

**Minutes
Special Called Meeting
Aberdeen Town Board**

June 8, 2020
Monday, 6:00 p.m.

Aberdeen Recreation Center
301 Lake Park Crossing, Aberdeen, NC

The Aberdeen Town Board met on Monday, June 8, 2020 for a Special Called Meeting for the FY 2020-2021 Budget. Members present were Mayor Robert A. Farrell, Mayor Pro-tem Joe Dannelley and Commissioners Wilma Laney, Elease Goodwin, Teresa Beavers, and Bryan Bowles. Staff members in attendance were Planning Director Justin Westbrook, Finance Director Butch Watson, Town Manager Paul Sabiston, Interim Public Works Director Joe Wood, IT Support Specialist Dean Wrightson, Fire Chief Phillip Richardson, Police Chief Carl Colasacco, Parks and Recreation Director Adam Crocker, and Town Clerk Regina Rosy. Others in attendance included Reporter for The Pilot Laura Douglass, Tim Marcham, and Elizabeth Manley.

1. Call to Order

Mayor Farrell called the meeting to order at 6:12 p.m.

2. Public Hearing for Fiscal Year 2020-2021 Budget and Budget Message.
(Town Manager Paul Sabiston)

Mayor Farrell opened the public hearing for the Fiscal Year 2020-2021 Budget.

Manager Sabiston stated a summary of the past year in review includes the following:

- More key staff retirements in 2019/2020 – Finance Director and Public Works Operations Manager
- Completed the FEMA project at the Lake Dam
- New fibernet connections completed to all departments
- Major revisions to the UDO and Comp Plan completed
- Revised IT relationship with ComTech to support new IT department, upgraded all desktop computers as we continue to upgrade all aspects of Town IT

- Completed Phase 2 of 3 of the AMR replacement project
- Security system installations to town buildings completed
- New residential/business permits continue to be strong (Setting a high standard for turnaround times for permitting; Improved follow-up and closeout of code enforcement activities; and TRC working well and assisting in updates and efficiencies)
- Recycling market and prices starting to stabilize but remain higher
- Completed the Well #28 project but issues remain to be resolved

Manager Sabiston stated the budget summary for Fiscal Year 2020-2021 is as follows:

<u>Budget Highlights</u>	<u>Proposed FY 20/21</u>	<u>Present Budget FY 19/20</u>
General Fund Expenditures	\$9,322,432	\$9,775,901
Water & Sewer Expenditures	\$3,730,736	\$3,600,390
Total Operating Budget	\$13,053,168	\$13,376,291

Manager Sabiston stated total property valuations in Aberdeen continue to grow and are up approximately 3% this year. Manager Sabiston stated the property tax rate in the proposed budget will remain flat at \$0.49 per \$100 valuation, and \$0.095 (County controlled rate) in the fire district. Manager Sabiston stated the garbage collection rates will increase to \$28.00 for residential (bi-monthly increase for \$2.00) and will increase to \$32.50 for commercial (bi-monthly increase of \$1.00). The water rates will increase to \$15.00 base rate per 2 months which is a \$1.00 increase. The sewer rates will increase to a \$15.00 base rate every 2 months which is a \$1.00 increase. Water and sewer volume rates are 3% higher than FY 19-20 to stabilize fund and absorb capital spending.

Manager Sabiston stated the Board of Commissioners and Town's Department Heads approved in 2015 a Town Mission Statement, Strategic Plan and Departmental Goals that seek to implement the Strategic Plan. These goals were reviewed and modified slightly in 2018. Starting with the 2016 budget, the Strategic Plan continues to be part of the budget document as well as in independent document to help guide town operations. During FY 19/20 it is our intent to publish

the Town's first annual report with initial results from performance measurements gathered in 2016-17 to 2020.

Manager Sabiston stated department goals for FY 20-21 for Admin/Finance/HR are as follows:

- Consider refinancing options for existing debt and new PD facility
- Continue to evaluate monthly departmental safety training units
- Continue to focus on data collection for internal measurements of our performance
- Consider seeking CAFR certification for Town finances
- Consider development of new employee programs

Manager Sabiston stated department goals for Fire/Police for FY 20-21 are as follows:

- Continue to maintain low fire rating
- Maintain staffing level and PT staff
- Increase inspection and preplans
- Cultivate new volunteer programs
- Maintain capital improvement replacement plan – new fire engine
- For the police department – continue working with new building construction
- Build community-based projects
- Continue to add/replace body cameras
- Strive to keep response times low as call volumes increase and being proactive

