

TOWN OF SILER CITY
 BOARD OF COMMISSIONERS
 June 17, 2024 MINUTES
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TOWN OF SILER CITY

The Siler City Board of Commissioners met in Regular Session on **Monday, June 17, 2024**, at 6:30pm in the City Hall Courtroom with Mayor Matthews presiding. Commissioner Patterson gave the invocation with the recitation of the Pledge of Allegiance following. Commissioner Boone recited the Mission Statement and Commissioner Brown recited the Vision Statement.

ELECTED TOWN OFFICIALS PRESENT: Albert Alston, Norma Boone, Cindy Bray, Curtis Brown, Travis Patterson, Donald Matthews, and Alec Hauser.

ELECTED TOWN OFFICIALS ABSENT: Lewis Fadely

TOWN STAFF PRESENT: Interim Town Manager Jack Meadows, Finance Director John O'Keefe, Public Utilities Director Chris McCorquodale, Assistant Town Manager & Town Clerk Kimberly Pickard, Police Chief Brian Regan, and Town Attorney William Morgan.

AGENDA ADJUSTMENTS / APPROVAL OF AGENDA

Assistant Town Manager and Town Clerk Kimberly Pickard requested to add 101 East Raleigh Street Schedule O to the agenda.

A motion to approve the agenda as amended was made by Commissioner Brown, seconded by Commissioner Boone and unanimously approved.

A motion to approve the consent agenda which includes the May 20, 2024 Minutes (incorporation by reference as if fully set forth herein as Schedule A) May 23, 2024 Minutes (incorporation by reference as if fully set forth herein as Schedule B) June 3, 2024 Minutes (incorporation by reference as if fully set forth herein as Schedule C) June 11, 2024 Minutes (incorporation as if fully set forth herein as Schedule D) was made by Commissioner Brown seconded by Commissioner Alston and unanimously approved.

PUBLIC HEARING

Annexation Request for GGT Enterprises.

Mayor Matthews opened the Public Hearing at 6:35pm.

Assistant Town Manager and Town Clerk Kimberly Pickard discussed the GGT Enterprises Annexation timeline with the Board of Commissioners, stating that tonight during the Public Hearing the Board of Commissioners would receive Public Comment and then act on the subject petition through ordinance.

There were no individuals signed up to speak.

Mayor Matthews closed the Public Hearing at 6:36pm.

A motion to approve the annexation ordinance NO. 2024-A-1 to extend the Corporate Limits of the Town of Siler City, North Carolina was made by Commissioner Brown seconded by Commissioner Boone and unanimously approved.

Prepared by Kimberly Pickard, Town Clerk

OLD BUSINESS

Voluntary Annexation Petition Contiguous Request for Hampton Village, LLC

Assistant Town Manager and Town Clerk, Kimberly Pickard discussed with the Board of Commissioners the findings of sufficiency that the Board of Commissioners directed the Town Clerk to complete.

Pickard discussed the findings with the Board of Commissioners, the findings included a staff overview per department, identifying known or forecasted implications of the proposed petition. It was determined the findings were not favorable.

Pickard, shared the details of the findings:

Voluntary Annexation Petition Contiguous Request for Hampton Village 1302 Fairfax Street Research Parcel Numbers (s): 74578, 14302, 74583, 73963

Finance Department Impacts:

Tax Revenue at .54 per \$100.00

Parcel Number	Acres	Tax Value	Possible Tax Income
74578	60.59	\$286,549.00	\$1,547.36
14302	59.55	\$799,435.00	\$4,316.95
74583	36.04	\$184,558.00	\$996.62
73963	10.00	\$59,267.00	\$592.67
Total	166.18	\$1,329,809.00	\$7,180.97

Personal Property	\$18,207.53
Automobile Fee (219) @\$5.00 each	\$1,095.00
Automobile Tax assuming (219 vehicles valued at \$8000.00 each)	\$12,267.53
Loss of Fire Revenue (.12 per \$100.00)	(\$5,641.89)

Total Tax Revenue to the Town of Siler City: \$33,109.14

Fire Department Impacts: There will be no additional impacts to the Fire Department as this is in the Central Fire District and will not add to the call volume.

