

Town of Spring Lake
Regular Meeting of the Board of Aldermen
Municipal Building
300 Ruth Street
Spring Lake, NC 28390

January 12, 2015

MINUTES

7 p.m.

The Spring Lake Board of Aldermen held a regular scheduled meeting in the Grady Howard Conference Room of the Spring Lake Municipal Building with Mayor Chris V. Rey presiding.

Board Members Present: Mayor Pro Tem James O'Garra
Alderman James Christian
Alderwoman Densie Lucas
Alderwoman Fredricka Sutherland

Alderman Richard Higgins was absent

Others Present:

Ken Metcalf, Town Manager	Byron Blumenfeld, Water Resource Manager
Rosa Henegan, Human Resources Director	Paul Hoover, Public Works Director
Troy McDuffie, Police Chief	T.J. McLamb, Fire Chief
Tina West, Interim Finance Director	Gail Elder-White, Recreation Director
Janet Smith, Office Assistant	

2. Invocation

Alderman Christian gave a non-sectarian invocation.

3. Pledge of Allegiance

Mayor Rey led the meeting in the pledge of allegiance.

4. Additions or Deletions to Agenda

None

5. Approval of Agenda

The Board approved the agenda.

Action: The Board approved a motion to approve the agenda.

Motion by: Mayor Pro Tem O'Garra

Second by: Alderwoman Lucas

Vote: Unanimous

(A copy of the agenda is hereby incorporated by reference and made a part of these minutes – see attachment one.)

6. Approval of Consent Items

The Board approved the consent items:

- a. Minutes of the December 8, 2014 Regular Meeting
- b. Board to Ratify Community Appearance Commission Vote

Action: The Board approved a motion to approve the consent items for December 8, 2014 Regular

Meeting; also as well board vote on appearance committee meeting.

Motion by: Alderwoman Sutherland

Second by: Mayor Pro Tem O'Garra

Vote: Unanimous

7. Public Forum

Bishop Marshall, Spring Lake, NC, wanted to invite everyone out to the free MLK Breakfast being held here at Spring Lake Recreation at 8 am on January 16, 2015.

8. Public Hearing

a. PARTF Grant Application

Mayor Rey opened the Public Hearing. Five people spoke in favor of PARTF Grant.

Action: The Board approved a motion to close the Public Hearing on PARTF Grant

Motion by: Mayor Pro Tem O'Garra

Second by: Alderwoman Lucas

Vote: Unanimous

(A copy of the agenda memo is hereby incorporated by reference and made a part of these minutes – see attachment two.)

9. Presentation

a. Police Department Body Cameras

Mayor Pro Tem O'Garra asked how long we have had body cameras and Chief McDuffie says about 4 months. Chief McDuffie tells the Board that officers have been using body cameras while out on patrol and says that they got body cameras due to the shooting in Ferguson, Missouri and the shooting of police officers in other parts of country. Chief McDuffie says that these cameras are being used according to policy such as investigating burglaries or pulling over passengers for speeding. Chief McDuffie states that cameras record in high definition and infrared.

Chief McDuffie then asks Sergeant Connor to show the Board the cameras and explain them. Sergeant Connor showed us a small skit that involved officers using cameras while on duty. He then passed the body cameras around for all of the Board members to examine the product.

Chief McDuffie says the good thing about body cameras is they are mobile and that we still have other cameras in the vehicles. Alderwoman Sutherland commends the Police Department on the demonstration of body cameras. She asked according to the SOP are the officers always supposed to have the body cameras on at all times while on duty. Chief McDuffie addresses Alderwoman Sutherland's concerns about if the cameras can be knocked down or removed and he says that it could happen but they have not had that problem so far. Alderwoman Sutherland asked Chief McDuffie if during a traffic stop they have to inform the citizen of the body camera. Chief McDuffie says that because it is traffic stop they do not have to announce that they are wearing the body cameras.

Mayor Pro Tem O'Garra commends Chief McDuffie on taking the initiative in getting the body cameras. Alderman Christian asked if you could use cameras for performance reports for officers and Chief McDuffie says that you can. Alderman Christian asked how you record on these cameras and Chief McDuffie instructed Sergeant Connor to explain the procedure to the Board.

