

The Board of Commissioners of the Town of Denton held their regular scheduled meeting on Monday, December 5, 2022 at 6:00pm at Town Hall.

The following members were in attendance: Mayor Larry Ward
Commissioner Pro Tem Deanna Grubb

Commissioners: David Askew, Scott Morris, Anne Carter Bean

Absent: Commissioner Julie Loflin

Town Attorney, Misti Whitman; Town Manager, Angel Jenkins; Asst. Town Manager, Kelly Craver;
Town Clerk, Paula Hedrick

1. Call to Order

Mayor Ward called the meeting to order at 6:00pm.

2. Pledge of Allegiance

Mayor Ward led the Pledge of Allegiance.

3. Adoption of Agenda

Commissioner Pro Tem Grubb made a motion to adopt the agenda. Commissioner Bean seconded the motion. Motion passed unanimously. (4/0)

4. Approval of November 7, 2022 Minutes

Town Manager Jenkins noted that a correction needs to be made to the Minutes of November 7, 2022, motion to adjourn was made by Commissioner Askew, seconded by Commissioner Loflin.

Commissioner Pro Tem Grubb made a motion to approve the minutes from November 7, 2022 with the following correction: Item 22: Adjournment, motion made by Commissioner Askew, seconded by Commissioner Loflin. Commissioner Askew seconded the motion. Motion passed unanimously. (4/0)

5. Public Comment- *Citizens may speak on items not listed on the printed agenda. Please state your name and address and observe the three-minute time limit.*

No one in attendance.

6. Fiscal Year 2021/2022 Audit Report – Eddie Carrick

Town of Denton Auditor Eddie Carrick thanked the town for allowing him to perform the audit. He gave a clean opinion, which is good. At any point you have any questions or concerns please give him a call. Reviewed audit comparison of the FY for 2022 vs 2021. Expenditures are in line, bottom line very good. For General Fund, and the Enterprise Fund (water/sewer) bottom line was pretty good as well. Main difference from one year to the next was the expenditure on the main water line. Grid format was submitted to the State Auditing Board, giving performance indicators. No RED, which was good.

The Board did not have any questions for Mr. Carrick.

7. Approve FY 22-23 Handy Sanitary Water Rate and Public Recreation Water Rate – Angel Jenkins

Town Manager Jenkins presented the rate for Handy Sanitary District, it was calculated based on the financial information from the audit. Once the rate is approved, we will forward to Handy Sanitary District for their review and approval. This rate is an increase over last year, we will provide an updated billing for August - December usage. There will be an increase in cost per 1,000 gallons. Commissioner Morris questioned the 2022 vs 2021 difference for Uniforms. Town Manager Jenkins stated new uniforms were ordered for staff in 2022 with the changes in staff over the past 12 months. Mayor Ward asked about the removal of sludge. Town Manager Jenkins explained the difference in WWTP

removal of sludge from 21 to 22. Commissioner Morris questioned if we had hired an ORC at the Water Plant. Town Manager Jenkins stated they had interviewed a gentleman last week that has very good potential.

Commissioner Morris made a motion to approve the Handy Sanitary Rate for FY 22-23 and Public Recreation water rate. Commissioner Bean seconded the motion. Motion passed unanimously. (4/0)

8. Approve Contract Services with John Fuller Architecture Firm – Angel Jenkins

Town Manager Jenkins, reminded everyone that we had interviewed three firms in October and selected Fuller Architecture.

John Fuller with Fuller Architecture was present to review his proposed planning & schematic design fees for the Town Hall project at 71 N. Main Street (see attached). Town Manager Jenkins, discussed with Mr. Fuller regarding the standalone restroom facility and staging the remodeling. His plans are to get measured drawings of the building, wants and needs for the building. Upon approval he will begin work on drawings to provide for review. We need to decide on the placement of the bathroom facility. He will provide a written scope of the project based on the design needs within Town Hall. (Floor & Site plans, interior layout and exterior layouts of the bathrooms) Schematic drawings would not be what is given to the contractors, that would come in the next phase.

Commissioner Morris questioned if this was an estimate or a firm amount.

Mr. Fuller stated this was a good round number just for the schematic design.

Commissioner Morris stated that we need to start with the exterior bathrooms first.

Mr. Fuller already has some schematic designs for Exterior bathrooms that he will provide for review.

Commissioner Bean inquired about a timeline.

Mr. Fuller stated that he would need a site map of the area showing any existing utilities. Town Manager Jenkins will provide any schematic designs that we have. The bathroom project approximately 1 month with remaining projects 6 months. Information will be revisited the first of February.

