

Town of Spring Lake
Board of Aldermen Workshop
Municipal Building
300 Ruth Street
Spring Lake, NC 28390

April 25, 2011

MINUTES

5:40 p.m.

The Spring Lake Board of Aldermen held a workshop in the Grady Howard Conference Room of the Municipal Complex with Mayor Ethel T. Clark presiding.

Board Members Present: Mayor Pro Tem James O'Garra
Alderman James Christian
Alderman Richard Higgins
Alderwoman Debora Hudson
Alderwoman Fredricka Sutherland

Others Present: Leonard Barefoot, Interim Town Manager
Allen Coats, Finance Director
Byron Blumenfeld, Water Resources Manager
Paul Hoover, Director of Inspections
Ken Metcalf, Recreation Director
Tina West, Human Resources Director
Rhonda Webb, Town Clerk

The purpose for this workshop was to discuss the Water & Sewer Fund.

Mr. Barefoot briefed the Board on recommendations for water accounts and proposed the following:

- Utility deposit for new customers increased to \$150
- Develop utility assistance deposit program for military personnel
- Establish procedures to increase deposits for existing customers due to frequent delinquencies
- Improving collection procedures
 - Streamlining collection due date, penalties, etc.
 - Eliminate after hours reconnection
- Develop public awareness program
 - Establish courtesy contact letter for 1st time delinquent
 - Customer will be notified by letter one time that account was delinquent with an additional grace period for payment
 - Letter will explain collection policies to include methods for automatic payment options and notification that a 2nd delinquency would require an increase to current \$150 deposit

- Enhancements to utility collections program
- Town Hall will operate under new schedule
 - Monday – Thursday, 7:30 a.m. until 5:30 p.m.
 - Friday, 7:30 a.m. until 12:00 p.m.
- Drive through window will not accept utility service applications
- Reestablishment of outside collection box

Alderwoman Sutherland expressed concern about increasing the water deposit to \$150. She would also like to notify all residents about the new policies. She also requested to discuss take home vehicles, salaries, and personnel and the cuts that may help with the budget. Mr. Barefoot stated that he will not have time to conduct a salary study but some of these issues will be addressed when the General Fund is discussed. Alderwoman Sutherland requested a list of people who drive their vehicles home, the mileage to their residence and the number of times they are called in. She stated that if we need to make cuts to save money then we need to cut where we can.

There was discussion about the deposit increase on the 2nd delinquency. It was clarified that a \$50 deposit customer who is cut off for the 2nd time will have their deposit increased.

Mayor Pro Tem O'Garra expressed concern about water accounts becoming delinquent on the 10th of the month. Mr. Barefoot advised that a fee is not accessed until the 18th so it really will not change anything but will give customers an extra day or two to pay before they are cut off on the 20th.

Mr. Barefoot requested that the Board hold a workshop on May 2nd to discuss General Fund and a workshop on May 9th to discuss insurance and the remaining funds. He proposed holding a workshop for the next three Monday afternoons.

The meeting was recessed at 6:51 p.m. until immediately after the Board meeting tonight.

Mayor Clark called the workshop back to order at 7:35 p.m.

Mr. Barefoot and Mr. Hoover advised that the West Manchester Road sewer extension capital project was completed during the current fiscal year. He advised that the County will not issue any septic tank, drainage improvements, or other related permits for areas where sewer is now available.

The planned capital projects for the upcoming year are:

- Water tank refurbishing
- Overhills water and sewer district development

- Bragg Estates sewer extension with Cumberland County
- Meter replacement/testing program
- WWTP Expansion Project
 - Septage receiving
 - Screening
 - Grit removal
 - Sludge pumps
 - Disinfection
- Replacement of truck for Wastewater Treatment Plant
- 4" hydraulic submersible pump
- Water valve exercising machine
- Trench box

Mr. Barefoot advised that both Harnett County and PWC have increased their rates and he proposes to pass that increase along to the customers. It will be a 15 cent increase.

He also advised that we are going to look at how we charge septic haulers.

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

The meeting was adjourned at 8:03 p.m.

The next workshop is scheduled for May 2, 2011 at 5:30 p.m.



Rhonda D. Webb

Rhonda D. Webb, MMC
Town Clerk

ATTEST:

Ethel T. Clark

Ethel T. Clark
Mayor