

MINUTES – January 9, 2023

The Board of Aldermen of the Town of Gibsonville met at 7:00pm for a special meeting in the Town Hall. The meeting was called to order by Mayor Williams. Alderpersons Shepherd, Owen, Maizland, Crisp, and Dean were present. Ben Baxley, Town Manager, Gina Griffeth, Town Clerk, Bob Giles, Town Attorney, Ron Parrish, Police Chief, Officer D. Sparks, James Todd, Fire Chief, Rob Elliott, Public Works, Brandon Parker, Town Planner, and Mike Dupree, Parks & Recreation Director, were present. Several members of the public were present. The board meeting could be listened to by telephone and was live streamed on Facebook for those unable to attend.

Mayor Williams led the invocation and pledge of allegiance.

Public Comments

There were no public comments.

Approval of Agenda

Alderman Shepherd, seconded by Alderwoman Maizland, made a motion to approve the agenda. The motion passed unanimously.

Approval of the Minutes

Alderman Owen, seconded by Alderman Crisp, made a motion to approve the minutes of December 5, 2022. The motion passed unanimously.

Recognition of Sean Botzman – Eagle Scout Award

The Gibsonville Board of Aldermen recognized resident Sean Patrick Botzman for receiving his Eagle Scout Award. Alderman Shepherd read the proclamation.

Honoring Sean Patrick Botzman

Eagle Scout Recipient

WHEREAS, Sean Patrick Botzman of Troop 19, City of Burlington, Boy Scouts of America has earned the rank of Eagle Scout; and

WHEREAS, Sean exemplified the ideas of scouting and was selected by his peers to the Order of the Arrow, the national honor society of the Boy Scouts of America ; and

WHEREAS, Sean earned the World Conservation Award; and

WHEREAS, Sean held several positions of responsibility as senior patrol leader, assistant senior patrol leader, patrol leader, and scribe; and

WHEREAS, for his community service project, Sean spent numerous hours sanding, repainting, installing, and building items for the Blessed Sacrament School outdoor classroom; and

WHEREAS, Sean earned 9 additional merit badges over the 21 required; and

WHEREAS, the rank of Eagle Scout is the highest award a boy can attain in scouting; in earning his Eagle rank Sean will now forever be known as a person of distinction.

NOW, THEREFORE, BE IT RESOLVED, that on this day, January 9th, 2023, the Gibsonville Board of Aldermen does commend Sean Patrick Botzman on achieving the rank of Eagle Scout.

Police Headquarters Project American Institute of Architects (AIA) Contract – Moseley Architecture

Ben Baxley stated that the Town of Gibsonville sent out request for qualifications for architectural services for a new Police Headquarters. Through a committee comprised of town officials and outside consultant, Moseley Architects was chosen as best qualified from the 9 RFQs received. The main thing for the board to look at is the breakdown of different components of the project. The contract total is \$510,000.

Alderwoman Maizland asked about the additional compensation noted in section 11.4. The current rate shows an additional 20% but standard should be closer to 15%.

Mayor Williams recommended that the town find out about the rate change and move forward at the next meeting. He then stated that he recommended the board move forward with the contract and that he didn't want a delay over \$1,500.

Ben Baxley stated he would follow-up with Moseley regarding the change in the contract.

Alderman Shepherd, seconded by Alderman Crisp, made a motion to award the contract to Moseley Architecture for the Police Headquarters Project. The motion passed unanimously.

Library Concept Design Phase Proposal – Clearscapes

Ben Baxley stated that the Town of Gibsonville sent out request for qualifications for architectural services for a new Library. Through a committee comprised of town officials and outside consultant, Clearscapes was chosen as best qualified from the 9 RFQs received. Their proposal is a fixed fee of \$70,750 for the Concept Design Services/Early Schematic Design. This amount is consistent with that of Moseley Architecture. Clearscapes will follow with the full proposal for detailed design once they have balanced the scope and budget. Town Attorney, Bob Giles, has reviewed the proposal.

At Mayor Williams' request, Ben Baxley repeated the above information.

Alderman Shepherd, seconded by Alderwoman Maizland, made a motion to accept concept design services from Clearscapes. The motion passed unanimously.

