

Town of Hudson Regular Meeting

February 19, 2019

In Attendance:

Members Present: Mayor Janet Winkler, **Commissioners:** Larry Chapman, Jonathan Greer, Barry Mitchell, Rick Shew, Ann Smith and Bill Warren

Others Present: Town Manager, Rebecca Bentley, Chief of Police, Richard Blevins, Town Planner, Teresa Kinney, Town Clerk, Tammy Swanson and Town Attorney, Carroll Tuttle - WPCOG Planning Director Alison Adams and WPCOG Code Enforcement Officer, Billy Rickles

Call to Order:

Mayor Janet Winkler called the February meeting to order and welcomed everyone to the meeting. Commissioner Bill Warren then led the audience in the Pledge of Allegiance and opening prayer.

Discuss/Adjust Agenda:

Janet presented the February agenda and requested the following addition:

Add Item – 8a – Adopt Resolution Affirming the Town of Hudson’s Support Regarding
Implementation of a Compliant MPDES MS4 Stormwater Program

Motion: (Bill Warren/Larry Chapman) to approve the agenda as amended. Unanimously approved.

Approval of Minutes:

Motion: (Larry Chapman/Rick Shew) to approve the minutes, as presented, for the January 15, 2019 Regular Meeting and the January 15, 2019 Closed Session. Unanimously approved.

Public Hearing: Text Amendment Town Code of Ordinances Regarding Property Maintenance, Minimum Housing Standards and Nuisances:

Janet stated that at the January 15th meeting, the Board voted to table the Public Hearing to discuss the text amendments for minimum housing standards and nuisances until today’s meeting. Janet stated that we are now continuing the public hearing.

Teresa Kinney stated that at the January 15th meeting, the Board discussed changes to the proposed amendments, and they requested that Town Attorney, Carroll Tuttle review the proposed amendments as well.

Alison Adams stated that she received a memo from Carroll requesting some changes to the amendments, and she stated that to her knowledge, those changes have been made with the exception of one. She explained that this change involved the Board of Adjustment, and in her opinion, the amendment needed to stay the way it was written.

Carroll explained the reason he questioned this amendment. The Board of Adjustment is considered an appellate body, and does not take on the job of the enforcement officer. Rather the Board of Adjustment hears

appeals from decisions made by the Code Enforcement officials, and will uphold the findings of the Enforcement officials or reverse or modify the decisions.

Alison commented that Carroll did bring to her attention that the definition of "Occupant" in the amendments states that to be considered an occupant, an individual has to be at least one-year-old – Carroll's comments were that an occupant is an occupant no matter the age. Alison stated that she agrees with Carroll's comments, and she plans to change this definition, even in the codes that have already been approved for the other towns.

Rebecca stated that based on the last copy of the amendments she had received, all the requested changes from Carroll had not been made.

Billy Rickles stated that he is actually the one that made the changes to the amendments, and he stated that he used Carroll's memo to make the changes.

Rebecca reviewed some of her concerns with the amendments.

- What happens if a certified letter is not picked up by the property owner?

Alison explained that two letters are sent – one general mail and one certified. She explained that if the letter sent through general mail is not return undelivered, it is considered delivered.

Billy commented that he plans to deliver the citations by hand. He stated that he would record when the letter was delivered, and he would have a witness of the delivery.

Alison stated that they are interpreting this as notification being delivered whether certified or by hand. She stated that it is not required by statute that notification be sent by certified mail.

Billy stated that he feels they are going beyond what is required to make sure that the property owners are being notified adequately.

Carroll stated that just speaking for himself, he feels that the code requires notification by certified mail.

Jonathan mentioned that in Article 6 of Chapter 9 – Health and Sanitation, Section 9.59 gives the guidelines for serving notice. Jonathan suggested that these same guidelines be used anytime notice is required.

Rebecca asked about the definition of a "basement" in the amendments – basements are built with and without windows.

Billy explained the way they were going to change this is that basements could be underground or partially underground.

Rebecca asked about issuing a "rooming house license" – we don't issue licenses.

Alison stated that this would be changed from "license" to "permit."

Janet asked if these amendments are totally enforceable.

Carroll stated that in his opinion, the amendments are enforceable.

Close Public Hearing:

Motion: (Ann Smith/Rick Shew) to close the public hearing. Unanimously approved.