Manager Sabiston stated goals for the Planning Department include FY 20-21:

- Create aggressive work plan for Landscape Planner (new landscape installation, maintenance, trouble-shooting, planning future projects) for a visible difference in the downtown area and around gateway signs;

- Planning for new approach to and schedule for outdoor events during the COVID-19 period – with location and presentation adjustments;
- Continue to improve review times by TRC;
- Coordinate with Public Works, NCDOT on pending projects and schedule adjustments;
- Continue with aggressive demolition effort for severely dilapidated properties;
- Support downtown rehabilitation efforts

Manager Sabiston stated goals for the Parks & Recreation Department for FY 20-21 are as follows:

- Renovate the outfields at Colonial Heights Park to prevent erosion
- Contract quality, consistent grounds maintenance for Malcolm Blue Farm
- Increase adult athletic offerings
- Continue to modify athletic programs and classes to meet the needs of our residents and the new conditions for public gatherings
- Continue development of new park facility on Hwy 15/501.

Manager Sabiston stated goals for Public Works for FY 20-21 are as follows:

- Develop schedule for assisting other Town departments to maximize workflow
- Continue to look for professional development opportunities for department staff
- Continuously update safety operating procedures for all Public Works Departments
- Develop a roadside ditch maintenance program to ensure ditches are functioning properly
- Prepare water/sewer location map update for all current lines.

Manager Sabiston stated goals for the Water & Sewer Departments for FY 20-21 are as follows:

- Continue to look for professional development opportunities for department staff
- Implement an electronic work order system that allows jobs to be processed outside of the office, reducing travel to and from the Water Department
- Promote the use of NIXLE notification systems to our citizens
- Continuing to redefine safety operating procedures for all Water/Public Works Departments
- Complete a water/sewer specification guide as an easy-reference for new projects to use for building specifications/requirements

Manager Sabiston stated some capital items included for FY 20-21 are as follows:

- New police facility financing, construction bids, etc. (\$5.8 million)
- Phase 3 of AMR project (\$280,000)
- Standard vehicle replacement program for Police Department, Public Works and Parks & Recreation
- Construction of new fire engine (FY 21-22 delivery)
- Complete annual water/sewer replacement projects (Robbins Walk - \$100,000)
- Continue with several downtown improvement projects (\$50,000)
- Park development for new facility on 15-501

Manager Sabiston stated the Chief Building Inspector is being recommended to move from Salary Grade 19 to a Salary Grade 21. Manager Sabiston stated there is also a 2% cost of living increase for town staff. Manager Sabiston stated three adjustments have been made to the proposed Planning & Zoning Fees (page 9-10):

- Special Use Permit – change proposal from \$1000 to \$750

- Conditional Zoning – change proposal from \$1000 to \$750
- Planned Development – change from \$1200 to \$950

Manager Sabiston stated these increases for the permits are to cover staff time and advertising costs that go along with them. Manager Sabiston stated our proposed rates are still the best bargain around. Manager Sabiston stated the goal is to make these services fair market value.

Manager Sabiston stated there was originally consideration of a 2.5% cost of living increase for employees and hold off until October with implementation after review of revenues. Instead Manager Sabiston stated after further consideration he is recommending a 2% cost of living increase for Town staff effective July 1. Manager Sabiston stated there are additional savings that could be used if sales tax comes in lower than expected. Manager Sabiston stated he feels very good about the 2% cost of living increase for town staff and yet still net some savings.

Mayor Farrell stated this is a great budget – no tax increase. Commissioner Laney asked about the fee schedule and the price for a sign permit going from \$75 to \$25 (a reduction). Manager Sabiston stated the Planning Department felt that was a more fair manner to charge for signs for staff time.

Commissioner Goodwin asked when the new fees will begin. Manager Sabiston stated July 1, 2020.

Mayor Farrell asked about site plans going from \$250 to \$500. Director Westbrook stated site plans can be very complex and require quite a bit of staff time for review. Commissioner Bowles asked about the preliminary plat fees – Director Westbrook stated again, it's about the amount of staff time that it takes to review.

