

Minutes
Special Called Meeting
Aberdeen Town Board

March 8, 2014
Saturday, 8:30 a.m.

Robert N. Page Municipal Building
Aberdeen, North Carolina

The Aberdeen Town Board met Saturday, March 8, 2014 at 8:30 a.m. for a Special Called Meeting to conduct the Budget Retreat. Members present were Mayor Robert A. Farrell, Mayor Pro-tem Jim Thomas, and Commissioners Pat Ann McMurray, Buck Mims, Elease Goodwin, and Joe Dannelley. Staff members in attendance were Planning Director Pam Graham, Assistant Public Works Director Harold Watts, Parks and Recreation Director Leigh Baggs, Finance Officer Beth Wentland, Police Chief Tim Wenzel, Deputy Police Chief Todd Weaver, Fire Chief Phillip Richardson, Town Manager Bill Zell, and Town Clerk Regina Rosy.

1. Call to Order

Mayor Farrell called the meeting to order at 8:35 a.m.

2. Budget Sessions

a. Public Works.

Assistant Public Works Director Watts stated the capital needs for 2014/2015 are as follows:

- Dump truck with a snow plow. This dump truck will allow the Town to carry 12 tons of material versus the 7 ton capacity that can currently be carried. (Cost - \$107,000)
- Ground Penetrating Radar System to locate utilities that do not have tracer wire. (Cost - \$13,000)
- Sewer Lateral Camera, which will improve the ability to identify sewer service stoppages and determine where the location of the issue is. (Cost - \$15,000)
- Seek-tech Pipe Locator which will detect where the lateral camera is located so the crew can repair the stoppage at an exact location. (Cost - \$8,000)

- Trailer mounted Scissor Lift – this equipment would be used to trim trees along the right-of-way and also to put up and take down pole-mounted Christmas decorations. (Cost - \$12,000)
- Additional storage area for salt storage miscellaneous equipment. (Cost – still waiting for estimated pricing)

Assistant Director Watts reviewed the Capital Improvements Plan for FY 2014-2015:

- Complete washout, inspection, interior and exterior painting of Tank II to include spot repairs and lead abatement. (Cost is currently a part of the Tank Maintenance Contract.)
- Installation of a fixed base Advanced Metering Infrastructure (AMI) System to improve efficiency of staff, reduce fuel costs associated with reading the meters manually and provide daily reading capabilities which will allow staff to identify leaks or high usage daily. This will also give the Town the opportunity to migrate toward monthly billing cycles which will increase the revenue stream. (Cost is \$1,000,000 - \$1,300,000). Assistant Director Watts reviewed all of the benefits of converting to an AMI system which include improved billing accuracy, help customers identify leaks quicker, increase revenue, educate customers, and improve customer service.
- Complete design and begin construction of the Phase II Berkley CDBG project which will provide sewer to the unserved portion of the Berkley Community. Total project cost is \$736,000. (Local fund commitment of \$26,000 in waived tap fees and \$14,000).
- Survey, design, permitting and easement preparation for 2,100 linear feet of gravity sewer to tie to the Berkley CDBG grant project and abandon Pump Station #5. (Cost - \$15,000)

Assistant Director Watts reviewed the Capital Improvements Plan for FY 2015-2016:

- Complete washout, inspection, interior and exterior painting of Tank III to include spot repairs. (This cost is a part of the maintenance contract)

- Construction of 2,100 linear feet of gravity sewer to tie to the Berkley CDBG grant project and abandon Pump Station #5. The design fees for the project were allocated in Year 1 of the CIP. (Cost is \$185,000)
- Installation of approximately 1,600 linear feet of Cured-in-Place pipe liner (slip lining) to be installed in the Town's high priority lines that are in need of repair. The slip lining of the sanitary sewer will allow us to make these needed repairs without having to dig in space sensitive areas. (Cost is \$60,000)

Assistant Director Watts reviewed the Capital Improvements Plan for FY 2016-2017:

- Rehab of Pump Station #7. This station has been in service for 28 years and serves Erico, Kolcraft, and a couple of small businesses and a few residences. There could be additional flow into this station if an agreement with Fort Bragg about the ATF facility happens.
- Installation of approximately 1,600 linear feet of slip lining to be installed in the Town's high priority lines that are in need of repair. The slip lining of the sanitary sewer will allow us to make these needed repairs without having to dig in space sensitive areas. (Cost is \$60,000)