Planning Department Impacts:

1. Code enforcement of the Town's Code of Ordinances
 - a. Public nuisances, health, and sanitation issues
 - b. Abandoned, Nuisance, and junked motor vehicles

Prepared by Kimberly Pickard, Town Clerk

- c. Overgrown lots
 - d. Condemnation procedures
 - e. Minimum housing
 - f. Abandoned structure
2. Population increase means getting closer to being required to implement a Phase 2 stormwater program
 3. Swine is no longer allowed
 4. Burning is no longer allowed
 5. Currently we enforce the manufactured home park ordinance which includes:
 - a. The grounds of a manufactured home rental community shall be free of debris, trash and litter.
 - b. Grounds, building and storage areas within the rental community shall be maintained to prevent the infestation of rodents, flies, mosquitoes and other pests.
 - c. Grounds within the rental community shall also be maintained to prevent the growth of ragweed, poison ivy, poison oak and other weeds.
 - d. All grounds within the rental community shall have proper drainage to prevent the accumulation of water.
 - e. All recreational areas provided by the owner for the manufactured home rental community shall be maintained in a safe and sanitary manner by the operator/manager.

Police Department Impacts:

This annexation would have a major impact on the Police Department, The Chief was able to gather that the last four years of call data from the Chatham County Sheriff's Office Department and the data determined an average of 150 calls per year at an average time of 35 minutes per call. Police Chief Regan has determined this annexation would require an additional Police officer for all four shifts. This would be a minimum cost to the Town of Siler City of \$125,000.00 which would include salary, patrol car, and other equipment.

Parks and Recreation Impacts:

Regarding the proposed annexation of close to 150 dwellings in the Hampton Village subdivision into Siler City corporate city limits, the potential areas of impact to the parks and recreation department operations are:

Program Revenues: the annexation potentially removes a possible percentage of athletic program participants who currently pay an additional fee to participate in our programs. However, the lowering of fees for the residents could entice them to begin to participate in our programs due to better affordability thus raising overall revenue.

Public Works Impacts:

Positives:

Water and Sewer already exists
 Streets are up to specification

Negatives:

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More Streets to clear during inclement weather
 More leaf, limb and white goods to collect
 Increased amount of garbage carts
 Increased number of streets to pave
 Streets have speed bumps and would have to be removed.
 Streetlights become Towns responsibility
 Less Revenue from water and sewer

The average Water and Sewer Revenue from Hampton Village averages \$150.00 per household which is approximately \$22,500.00 in monthly revenue. If annexed Hampton Village would pay half of the Water and Sewer Rate and the new monthly average would be \$11,250.00. Approximately yearly revenue loss would be \$135,000

Revenue Gain: \$38,751.03 from Taxes

Fire Tax Loss \$ (5641.89)

Revenue Loss from Water and Sewer \$(135,000.00)

Total Revenue Loss \$(101,890.86)

Revenue Loss \$101,890.86

Police Officer Expense \$125,000.00

Impact to the Town of Siler City Revenue and New Expenses (\$265,641.89)

A motion to not act on the Voluntary Annexation Petition Contiguous request for Hampton Village was made by Commission Hauser seconded by Commissioner Brown and unanimously approved.

NEW BUSINESS

Street Renaming- Kellwood Drive

Interim Town Manager, Jack Meadows discussed with the Board of Commissioners the request of Mountaire Farms to rename a section of East Third Street noted on the drawing provided marked as Petition three be renamed Kellwood Drive. Meadows explained that road names are officially approved by the Board of Commissioners.

A motion to approve Petition Three to be renamed Kellwood Drive was made by Commissioner Brown seconded by Commissioner Boone and unanimously approved.

ABC Board

Assistant Town Manager & Town Clerk Kimberly Pickard discussed with the Board of Commissioners that on June 30, 2024 Otis Martin's second term on the Siler City ABC Board would expire and that Martin is not eligible to serve another appointment at this time. Pickard

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further discussed that the Siler City ABC Board consists of 3 members appointed by the Mayor with the approval of the majority of the Board of Commissioners for 3 year staggered terms.

Pickard stated that Butch Hudson has shown interest in serving.

A motion to appoint Butch Hudson for the first term to the Siler City ABC Board was made by Commissioner Bray seconded by Commissioner Brown and unanimously approved.

Downtown Advisory Committee.

