

The Board of Commissioners of the Town of Denton held a special meeting on Monday, May 1st, 2023 at 6:00pm at Town Hall.

The following members were in attendance: Mayor Larry Ward, Mayor ProTem Deanna Grubb
Commissioners: Julie Loflin, David Askew, Scott Morris, Anne Carter Bean.

Town Attorney, Misti Whitman, Town Manager, Angel Jenkins; 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

Mayor Ward asked for a motion and second to adopt the agenda

*Commissioner Morris requested that we add 10a Close Session for Personnel Matters to the agenda

*Commissioner Morris made a motion to adopt the agenda with the addition of 10a

*Mayor ProTem Grubb seconded the motion. Motion passed unanimously (5/0)

4. 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 present to speak during Public Comment

5. Proclamations:

Professional Municipal Clerk's Week – April 30th – May 6th, 2023

National Police Week – May 14th – 20th, 2023

Public Works Week – May 21st – May 27th, 2023

Mayor Ward read aloud the Proclamations and thanked each department

6. Public Hearing – Approve request to close undeveloped portion of Roosevelt Street – Angel Jenkins

Ms. Jenkins stated that we received a petition to close the unopened portion of Roosevelt Street. This has been advertised for 4 weeks in the newspaper and adjoining property owners were notified by mail. We had one property owner asking if the property would be divided between the adjoining property owners. This has been advertised for 4 weeks in the newspaper. There are no other issues. Staff recommendation is to close undeveloped portion of Roosevelt Street.

*Mayor ProTem Grubb asked to be recused from this procedure, as she submitted the petition.

*Commissioner Morris made a motion to recuse Mayor ProTem Grubb. Commissioner Bean

seconded the motion. Motion passed unanimously (5/0)

*Mayor Ward read aloud the Resolution to close the undeveloped portion of Roosevelt Street

Mayor Ward opened Public Hearing.

Mayor Ward asked if anyone would like to speak for or against this closure, to please come forward.

No one came forth.

*Commissioner Morris asked Town Attorney Ms. Whitman, if it was up to the property owners to get their quick claim deeds.

*Ms. Whitman stated this is not actually a quick claim deed. She will file the resolution with the Register of Deeds, they will notify the Tax Department and they will notify the property owners. There is not deed transfer.

Mayor Ward closed the Public Hearing.

*Commissioner Morris made a motion to close the undeveloped portion of Roosevelt Street

*Commissioner Bean seconded the motion. Motion passed unanimously (5/0)

7. Public Hearing – Approve Amendment of the following town Ordinances: -

Angel Jenkins

Chapter X, Article A: Section 6.1(a) Special Events Permits

Chapter XVII: Parks and Recreation Advisory Board

Denton Zoning Ordinance: Chapter 12: Planning Board

Mayor asked Ms. Whitman if we could handle as one or do we have to handle all three ordinances separately.

*Ms. Whitman, you can do as one Public Hearing.

Mayor opened Public Hearing 6:14pm

*Ms. Jenkins, stated the first amendment is to the Special Events Permit. This would allow non-profits to seek a Special Events Permit for alcohol sales during the event held on Town property. Recommended changes have been made and we are seeking approval.

The next two amendments are to update the Parks and Recreation Advisory Board and the Planning Board ordinance in regards to membership information. This amendment is based on recommendations at our prior board meeting.

Ms. Jenkins asked to confirm that each item needed to have a separate vote for each amendment.

*Ms. Whitman stated that they would need to have a separate vote for each amendment.

*Mr. Gartsu stated that installation could be anytime, no lapse in billing, includes software and firmware updates. Suggest replacement after 20 years, battery comes with a low battery indicator, that prompts you 6 months in advance. System provides real time readings every three hours eight times a day, alarms indicate there is an issue and what the issue is. There are fall back readings in case of power outage, has a reading converter. Each meter provides 465 days of data logging per meter, before it starts over. Readings are true time and date stamped; you are able to drive by or receive signal from the digital AMI device placed on our water tower. The device is able to show peak usage times and spikes. The billing will work with our current Southern Software, there may be some upgrade cost involved with Southern Software if we are not at the latest upgrade that is compatible with the system.

*Ms. Jenkins stated that our last major upgrade with Southern Software was last done in 2017, changing from Citipak to FMS. They provide updates as needed throughout the year.

*Michael High about the master meter between Town of Denton and Handy; they are 6" and 8".

*Mr. Gartsu stated they would be able to handle that.

*Commissioner Morris inquired about the cast iron lids, if the system could read a meter through them.

*Mr. Rugg stated that it would depend on the depth of the meter setting. If they are lower then there is an exterior antenna that could be installed to pick up on the reading. Plastic lids are available.

*Mr. Gartsu stated that the first step would be to do a propagation study. Location of all meters, the depths of those current meters, location of towers. The more information available the better they can provide details back.