Assistant Director Watts reviewed the Capital Improvements Plan for FY 2017-2018:

- Remove Tank 1 and install a Monopole in its place. The tank's HWL is lower than the current system pressure for that zone. The tank will require maintenance and painting which will be a significant cost for a tank that is no longer in use and its sole purpose is to house communication equipment.
- Installation of approximately 1,600 linear feet of slip lining to be installed in the Town's high priority lines that are in need of repair. The slip lining of the sanitary sewer will allow us to make those needed repairs without having to dig in space sensitive areas. (Cost is \$60,000)

Assistant Director Watts stated the goals for Public Works for 2014 are to continue to research and develop new well sites to ensure the Town of Aberdeen has an adequate water supply for our residents, implement hands free capabilities in Public Works vehicles to improve motor vehicle safety, and with the addition of ARCMAP software at Public Works staff is going to focus on updating the current Water & Sewer maps that in past have been contracted out to consultants to complete.

b. Parks & Recreation.

Parks & Recreation Director Leigh Baggs began the Parks & Recreation Department Budget presentation with information on Ray's Mill Pond Park and the renovation costs for the current environmental education center. Director Baggs stated it would actually be cheaper to construct a new environmental education center rather than renovate the current one, since the renovation cost is estimated at \$800,000. Director Baggs stated the Moore County Homebuilders Association has agreed to provide free labor to build a new center or renovate the current one, and they are also willing to help pay for the cost of materials for the center. Director Baggs stated there is \$252,000 available for this project. Mayor Farrell pointed out that if all of that money is used for construction of the education center, then no money will be left for the original project which was the trail, picnic areas, pier, scenic overlooks, dam, spillway, draining and dredging. Director Baggs stated the trail could be completed by an Eagle Scout for a project, and Public Works could assist with some of the other maintenance too. Mayor Pro-tem Thomas asked what the tradeoff is, and why the Moore County Homebuilders Association would want to do this for free? Director Baggs stated the MCHBA would like to use the park for an upcoming event in April for free, and they are also wanting to do something positive for the community. Mayor Pro-tem Thomas stated it sounds like the house needs to be demolished, because \$800,000 to renovate a \$125,000 house is not reasonable. Mayor Farrell stated he would like to know what the cost is for architect fees, and construction, and what will be left of the \$252,000 for the project. Commissioner Mims stated he would like to see good numbers for what all of this is going to cost.

Director Baggs stated the picnic shelter and playground equipment needs to be replaced at Sharpe Memorial Park. Commissioner Dannelley

asked what the cost is to replace both. Director Baggs stated estimated costs are \$35,000 for the shelter and \$15,000 for the playground equipment. Director Baggs stated the storage facility at Colonial Heights Park needs to be replaced also. The Optimist Club has agreed to help replace the storage facility and the MCHBA has agreed to donate labor too. Commissioner Dannelley asked what the cost estimate is to repair this storage facility? Director Baggs stated they are currently working on a cost estimate.

Director Baggs reviewed the maintenance that Joe Thompson completes by himself. Director Baggs requested that Public Works staff provide maintenance assistance on Wednesdays.

Director Baggs gave an overview of the staff that works for Parks & Recreation, and also provided a comparison of staff size of Aberdeen Parks & Recreation, versus Southern Pines and Pinehurst. Director Baggs stated Aberdeen Parks & Recreation does just as much as Southern Pines and Pinehurst, if not more, but with less staff so she is asking for the staff size to be increased so that employees can accomplish duties. Director Baggs stated she is wanting to make the parks tobacco free, and First Health has agreed to pay for the signage for that if approved. Mayor Farrell asked what the department is deficient in, regarding staff. Director Baggs stated she needs 2 more full-time employees, and 2 more part-time employees. Commissioner Dannelley asked for prioritization on needs. Director Baggs stated Ray's Mill Pond Park is 1st priority, more staff is 2nd priority, and Sharpe Park is 3rd priority. The Board asked Director Baggs to put together cost estimates for each of these priorities.

c. Planning.

