

Minutes
Work Session
Aberdeen Town Board

April 9, 2019
Tuesday, 6:00 p.m.

Robert N. Page Municipal Building
Aberdeen, North Carolina

The Aberdeen Town Board met on Tuesday, April 9, 2019 for the Work Session. Members present were Mayor Robert A. Farrell and Commissioners Ken Byrd, Wilma Laney, Joe Dannelley, and Eleese Goodwin. Mayor Pro-tem Jim Thomas was not in attendance for the meeting. Staff members in attendance were Planning Director Justin Westbrook, Planner Kathy Blake, Interim Public Works Director Joe Wood, Police Chief Carl Colasacco, Fire Chief Phillip Richardson, Parks & Recreation Director Adam Crocker, Finance Officer Beth Wentland, Town Manager Paul Sabiston, and Town Clerk Regina Rosy. Others in attendance included Reporter for The Pilot Laura Douglass, Tim Marcham, Ernestine Chapman, and Bryan Bowles.

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

1. Update on Historical Plaques. (Planning Director Justin Westbrook)

Director Westbrook stated staff researched and gathered quotes regarding the approved design. The vendor Whitehall can provide aluminum plaques ranging from \$80 - \$99 each. Staff drafted a questionnaire which was sent to 36 property owners, controlling 50 properties. Director Westbrook displayed a sample of what the proposed plaque would look like. Director Westbrook stated staff set up an online poll and sent out postcard mailers with the questionnaire. Director Westbrook stated the response rate was about 66% of the properties in question. Director Westbrook stated 88% were interested in a plaque replacement program. Director Westbrook stated 80% suggested they would be willing to contribute at least \$26. Only 9% indicated they would not be willing to spend anything.

Commissioner Goodwin felt that if property owners have a share of the cost then they will have more stake in it. Mayor Farrell asked how many people do not currently have a plaque – 58% of the persons who responded do not currently have a plaque. Mayor Farrell stated if we are going to have a plaque program, then it needs to be done right. Commissioner Byrd asked what the Historic Preservation Commission (HPC) has to say about this. Director Westbrook stated HPC has not

reviewed the updated information. Commissioner Byrd stated if the National Register does not require the contributing number on the plaque, then he does not see a reason to include that information. Director Westbrook stated the contributing number is listed in the National Historic Register which makes the property easily identifiable. Commissioner Dannelley asked what the total cost would be for the program. Director Westbrook stated \$12,000 is the total cost of the program. A motion was made by Commissioner Dannelley, seconded by Commissioner Goodwin, that the Town execute this program at a cost share of 50/50 with property owners at an amount up to \$6,000, and let staff and the HPC handle implementation of the program. Motion unanimously carried 4-0. Mayor Farrell stated he received a call from the Pinehurst Gazette inquiring about listing 20 historic Aberdeen properties in an article in their publication.

2. Consider appointment to the Historic Preservation Commission (Planning Director Justin Westbrook)

Director Westbrook stated there are five positions on the HPC and the HPC currently has two active items, which have been unable to be heard due to lack of a quorum from the HPC. Director Westbrook stated Jon Ring has recently resigned from his position due to scheduling conflicts. A motion was made by Commissioner Byrd, seconded by Commissioner Goodwin, to approve appointing Christian Crumpton to the HPC. Motion unanimously carried 4-0.

3. Consider approval of Resolution #19-06 to Acknowledge the Expiration of UDO Text Amendment #18-10 regarding required minimum lot sizes. (Planning Director Justin Westbrook)

Director Westbrook stated last April the Board of Commissioners approved UDO Text Amendment #18-10 and it is set to expire on April 23, 2019. Manager Sabiston stated Attorney T.C. Morphis recommended a resolution be approved to acknowledge the expiration of UDO Text Amendment #18-10. Mayor Farrell clarified that all amendments approved since last April would remain in effect. Director Westbrook confirmed that is correct. A motion was made by Commissioner Byrd, seconded by Commissioner Goodwin to approve Resolution #19-06. Motion unanimously carried 4-0.

4. Annexation #49-019 submitted by Jason Birdsall for 1.82 acres located at 180 Parkway Drive (Pee Dee Commerce Park Lot 15) and associated right-of-ways. (Planning Director Justin Westbrook)

a. Accept Clerk's Certificate of Sufficiency.

A motion was made by Commissioner Byrd, seconded by Commissioner Goodwin, to accept the Clerk's Certificate of Sufficiency. Motion unanimously carried 4-0.

b. Consider approval of Resolution #19-07 Fixing Date of Public Hearing on Question of Annexation – Public Hearing Scheduled for April 22, 2019 at 6:00 p.m.

Director Westbrook displayed a map of the property. Commissioner Byrd asked what services are currently in that area. Director Westbrook stated water and sewer are available. A motion was made by Commissioner Byrd, seconded by Commissioner Goodwin, to approve Resolution #19-07. Motion unanimously carried 4-0.

