

Minutes  
Work Session  
Aberdeen Town Board

September 27, 2012  
Thursday, 5:30 p.m.

Robert N. Page Municipal Building  
Aberdeen, North Carolina

The Aberdeen Town Board met on Thursday, September 27, 2012 at 5:30 p.m. for their regular Work Session. Board members present were Mayor Elizabeth B. Mofield, Mayor Pro-tem Robbie Farrell and Commissioners Pat Ann McMurray, Alan Parker, and Walter Wright. Commissioner Jim Thomas was not in attendance for the meeting. Staff members in attendance were Town Manager Bill Zell, Town Clerk Regina Rosy, Planning Director Kathy Liles, Purchasing Agent Sharon Simpson, Public Works Director Rickie Monroe, Assistant Public Works Director Harold Watts, and Community Development Planner Jae Kim. Reporter for the Pilot Tom Embrey, Reporter for the Fayetteville Observer Steve DeVane, and Terry Williams representing Meridian Kiosks were also in attendance for the meeting.

Mayor Mofield called the Work Session to order at 5:30 p.m.

1. Resolution Accepting and Endorsing the Solid Waste Management Plan of 2012 for Moore County.

Public Works Director Monroe stated this solid waste management plan is considered for update approval once every three years.

Public Works Director Monroe stated pretty much all of the businesses are recycling, but citizens are only recycling at about 21%.

A motion was made by Commissioner McMurray, seconded by Commissioner Wright, to approve the Resolution Accepting and Endorsing the Solid Waste Management Plan of 2012 for Moore County. Motion unanimously carried.

2. Discussion on Water & Sewer Adjustment Policy.

Manager Zell stated at the last Board Meeting, a citizen spoke during the public comment session, and the citizen's sprinkler system ran for awhile while she was out of Town and 395,000 gallons of water leaked out. The current policy only reduces the water bill by 10,000 gallons of water if there is a leak on a water only meter, but that is all the policy allows for an adjustment.

Public Works Director Monroe stated this used to be a common problem, where residents would go out of Town and have large leaks and large water bills, so the Board made the decision to only reduce the bill by 10,000 gallons since the water was in fact used.

Manager Zell stated there is a separate adjustment policy in place for household water meters, but not for irrigation meters. Commissioner Wright stated it sounds like the sprinkler head in this situation malfunctioned, and was not discovered until after 395,000 gallons was used. Manager Zell stated he thinks citizens need to be responsible for their water usage. Commissioner Wright stated he thinks Aberdeen needs to be willing to consider this request, since this lady's husband was out of the country in the military and she was out of town, and her sprinkler head malfunctioned. Mayor Mofield stated a \$1,500 water bill would be a hard pill to swallow, and she would like to be charitable towards that. Manager Zell stated the problem is, where do you draw the line? Mayor Mofield asked if this lady was a newcomer to Aberdeen. Commissioner Parker stated this lady had enough regular history, that perhaps the Board could take her regular water only meter history, and take the average from 3 billing cycles and charge that amount.

A motion was made by Commissioner Parker to amend the Water & Sewer Adjustment Policy to treat household water meters and irrigation meters the same with bill adjustments for leaks. Mayor Pro-tem Farrell stated he is concerned that this change in the policy could create more waste of water. Public Works Director Monroe suggested recouping the cost for the water with an adjustment policy – such as take the entire water production budget and divide it by the total number of gallons of water produced in a year, and then multiply that cost times the number of gallons used to determine the cost that should be charged for leak adjustments. Community Development Planner Jae Kim suggested the water charge be adjusted as a 50% credit of the amount above 200%. Original motion was seconded by Commissioner Wright. Motion carried 3-1. Commissioners Parker, McMurray, and Wright voted yes. Mayor Pro-tem Farrell voted no. Mayor Pro-tem Farrell suggested finding out what the total cost is for the water. Public Works Director Monroe stated the Town really needs to think about AMR because he really believes that is for the future, and is customer service based. Manager Zell stated anything that goes out of the norm with the AMR system, creates a red flag, and customers are notified immediately. Public Works Director Monroe stated the Water Department would have to go back to monthly billing if AMR came into the picture. Commissioner Wright requested to know how much the adjustment will be for Kristen Wachob. Public Works Director Monroe stated Debbie will e-mail this information out to the Board tomorrow.