Commissioner Beavers asked about Planning Salaries, Water/Sewer salaries, and Sewer supplies and why those line items are significantly higher. Manager Sabiston stated two National Guard members will be returning from active duty this fiscal year which is the reason for the increase in Water/Sewer salaries, the Code Enforcement Officer position is fully funded in the Planning Department salaries line item. Director Wood stated the sewer supplies line item is higher to account for true expenses that will be needed in the upcoming fiscal year. Commissioner Beavers also asked about Phase 3 of AMR. Manager Sabiston stated the third phase will take place in the upcoming budget year. Commissioner Beavers asked about the grist mill

and if that was included in the budget – Director Crocker stated \$3500 is in the Capital line item for Malcolm Blue Farm. Director Crocker stated that will cover the initial repairs, but will not cover the 2nd phase of repairs for the grist mill. Commissioner Beavers noticed the worker’s comp was greatly reduced in this year’s budget. Director Rosy stated there was a reduction in the experience modifier rate and created close to \$50,000 of savings for this year’s budget.

Commissioner Beavers asked about the Johnson Street project – Director Westbrook stated it is a state project that was on the State Transportation Improvement Plan – it will include sidewalks from US 15/501 all the way to Southern Middle School on the north side of the road.

Mayor Farrell asked about the Water/Sewer legal fees line item being empty – Manager Sabiston stated if there are any legal fees in that department then it will be a contingency line item expense.

Commissioner Beavers asked about upgrades to the Town Hall for social distancing – Manager Sabiston stated those will be paid for in this budget year if possible.

Elizabeth Manley asked if any improvements are being budgeted for the Aberdeen Lake Park trail. She stated the trail is very hard to the feet and the gravel is very tough. Director Crocker stated in the next few years he would like to see about paving the trail to make it easier to walk. She also suggested a covered area for the trash cans at the end of the bridge because they collect standing water. Director Crocker stated he understands the concern and he will look into it to see if it is something that could be covered in the proposed budget.

3. Consider action on Fiscal Year 2020-2021 Budget Ordinance.
(Town Manager Paul Sabiston)

A motion was made by Commissioner Dannelley, seconded by Commissioner Goodwin, to approve the Fiscal Year 2020-2021 Budget Ordinance as presented this evening. Motion unanimously carried 5-0.

4. Adjournment.

A motion was made by Commissioner Bowles, seconded by Commissioner Laney, to adjourn the Special Called Meeting. Motion unanimously carried 5-0.

Regina M. Rosy

Regina M. Rosy, Town Clerk

Minutes were completed in
Draft form on June 8, 2020

Robert A. Farrell

Robert A. Farrell, Mayor

Minutes were approved
on June 22, 2020

**TOWN OF ABERDEEN
FISCAL YEAR 2020-2021
OPERATING BUDGET ORDINANCE**

BE IT ORDAINED by the Governing Board of the Town of Aberdeen, 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, 2020, and ending June 30, 2021, in accordance with the chart of accounts heretofore established for this Town:

Administration	\$ 285,332
Special Appropriations	29,700
Governing Body	40,465
Finance	363,108
Buildings & Grounds	385,734
Contingency	65,896
Police	2,616,546
Fire/Rescue	1,900,157
Planning	841,416
Parks & Recreation	664,456
Streets & Beautification	652,019
Powell Bill	217,000
Sanitation	670,430
Debt Service	<u>590,173</u>
Total	\$9,322,432

Section 2. It is estimated that the following **revenues** will be available in the General Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

Ad Valorem Taxes	\$5,047,308
Restricted Intergovernmental Revenue (FEMA)	43,565
Intergovernmental-State	2,718,000
Intergovernmental-Local	134,000
License & Permit Fees	336,600
Service Fees	494,645
Investments	22,500
Rents/Leases	196,951
Franchise Fees	7,500
Contributions	8,000
Recreation Fees	123,000
Miscellaneous Revenue	108,540
Appropriated Revenues	<u>81,823</u>
Total	\$9,322,432

Section 3. There is hereby levied a **tax** at the rate of forty-nine (\$.49) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2020.

Section 4. The following amounts are hereby **appropriated** in the **Water & Sewer Fund** for the operation of the water and sewer utilities for the fiscal year beginning July 1, 2020, and ending June 30, 2021, in accordance with the chart of accounts heretofore approved for the Town:

Water Production	\$ 955,325
Water and Sewer	2,659,135
Water Billing & Collections	<u>116,276</u>
Total	\$ 3,730,736

Section 5. It is estimated that the following **revenues** will be available in the **Water/Sewer Fund** for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

Water & Sewer Revenues	\$ 3,686,236
Miscellaneous Revenues	44,500
Appropriated Revenues	<u>0</u>
Total	\$ 3,730,736

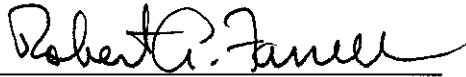
Section 6. Water and sewer usage rates and base rates for each bi-monthly billing cycle are hereby established as set forth in Attachment “A” for the fiscal year beginning July 1, 2020, and ending June 30, 2021. The effective date for the new water and sewer rates will begin with the billing period, or the usage period, starting on June 10, 2020, in preparation for the actual billing date of September 1, 2020.