Planning Director Pam Graham stated the growth rate in Aberdeen is 5.92%, versus the overall growth rate for NC for the same period of 2.84%. Director Graham stated Aberdeen's 2010 census was 6,350 and the 2012 certified population estimate was 6,726. Director Graham stated permits have not really increased, but inspections have increased for the permits issued due to re-inspections.

Director Graham reviewed the 2014 Building Projections:

- 152 approved lots in Meadow Ridge on Highway 5 – plans are currently being reviewed.

- Phase I of Legacy Lakes includes approximately 150 undeveloped lots and the developer may move into Phase II in the upcoming Fiscal Year.
- Sandy Springs has only about 21 undeveloped platted lots with 97 acres yet to be platted.
- Devonshire has +/- 17 undeveloped lots + 10 unplatted acres.
- Forest Hills Pointe, Midway Gardens, and Shepherd's Ridge will be mostly built-out by summer.
- Acreage west of Shepherd's Trail could support +/- 100 homes and staff has been contacted by project engineers.
- New commercial is slow, but continued residential will drive more commercial up-fit and redevelopment.

Director Graham stated long range activities for the Planning Department include Land Use Plan implementation, Bike/Pedestrian Plan implementation, Master Sign Plan implementation, Downtown Development/Main Street, voluntary annexations, Reindeer Fun Run, staff and Board training. Director Graham stated short range planning activities include site and building plan review, enforcement activities, minimum housing, field work is definitely up, and conditional use permits, special use permits, and conditional zonings are increasing.

Director Graham reviewed all of the CDBG and other grants that the Planning Department is coordinating at this time.

Director Graham stated with building inspections up, code enforcement is down because staff does not have the time to commit to code enforcement. Director Graham stated she would request that money be allocated for some code enforcement to be contracted out in order to keep up with code enforcement issues. Director Graham stated Jae Kim has been offered the Planner position, which now leaves the Community Development Planner position vacant. Director Graham stated it will be imperative that a real go-getter is hired to fill this position.

Director Graham discussed the storm-water issue in the Robins Walk and Hidden Valley area. Manager Zell explained how Michael Laws built the houses in Hidden Valley one at a time, and therefore had no requirement for

storm-water runoff, etc. Mayor Farrell asked Director Graham to have an engineer estimate what it would cost to fix this issue. Commissioner Mims stated the standing water is a liability to Town citizens, and he feels like it needs to be resolved. Director Graham stated she will have the engineer come to a Work Session once he has visited the property, and share his thoughts with the Board and possible solutions.

d. Fire.

Fire Chief Phillip Richardson stated the goals for the upcoming year are to improve response times and maintain current ISO rating levels. Chief Richardson stated the average response time inside the city limits is 3 minutes and 29 seconds.

Chief Richardson stated building and cooking fires are increasing, along with medical calls and vehicle accidents. Chief Richardson displayed several charts/graphs that displayed statistics for the Fire Department. Chief Richardson reviewed his 10 year capital improvement plan. Chief Richardson stated due to less response from volunteers and multiple calls at once, two additional personnel per shift is requested in order to maintain minimum staffing and meet additional standards.

Chief Richardson stated the Fire Inspector is responsible for fire code enforcement, fire prevention and education, fire investigations and there are more codes, regulations and liability than ever before. Chief Richardson reviewed how many inspections the Fire Inspector conducts on an annual basis. Chief Richardson stated there are 995 occupancies in Aberdeen, and in order to inspect each annually the inspections would need to increase by 145%.

Chief Richardson stated a new brush truck and QRV would need to be considered for the future. In addition, Truck #418 is 15 years old, and Truck #429 is 9 years old. Chief Richardson stated he would also like the Board to consider a possible trade on the old ladder truck. Chief Richardson stated as the population in Aberdeen continues to increase and the response area grows, a substation will need to be considered to meet the needs of the community.

e. Police.

Police Chief Tim Wenzel stated the Police Department goals for 2014-2015 are to:

- Continue to obtain equipment that enhances officer safety.
- Update and revise policies.
- Implement K-9 unit for drug detection and tracking.
- Use Nixle and Code Red for better community notifications.
- Implement a gun buyback program.
- Transition to taped statements.

