

**Town of Angier
Board of Commissioners
Work Session
Tuesday, December 17, 2019, 6:30 P.M.
Angier Municipal Building
28 North Raleigh Street
Minutes**

The Town of Angier convened during a regularly scheduled Board of Commissioners Work Session meeting on Tuesday, December 17, 2019, in the Board Room inside the Municipal Building at 28 North Raleigh Street.

Members Present: Mayor Bob Smith
Mayor Pro-Tem Craig Honeycutt
Commissioner Loru Boyer Hawley
Commissioner Alan Coats
Commissioner Mike Hill

Staff Present: Town Manager Gerry Vincent
Town Clerk Veronica Hardaway
Police Chief Arthur Yarbrough
Downtown Manager Christy Adkins
Finance Director Hans Kalwitz
Planning Director Sean Johnson
Interim Library Director Katy Warren
Public Works Director Jimmy Cook
Town Engineer Bill Dreitzler
Town Attorney Dan Hartzog Jr.

Others Present:

Call to Order: Mayor Smith presided, calling the Board of Commissioners Work Session meeting to order at 6:38 p.m.

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

Invocation: Mayor Smith offered the invocation.

Approval of the December 17, 2019 meeting agenda: The Town Board unanimously approved the agenda with the following amendment: move New Business Item #1 as the first order of business.

Board Action: The Town Board unanimously approved the December 17, 2019 meeting agenda as amended.

Motion: Commissioner Hawley

Vote: Unanimous, 4-0

Mayor Smith explained that he will not engage in debates as presiding officer; if he engages in debate, the Mayor Pro-tem would then preside. However, he will participate in discussions during work session meetings.

1. Advisory Board Applicant Interviews

Each candidate had a fifteen (15) minute question and answer session during an open session with the Town Board beginning at 6:42pm. After a five minute introduction, members of the Town Board asked each candidate questions.

The following candidates were interviewed:

ABC Board

- Jerry Hockaday
- Steve Adams
- Howard Babbitt

Planning Board

- Christina Kazakavage
- Dolores Price spoke on behalf of Jr. Price
- Sheveil Harmon
- Chris Hughes
- David Card

Library Board

- Sharron AuriGemma
- Sheveil Harmon

It was the consensus of the Board that appointments will be made at their regularly scheduled Board of Commissioners meeting January 7th at 7pm.

Old Business

1. Angier Chamber of Commerce Memorandum of Understanding

Commissioner Coats explained he will no longer be the Chamber President after the first of the year and that he has removed himself from discussions involving the proposed revisions.

Town Manager Gerry Vincent received revisions from the Chamber Board with several amended items. The Town Attorney has indicated a termination clause is needed.

Jason Williams, Chamber Board Member, stated that in the event the stage became a burden to the Town and would no longer maintain the stage, the Chamber would be happy to help.

It was the consensus of the Board to agree to the revisions and place item on February consent agenda.

2. Water Meter Policy

Commissioner Hill stated he sees the benefit of the Town charging vacant lots a flat rate fee in order to maintain the lines.

Town Manager Gerry Vincent stated the property owner has the option to pay \$35.80 (flat rate) for water/sewer per month to maintain the line or if the meter is removed and customer requested it to be re-installed the customer would pay \$4,591.00 at the time of service reconnection.

Draft Vacant Meter Policy

This Policy applies to the owner of any property that has a water meter. If the property is vacant and the water service has been turned off, the property owner shall continue to be billed the water and sewer service base rate on a monthly basis. The base rate shall be established within the Town's approved Rate & Fee Schedule. The property owner shall also have the option of requesting the termination of water service and the removal of the water meter. If this option is requested, the property owner will not be charged the monthly base rate for water and sewer service. However, at such a time that water service is requested to be restored to the property, all applicable fees must be paid prior to restoration of water service. These fees include regulatory fees, system development fees, meter fees and activation fees. The fee amounts shall be provided in the Rate & Fee Schedule at the time of request for service restoration. For example, if the property owner at 123 Broad Street does not want to pay the monthly water and sewer flat rate fees, the owner will not be charged these fees, the water meter will be removed, however when the property owner requests to start services again they shall pay the current water/sewer tap fees listed. The property owner has the option to pay \$35.80 flat rate for water/sewer per month or \$4,591.00 at the time of service reconnection.