5. Virtual Video of proposed Police Department Facility. (Police Chief Carl Colasacco)

Manager Sabiston stated the last time the Board reviewed this item they chose Option B. Tonight the Board members will get to use virtual footage of what the design might look like. Commissioner Dannelley asked if this virtual footage could be put on the Town website for the public to see. Manager Sabiston stated yes, once a design is selected, then ADW can prepare video footage of the final selection to be shared with the public. Commissioner Goodwin was concerned about the different materials used for the roof on the old building versus the new building. Manager Sabiston stated when the roof is replaced on the old facility then it can be replaced to match the new facility. The consensus of the Board was to recommend Option A from the virtual video footage with the metal roof unless it becomes cost prohibitive. Commissioner Laney stated she is not a fan of metal roofs. Manager Sabiston stated metal roofs can save a lot of money long-term.

Manager Sabiston referred the Board to a timeline put together by ADW Architects for the project, along with a financing timeline with First Tryon Advisors for the project as well. Commissioner Byrd asked if the Town has a finance rating. Finance Officer Wentland stated that information has never been needed so she is

unsure of what that number is. Commissioner Byrd thought that would be helpful information to have. Commissioner Dannelley stated it looks like the project will be shovel ready in May of 2020 and construction complete by summer of 2021.

6. Other Business.

Director Westbrook stated discussion was held previously about running a sidewalk or walking trail down NC Highway 5. The estimated cost would be approximately \$425,000 and the Town would be responsible for approximately \$100,000. Director Westbrook stated the sidewalk would run from Olivia Lane to US Highway 1. Mayor Farrell asked if that is for one side of the road or both? Director Westbrook stated it is just for one side of the road. Director Westbrook asked if the Board is interested in NCDOT designing the sidewalk project, without any monetary commitment. The consensus of the Board was to move forward with the design of the project with no monetary commitment at this point.

7. Review Draft Budget Document for Fiscal Year 2019-2020. (Town Manager Paul Sabiston)

Manager Sabiston stated tonight's conversation will flow more around larger changes to the budget and big-ticket items. Manager Sabiston stated all Department Heads are here this evening to provide a brief summary of their budget and their Capital Improvement Plan and answer any questions. Manager Sabiston stated following tonight's review, the budget notebooks will be prepared for the Board members by May 3rd for review. At that time, the Board members will have another Work Session to review the final draft. The budget public hearing will be held on May 28, 2019 at 6:00 p.m.

Manager Sabiston reviewed the revenues for the General Fund – \$9.5 million is expected revenue for the General Fund for FY 19/20. Manager Sabiston stated as of today there is no appropriation from Fund Balance proposed. Water & Sewer Fund Revenue is approximately \$3.5 million. Manager Sabiston stated right now the tax rate is \$0.47. Manager Sabiston stated it looks like the neutral tax rate would be somewhere around \$0.42. Manager Sabiston stated he does not feel strongly optimistic about keeping the tax rate neutral with a lot of the financing projects coming up. Manager Sabiston stated he would feel more comfortable somewhere around the \$.49 mark for the tax rate.

Manager Sabiston stated Capital Improvement Plan requests for Administration include the following:

- Video equipment for better public viewing in meetings (\$8,000), desktop computer and printer replacements (\$4,000)
- Switches for computer network system (\$4,500), computer system updates for backup and firewall security (\$10,000)
- Fibernet services (\$8,500).

Manager Sabiston stated the Worker's Comp total amount has been plugged in under the Finance Dept. and it will be allocated at a later time. Manager Sabiston stated the property and liability insurance has been allocated by department and is an estimate only at this point.

Manager Sabiston stated for facilities, capital improvement plan for The Depot includes rebuilding deteriorating chimneys (\$5,500), paint facia and areas that are flaking off (\$3,000), and door replacement (\$1,300). Ray's Mill Park improvements include establishing a ground cover with sufficient grass at the park to include irrigation (\$25,000). Public Works' Facility improvements include office computers and monitors (\$2,300.63) and adding appliances to the breakroom and converting extra office space into a training/operations area (\$3,500). For the new police facility, \$75,000 has been earmarked for design fees.

Chief Colasacco stated big ticket items for the Police Department include three vehicles to complete the take home vehicle program and replace the remaining Chargers (\$121,787.25) and one additional vehicle for the Chief (\$41,467.17). Commissioner Byrd asked if the staff level will stay the same. Chief Colasacco stated yes the staffing will remain the same. Commissioner Byrd asked how that will work with the staffing for the resource officer at the Academy of Moore. Manager Sabiston stated the staffing support for the Academy of Moore is not included in this budget. Commissioner Byrd stated he would want to see a commitment from the Academy on a 50/50 split before there is any further discussion. Chief Colasacco stated another budget item will be temporary office space for the Police Dept. staff during the construction phase.