Withdrawal Resolution – Capital Reserve Fund for Water & Wastewater System Development Fees

This resolution is needed to move \$557,660 from the Capital Reserve Fund for Water & Wastewater System Development Fees into the Highway 61 North Waterline Improvements Capital Project Fund.

Alderman Shepherd, seconded by Alderwoman Maizland, made a motion to approve the withdrawal resolution. The motion passed unanimously.

CAPITAL RESERVE FUND FOR WATER AND WASTEWATER SYSTEM DEVELOPMENT FEE

WHEREAS, Town of Gibsonville, North Carolina (the "Town") has determined that certain water and wastewater system capital improvement projects will be needed in the next 10 years to ensure adequate capacity for future economic growth and development; and

WHEREAS, The North Carolina General Assembly adopted new legislation (House Bill 436) in June 2017, to regulate how local government water/wastewater utilities could set and collect a water and wastewater system development fee; and

WHEREAS, House Bill 436 requires that a water and wastewater system development fee be deposited in a reserve account and used only for purposes specified.

NOW, THEREFORE BE IT RESOLVED by the governing body of Town of Gibsonville, North Carolina that:

Section 1. The Gibsonville Board of Aldermen has established a Capital Reserve Fund for a Water and Wastewater System Development Fee, pursuant to the provisions of the Local Government Budget and Fiscal Control Act, N.C. General Statutes Chapter 159, Article 3, Part 2, for the purpose of constructing growth related water and wastewater capital improvement projects similar to the Town's Back Creek Outfall Extension but also including other capital growth improvements projects.

Section 2. This fund will remain operational for a period not to exceed ten (10) years (beginning July 1, 2018 and ending June 30, 2028).

Section 3. Collected water and wastewater system development fee is deposited into the Capital Reserve Fund. An estimated \$1,900,000 will be deposited in the 10-year period.

Section 4. \$1,185,050 has been deposited in this fund as of January 3, 2023 and \$625,450.00 was withdrawn March 15, 2021. The available balance is \$557,600.00.

Section 5. The Gibsonville Board of Aldermen authorizes the withdrawal of \$557,600.00 as an appropriation from this fund into the Highway 61 North Waterline Improvements Project Capital Project Fund. The Highway 61 North Waterline Improvements Project is a growth-related water capital improvement project.

Adopted this 9th day of January, 2023.

Mayor

Attest:

Town Clerk

Budget Ordinance Amendment #7

Ben Baxley stated that this budget ordinance amendment is needed to transfer funds from the Water and Sewer Fund to the Highway 61 North Waterline Improvements Capital Project Fund, account for insurance proceeds, and account for two months distribution of a Library State Aid grant to the Gibsonville Public Library.

Alderman Shepherd, seconded by Alderwoman Maizland, made a motion to approve Budget Ordinance Amendment #7. The motion passed unanimously.

TOWN OF GIBSONVILLE, NORTH CAROLINA			
FY 2023 BUDGET ORDINANCE AMENDMENT #7			
BE IT ORDAINED by the Board of Aldermen of the Town of Gibsonville, North Carolina, a meeting was held this the 9th day of January, 2023 that the following fund revenues and departmental expenditures together with certain restrictions and authorizations be amended.			
SECTION I. GENERAL FUND			
	FY 2023		FY 2023
Anticipated Revenues		Amendment	
	<u>Current Budget</u>	<u>Increase/Decrease</u>	<u>Revised Budget</u>
Taxes, Current Year	3,961,279	-	3,961,279
Taxes, Prior Years	31,150	-	31,150
Motor Vehicle Tax	440,000	-	440,000
Cemetery	16,000	-	16,000
Recreation	80,000	-	80,000
Sanitation Service Charge	474,222	-	474,222
Interest on Investments	23,000	-	23,000
Fire District Tax (Guilford)	15,716	-	15,716
Library	4,000	-	4,000
Transfer Perpetual Care	2,700	-	2,700
Sale of Fixed Assets	5,000	-	5,000
Guilford County Funds	55,500	-	55,500
Code Enforcement/Planning	18,000	-	18,000
Brush/White Goods Pickup Fees	4,000	-	4,000
Miscellaneous	121,377	-	121,377
GHA	2,340	-	2,340
Stormwater Fee	66,000	-	66,000