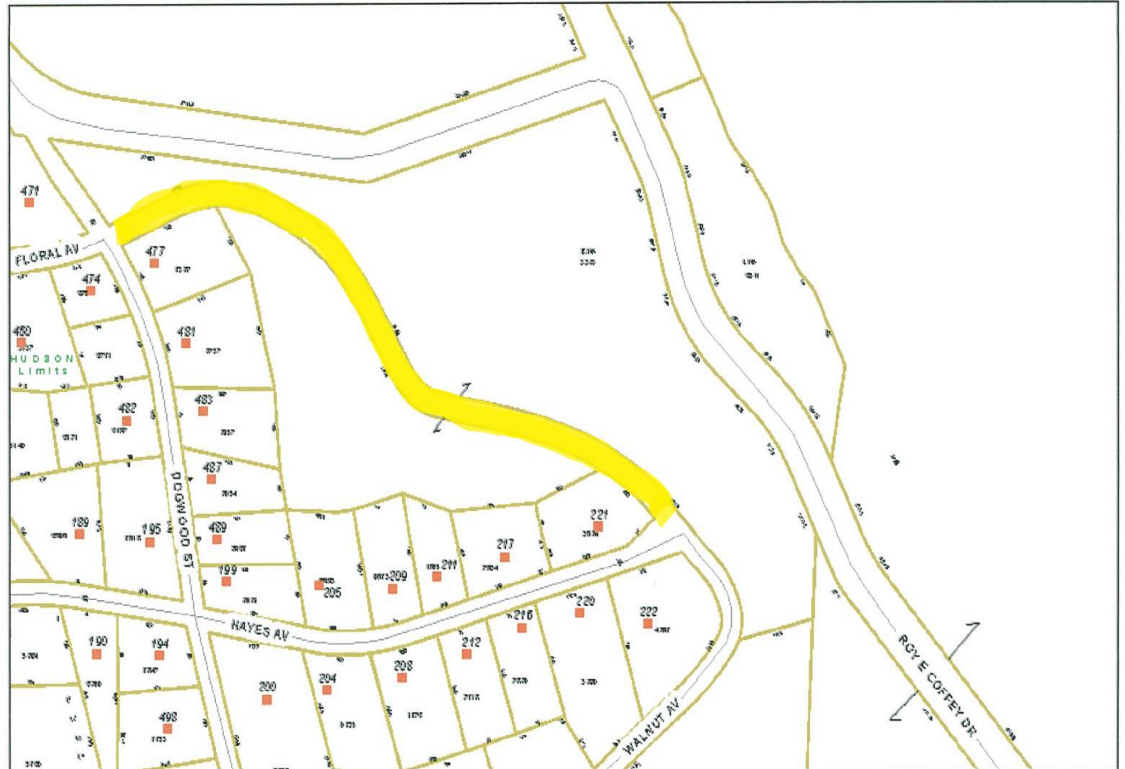
Motion: (Rick Shew/Larry Chapman) to adopt the amendments to the Code of Ordinances with the appropriate changes. Unanimously approved. (Note: A copy of the changes will be filed in the Ordinance book in the Town Clerk's office and the amendments will be reflected in the Code of Ordinances.)

Public Hearing to Adopt Resolution to Remove a Portion of Floral Avenue from Municipal Maintenance:

Motion: (Larry Chapman/Barry Mitchell) to open the floor for public hearing. Unanimously approved.

Rebecca stated that Caldwell Community College has requested that the unused portion of Floral Avenue that crosses their property be removed from the Town's Powell Bill maintained streets.

(Highlighted portion of street on map.) Rebecca explained that at one time there was a mobile home village located on this property, and this portion of Floral Ave. ran through the village. Rebecca added that this section of the road was dirt, and is now overgrown and not used.



Rebecca stated that this public hearing is being held to allow the public an opportunity to voice opinions on whether or not the unused section of the street should be closed and removed from the Town's road maintenance program. Rebecca added that notification letters were mailed to the property owners whose property abuts the unused portion of the street.

There were no comments from the public.

Close Public Hearing:

Motion: (Larry Chapman/Jonathan Greer) to close the public hearing. Unanimously approved.

Janet presented a resolution in support of removing the unused portion of the street from the Town's Powell Bill maintenance program.

Motion: (Bill Warren/Jonathan Greer) to approve the resolution in support of the permanent closure and release of the unused portion of Floral Avenue from the Town's street maintenance program as requested. Unanimously approved.