Chief Richardson stated for the Fire Department, equipment purchases have increased \$14,000 due to expiring mandated equipment that needs to be replaced.

Commissioner Dannelley asked why the Fire Pumper truck was moved from FY 19/20 to FY 20/21. Chief Richardson stated there is a 330-day buildout timeline for the pumper truck and he would propose starting the process in September. Chief Richardson stated the only capital improvement items for FY 19/20 are replacement radios (\$12,950) and MTD laptops (\$5,000).

Director Westbrook stated increases in the Planning Department include computer services (\$1,000) and increase for the Appearance & Beautification Commission (\$4,000). Capital improvements include the following:

- US 1 Crosswalk (Town match for construction) - \$20,000
- Johnson Street Sidewalk (Town match for engineering) - \$5,000
- Johnson Street Sidewalk (Town match for construction) - \$49,500
- South Street Improvements (Construction costs) - \$50,000
- Railroad Crossing Improvements (Construction costs) - \$15,000
- Pedestrian Plan Update (consultant) - \$25,000
- Poplar Street Stormwater Improvements (engineering costs) - \$12,000
- Poplar Street Stormwater Improvements (construction costs) - \$60,000

Director Crocker stated capital improvements included for Parks & Recreation are as follows:

- Resolve issue of park flooding particularly the playground - \$58,000
- Ray's Mill Park ground coverage and irrigation - \$25,000
- Acquire future park property - \$100,000
- Completion of work on lake dam (FEMA project) - \$240,000

Director Crocker stated increases in the Parks & Recreation budget are directly related to increased participation in programs, athletics, and special events.

Director Wood stated the only change on the Streets Department is an increase to the fuel line item to cover increased costs. Director Wood stated capital improvement items include:

- Replacing manual operated compactor that continuously needs repair and tilting bucket for better ditch repair (\$6,006) and replacing two bobcat mowers (\$8,600).
- Powell Bill street improvements (\$164,000)

Commissioner Byrd asked if the downtown area can be cleaned on a regular basis and especially prior to downtown special events. Manager Sabiston stated the downtown area is scheduled for clean-up every Wednesday and prior to every special event.

For the Sanitation Department, Director Wood stated a new garbage truck has been budgeted in the amount of \$165,000. Director Wood stated recycling expenses, tipping fees, and leaf/limb disposal fees have increased. Several garbage trucks have been ordered by the usual vendor and the Town has to express interest in one of those if interested in order to reserve it. The Board members agreed to go ahead and submit a letter of intent to purchase one of the garbage trucks. A motion was made by Commissioner Byrd, seconded by Commissioner Laney, to submit a letter of intent to purchase a garbage truck. Motion unanimously carried 4-0.

Manager Sabiston stated more or less the Water & Sewer Fund is pretty balanced, but he feels there are other considerations like financing for projects. Manager Sabiston stated there might be a need for a slight increase in water and sewer fees which he would estimate at 2 - 5% increase. Director Wood stated capital improvement items for the Water Production Department include emergency back-up power for the water and sewer system (\$75,703) and quick lock transfer switch for generator (\$6,000).

Director Wood stated capital improvement items for the Water /Sewer Dept. include the following:

- V-cam lateral camera system to replace old outdated camera (\$9,990)
- Replace a 2000 Backhoe that needs extensive repairs (\$54,909)
- Maintenance needed or replacement of sewer lines (\$60,000)
- Glendale Drive water line replacement (\$150,000)
- Next phase of AMR project – 1200 meters

Manager Sabiston stated for the Billing & Collections Department the only capital improvement item is for a small HVAC for the customer area due to insufficient heating/cooling in that area currently in the amount of \$4,500.

Commissioner Byrd asked for consideration to be given to the paving project in front of Railhouse Brewery. Commissioner Byrd stated the area where the Dog Fair is normally held is very mushy. Commissioner Dannelley stated he would like to have a better system in place for how roads are selected for improvements with Powell Bill funding. Director Wood stated age and condition of the roads are the biggest determining factors. Commissioner Byrd suggested putting together a list of roads that are maintained by NCDOT that are in need of repair for consideration.

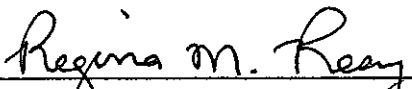
8. Closed Session pursuant to N.C. General Statute 143-318.11(a)(6) to discuss personnel.

A motion was made by Commissioner Byrd, seconded by Commissioner Goodwin to go into Closed Session pursuant to N.C. General Statute 143-318.11(a)(6) to discuss personnel. Motion unanimously carried 4-0.

The Board returned from Closed Session.

9. Adjournment.

A motion was made by Commissioner Byrd, seconded by Commissioner Goodwin, to adjourn the Work Session. Motion unanimously carried 4-0.


Regina M. Rosy, Town Clerk

Minutes were completed in
Draft form on April 9, 2019


Robert A. Farrell, Mayor

Minutes were approved
on April 22, 2019