Solid Waste Disposal Tax	5,500	-	5,500
Intangible: Sales Tax (Alamance Co.)	1,351,360	-	1,351,360
Intangible: Sales Tax (Guilford Co.)	713,028	-	713,028
Utility Franchise	420,000	-	420,000
Beer & Wine	29,421	-	29,421
<i>Library State Aid Grant</i>	2,720	1,222	3,942
Powell Bill Funds	255,823	-	255,823
<i>Insurance Proceeds</i>	48,359	1,197	49,556
Loan Proceeds	1,110,000	-	1,110,000
Fund Balance (General Fund) Appropriation	2,094,750	-	2,094,750
<i>Total Anticipated Revenues</i>	<i>11,351,245</i>	<i>2,419</i>	<i>11,353,664</i>
Authorized Expenditures			
	<u>Current Budget</u>	<u>Increase/Decrease</u>	<u>Revised Budget</u>
Governing Board	88,337	-	88,337
Administration	1,644,717	-	1,644,717
Police	3,011,470	-	3,011,470
Fire	2,288,899	-	2,288,899
Public Works	2,361,938	-	2,361,938
Powell Bill	112,500	-	112,500
<i>Recreation</i>	943,347	1,197	944,544
<i>Library</i>	386,537	1,222	387,759
Cemetery	23,500	-	23,500
Contingency	40,000	-	40,000
Transfer to Public Library CPF	450,000	-	450,000
Total Authorized Expenditures	11,351,245	2,419	11,353,664
	0	0	0
SECTION II. WATER & SEWER			
	<u>Current Budget</u>	<u>Increase/Decrease</u>	<u>Revised Budget</u>
Anticipated W&S Revenues			
<u>Water Revenues</u>			
Water Service Fees	1,001,400	-	1,001,400
Tapping Fees	10,000	-	10,000

Meter Setting	20,000	-	20,000
Reconnection Fees	42,000	-	42,000
Miscellaneous Revenues	12,000	-	12,000
<i>Retained Earnings Appropriation</i>	<i>2,836,220</i>	<i>157,403</i>	<i>2,993,623</i>
<i>Total Anticipated Water Revenues</i>	<i>3,921,620</i>	<i>157,403</i>	<i>4,079,023</i>
<u>Sewer Revenues</u>			
Sewer Service Fees	2,172,000	-	2,172,000
Tapping Fees	10,000	-	10,000
Meter Setting	20,000	-	20,000
Reconnection Fees	42,000	-	42,000
Miscellaneous Revenues	12,000	-	12,000
Retained Earnings Appropriation	256,753	-	256,753
<i>Total Anticipated Sewer Revenues</i>	<i>2,512,753</i>	<i>-</i>	<i>2,512,753</i>
<i>Total Anticipated W&S Revenues</i>	<i>6,434,373</i>	<i>157,403</i>	<i>6,591,776</i>
Authorized W&S Expenditures			
<i>Water Expenditures</i>	<i>1,146,560</i>	-	<i>1,146,560</i>
<i>Sewer Expenditures</i>	<i>2,512,753</i>	-	<i>2,512,753</i>
<i>Transfer To Hwy 61 N. Waterline CPF</i>	<i>2,775,060</i>	<i>157,403</i>	<i>2,932,463</i>
<i>Total Authorized Expenditures</i>	<i>6,434,373</i>	<i>157,403</i>	<i>6,591,776</i>
	-	-	-
SECTION III. PERPETUAL CARE FUND			
<i>Anticipated Revenues</i>	<i>2,700</i>	-	<i>2,700</i>
<i>Authorized Expenditures</i>	<i>2,700</i>	-	<i>2,700</i>
	-		-
SECTION IV. PUBLIC LIBRARY CAPITAL PROJECT FUND			
<i>Anticipated Revenues</i>	<i>450,000</i>	-	<i>450,000</i>
<i>Authorized Expenditures</i>	<i>450,000</i>	-	<i>450,000</i>
	-	-	-
SECTION V. POLICE HEADQUARTERS CAPITAL PROJECT FUND			