The resolution was approved as follows:

**A Resolution Ordering the Permanent Closure and Release of the Unused Portion of
Floral Avenue from the
Town of Hudson Street Maintenance Program**

WHEREAS, North Carolina General Statute 160A-299 authorizes municipalities to permanently close public streets and alleys; and,

WHEREAS, the Town of Hudson received a request to close the unused/undeveloped portion of Floral Avenue, and release this section of the street from the Town's street maintenance program. The property surrounding the undeveloped section of street is owned by Caldwell Technical Institute; and,

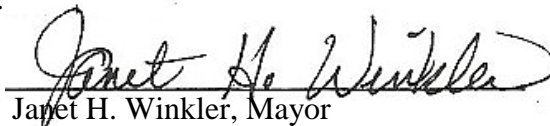
WHEREAS, notice of the public hearing and closure of the unused section of the street were provided as required by N.C.G.S. 160A-299; and,

WHEREAS, following the public hearing, it appears to the satisfaction of the Town of Hudson Board of Commissioners that the closing of unused portion of the street is not contrary to the public interest and that no individual owning property in the vicinity of said street will thereby be deprived reasonable means of ingress and egress.

NOW, THEREFORE, BE IT RESOLVED, that the unused/undeveloped portion of Floral Avenue is hereby ordered closed, with all rights, title and interest that may be vested in the public to said area for street purposes being hereby released to the surrounding property owner, Caldwell Technical Institute, in accordance with the provisions of N.C.G.S. 160A-299; and,

BE IT ALSO RESOLVED that the Town Clerk is directed to file a certified copy of this resolution in the Office of the Register of Deeds for Caldwell County, along with a map showing the section of the street that was released.

Adopted this the 19th day of February, 2019.


Janet H. Winkler, Mayor

ATTEST:


Tamra T. Swanson, Town Clerk

Proclamation to Establish March 16th as American Legion Centennial Day:

Janet presented a proclamation proclaiming March 16th as American Legion Centennial Day in the Town of Hudson.

Larry stated that American Legion Post 392 is still working on plans for the celebration, which will be held March 16th at HUB Station beginning at 10:00 am.

February 19, 2019 Regular Meeting

Motion: (Ann Smith/Rick Shew) to approve the proclamation establishing March 16, 2019 as "American Legion Centennial Day" in the Town of Hudson. Unanimously approved.

P R O C L A M A T I O N

WHEREAS, Since its formation in France on March 15, 1919, the American Legion has been a staunch advocate for veterans and their families; and,

WHEREAS, The American Legion was founded on the four pillars of care for veterans, a strong national defense, Americanism, and children and youth; and,

WHEREAS, The American Legion has played a leading role in initiatives and breakthroughs that have affected the lives of Americans in every community, from U.S. Flag Code to the GI Bill; and,

WHEREAS, Post 392 has fulfilled the Legion's mission since it received a Temporary Charter June 11, 1947, followed by a Permanent Charter on May 12, 1948, and then a Supplemental Charter on October 6, 2009; and,


WHEREAS, American Legion Post 392 is celebrating its centennial March 16, 2019.

NOW, THEREFORE, I, Janet H. Winkler, Mayor of the Town of Hudson, NC, do hereby proclaim Saturday, March 16, 2019 as

"American Legion Centennial Day"

in the Town of Hudson, and I encourage all our citizens to join in this celebration.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of the Town of Hudson, NC on this the 19th day of February, 2019.


Janet H. Winkler, Mayor

ATTEST:


Tamra T. Swanson, Town Clerk

Certificates of Appreciation - Brushy Mountain Builders and Mr. Allen Stewart:

Janet stated that both Allen Stewart and Brushy Mountain Builders were responsible for designing and constructing the beautiful addition to our Police Department. Janet stated that the Police Department held an open house of the newly constructed area just prior to tonight's meeting.

Janet presented Certificates of Appreciation for Mr. Stewart and Brush Mountain Builders to let them know how much we appreciate the fine work that was done on this project.

Motion: (Larry Chapman/Ann Smith) to approve the Certificates of Appreciation as presented for Brushy Mountain Builders and Mr. Allen Stewart. Unanimously approved.

The Certificates were approved as follows:

Certificate of Appreciation

WHEREAS, in August 2018, Brushy Mountain Builders submitted a bid and was selected to build an addition to the Hudson Police Department; and,

WHEREAS, the addition was needed to provide much needed space for the Police Department, with the work being done within a budget and during work hours for the Department; and,

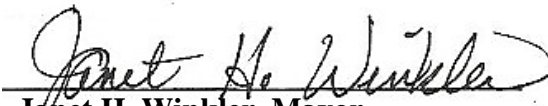
WHEREAS, as construction was being done, Brushy Mountain remained in constant contact with the Police Department Staff to give updates and report on any changes that would need to be made to keep the project on track and within the guidelines; and,

WHEREAS, the work crews conducted their work in a very professional manner, keeping the noise level to a minimum to accommodate the daily functions of the Police Department and the Town Staff; and,

WHEREAS, Brushy Mountain Builders came into the project with high recommendations, which throughout the project proved to be right on target.