Commissioner Pro Tem Grubb made a motion to approve contract services from Fuller Architecture for the planning and schematic design fees of \$7,500., Commissioner Bean seconded the motion. Motion passed unanimously. (4/0)

9. Approve Budget Amendment No. 1- FY 2022/2023 – Contracted Services – Angel Jenkins

Town Manager Jenkins, since the contract services are approved with John Fuller Architecture, this budget amendment will appropriate the funds for the contract.

Commissioner Morris made a motion to approve the Budget Amendment for Contracted Services Commissioner Bean seconded the motion. Motion passed unanimously. (4/0)

10. Approve Signature Authority for Town Business and First Bank for Town Clerk, Paula Hedrick – Angel Jenkins

Town Manager Jenkins, in order for Town Clerk Paula Hedrick to be a signer on the bank account, we need a Board motion documented in our minutes. Town Manager Jenkins had spoken with Mayor Pro Tem Grubb, representative for First Bank about this, and she will handle the paperwork for this change. Documentation was submitted to First Bank that included the 4 signatures for banking as Mayor Larry Ward, Mayor Pro Tem Deanna

Grubb, Town Clerk Paula Hedrick and Town Manager Angel Jenkins.

Commissioner Bean made a motion to approve Signature Authority for Town Business and First Bank for Town Clerk Paula Hedrick, Commissioner Morris seconded the motion.

Motion passed unanimously. (4/0)

11. Traffic Calming Devises Protocol - Angel Jenkins

Town Manager Jenkins, stated that previously a group of residents from the Forest Park neighborhood presented a request to the Board regarding their concerns involving speeding through their neighborhood. They requested to have speed bumps installed. Mr. Craver presented this information to the Board a couple of months ago. The attached information was gathered from other Towns across NC. The majority of replies from other Managers, were not in favor of having these devises installed. It was also recommended that if we decided to allow the devices, we need to develop a policy in case of future request, and that those in the neighborhood have a share in the cost. As of to-date we have not had a traffic study in this area, the volume of traffic and average speed is currently unknown.

Commissioner Morris asked about the digital speed limit signs that could be used in the area.

Chief Mark Hick's stated that we have one ordered but it may be March or April before it is received. The other solar radar signs have been quoted but are more costly than originally thought. We will need to appropriate the funds for this purchase.

Chief Hicks reached out to Thomasville to borrow their speed trailer to do a study of the neighborhood.

Town Manager Jenkins will revisit after traffic study.

12. Approve the 2023 Board of Commissioners Meeting Schedule – Angel Jenkins

Town Manager Jenkins, presented for approval the 2023 Board of Commissioners meeting schedule.

Commissioner Bean made a motion to approve 2023 Board of Commissioners Meeting Schedule, Commissioner Askew seconded the motion. Motion passed unanimously. (4/0)

13. Appoint Members to Parks & Recreation Board, and Planning & Zoning Board – Angel Jenkins

Town Manager Jenkins, sent a breakdown of the seats for each board that are open.

Planning and Zoning Board has 2 seats up for renewal. Tom Beanblossom-ETJ representative has applied for reappointment. Don Clark is not. (See attached P & Z applicants). Tonia Holt presented application for appointment for a 2-year term. Sam Grimes submitted application but he is out of town and not in our ETJ.

Commissioner Morris made a motion that we reappointment Tom Beanblossom to the P & Z board and appoint Tonia Holt to the board. Commissioner Bean seconded the motion. 4/0 carries

Parks & Recreation Board has 7 seats that are open.

Prior to December, the P&R Board was: (all resignations effective after the last event in December) Crystal Sexton, Chair (not seeking reappointment), Kathy Easter Vice Chair (resigned) Morgan Timmons, Secretary (resigned), Rebecca White, Town Hall Liaison (seeking reappointment), Kelly Bledsoe (resigned), Tony Ramsey, Dylan Gallimore (resigned) Susan Craven's seat is open due to her resignation earlier this year. This seat

was not filled. Vacant Seat

Printed applications for both Boards were provided to the Commissioners for review.

Town Manager Jenkins, suggested that we need to update the Board requirements to include an attendance policy for a certain number of meetings per year.

Based on applications and open seats, we will still need one more applicant to fill all seats on the P & R Board. Commissioners reviewed the applicants.

Commissioner Morris made a motion to table appointment of the Parks and Recreation Board to January to see if we can get an additional applicant to fill the last seat.

Commissioner Pro Tem Grubb seconded the motion. 4/0 carries

14. Town Attorney Update – Misti Whitman

Attorney Whitman stated that they are trying to wrap up anything that they still had open from a legal standpoint in the way of annexations, street closures etc.