(A copy of the agenda memo is hereby incorporated by reference and made a part of these minutes – see attachment three.)

b. EDC Quarterly Report

Mr. Hunt says he is working on bringing developers from Virginia to get the project dealing with Special Assessment District. Mr. Hunt says the Spring Lake Animal Rehabilitation Center Shelter will be completed in Spring. Mr. Hunt says that he will not talk too much about this project because he will be meeting with the Town Manager tomorrow to finish discussing the development of Main Street.

Mr. Hunt says the next step would be establishing area in which the special tax assessment district can incorporate. He says that we can gerrymander that district dealing with the Over hills area. Mr. Hunt says that he will be addressing these things and getting back with developers about things that this Board might need in order to take the necessary steps to push this project further.

Mr. Hunt says that we met with Senator Meredith who sits on the Appropriation Committee to dish dollars to state road projects. He says we need to have a design survey to be able to get some of these funds. Mr. Hunt says that Assistant City Manager of Fayetteville Mrs. Small-Toney has a staff member who used to work with DOT and can help the town of Spring Lake take advantage of some of these programs that DOT has to offer. Mr. Hunt says that since Main Street is a DOT Road the design survey will serve as a negotiating tool to get DOT's help to get the grants we need to help with these projects. Mr. Hunt says after meeting with Mrs. Toney we learned that areas near bus stops are allowed to get sidewalks.

Mr. Hunt reports some businesses on Main Street want to develop two and three story buildings that will allow business to sell retail on bottom floors. He states one of the things he talked about with developers out of Richmond was building affordable housing for our workforce. Mr. Hunt shows a model that was picked out from the overlay of Main Street. He says this is a tax credit housing project and the deadline to submit the application is January 26, 2015. He also shows in his presentation model what the buildings would look like on Main Street. Mr. Hunt says this housing project is ready to begin. Mr. Hunt says in order for the project on Main Street to happen, the business owners need some education on the proper way to do this. Mr. Hunt suggests we open workshops to help them accomplish this mission.

Mr. Hunt says he wants to continue to have the EDC manage the applications and then have the Board confirm the application so that Mr. and Mrs. Smith would be allowed to do this program. Mr. Hunt says this is because the Board of Aldermen is the receivers of grant money. Grant money we received on is paid as reimbursements. The first thing they require from the façade program is for the business owners to be able to put a dollar in for every dollar they get. This allows the business owners to grow and remake themselves. Mr. Hunt says what they want to do is create an informational meeting to talk about the tax authority, the tax credit housing project, and façade program. His final presentation slide talks about continuing developing business project like the Amphitheater. Mr. Hunt says we need to continue to develop our neighborhood and small business in Spring Lake.

Alderman Christian asked if the tax district that is being described is it the Main Street area. He asked who set the taxes and Mr. Hunt states that it would be the Board who does that. Mr. Hunt says he does not want to establish a levy for taxes because certain business would not want to pay additional taxes. Mr. Hunt says they are just talking about establishing a district not additional levy for taxes. Mayor Rey says it could be a self-imposed tax if they are in agreement. Alderman Christian says he just wants to make sure that business owners and people who want to own businesses do not have deal with a lot of restrictions like they do in downtown Fayetteville.

Alderwoman Sutherland asked what we need to do get the funds from DOT. Mr. Hunt says the Town needs to allocate resources to hire engineers to create a design survey. Mr. Hunt says it takes an investment from the Town and others have done it in their areas. Alderwoman Sutherland asked if someone did this about two years ago. Mr. Hunt says it was McGill and Associates who did that and they

used façade guidelines that told owners how to clean and maintain their business on Main Street. Mr. Hunt says they did everything for Main Street except a design survey for the actual street. Mayor Pro Tem O'Garra says it cost about \$70,000 for the design survey to be done. Alderwoman Lucas asked if we do this survey will that give the Town a better chance of getting the grants for this project. Mr. Hunt says there is no guarantee but Senator Meredith says that in order to be considered you have to have those design surveys. The Board thanks Mr. Hunt for this presentation.

