

Minutes
Regular Board Meeting
Aberdeen Town Board

October 8, 2012
Monday, 6:00 p.m.

Robert N. Page Municipal Building
Aberdeen, North Carolina

The Aberdeen Town Board met on Monday, October 8, 2012 at 6:00 p.m. for their regular Board Meeting. Members present were Mayor Elizabeth B. Mofield, Mayor Pro-tem Robbie Farrell and Commissioners Alan Parker, Jim Thomas, and Walter Wright. Commissioner Pat Ann McMurray was not in attendance for the meeting. Staff members in attendance were Town Manager Bill Zell, Planning Director Kathy Liles, Community Development Planner Jae Kim, and Town Clerk Regina Rosy. Others in attendance were Reporter for the Pilot Tom Embrey, Reporter for the Fayetteville Observer Steve DeVane, Elease Goodwin, Tim Marcham, Steven Farrell, and approximately 7 other interested citizens.

1. Call to Order

Mayor Mofield called the meeting to order at 6:00 p.m. Mayor Mofield asked for a moment of silence for one of Aberdeen's citizens, Justin Marquez, who passed away in the line of duty in Afghanistan.

a. Pledge of Allegiance.

Mayor Mofield asked everyone to please stand for the pledge of allegiance.

Mayor Mofield asked everyone to please remember the Monroe family today as well – since Rickie Monroe's father Robert Monroe passed away yesterday.

2. Public Hearing

a. 2012 Small Business and Entrepreneurial Assistance (SBEA) Grant.

Mayor Mofield opened the public hearing on 2012 Small Business and Entrepreneurial Assistance (SBEA) Grant.

Planner Kim stated the projects that have been selected for the 2012 SBEA Grant application are Meridian Zero Degrees, One Eleven Main, UPRO, and Specialized Services & Personnel.

Planner Kim stated Meridian Zero Degrees is located at 312 South Pine Street and the owners are Chris and Christa Gilder. One Eleven Main is located in

the downtown district at 111 W. Main Street and the owners are Betsy Saye, Erin Reville, and Julia Moore. UPRO is located at the corner of Highway 211 and Keyser Street and the owners are Kenneth and Sherrill Collins. Specialized Services and Personnel is located at 301 N. Sycamore Street and the owners are Jennifer McGill and Mary Sullivan.

Planner Kim stated the Aberdeen Small Business Expansion 2012-13 project proposes to aid four local small and diverse businesses. Meridian Zero Degrees has grown tremendously over the last several years and requires upgrades and addition of equipment for commercial up-fit purposes. One Eleven Main is expanding their business to garner more clients online with the addition of e-commerce to their website in addition to converting their inventory and point of sale systems to an electronic based one. Specialized Services & Personnel has intentions of upgrading technology to incorporate an electronic medical record and documentation system. Finally, UPRO seeks to add equipment and supplies with an addition of a patio for the side of their restaurant at their new location in Aberdeen.

Planner Kim presented the information in the following table:

Business & Address	Applicant	Request Amount	Match	Jobs	Health Ins	Expenditures
Meridian Zero 312 South Pine St.	Chris & Christa Gilder	\$175,000	\$200,000	30	Yes, Premium 100%	1) Machinery/Equipment and installation
One Eleven Main 111 W. Main St.	Betsy Saye, Erin Reville, and Julie Moore	\$25,000	Up to 18.8% or \$4,000	1	No	1) Addition of e-commerce to website, 2) Convert Inventory and point of sale systems to electronic based system, 3) Capital Improvements to Exterior of Building
Specialized Services & Personnel, Inc. 301 N. Sycamore St.	Jennifer Mcgill, Mary Sullivan	\$25,000	\$967	1	Annualized Supplementa l Plan, Premium 50%	1) Upgrade to electronic medical record and documentation system
Upro Corner of Hwy 211 & Keyser St.	Kenneth & Sherrill Collins	\$25,000	No	3: 3PT	No	1) Equipment and Supplies, 2) Addition of Patio for side of restaurant

Planner Kim stated the Town is requesting the maximum \$250,000 funding grant from Community Investment and the NC Department of Commerce for the 2012 SBEA. Planner Kim stated the total cost of activities for this project is \$455,000, and 55% of the total cost will be financed with CDBG funds if awarded. Planner Kim stated the project budget is as follows:

Meridian Degrees:	\$148,750
111 Main:	\$21,250
Specialized Services	\$21,250
UPRO:	\$21,250
Admin & Planning:	<u>\$37,500</u>
Total	\$250,000

Planner Kim stated a secondary component of the SBEA project is to create and nurture an entrepreneurial environment within Aberdeen. This will be established by the following actions:

- Provide training and development of skills through Sandhills Community College; and
- Provide tuition for small business classes for potential and existing entrepreneurs.

