

MINUTES OF
CITY OF CREEDMOOR – BOARD OF COMMISSIONERS
REGULAR MEETING
AUGUST 26, 2008
7:00 P.M.

PRESENT:

Mayor Darryl D. Moss, Mayor Pro-tem Tim Karan, Commissioner Jimmy Minor, Commissioner Otha Piper, Jr., Commissioner Larry Robinson and Commissioner Herman Wilkerson. Also present was Mr. Tom Mercer, City Manager, Sandra Harper, City Clerk and Attorney Tom Currin.

Mayor Moss called the meeting to order at 7:00 p.m. in the Commissioner's Room at City Hall.

INVOCATION:

Mayor Moss

PLEDGE OF ALLEGIANCE:

Commissioner Robinson

APPROVAL/ADDITIONS TO AGENDA:

Moved by Commissioner Wilkerson and seconded by Commissioner Piper to adopt the agenda with the addition of Item 12-c under New Business - Satellite Annexation Petition for the Gerald Whitfield Property – Walters Road. The motion received a unanimous vote.

REQUESTS TO ADDRESS THE BOARD:

No one was scheduled to address the Board.

MINUTES:

Moved by Commissioner Wilkerson and seconded by Commissioner Piper to approve the July 9, 2008 minutes, the July 22, 2008 minutes and the August 13, 2008 minutes with a correction to the July 9, 2008 minutes changing the location to Ascot Street where Duke Power was to place the lights. The motion received a unanimous vote.

APPROVAL/ADDITIONS TO AGENDA:

Moved by Commissioner Karan and seconded by Commissioner Robinson to adopt the agenda. The motion received a unanimous vote.

PUBLIC COMMENTS:

Mr. Derek Delafosse of 1702 Carnegie Court, Davenport Subdivision addressed the Board and said that he would like to install a residential irrigation system and spoke in opposition to the fees charged by the City of Creedmoor.

Mayor Moss referred this issue to the Energy, Environment & Natural Resources Committee.

CITY MANAGER'S REPORT:

Mr. Tom Mercer, City Manager addressed the Board and presented the following:

1. Water

- New rates to go out with the August 1st billing.
- Steve Colenda, City Inspector has been chasing chlorine through the system and flushing hydrants – Three (3) hydrants had mechanical problems - The City consumed a lot of water and we expect to be over budget for August.
- Bulk Water hours are from 1:30 p.m. until 3:30 p.m. Monday through Friday, closed on week-ends and holidays. Suggest having Bulk Water sales Friday and Monday only because there are not enough sales the rest of the week to justify staying open. SGWASA is open Monday through Friday for bulk water sales.
- Shutdown checklist is 90% complete. The Wooten Company will do an audit after completion.
- Automatic Switchgear for secondary pump to Kayser Roth in the amount of \$11,877.18 is on order. This is not an off the shelf item and is being built; therefore we are waiting for this item.
- MOU for Hester Road received and signed. The County has authorized construction. Attorney Tom Currin recommends an agreement be written similar to Wilton's.
- Legion Street – Two new 2" lines need DOT approval for single lane traffic when boring under Rt. #50 and tapping in line. Mr. Dan Boone recommends staying with a 2" line and using a blow off at the end. Creedmoor crew to start after Labor Day.
- Dam repair - bladder in and holding – Need to build coffer dam to get better dimensions. The dredging contractor to submit bid. The new dimensions will be submitted to The Wooten Company and State Dam Safety.
- Raw water intake is still slowly leaking. Need to get NCURT dive team back in. There has been no progress.
- AMR – Prepare bid package by September 10, 2008.
- The Water Booster Pump may not be a requirement at this time. Mr. Dan Boone will discuss with Commissioner Tim Karan and Commissioner Jimmy Minor.
- Water leaks have been fixed and patched on Mack Street, Elm Street, North Durham Avenue and South Durham Avenue.

2. Sewer:

- New rates to go out with August 1st billing.
- Joe Peed – (2) pump rebuild started July 10th (\$38-\$40K). The #2 pump has been rebuilt and the #1 pump will be rebuilt starting in September.
- Joe Peed Booster Extension – There are 2 easements involved.
 1. DHHS - Mr. Dan Boone to define easement and meets and bounds. Attorney Tom Currin to obtain easement with Department of Health & Human Services.
 2. Private citizen – Larry Minor requires a survey – Attorney Tom Currin to take care of this issue.
 3. State is reviewing funding, which will take 2-3 months.
- Omni Auto Dialer for 10 Pump Stations – From daily inspections to weekly
- Sewer Problem Fixed – Oak Street
- Oxford Connection – Suggest meeting with Oxford Water Committee and Creedmoor Water Committee to discuss status and intentions.
- SGWASA – Plan to request a service agreement with SGWASA for adding chlorine, monitoring, and submitting required reports.