3. Meridian Zero, Rural Center's Building Reuse Grant Application.

Community Development Planner Kim stated planning staff met with representatives from Meridian Zero and Partners in Progress on September 24, 2012 to discuss plans for Meridian to seek expansion of their building located at 312 South Pine Street. Community Development Planner Kim stated the meeting was held to discuss

possible grant opportunities by looking at the Rural Center's Building Reuse Grant and the NC Department of Commerce's Small Business and Entrepreneurial Assistance Grant.

Community Development Planner Kim introduced Terry Williams, Controller for Meridian Zero to the Board. Ms. Williams stated Meridian Zero is operating out of the old Colonial Abrasives building. Ms. Williams stated all of the production for this operation is done here in Aberdeen, and her business has run out of room. Ms. Williams stated she would like to add 20,000 square feet in a metal building to create a better workflow and meet current and future demands on their products. Ms. Williams stated as of the end of September, Meridian Zero has already met 2011 levels. Ms. Williams stated Meridian Zero is up to 70 employees currently, not including temporary employees. Ms. Williams stated they are a self funded company.

Ms. Williams stated they are looking at creating 30 jobs with a request of \$150,000 from the Rural Center, but that depends on the final numbers. Community Development Planner Kim stated one of the requirements is a 5% match from the Town of Aberdeen, which would be at a cost of \$7,500. Community Development Planner Kim stated Partners in Progress has agreed to donate labor and time, which is normally at a cost of 5% for administration for these types of projects. Planning Director Liles stated one way the Town could pay for the 5% match is to pay back the permit fees for this project. Community Development Planner Kim stated the application for this grant is due by October 12, 2012. Commissioner Parker asked how much the permit fees would be. Planning Director Liles estimated the fee would be pretty close to the \$7,500 amount, but would depend on the final drawings. Planning Director Liles stated Royal Threads went through this same process. Mayor Mofield stated she believes this is a wonderful project. Ms. Williams stated her organization is working with Sandhills Community College and local schools on developing skillsets for this operation.

A motion was made by Commissioner Parker, seconded by Commissioner McMurray, to approve the Resolution of Support for the Meridian Expansion Project with the Town providing a cash match of \$7,500 toward the construction project. Motion unanimously carried.

4. 2012 Small Business and Entrepreneurial Assistance (SBEA) Grant.

Community Development Planner Kim stated an applicant list was included in the agenda packet, and he went over the applicant list with the Board which is as follows:

- La Parlor Beauty Salon, \$25,000, would add nail services and fashion boutique

- Meridian Zero, \$175,000 - \$250,000, Rehab and expansion of building
- One Eleven Main, \$25,000, Addition of e-commerce to website, convert inventory and point of sale systems to electronic based system, and capital improvements to exterior of building
- Royal Threads, \$200,000, Machinery Purchases, expansion of building, software upgrade
- Specialized Services & Personnel, Inc., \$150,000, Upgrade to electronic medical record and documentation system, improvements to building in Historic District with additional office space
- Studio Elite, \$125,000, Renovation to include food and beverage services, equipment purchase of automated spray tan booth
- UPRO, \$25,000, Equipment and supplies, addition of patio for side of restaurant

Planning Director Liles stated there is limited funding for this grant, and there is not enough to fund every project. Planner Kim stated his short list would include One Eleven Main (\$25,000), Meridian Zero (\$175,000 for machinery and equipment), Specialized Services and Personnel, Inc. (\$25,000), UPRO (\$25,000), which would cap out grant at \$250,000. Planning Director Liles stated that amount would still have to be adjusted to cover admin fees, and entrepreneurial environment fees.

