

## MINUTES – July 3, 2023

The Board of Aldermen of the Town of Gibsonville met at 7:00pm for a regular meeting in the Gibsonville Town Hall. The meeting was called to order by Mayor Protem Shepherd. Alderpersons Owen, Crisp, Dean, and Fanelli were present. Mayor Williams was absent. Ben Baxley, Town Manager, Gina Griffeth, Town Clerk, Bob Giles, Town Attorney, James Todd, Fire Chief, Lt. Scott Shelton, Rob Elliott, Public Works Director, and Troy King, Utility Superintendent, were present. There were several members of the public present. The board meeting was live streamed on Facebook and available via landline for those unable to attend.

Mayor Protem called the meeting to order and lead the pledge of allegiance. Alderman Owen led the invocation.

### Public Comments

George Clancy of 314 Timbergate spoke to the board regarding water quality concerns. He stated that he had his water tested by Meritch Lab which came back positive for cyanide. The sample was taken from a humidifier which was also brought in for the board to see. He asked that water samples be taken and tested in the Timbergate area.

Troy King of Public Works stated that he reached out to the City of Burlington today. The allowable cyanide level per the State is 0.2mg/L. Burlington has set their allowable limit at 0.05mg/L. Both of Burlington's water plants test lower than 0.05mg/L.

Rob Elliott stated that they can test multiple houses on Timbergate. The park bathroom near Timbergate is also one of the town's normal Bac-T testing sites. Testing could not be done earlier this week due to the lab being closed for the 4<sup>th</sup> of July holiday.

### Approval of Agenda

Alderman Crisp, seconded by Alderman Owen, made a motion to approve the agenda. The motion passed unanimously.

### Approval of Minutes

Alderman Owen, seconded by Alderman Crisp, made a motion to approve the minutes of June 20, 2023. The motion passed unanimously.

### Annexation Petition – 529 NC HWY 61 South

Owner Nasser Massry (Starlight Construction, LLC) has submitted an annexation petition for 529 NC HWY 61 South (Guilford County Parcel ID 104350 consisting of 0.91 acres). The board will need to direct the Town Clerk to certify the sufficiency of the petition and certify the results to the board. The board will also need to set a public hearing for August 7<sup>th</sup>.

Mayor Protem Shepherd, seconded by Alderman Owen, made a motion to direct the clerk to certify the sufficiency of the petition and set the public hearing for August 7<sup>th</sup>. The motion passed unanimously.

### Resolutions to accept an offer of American Rescue Plan funding

These resolutions are needed to accept American Rescue Plan funding from the NC Division of Water Infrastructure. Each offer is in the amount of \$200,000. The projects to be funded are an Asset Inventory and Assessment study for the town's water infrastructure and an Asset Inventory and Assessment study for the town's sewer infrastructure.

Mayor Protem Shepherd, seconded by Alderman Owen, made a motion to approve the resolutions accepting American Rescue Plan funding. The motion passed unanimously.

### RESOLUTION BY THE TOWN OF GIBSONVILLE TO ACCEPT AN OFFER OF AMERICAN RESCUE PLAN FUNDING

**WHEREAS**, the American Rescue Plan (ARP) funded from the State Fiscal Recovery Fund was established in S.L. 2021-180 and to assist eligible units of government with meeting their water/wastewater infrastructure needs, and

**WHEREAS**, the North Carolina Department of Environmental Quality has offered American Rescue Plan (ARP) funding in the amount of \$200,000 to perform an Asset Inventory and Assessment study for water detailed in the submitted application, and

**WHEREAS**, the Town of Gibsonville intends to perform said project in accordance with the agreed scope of work,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE TOWN OF GIBSONVILLE:**

That the Town of Gibsonville does hereby accept the American Rescue Plan Grant offer of \$200,000.

That the Town of Gibsonville does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That Ben Baxley, Town Manager, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with this project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted this the 3<sup>rd</sup> day of July at Gibsonville, North Carolina.