Section 7. Special Authorization – Budget Officer. The Town Manager shall be authorized to reallocate departmental appropriations among the various line items of expenditures as deemed necessary and appropriate. The Town Manager shall be authorized to make interdepartmental transfers, within the same fund, not to exceed 10% of the appropriated monies for the department whose allocation is impacted.

Section 8. Fee Schedule. The Town of Aberdeen wishes to establish and adopt a comprehensive fee schedule for its fees, charges and revenues collected that are not otherwise established by its tax, licenses, permits in other parts of this Budget Ordinance or in other parts of the Town’s Code of Ordinances or rules and regulations. No currently charged fees or charges are discontinued unless specifically eliminated herein. Attached to the Budget Ordinance as Attachment “A” and incorporated herein is the Town of Aberdeen Fee Schedule which will be effective immediately upon passage of this Budget Ordinance. The Fee Schedule may be amended and adjusted by passage of a resolution by the Board of Commissioners. These fees and charges shall be effective until and unless specifically eliminated or determined invalid by North Carolina statute or judicial decision with binding authority.

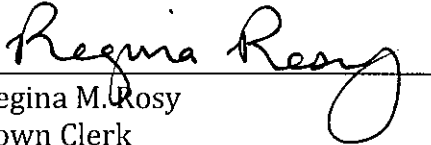
Section 9. Salary Grade Schedule. Pursuant to the Town of Aberdeen Personnel Policy attached to the Budget Ordinance as Attachment "B" is the annual salary grades for employees of the Town which shall govern the pay ranges for all included employees.

Duly adopted this 8th day of June, 2020, while in regular session for budget adoption.



Robert A. Farrell
Town Mayor

Attest:



Regina M. Rosy
Town Clerk

Town of Aberdeen

Attachment A

**Adopted Fee Schedule – new/amended fees effective July 1, 2020
(unless otherwise indicated)**

Copies

8 1/2 x 11 (B & W)	15¢ ea - first 10 pgs, 5¢/pg thereafter
8 1/2 x 11 (Color)	25¢ ea - first 10 pgs, 10¢/pg thereafter
11 x 17 (B&W)	25¢ each
11 x 17 (Color)	35¢ each

*If electronic copies provided \$8 per thumbdrive (or actual costs-whichever is greater) plus \$8.50 per hour for labor minimum if over 15 minute project – all projects must be related to town business.

Maps, large documents etc.

See Planning Department fees

1. Water & Sewer Rates Fee Schedule

(Effective date for the new water & sewer fees shall be the billing period/usage period of 6-10-20 to 8-15-20 and for the billing date of 9-1-20)

<u>In-Town Water Rates (per billing cycle)</u>	<u>2019-20 Rates</u>	<u>2020-21 Rates (3% increase to volume rates water/sewer)</u>
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Base Charges (includes no usage):

Residential	\$14.00	\$15.00
Commercial & Institutional	17.00	18.00
Industrial	52.00	53.00
1,000-5,000	3.45	3.55 per thousand
5,001-10,000	3.68	3.79 per thousand
10,001-15,000	3.92	4.04 per thousand
15,001-20,000	4.16	4.28 per thousand
20,001-25,000	4.63	4.77 per thousand
Over 25,000	5.06	5.21 per thousand

In-Town Sewer Rates (per billing cycle) 2019-20 Rates 2020-21 Rates

Base Charges (includes no usage):

Residential	\$14.00	\$15.00
Commercial & Institutional	17.00	18.00
Industrial	52.00	53.00
1,000-5,000	3.87	3.99 per thousand
5,001-10,000	4.50	4.64 per thousand
10,001-15,000	5.37	5.53 per thousand
15,001-20,000	6.15	6.33 per thousand
20,001-25,000	6.94	7.15 per thousand
Over 25,000	7.70	7.93 per thousand

***Special Rate – Multi-Unit**

See schedule. To accommodate unique multi-unit facilities and other special user demands the Town has established certain rates to avoid unnecessary and redundant charges. New rates will include 3% increase.