Planning Director Liles stated this item needs to be held for the 2<sup>nd</sup> public hearing. Planner Kim stated the public hearing will be held on 10/8/12, and the grant deadline is 10/19/12. Planner Kim stated the public hearing will be to discuss the recommendations for which applicants to submit in the application process. Commissioner Wright suggested giving an address for each business, when discussing them during the public hearing, so everyone knows where the businesses are located. Agenda Item scheduled for Public Hearing and New Business on 10/8/12.

5. Status Update on consideration of the closing of two unnamed alleys, the first located along a midpoint between Montford and Rush Streets and parallel to said streets and the second behind the first row of lots adjacent to Poplar Street between Montford and Rush Streets.

Planning Director Liles stated the surveyor is working on this item right now, and the survey is not complete at this time. Planning Director Liles stated she is not sure this item will be ready for the meeting on 10/8/12, but she would recommend it be added to the agenda.

Planning Director Liles stated she has asked the surveyor to split the alley into three portions for surveying purposes. Agenda Item scheduled for New Business on 10/8/12.

6. Conditional Use Permit #12-04 submitted by Emmett Raynor for a Convenience Store with Fuel Sales to be Located on US Highway 1 South on property owned by Joseph Ussery.

Planning Director Liles stated this item was continued from the previous meeting, due to concern about the location of tanks, location of pumps, and number of businesses that Mr. Ussery operates on this property. Mr. Ussery committed to putting tanks below ground, put pumps on the side since there is no room in the rear and also due to public safety and does meet current code. Mr. Ussery also shared with planning staff that the convenience store location is on another property than the other businesses, and he would like a chance to discuss this further with the Board at the regular meeting on 10/8/12. Mr. Ussery requested this item be placed on the agenda for the regular board meeting, so that he can discuss this item further with the Board at that time.

Planning Director Liles stated she believes there are a lot of issues that surround this conditional use permit, and she feels like those issues would have to be resolved before a building permit is issued. Mayor Mofield stated in order for this item to not be approved, there have to be sound reasons. Commissioner Parker stated the bulk petroleum close in proximity to the wetlands is a potential problem, along with if this project is in harmony with the area surrounding it. Commissioner Parker stated this item is subject to the UDO, and the UDO requires that all projects meet certain traffic patterns and he would like to know if this traffic flow will meet the minimum level C of service. Planning Director Liles stated the traffic study information was not required at the time of application because convenience stores with gas sales are more of a drive-by business, rather than a destination. Mayor Mofield was concerned that having tanks underground near the wetlands could be an issue as well. Planning Director Liles suggested putting this on the agenda as new business. Commissioner Parker stated he would prefer this item be discussed further at the next Work Session, not a Board Meeting. Agenda Item scheduled for Work Session on 11/1/12.

~~7. Permitting Fee Revision.~~

~~8. Dale Hight Sale of Property and Impact on Debris Management.~~

9. Status of Midway Gardens & Surety Requirements.

Planning Director Liles stated the original surety for Midway Gardens was to be SHOP and CDBG funding. Bids for this project came in significantly in excess of what was