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Mayor

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Attest: Town Clerk

**RESOLUTION BY THE TOWN OF GIBSONVILLE TO  
ACCEPT AN OFFER OF AMERICAN RESCUE PLAN FUNDING**

**WHEREAS**, the American Rescue Plan (ARP) funded from the State Fiscal Recovery Fund was established in S.L. 2021-180 and to assist eligible units of government with meeting their water/wastewater infrastructure needs, and

**WHEREAS**, the North Carolina Department of Environmental Quality has offered American Rescue Plan (ARP) funding in the amount of \$200,000 to perform an Asset Inventory and Assessment study for sewer detailed in the submitted application, and

**WHEREAS**, the Town of Gibsonville intends to perform said project in accordance with the agreed scope of work,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE TOWN OF GIBSONVILLE:**

That the Town of Gibsonville does hereby accept the American Rescue Plan Grant offer of \$200,000.

That the Town of Gibsonville does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That Ben Baxley, Town Manager, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with this project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted this the 3<sup>rd</sup> day of July at Gibsonville, North Carolina.

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Mayor

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Attest: Town Clerk

Alley, Williams, Carmen & King, Inc. has provided a proposed contract for the Town of Gibsonville to assist with mapping of the drinking water distribution system and evaluating the system for compliance with the Lead and Copper Rule Revision. The board will need to approve the proposed contract.

Alderman Owen, seconded by Alderman Crisp, made a motion to approve the Engineering Services Contract for Water AIA. The motion passed unanimously.

### **Engineering Services Contract for Sewer AIA**

Alley, Williams, Carmen & King, Inc. has provided a proposed contract for the Town of Gibsonville to assist with mapping and evaluation of the Town's sewer collection system. The board will need to approve the proposed contract.

Alderman Owen, seconded by Alderman Crisp, made a motion to approve the Engineering Services Contract for Sewer AIA. The motion passed unanimously.

### **Grant Project Ordinance Water AIA**

The Town has been awarded a \$200,000 Water AIA Grant for the purpose of completing an Asset Inventory and Assessment study. The study will be completed in under two years and can be budgeted through this grant project ordinance.

Alderman Owen, seconded by Alderman Crisp, made a motion to approve the Grant Project Ordinance Water AIA. The motion passed unanimously.

## **GRANT PROJECT ORDINANCE WATER ASSET INVENTORY AND ASSESSMENT**

**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 Grant Project Ordinance is hereby adopted:

Section 1. The Town has been awarded a \$200,000 Water Asset Inventory and Assessment (AIA) Grant for the purpose of completing a Water Asset Inventory and Assessment study.

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:

Water AIA Grant	\$	200,000
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Section 4. The following amounts are appropriated for this project:

Water AIA Grant Expenses	\$	200,000
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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 3rd day of July, 2023.

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Leonard Williams, Mayor

ATTEST:

\_\_\_\_\_  
Gina Griffeth, Town Clerk

### **Grant Project Ordinance Sewer AIA**

The Town has been awarded a \$200,000 Sewer AIA Grant for the purpose of completing an Assest Inventory and Assessment study. The study will be completed in under two years and can be budgeted through this grant project ordinance.

Mayor Protem Shepherd, seconded by Alderman Owen, made a motion to approve the Grant Project Ordinance Sewer AIA. The motion passed unanimously.

## **GRANT PROJECT ORDINANCE SEWER ASSET INVENTORY AND ASSESSMENT**

**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 Grant Project Ordinance is hereby adopted:

Section 1. The Town has been awarded a \$200,000 Sewer Asset Inventory and Assessment (AIA) Grant for the purpose of completing a Sewer Asset Inventory and Assessment study.

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:

Sewer AIA Grant	\$	200,000
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Section 4. The following amounts are appropriated for this project:

Sewer AIA Grant Expenses	\$	200,000
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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 3rd day of July, 2023.

