

The Town of Warsaw Board of Commissioners met in regular session on August 11th, 2014 at 7:30pm in the conference room of the Town Hall.

Present:

Mayor Russell Eason
Mayor Pro-Tem Tommy Jones
Commissioner Cecil Guy
Commissioner Scotty Smith
Commissioner Joal Smith

Absent:

Commissioner Al Searles

Also Present:

Town Manager Shawn Condon
Town Clerk Myra Mays
Code Enforcement Officer Ed Collins
Wellness & Recreation Director Josh Crowell

Number of citizens present was 18

Russell Eason opened the meeting with the Pledge of Allegiance.

Public Hearing To receive Public comments for Voluntary Annexation of Stoppelbein property:

Mayor Eason noted that the property is located 121 Duplin Professional Court.

The effective date for the annexation will be June 30th, 2015.

Commissioner Joal Smith made the motion to open the public hearing.. Commissioner Jones seconded the motion the vote was unanimous to open the hearing.

There were not comments from the public.

Commissioner Jones made the motion to close the public hearing. Commissioner Joal Smith seconded the motion. The vote was unanimous to close the hearing.

Public Hearing on a proposed Stormwater Utility Fund:

The Board is asked to review and consider an ordinance to establish a Stormwater utility fund. Over the past several months, the Board has discussed various options to handle the Town's stormwater infrastructure and various drainage issues. The Board tentatively agreed during the budget workshop to enact a stormwater utility to have a dedicated revenue source to address drainage issues and perform maintenance and repair work on the Town's drainage infrastructure. At the time of the workshop, it was recommended to wait 6 months to implement a stormwater utility. The reason was to have sufficient time in order to develop a tiered stormwater rate structure which would bill properties a rate based on the amount of impervious surface (rooftops, driveways, parking lots, etc.). This would require looking at each property in town, and calculating each property's square footage of impervious surface. Instead of waiting 6 months, the Board decided to move forward with establishing the stormwater utility and charging a flat stormwater fee of \$3.50 until a tiered rate structure based on impervious surface could be implemented. In order to establish a Stormwater Utility, the Board must advertise and hold a public hearing, the Board may vote to adopt the attached ordinance enacting a Stormwater Utility and associated fees and charges.

The proposed stormwater utility would bill properties with active water/sewer accounts on the monthly utility bill. Other developed properties without an active/water sewer account would be billed directly to the property owner.

At a proposed rate of \$3.50 per month, the Stormwater fee would generate approximately \$56,364. per year based on the number of active water/sewer accounts of 1,342. If the Board were to enact this program with an effective date of September 1st, the fund would generate approximately \$47,110 between September and June 2015 based on the number of active water/sewer accounts.

Once funds have been accumulated to a sufficient level, the Board can then approve various drainage projects in which the funds can be used for. The Board has discussed various projects over the last several months including whether or not to maintain Stewarts' Creek. The Town Manager noted that he will develop a proposed list of stormwater rated projects in which the funds can be used for and present for review and discussion at September's Board meeting.

Mayor Eason asked for a motion to open the public hearing.

Commissioner Joal Smith made the motion to open the public hearing. Commissioner Jones seconded the motion. The vote was unanimous to open the hearing.

Ms. Mary Morrissey asked if the Town had received any money to handle flooding. She was not in favor of the stormwater fee.

Mr. Wiley Cannday was not in favor the stormwater fee.

Mr. J. D. Williams was not in favor of the stormwater fee.

Commissioner Joal Smith made the motion to close the public hearing. Commissioner Jones seconded the motion. The vote was unanimous to close the hearing.

Approval of Minutes: Mayor Eason asked for a motion to approve the minutes for the July 14th, 2014 meeting.

Commissioner Jones made the motion to approve the minutes. Commissioner Scotty Smith seconded the motion. The vote was unanimous to approve the minutes.

Public Comments:

Mrs. Florence Webb want to thank the Public Works Department for taking care of her problem.

Town Clerk Myra Mays announced that the Warsaw Food Share would be having a meeting on August 25th at 6:00 at the Town hall. Everyone is invited to come.

Consideration of ordinance to annex Stoppelbein property parcel 01-2976:

Mayor Eason asked for a motion to approve the annexation ordinance to extend the corporate limits of the Town of Warsaw with the annexation of the Stoppelbein property parcel 01-2976.

Commissioner Joal Smith made the motion to approve the ordinance to the voluntary annexation of the Stoppelbein property parcel 01-2976 as of June 30th, 2015.