(A copy of the agenda memo and power point presentation is hereby incorporated by reference and made a part of these minutes – see attachment four.)

c. Annual Financial Statement

Tina West says that she will give a more indebt presentation at the next Board meeting when she receives a full report from the auditors. She says she want to share so information today to enlighten the Board members on finances for the upcoming Board retreat. Ms. West says in graph 1 it shows that fund balance was down slightly in 2013 but has increased in 2014 and they anticipate by year end we will have a balance in general fund in amount of \$132,980.00 by June 30, 2014. Ms. West says that slide 2 shows in the finance department the general fund is not as favorable as the other balances because it is more restrictive than others. The Spring Lake percentages in general fund expenditure is down when compared to others fund balances. Alderman Christian states it is down by almost nine percent. Ms. West agrees and says that it is higher than most other units. In slide 4 Ms. West says that where revenues over and under expenditures are upside down because she wanted to show that if we did not have any kind of inter fund transfers we would not have had enough revenue to support our general fund expenses. Ms. West says slide 5 is more analytical because it shows how much our fund balance is tied up in fixed assets. This graph only contains our proprietary funds such as water, sewer and storm water. She says the small graph in green is money that is available to us and the blue graph shows property funds that are all tied up in fixed assets and that particular fund is part of our fund balance calculation and it can be a little misleading. In slide 6 Ms. West says this graph shows us what fund balances are and what cash is on hand in each fund. She says if you look back at slide 5 you will see where some of those numbers such as water and sewer are slightly higher but then again she says that fixed assets are inflating that fund balance number. Ms. West says the general fund is just a little bit closer and is made up of receivables we got at year end and included in our fund balance totals but did not have the cash on hand. Ms. West states in the last slide property value components are stagnant. Property value totals for the Town of Spring Lake dictate our levy and with no increase to property tax base we have a relative flat revenue cost. Increasing costs and balancing the budget are ongoing challenges for the Town. Ms. West says this slide shows that property tax base has for the last two years remained consistent.

Alderwoman Sutherland asked Ms. West to explain inter fund transfer? Ms. West says that if expenses are paid from the general fund that are legitimately for another fund then that fund should reimburse the general fund. This process is an inter fund transfer. Alderwoman Sutherland says there was a raise in property tax for 2013-14 and asked what raises it. Ms. West says that we remained relatively consistent in the tax base but we did raise the tax rate FY 2014-15 and this is what generates extra revenue for the Town.

(A copy of the agenda memo and presentation is hereby incorporated by reference and made a part of these minutes – see attachment five.)

10. New Business

a. PARTF Grant

Ms. Elder-White said that now that we have had the public hearing we need to move forward with the grant. The next step is to apply for the grant and authorize the Mayor to sign our application.

Alderman Christian says he has been going to the Recreation Advisory meetings and he sees how this grant will be helpful and wants us to really move forward with this grant.

Action: The Board approved a motion to approve the PARTF Grant application and move forward.

Motion by: Alderman Christian

Second by: Mayor Pro Tem O'Garra

Vote: Unanimous

b. Feasibility of Study

Mr. Rooney says subject property is about 5 ½ acres in size and located on west side of North Grogg Street and the anticipated revenue from the property would be a little more than \$400.00. There is no significant cost to provide service to subject property. Any sewage or water would be the responsibility of property owners. He says if the Board desires to proceed forward with this the next step would be to schedule public hearing.

c. Certificate of Sufficiency, Goins Property

Mr. Metcalf says on November 10, 2014 the Board adopted Resolution (2014) 24 which directed the clerk to investigate a sufficiency of annexation request made by Ms. Cynthia Goins. The clerk found the petition to be sufficient with evidence and at this time I would like to ask the Board to accept the sufficiency of Goins property.