*Ms. Gartsu stated that the accuracy of this device with 1200 Water and Sewer locations, the Town of Denton based on your monthly rate and minimum usage you should see an increase in revenue of approximately \$63,000 within the first year. Revenue over 15 years would be \$1,2m.

*Mr. Gartsu stated that you can detect leaks on the customer side.

*Mr. High asked if the meters would have to be calibrated? Mr. Rugg stated that they do not.

*Mr. Gartsu, meters have 10 years full / 10 years pro-rated. If a meter dies and he replaces, then the warranty resets back to the original.

*Mr. Gartsu, you can set the system up to provide reports however you wish to see it.

*Ms. Jenkins asked if we would still do manual cut-offs.

*Mr. Gartsu, all that is automated.

*Commissioner Bean ask if the system would show if the leak was on the Town of Denton or

the customer side.

*Mr. Gartsu stated all meters detect if the leak is on the customer side. They do have a meter that is the 2200, where the acoustics leak detector shows the leak on the utility side. It is an upgrade but the software to do this is a small amount.

*Commissioner Morris asked if this quote was turn key. Mr. Rugg stated that it was.

*Michael High stated that our set up is on a grid (layout) close together

*Mayor Ward asked how many customers do we have.

*Ms. Jenkins stated that we have around 900+ active customers.

*Mr. Gartsu stated that AWWA Mechanical meters picks up every quarter gallon, their system picks up every .1 gallon.

*Commissioner Morris asked we there is a lease to own option.

*Mr. Gartsu, stated that lease options are not available. There are companies that you could go through that offers payment options.

*Ms. Jenkins asked if there are grants possibly available that would assist with meter change outs. Mr. Gartsu suggested checking with the North Carolina Rural Water.

*Mr. Rugg, stated that the annual North Carolina Rural Water conference will be May 15th in Winston-Salem, he could possibly get some information on that.

*Mayor Ward asked if they could provide references.

*Mr. Rugg stated he would provide references.

9. Approve Surplus Property for Public Works— Angel Jenkins

Ms. Jenkins stated we have a Walker mower and 1993 International dump truck from the Public Works Department to surplus through Gov Deals. Parts are not available for the mower and the dump truck is not drivable. Per Michael High, it runs, just not drivable. It is Staff the recommendation that we surplus these items.

*Mayor ProTem Grubb made a motion to approve the request to surplus property for Public Works Department. Commissioner Askew seconded the motion. Motion passed unanimously (5/0)

10. Approve Budget Amendment for SCADA System at Water Treatment Plant – Angel Jenkins

Ms. Jenkins stated on April 19th, Jason Faunce our ORC with the Water Plant

recommended the purchase of a SCADA System, this system would help the Water Plant run more accurately. If we purchased this system prior to June 30th, we would avoid the July price increase and save approximately \$6,000. This system would allow our operators to better manager our water system and be consistent in our water pressure in town. A copy of the system design and requirements were provided in a previous meeting packet, this is the budget amendment for us to move forward with this request.

*Commissioner Morris a motion to approve the budget amendment for the SCADA System for the Water Treatment Plant. Commissioner Bean seconded the motion. Motion passed unanimously (5/0)

10a. Closed Session for Personnel Matters in Accordance with NC G.S. 143-318.11(a)(6)

Mayor Ward asked anyone present to step out during Closed Session

Mayor Ward asked for a motion and second to go into Closed Session 7:13pm

*Commissioner Morris made a motion to go into Closed Session. Commissioner Bean seconded the motion. Motion passed unanimously (5/0)

Mayor Ward asked for a motion and second to come out of Closed Session 7:57pm

*Commissioner Bean made a motion to come out of Closed Session. Mayor ProTem Grubb seconded the motion. Motion passed unanimously (5/0)

11. Fiscal Year 2023/2024 Proposed Budget – Angel Jenkins

Ms. Jenkins provided copies of Fiscal Year 2023/2024 proposed budget worksheet and breakout of the request from the April 19th meeting from our Department Heads for review and discussion. Ms. Jenkins noted a few adjustments.

- 10-367-00 Fuel Tax Refund should be \$4,000 expense side 10-550-33 should be \$27,000
- Factored in a 5% increase for staff, based on the reviews done in December.
- Administrative GF/EF
- Administrative Staff position from part-time to a full-time position.
 - Commissioner Bean asked if we have specific roles and responsibilities that will be assigned to the staff member.

