

Minutes
Work Session
Aberdeen Town Board

January 3, 2012
Tuesday, 5:30 p.m.

Robert N. Page Municipal Building
Aberdeen, North Carolina

The Aberdeen Town Board met Tuesday, January 3, 2012 at 5:30 p.m. for the Work Session. Members present were Mayor Elizabeth B. Mofield, Mayor Pro-tem Robbie Farrell, and Commissioners Pat Ann McMurray, Jim Thomas, Alan Parker, and Walter Wright. Staff members in attendance were Finance Officer Beth Wentland, Planning Director Kathy Liles, Senior Planner Pam Graham, Town Manager Bill Zell, Planning Intern Jae Kim, and Town Clerk Regina Rosy. Reporter for the Pilot Tom Embrey, Jennifer Lambeth, and Julia Thomas were also in attendance for the meeting.

Mayor Pro-tem Farrell called the meeting to order at 5:30 p.m.

1. Oath of Office for Commissioner Jim Thomas.

Town Clerk Regina Rosy administered the oath of office for Commissioner Jim Thomas.

2. Audit Presentation from Dixon Hughes Goodman.

Manager Zell stated Jennifer Lambeth with Dixon Hughes Goodman is here to present the audit report to the Board for Fiscal Year 2010-2011.

Jennifer Lambeth, Senior Manager for Dixon Hughes Goodman, stated the financial statements present a clean opinion for the audit for the Town of Aberdeen. Mrs. Lambeth stated the key numbers are total assets of \$9.1 million, \$3.3 million of liabilities, with \$5.7 million in total net assets, and there is \$894,000 in unrestricted assets. Mrs. Lambeth stated for the Water & Sewer Fund, there is \$9.2 million in assets, \$285,000 in total liabilities, and \$8.9 million in total net assets.

Mrs. Lambeth stated the assets of the Town of Aberdeen exceeded its liabilities at the close of the fiscal year by \$14,653,604 (net assets).

Mayor Mofield arrived at 5:38 p.m. for the meeting.

Mrs. Lambeth stated in the fund balance area, the wording has been changed to stabilization rather than reserve. Mrs. Lambeth stated the Town received capital contributions in the amount of \$522,000 (grant proceeds, intangibles contributed to the Town such as easements).

Mrs. Lambeth stated there were no significant deficiencies identified during the audit.

Mrs. Lambeth stated tests of compliance were completed during the audit process, and the results of the tests displayed no issues.

Mrs. Lambeth stated some compliance work had to be completed on the CDBG grant. Mrs. Lambeth stated the Town of Aberdeen complied with all compliance requirements that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2011.

Mrs. Lambeth stated the SAS 114 letter is a standard letter that states the responsibilities of Dixon Hughes Goodman in completing the audit. Mrs. Lambeth went over the planned scope and timing of the audit, significant audit findings, difficulties encountered in performing the audit, corrected and uncorrected misstatements, disagreements with management, management representations, management consultations with independent accountants, and other audit findings or issues. There were no outstanding issues pertaining to the audit.

Mrs. Lambeth stated that is all she has for the audit presentation. There were no questions from the Board. Mayor Pro-tem Farrell thanked Finance Officer Beth Wentland for her hard work.

Commissioner Wright asked if the \$1,000,000 for liability insurance is enough coverage for the Town to carry. Manager Zell stated he will check with the insurance carrier to see how much an umbrella policy would cost.

Commissioner McMurray thanked Beth Wentland for her hard work too. Mayor Mofield stated the Town can not continue to take from the Fund Balance each year, and must stay within the budget.

3. Submittal for 2011 CDBG Application.

Planning Director Liles stated it is that time of the year to begin the process for the CDBG application process. Planning Director Liles stated the NC Department of Commerce has released notification of the 2011 CDBG grant application cycle in the program areas of Infrastructure Program, Infrastructure Hook-Up, Small Business and Entrepreneurial Assistance, and NC Catalyst. Planning Director Liles stated staff feels there is potential for application in these areas, and staff is in the process of scoping possible projects for submittal.

Planning Director Liles stated the first public hearing would need to be held on January 9, 2012 and Planning Intern Jae Kim would be conducting the public hearing. Planning Director Liles stated the application cycles run from February to April of 2012. Agenda Item as Public Hearing on January 9, 2012.

4. Discussion on Staff Participation in CTP Mapping.

Planning Director Liles stated the CTP is the comprehensive transportation plan. Planning Director Liles stated during the last round, the plan was for the municipal planners to sit down and draw a line on the map. Since that time, it has been decided that maybe that is not the best idea. Now the plan is for the municipal planners to sit down and discuss areas for growth and which roads in their respective regions should be included in the Origin Destination Study. Planning Director Liles stated the municipal planners will be sitting down to meet on Friday, January 6th at 9:00 a.m.

Mayor Pro-tem Farrell stated he thinks that idea seems more appropriate.

Mayor Mofield stated she thought another possibility may be to extend Sycamore Street into Southern Pines to give another route for local traffic.

