance amendment for FY 2018-2019 carried by unanimous vote.

3. Approval of 3-Year Renewal Contract with Republic Services

Mayor Fennell asked for any discussion on the submitted amendment for a 3-year renewal contract for garbage and recycling services. With none, Council Member Jerry Rice made a motion to accept the proposal from Republic; motion seconded by Council Member Cindy Wheeler. The motion passed by unanimous vote.

4. Adoption of Town Operating Budget for FY 2019-2020 and New Budget Ordinance

Mayor Fennell asked for a motion to adopt the proposed operating budget and budget ordinance for FY 2019-2020; and a motion to adopt the new operating budget and ordinance was made by Council Member Cindy Wheeler. Motion was seconded by Council Member/Finance Officer Jerry Rice; and the motion carried by unanimous vote.

5. Approval of Contract for Annual Financial Audit

The accounting firm of Cobb Ezekiel Loy & Company (CEL) had submitted its annual contract to audit records for the fiscal year that would end June 30, 2019, which reflected a \$150 increase over last year's \$8,100 amount. Mayor Fennell asked for any comments on the proposal; and hearing none, asked for a motion. Council Member Jerry Rice extended kudos to CEL for its outstanding work, and made a motion to approve the contract; motion seconded by Council Member Cindy Wheeler. The motion carried by unanimous vote; and the contract would be executed following the meeting and delivered to CEL tomorrow morning.

6. 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 the Board Chairman Bob Maccia and last week's meeting having been cancelled, there was no report.

2. Enforcement Committee

3. Enforcement Officer

Enforcement Officer Ken Jacobs stated that there had been no committee activity this month, and no DCCs had been issued since last Council meeting.

4. Town Administrator

Town Administrator Jacobs reported the following informational items:

- **Town Properties:** Received application to subdivide 14.84 acres at 485 Brightwood Church Road (current owner Faithwalk Church). The Town has approved the preliminary plat; and the \$700 subdivision fee has been paid. The over 10-acre lot with the church dwelling will be used for a private school. The 4-acre lot with a house will be sold and used as a private residence; and will be rezoned to RS-40 once closing on the property is completed, which will then generate property tax revenue.
- **Meetings:** (1) Had to demand an intense meeting with Randy McNeill to steer him back on track with working with USDA for the loan/grant for the residential development scheduled in Town. (2) Jerry, Jo, and I met with CPA Wanda Baldwin to review the budget for June adoption, and to clarify methods for presenting the budget ordinance. In addition, actions to close out the past budget year were performed; namely, the budget amendment for Council approval and adjusted journal entries into the Town's accounting system. (3) Attended the kick-off meeting for municipal representatives to update the five-year Guilford County Hazard Mitigation Plan.
- **Town Hall Activities:** Hired a young mother to clean the Town Hall once a month for \$130/month. Her initial visit took over five hours, and the service was exemplary.

NEW BUSINESS

1. Council Permission to Close Town Checking Accounts with American National Bank

Town Administrator Jacobs explained that the Town currently has three open checking accounts, two of which are with American National Bank (AMNB)—one for General Fund, one for Water Fund. The third checking account is newly established with First Bank, and combines funds into a central depository.

The Town submitted a request to the Office of the State Comptroller to have all future Department of Revenue direct deposits of monthly, quarterly, and yearly local government distributions deposited in First Bank. In like, a request was made to IRS to change monthly electronic Federal tax payments made by the Town from American National to First Bank.

We needed to make sure that these switchovers cleared, and AMNB accounts became inactive and remained dormant for a safe period of time. There has been no activity in either of the AMNB accounts for over two months.

We would now like to close out the accounts with AMNB resulting in all the Town's banking being with First Bank. It is required that Council grant permission to close Town accounts; and we are asking for that action now.

A motion to close the two accounts with American National was made by Council Member/Finance Officer Jerry Rice; motion seconded by Council Member Lee Greeson. The motion carried by unanimous vote; and both accounts would soon be closed.

2. Resolution to Establish Candidacy Filing Fee for November 2019 Municipal Election

Council Members had earlier been provided with a draft of the resolution to establish the filing fee for the 2019 municipal election. Ever since the Town incorporated in 1991, the filing fee had been set at \$5.00 for each candidate; and this year would follow history.

A motion was made by Council Member Jerry Rice to keep the filing fee at \$5.00; motion seconded by Council Member Cindy Wheeler. The motion carried by unanimous vote; and the resolution will be forwarded to Guilford County Board of Elections for posting. Three Council seats are available in 2019.

3. Announcement of 2019 Municipal Election Filing Schedule and Voting Schedule

Mayor Fennell announced that candidates could file for the three open seats beginning at 12:00 noon on Friday, July 5, until 12:00 noon, Friday, July 19. Mayor Fennell concluded with encouraging the public to cast votes Election Day 2019 on Tuesday, November 5.

