

**Town of Angier  
Board of Commissioners  
Work Session  
Tuesday, January 17, 2023, 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 Tuesday, January 17, 2023, in the Board Room inside the Municipal Building at 28 North Raleigh Street.

**Members Present:** Mayor Bob Smith  
Mayor Pro-tem Loru Boyer Hawley  
Commissioner Alan Coats  
Commissioner Jim Kazakavage  
Commissioner George Junior Price via *Zoom*

**Members Absent:**

**Staff Present:** Interim Town Manager Richard Hicks  
Town Clerk Veronica Hardaway  
Human Resource Director Melissa Wilder  
Planning Director Randy Cahoon-Tingle  
Parks & Recreation Director Derek McLean  
Public Works Director Jimmy Cook  
Town Attorney Dan Hartzog Jr.

**Others Present:**

**Call to Order:** Mayor Smith presided, calling the Board of Commissioners Work Session meeting to order at 6:30 p.m.

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

**Invocation:** Mayor Smith offered the invocation.

**Approval of the January 17, 2023 meeting agenda:** The Town Board unanimously approved the agenda with the following amendment: add Closed Session pursuant to NCGS 143-318.11 (a)(3) to consult with the Town Attorney.

**Board Action:** The Town Board unanimously voted to approve the agenda as amended.

**Motion:** Mayor Pro-tem Hawley

**Vote:** 4-0; unanimous

It was the consensus of the Board to allow Commissioner George “Jr.” Price to participate via *Zoom*.

### **Business Items**

#### **1. Austin Eubanks with Thompson, Price, Scott, Adams & Co., PA presented the findings from the Comprehensive Annual Financial Report for year ending June 30, 2022.**

Highlights include:

- The assets and deferred outflows of resources of the Town exceeded its liabilities and deferred inflows of resources at the close of the fiscal year by approximately \$19,284,459 (net position).
- The Town's total net position decreased by \$1,028,851. Decrease in governmental activities amounts to \$1,133,554 and an increase in the business-type activities amounts to \$104,703.
- As of the close of the current fiscal year, the Town's governmental funds reported combined ending fund balances of \$5,232,001 a decrease of \$933,596 in comparison with the prior year. Approximately 12 percent of this total amount, or \$644,334 is non-spendable or restricted.
- At June 30, 2021, the Town's total debt was \$8,370,000. The increase of the Town's debt, \$3,670,298, was the result of additional revenue bonds.

Mr. Eubanks explained that the Town has received two performance indicators that will need responses within 60 days from the auditor's board presentation. Those indicators are the following:

- There was appropriated fund balance for the General Fund in the 2022 budget and your change in the fund balance was negative. Please state if fund balance was used for operations or capital purposes. If the General Fund has more expenditures than revenues because of operational issues and fund balance was appropriated to cover the loss, the continuation of this practice could result in deterioration of a unit's fund balance available.
- The 2022 Audit Report is expected to be submitted within five months plus one day from the fiscal year end per the auditor (December 1<sup>st</sup> for most units). Town of Angier's audit report date was December 22<sup>nd</sup>.

**Board Action:** The Town Board unanimously adopted the Comprehensive Annual Financial Report for year ending June 30, 2022.

**Motion:** Commissioner Kazakavage

**Vote:** 4-0, unanimous

## 2. Town Manager Search

Interim Town Manager Richard Hicks stated he has received two proposals to assist with the Town Manager search. The first proposal is from GovHR who gave various options depending on how much activity they do on site versus virtually. One of the principles in the company was a long-term city manager in NC that has recently retired. Mr. Hicks has known Mr. Lane Bailey for many years.

The second proposal is a joint effort between Triangle J Council of Governments and Mid Carolina Council of Governments. Mr. Hicks stated he has also known both Executive Directors for many years as well.

Mr. Hicks stated that both firms would do an outstanding job. He foresees this being approximately a five-month process. He explained that the COG would be more for a local or regional search and GovHR is more of a nationwide search. Mr. Hicks stated about 60% of Town Managers in NC came out of Appalachian State University; he will be making contact with them as well.

**Board Action:** The Town Board unanimously voted to contract with Triangle J COG jointly with Mid Carolina COG to conduct the Town Manager.

**Motion:** Commissioner Coats

**Vote:** 4-0, unanimous

**Board Action:** The Town Board unanimously voted to contract with Triangle J COG jointly with Mid Carolina COG to conduct the Town Manager search subject to the Town Attorney's approval.

**Motion:** Mayor Pro-tem Hawley

**Vote:** 4-0, unanimous

## 3. Public Works Salaries

Mr. Hicks stated that prior to his arrival, a pay and classification study was conducted in 2019. Within that pay study, increases to salaries were proposed that ranged from about 12% to 27%. Then several months ago Commissioner Kazakavage, along with assistance from staff, came up with an alternative that ranged from about 5% to 20%. Following Commissioner Kazakavage's study, the former Town Manager came back with a proposal that had a recommendation of 19% across the board. There was discussion about the actual towns that were compared for our officers were not the same towns that were used for Public Works. Mr. Hicks also provided the board figures of a 10% increase; which fits within the pay and classification plan. No increases have been given to any departments other than the police department and parks and recreation director.



The Board acknowledged that these increases are necessary but were concerned as to where the funding would come from. The Board has already obligated funds to some projects, any additional funds moving forward may need to come out of fund balance. However, sales tax numbers are averaging about 17-18% more than last year having some excess funds.