NOW, THEREFORE, I, Mayor Janet H. Winkler, on behalf of our entire Board of Commissioners and all our citizens, would like to express our appreciation for the excellent work done by Brushy Mountain Builders in building the addition to our Police Department, which not only adds much needed space, but gives the Department and the Town something to be proud of as well.

Adopted this the 19th day of February, 2019.


Janet H. Winkler, Mayor

ATTEST:


Tamra T. Swanson, Town Clerk

Certificate of Appreciation

WHEREAS, the Town of Hudson wishes to express its appreciation to Mr. Allen Stewart for his guidance and design in building an addition to the Town's Police Department; and,

WHEREAS, Mr. Stewart generously devoted his time to working behind the scenes on the project, asking nothing in return; and,

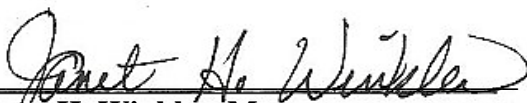
WHEREAS, because of his leadership and generosity, the Town was able to provide space to meet needs for our Police Department that may not have otherwise been possible; and,

WHEREAS, Mr. Stewart has been a friend to the Town for many years, and has been involved with helping to design other Town facilities as well; and,

WHEREAS, with Mr. Stewart's expertise both now and in the past, our facilities have been designed not only to meet our needs, but also give our Town and its citizens something to be proud of.

NOW THEREFORE, I, Mayor Janet H. Winkler, by virtue of the authority vested in me as Mayor of the Town of Hudson, and on behalf of the entire Board of Commissioners and all our citizens, do hereby extend this expression of appreciation to Mr. Allen Stewart for his friendship and his guidance in helping create better facilities for our staff and our community.

Adopted this the 19th day of February, 2019.


Janet H. Winkler, Mayor

ATTEST:



Adopt Resolution Affirming the Town of Hudson's Support Regarding Implementation of a Compliant NPDES MS4 Stormwater Program:

Teresa explained the formation of the Stormwater Program, and she commented that the counties in the state were to all join in the Program. However, counties later found that they did not have to participate in the Program at which time Lenoir took over Stormwater, and the municipalities in the county followed under their permit. She explained that over time, there have been changes to the Program and the DEQ (Department of Environmental Quality) is forcing all permits to be in compliance. Teresa explained that since we are a co-permittee with Lenoir, we pay Lenoir to be under their permit. Teresa added that Lenoir is unique in the fact that they have co-permittees, which caused them to be focused on during a recent audit. As a result of the

February 19, 2019 Regular Meeting

findings of the audit, it was determined that all the co-permittees under Lenoir have to apply for their own permits. We are being required to respond to the violations cited in the audit, and we have 30 days to respond to the DEQ.

Teresa stated that our response can be the adoption of a resolution indicating that we are aware of the violations, and are working to correct those violations. Lenoir is adopting their resolution during their Board Meeting tonight, and they are taking part of the responsibility for the violations. Also, Lenoir is working with us on the public education part of this Program. She added that we will also go through audits, i.e., checking to make sure the runoff from washing cars and trucks is being handled properly by the Town, checking to make sure grass clippings are not left in the streets since they can wash in drains and become a part of stormwater, etc.

Larry asked if this means we are breaking away from Lenoir.

Rebecca stated that we will just have our own permit; however, Lenoir would still be overseers of the Program. She added that we already have a lot of this in place with our Public Works Department. Also, having the program in place for a long time makes us aware of violations.

Rebecca explained that the DEQ just didn't like the logistics of how the Program was being applied. Rebecca added that all of the municipalities involved are working together to resolve this matter which is good.

Teresa stated that Billy Rickles will also be looking for violations as he is out looking for nuisances. She commented that having Billy out and about is going to be a plus, especially since one of the things the State wants to know is how violations are being handled. Teresa added that Jenny Wheelock, Planner for Lenoir, has said that she would be glad to come in and explain the Program and help do education about stormwater.

Rebecca stated that Sean Eggleston, Stormwater Technician with Lenoir, is also on "speed dial" to help us if we need him.

Janet presented a resolution for the Board to adopt regarding support for the implementation and compliance of the Stormwater Program.

Motion: (Larry Chapman/Bill Warren) to adopt the resolution in support of the implementation and compliance of the Stormwater Program as presented. Unanimously approved.