Assistant Town Manager & Town Clerk Kimberly Pickard discussed with the Board of Commissioners that the Downtown Advisory Committee has a vacancy for 2 members. The committee is for those who have a vested interest in the future of the Downtown Siler City or who have knowledge, skills or abilities that serve the interest and intent of the purpose of developing a viable framework to enhance further revitalization and development of downtown, utilizing existing and emerging strengths of this vital central commercial hub of the Siler City Community. The Downtown Advisory Committee is composed of 5 members from within and around the Siler City Community. The following people have shown interest in serving:

Magon Smith, Elizabeth Mauney, Jamie Wilson and Edwin Arqueta.

A motion to appoint Elizabeth Mauney for a first term to the Downtown Advisory Committee with an expiration date of June 30, 2027, was made by Commissioner Alston seconded by Commissioner Patterson and unanimously approved.

Planning Board.

Assistant Town Manager & Town Clerk Kimberly Pickard discussed with the Board of Commissioners that the Planning Board member Ann Radcliffe's third term will expire on June 30, 2024, and she is eligible to serve a fourth term and there is currently one City Limits alternate position available and Brenda Jean Bullis and Robbie Davis both city limits residents have shown interest in serving. Lastly, on June 30, 2024, Linda Kolpack-Martindale's second term will expire and she is eligible to serve a third term.

A motion to appoint Ann Radcliffe to the Town of Siler City Planning Board for a fourth term which will expire on June 30, 2027, was made by Commissioner Bray seconded by Commissioner Boone and unanimously approved.

A motion to appoint Linda Kolpack-Martindale to the Town of Siler City Planning Board for a third term which will expire on June 30, 2027, was made by Commissioner Bray seconded by Commissioners Brown and unanimously approved.

A motion to appoint Brenda Jean Bullis to the Planning Board as a City Limits alternate with no term was made by Commissioner Brown seconded by Commissioner Alston and unanimously approved.

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Airport Advisory Committee:

Assistant Town Manager and Town Clerk Kimberly Pickard discussed with the Board of Commissioners on June 30, 2024, Same Hines first term will expire, and that Mr. Hines is eligible for a second term which will expire on June 30, 2027. On June 30, 2024, Tim Booras second term will expire leaving a vacancy of the Airport Advisory Committee, Tim Booras can be determined eligible for a third term per the Town of Siler City Advisory Board and Committee Policy Page 6 adopted by the Siler City Board of Commissioners. Pickard went on to explain the policy to the Board of Commissioners that they could deem the circumstances of an individual service to the community of such notable importance as to warrant a continuation of service per the policy.

A motion to appoint Sam Hines to the second term of the Siler City Airport Advisory Committee which will expire on June 30, 2027, was made by Commissioner Brown seconded by Commissioner Boone and unanimously approved.

A motion to appoint Tim Booras to a third term to the Siler City Airport Advisory Committee which will expire on June 30, 2027, was made by Commissioner Bray seconded by Commissioner Alston and unanimously approved.

Budget Amendments:

Finance Director John O'Keefe went over Budget Amendments, 2024.14 Appropriating Funds for Fire Equipment, Budget Amendments, 2024.15 Appropriating Funds for Fire Vehicle Repairs and Budget Amendment 2024.16 Appropriating funds for the Town Manager Department (Administrative).

A motion to approve 2024.14 Budget Amendment for Appropriating Funds for Fire Equipment was made by Commissioner Bray seconded by Commissioner Patterson and unanimously approved.

A motion to approve 2024.15 Budget Amendment for Appropriating funds for Fire Vehicle Repairs was made by Commissioner Bray seconded by Commissioner Brown and unanimously approved.

A motion to approve 2024.16 Budget Amendment for appropriating funds for Town Manager Department (Administration) was made by Commissioner Bray seconded by Commissioner Hauser and unanimously approved.

Employee Comp Time and E Leave Policy:

Interim Town Manager, Jack Meadows discussed with the Board of Commissioners needed revisions to the Personnel Policy Section 9. Over Time / Compensatory Time Pay Provisions. Employees in positions determined to be non-exempt from FLSA are eligible for overtime compensation and are entitled to choose to receive pay at time and half over 40 hours of their determined work week or can choose to accrue comp time at the same rate of time and half-if comp time is chosen and there is an unused balance, it will be paid out the last payroll in June.