Bulk Rates determined by interlocal agreement and listed separately.

Out of Town Water Rates (per billing cycle) 2019-20 Rates 2020-21 Rates

Base Charge (includes no usage):

Residential	\$ 22.00	\$24.00
Commercial & Institutional	32.00	34.00
Industrial	102.00	104.00
1,000-5,000	6.90	7.10 per thousand
5,001-10,000	7.36	7.58 per thousand
10,001-15,000	7.84	8.08 per thousand
15,001-20,000	8.32	8.56 per thousand
20,001-25,000	9.26	9.54 per thousand
Over 25,000	10.12	10.42 per thousand

Out of Town Sewer Rates (per billing cycle) **2019-20 Rates** **2020-21 Rates**

Base Charge (includes no usage):

Residential	\$ 22.00	\$ 24.00
Commercial & Institutional	32.00	34.00
Industrial	102.00	104.00
1,000-5,000	7.74	7.98 per thousand
5,001-10,000	9.00	9.28 per thousand
10,001-15,000	10.74	11.06 per thousand
15,001-20,000	12.30	12.66 per thousand
20,001-25,000	13.88	14.30 per thousand
Over 25,000	15.40	15.86 per thousand
*ATF Sewer Rate (annual schedule escalation per year starting FY20-21)	7.37	per thousand (see

Water and Sewer Connection Fees Per Unit:

Water*

¾ inch tap/meter	\$1,000 (\$600 if meter box in place)(\$100 increase all categories)
1 inch tap/meter	\$1,200
1.5 inch tap/meter	\$1,600
2 inch tap/meter	\$1,900
4 inch tap/meter	Minimum \$3,100 (cost plus \$400)
6 and 8 inch tap/meter	Minimum \$3,600 (cost plus \$600)
Installed Irrigation Meter	\$600 if shared line – Separate line - <u>see</u> charges above.

Out-of-town rates are double the above-listed charges.

Sewer Residential*

Individual residential connection	\$900
4 inch Gravity	\$900

Out-of-town rates are double the above-listed charges.

See separate attachment for **System Development Fees** for water and sewer previously adopted by Board of Commissioners.

Bacteriological Analysis Testing \$25.00 per test

*Actual costs if greater than above fees in cases of bores, etc. Out-of-town rates are double the listed charges.

**Charges for water/sewer connections for sizes larger than standard will be at actual cost of material, labor, overhead, equipment, engineering and all other costs, or the cost of contracting the work, plus 20% for in town and 40% for out of town connections.

2. Sanitation:

Residential Garbage - \$26.00 (per billing cycle) (\$5 increase)

Business Garbage - \$31.50 (per billing cycle) (\$5 increase)

3. Parks and Recreation Department - Fees and Charges Policy

Programs – Direct Cost + \$5 administrative fee, Non-Resident 50% more

Youth Athletics – \$12 Resident, \$25 Non-Resident

Adult Athletics – Direct Cost + \$20 team fee, Non-Resident \$10 fee

Non-Resident Membership - \$50 yearly fee, all family household members receive resident rates

Facilities

• **Recreation Center –**

<u>Room</u>	<u>Sq. Ft.</u>	<u>Dimensions</u>	<u>Occupancy</u>	<u>Hourly Rate</u>	<u>Tables</u>	<u>Chairs</u>
104	1280	30' x 40'		\$20 R/ \$40 NR	6	50
107	1280	31' X 40'		\$20 R/ \$40 NR	6	50
104&107	2560	40' X 60'		\$35 R/ \$70 NR	12	100
126	800	19' X 45'		\$20 R/ \$40 NR	3	30

- Each Room includes number of tables and chairs listed (we do not set up or clean up)
- Additional tables: \$3 per table. Additional Banquet Chairs: \$1.00 per chair.
- PA System: \$15.00 Screen: \$15.00
- Security Deposit: \$100.00. Alcohol Deposit: \$100 (\$200 total deposits)
- R = Town of Aberdeen Resident NR = Non- Resident

Max depends on the configuration of tables and chairs. Please ask APRD Staff.