RESOLUTION AFFIRMING THE TOWN OF HUDSON'S SUPPORT REGARDING IMPLEMENTATION OF A COMPLIANT NPDES MS4 STORMWATER PROGRAM

A RESOLUTION to develop and implement a compliant stormwater management program that meets the requirements of the TOWN OF HUDSON's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit number NCS000474 to discharge stormwater, inclusive of the required Stormwater Management Plan to be prepared by the TOWN OF HUDSON and approved by the North Carolina Department of Environmental Quality.

WHEREAS, Section 402(p) of the federal Clean Water Act required NPDES permits for stormwater discharges from municipal separate storm sewer systems; and

WHEREAS, in North Carolina, NPDES Permits are issued by the North Carolina Department of Environmental Quality; and

February 19, 2019 Regular Meeting

WHEREAS, the North Carolina Department of Environmental Quality issued the TOWN OF HUDSON its third NPDES MS4 Permit for discharge of stormwater on February 20, 2017; and

WHEREAS, the TOWN OF HUDSON was issued Notice of Violation number NOV-2019-PC-0026 on January 24, 2019 for noncompliance with the issued NPDES MS4 Permit; and

WHEREAS, the TOWN OF HUDSON acknowledges the specific Notice of Violation requirement to obtain an individual NPDES MS4 Permit which does not include co-permittees; and

WHEREAS, the TOWN OF HUDSON acknowledges the specific Notice of Violation requirement to adopt a Council Resolution to implement a compliant and enforceable stormwater management program as defined by both the NPDES MS4 Permit number NCS000474 and the required approved Stormwater Management Plan, and said resolution is to be submitted to the North Carolina Department of Environmental Quality no later than *60 days from date NOV received*; and

WHEREAS, the TOWN OF HUDSON acknowledges the specific Notice of Violation requirement to develop and implement a Stormwater Management Plan in accordance with Section 402(p)(3)(B)(iii) of the Clean Water Act, 40 CFR 122.34(b) and NPDES MS4 Permit requirements and to submit its Stormwater Management Plan to the North Carolina Department of Environmental Quality for approval no later than *180 days from date NOV received*; and

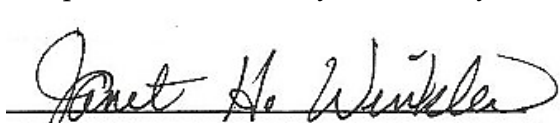
WHEREAS, the TOWN OF HUDSON acknowledges the requirement to provide adequate funding and staffing to implement a Stormwater Management Program that complies with its NPDES MS4 Permit and approved Stormwater Management Plan; and

WHEREAS, the TOWN OF HUDSON acknowledges that North Carolina Department of Environmental Quality enforcement action and penalties could result from non-compliance with the specific requirements in Notice of Violation number NOV-2019-PC-0026; and

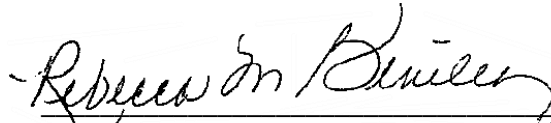
WHEREAS, the TOWN OF HUDSON acknowledges that any North Carolina Department of Environmental Quality enforcement action and penalties may not prohibit the U.S. Environmental Protection Agency from taking its own enforcement action for non-compliance with the issued NPDES MS4 Permit.

NOW, THEREFORE, BE IT RESOLVED that the TOWN OF HUDSON BOARD OF COMMISSIONERS hereby affirm its support for development and implantation of a compliant NPDES MS4 Stormwater Program.

Adopted this the 19th day of February, 2019.




Janet H. Winkler, Mayor



Rebecca M. Bentley, Town Manager

ATTEST:



Tamra T. Swanson

Adopt 2019-2020 Budget Calendar

Rebecca presented a budget preparation calendar for the Board to review. The first Budget Work Session was scheduled for Monday, March 11th at 6:00 p.m. at the Town Hall.

Motion: (Rick Shew/Barry Mitchell) to adopt the budget preparation calendar as presented, with the first meeting being set for March 11th at 6:00 pm at Town Hall. Unanimously approved.

Set Spring Cleanup April 1-15 2019

Rebecca presented the flyer for the 2019 Spring Clean-up Schedule.

- Spring Clean Up – April 1-15th
 - Shredding Truck - April 6th
- Hudson PD will also be collecting outdated or unneeded medications.

Motion: (Jonathan Greer/Rick Shew) to approve the dates of April 1st – 15th for the Annual Spring Clean-Up. Unanimously approved.