When a rental unit, apartment or house becomes vacant, the water service will automatically be transferred into the landlord's name for billing.

Commissioner Hill agrees a fine should be attached for meters removed, however he does not agree with charging the full tap fee amount of \$4,591.00.

Public Works Director Jimmy Cook stated the Town of Angier has approximately 2,500 in Town water and sewer customers and approximately 500 out of Town water customers. The Town staff maintains/repairs these services, whether they are active or vacant. Depending on the type of water service, when a vacant account had no water running through the service line, this line can stop working. When the service is reactivated we may have to replace the service line from the main to the water service. This includes cutting streets and installing a new service line. When the account is vacant you are not getting revenue for this account. The flat rates that is charged for water and sewer are used for debt services. For example, when we try to acquire loans we use 3,000 customers as our contributors to pay back the loan, each account pays towards the loan. If you have an average of 100 vacant account only 2,900 accounts are paying towards debt service. In some cases you have to raise the water/sewer flat rates to cover debt. The Town is losing approximately \$40,000 a year in potential revenue by not charging flat rates on vacant lots.

It was the consensus of the Board to delay further discussion until January work session.

New Business

1. Town Hall/Police Department Finance Options

Kyle Lax with Davenport and Company reviewed finance options for potential Town Hall and Police Department buildings. Overall, he stated the Town's General Fund has been well managed from a financial perspective, the General Fund has historically produced annual surpluses, Fund Balance is strong, the Town should consider adopting formalized Financial Policy Guidelines especially as it relates to Fund Balance and Debt Levels, the Town has limited General Fund debt outstanding, the Town has capacity to responsibly take on a Town Hall/Police Station project in the \$2 million to \$3 million range, and strategically utilizing Fund Balance that is over and above the recommended minimum policy level can help lessen the impact of new debt service on the Town's budget/ Real Estate Tax Rate.

2. American Legion Memorandum of Understanding

Ted Martin with the American Legion Post 436 proposed constructing a new building adjacent to Jack Marley Park. The parcel is approximately 55 by 180 feet. The plan is to build a multiuse facility that would contain a main flag pole/memorial and individual memorials of each branch of service around the exterior of the building and can be accessed directly from the sidewalk. The first floor would house a meeting area, kitchen, restrooms, and a museum area. The building would be a story and a half with several meeting rooms, one restroom, a computer room, and a non-alcoholic lounge on the upper floor. The intent is to make these facilities available to both military veteran organizations and the Town of Angier making this a Veteran's Center and community use center. Mr. Martin is seeking State funds, corporate donations, and use fundraisers to pay for the project.

The Town Board voiced concern with the proposed property not being large enough to serve the purpose they are seeking as well as adequate parking.

It was the consensus of the Board to add the MOU to the January consent agenda.

3. NW Parking Lot Improvements

Town Manager Gerry Vincent stated that in 2018 there was some opposition to paving the parking lot in the alleyway behind Ed's Restaurant. Meetings were held with business owners who are hesitant on selling part of their property. The priority is to improve the utilities in the parking lot by replacing water and sewer lines for businesses to have better water pressure.

It was the consensus of the Board to allow the Town Manager, Town Engineer, and Public Works Director to draft easements and estimates.

4. Fee Change to Disconnected Utilities

Mr. Vincent stated that currently the Town charges different rates according to how many times a customer is late on paying their utility bill. For example: 1st time customer is late they are charged \$35; 2nd time \$50; and 3rd time on is \$75. The Finance Department has to manually input these

charges to each individual account. It is requested that the Board consider allowing a universal late fee of \$50.

It was the consensus of the Board to add item to the January consent agenda.

5. Incentives for Infill/Vacant Lots within Town Limits

It was the consensus of the Board to move this item to the January work session meeting.

Adjournment: There being no further business, the Town Board voted unanimously to adjourn the meeting at 9:49pm.

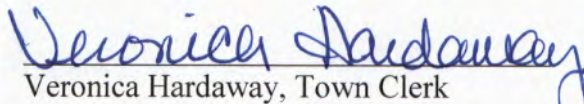
Motion: Commissioner Hawley

Vote: Unanimous, 4-0



Robert K. Smith, Mayor

Attest:


Veronica Hardaway, Town Clerk