Mr. Hicks explained the Board would have to balance the budget for next FY to reflect those expenses. There are enough funds to cover the next five months until next FY. He also explained that when you lose public works employees that have certifications, it's a huge cost to send new employees to school to get those certifications. Incentives have been put in place for when employees meet specific qualifications.

Public Works Director Jimmy Cook explained that they currently have merit increases in place for water and wastewater licenses. He reminded the Board that whenever 100 homes come in, the town collects approximately \$42,000 in flat rate fees. The last couple years the town has averaged probably anywhere from 100 to 120 new homes; which is roughly about \$120,000. There are also 1800 homes currently on the books in different phases of construction.

Mr. Hicks added that most public works employee salaries are split between the general fund and the water/sewer fund so the burden on the general fund isn't as big as it was for the officer increases.

The Board asked Mr. Cook if the town has any instruments or indications that would alert staff regarding untreated wastewater discharge. Mr. Cook stated that currently the town has manual gauges at the pump that had issues and are looking to purchasing a digital gauge so it can be read electronically and set alarms.

The Board asked if anything has been put in place for the remaining employees, to which the HR Director Melissa Wilder stated figures were gathered but have yet to be reviewed.

It was the consensus of the Board for Mr. Hicks to bring back salary figures to review for the remaining employees.

**Board Action:** The Town Board unanimously approved a 12% increase in salary along with the incentives proposed for all public works employees.

**Motion:** Mayor Pro-tem Hawley

**Vote:** 4-0, unanimous

Mr. Cook conveyed his appreciation to the Board.

#### **4. Food Truck Regulations**

Planning Director Randy Cahoon-Tingle stated there was a request at the last meeting to propose some changes as it relates to food trucks. As it stands now, the way the town currently addresses the matter of food trucks is there's no prohibition against putting them on public property (sidewalk, parking space, town owned property). This is in regards to a non-event and would be every day of the year. Currently, if a food truck is not part of a special event they must purchase an itinerant merchant permit at a one-time fee of \$20 and to renew is \$10 for each subsequent year.

Some highlights included in the proposed ordinance:

- Mobile food vendors shall comply with the regulations except for vendors associated with temporary events (special events).
- Mobile food vendors shall be at fixed locations on private property that will need to obtain a Land Use Permit that expires every 6 months.
- Vendors must submit the following documents to the Planning Department: copy of any written agreement between the mobile food vendor and owner of private property; copy of most recent health department inspection; copy of photo identification of the applicant and any personnel vending food; proof of liability insurance.
- A maximum of two mobile food vendors shall be located on a lot or parcel at any given time and must be at least 100 feet from the main entrance of any eating establishment.
- Mobile food vendors must comply with all parking requirements or will be subject to a \$50 violation

Town Attorney Dan Hartzog, Jr. wanted to clarify that the statute only allows the Town to charge \$50 for parking related violations.

Mr. Cahoon-Tingle stated he would like to work more with the Town Attorney regarding this ordinance to get something to the Planning Board to review prior to adoption.

It was the consensus of the Board for the Planning Board to review the proposed ordinance and make recommendations.

## **5. Annual Retreat/Planning Meeting**

Interim Town Manager Richard Hicks wanted to establish a timeline for the Board's Annual Retreat as we get into the budget process. He requested some guidance from the Board as to what their preference is as he was looking into late February early March dates.

The Board shared that they would prefer the retreat be two days during the week. It was suggested that rather have staff sitting with the Board all day they attend when it's their time to present. There was also some concern with staff accumulating comp time if the retreat was held outside regular work hours.



Mr. Hicks shared that our policy states that based on salaries, there is a reasonable expectation that staff will have to, at times, work more hours outside of a normal work week. Under special circumstances staff can be granted comp time; however, over the last few years they have been receiving comp time for anything over 40 hours; which is not what the policy states.

It was the consensus of the Board to make the retreat for a Thursday from 4-8 and most of the day on a Friday. Mr. Hicks will poll the Board regarding dates.

## **6. Legislative Goals/Appropriation Requests**

Mr. Hicks stated that the General Assembly has excess funds and the expectation is that they are only spending a portion of that money. He shared with the Board that we need to propose a plan to legislatures on how the Town can utilize funds for projects such as a new park or community building. It was encouraged that the Board speak to local legislatures to discuss those funds for projects Angier is wanting to complete.

**Board Action:** The Town Board unanimously voted to go into Closed Session pursuant to NCGS 143-318.11 (a)(3) to consult with the Town Attorney at approximately 8:06pm.

**Motion:** Mayor Pro-tem Hawley

**Vote:** 4-0; unanimous

**Board Action:** The Town Board unanimously voted to reconvene in open session at approximately 8:57pm.

**Motion:** Mayor Pro-tem Hawley

**Vote:** 4-0; unanimous

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

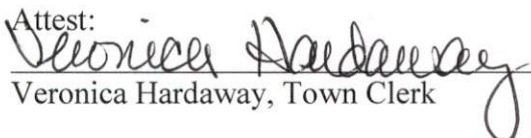
**Motion:** Mayor Pro-tem Hawley

**Vote:** Unanimous, 4-0



Robert K. Smith, Mayor

Attest:



Veronica Hardaway, Town Clerk

