

**Town of Angier
Board of Commissioners
Annual Retreat
Thursday, March 16, 2023, 4:00 P.M.
Angier Municipal Building
28 N. Raleigh Street
Minutes**

Board of Commissioners

Mayor Bob Smith
Mayor Pro-tem Loru Boyer Hawley
Commissioner Jim Kazakavage
Commissioner George "Jr." Price via *Zoom*
Commissioner Alan Coats

Staff

Richard Hicks, Town Manager
Veronica Hardaway, Town Clerk
Melissa Wilder, HR Director
Randy Cahoon-Tingle, Planning Director
Hans Kalwitz, Finance Director
Lee Thompson, Chief of Police
Jimmy Cook, Public Works Director
Derek McLean, Parks & Rec Director

Call to Order: Mayor Smith presided, calling the Annual Board of Commissioners Retreat meeting to order at 4:00 p.m.

Pledge of Allegiance: Mayor Smith led the pledge of allegiance.

Invocation: Mayor Smith offered the invocation.

Department Presentations

Police Department

Chief of Police, Lee Thompson reviewed 2023 Police Department Accomplishments.

- Updated all the Police Department's Special Operations Procedure Policies.
- Declared known drug areas on Church Street as a nuisance in the Harnett County Superior Courts under North Carolina G.S. Chapter 19, prompting the long process of removing drug dealers out of that area.
- Reinstated the Town ordinance violations and are writing these ordinance citations for parking violations daily.
- Moving forward with classroom/training facility at the firing range and have submitted an agreement with Harnett County to establish partnership in our success.
- Funding through a grant from the NC Crime Commission has allowed the Police Department to replace all our firearms including rifles for all officers.
- In the process of purchasing 19 handheld radio's through the NC Crimes Commission (GEMS) Grant to replace Motorola handhelds that will be obsolete in 2025.
- Partnered with ABC Commission and created two ABC Officer's for the Town of Angier. These officers have the jurisdiction to inspect and charge for violations at any establishment in Angier that sell alcohol.
- With the Harnett County District Attorney's assistance, we were the first municipality in Harnett County to remove all gaming machines in Town.
- With the ABC Commission's assistance, the Police Department has established an Alcohol Education Program and recently teamed up with local churches to allow their youth to attend those programs.
- With approval from the Board of Commissioners, we are going to pay for cadets to attend Basic Law Enforcement Training.

Part-time salary of \$360/week while in BLET

Part-time employment/no benefits until NCOTS signs off on completed packet

- Employment interview
- Employment and NCOTS background to be completed prior to being selected as a sponsored BLET student
- A 3-year commitment contract will be signed by every selected candidate

Chief Thompson reviewed FY 2024 Budget Requests.

As of January 2023, the NC Hwy 55 Bypass Project has begun its initial phase of construction. The beginning of this project solidifies the growth expectation for our community. Construction of the Bypass will bring more challenges, for this reason, Chief Thompson has requested the following:

- 3 new positions, two of which will (attempt) be paid cadet positions through Basic Law Enforcement Training (BLET). The other position will be utilized for our community police officer.
- Employee Appreciation increase \$500 (Christmas Party for the Police Department).
- Investigation/Narcotics Supplies increase budget to \$1,000 (Replace GSR, Blood & DNA Kits). Kits have expirations.
- Vehicle Maintenance increase by \$10,000.
- Uniforms increase \$2,500 (Class A's for all staff).
- Fuel increase by \$20,000.
- Dues increase of \$250 (NC Police Chiefs Association).
- Drug Screening and Physical increase \$580 (3 officers down, 3 new officers, 230 each).
- Special Operations Team increase \$2,000 (Replace Shields at \$4,621.70 total amount, Communication equipment at \$6,400 total amount).
- Equipment Contingency for 3 new positions \$101,219.49. (Refer to the cost of new officers, \$34,187.79 for each new officer).

The total cost for BLET Cadets is a total estimated investment of \$10,458.00 per cadet. This includes part-time salary (16 weeks of BLET & 8 weeks training with Field Training Officer), books, supplies, CPR supplies, accident insurance, and uniforms. Angier PD will be informed of all test scores and any updates that arise and will be allowed to observe all practical exercises performed by the Cadet. Failure to complete BLET, the cadet will be terminated from the Town of Angier and all Town purchased items returned to the Police Department.

The total cost for a 2024 new officer without incentives is approximately \$99,826.79 which includes all equipment, vehicle & vehicle upfit, uniforms, State retirement, FICA, starting salary and benefits.

