

Minutes
Work Session
Aberdeen Town Board

February 10, 2020
Monday, 6:00 p.m.

Robert N. Page Municipal Building
Aberdeen, North Carolina

The Aberdeen Town Board met on Monday, February 10, 2020 for the Work Session. Members present were Mayor Robert A. Farrell, Mayor Pro-tem Joe Dannelley and Commissioners Wilma Laney, Elease Goodwin, Teressa Beavers, and Bryan Bowles. Staff members in attendance were Planning Director Justin Westbrook, Town Manager Paul Sabiston, Interim Public Works Director Joe Wood, Planner Christian Haas, Code Enforcement Officer Erik Jacobs, IT Support Specialist Dean Wrightson, Police Chief Carl Colasacco, Town Clerk Regina Rosy. Others in attendance included Reporter for The Pilot Laura Douglass, Tim Marcham, and Ernestine Chapman.

Mayor Farrell called the meeting to order at 6:00 p.m.

1. 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 from Board Meeting on January 27, 2020 and Closed Session on January 27, 2020.

A motion was made by Commissioner Beavers, seconded by Commissioner Bowles, to approve the consent agenda as presented. Motion unanimously carried 5-0.

2. Consider approval of Resolution #20-03 to Accept Sidewalk Surety for Shepherd Trail Phase II-B in the amount of \$25,366.84. (Planning Director Justin Westbrook)

Director Westbrook stated one phase is completed, and this is the second phase. Surety is now accepted in phases, as is this one. Director Westbrook reviewed the specifics for the surety.

A motion was made by Commissioner Laney, seconded by Commissioner Goodwin, to approve Resolution #20-03. Motion unanimously carried 5-0.

3. Consider approval of contract with Dale Hight for the removal of debris and clean-up of 906 E. Main Street in the amount of \$8,888.00. (Code Enforcement Officer Erik Jacobs)

Code Enforcement Officer Jacobs stated the demolition hearing was held in October and at that time the property owner was given 60 days to resolve. A bid window was set and bids were received for the removal of debris and clean-up of 906 E. Main Street. Code Enforcement Officer Jacobs stated this will be a burn project for the Aberdeen Fire Department, and the remainder of the debris will be cleaned up by Dale Hight at a cost of \$8,888. A motion was made by Commissioner Bowles, seconded by Commissioner Laney, to approve the contract with Dale Hight for the removal of debris and clean-up of 906 E. Main Street in the amount of \$8,888.00. Motion unanimously carried 5-0.

4. Consider approval of endorsing April in Aberdeen as the official annual spring tradition, replacing Spring Spree. (Planner Christian Haas)

Planner Haas stated tonight is an update from the last discussion regarding this item. Planner Haas stated "April in Aberdeen" is being proposed as the new annual spring festival in Downtown Aberdeen. It will be a two-day event consisting of Friday, April 3rd – Downtown Aberdeen Business Open House and Wine Walk that evening and Saturday, April 4th will be the 3rd Annual Downtown Aberdeen Dog Fair. The Downtown Aberdeen Advisory Board officially endorsed the event at their last meeting. The benefit of this approach is to have multiple events to offer potential attendees a broader range of activities and interest, the downtown stakeholders are empowered to be the lead organizers, Town staff are free to take a more supportive role which gives creative flexibility to existing and up and coming community leaders, and significant savings to be realized through cost sharing. The projected cost for "April in Aberdeen" is \$19,240.56. The Town of Aberdeen's commitment is estimated to be \$6,460 (or 33.6% of the total investment). The Business Guild is contributing \$2,860 which is 14.9% and the other businesses are contributing 51.6% or a total of \$9,920.56. This approach prioritizes downtown businesses over out-of-town vendors and is creating significant financial buy-in from event co-sponsors.

A motion was made by Commissioner Beavers, seconded by Commissioner Bowles, to endorse the "April in Aberdeen" event. Motion unanimously carried 5-0.