3. Refuse Collection:

- New rates go into effect August 1st billing.
- Same day pickup for recycling and trash began August 4th.

4. Lake Rogers:

- Dredging – Started last week and 80% complete on prepping of sediment disposal site. They will begin bringing the equipment in within the next two weeks. Plan to complete the project by the end of December, let the sediment dry and finish grade (30-90 days); depending upon the weather.
- The Wooten Company is pursuing grant fund release.

5. Roads:

- Lake Road asphalt patch has been completed.
- All water leak repairs have been patched.

6. Other:

- Tom Mercer, City Manager will be out of the office August 28, 2008 to return September 8, 2008. Moving – Phase 1.
- Received an amended contract from the City's auditors and need Board approval.
- Cross Walks on Main Street at Lyon and Mill Streets – Curb cut purchase order issued.
- American Legion Building – Attorney Tom Currin to prepare lease and needs details as to what the agreement will be.

Moved by Commissioner Karan and seconded by Commissioner Piper to change the Bulk Water Sales days to Monday and Friday only from 1:30 until 3:30 p.m.

Upon discussion, Commissioner Karan amended his motion and Commissioner Piper amended his second to include a one month phase-in period and notification; thereafter, bulk water sales are to be on Monday and Friday only from 1:30 until 3:30 p.m. The motion received a unanimous vote.

Commissioner Robinson requested that a sign be placed at the water plant immediately to notify the bulk water sales customers of the schedule change.

Commissioner Minor requested that a sign also be placed at the water plant to let citizens know that they can purchase bulk water from SGWASA six days per week.

Mr. Tom Mercer, City Manager gave an overview of the Financial Summary Report ending July 31, 2008. He expressed that the report consisted of the General Fund Revenues and Expenditures, all other funds and Bank Balances. (The report was included in the Board's packet for their review)

The balances were without pending auditor's adjustments from the 2007 audit. Several annual invoices were paid in the month of July, which are paid on a yearly basis as follows:

- Fire Engine Truck Payment
- Water Tower Maintenance
- Workers Compensation
- Property & Liability

SGWASA sewer invoice paid in July (5/21/08 – 07/11/08) in the amount of \$56,685.

Vacation pay for several employees was released in July. Overall, spending actual amounts are on track.

Mayor Moss advised that the Board needed to approve the audit contract with a fee adjustment of \$22,000, which is a result of additional costs the auditors incurred working on the 2006 - 2007 audit. The total cost for the audit is in the amount of \$54,000.

Moved by Commissioner Robinson and seconded by Commissioner Karan to amend the budget to increase the line item by \$16,775.00 and approve the auditor's contract in the amount of \$54,000. The motion received a unanimous vote.

OLD BUSINESS:

Tax Audit Update:

Mayor Moss expressed that he reported at the last meeting that the Finance Committee met on August 7, 2008 with the City of Creedmoor auditors and referred to the list of twenty-four items that are to be addressed in the management letter from Winston, Williams and Creech. As he stated at the August 13, 2008 Board meeting he plans to convene a special meeting early October for the purpose of Winston, Williams and Creech giving a presentation on the

results of the audit in extreme detail. Mayor Moss indicated that at this meeting there would be discussions in reference to operational issues and how it has affected the City having to pay for the additional money for this year's audit. Mayor Moss referred to the financial statement note that said the balances were without pending auditor's adjustments from the 2007 audit, which indicates that there will be a restatement of the City's balances. He noted that the Board also received an update from the Finance Director in regards to the IRS status. Mayor Moss said that at the August 7, 2008 meeting it was reiterated that there was no fraudulent activity and the trouble that the City is having was a result of sloppy bookkeeping. Mayor Moss said that there are a few critical reporting issues that staff needs to stay focused on for the bank reconciliations for 2007 – 2008. He noted that the City Manager's goal to send the monthly financial budget report numbers to the Board by the third Wednesday of each month was achieved. Mayor Moss advised that he plans to invite the LGC to the early October meeting to make comments. He noted that currently the City is waiting on the IRS report and he will notify the Board when this report is received.