Chief Thompson reviewed Budget Projections for 2-5 years and 5-20 years as follows:

2-5 Year Budget Projection

1. Estimating on a low end of growth, the Town of Angier is projected to increase by 450 new homes each year over the next five years. Over the next five years our population is estimated to be over 12,000 residents. This is not including the growth of commercial businesses that will begin absorbing the estimated five miles of the 55 Bypass. Our Police Department is expected to double in size (35 officers) with a budget estimated to be roughly, 4 million.
2. Over the next five years, it is recommended to install LPR (License Plate Readers) at every intersection and along the 55 Bypass. The importance will be stressed to have LPR's installed at the entrance and exit of every subdivision within our jurisdiction (at the cost of the contractor) and place surveillance cameras throughout the downtown area. Conversations with developers would happen in the early stages of planning. Having LPR's installed prior to build out will not only help future home buyers, but also builders to prevent material theft.

3. Over the next five years, there will be patrolling zones. Therefore, would like to develop a traffic unit primarily for the Bypass and have two K9 units assigned to this unit.

5-20 Year Budget Projection

1. In the next 10 years the Town will triple in size. (Estimated 18,000 residents and exploding with commercial property). We would expect the police department to employ (50 officers) with a budget estimated to be roughly, 7 million and would hopefully have a new facility by this time.
2. If God hasn't come back in the next 20 years, it is projected that Angier will be as big or bigger than Holly Springs. Estimated 35,000-40,000 residents and our jurisdiction will be expanding west due to the 401-bypass joining the 55 Bypass. Our jurisdiction will be expanding south toward Old Stage and east toward Johnston County line with these areas filled with subdivisions. It is expected to join with Black River Fire Department and have a satellite station (Police/Fire) on the westside of the Bypass. Holly Springs Police Department budget is currently around 11 million with 75 sworn officers and 15 nonsworn personnel. It is predicted Angier will mirror that of Holly Springs in 20 years.

Questions: There was question as to whether the Town could benefit from having an independent fuel tank on premises for patrol vehicles. Mr. Cook responded that the Town has a small 200-gallon tank that is used for landscaping and mowing; however, there's many requirements that need to be met such as building a containment facility. It was also explained that the Town benefits from the use of WEX cards which allows the Town to pay for fuel while getting excise tax reimbursed back to the Town.

Parks & Recreation

Parks & Recreation Director, Derek McLean reviewed FY 2024 Budget Requests.

- Install new playground equipment on south playground at Jack Marley Park - \$74,000
- Purchase new 60" zero turn lawn mower for Jack Marley Park maintenance - \$14,000
- Install new exercise equipment area by tennis court and walking trail (4-5 pieces). This will replace some of the walking trail pieces that have broken over time - \$30,000
- Install permanent corn hole boards (2 sets) in place of shuffle board courts - \$2,000
- Install new concrete pads under all benches in Jack Marley Park - \$5,000
- Increase operating budget approximately 10% due to increasing costs from inflation.
- Board approves \$10,000,000 for funding to build new community center at Jack Marley Park and start Phase 1 of 3 for construction of new park on Campbell Street.
Community Center - \$7,000,000
Phase 1 new park - \$3,000,000

Mr. McLean reviewed funding opportunities for the Community Center and Phase 1 of the New Park.

- NC Legislature Surplus
- NC Parks and Recreation Trust Fund Grant (PARTF)
- Land & Water Conservation Fund Grant
- Naming Rights/Corporate Partner/Sponsorship
- USDA Loan/Grant
- Harnett County sponsored feature inside of the New Park (Pocket Park)
- Signage and Advertisement inside of facility
- Private Business or Citizen sponsored feature
- Fundraising with personalized brick walkway or plaques
- Builder Impact Fee Money
- Harnett County Parks and Recreation Participation Money
- ABC Board Donation to Parks and Rec. instead of Library
- Long term low interest loan

Mr. McLean reviewed Budget Projections for 2-5 years and 5-20 years as follows:

2-5 Year Budget Projection

- Additional funding to staff, maintain and operate new Community Center and new park.
- Expand programming once Community Center is opened.
- Clean out area and install new large Rip-Rap rock to area from Children's park to spillway by the Old School at Jack Marley Park.
- Install new large Rip-Rap rock to area along Willow Street sidewalk at Jack Marley Park.
- Dredge out and correct pond erosion area from spillway by Old School to spillway just past the Tennis Court at Jack Marley Park.
- Approve additional funding for Phase 2 of construction for New Park (Year 3-5).