- Ms. Jenkins stated that there are lot of projects that we would like to get started such as updating our ordinances and getting them codified, scanning all of our documents that need to be kept permanently, along with her normal duties of assisting customer, quarterly newsletter, assistance with payables.
- Commissioner Bean stated that she would like to see our website updated.
- Ms. Hedrick stated that we have a conference call Friday with a website designer to inquire about their offerings, what requirements are needed to update our current platform.
- Ms. Jenkins stated that we have not factored an update to the website in this budget. The last update was completed in 2016 and cost around \$10,000.
- Commissioner Morris inquired about salary for Administrative Assistant.
- Ms. Jenkins stated she will remain at her current salary and would be eligible for increases at the beginning of the calendar year as per budget and policy.
- **Beautification projects for Downtown.**
 - New trash cans, upgrades to Outdoor Market, planters at Salisbury Street, New town sign at Hwy 109 and Salisbury St.
- **Police Department -**
 - Staff funding, budgeted for 1 additional officer at entry level, bringing that to a total of 6 officers
 - Wi-Fi car radio base for downloading body cameras
 - State grant for body camera storage
 - Centralized copier for Police Department and Fire Department
 - New police vehicle with upfit.
 - Commissioner Bean inquired about used cars
 - Chief Mark Hicks explained that you still have ware and tare on a used vehicle and we spend more money in repairs in the long run.
 - Ms. Jenkins stated that we just purchased the truck in the past year.
 - Commissioner Morris stated that we need to have one as a spare.
 - Chief stated that he is looking at having an additional charger, since we have the truck.
- **Fire Department -**
 - Staff funding additional staff either 1 – staff member at 8-hour coverage for Monday through Friday or 2 – parttime staff members at 12 hours per day just to provide

more coverage for the town.

- Asking for 5 SCBA air packs. They have applied for a state grant to help fund turnout gear. If not granted then 50% of the expense amount would be paid by the Town.
- Public Works -
 - Requested funds for equipment repairs, new shop tools, and motor vehicles (Bucket Truck, Tractor, Dump Truck) in addition to 4-valve inserts and 4-hydrant change outs.
- Water Plant -
 - Filter Rehab (Valve Actuator, Filter media inspection, air blowers for filter washing)
 - Equipment maintenance
 - Beautification of the Water Plant – planting and updates
- Wastewater Treatment Plant -
 - Training and travel for staff for needed certifications
 - Maintenance and repairs to Lab building, floor, vent for bathroom.
 - Meter and probes for ph/Conductivity laboratory
 - Oxygen Meter
 - Pump Station repairs and additional parts
 - Clarifier upgrades – waiting on information back from the welders.
- Commissioner Morris asked about ARPA funds.
 - *Ms. Jenkins stated that ARPA funds are designated funds (2" water line replacement, upfit on pump). Heather Miller with LaBella has gathered information on our system and is working to combine everything so that we know where our assets are.
 - *Commissioner Morris asked we are still waiting on the state to approve so we can put this out for bids.
 - *Ms. Jenkins confirmed that we are waiting on approval from the state and they are behind on their processes.
 - *Commissioner Morris asked about the grant writing.
 - *Ms. Jenkins stated that LaBella and PTRC both offer grant writing. LaBella would know more about our system, needs and where everything is located, so they have the advantage. PTRC could provide assistance, they just have to do more leg work. We are looking into LaBella assisting with the grant writing.
 - *Commissioner Bean inquired if there is room in the budget for the grant writing.

*Ms. Jenkins stated that there are funds available,

*Commissioner Morris asked Mr. Branch if he had the Helisieve (auger screen) fixed?

*Mr. Branch waiting on the state getting the authorization to construct.

*Ms. Jenkins stated Sam Watford is putting funds in the budget for Water/Sewer departments. Mr. Watford is asking for 2 million to help Water/Sewer plant. Hoping it is not as strict as the ARPA funds are.

*Commissioner Morris asked about paving.

*Ms. Jenkins stated that Yates Paving has done patch work for us. She has spoken with Mr. Yates and he is not seeing the same layout for our street repairs as the prior contractor Secepe and is wanting to give a better overview as what he feels the needs are. Some of the streets that are ASV, Mr. Yates does see that they need that. We have good structure to build on that but there are things that he doesn't feel are necessary for the current plans that we have. He is going to follow up with his thoughts so that we can move forward. Yates Paving should be finishing up with the patch work and our goal is to have a bid pack out in August. We bid in August for the next Spring work.

*Commissioner Morris asked if we bid in August for the next Spring and we are not paving this fall?

*Ms. Jenkins stated that they do not usually pave in the fall.

*Commissioner Morris stated that it has been 4 years since we have last paved. We have \$600,000 to pave?

*Ms. Jenkins stated that we currently have \$150,000 in Powell bill funds and we will get another \$50,000. Depending on what the cost of the patch work will be, we can probably bid out around \$355,000 for that and then you will have crack seal and ASV. Paving and seal will depend on whether you can do ASV or not.

*Commissioner Morris stated that we have \$225,000 in Sidewalks and Paving, \$130,000 in Powell Bill so you have \$400,000 in the fund.