4. Any Items from Council Members

Mayor Fennell asked for any items from Council Members; and Council Member Lee Greeson said that the problem he reported last month with Republic Services comingling garbage and recyclables at his residence had ceased, and thanked the Town for action taken.

Council Member Cindy Wheeler asked about the status of the residence at 7235 Whitsett Park Road undergoing renovations without any permitting having been issued. Enforcement Officer Jacobs said that he had not seen any further rehab or construction on the property since the county inspector issued the stop work order over six or so weeks ago. Nor have any permits been applied for authorizing the work.

5. Announcements

Mayor Fennell asked for any announcements, and no one had any.

6. Speakers from the Floor

Mayor Fennell asked if there were any speakers from the floor; and no one asked for the floor.

ADJOURNMENT

With no further business before the Council, Mayor Fennell invited a motion to adjourn. Motion to adjourn was made by Council Member Lee Greeson; motion seconded by Council Member Jerry Rice. The motion passed by unanimous vote; and the June 11, 2019 Town Council meeting was adjourned at approximately 7:27 p.m.

The next regular meeting of the Whitsett Town Council is scheduled for 7:00 p.m., Tuesday, July 9, 2019 at the Whitsett Town Hall.

/s/

/s/

Jo Hesson, Town Clerk

Richard Fennell, Mayor

APPROVED: July 9, 2019

ATTACHMENT:

BUDGET ORDINANCE

Town of Whitsett

Be it ordained by the Town Council of the Town of Whitsett, North Carolina:

Section 1: The following amounts are hereby appropriated in the General Fund for the operation of the town government and its activities for the fiscal year beginning July 1, 2019, and ending June 30, 2020, in accordance with the chart of accounts heretofore established for this Town:

General government:	
Governing body	\$ 4,920.00
Administration	58,717.00
Finance	6,769.00
Planning and Zoning Board	1,000.00
Public buildings and grounds	32,784.00
Public safety	1,600.00
Environmental protection	56,200.00
Parks and recreational	9,800.00
Contingency reserve	<u>0.00</u>
	<u>\$ 171,790.00</u>

Section 2: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

Property taxes	\$ 90,300.00
Tax refunds (sales tax, etc.)	1,500.00
Beer and wine taxes	2,900.00
Utility franchise and excise tax	29,500.00
<u>Local option sales tax 27,000.00</u>	
Solid waste tax	400.00
	Permits and fees
1,300.00	
Interest on investments	0.00
Grant proceeds	0.00
Other miscellaneous revenues	2,880.00
Appropriation of budgetary reserves	<u>16,010.00</u>
	<u>\$ 171,790.00</u>

Section 3: The following amounts are hereby appropriated in the Water Fund for the operation of the water utility for the fiscal year beginning July 1, 2019 and ending June 30, 2020 in accordance with the chart of accounts heretofore approved for the Town:

Water administration	\$ 17,640.00
Water finance	3,540.00
Public buildings & grounds	550.00
Water distribution	6,190.00
Water purchased for resale	3,250.00
Capital outlays	0.00
Reserve for contingencies	<u>0.00</u>
	<u>\$ 31,170.00</u>

Section 4: It is estimated that the following revenues will be available in the Water Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Water usage charges	\$ 20,400.00
Taps and connection fees	0.00
Other operating revenues	0.00
Interest on investments	0.00
Appropriation of budgetary reserves	<u>10,770.00</u>
	<u>\$ 31,170.00</u>

Section 5: There is hereby levied a tax at the rate of fifteen cents (.15) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2019 for the purpose of raising the revenue listed as “Property Taxes” in the General Fund in Section 2 of this ordinance.

This rate is based on a total valuation of property for the purpose of taxation of \$60,545,000 and an estimated rate collection of 99.43%.

Section 6: The Finance Director is hereby authorized to transfer appropriations as contained herein under the following conditions:

- a. He/she may transfer amounts between line item expenditures within a department without limitation and without a report being required. These changes should not result in increases in recurring obligations such as salaries.
- b. He/she may transfer amounts up to \$1,000 between departments, including contingency appropriations, within the same fund. He/she must make an official report on such transfers at the next regular meeting of the Town Council.

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- c. He/she may not transfer any amounts between funds, except as approved by the Town Council in the Budget Ordinance as amended.

Section 7: The Finance Director may make cash advances between funds for periods not to exceed 60 days without reporting to the Town Council. Any advances that extend beyond 60 days must be approved by the Town Council. All advances that will be outstanding at the end of the fiscal year must be approved by the Town Council.

Section 8: Copies of this Budget Ordinance shall be furnished to the Clerk to the Town Council and to the Finance Director to be kept on file by them for their direction in the disbursement of funds.

Adopted this 11th day of June, 2019.

Richard A. Fennell, Mayor