• **Parks –**

<u>Aberdeen Lake Gazebo</u>	<u>Residents - \$20/hr. Non-Residents - \$40/hr.</u>
<u>Aberdeen Lake Lawn</u>	<u>Residents - \$25/hr. Non-Residents - \$50/hr.</u>
<u>Aberdeen Lake Shelter</u>	<u>Residents - \$25/hr. Non-Residents - \$50/hr.</u>
<u>Sharpe Memorial Shelter</u>	<u>Residents - \$15/hr. Non-Residents - \$30/hr.</u>
<u>Berkley Park Shelter</u>	<u>Residents - \$15/hr. Non-Residents - \$30/hr.</u>
<u>Colonial Heights Ballfield</u>	<u>Residents w/o lights - \$10/hr. Residents w/lights - \$20/hr.</u>
<u>(Tyndall-Front, Farrell-Back)</u>	<u>Non-Resident w/o lights - \$20/hr. Non-Resident w/lights - \$40/hr.</u>
<u>Colonial Heights Volleyball Court</u>	<u>Residents - \$5/hr. Non-Residents - \$10/hr.</u>
<u>Ray's Mill Pier</u>	<u>Residents - \$20/hr. Non-Residents - \$40/hr.</u>
<u>Ray's Mill Shelter</u>	<u>Residents - \$15/hr. Non-Residents - \$30/hr.</u>

- **Malcolm Blue Farm –**

<u>Grounds Rental (Includes Restrooms/Concession) -</u>	<u>\$350</u>
<u>Deposit -</u>	<u>+ \$100</u>
<u>Pack House Use -</u>	<u>\$100</u>
<u>Pack House Deposit -</u>	<u>+ \$100</u>
<u>Trash/Recycling Bins -</u>	<u>\$30/bin</u>

Refer to ABC for alcohol permit.

- **Outdoor Special Event Permit –** \$50 + applicable facility rental fees

4. Planning, Zoning, and Inspection Fees

Proposed Fee Schedule:			
Permits/			
Building Permits			
Permits	Old Fee	Proposed Fee	
Residential Building (Additions/Stick Built Sheds)	\$100.00 + .20 sq ft	\$100.00 + .20 sq ft	
Residential Building (Remodel/Alterations)	\$75.00 + .20 sq ft	\$75.00 + .20 sq ft	
Residential Building (Deck)	\$50	\$100.00	
Residential Building (Portable Buildings/Carports)	\$50	\$100.00	
Commercial Building	\$100.00 + .20 sq ft	\$200.00 + .20 sq ft	
Sign Permit	\$75.00	\$25.00 per sign	
Demolition Permit	\$150.00	\$150.00	
Inspections			
Trade	Inspection	Old Fee	Proposed Fee
	Manufactured Housing	\$250.00 includes all trades	\$250.00
	NCHORF (required by State of NC)	\$10.00	\$10.00
	Sign (Building)	N/A	\$50.00
	Miscellaneous (Building)	N/A	\$75.00

Electrical	Temporary Pole (Residential)	\$50.00	\$50.00
	Temporary Pole (Commercial)	\$75.00	\$75.00
	Up To Electrical 200 Amp Service (1 Phase)	\$200.00	\$100.00
	Each additional Electrical 200 Amp Service	\$150.00 per each additional 200 Amp's	\$100.00
	Temporary Power	\$100.00	\$100.00
	Panel/Mtr. Base Replacement	\$100.00 if same for same	\$100.00 if same for same
	Panel Replacement with service change	\$75.00, \$125.00 above 200 amp	\$75.00, \$125.00 above 200 amp
	Service Change Only	\$50.00	\$75.00
	Load Control / Disconnect	\$15.00 each	\$15.00 each
	Sign (Electrical)	N/A	\$50.00
	Miscellaneous (Electrical)	\$50.00	\$75.00
Plumbing	Residential	\$100.00 + \$10 per fixture	\$100.00 + \$10 per fixture
	Commercial	\$200.00 + \$20 per fixture	\$200.00 + \$20 per fixture
	Hot-Water Heater Change-out	\$50.00	\$75.00
	Sprinkler System – Irrigation	\$50.00	\$50.00
	Water/Sewer Tap	\$50.00 (see water/sewer for add'l fees)	\$50.00 (see water/sewer for add'l fees)
	Miscellaneous (Plumbing)	N/A	\$75.00
	Mechanical	Duct Work for alterations	\$35.00
Residential		\$100.00 per system	\$100.00 per system

