

**Minutes
Work Session
Aberdeen Town Board**

**November 14, 2016
Monday, 6:00 p.m.**

**Robert N. Page Municipal Building
Aberdeen, North Carolina**

The Aberdeen Town Board met Monday, November 14, 2016 at 6:00 p.m. for the Work Session. Members present were Mayor Robert A. Farrell, Mayor Pro-tem Jim Thomas, and Commissioners Ken Byrd, Joe Dannelley, and Eleese Goodwin. Commissioner Buck Mims was not in attendance for the meeting. Staff members in attendance were Planning Director Pam Graham, Planner Daniel Martin, Fire Chief Phillip Richardson, Deputy Fire Chief Gary Blue, Parks & Recreation Director Adam Crocker, Town Manager Bill Zell, and Deputy Town Clerk Jamie Dockery. Reporter for The Pilot Laura Douglass and FEMA representative Fred Dolan were also in attendance for the meeting.

Mayor Farrell called the meeting to order at 6:00 p.m.

Mayor Farrell stated item #7 FEMA update will be moved to the top of the agenda and a closed session pursuant to N.C.G.S. 143-318.11(a)(4) and (5) to discuss economic development matters and to discuss the acquisition of real estate will be added to the agenda.

7. FEMA Update.

Chief Richardson introduced Mr. Fred Dolan who is with Intergovernmental Affairs with FEMA. Mr. Dolan went over the process to submit an application for assistance. \$72 million has been issued so far in grants to those who have qualified. The deadline to apply for FEMA assistance is December 9, 2016. The Public Assistance reimbursement is for Municipalities to recoup costs for labor and associated costs for emergency response and debris clean up. The Public Assistance could help with the cleanup of the flooded Rescue Squad Building. Commissioner Dannelley asked to have the public information added to the Town website for Aberdeen citizens to be made aware of.

1. Consent Agenda

All items listed below are considered routine or have been discussed at length in previous meetings and will be enacted by one motion. No separate discussion will be held except on request by a member of the Board of Commissioners.

- a. UDO Text Amendment #15-11 Regarding Temporary Health Care Structures.
- b. UDO Text Amendment #16-11 Regarding Water Supply Watershed Overlay District Regulations.
- c. UDO Text Amendment #16-12 to Establish an Independent Board of Adjustment.
- d. Conditional Use Permit CU #16-07 for Cynthia Paris.

Mayor Farrell asked what a temporary health care structure is. Director Graham stated the State has asked a provision to be added for a family member that has healthcare needs for accommodations of a separate non-permanent structure on relatives' property. A motion was made by Commissioner Dannelley, seconded by Commissioner Goodwin, to approve consent agenda. Motion unanimously carried 4-0.

2. An Ordinance Declaring Road Closures for the 2016 Reindeer Fun Run.

Planner Martin stated the 10th annual Reindeer Fun Run will be held December 3, 2016. The route is the exact same as in the past. A motion was made by Mayor Pro-tem Thomas, seconded by Commissioner Byrd, to approve the Ordinance Declaring Road Closures for the 2016 Reindeer Fun Run. Motion unanimously carried 4-0.

3. Proposed Amendments to the Planning Department Fee Schedule.

Director Graham stated for the Building side the department is trying to stay in line with those towns around Aberdeen. New residential permits increase about \$75. Other increases include electrical and plumbing and a decrease in swimming pools. The Planning side changes are to charge for Minor Modifications to CUP and Watershed Protection permits since the Town has not charged in the past. These charges are to cover staff time and recording at the Register of Deeds. Commissioner Byrd asked when was the last time fees were changed. Director Graham stated September 2015. Commissioner Byrd asked how the contracting community will be made aware of the changes. Director Graham stated she is open to suggestions on how to make contractors aware. Commissioner Byrd stated there

needs to be a post on the website announcing the changes to the fee schedule. Commissioner Dannelley asked what the effective date would be. Director Graham stated if the Board approves the changes tonight, then the date would be November 14, 2016. All applications submitted before November 13, 2016 will be the old fee schedule and applications submitted after November 14, 2016 will be the new fee schedule. Director Graham stated the engineering fees are still being researched as to a fair way to handle the price.

A motion was made by Commissioner Byrd, seconded by Commissioner Goodwin, to approve the proposed amendments to the Planning Department Fee Schedule. Motion unanimously carried 4-0.

4. Connect NC Bond Grant Application.

Director Crocker stated there is a new grant opportunity that is a total of \$3 million that is aimed at building and renovating parks to make them more easily accessible for disabled veterans and disabled children. The grant is an 80/20 match grant. Director Crocker stated the areas of improvement to the current Aberdeen Lake Park would be 2 handicap parking spots added to the lower amenities, an 8' sidewalk from the parking spots to the shelter and playground, and the fall zone area to be replaced with a rubberized safety surface. The closeout for the application process is December 1, 2016. If accepted, the project has to be completed in 3 years. Commissioner Dannelley asked how the cost was established and how stable the Town's 20% is. Director Crocker stated he has obtained several quotes from contractors and used these quotes to determine the Town's 20% portion. If the grant is awarded to the Town, notification would be in the spring of 2017.

A motion was made by Commissioner Goodwin, seconded by Commissioner Byrd, to approve the Connect NC Bond Grant application. Motion unanimously carried 4-0.