DEPARTMENT HEAD REPORTS:

Mayor Moss advised that Chief Benware requested that the Board authorize him to present Danny Eudy with his firearm and his badge. He announced that there was a retirement event for Danny Eudy scheduled for Saturday, September 6, 2008 at Pleasant Grove Baptist Church from 2:00 until 4:00 p.m.

Moved by Commissioner Piper and seconded by Commissioner Wilkerson to authorize Chief Benware to present Danny Eudy with his firearm and badge. The motion received a unanimous vote.

Satellite Annexation Petition – Gerald Whitfield Property - 57 Acres – Walters Road:

Mr. Dave Roesler, Planning Director addressed the Board and noted that at last month's meeting the Satellite Annexation was tabled until this evening because there was a question about recordable plats and verification of the fire district. Mr. Roesler said that the City has received the recordable plats and enclosed in the Board packet was a copy of the Fire District map showing that this property is in Creedmoor's Fire District.

Attorney Currin advised that he, Mr. Tom Mercer, City Manager and Mr. Dan Boone, of the Wooten Company met and reviewed the status of the pump station, the boost pump station for sewer and also reviewed the progress on negotiations to obtain additional sewer capacity. He said that Mr. Boone commented at that time that until the scheduled improvements for the east side pumping station and collection system have been addressed the City is not in a position to accept much additional effluent in that area. Attorney Currin said that the City is running near maximum capacity on the force main on Hwy 56 East and also the Park Avenue station.

Mr. Harry Mitchell of Bass, Nixon and Kennedy addressed the Board and said that he also spoke with Dan Boone in reference to the pump station and they realize that there are some

deficiencies with the pump station. He added that if the deficiencies have not been addressed as they move through the development process they would assist the town or accept the responsibility for making the upgrades necessary to allow the pump station to accept the wastewater generated by Mr. Whitfield's development.

Commissioner Minor addressed the need for an additional Fire Station in that area.

Moved by Commissioner Minor and seconded by Commissioner Karan to approve the adoption of the Ordinance To Extend the Corporate Limits of the City Of Creedmoor for Satellite Annexation of 57 acres on Walters Road and that the developer incur the cost for the sewer capacity. The motion received a unanimous vote.

Attorney Currin referred to General Statute §160-A-58.5 and gave an overview for providing services to a satellite area, which allows special rates for water, sewer and other enterprise funds.

TOURISM DEVELOPMENT AUTHORITY APPOINTMENT:

Mayor Moss advised that a letter was received from Ms. Sylvia Strickland that she was unable to accept the position for the Tourism Development Authority.

Commissioner Karan asked that an advertisement be placed for someone that is actively involved in tourism.

Commissioner Wilkerson said that he attended the August Granville County Board meeting and he was surprised to be asked by four of the Board members about the TDA appointment. He said that he was not aware of the status at that time. Commissioner Wilkerson expressed that the Granville County Board is awaiting an appointment from Creedmoor. He said that he would like to see Ms. Eleanor Fowler appointed to fill the unexpired term.

Commissioner Robinson said that Ms. Fowler was asked if she would take the position and she said yes.

Commissioner Karan made a motion to place an advertisement for a representative that is actively involved in tourism. The motion failed for lack of a second.

Moved by Commissioner Wilkerson and seconded by Commissioner Minor to appoint Ms. Eleanor Fowler to fill the unexpired term of the Tourism Development Authority. The motion passed by a 4-1 vote.

Aye Votes: Commissioner Jimmy Minor, Commissioner Otha Piper, Jr., Commissioner Larry Robinson and Commissioner Wilkerson

No Votes: Commissioner Karan

Upon further discussion, the Board is to be notified of dates of appointment and that the representative is to address this Board to give a report of the Tourism Development Authority's activities. Mayor Moss referred this to the Economic Development Committee.

NEW BUSINESS:

Smoking Policies in Governmental Buildings:

Mayor Moss advised that he received a letter from Dr. W. Rodwell Drake, MD, Health Director and Secretary to the Board of Health regarding smoking policies in governmental buildings and county owned public transportation. He advised that the Granville-Vance District Board of Health is going to adopt an Ordinance Rule Prohibiting Smoking In County Municipal Buildings And Government Public Transportation Vehicles. Mayor Moss expressed that the City of Creedmoor would fall under this ordinance.