5. Consider approval of an Ordinance to Declare a Road Closure on S. Sycamore Street between Main Street and South Street on Saturday, April 4th from 8:00 a.m. – 3:00 p.m. for the 3rd annual Downtown Aberdeen Dog Fair. (Planner Christian Haas)

Planner Haas stated this road closure really only impacts one business directly which is High Octane and they are very involved with the event anyway so it is not a problem. Planner Haas stated this road closure will provide space for food trucks, vendors, etc. A motion was made by Commissioner Laney, seconded by Commissioner Beavers, to approve an Ordinance to Declare a Road Closure on S. Sycamore Street between Main Street and South Street on Saturday, April 4th from 8:00 a.m. – 3:00 p.m. for the 3rd annual Downtown Aberdeen Dog Fair. Motion unanimously carried 5-0.

6. Consider approval of an Interlocal Agreement with the Town of Pinebluff for Building Inspections. (Planning Director Justin Westbrook)

Director Westbrook stated currently the Town has an agreement in place with Moore County for building inspection services and the agreement works both ways. The Town of Pinebluff has requested help from the Town of Aberdeen for inspection services and is priced at a cost of \$50/hour with a minimum of 1 hour. Mayor Pro-tem Dannelley asked how often interlocal agreements are reviewed. Director Westbrook stated the agreement will stay in place until one of the parties chooses to terminate. Director Westbrook stated the current interlocal agreements have not been reviewed recently so he will look into that. Manager Sabiston stated all of the water/sewer interlocal agreements were recently updated, and the remaining interlocal agreements are really for public safety and are reviewed regularly. A motion was made by Mayor Pro-tem Dannelley, seconded by Commissioner Bowles, to approve the Interlocal Agreement with the Town of Pinebluff for Building Inspections. Motion unanimously carried 5-0.

7. Consider approval of advertisement for updated Wellhead Protection Plan. (Public Works Director Joe Wood)

Director Wood stated after 11 months the updated Wellhead Protection Plan is now ready for review. Director Wood stated tonight he is looking for approval to move forward with the advertisement of this updated plan, and begin to accept public comment which will last for 30 days. Following the required notifications and notice, approval can be considered at that time. Mayor Farrell asked how many active wells there are – Director Wood stated there are 19 active wells. Director Wood stated groundwater is non-regulated. Manager Sabiston stated it would be the March Regular Board Meeting before the Board could consider approval of this plan. Commissioner Beavers asked who the Wellhead Protection Committee is. Director Wood stated the committee includes staff members from Planning, Public Works, Water & Sewer Dept., Public Works Administrative Assistant, and a representative from NC Rural Water. Director Wood stated this plan is reviewed

once every five years. A motion was made by Commissioner Bowles, seconded by Commissioner Laney, to approve the advertisement for the updated Wellhead Protection Plan. Motion unanimously carried 5-0.

8. Police Department Facility Construction Bids and Financing Proposals.
(Town Manager Paul Sabiston)

Manager Sabiston stated Town staff have advertised for bids for construction and also the financing. Manager Sabiston stated he is not looking for binding resolutions or commitment, but instead he is looking for a nod towards the low bidder on the construction side and a nod towards the low bidder for financing for a 20-year term. Manager Sabiston stated in general we are at the end of the application preparation to the Local Government Commission and are ready to make the submission. Manager Sabiston stated hopefully in two weeks he can come back to the Board for the next step which will be final selection of the construction bid and the financing bid. Manager Sabiston stated the audit also has to be complete and submitted this week in order for all of this to stay on schedule. Otherwise, it will be delayed one month and bids would need to be held for another 15-30 days which is available as an option if needed. Manager Sabiston stated it is his plan to have the Bond Counsel and Financial Advisor in attendance at the next meeting in two weeks to provide more information about this project. Manager Sabiston stated his recommendation will be to finance the full \$5.875 million for the project initially and if the Board chooses to use Fund Balance to pay down part of that amount then it will lower the payments. Mayor Farrell asked what the expectation is on the audit being completed this week. Manager Sabiston stated staff and the financial contractor have been really working hard to finish this week but there are no guarantees. Manager Sabiston stated these two motions are necessary procedurally to make sure the record is clear on the Board's intent. Mayor Farrell asked for an updated list of loans that the Town currently has. Manager Sabiston stated he will provide that list to the Board for review. Commissioner Bowles asked about the debt and the expectation if it will cause a tax increase. Manager Sabiston stated if the Board chooses to go with a 20-year loan, then it is possible to complete this project without a tax increase but no guarantees yet. Commissioner Beavers asked about the low construction bidder – Manager Sabiston stated ADW Architects did check references and Racanelli qualified for this bid.