BUDGET PREPARATION CALENDAR FOR FY 2019-2020

| | |
|---------------------------|---|
| ? | The Town Commission holds a Strategic Planning session. |
| February 19, 2019 | The Budget Dateline is submitted to the Town Commission in open session for approval. |
| March 04, 2019 | Department heads receive budget request forms and are instructed to complete and return by March 25, 2019. |
| ? | The Town Commission holds second budget planning session. |
| March 25, 2019 | Manager receives budget request forms from department heads, as well as year-to-date information on departmental expenditures |
| March 01 – April 08, 2019 | 2019-2020 Budget is prepared by staff. |
| April 08 - May 10, 2019 | The Town Commission holds budget workshops to discuss Line Item expenditures for the upcoming year. Following the meetings the Town staff makes the necessary revisions to the recommended budget. |
| May 21, 2019 | The Budget document is presented to the Board for its consideration. A copy of the budget will be filed with the Clerk. The Town Commission sets a date for the public hearing on June 18, 2019 and the Budget is made available for public review. |
| June 18, 2019 | The Town Commission holds a public hearing to hear comments regarding the FY 2019-2020 Annual Budget. The Town Commission adopts the fiscal year 2019-2020 Budget Ordinance for the Town of Hudson. |

Town of Hudson Annual Spring Clean Up

April 1 - 15, 2019



During this time residents may place special items they wish to discard at the curb. The Hudson Public Works employees will pick up these items for disposal at the County landfill at **no cost to the resident**. Normally there is a small charge to dispose of items that cannot be picked up during the regular garbage collection. All tires must have rims removed and paint cans must be empty and dried. Only limited kinds of construction items will be picked up.

**REMEMBER TO SHRED
IMPORTANT / SENSITIVE
DOCUMENTS !!
Saturday, APRIL 6**

**10 a.m.
until
1 p.m.**

LGFCU
LOCAL GOVERNMENT
FEDERAL CREDIT UNION

Hudson PD will accept unneeded or outdated medications in their office for disposal any weekday .
Mon-Fri. 9 - 5

Please do not place medications in sewer system !!!!!



Again this year the Town citizens are very fortunate to have the Local Government Federal Credit Union sponsor the shredding truck. This means there is **NO CHARGE** to the citizens to shred up to 75# of materials. Protect your personal information -----

**SHRED YOUR
DOCUMENTS
FREE !!!**



Truck will be on Central St. in front of Town Hall

Budget Amendments

Rebecca presented budget revisions and explained that the revisions were being requested as a budgetary "clean-up."

Motion: (Bill Warren/Larry Chapman) to approve the budget revisions as presented. Unanimously approved.

The Budget Revisions were approved as follows.

Budget Revision #19-15 FY 2018-2019

| | | Budget 18-19 | Budget Revision | Revised 18-19 Budget |
|---|---------------------------------|------------------|-----------------|----------------------|
| HUB | | | | |
| 10-630-2150 | Main/Rep - Bldg/Grounds | 32,500 | -300 | 32,200 |
| 10-630-2220 | Equip Lease Purchase | 0 | 200 | 200 |
| 10-630-2260 | Advertising | 1,500 | 400 | 1,900 |
| 10-630-2335 | HUB Event Meals | 0 | 2,500 | 2,500 |
| 10-630-2450 | Contracted Services | 2,500 | 1,500 | 4,000 |
| 10-630-2540 | Workers Comp Prem | 200 | 1,000 | 1,200 |
| 10-630-2550 | Ins & Bonds | 5,800 | -300 | 5,500 |
| | Total HUB | 267,299 | 5,000 | 272,299 |
| Horizons Building - HUB Building B | | | | |
| 10-632-2132 | Utilities - Gas | 1,800 | 1,500 | 3,300 |
| 10-632-2550 | Ins. & Bonds | 4,500 | -1,500 | 3,000 |
| 10-632-4800 | Principal Loan | 5,000 | 5,000 | 10,000 |
| | Total HUB Building B | 88,000 | 5,000 | 93,000 |
| Contingency | | | | |
| 10-660-5900 | Contingency - General Fund | 41,414 | -11,893 | 29,521 |
| | TOTAL EXPENDITURE BUDGET | 3,390,175 | 5,000 | 3,395,175 |