Action: The Board approved a motion to accept the Certificate of Sufficiency

Motion by: Alderwoman Sutherland

Second by: Alderman Christian

Vote: Unanimous

(A copy of the agenda memo and Certificate of Sufficiency is hereby incorporated by reference and made a part of these minutes – see attachment six.)

d. McDiarmid Cemetery

Ms. Gail Elder-White says they have been looking at property on route 87 next to the Shell station and have been well founded as old slave cemetery. She says some ladies from Heritage Foundation will be giving a presentation to let you know what could happen with this property. Ms. Elder-White says she would like to get the Board's approval to move forward or backwards and at least work on securing the property for the future. They are asking the Board to have a privacy fence to separate the cemetery from adjacent housing development. This property is located at the entrance of the Town of Spring Lake. The presenter has stated that tracking with the Town's Land and Use Plan of 2002 they think this will tie into the Town entrance concept which is to improve the visual appearance and image of Spring Lake. This plan will allow them to get landscaping and clean up done to this property. On November 12, 2014 the Heritage Foundation started their restoration of this property and it is now going to be known as Deerfield Historical Cemetery & Park. They believe that if the Town of Spring Lake goes forward will help to restore this property that the Town of Spring Lake will set precedence in retaining our nation's history. This is done by creating a model that can be duplicated by other cities and towns. Ms. Elder-White says we have some good partners with this project and we want to know if we will be going forward or not with this project. Alderwoman Sutherland asked if they want a consensus on this project to go forward. Alderman Christian says he would like to see it move forward. Alderwoman Lucas says we need to move forward with this project. Mayor Pro Tem O'Garra says he would like to see it move forward also.

e. Application for Appointment, Community Appearance Commission

Mr. Metcalf says there is currently one vacant position on the Community Appearance Commission and Mr. Frank Sutherland has submitted an application to serve on the Commission. He says that all citizen board positions are appointed by the Board of Aldermen. Mr. Metcalf says their recommendation is to accept the application given to us by Mr. Frank Sutherland for a three year term on the Appearance Commission that will expire on January 31, 2018.

Action: A motion was approve to appoint Mr. Sutherland to the Appearance Commission.

Motion by: Alderman Christian

Second by: Alderwoman Lucas

Vote: Unanimous

f. Appointment to Local Fireman's Relief Fund

Chief McLamb says the fireman's relief fund was established in 1907 to financially assist firefighters who may be injured while performing their duties. This is so no firefighter can become financially dissolute, due to no fault of their own. It is funded by gross premium tax on insurance policy. Currently Mayor Rey and Alderman Higgins serve on the Fireman's Board and the recommendation is to re appoint both Mayor Rey and Alderman Higgins to the board or appoint two more members to serve on the board. These positions are to serve two year terms and to reappoint each January.

Action: The Board approved a motion to appoint Mayor Rey to the two year term and Alderman Higgins to the one year term of Fireman Relief Fund Board

Motion by: Alderman Christian

Second by: Alderwoman Lucas

Vote: Unanimous

(A copy of the agenda memo and application form is hereby incorporated by reference and made a part of these minutes – see attachment nine.)

g. Appointment to Spring Lake Economic Development Committee

Mr. Hunt is seeking to have Mr. Ed Melvin who was unanimously appointed by the Board of Directors to serve on Economic Development Corporation Board for the Town of Spring Lake. He says they now seek a conformation from the Board of Aldermen.

Action: The Board approved a motion to appoint Mr. Ed Melvin to the Economic Development Corporation Board.

Motion by: Mayor Pro Tem O'Garra

Second by: Alderman Christian

Vote: Unanimous

(A copy of the agenda memo is hereby incorporated by reference and made a part of these minutes – see attachment ten.)

Mayor Rey says we have a Board Retreat tomorrow at 9am in the conference room. Mayor Rey says that he wanted to thank everyone for their support during his time of bereavement and how much he appreciates everyone support and prayers over the past few weeks.

11. Adjournment.

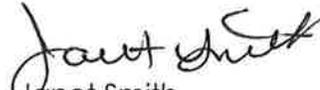
Action: There being no further business to come before the Board, the meeting was adjourned at 8:22 p.m.

Motion: Alderwoman Sutherland
Second by: Alderwoman Lucas
Vote: Unanimous

ATTEST:


Chris V. Rey
Mayor




Janet Smith
Office Assistant