Commissioner Scotty Smith seconded the motion. The vote was unanimous to approve the annexation.

**ORDINANCE NO. 2014-2
AN ORDINANCE TO EXTEND THE CORPORATE LIMITS
O FTHE TOWN OF WARSAW NORTH CAROLINA**

WHEREAS, the Warsaw Board of Commissioners has been petitioned under NCGS 160A-31, as amended to annex the area described herein; and

WHEREAS, the Warsaw Board of Commissioners has by Resolution directed the Town Clerk to investigate the sufficiency of said petition; and

WHEREAS, the Town Clerk has certified the sufficiency of said petition and a public hearing on

the question of this annexation was held at Warsaw Town Hall at 7:30pm, on August 11th, 2014, after due notice by publishing in a newspaper with general circulation in the area at least 10 days prior to the date of the public hearing; and

WHEREAS, the Warsaw Board of Commissioners does hereby find as a fact that said petition meets the requirements of NCGS 160A-31, as amended.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Warsaw, North Carolina:

Section 1. By virtue of the authority granted by NCGS 160A-31, as amended the following contiguous territory described as follows in the attached Warranty Deed dated May 23rd, 2013, and recorded in Book 1751 Page 0501 of the Duplin County Register of Deeds is hereby annexed and made part of the corporate limits of the Town of Warsaw, as of June 30th, 2015.

Commencing at the intersection of NC Highway No. 24 and College Street in the Town of Warsaw; thence along NC Highway 24 in a southeastern direction to a ½ inch existing iron stake in the centerline of NC Highway No. 24 over a culvert through which the waters of Grove Swamp flow; thence continuing along the centerline of NC Highway No 24, south 56 degrees 06 minutes 20 seconds east 358.47 feet to a pk nail set; thence leaving said centerline, north 33 degrees 53 minutes 29 seconds east 50.00 foot to a 1 inch existing iron pipe 12 inches above ground on the northern right of way line of NC Highway No 24, said iron pipe being the true point of beginning; thence from the above described point of beginning and leaving said right of way line, and with the eastern line of the Community Funeral Home of Warsaw, Inc. property recorded in Book 809, Page 460, north 33 degrees 53 minutes 29 seconds east 426.00 feet (passing a ¾ iron stake set four inches below ground at 399.84 feet) to a point in the run of Grove Swamp, thence along chords of the run of Grove Swamp as taken from aerial photographs and not an actual survey, north 72 degrees 24 minutes 00 seconds east 656.18 feet and south 55 degrees 49 minutes 36 seconds east 50.00 feet to a ½ inch existing iron stake on the edge of the run of Grove Swamp, thence leaving said run and with a western line of the Clear Run Farms, Inc. property recorded in Deed Book 1220, Page 697, south 34 degrees 10 minutes 24 seconds west 267.26 feet to a 1 inch existing iron pipe two inches below ground; thence with a southern line of said Clear Run Farm property, south 71 degrees 03 minutes 37 seconds east 77.63 feet to an existing PK nail; thence with the western margin of a 20 foot ingress and egress easement per Deed Book 1220, Page 697, south 34 degrees 18 minutes 19 seconds west 297.48 feet to a ¾ iron stake set one inch below ground; thence with a northern line of the Timothy R. Evans property recorded in Deed Book 1021, Page 213, north 56 degrees 07 minutes 10 seconds west 224.84 feet to a ½ inch existing iron stake four inches below ground; thence with a western line of said Evans property, south 34 degrees 19 minutes 04 seconds west 387.27 feet to a 1/8 inch existing iron stake three inches below ground on the northern right of way line of NC Highway No. 24; thence along said right of way line, north 56 degrees 06 minutes 31 seconds west 311.30 feet to the point and place of beginning. Containing 6.68+/- acres and being a portion of that property recorded in Deed Book 1120, Page 157, and being all of that tract as shown on a map entitled "Boundary Survey for Stoppelbein and Coleman, D.D.S., P.A." recorded in Map Book 16, Page 23 of the Duplin County Registry.

Excepted from the above tract is the tract recorded in Deed Book 1502, Page 811 of the Duplin County Registry granted to Eastern Baptist Association.

Section 2. Upon and after June 30, 2015, the territory described herein and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the Town of Warsaw, North Carolina, and shall be entitled to the same privileges and benefits as other parts of the Town of Warsaw. Said territory shall be subject to municipal taxes according to NCGS 160A-58.10, as amended

Section 3. The Clerk of the Town of Warsaw, North Carolina shall cause to be recorded in the Office of the Register of Deeds of Duplin County and in the Office of the Secretary of State at Raleigh, North Carolina and in the Office of the Duplin County Board of Elections an accurate map of the annexed

territory, described in Section 1 hereof, together with a duly certified copy of this Ordinance.