5. Establish Date for Discussion of Planning Budget and Main Street Program.

Planning Director Liles stated Jae Kim and Ray Ogden have worked diligently and have prepared a draft Main Street application. Planning Director Liles stated the key thing now is to determine if we can move forward with making an application for the Main Street Program.

Manager Zell stated he will be out of Town January 23-27 for the birth of his first grandchild. Manager Zell stated his Manager's Conference will be Feb. 1-3, and he is wondering if the Board will be okay with moving the Work Session from Feb. 1 back to Jan. 31 so that he can be present. The Board members were fine with moving the Work Session to Jan. 31, 2012.

Commissioner McMurray stated during the last Main Street Program, there was not enough support from the Board. Commissioner Wright stated it takes a lot of work to make the Main Street Program work.

The Board scheduled Tuesday, January 17th at 5:30 p.m. to discuss the Main Street Program.

6. Discussion on Gross Receipts.

Manager Zell stated he distributed variations of how gross receipts could be set up. Manager Zell stated any business that is state regulated, will remain the same and will pay no business license. Manager Zell stated Aberdeen could raise the fee schedule, tiers could be set up for gross receipts, or caps could be set.

Manager Zell stated in example B, anything over \$300,000 would go into gross receipts.

Mayor Mofield stated what she would like to see is for this to not take effect until gross receipts exceed \$500,000. Mayor Mofield stated she is concerned this could grossly affect local businesses in Aberdeen.

Commissioner Wright requested Manager Zell find out what Wal-Mart is paying in Sanford so the Board has some examples to look at.

Commissioner Parker stated his business is protected from having to pay a business license. Commissioner Parker stated if that was not the case, then he would be taken aback about having to share the gross receipts figure with the Town of Aberdeen. Mayor Mofield suggested setting the minimum at \$1,000,000 to eliminate small businesses from the gross receipts. Commissioner Parker stated he felt \$1,000,000 would be a great starting point.

Manager Zell stated at the next Work Session he will bring some examples from local businesses on how gross receipts would affect them.

7. Other Business.

Commissioner McMurray asked the status of the master sign plan. Senior Planner Graham stated the kiosk is in, but it is not complete at this time. Senior Planner Graham stated no other items regarding the master sign plan have moved forward. Planning Director Liles stated she had contacted Chuck Dumas with NC DOT to see about off premise signage. A preliminary map with all locations has already been drafted.

Commissioner McMurray asked for an update on the PARTF grant. Manager Zell stated there is still no word on the PARTF funding.

Commissioner McMurray asked if the Town is still looking for test well sites. Manager Zell stated testing is being done for a well site on One Down Street and another location is being looked at in Hoke County, just over the County line.

Commissioner McMurray asked about Legacy sidewalks. Planning Director Liles stated all past minutes have been pulled, and a conversation was held with Jeremy Rust. Planning Director Liles stated apparently the approved plan only had sidewalks on one side. Mayor Pro-tem Farrell stated he can not believe that the plan was approved with sidewalks

on only one side of the road. Mayor Pro-tem Farrell stated he is very upset about this mishap and does not understand how this happened. Mayor Pro-tem Farrell wanted to know what happened to the six miles of sidewalks that were promised by the developer in Legacy Lakes.

Commissioner McMurray asked if the list of junk vehicles has diminished since Oct. 4th. Planning Director Liles stated the next step will be to send out letters to check on the status of junk vehicles. And the next step would be the \$50 a day charge.

Commissioner McMurray stated she got an e-mail from a citizen about the wall facing Davenport Galaxy stating it makes the downtown area look unkempt. Commissioner McMurray asked what the Town could do about the appearance of this wall. Manager Zell stated he will contact John Davenport about the appearance of the wall.

Commissioner McMurray asked about the Depot and if a contract has been signed about the caboose. Manager Zell stated the railroad curators (Bob Martin and Charles Zuhone) will be painting the inside. Commissioner McMurray asked if rent could be increased for the facility. Manager Zell stated no rent is charged, and the curators are volunteers. Mayor Mofield stated if the building is going to be painted, then she wants it to be done historically correct. Planning Director Liles asked for a copy of the correct set of keys to access the building, since her keys do not work any longer on the locks. Manager Zell directed Planning Director Liles to contact Public Works Director Rickie Monroe about keys to the building.

Planning Director Liles stated a large group will be attending the meeting on January 9th to discuss the noise issue in the downtown area relative to the Railhouse Brewery. Senior Planner Graham stated Planning Director Liles will not be in attendance for the meeting on Jan. 9th. Senior Planner Graham asked if the Board would like to have Attorney Morphis in attendance for the meeting. Manager Zell stated he thinks the Board should just listen to the comments on Monday night, and he sees no need to have the attorney present.

8. Adjournment.

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

Regina M. Rosy, Town Clerk

Minutes were completed in
Draft form on January 3, 2012

Elizabeth B. Mofield, Mayor

Minutes were approved
on January 9, 2012