budgeted. Planning Director Liles suggested amending the surety in the form of CDBG and SHOP grants for completion of Phase 3 and development of Phase 2 must be deferred for redesign of drainage. Planning Director Liles stated Habitat has sufficient funds committed to and available for the Midway Gardens subdivision infrastructure improvements for lots 13 – 22, including 1.25 times the estimated cost of construction subject to no additional construction in Phase 2. Building permits shall not be issued for new construction of additional homes in Phase 2 until such time as draining is redesigned and appropriate additional surety, if needed, is posted prior to use, occupancy, or sale. Anson Contractors was the low bidder, and they looked at reducing their numbers. Anson Contractors are saying they can't get numbers to where they need to be and work with available grant dollars. Elizabeth Cox is trying to obtain additional funding for this project to complete build out. Planning Director Liles stated the requirement for these grants is that Habitat has to complete 14 homes, and it currently looks as if there will not be enough time to build 14 homes. Assistant Public Works Director Watts stated initially this was all one phase, but now it is being recommended to split this project into 2 phases. Commissioner Parker confirmed the drainage is too costly for this project, and was overdesigned. Assistant Public Works Director Watt confirmed that Phase I is complete, but Phase II is the part being considered to split into 2 phases. Planning Director Liles stated the request is to approve amended surety for this recommended plan. Ms. Cox has agreed that construction will not occur on undeveloped lots in Phase 2 until drainage is redesigned and adequate surety is available. A motion was made by Commissioner Parker, seconded by Commissioner McMurray, to approve a Resolution Confirming that the Town of Aberdeen and Habitat for Humanity have Sufficient Funds Necessary to Complete Infrastructure Improvements for Phase 3 of the Midway Gardens Subdivision and that the Town Remains Committed to Providing Said Funds. Motion unanimously carried. Mayor Mofield stated she went to a home dedication for one of the homes in Midway Gardens, and it was a wonderful family and beautiful house.

~~10. Voluntary Annexation.~~

11. Software Selection.

Manager Zell stated in an effort to develop an integrated technology plan for the Town's software system, the IT Committee (Harold Watts, Sharon Simpson, and Regina Rosy) investigated options available that would allow the Town's software system to operate more efficiently and serve the citizens of Aberdeen better, and better equip the staff of the Town with information in the most cost effective manner. Manager Zell explained the advantages of migrating to the recommended upgrade, which is Smart Fusion. Manager Zell stated this software will integrate Planning & Inspections, Billing & Collections, Finance, Purchasing, Accounts Payable, Human Resources, and Payroll.

Manager Zell stated \$20,000 is currently budgeted for this fiscal year for this project. Manager Zell explained the cost for the software is \$43,000, and the cost for the required hardware to support the software is approximately \$14,000.

A motion was made by Commissioner Wright, seconded by Commissioner McMurray, to approve the purchase of the software and hardware for the Smart Fusion at a cost not to exceed \$60,000. Motion unanimously carried.

12. Closed Session pursuant to G.S. 143-318.11(a)(5) to discuss the possible acquisition or lease of real property.

A motion was made by Commissioner Wright, seconded by Commissioner Parker, to go into Closed Session pursuant to G.S. 143-318.11(a)(5) to discuss the possible acquisition or lease of real property. Motion unanimously carried.

A motion was made by Commissioner Parker, seconded by Mayor Pro-tem Farrell to return to regular session. Motion unanimously carried.

13. Other Business.

Commissioner Wright asked for a status update on the sidewalks. Assistant Public Works Director Watts stated plans have been submitted to NCDOT for sidewalks, and once those have been approved by Marty Tillman, then plans will be submitted to Raleigh for approval. Assistant Public Works Director Watts stated the Town should have the municipal agreement within the week. Commissioner Wright asked for a plan to be submitted to the Board showing the plan for the sidewalks and shrubbery.

Mayor Mofield discussed the two letters in the newspaper this week regarding the Town of Aberdeen and asked for information on why we charge fees the way we do. Manager Zell explained that permit fees are charged for contractors and homeowners building in Aberdeen, and many times those paying the permit fees do not even live in Aberdeen, so it would not make sense to have permit fees rolled into taxes. Mayor Mofield felt that made sense.

Manager Zell stated he, Robbie and Pat Ann took a trip to Star to meet with a business owner that is potentially looking at expanding her business to Aberdeen. Pat Corso is trying to coordinate with the owner of Starworks to show her some buildings that are available in Aberdeen for her expansion project.

14. Adjournment.

With no further items for discussion, a motion was made by Commissioner Wright, seconded by Mayor Pro-tem Farrell to adjourn the Work Session.

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Regina M. Rosy, Town Clerk

Minutes were completed in  
Draft form on September 27, 2012

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Elizabeth B. Mofield, Mayor

Minutes were adopted  
October 8, 2012