Prepared by Kimberly Pickard, Town Clerk

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Staff will create an open enrollment period beginning July 1, 2024, through July 8, 2024, for Non-Exempt Employees to give the option to accrue comp time or the option to be paid overtime payments within the same pay period earned.

Example: 45 hours worked= Paid 40 hours Regular Pay and 5 hours at time and half on paycheck or 45 hours worked= Paid 40 hours and Receive time and half =7.5 hours of Comp Time.

Employees in positions determined to be exempt from FLSA are not eligible for overtime compensation at time and half but are eligible to receive E-Time at straight time rate 42.5 (45 for Lieutenants/Captains/Directors).: Example: 47.5 hours worked= 5 hours to E-Time Balance (2.5 if detective/lieutenant/director). E-Time Balances are capped at 240 hours and are **not** paid out to the Exempt Employee upon separation from the Town of Siler City or change to a non-exempt position.

Fire:

The department operates on a 21-day work cycle, which means each shift will work seven 24.25 hour shifts within that period. In accordance with FLSA rules for the referenced work cycle, each employee is allowed to work 159 hours without overtime compensation. In accordance with the sleep time agreement, five hours will be deducted from each shift for the purpose of overtime compensation only. If an employee's sleep time is interrupted such that he works more than 159 hours within the 21-day work cycle, the employee will then be compensated for those hours at an overtime rate of 1.5 hours for each hour worked beyond 159. In the event of necessary training or equipment testing the Fire Chief with approval from Town Manager may authorize hours worked to be paid out as overtime/comp time even if the employee did not exceed 159 hours within that 21-day work cycle

A motion to approve Staff recommendation to revise personnel Policy Section 9. Over time-Compensatory Time Pay Provisions was made by Commissioner Bray seconded by Commissioner Brown and unanimously approved.

101. East Raleigh Street

Interim Town Manager Jack Meadows discussed with the Board of Commissioners a resolution needed by the Board of Commissioners to authorize the advertisement for sealed bids for the sale of certain property located at 101 East Raleigh Street, Siler City North Carolina having a Parcel ID of 15254. Meadows further discussed the timeline:

June 17, 2024- Board of Commissioners adopts a resolution authorizing the sale by sealed bid.

June 27, 2024, and July 4, 2024- Public notice advertised in the Chatham News and Record

July 29, 2024- receive and open bids at Public Bid Opening at the City Hall Courtroom 311 North Second Ave, Siler City NC at 10:00am.

August 5, 2024- Board of Commissioners awards to the highest responsive, responsible bidder or rejects all bids.

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A motion to approve the resolution authorizing the advertisement for sealed bids for the sale of certain property located at 101 East Raleigh Street having Parcel ID 15254 was made by Commissioner Hauser seconded by Commissioner Brown and unanimously approved.

MANAGERS REPORT

Interim Town Manager, Jack Meadows reminded the Board of Commissioners that Town offices would be closed Wednesday June 19, 2024, for the Juneteenth holiday and there is an EDC Board Meeting on Thursday June 20, 2024, and lastly a Public Hearing for the Land Development Plan at the next Board meeting of July 15, 2024.

Assistant Town Manager & Town Clerk reminded the Board of Commissioners of the following dates.

June 22, 2024- James Larry Cheek Memorial dedication at Boling Lane Park at 10:30am.

GOVERNING BODY COMMENTS

Mayor Matthews gave the Board of Commissioners an update on the New Smart Meter Installation.

CLOSED SESSSION

A motion to go into Closed Session at 7:21pm § 143-318.11 (a)(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract was made by Commissioner Brown seconded by Commissioner Patterson and unanimously approved.

A motion to go out of closed session at 7:38 pm was made by Commissioner Brown seconded by Commissioner Boone and unanimously approved.


A motion to go into Closed Session at 7:39pm § 143-318.11 (a)(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session.

A motion to go out of Closed Session at 8:22pm was made by Commissioner Brown and seconded by Commissioner Boone.


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ADJOURNMENT

With no further business, the Board of Commissioners adjourned at 8:23pm.



Donald Matthews, Mayor

ATTEST:


Kimberly D. Pickard, Town Clerk