5-20 Year Budget Projection

- Approve additional funding for Phase 3 of construction for New Park (Year 7-10).
- Continue to expand programming to meet the needs of the citizens of Angier.
- Explore greenway opportunities to connect Jack Marley Park, New Park, Angier Elementary School and Downtown Angier.
- Continue to look for additional outside funding, sponsorships and/or partnerships from government and private organizations.

Questions: It was brought to a Commissioner's attention that a bench on the Wilma Street side of the Park was needed. Mr. McLean stated that due to safety concerns, a bench can be installed near the bridge. Mr. McLean strongly feels a community center and the new park is very much needed. Angier is estimated to have at least 450 homes built per year and we don't want to lose people to neighboring communities. Mr. McLean reviewed the various funding opportunities to help with the cost of these projects. The Board had concerns with the accessibility to the new park to which Mr. McLean responded that he is working with the Public Works and Planning Directors on that. Commissioner Price requested to discuss a personnel matter regarding the Parks & Recreation Department following the meeting.

Public Works

Public Works Director, Jimmy Cook reviewed FY 2024 Budget Requests.

- Dump Truck (Replace the 1997 International Dump Truck)
- Utility Locator (locate water/sewer lines)
- RIDGID sewer camera to TV sewer laterals
- Equipment Box trailer 7x14
- Side arm Mower and Tractor
- Upgrade Pump Station #5
- Mainline Sewer camera
- Pickup Truck (Enterprise)
- Sewer Inflow and infiltration Priority 5 lines repair

Mr. Cook reviewed Public Works Projects.

- East Lillington Street Parking Lot behind stores
- Replace water line behind stores
- West Church Street Parking Lot
- Extend the 6" water line at West Church Street to Fish Drive approximately 300 LF

- Extend the 2" water line to Nicholas Court
- Up size water line along Wilma Street to McIver Street
- Widen Wilma Street by 3 feet from McIver to Tanglewood 3
- Abandon the 2" water line along Wimberly Road near North Hickory, transfer service lines to existing 10" water line
- Install 6" water line to connect Whetstone to Glenn Meadow Subdivision
- Abandon 2" water line along Alan Street and extend the 6" water line from Calvin Drive to Lester Street
- Extend 2" water service line/tap to Town Hall
- Pump Station #5 replacement station; 27 years old
- HWY 55 Bypass Staff
- Developer Agreement for Vaughn Farms water line upgrade 8" to 12" (approved by the Town Board)
- Remove Junny Road water tank from service and provide water to Bulldog Hose for fire protection

Mr. Cook reviewed Budget Projections for 2-5 years and 5-20 years as follows:

2-5 Year Budget Projection

- 2 additional staff members
- Street sweeper
- Excavator
- Boom truck
- Leaf truck
- Crane truck to service pump stations and remove pumps
- Mainline sewer camera
- Pickup Truck (Enterprise)
- Storage building for equipment
- Demo the Dora Street and Junny Road water tanks (after new 500,000 water tank in service)

5-20 Year Budget Projection

- 6 additional staff members, establish water, sewer and street departments with supervisors
- Additional equipment
- Main line sewer camera for TV of sewer mains and storm pipes
- Boom truck
- Leaf truck
- Vac-truck for cleaning sewer lines and pump stations
- Water meter replacement water meter life span (12-15 years)
- Pickup trucks (Enterprise)
- Office space
- Storage building for equipment

Questions: The Board asked for more information on street resurfacing to which Mr. Cook explained that the resurfacing overlay is approximately 1.5" of asphalt and that's usually done every two years and is of certain streets. Mr. Cook also explained that new subdivisions are doing what is called "asphalt lifts" which is after the year's warranty ends, there are sometimes issues with the water or sewer line. They make cutouts for repairs and once they hit their 2-year mark or are at 95% build out they are required to come back and do their final asphalt lift. There was comment that the Town does not seem to have very good water and sewer coverage and asked what that will look like in the future. Mr. Cook responded that most of the Town's water and sewer line extensions are developer driven. Having a developer agreement in place will ensure the Town's investment is returned. There was question as to whether the Town is equipped to handle the explosive commercial growth once the bypass is installed. Mr. Cook explained that there is sewer already along where the bypass is proposed to go

and will allow developers to tie into. Water will be handled as subdivisions come in and stub out all the way to their property corners.

Planning & Inspections

Planning Director, Randall Cahoon-Tingle reviewed Planning Department Projects & Goals.