\_\_\_\_\_  
Leonard Williams, Mayor

ATTEST:

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Gina Griffeth, Town Clerk

### **Budget Ordinance Amendment #1**

This budget ordinance amendment is needed to account for two AIA grants from the NC Division of Water Infrastructure. Each grant is in the amount of \$200,000.

Alderman Owen, seconded by Alderman Crisp, made a motion to approve Budget Ordinance Amendment #1. The motion passed unanimously.

Mayor Protem Shepherd asked if this budget ordinance amendment covered agenda items 7, 8, 9, and 10.

Ben Baxley replied that it did.

### **TOWN OF GIBSONVILLE, NORTH CAROLINA FY 2024 BUDGET ORDINANCE AMENDMENT #1**

BE IT ORDAINED by the Board of Aldermen of the Town of Gibsonville, North Carolina, a meeting was held this the 3rd day of July, 2023 that the following fund revenues and departmental expenditures together with certain restrictions and authorizations be amended.

**SECTION I. GENERAL FUND**

<b>Anticipated Revenues</b>	<b>FY 2024</b>	<b>Amendment</b>	<b>FY 2024</b>
	<u><b>Current Budget</b></u>	<u><b>Increase/Decrease</b></u>	<u><b>Revised Budget</b></u>
Taxes, Current Year	4,807,076	-	4,807,076
Taxes, Prior Years, Interest & Penalties	31,150	-	31,150
Motor Vehicle Tax	467,508	-	467,508
Cemetery	16,000	-	16,000
Recreation	90,000	-	90,000
Sanitation Service Charge	475,000	-	475,000
Interest on Investments	23,000	-	23,000
Fire District Tax (Guilford)	19,271	-	19,271
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	72,559	-	72,559
GHA	2,340	-	2,340
Stormwater Fee	70,500	-	70,500
Solid Waste Disposal Tax	7,000	-	7,000
Intangible: Sales Tax (Alamance Co.)	1,500,600	-	1,500,600
Intangible: Sales Tax (Guilford Co.)	788,225	-	788,225
Utility Franchise	422,000	-	422,000
Beer & Wine	35,500	-	35,500
Powell Bill Funds	257,000	-	257,000
Loan Proceeds	1,106,000	-	1,106,000
Fund Balance (General Fund) Appropriation	735,923	-	735,923
Fund Balance (Powell Bill) Appropriation	325,000	-	325,000
<b>Total Anticipated Revenues</b>	<u><b>11,340,852</b></u>	<u><b>-</b></u>	<u><b>11,340,852</b></u>

**Authorized Expenditures**

	<u>Current Budget</u>	<u>Increase/Decrease</u>	<u>Revised Budget</u>
Governing Board	94,337	-	94,337
Administration	1,485,746	-	1,485,746
Police	3,240,857	-	3,240,857
Fire	2,513,038	-	2,513,038
Public Works	2,253,804	-	2,253,804
Powell Bill	420,000	-	420,000
Recreation	919,145	-	919,145
Library	345,425	-	345,425
Cemetery	28,500	-	28,500
Contingency	40,000	-	40,000
<b>Total Authorized Expenditures</b>	<b>11,340,852</b>	<b>-</b>	<b>11,340,852</b>
	0	0	0

**SECTION II. WATER & SEWER**

	<u>Current Budget</u>	<u>Increase/Decrease</u>	<u>Revised Budget</u>
<b>Anticipated W&amp;S Revenues</b>			
<b><u>Water Revenues</u></b>			
Water Service Fees	1,007,700	-	1,007,700
Tapping Fees	5,000	-	5,000
Meter Setting	10,000	-	10,000
Reconnection Fees	50,000	-	50,000
Miscellaneous Revenues	12,000	-	12,000
Retained Earnings Appropriation	131,039	-	131,039
<b>Total Anticipated Water Revenues</b>	<b>1,215,739</b>	<b>-</b>	<b>1,215,739</b>
<b><u>Sewer Revenues</u></b>			
Sewer Service Fees	2,180,000	-	2,180,000
Tapping Fees	5,000	-	5,000
Meter Setting	10,000	-	10,000
Reconnection Fees	50,000	-	50,000
Miscellaneous Revenues	12,000	-	12,000
Retained Earnings Appropriation	372,375	-	372,375