Mayor Mofield stated she is very proud of the businesses represented in this grant, and it is so nice to have creative merchants in Aberdeen. Mayor Pro-tem Farrell asked for a timeline for this project. Planner Kim stated the grant application deadline is 5:00 p.m. on Wednesday, October 17, 2012. Planner Kim stated it could be early January before the Town hears news on grant recipients.

With no further discussion, Mayor Mofield closed the public hearing on 2012 Small Business Entrepreneurial Assistance (SBEA) Grant.

3. Setting of the Agenda

Manager Zell stated an item needs to be added to Other Business – bids for Midway Gardens project. A motion was made by Commissioner Wright, seconded by Commissioner Parker, to approve setting of the agenda as amended. Motion unanimously carried.

4. Approval of the Consent Agenda

All items listed below are considered routine or have been discussed at length in previous meetings and will be enacted by one motion. No separate discussion will be held except on request by a member of the Board of Commissioners.

- a. Minutes of Regular Board Meeting on September 10, 2012, Work Session on September 27, 2012, and Closed Session on September 27, 2012.

A motion was made by Commissioner Wright, seconded by Commissioner Parker, to approve the consent agenda as presented. Motion unanimously carried.

5. Informal Discussion and Public Comment

Mayor Mofield stated the downtown merchants will be having their annual open house on November 10th. Manager Zell stated the Sardine Festival is this upcoming Friday. Commissioner Parker stated this year there will be a new addition to the event which will be a hat contest.

Mayor Mofield recognized Steven Farrell in attendance for the meeting. Mr. Farrell stated he is on Fall Break from school at ECU.

6. Financial Report

Manager Zell stated the largest ever R&P amount was received at an amount of \$1.6 million. Manager Zell stated the General Fund is \$833,069 in the black as of the end of September. Manager Zell stated the Water & Sewer Fund is also in the black. Manager Zell stated financially the Town is doing very well. Commissioner Parker asked if the Powell Bid funds receipt was the first payment of two to be received this year at an estimated 50%. Manager Zell stated yes, it was approximately 50%, and the second payment will be received in January 2013.

7. Old Business

None

8. New Business

- a. Authorize submittal of 2012 Small Business and Entrepreneurial Assistance (SBEA) Grant.

Planner Kim stated this information was presented earlier this evening in the public hearing, and now he is just asking for authorization to submit the grant as presented.

A motion was made by Commissioner Parker, seconded by Commissioner Thomas, to approve the Resolution for the Town of Aberdeen application for the Community Development Block Grant funding for the Aberdeen Small Business Expansion 2012-2013 Project as presented. Motion unanimously carried.

9. Other Business

- a. Bids for Midway Gardens.

Planning Director Liles stated there were 8 responsive bidders that bid on the Midway Gardens project. Planning Director Liles stated because of the range of the prices that came in, they hoped there would be enough money to pay for all of the infrastructure needed for the project. The lowest bidder came in at \$458,882.10. Planning Director Liles stated Public Works tried to work with Hobbs Upchurch to get the price down some more by cutting out the cul-de-sac on one side of the property and not building the last three lots. Planning Director Liles stated Habitat's finance committee met and decided they are willing to extend upwards of \$100,000+ to make this project happen. Planning Director Liles stated the first time the bid came in for Anson Contracting, it was \$263,000 which was due to a mathematical error, and was then resubmitted at \$458,000. Planning Director Liles stated there needs to be 2 separate contracts for this project. Planning Director Liles stated if this project does not move forward, then construction season will be missed. Planning Director Liles suggested the Board to identify Anson as the lowest responsive bidder, and authorize Manager Zell to enter into a contract with Anson Contractors at a cost not to exceed \$175,600. Mayor Mofield asked how many houses have been built in this project so far. Planning Director Liles stated 6 houses are in the works, and 5 more need to be built to meet the grant requirement. A motion was made by Commissioner Parker, seconded by Mayor Pro-tem Farrell, to select Anson Contractors as the lowest responsive bidder and authorize Manager Zell to enter into a contract with Anson Contractors not to exceed \$175,600. Motion unanimously carried.

10. Adjournment

A motion was made by Commissioner Wright, seconded by Mayor Pro-tem Farrell, to adjourn the meeting. Motion unanimously carried.

Regina M. Rosy, Town Clerk

Elizabeth B. Mofield, Mayor

Minutes were completed in
Draft form on October 8, 2012

Minutes were approved
on November 13, 2012