NCDOT and the Town of Angier at Odds

- Current zoning regulations (put into effect in 2019) require curb, gutter, and sidewalks on both sides of the streets where development takes place. If development is occurring only on one side of the street, the requirement covers that side. The other side installs at a time where it becomes developed land.
- While safety may have been a consideration, appearance is the motivation behind installation of elements of “complete streets”.
- 99% of our new development is taking place on property that involves exiting an NCDOT street to enter or leave newly developed Town owned streets.
- NCDOT regulation prevents curb, gutter, and sidewalks along stretches of NCDOT streets where posted speed limit is 55 or higher.
- Curb and gutter pose a driving hazard at speeds 55 MPH or higher. Curb is designed to act at the first defense against automobile collisions with pedestrians or bicyclists. Hitting a curb or scrubbing one alerts a driver and/or their car’s anti-crash detection system that the car is swerving off of the road.
- Our zoning ordinance requirements only work in locations where NCDOT has dropped the posted speed limit to 45 MPH or lower.
- NCDOT will drop the speed limit below 55 MPH if land on both sides of their street is annexed into corporate limits uniformly, and if the Town follows the requirements involved in reducing speed limit.
- There are no guarantees jumping through hoops doesn’t ensure we will get permission to install.
- NCDOT will conduct traffic studies if necessary to justify their position.
- The two roadways where this is an immediate concern have been evaluated beyond the normal processes. Both fit criteria required to declare 55 MPH the appropriate speed limit despite residential development taking place nearby.

NCDOT and the Town of Angier at Odds – Recommendation

- Our ordinance allows the Planning Director to waive the requirement during development if the improvements aren’t practicable.
- The ordinance needs to be amended to require Board of Commissioner approval for waiver of street improvements on NCDOT highways,
- Or the ordinance needs to exempt the requirement along these stretches of roadway.

Conditional Zoning R-6 is a Limited Tool that Suits Few Situations

- R-6 lots are the smallest lots in our ordinance, and they represent high density development.
- R-6 lots make more sense as an infill zoning category, but not as a standard residential lot in land designated medium density development in the land use plan.
- 6,000 sf is an option for Planned Development (Zoning Ordinance 4.11.6) for segments of housing regardless of underlying zoning classification.
- Conditional zoning is difficult to administer once approved – conditions list has to appear on each plat, and each development is subject to differing conditions.

Phase Out or Rework Overreliance on Conditional Zoning

- Governing Board’s preference for R-10 single family residential lots (10,000 sf each or 4 units per acre) needs to be reflected in straight zoning of R-10 for the majority of subdivision lots.
- R-10 allows for townhomes to be built under very clear conditions.
 - SUP permit required for 20+ units (Zoning Ordinance 4.2.10)
 - Duplex housing can be built on lots that are twice the size of single family residential.

- Staff recommendation: move away from Conditional Zoning and work toward solutions that better reflect community desires.

Alternative Suggestion: Make all Major Subdivisions Special Use Permits

- Achieves same controls
- Easier to understand
- Clearer path to approval

Alternative Suggestion: Create true mixed-use districts that specify percentages in terms of housing choices or commercial/residential mix.

Correct Deficiency in our Utility Codes

- Current regulations do not speak to the need to place water meters and water/sewer infrastructure at the street front on each developable lot.
- In more than one case, the meter is on a different street. One easement may contain meters or infrastructure related to more than one lot/structure.
- An ordinance update could require meters and associated infrastructure to be placed inside of property pins of parcel of land.

Mr. Cahoon-Tingle reviewed FY 2024 Budget Requests.

- Priority request to add one additional full-time Code Enforcement Officer. We are currently complaint based. If our one officer doesn't spot it while out inspecting the Town, and no one calls in the complaint, the issue goes unnoticed. Ten minutes in the field spotting and photographing issues requires 10 to 40 hours of desk time and follow up including interviews, first contact, notices of violation and all of the components of resolving code violations. One officer was adequate for a Town of less than 3,000 people. Angier is at approximately 6,090 and it's estimated the population to increase to 15,000 in under 7 years. A second officer along with assistance within the office with paperwork would allow at a minimum 1.5x the output in results.
- In the immediate future: once the population of Angier reaches 10,000 persons, the Town will have to obtain and maintain an NPDES Phase II Permit – MS4 (separate sewer and stormwater permit) from NCDEQ. The first step involves mapping via GIS the entire drainage system of the Town and future maintenance of that database. The cost can be less than \$10k. Mapping the entire water system, sewer system, and the stormwater conveyances will give a well mapped system that could easily be uploaded to the county's GIS online.