15. Town Manager's Report – Angel Jenkins

Town Manager Jenkins - *Kelly Craver, herself, Mayor Ward and Commissioner Morris talked to the development group for the Tractor Supply site. We had asked earlier on about putting in gravity feed sewer lines from their site to Klopman Mill Rd. Their engineers decided to use a force main line and maintaining their own pump station. If gravity sewer lines were installed, this would allow for an extension of our services using this line. Copies were provided of the plans that were developed for the Mickey Body property and the development that was proposed across the street. Tractor Supply is working on a strict deadline but said they would review the information to see if it would be feasible. The project manager reached back out after reviewing the plans, he stated that they did not feel that this would be of benefit to their project.

*Public Works department has been really busy over the last few weeks. Leaf pickup is in full swing, they have had several water leaks as well. The Christmas lights have been hung around town, however a few poles that have been replaced by Duke Energy had our brackets on them, and they are out of stock. Michael High and Steven Abercrombie created a bracket for the snowflakes, and we will hang the others this week.

*A letter was mailed to Mr. Shuler last Friday regarding his apartments on Highway 47. We have not heard anything in response to this letter.

*Town Clerk Hedrick and Town Manager Jenkins attended Clerk's Conference in Raleigh two weeks ago. Conference was great and provided Town Clerk Hedrick with a lot of great contacts. She is registered for Clerk's Academy starting in February.

*Haz Mat Training was held at Town Hall for the Police, Fire, and Public Works.

*The Employee Christmas party was a great success. Christmas Kickoff sponsored by P & R was well attended. Wilson Carter Supply created an on/off switch for the lighting of the tree. Beth Peterson with Graceful Dance Academy hosted a Christmas dance/karaoke party. Pentecostals of Denton hosted the reindeer games. The Cook Family Train provided rides around town, sponsored by Wilson Carter Supply. The joint effort from Town Manager Jenkins and P & R representatives the park is lite up and looks beautiful.

*Despite the rain the Christmas Parade was a great success.

*The elected official's social is Tuesday, December 6th in High Point.

*Love Lights is Friday, December 9th at 6pm. We have over 90 ornaments this year.

*The administration staff will host the annual Christmas breakfast on December 16th at

9am. Hope that everyone will be able to attend.

*Commissioner Morris asked where do we stand on Mr. Craver's departure. Town Manager Jenkins, stated that she and Mr. Craver are still working on a few rezoning projects that needs to be wrapped up. Town Manager Jenkins and Town Clerk Hedrick are still working on the training process for the Town Clerk position. We are just about there and it may be a month or so. We are working towards this.

16. **Commissioner Comments / Concerns**

Commissioner Morris mentioned there may be water pressure issues on Broad Street and we may need a hydraulic study performed. Inquired from Michael High as to what is needed. Town Manager Jenkins and Mr. Craver met with LaBella regarding infrastructure projects. Mr. Craver will have LaBella look at a hydraulic study for the area ASAP.

Mayor Ward is the Dollar Tree/Family Dollar project still on go? Mr. Craver confirmed they are still on go. He is not sure what the hold up is, but will reach out to developer.

Mayor Ward is the Short Stop Restaurant still on go? Mr. Craver stated they are scheduled to start in Spring 2023. We are working with Summey Engineering on reworking the water lines for this area.

Mayor Ward are there any other projects in the works? Not at this time per Town Manager Jenkins and Mr. Craver.

Town Manager Jenkins stated that Tractor Supply's goal is to open in April 2023

Commissioner Bean asked if we are taking advantage of the pipe (valued at \$10,000) that Chris Reid offered for Spring and Broad Streets water line upgrades. Mr. Craver confirmed Yes. According to Mr. Craver there may be another development that would benefit from this as well, but he felt that the developer should put in the lines to connect to our services.

Commissioner Bean wanted to commend the Police Dept as she and others have noticed that the Police Department have been more visible across town. Town Manager Jenkins will convey to Chief Mark Hicks.

Mr. Craver confirmed that the culvert that Yates Paving will be installing is still on schedule.

17. **Updates / New Business**

Attorney Whitman received a call from the County Attorney regarding the Cypress Creek Solar Farm, the county wanted to know if the Town of Denton Board had received the same information that was provided to the County. Attorney Whitman conferred that the same information was received and that we are hopeful to be good neighbors with the project.

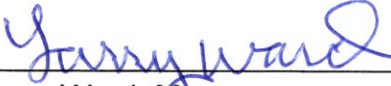
18. **Announcements**

December 9- Love Lights – Harrison Park – 6pm

19. **Board of Commissioners Adjournment**

Commissioner Askew made a motion to adjourn, Commissioner Bean seconded the motion. 4/0 carries

Meeting closed at 6:50pm



Larry Ward, Mayor



Paula Hedrick, Town Clerk