Read, approved, and adopted the 11th day of August 2014

Russell Eason, Mayor

ATTEST:

Myra Mays, Town Clerk

Consideration of ordinance to establish Stormwater Utility Fund:

Mayor Eason asked for a motion to approve the ordinance to establish the Stormwater Utility Fund.

Commissioner Guy made the motion to approve the Stormwater Fund ordinance. Commissioner Joal Smith seconded the motion. The vote was unanimous to approve the Stormwater Utility fund ordinance.

ORDINANCE NO. 2014-3

**AN ORDINANCE ESTABLISHING A STORMWATER
MANAGEMENT**

BE IT ORD

Section 1. Findings

The Board does hereby find that:

- (a) Water quality standards mandated by state and federal law are requiring that local governments develop more detailed, advanced, and costly stormwater programs.
- (b) Effective stormwater management should be provided to protect, to the extent practicable, the citizens of the Town from the loss of life and property damage from flooding.
- (c) The construction, operation, and maintenance of stormwater conveyance systems requires long term planning and stable and adequate funding.
- (d) Chapter 160A, Article 16 of the North Carolina General Statutes, authorizes the Town to acquire, construct, establish, enlarge, improve, extend, maintain, own, operate, and contract for the operation of Stormwater Management Programs designed to protect water quality by controlling the level of pollutants in, and the quantity and flow of, stormwater and structural and natural stormwater and Drainage Systems of all types.

- (e) The establishment of a Stormwater Management Utility that would be accounted for as a separate enterprise fund and would facilitate the provision of a Stormwater Management Program is reasonable and in the public interest.
- (f) North Carolina General Statute 160A-314 authorizes the Town of Warsaw to establish and revise, from time to time, a schedule of rates and charges to fund the Stormwater Management Program activities including both structural and natural stormwater conveyance and Drainage System services provided by the Stormwater Management Utility.

Section 2. Purpose.

A Stormwater Management Utility is hereby created as an identified fiscal and accounting fund for the purpose of comprehensively addressing the Stormwater management needs of the Town. The Town's Stormwater management needs are met herein (1) through programs designed to protect and manage water quality and quantity by controlling the level of pollutants in Stormwater runoff, and the quantity and rate of Stormwater received and conveyed by structural and natural Stormwater and Drainage Systems of all types, (2) by establishing a schedule of charges, (3) by defining the control, collection, and disbursal of funds, and (4) by setting forth penalties, methods of appeals and exemptions.

Section 3. Definitions

For the purpose of this Article, the following words, terms, and phrases, shall have the meanings given to them in this section, except where the context clearly indicates a different meaning:

Developed Land shall mean a land parcel altered from its natural state.

Drainage System shall mean natural and structural channels, swales, ditches, swamps, rivers, streams, creeks, wetlands, branches, reservoirs, ponds, drainage ways, inlets, catch basins, gutters, pipes, culverts, bridges, head walls, storm sewers, lakes, and other physical works, properties, and improvements that transfer, control, convey or otherwise influence the movement of storm water runoff.

Service Area shall mean all land within the corporate limits of the Town of Warsaw.

Service Charge shall mean a Stormwater management service charge, applicable to a land parcel, which generally reflects the impact on or demand for Stormwater management services provided by the Town to properly control and manage Stormwater runoff quantity and/or quality associated with the land parcel. The Service Charge will apply to all parcels of developed land and will be a flat fee.

Stormwater shall mean the runoff from precipitation that travels over Natural State or Developed Land surfaces and enters a Drainage System.

Stormwater Management Program shall mean an identified set of measures and activities designed to protect, restore and/or manage stormwater quality by controlling and/or reducing pollutants and to reduce and/or manage stormwater quantity by controlling velocity, volume, and rate.

Stormwater Management Utility shall mean an organizational structure that is responsible for funding, administering, and operating the Town's Stormwater Management Program, and that is supported through a rate structure that is determined and approved by the Board.

Undeveloped Land shall mean all land that is not altered from its natural state.

Section 4. Establishment of a Stormwater Management Utility and Stormwater Management Enterprise Fund.

- (a) There is hereby established a Town of Warsaw Stormwater Management Utility that shall be responsible for implementing, operating, and administering the Town's Stormwater

Management Program as defined herein.