- a. Consider a motion to authorize the Town's financing team to rely on the construction bid by Racanelli, including all three alternate bids, to prepare the application to the LGC, subject to approval of the debt issuance by the LGC, and subject to formal approval of the construction bid at a later meeting by the Town.

A motion was made by Mayor Pro-tem Dannelley, seconded by Commissioner Bowles, to authorize the Town's financing team to rely on the construction bid by Racanelli, including all three alternate bids, to prepare the application to the LGC, subject to approval of the debt issuance by the LGC, and subject to formal approval of the construction bid at a later meeting by the Town. Motion unanimously carried 5-0.

- b. Consider a motion to authorize the Town's financing team to rely on the financing proposal from First Bank for a 20-year term at 2.45% interest subject to approval of the debt issuance by the LGC, and subject to formal approval of the financing terms at a later meeting by the Town.

A motion was made by Mayor Pro-tem Dannelley, seconded by Commissioner Beavers, to authorize the Town's financing team to rely on the financing proposal from First Bank for a 20-year term at 2.45% interest subject to approval of the debt issuance by the LGC, and subject to formal approval of the financing terms at a later meeting by the Town. Motion unanimously carried 5-0.

9. Discussion regarding naming of road entering new Aberdeen Elementary School. (Town Manager Paul Sabiston)

Mayor Farrell asked who requested this road naming. Manager Sabiston stated John Birath requested this information and needs it very quickly. Mayor Pro-tem Dannelley suggested naming the road Farrell's Avenue, Robbie Farrell Avenue, or could even be Parkway. A motion was made by Commissioner Bowles, seconded by Commissioner Goodwin, to name the road entering the new Aberdeen Elementary School "Farrell Parkway". Motion unanimously carried 5-0.

10. Other Business.

- a. Training Session

Director Westbrook stated a training session will be held on Thursday, February 20th at 6:00 p.m. for training on quasi-judicial processes due to the turnover on the Planning Board and Historic Preservation Commission recently. Director Westbrook stated an attorney will be conducting the training from The Brough Law Firm.

- b. Development Chart Update

Director Westbrook provided an update on where development projects are currently at in Aberdeen.

11. Closed Session pursuant to NC General Statute 143-318.11(a)(5) to discuss the acquisition of real property and 143-318.11(a)(6) to discuss personnel.

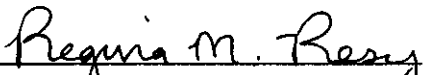
A motion was made by Commissioner Bowles, seconded by Commissioner Goodwin, to go into Closed Session pursuant to NC General Statute 143-318.11(a)(5) to discuss the acquisition of real property and 143-318.11(a)(6) to discuss personnel. Motion unanimously carried 5-0.

The Board members returned from Closed Session.

A motion was made by Commissioner Laney, seconded by Commissioner Goodwin, to open regular session. Motion unanimously carried 5-0.

12. Adjournment.

A motion was made by Commissioner Laney, seconded by Commissioner Goodwin, to adjourn the Work Session. Motion unanimously carried 5-0.