*Ms. Jenkins stated that we normally budget \$100,000 from the Town and \$50,000 from the Powell Bill. The \$225,000 in sidewalks and paving is a proposed figure that we carry forward, the Powell bill is \$130,000 which we have not spent any of this year.

*Commissioner Morris stated he thought that we were going to spend \$200,000 until we were caught up.

*Commissioner Loflin stated she thought it was \$125,000 or maybe \$150,000 from the town at one point, plus the \$50,000 from Powell bill which made up the \$200,000.

*Ms. Jenkins stated that if you put another \$50,000 into your streets, what other area are you proposing to cut or take it from.

*Commissioner Morris asked where has the funds gone since we haven't spent to pave.

*Ms. Jenkins stated that in 2020 we did our normal projects, in 2021 we spent near \$100,000 on crack seal, 2022 we did patch work.

*Commissioner Morris stated that since we are not bidding out until August, we can figure it out then.

*Commissioner Morris asked if the park restrooms and new town hall is figured in the budget.

*Ms. Jenkins stated that they are not, because we haven't been given any figures thus far to allow for budgeting.

*Mayor ProTem Grubb confirmed that we do not have a contract with the Architectural firm.

*Ms. Jenkins stated that was correct.

*Commissioners shared concerns that we haven't received information on either of these items to-date.

*Ms. Jenkins stated that she had expressed the need for something to present at the board meeting this evening.

*Commissioner Bean asked if we were to change the architectural firm, would we have to do budget amendments, cut other line items, how does that work?

*Ms. Jenkins stated we would have to look at our retained earnings, we would need to see what our options are for financing. Ms. Jenkins does not recommend depleting our saving because you never know what can come up. Ms. Jenkins met with USDA a few weeks ago and they do have a lot of options that may be available.

*Ms. Jenkins shared additional increases in expenditures.

**Ad Valorem tax increase (new houses) **Motor Vehicle tax increase

**State grant funding, Police and Fire Depts. ** 3.5 sales tax increase

** Garbage/Recycle increase (increase in # of households)

*Ms. Jenkins shared that areas of concern are the Ad Valorem & Sales Taxes; these are affected when people lose jobs. As well, if State Grants are not provided, what will fund the departments projects.

*Ms. Jenkins stated revenues for the enterprise fund, calculated an increase based on the new homes in the area and new water/sewer customers. Handy's increase shows a slow increase. Reconnection and lates fees are always higher than what is projected. An additional concern is with the closing of Century Hosiery and this will be a huge loss as they are one of our biggest customers. Handy is working on a connection with City of Albemarle, questioned a joint meeting with the town. Ms. Jenkins stated that this is a joint meeting from seller to buyer.

This proposed budget will be posted at Town Hall for public review. A Public Hearing will be advertised for June 5th at our regular meeting.

12. Town Attorney Update

Ms. Whitman thanked Ms. Jenkins for her hard work in putting together the budget proposal and still being responsive to any questions that she had during the process. Ms. Whitman reported that they were trying to finalize the Shuler Project, an issue had come up with the state regarding a hydrant and Ms. Jenkins had communicated with them. This was an issue with an-engineer that had not supplied all the information. Ms. Whitman provided a letter to NC DEQ to explain the process with Mr. Shuler's project. Ms. Whitman stated that she and Ms. Jenkins have weekly communication meetings and they are going well.

13. Town Manager's Report

Ms. Jenkins brought before the Board, the General Assembly of North Carolina Senate Bill 515. This bill will regulate what the town can charge customers outside the jurisdictional boundaries of the Town of Denton. It regulates cost and requires documentation why you are charging these rates and would require a public hearing for public input. It is proposed that we would not be allowed to charge an accelerated rate over 25% for outside town limits. We currently charge 50% higher than town rates. This Bill is before the NC Senate, please reach out to our representatives regarding this Bill. We are seeing that our cost continues to go up for chemicals, supplies, repairs and equipment.

*Ms. Whitman shared that this is a huge concern as well for Thomasville. They ask that you reach out in efforts for this not to be supported.

14. Commissioner Comments / Concerns

No comments and concerns to report.

15. Updates / New Business

No updates or new business to report.

16. Announcements

May 20, 2023 Pink Cares of the Piedmont 5K Run/Walk

May 28, 2023 Car Show – Harrison Park, Time: To Be Determined

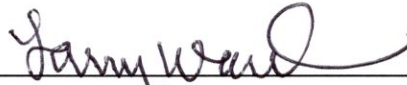
May 28, 2023 Memorial Day Service, 3:00pm – Harrison Park

Mayor Ward read aloud the upcoming events.

17. Board of Commissioners Adjournment

*Commissioner Askew made a motion to adjourn. Mayor ProTem Grubb seconded the motion. Motion passed unanimously (5/0)

Meeting adjourned at 8:45pm



Larry Ward, Mayor



Paula Hedrick, Town Clerk