- (b) There is hereby established a Town of Warsaw Stormwater Management Enterprise Fund for the purpose of dedicating and protecting funding applicable to the responsibilities of the Stormwater Management Utility including, but not limited to, rents, rates, fees, charges, and penalties as may be established after due notice having been given and a public hearing held by the Board as required by NC General Statute 160A-314(a1)(1). Funding may also include other funds transferred or allocated to the Stormwater Management Utility by the Board. All revenues and receipts of the Stormwater Management Utility shall be placed in the Stormwater Management Enterprise Fund and all expenses of the Stormwater Management Utility shall be paid from the Stormwater Management Enterprise Fund, except that other revenues, receipts, and resources not accounted for in the Stormwater Management Enterprise Fund may be applied to Stormwater management activities as deemed appropriate by the Board.
- (c) The stormwater management utility shall have the following powers and duties, subject to available revenues, which powers and duties are not necessarily exclusive to the stormwater management utility: (1) Stormwater management planning and preparation of comprehensive master plan for stormwater management; (2) Regular inspections and maintenance of public (Town owned) stormwater management facilities and measures for the construct thereof; (3) Maintenance and improvements of stormwater management facilities that have been accepted by the Town for purposes of stormwater management; (4) Acquisition of interests in land, including easements, upon prior approval by the Town Board of Commissioners; (5) Design and construction of stormwater management facilities and measures and acquisition of equipment; (6) Compliance with state and federal regulations for stormwater management and submission of mandatory and non-mandatory reports related thereto, except those regulations which require approval by the Town Board of Commissioners; (7) Any and all powers and duties delegated or granted to it as a local government implementing agency under the laws and regulations of the State of North Carolina and the ordinances of the Town.

Section 5. Jurisdiction

The jurisdiction of the Stormwater Management Utility shall extend throughout the Service Area.

Section 6. Rate Structure

Every parcel of Developed Land within the Service Area shall be subject to a flat rate fee as determined and approved by the Town Board of Commissioners.

Section 7. Schedule of Fees and Charges.

The schedule of rates, fees, charges, and penalties related to this Ordinance shall be adopted after notice and a public hearing as required by NC General Statute 160A-314. The schedule of rates, fees, charges, and penalties shall apply to all developed land parcels within the Service Area.

Section 8. Billing and Collection

- (a) Billing and collection of the Stormwater Management Utility Service charges for Stormwater management services and facilities shall be billed on the monthly utility bill for those properties with an active utility account. Properties without an active utility account, will be billed monthly to the property owner listed on the real property tax records. These accounts may be billed at different intervals than the accounts receiving monthly utility bills.
- (b) Stormwater utility bills for a property that receives other Town-provided utilities shall be sent to the customer receiving such service. However, where multiple utility accounts exist for a single parcel, the stormwater utility bill will be sent to the property owner. The property owner may, however, apply for a per utility account stormwater fee billing by completing a form

where the property owner would designate the proposed division of the stormwater fee between the utility accounts for each property. The property owner shall provide notice and evidence of such notice given to each affected utility customer. The approval of per account billing pursuant to this subsection does not relieve the property owner from liability for stormwater utility service fees if they are not paid by the party (utility customer) billed.

- (c) Stormwater Management Utility Service Charge billings that are not paid within the time allowed for payment shall be collected by any remedy provided by law for collecting and enforcing debts, or in any other manner authorized by law.
- (d) If any citizen wishes to dispute the Stormwater Management Utility Service charge, or any other charges and penalties associated with this article, that citizen must submit a written appeal within 60 days from the date of billing, stating the reasons for the appeal, and providing information pertinent to the calculation of the billed charge. A timely appeal shall stay any penalty deadlines. If it determined that the appeal is valid, an adjustment will be made. The Town Manager or his/her designee will review all written appeals and make a final determination of the appeal.

Section 9. Disposition of Service Charges and Fees

Stormwater Management Utility Service Charges and fee revenues shall be assigned and dedicated solely to the Stormwater Management Enterprise Fund in the Town budget and accounting system. The Stormwater Management Utility Fund shall be and remain separate from other funds, and shall be used only to fund identified Stormwater Management Program activities. The service charges and fees paid to and collected by virtue of the provision of this Article shall not be used for general or other governmental or proprietary purposes of the Town, except to pay for costs incurred by the Town in rendering services associated with the Stormwater Management Utility. Such funds shall be invested and reinvested pursuant to the same procedures and practices established by the Town and allowable under North Carolina law for investment and reinvestment of funds. The Town Board of Commissioners may use any form of borrowing authorized by law to fund capital acquisitions or expenditures for the stormwater management utility.