Regina M. Rosy, Town Clerk

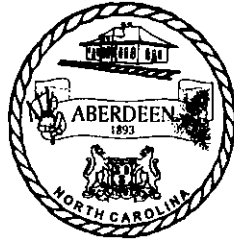
Minutes were completed in
Draft form on February 10, 2020


Robert A. Farrell, Mayor

Minutes were approved
on February 24, 2020

Town of Aberdeen

COMMISSIONERS
JOE DANNELLEY
ELEASE GOODWIN
WILMA LANEY
BRYAN BOWLES
TERESSA V. BEAVERS



ROBERT A. FARRELL, Mayor
PAUL SABISTON, Town Manager
REGINA M. ROSY, Town Clerk

RESOLUTION #20-03 TO ACCEPT SURETY FOR INFRASTRUCTURE IMPROVEMENTS

Shepherds Trail – Phase II-B

WHEREAS, A preliminary plat for Shepherds Trail was approved on April 7, 2016 by the Town of Aberdeen Board of Commissioners; and

WHEREAS, The Unified Development Ordinance (UDO) requires that a developer install the improvements specified within the UDO or guarantee their installation; and

WHEREAS, Allan Casavant (the Developer) has submitted a final plat for approval for Shepherds Trail – Phase II-B containing fifteen (15) lots, as identified on the attached maps; and

WHEREAS, the Regulations specify that surety must be posted at 1.25 times the estimated cost of construction of the proposed improvements; and

WHEREAS, the Developer intends to install or have installed all infrastructure improvements for Shepherds Trail – Phase II-B as required by the Conditional Use Permit and subsequent modifications for the subdivision; and

WHEREAS, the estimated cost of installing sidewalks is determined by the Developer's engineer to be \$20,293.47; and

WHEREAS, the amount of surety for sidewalks shall equal 1.25 times \$20,293.47 or \$25,366.84; and

WHEREAS, the Developer desires to provide surety in the form of a bond in the total amount of \$25,366.84 pledged to the Town of Aberdeen for completion of sidewalks and that such surety may not be released unless and until confirmation of sidewalk installation is completed in full or partial release is approved based on confirmation that remaining sidewalks are adequately guaranteed by a reduced surety;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Town of Aberdeen that a surety bond in the total amount of \$25,366.84 pledged to the Town of Aberdeen will be accepted as surety for completion of sidewalks for Shepherds Trail – Phase II-B.

Adopted this the 10th day of February, 2020.

Robert A. Farrell
Robert A. Farrell, Mayor

Attest:

Regina M. Rosy
Regina M. Rosy, Clerk

AN ORDINANCE DECLARING A ROAD CLOSURE FOR THE TOWN OF ABERDEEN

3rd Annual Downtown Aberdeen Dog Fair

WHEREAS, the Aberdeen Board of Commissioners acknowledges the importance of unique traditions and events in Downtown Aberdeen; and

WHEREAS, the Aberdeen Board of Commissioners acknowledges the cultural and financial benefits to citizens and businesses during downtown festivals; and

WHEREAS, the Aberdeen Board of Commissioners acknowledges that the event requires approximately 400 feet of traffic-free space on South Sycamore Street to support and protect vendors, festival participants and their pets;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF ABERDEEN THE FOLLOWING:

Section 1. Pursuant to authority granted by Town of Aberdeen General Regulations § 96.26, **Sycamore Street from Main Street to South Street**, which is *not* part of the State highway system, is hereby declared to be temporarily closed **on April 4th, 2020 between the hours of 8:00 a.m. and 3:00 p.m.**

Section 2. This ordinance shall become effective when street closure barricades are erected giving notice of the limits and directing traffic control around the event boundary.

Section 3. Event organizers (Downtown Aberdeen Advisory Board and the Aberdeen Business Guild) will be responsible for complying with all requirements of § 96 of the Town of Aberdeen General Regulations and will ensure the site is returned to the condition that existed prior to the activity.

Section 4. All provisions of any town ordinance or resolution in conflict with this ordinance are repealed.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this 10th day of February, 2020.

Ayes: 5
Noes: 0
Absent or Excused: NA
Dated: 2/10/2020

Robert A. Farrell
Robert A. Farrell, Mayor

Attest:
Regina M. Rosy
Regina M. Rosy, Town Clerk