Chief Wenzel stated in the few months he has been with the Aberdeen Police Department, he has observed that Aberdeen has some of the hardest working officers that he has been associated with over the past 30 years. Chief Wenzel reviewed the issues his department is facing, which include:

- Connectivity in patrol cars – can buy a system that would provide better connectivity.
- Would like to go to the flashlights attached to the gun which would require new holsters for the guns.
- Need evidence hardware and software to maintain inventory of the evidence in custody.
- Laptops need to be replaced in patrol cars – would like to have those on a rotation schedule.
- MVRs in 2 more patrol cars.

Chief Wenzel reviewed his priorities for the upcoming year which include:

- Hardware and software - \$5,000
- Back to 4 equipped vehicles for patrol - \$32,000 each
- Get K9 unit up and running – Matching funds of \$15,000
- Tasers (20 tasers x \$875 each + taxes and insurance) - \$25,000

- Connectivity in cars - \$10,000 (\$1,000 each for 10 patrol cars)
- MVRs – 2 for supervisor vehicles - \$11,000
- Hire Architect & engineer for new building - \$150,000

Chief Wenzel stated in the next 2 years, he would like to see an additional officer to be put in the Detective Bureau. Chief Wenzel stated the current facility does not allow enough space for the police operation and he would like to move into a new Police Building within the next 2 years. Chief Wenzel stated he would like to have CAD in all vehicles and headquarters. Chief Wenzel stated he would also like to open up our own dispatch center which in turn keeps the Police Department open 24/7.

f. Finance/Administration.

Manager Zell reviewed the new valuation assessment which will be an estimated \$745,000,000 compared to \$725,000,000 from last year. Manager Zell stated the increased revenue will be an additional \$84,710. Manager Zell stated each penny of tax represents \$73,383. Manager Zell displayed a graph that shows how valuation levels have increased over the past 14 years.

Manager Zell stated rising health insurance costs continue to be a challenge for the Town. This year the projected increase for medical insurance is an estimated 9%. Manager Zell stated the Town pays 100% of the coverage for employee medical, dental and life insurance. Manager Zell explained how the Town has been able to manage health insurance costs over the past 10 year period, and current renewal rates are still below what the rate was going to go to in 2004.

Manager Zell reviewed the budgeted amounts for HR functions including safety programs, employee recognition programs, wellness programs, and the Citizen's Academy Program.

Manager Zell stated concerns to consider going forward include:

- Legislative bills affecting Town revenues.
- Are there areas to consider privatizing?
- Handling of rising medical insurance costs.

Manager Zell discussed the meeting schedule, and the conflict that Commissioner Mims encounters. The Board members agreed to change the meeting schedule to the 1st Monday of each month for the Work Session and the 3rd Monday of each month for the Board Meeting, with 6:00 p.m. the start time for both meetings.

The Board reviewed the resolution related to the School Bond Referendum to be considered for approval at the Board Meeting on March 10, 2014. There was discussion about the importance of the resolution, and Aberdeen not being put at the end of the list, but rather at the beginning of the list.

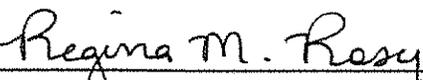
Finance Officer Wentland stated the audit contract will need to be considered for approval at the Board Meeting Monday evening. Finance Officer Wentland stated there is no rate increase for the audit contract.

g. Develop Priorities for Budget.

Commissioner Dannelley asked how the budget will be prepared, and how priorities are determined for the budget. Manager Zell stated he and Finance Officer Wentland will meet with each of the department heads individually and review their budget requests line item by line item. Manager Zell stated the needs of the critical services of the Town will come first which include Police, Fire, and Public Works. Manager Zell stated once the budget has been balanced, he and Finance Officer Wentland will meet with Commissioner Mims and review the budget line by line. Then the Board will reconvene for another budget retreat to review the proposed budget.

3. Adjournment.

A motion was made by Commissioner Mims, seconded by Commissioner Goodwin, to adjourn the meeting. Motion unanimously carried.


Regina M. Rosy, Town Clerk

Minutes were completed in
Draft form on March 8, 2014


Robert A. Farrell, Mayor

Minutes were approved
on April 21, 2014