	Commercial	\$150.00 per system + \$ 10 per ton	\$150.00 per system
	Refrigeration	\$50.00 + \$10.00 per unit	\$50.00 + \$10.00 per unit
	New Gas Line	\$50.00	\$75.00
	Commercial Range, Grease Hood, Etc.	\$50.00	\$125.00
	Smoke Test – over 5 tons	\$50.00	\$100.00
	Pool – includes electrical	\$100.00	\$200.00
	Petroleum Tanks (above/below)	\$50.00 each	\$100 each
	Petroleum Product Dispenser	\$50.00 + \$20 each addition disp.	\$50.00 + \$50 each addition disp.
	Generator	N/A	\$125.00
	Miscellaneous (Mechanical)	N/A	\$75.00
Fire	Fire Suppression System	\$100.00	\$100.00
	Fire Sprinkler Systems: New/Renovations (plan review/100 heads)	\$100.00 + .50 each additional head	\$100.00 + .50 each additional head
	Fire Alarm System (includes plan review)	\$50.00	\$50.00
	Miscellaneous (Fire)	N/A	\$75.00
Other	Tent	\$50.00	\$50.00
	Day Care Special Inspection	\$200.00	\$200.00
	Failure to obtain permit	Double Permit Fee	Double Permit Fee
	Re-inspection fee	(First Re-inspection) \$100.00	\$100.00
		(Second Re-inspection) \$100.00	
		(Third Re-Inspection) \$200.00	

Zoning Permits		
Permit	Old Fee	Proposed Fee
ABC Permit	\$25.00	\$75.00
Fence	\$50.00	\$50.00
Home Occupation	\$250.00	\$50.00
Temporary Use Permit	N/A	\$50.00
Zoning Permit	\$50.00	\$50.00
Zoning Compliance Letter	\$50.00	\$50.00
Land Development		
Service	Old Fee	Proposed Fee
Administrative Adjustment	N/A	\$50.00
Determination	N/A	\$50.00
Easement Reconveyance	N/A	\$100.00
Exempt Map	N/A	\$50.00
Final Plat	N/A	\$100.00
Floodplain Development Permit	N/A	\$50.00
Group Development	N/A	\$400.00 + \$20 per DU -or- acre
Land Disturbance	N/A	\$50.00
Right-of-way Encroachment Agreement	N/A	\$150.00
Preliminary Plat	\$150.00 (first 10 lots) plus \$10 per each additional lot	\$500.00 + \$20 per lot
Site Plan	\$250.00 + \$20 per each acre over 1	\$500.00 + \$5 per acre or portion
Site Plan (w/ Special Intensity Allocation Application)	\$350.00 + \$20 per each acre over 1	\$350.00 + \$20 per each acre over 1
Watershed Protection Permit	\$100.00	\$100.00
Board Action		
Service	Old Fee	Proposed Fee
Annexation	N/A	\$300.00
Appeal	N/A	\$300.00
Certificate of Appropriateness	\$50.00	(Major) \$100.00
		(Minor) \$50.00
Land Use Plan Amendment	N/A	\$100.00
Land Use Plan Amendment	N/A	\$200.00
Special Use Permit	\$250.00	\$750.00
Street Abandonment	\$375.00 (petitioner responsible for survey)	\$500.00
Text Amendment	\$300.00	\$300.00

Variance		\$250.00	\$250.00
Zoning Map Amendment		\$300	(General Zoning) \$500.00
			(Conditional Zoning) \$750.00
			(Planned Development) \$950.00
Other Services			
Map	Size	Old Fee	Proposed Fee
Standard Map	8.5 x 11	\$2.00	\$2.00
	11 x 17	\$4.00	\$4.00
	24 x 36	\$20.00	\$20.00
	36 x 48	\$25.00	\$25.00

Additional Information and Requirements for Planning related fees:

- The Town reserves the right to charge actual costs for special circumstances that require review above the norm or if the Town needs to hire a specialist (engineer, attorney, surveyor, etc.) to further review a proposal. Likewise, any other associated review, advertising, or recording fees shall be passed on to the applicant.
- Unless otherwise noted, all fees (and additional professional fees) must be paid upon initial application and prior to receiving a Zoning Compliance or a Certificate of Occupancy.

5. Fire Department Fees

Repeated or Continual Alarm Malfunction – (12-month period from July 1 to June 30)

First Alarm –	N/C
Second Alarm –	N/C
Third Alarm -	\$25.00
Fourth Alarm -	\$50.00
Fifth Alarm -	\$100.00
Each subsequent alarm -	\$100.00

Intentional Misuse of an Alarm

First Alarm -	\$250.00
Each subsequent alarm -	\$250.00

Fire Watch and Medical Coverage*

Class "A" Pumper -	\$50 per "Event"
Fire Officer -	\$30 per hour
Engineer -	\$25 per hour
Firefighter -	\$25 per hour (or per event as designated)
Emergency Medical Technician -	\$25 per hour (or per event as designated)

*Hourly rates may be adjusted for routine events, public school functions, and non-profit events upon approval of the Fire Chief.