<i>Anticipated Revenues</i>	<i>1,000,000</i>	-	<i>1,000,000</i>
<i>Authorized Expenditures</i>	<i>1,000,000</i>	-	<i>1,000,000</i>
	-		-
SECTION VI. TAX RATE ESTABLISHED			
An ad valorem tax rate of \$0.53 per \$100 at full valuation is hereby established as the official tax rate for the Town of Gibsonville for the fiscal year 2023. This rate is based on a total valuation of property of \$838,817,281 and an estimated collection rate of 99.00%.			
SECTION VII.			
Charges for services and fees by Town Departments are levied in the amounts set forth in the Fee Schedule (See Attachment A).			
SECTION VIII. SPECIAL AUTHORIZATION - BUDGET OFFICER			
A. Budget Officer shall be authorized to reallocate departmental appropriations among various object of expenditures as he believes necessary.			
B. The Budget Officer shall be authorized to effect interdepartmental transfers, in the same fund, not to exceed 10% of the appropriated monies for the department whose allocations is reduced. Notation of all such transfers shall be made to the Board on the next succeeding Financial Report.			
C. He may make interfund loans for a period of not more than 60 days.			
D. Interfund transfers, established in the budget document may be accomplished without recourse to the Board.			
SECTION IX. RESTRICTION - BUDGET OFFICER			
A. Interfund transfer of monies, except as noted in Section VI. Shall be accomplished by the Board authorization only.			
B. The utilization of any contingency appropriations shall be accomplished only with Board authorization.			
SECTION X. UTILIZATION OF BUDGET ORDINANCE			
This Ordinance Amendment and the Budget Document shall be the basis of the financial plan for the Gibsonville Municipal Government during the 2023 fiscal year. The Budget Officer shall administer the budget and shall insure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the budget. The accounting section shall establish records which are consonance with the Budget and this Ordinance and the appropriate statute of the State of North Carolina.			
Amended this the 9th day of January, 2023.			
Attest:			
Mayor of Gibsonville, NC			
Town Clerk of Gibsonville, NC			

Ben Baxley stated that this ordinance amendment is needed to increase the design services line item by \$50,000 based on the actual amount of the architectural services contract. To offset said increase, the construction line item will be reduced by \$50,000. The goal is to go ahead and invest the first \$1 million from the State. There will likely be many amendments to this Capital Project Ordinance as loans are secured and construction begins.

At Mayor William's request, Ben Baxley repeated the above statement.

Alderman Shepherd, seconded by Alderman Crisp, made a motion to approve the amendment to the Police Headquarters Capital Project Ordinance. The motion passed unanimously.

CAPITAL PROJECT ORDINANCE POLICE HEADQUARTERS PROJECT

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF GIBSONVILLE, NORTH CAROLINA, that pursuant to Section 13.2, Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby amended:

Section 1. The Project authorized is Police Headquarters Project.

Section 2. The officials of the Town of Gibsonville are hereby directed to proceed with this program within the terms of the project.

Section 3. The following revenues are anticipated to be available to the Town to complete the project:

State Capital Infrastructure Fund Grant	\$1,000,000
<u>Total Revenues</u>	<u>\$1,000,000</u>

Section 4. The following amounts are appropriated for this project:

Design Services	\$550,000
Construction	\$434,000
Miscellaneous	\$10,000
<u>Legal</u>	<u>\$6,000</u>
<u>Total Expenditures</u>	<u>\$1,000,000</u>

Section 5. The Town Manger shall report on the financial status of this project as directed by the Board of Aldermen and will inform the Board of any unusual occurrences.

Section 6. Copies of this project ordinance shall be made available to the Town Manager and the Finance Officer for direction in carrying out this project.

Section 7. That this ordinance shall take effect upon passage.

This the 9th day of January, 2023.

Leonard Williams, Mayor

ATTEST:

Gina Griffeth, Town Clerk

Highway 61 North Waterline Replacement Project Ordinance Amendment

This ordinance amendment reconfigures the revenue sources by accepting a \$557,600 transfer from the Capital Reserve Fund (System Development Fee) and a \$157,403 transfer from the Water & Sewer Fund.

Alderman Shepherd, seconded by Alderman Owen, made a motion to approve the amendment to the Highway 61 North Waterline Replacement Project Ordinance. The motion passed unanimously.