Attorney Currin advised that the Board of Health placed the ordinance for consideration on their September 30, 2008 agenda.

Proclamation – Fall Litter Sweep:

Moved by Commissioner Karan and seconded by Commissioner Robinson to adopt the Fall Litter Sweep Proclamation. The motion received a unanimous vote.

Moved by Commissioner Wilkerson and seconded by Commissioner Karan to authorize the City Manager to contact the Prison to request that the prisoners help with the litter sweep cleanup. The motion received a unanimous vote.

MAYOR'S REPORT:

Mayor Moss announced that Alive After Five was scheduled for Thursday, August 28, 2008 from 5:30 until 8:30 p.m. at the Kayser Roth Building.

Mayor Moss announced that the Music Fest and Car Show was scheduled for Saturday, September 20, 2008 from 9:00 a.m. until 3:00 p.m. He recognized that currently Otha Piper, Jr. has received \$2,500 from sponsors.

Mayor Moss expressed that he was actively recruiting residents within the City to the Creedmoor Collaborative Committee.

COMMISSIONER REPORTS:

Community and Economic Development Committee:

Commissioner Piper said that the Music Fest and Car Show plans were underway. He thanked the Butner-Creedmoor News for their advertisements in the local news.

Commissioner Piper said that he looked forward to citizens coming out with their families and seeing children having fun.

Mayor Moss said that he was focused on having a nice quality event.

Finance, Administration & Intergovernmental:

Commissioner Robinson expressed that he was glad to see that the Financial Statement was presented on time. He noted that he and Commissioner Karan met with the City Manager and the Finance Director this evening before the meeting and made a revision to the report. Commissioner Robinson said that he would like to continue the same process. He suggested that once the Commissioners receive the Financial Statement that they e-mail their comments and these comments will be addressed at the Finance Committee meeting before each Board meeting.

Energy, Environment & Natural Resources:

Commissioner Karan referred to the Falls Lake Stakeholders. He said that he would keep the Board updated. He advised that Mr. Tom Mercer, City Manager would be attending the next UNRBA Board meeting.

Commissioner Karan referred to the notification for the recycling pickup and noted that not all residents received the message. He expressed that there must be an override in the phone system for the Do Not Call Registry. Commissioner Karan said that this system needed to be utilized for public announcements and emergencies.

Mr. Lenessa Hawkins, Finance Director said that the City has the capability for an emergency broadcast through US Netcom; however, there is a cost each time this feature is used.

Mayor Moss expressed that the voice notification system also depends on accurate phone numbers.

Commissioner Karan said that he looked forward to the Alive-After-Five and Music Fest and Car Show.

Commissioner Karan said that he received his new laptop two weeks ago and it is phenomenal. He said that he looks forward to a paperless agenda in the future.

Transportation Infrastructure:

Commissioner Wilkerson advised that there is an upcoming Greenway meeting to be held at the Granville County Satellite Building.

Commissioner Wilkerson inquired about the capability to listen to a CD of the meetings.

Mr. Tom Mercer, City Manager said that each Board member would be given a flash drive and would have the capability to listen to the meetings after each recording. Mr. Mercer said that in the future the server would be programmed so that there would be a secured line that the Board can access for this information.

Public Safety:

Commissioner Minor said that the Festival Banner was ordered and the Fire Department would be placing it across Main Street.

Ms. Sandra Harper, City Clerk recognized Mr. Derek Delafosse as the donor of the banner.

Commissioner Minor asked about a surplus auction.

Mr. Tom Mercer, City Manager said that his plans were to have a surplus auction in October.

Commissioner Wilkerson inquired about the pre-approval audit for the speed limit sign.

Ms. Lenessa Hawkins, Finance Director said that the funds have been approved and the City Manager would make the decision as to what fund the money would be taken from.

Commissioner Robinson praised Mr. Billy Hicks for the cleanup of his yard.

Moved by Commissioner Wilkerson and seconded by Commissioner Karan to go into Closed Session on the matter of Attorney/Client Privilege in accordance with GS 143-318.11. The motion received a unanimous vote.

Upon return to Regular Session, moved by Commissioner Piper and seconded by Commissioner Karan to adjourn. The motion received a unanimous vote.

Mayor

City Clerk