Budget Revision #19-15 FY 2018-2019

| | | Budget 18-19 | Budget Revision | Revised 18-19 Budget |
|------------------------|------------------------------|----------------|-----------------|----------------------|
| Law Enforcement | | | | |
| 10-510-2150 | Mtce/Rep Bldg Grounds | 2,300 | 1,200 | 3,500 |
| 10-510-2160 | Mtce/Rep Equip | 800 | 500 | 1,300 |
| 10-510-2540 | Workers Comp Prem | 12,000 | -2,500 | 9,500 |
| 10-510-2550 | Ins. & Bonds | 12,000 | 800 | 12,800 |
| 10-510-3740 | Capital Outlay, Equip | 8,743 | 1,093 | 9,836 |
| 10-510-3760 | Capital Outlay, Other | 70,000 | 5,800 | 75,800 |
| | Total Law Enforcement | 988,979 | 6,893 | 995,872 |
| Public Works | | | | |
| 10-550-2130 | Utilities - Electricity | 3,400 | -1,500 | 1,900 |
| 10-550-2132 | Utilities - Gas | 400 | 1,500 | 1,900 |
| | Total Public Works | 98,057 | 0 | 98,057 |
| Street Dept | | | | |
| 10-560-1025 | Salary Overtime | 1,320 | 500 | 1,820 |
| 10-560-2130 | Utilities | 1,190 | -600 | 590 |
| 10-560-2132 | Utilities - Gas | 140 | 600 | 740 |
| 10-560-2134 | Utilities - W&S | 70 | 600 | 670 |
| 10-560-2160 | Mtce/ Rep Equip | 6,000 | -600 | 5,400 |
| 10-560-2280 | Fuel Oil | 2,000 | 1,000 | 3,000 |
| 10-560-2540 | Workers Comp Prem | 9,200 | -1,500 | 7,700 |
| | Total Street Dept | 267,056 | 0 | 267,056 |

**Budget Revision #19-15
FY 2018-2019**

| | | Budget 18-19 | Budget Revision | Revised 18-19 Budget |
|-----------------------|-----------------------------|---------------------|------------------------|-----------------------------|
| Finance | | | | |
| 10-440-2140 | Travel & Training | 1,000 | 500 | 1,500 |
| 10-440-2220 | Equipment Lease Purchase | 1,450 | 200 | 1,650 |
| 10-440-2330 | Dept Supplies | 3,000 | 500 | 3,500 |
| 10-440-2540 | Workers Comp | 200 | -100 | 100 |
| 10-440-2550 | Ins. & Bonds | 500 | 60 | 560 |
| 10-440-3740 | Capital Outlay Equip | 9,000 | -4,435 | 4,565 |
| | Total Finance | 203,272 | -3,275 | 199,997 |
| Tax Collection | | | | |
| 10-460-1025 | Salary, OT | 1,500 | 1,000 | 2,500 |
| 10-460-2220 | Equip Lease Purchase | 0 | 275 | 275 |
| 10-460-2330 | Dept Supplies | 2,500 | 1,000 | 3,500 |
| 10-460-2450 | Contracted Services | 1,500 | 1,000 | 2,500 |
| | Total Tax Collection | 87,897 | 3,275 | 91,172 |

**Budget Revision #19-15
FY 2018-2019**

| | | Budget 18-19 | Budget Revision | Revised 18-19 Budget |
|-----------------------|-----------------------------|---------------------|------------------------|-----------------------------|
| REVENUES | | | | |
| 10-360-7701 | HUB Ticket Sales Other | 0 | 5,000 | 5,000 |
| | TOTAL REVENUE BUDGET | 3,390,175 | 5,000 | 3,395,175 |
| EXPENDITURES | | | | |
| Gov. Bd | | | | |
| 10-410-2140 | Travel & Training | 3,500 | -1,620 | 1,880 |
| 10-410-2550 | Ins & Bonds | 1,300 | 120 | 1,420 |
| 10-410-2570 | Miscellaneous | 3,500 | 1,500 | 5,000 |
| | Total Govn Board | 31,375 | 0 | 31,375 |
| Administration | | | | |
| 10-420-1080 | Unemployment Ins | 0 | 200 | 200 |
| 10-420-2140 | Travel & Training | 2,000 | -400 | 1,600 |
| 10-420-2220 | Equip lease/purchase | 0 | 200 | 200 |
| | Total Administration | 190,122 | 0 | 190,122 |

Approve Changes to Policy and Procedures Manual for PD:

Chief Richard Blevins reviewed the changes he is requesting for the Police Department's Policy and Procedures Manual. Chief Blevins explained that the Manual is reviewed and revised biennially, with the last review being done in 2016. He added that our policy is in line with other agencies in our area which works well. Chief Blevins presented the proposed changes as follows:

Policy Number: 200.02 Code of Conduct Page 17

Section VI A, I revised the policy to allow the department to use photographs of officers, vehicles and equipment to promote the department through social media outlets at the discretion of the Chief of Police.