CAPITAL PROJECT ORDINANCE HIGHWAY 61 NORTH WATERLINE IMPROVEMENTS PROJECT

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF GIBSONVILLE, NORTH CAROLINA, that pursuant to Section 13.2, Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby amended:

- Section 1. The Project authorized is Highway 61 North Waterline Improvements Project.
- Section 2. The officials of the Town of Gibsonville are hereby directed to proceed with this program within the terms of the project.
- Section 3. The following revenues are anticipated to be available to the Town to complete the project:
- | | |
|---|------------------|
| Transfer from Water & Sewer Fund | \$3,257,463 |
| <u>Transfer from Capital Reserve Fund (SDF)</u> | <u>\$557,600</u> |
| Total Revenues | \$3,815,063 |
- Section 4. The following amounts are appropriated for this project:
- | | |
|----------------------|-----------------|
| Construction | \$3,096,100 |
| Engineering Services | \$325,000 |
| Contingency | \$303,963 |
| Easement Acquisition | \$50,000 |
| Legal | \$30,000 |
| <u>Miscellaneous</u> | <u>\$10,000</u> |
| Total Expenditures | \$3,815,063 |
- Section 5. The Town Manager shall report on the financial status of this project as directed by the Board of Aldermen and will inform the Board of any unusual occurrences.
- Section 6. Copies of this project ordinance shall be made available to the Town Manager and the Finance Officer for direction in carrying out this project.
- Section 7. That this ordinance shall take effect upon passage.

This the 9th day of January, 2023.

Leonard Williams, Mayor

ATTEST:

Gina Griffeth, Town Clerk

Discussion – selling portion of 532 564 Minneola Street property

Cappadocia Holiness Church, located at 600 W Minneola Street, is requesting to buy a portion of 532 564 Minneola Street in order to preserve and retain access to graves located on the property. Per G.S. 160A-268, sale by sealed bid may be used for disposal of real property.

Alderman Owen asked about discussing a price.

Ben Baxley replied that the church would provide a sealed bid with an offer.

Mayor Williams stated that he was opposed to selling unless the church gives the amount paid by the town.

Ben Baxley stated that the town paid \$125,000 for the 2.79 acres.

Alderman Crisp stated that it would be roughly \$12,000 for that portion of land. He asked about setting a minimum bid.

Ben Baxley stated that a minimum bid can be added to the resolution when it is prepared. There is no motion needed from the board at this time.

Installment financing agreement – Public Works leaf truck

The Town of Gibsonville sent out requests for proposals to finance the purchase of one 2023 Freightliner model M2106 cab/chassis with one Pac Mac 25 cubic yard chassis mounted automated leaf collection unit. Three banks responded with the low bid coming from Truist Bank at a rate of 4.05%.

Ben Baxley stated that the truck was ordered back in June and was supposed to be close to coming in. However, the delivery may be closer due to some good fortune.

Rob Elliott stated that Apex ordered the same truck as Gibsonville but, upon delivery, realized it wasn't what they wanted. They have offered Gibsonville first dibs at the truck and it could be here in a few weeks.

Alderman Shepherd, seconded by Alderwoman Maizland, made a motion to enter into a financing agreement with Truist Bank for the purchase of a leaf truck. The motion passed unanimously.

Reports

Town Manager – Ben Baxley stated that town offices will be closed on Monday, January 16th for Martin Luther King Jr. Day. Monday's garbage route will be collected on Tuesday the 17th. He also reminded the board that the annual budget planning meeting will be held Saturday, February 18th from 8am to 11:30am at the Gibsonville Community Center.

Mayor – Mayor Williams stated that it's a new year and there will be lots of construction. He asked Brandon Parker about upcoming construction.

Brandon replied that there should only be a couple of hundred houses built this year with the next big building boom occurring in 2024.

Board Members – Alderwoman Maizland announced that she was married on December 23rd in Virginia. Her new husband is here helping her to get her house ready to list. She will be moving to Virginia and will step down from the board at some point. She will keep the board posted of how things are progressing.

Alderman Crisp stated that he was engaged in November and is planning a May wedding. He congratulated Sean Botzman on his Eagle Scout accomplishment.

Alderman Shepherd, seconded by Alderman Owen, made a motion to adjourn. The motion passed unanimously. The meeting adjourned at 7:39pm.

Mayor

Attest: Town Clerk