<b>Total Anticipated Sewer Revenues</b>	<b>2,629,375</b>	<b>-</b>	<b>2,629,375</b>
<b>Total Anticipated W&amp;S Revenues</b>	<b>3,845,114</b>	<b>-</b>	<b>3,845,114</b>
<b>Authorized W&amp;S Expenditures</b>			
<b>Water Expenditures</b>	1,215,739	-	1,215,739
<b>Sewer Expenditures</b>	2,629,375	-	2,629,375
<b>Total Authorized Expenditures</b>	<b>3,845,114</b>	<b>-</b>	<b>3,845,114</b>
	-	-	-

**SECTION III. PERPETUAL CARE FUND**

<b>Anticipated Revenues</b>	<b>2,700</b>	<b>-</b>	<b>2,700</b>
<b>Authorized Expenditures</b>	<b>2,700</b>	<b>-</b>	<b>2,700</b>
	-	-	-

**SECTION IV. WATER AIA GRANT SPECIAL REVENUE FUND**

<b>Anticipated Revenues</b>	<b>-</b>	<b>200,000</b>	<b>200,000</b>
<b>Authorized Expenditures</b>	<b>-</b>	<b>200,000</b>	<b>200,000</b>
	-	-	-

**SECTION V. SEWER AIA GRANT SPECIAL REVENUE FUND**

<b>Anticipated Revenues</b>	<b>-</b>	<b>200,000</b>	<b>200,000</b>
<b>Authorized Expenditures</b>	<b>-</b>	<b>200,000</b>	<b>200,000</b>
	-	-	-

**SECTION VI. TAX RATE ESTABLISHED**

An ad valorem tax rate of \$0.49 per \$100 at full valuation is hereby established as the official tax rate for the Town of Gibsonville for the fiscal year 2024. This rate is based on a total valuation of property of \$1,087,318,941 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 2024 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 3rd day of July, 2023.**

**Attest:**

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**Mayor of Gibsonville, NC**

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**Town Clerk of Gibsonville, NC**

**Clearscapes Schematic Design and Design Development Proposal – Gibsonville Public Library Reports**

Clearscapes Architecture + Art completed the Concept Design phase of the Gibsonville Public Library Project in May of 2023. They have provided a proposal for the next steps, Schematic Design and Design Development, in the amount of \$300,000. This funding has already been allocated by the town to the project ordinance. Subsequent phases to include Construction Documentation, Permitting, Bidding, and Construction Administration will continue forward as more funds are made available to the project and the owner’s written approval to proceed is received by the design team.

Alderwoman Fanelli asked if the proposal included bid documents.

Ben Baxley replied that it did not and those items would be further down the road.

Alderman Shepherd, seconded by Alderman Crisp, made a motion to approve the Clearscapes proposal. The motion passed unanimously.

**Town Manager** – Ben Baxley stated that the Gibsonville Development Advisory Committee has an opening. The vacancy will be advertised on the town’s website and Facebook page and will close on August 4<sup>th</sup>. He commended Parks & Recreation, Public Works, the Police Department and Fire Department for their parts in the Old Fashioned 4<sup>th</sup> and concert on the greens on Saturday. He reminded everyone that town offices are closed on July 4<sup>th</sup>. Tuesday’s garbage route will be collected Wednesday and recycling will run on a normal schedule.

**Mayor** – Mayor Williams was absent.

**Board Members** – Alderman Dean asked about the old school and imposing fines.

Ben Baxley replied that the fines have been in place since February.

Mayor Protem Shepherd, seconded by Alderman Owen, made a motion to adjourn. The motion passed unanimously. The meeting adjourned at 7:32pm.

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Mayor



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Attest: Town Clerk