Policy Number: 300.02 Departmental Ranks Page 71

As approved by the Town Board in 2018 and implemented into the 2018-2019 Budget, a system of patrol ranks was implemented to recognize officer's professional development. In lieu of receiving any annual merit increases, officers will receive pay increases as advance in a structured ranking system based upon time of service and training.

The proposed ranking system allowed for promotional raises as the officer achieved the required training points and time in service. While the requirements are laid out in the policy for your review, the salary increase was not, rather, I placed the position in appropriate paygrade to allow for some flexibility depending on where the employee fell within that grade. The increases that were approved and implemented are as follows:

Rookie- Entry Level Pay

Police Officer I – +5%

Police Officer II - +10%

Master Patrol Officer - +10%

Master Patrol Officer II- +10%

Sergeant- PO II plus 5% plus 5% after probationary period

Mater Sergeant - +10%

Policy Number 300.04 Reserve/Part Time Officers Page 85

The reserve officer program is a program where prospective officers can be trained and prepared for future fulltime employment, or as a place where qualified officers that have chosen to pursue careers in the private sector may still maintain their certification and when called upon, to assist in meeting the needs of the Town and Department. The previous policy required these reserve officers to work 16 hours per month, however this has not been strictly enforced because of the willingness of the current staff of reserve officers to assist about any time they are called. Most commonly these officers are used during festivals, parades or during times of scheduling conflicts. Currently we have 3 reserve officers that we hold their General Certification that at one time were long term full time employees of the town. With the current shortage of potential new officers, I think it more advantageous to have these experienced officers available than to terminate their service because they do not meet the monthly hour requirements. I revised the policy to reflect this, making the 16-hour requirement only applicable to officers with less than 3 years of full time service to the department. This will facilitate the training program for potential future hires, while at the same time allowing the current reserve officers to remain within policy.

I revised this policy by adding Section IV. As the old policy read, officers could potentially respond to the same complaint a total of 5 times before the officers could issue a state citation for the Misdemeanor Offense of violating a town ordinance. The previous policy required the following escalation of actions; Verbal Warning, Written Warning, \$10 Town Citation, \$25 Town Citation, and finally a State Citation. In my opinion, a resident should not need to call on a loud party or revving engine or a barking dog 5 times on the same night before Law Enforcement can take some action to provide relief. I revised the policy to accelerate the enforcement actions taken by officers so that if an officer responds to the same complaint 2 times in a 24-hour period, on the second offense a \$25-dollar Town Citation is issued. If the officer responds a third time in a 24-hour period for the same offense the officer shall issue a state citation, which is a Misdemeanor offense and could result in the persons arrest.

Since the last policy revision, the SBI Crime Lab has undergone MAJOR changes, to include the opening of Western Crime Lab in Hendersonville, NC. Of most notable impact to how we conduct business is that we can no longer use the postal system to send and receive non-critical items of evidence such as drugs and blood alcohol test kits. These items must now be pre-logged and either delivered by state courier or hand delivered. I revised this portion of the manual to reflect these operational changes.

Motion: (Rick Shew/Larry Chapman) to approve the changes to the Police Department's Policy and Procedures Manual as requested. Unanimously approved.

Public Comment & Informal Discussion:

- **Dinner Theater tickets go on sale Monday, February 25th at 8:30 a.m.. Tickets can be purchased online at Tix.com.**
- **Report from Board of Adjustment Meeting** – At their meeting on February 14th, the Board of Adjustment voted to approve a conditional use permit for building the Hudson Place Apartments beside the Walmart Neighborhood Market on Hwy. 321. The apartments will be much like the Pine Mountain Trace Apartments located on Pine Mountain Road. The developers still have to fulfill the rest of the requirements and be approved by the State for the project. If approved the developers are anticipating grading to begin in 2021.
- **Upcoming Events for HUB Station** - Kathy Carroll briefly discussed some of the upcoming events for the HUB Station.

Rebecca stated that we are trying to get involved with “Watch Us Grow” which is a good promotional tool.
- Bill Beane, who served as Mayor for 24 years, passed away January 24th. His services were held at HUB Station on January 27th.

Closed Session: G. S. 143-318.11(a)(3) – to consult with the Town Attorney:

Janet stated that the Board was going into closed session in accordance with N. C. G. S. 143-318.11(a)(3) – to consult with the Town Attorney.

Motion: (Larry Chapman/Bill Warren) to go into closed session. Unanimously approved.

Motion: (Bill Warren/Larry Chapman) to return to regular session. Unanimously approved.

Adjournment:

Motion: (Jonathan Greer/Barry Mitchell) to adjourn the meeting. Unanimously approved.

Tamra T. Swanson, Town Clerk