6. Police Department Fees

First false alarm-	N/C
Second false alarm-	Warning letter
Third false alarm-	2nd warning letter
Fourth and subsequent false alarms-	\$100 each
Police Duty*	\$45 per hour (or per event as designated)

*Hourly rates may be adjusted for routine events, public school functions, and non-profit events upon approval of the Police Chief.

Note:

Any fees or charges not specifically listed or itemized in this fee schedule but currently or traditionally charged by the Town shall remain in full force and effect until specifically eliminated.

TOWN OF ABERDEEN
ALLOCATION OF CLASSES TO SALARY GRADE

Approved by the Board of Commissioners on 6/08/2020

Effective July 1, 2020

SALARY GRADE	SALARY RANGE		CLASSIFICATION TITLE
1	\$19,871	- \$29,806	
2	\$20,864	- \$31,297	
3	\$21,908	- \$32,861	
4	\$23,003	- \$34,504	
5	\$24,153	- \$36,230	Custodial Worker (30 hrs/week)
6	\$25,361	- \$38,041	Sanitation Maintenance Worker Streets Maintenance Worker Grounds Maintenance Worker Parks & Recreation Administrative Assistant (part-time)
7	\$26,629	- \$39,943	Parks Maintenance Superintendent Sanitation Crew Leader Customer Service Representative (part-time)
8	\$27,960	- \$41,940	Water & Sewer Maintenance Worker
9	\$29,358	- \$44,037	
10	\$30,826	- \$46,239	Administrative Assistant (full-time) Police Records Clerk Recreation Athletic Coordinator Recreation Program Coordinator Well System Operator Permit Technician Water & Sewer Crew Leader
11	\$32,367	- \$48,551	Probationary Firefighter/EMT
12	\$33,986	- \$50,979	Firefighter/EMT Human Resources Specialist / PIO
13	\$35,685	- \$53,528	Finance Technician Firefighter/EMT First Class Probationary Police Officer

14	\$37,469	-	\$56,204	Police Officer I Senior Firefighter Sanitation Superintendent
14.5	\$38,406	-	\$57,609	Probationary Fire Lieutenant
15	\$39,343	-	\$59,014	Accounting Technician/Purchasing Agent Code Enforcement Officer Deputy Planner Police Officer II
15.5	\$40,326	-	\$60,490	Fire Lieutenant
16	\$41,310	-	\$61,965	Master Police Officer Planner I Downtown & Economic Development Planner Probationary Fire Inspector Probationary Police Sergeant Probationary Police Investigator
16.5	\$42,343	-	\$63,514	Senior Fire Lieutenant
17	\$43,376	-	\$65,063	Building Inspector I Fire Inspector Planner II Police Detective, 2nd Class, 1st Class Police Sergeant, 2nd Class, 1st Class Probationary Fire Captain Water & Sewer Superintendent IT Support Specialist
17.5	\$44,460	-	\$66,690	Fire Inspector 1st Class
18	\$45,544	-	\$68,316	Building Inspector II Fire Captain Probationary Police Lieutenant Senior Fire Inspector Senior Planner Public Works Operations Manager Utilities Operations Manager
19	\$47,822	-	\$71,732	Senior Fire Captain Deputy Fire Marshal Police Lieutenant, 2nd Class, 1st Class
19.5	\$49,017	-	\$73,526	Fire Marshal

20	\$50,213	-	\$75,319	Senior Fire Marshal
21	\$52,723	-	\$79,085	Police Captain - Investigation, 2nd Class, 1st Class Police Captain - Patrol, 2nd Class, 1st Class Chief Building Inspector
22	\$55,359	-	\$83,039	Deputy Police Chief Deputy Fire Chief Parks & Recreation Director
23	\$58,127	-	\$87,191	Planning Director Human Resources Director/Town Clerk
24	\$61,034	-	\$91,551	Finance Officer Fire Chief Police Chief Public Works Director
25	\$64,085	-	\$96,128	
26	\$67,290	-	\$100,934	
27	\$70,654	-	\$105,981	
28	\$74,187	-	\$111,280	
29	\$77,896	-	\$116,844	
30	\$81,791	-	\$122,687	
31	\$85,881	-	\$128,821	
32	\$90,175	-	\$135,262	