Questions: It was the consensus of the Board to allow Mr. Cahoon-Tingle and the Town Attorney get together to amend Chapter 9 ordinance to require the Board of Commissioner approval for waiver of street improvements on NCDOT highways or the ordinance needs to exempt the requirement along those stretches of highway. There was discussion about amending the ordinance in our utility codes. Currently the ordinance does not require for the meter to sit inside the pins of the property. For example, only 40 homes can be added to a 2" loop water system service. If it's a 2" dead end line or the line ends, there's no circulation. Because of this, the developer would only then be able to put 20 homes on that loop system; however, in some cases the developer will then get an easement on the opposite road so when the homeowner is looking for their meter it's not on their property. To prevent this from happening, it was recommended to amend the utility codes. There was some discussion about annexations not being recorded within 30 days of approval, so it was proposed that the Town include the recordation fees within the Rate & Fee Schedule so the Planning Department can record the annexation ordinances as they get approved.

Finance Department

Finance Director, Hans Kalwitz explained 2024 Budgetary Increases.

- FY 2024 Budget vs FY 2023 Budget request experiences a 15% increase primarily due to: Bank Fees, Credit Card Fees, and addition of full year pay for Part-Time position.
- Recurring expenses (fixed costs (below is not all encompassing))
 - Audit Firm
 - Financial Software
 - Government Finance Officers Association dues
 - Debt and lease management software (GASB 87 and GASB 96)

Finance Director, Hans Kalwitz reviewed FY 2024 Budget Requests.

- Desk for individual from NC Lead Fellow Program
- Computer for individual from NC Lead Fellow Program
- UNC SOG supervisory course for Utility Billing Specialist
- UNC SOG Budgeting in Local Government course for Finance Technician I
- UNC SOG Capital Finance in Local Government course for Finance Technician I
- UNC SOG Utility Billing and Collections Administration course for Utility Billing Customer Representative
- UNC SOG Municipal and County Administration course for Finance Director

Mr. Kalwitz reviewed matters to address in the Finance Department.

- Collection of delinquent utility customer accounts; \$241,097.92 total debt submitted to North Carolina Local Government Debt Setoff Clearinghouse
- Subsidiary Ledger Reconciliation
- Investment Policy
- Purchasing Policy
- Internal Control Policy
- Water & Sewer rate study

Mr. Kalwitz reviewed Budget Projections for 2-5 years and 5-20 years as follows:

2-5 Year Budget Projection

- Mission Statement: To provide efficient and effective financial support and strong fiscal stewardship through sound policies and practices, education, exceptional customer service, and continuous improvement for the benefit of the community.
- Transition Part-Time Customer Service Representative to Full-Time status
- Fill position of Deputy Finance Director
- Fill position of Utility Billing Assistant/AMR Specialist
- Create a Popular Financial Report; achieve GFOA award for PAFR
- Compile Financial Statements within Finance Department for auditor review
- Subsidiary Ledger Reconciliation Process

5-20 Year Budget Projection

- Financial software assessment and possible replacement
- Fill Purchasing Agent position
- Complete monthly utility billing within the Finance Department rather than outsource

Questions: There was discussion regarding the Town absorbing the majority of the cost of credit card fees. It was the consensus of the Board to move forward with passing the credit card fees to the customers.

The Board had discussion regarding succession planning and encouraged the Town to be thinking of a strategy if something were to come up.

Board Action: The Town Board unanimously voted to go into closed session pursuant to NCGS 143-318.11 (a)(6) to discuss a personnel matter at approximately 7:45pm.

Motion: Commissioner Price

Vote: 4-0; unanimous

Board Action: The Town Board unanimously voted to reconvene in open session at approximately 9:00pm.

Motion: Mayor Pro-tem Hawley

Vote: 4-0; unanimous

Adjournment: Being no further business, the Town Board voted unanimously to adjourn the meeting at 9:00pm.

Motion: Mayor Pro-tem Hawley

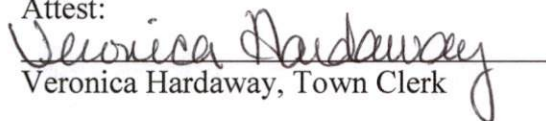
Vote: 4-0; unanimous



Robert K. Smith, Mayor



Attest:


Veronica Hardaway, Town Clerk