5. Contract with Moore County EMS.

Chief Richardson stated Moore County EMS has been housed in the Aberdeen Fire Station for a long time. A formal contract will need to be signed for Moore County to pay the Town of Aberdeen a rental fee of \$625.00 per month. The rental fee is paid quarterly.

A motion was made by Commissioner Byrd, seconded by Commissioner Goodwin, to approve the contract with Moore County EMS. Motion unanimously carried 4-0.

6. Purchase of Fire Truck.

Chief Richardson stated the process will take over a year to spec out and pick a manufacturer for a new fire engine. The build time is 270-300 days from the date the contract is signed. Engine 414 was sold 3 years ago, so a new engine needs to replace it. Chief Richardson stated the Board's approval has been requested in the past to start the spec process. The price is estimated to cost in the \$500,000s and will be included in the FY 2017-2018 budget. Commissioner Dannelley asked if this engine has been in the Capital Replacement Plan. Chief Richardson stated yes it has been and it is 3 years behind the Plan. Mayor Farrell asked what would happen to the 1998 engine that is currently being used. Chief Richardson stated the engine will be used as the reserve engine. NFPA mandates that a 1st out and 2nd out engine can't be more than 20 years old or it affects the ISO rating, but the reserve truck can be more than 20 years old as long as it meets pumping inspections. Commissioner Dannelley asked when the specs will be brought back to the Board. Chief Richardson stated he will have firmer numbers during the upcoming budget process. The Board agreed that Chief Richardson needs to start the process to replace the engine that is on the Capital Replacement Plan.

7. FEMA Update.

Moved to first item of the agenda.

8. Other Business.

Manager Zell stated there is a list of project costs that were not budgeted for in this Budget Year. The list includes the demolition of the Rescue Squad, building a storage building for the Fire Department, fixing the roof of the EOC, building a storage building at Colonial Heights Park, Talbooth Street Project, Fiber, removal of an old water tower, fixing the Aberdeen Lake gate, and refurbishing the chairs and carpet in Town Hall.

Commissioner Byrd stated the fixing of the roof in the EOC needs to be done now with it to be taken out of Fund Balance. Commissioner Byrd made a motion,

seconded by Commissioner Goodwin, to fix the EOC roof and take the cost out of Fund Balance. Motion unanimously carried 4-0.

Commissioner Byrd asked where the new Fire Department storage building would be located. Chief Richardson stated next to the existing storage building behind the Fire Station. Commissioner Byrd asked what the new storage building would do to the footprint of the proposed Police Station. Chief Richardson stated it would not affect the proposed police station; it would just take a very small part of the proposed rear parking lot. Commissioner Dannelley stated he wants the list of projects to be prioritized by the Manager and staff with available fund balance. Commissioner Byrd stated the EOC roof is number one since it was approved tonight. Manager Zell stated the 2 storage buildings need to be placed at the top of the list as priority since one storage area has been lost (Rescue Squad).

Mayor Farrell stated he was contacted by the Muscular Dystrophy Association asking for participants in the "Lock Up". The event will take place December 7th from 10 a.m. – 2 p.m. at the Hampton Inn in Aberdeen.

Mayor Farrell stated he received a letter from Rev. Frances Stark in support of the Senior Adult Day Care Center in Aberdeen. Director Graham stated there was a proposal but the applicant withdrew.

Planner Martin stated the Berkley Sewer Project has been closed out and the Building Reuse Grant closeout for Reliance Packaging is approaching.

Manager Zell stated the Christmas Tree Lighting will be December 1st at 6 p.m. at the Depot, the Reindeer Fun Run will be December 3rd, Supper with Santa will be December 9th at 6 p.m., the Christmas Parade will be December 10th at 11 a.m., The Old Fashioned Christmas at Malcolm Blue Farm will be December 10th from 1-5 p.m. The Volunteer Board Appreciation Event will be December 5th from 6-8 p.m. and the Fire Department Dinner is December 13th at 6:30 p.m.

9. Closed Session pursuant to N.C.G.S. 143-318.11(a)(4), (5), and (6) to discuss economic development matters, to discuss the acquisition of real estate, and to consider the qualifications, competence, performance, and conditions of appointment of a public officer or employee.

A motion was made by Commissioner Byrd, seconded by Commissioner Goodwin, to go into Closed Session pursuant to N.C. General Statute 143-318.11(a)(4), (5) and (6) to discuss economic development matters, to discuss the acquisition of real estate, and to consider the qualifications, competence, performance, and conditions of appointment of a public officer or employee. Motion unanimously carried 4-0.

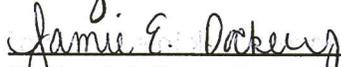
The Board returned from Closed Session.

A motion was made by Commissioner Byrd, seconded by Commissioner Goodwin to open regular session. Motion unanimously carried 4-0.

10. Adjournment.

A motion was made by Mayor Pro-tem Thomas, seconded by Commissioner Goodwin, to adjourn the Board Meeting. Motion unanimously carried 4-0.





Regina M. Rosy, Town Clerk

Jamie E. Dockery, Deputy Town Clerk



Robert A. Farrell, Mayor

Minutes were completed in
Draft form on November 12, 2016

Minutes were approved
on December 12, 2016