Section 10. Effective Date of Ordinance

This ordinance shall become effective on the date of adoption or another effective date set by the Town Board of Commissioners.

Read, approved, and adopted the 11 day of August 2014

Russell Eason, Mayor

ATTEST:

Myra Mays, Town Clerk

Resolution Clarifying Conditional Use Permit Energy-Strata Solar:

Town Manager Condon noted that on January 14th, 2014, the Board approved a conditional use permit for the construction of a solar farm requested by Birdseye Renewable/Strata Solar collectively. The applicant has requested that the Board clarify two findings of fact made in the issuance of the conditional use permit, specifically the finding that "the solar farm is a passive use generating no noise" and that "solar panels have an appearance similar to greenhouses." The attached resolution would clarify these two areas, and ensure that there is no confusion as to the conditional use permit on the part of the applicant.

Commissioner Jones made the motion to approve the Resolution clarifying the two findings. Commissioner Guy seconded the motion. The vote was unanimous to approve the resolution.

Tax Releases pursuant G.S. 105.381:

The Tax Collector has requested tax releases in the amount of \$1,367.43.

<u>Name</u>	<u>Account number</u>	<u>year</u>	<u>Amount</u>
Dorothy B. Killette Reason Elderly exemption applied for late.	858	2014	\$204.33
Ronnie G. Miller & Wife Crystal Apartments were double listed by county.	2675	2014	692.45
Oliver D. Lisby, LE Elderly exemption applied for late.	2783	2014	198.83
Warsaw Furniture Co. Duplin Co. incorrect value listed.	1624	2014	265.10
Joe W. Powell & Marian Anne Kornegay Business no longer exists.	2632	2014	1.65
Barbara A. McNeill Miller Multi-year tag double listed.	1065	2014	5.07

Commissioner Jones made the motion to approve the release of the taxes. Commissioner Guy seconded the motion. The vote was unanimous to approve the tax releases.

Resolution Authorizing The Town Manager to execute financing contract for the purchase of two police cars and equipment:

The Board approved in the 2014-2015 budget the installment purchase of two police cars and the equipment to replace two existing patrol cars that have high mileage and are in poor condition. The interest rate with Southern Bank will be 1.59% for three years. The amount of the loan will be \$64,004.16. Three Annual payments of \$21,334.72 plus interest. The first payment will be due July 1st, 2015.

THE TOWN OF WARSAW

RESOLUTION AUTHORIZING TOWN MANAGER TO ENTER INTO A FINANCING CONTRACT FOR TWO PATROL CARS AND EQUIPMENT

WHEREAS, The Town of Warsaw "the Town" desires to purchase a patrol car for replacement purposes;

WHEREAS, The 2014-2015 budget has appropriated sufficient funds to fulfill any monetary obligations for the current fiscal year for the purchase of two new patrol cars and equipment through the installment purchase method;

WHEREAS, G.S. 160A-11 authorizes a city to make purchases and contracts;

WHEREAS, G.S. 163-129(a) states that for purchases of apparatus, supplies, materials, or equipment, the governing body of any municipality, county, or other political subdivision of the State may, subject to any restriction as to dollar amount, or other conditions that the governing body elects to impose, delegate to the manager or the chief purchasing official the authority to award contracts, reject bids, advertise to receive bids on behalf of the unit, or waive bid bonds or deposits, or performance and payment bond requirements.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Warsaw that:

The Town of Warsaw ("Town") desires to purchase two patrol cars and equipment for replacement purposes.

BE IT FURTHER RESOLVED, that the Town Manager is hereby designated to purchase and secure financing for the patrol cars and equipment
Adopted this 11th, day of August 2014.

Attest

Russell Eason

Mayor

Town Clerk

Commissioner Joal Smith made the motion to approve the resolution authorizing the Town Manager to execute financing contract for the purchase of two police cars and equipment. Commissioner Guy seconded the motion. The vote was unanimous to approve the resolution.

Resolution for Declaring Surplus property and authorizing the sale of property through private negotiated sale:

Town Manager noted that selling the Zimmatic center pivot irrigation spray are Model 750P with Field Boss control panel in a private sale would bring a higher price and a quicker sale.

**RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE TOWN OF WARSAW**

Resolution No. 2014-

**RESOLUTION DECLARING SURPLUS PROPERTY AND AUTHORIZING THE
SALE OF PROPERTY THROUGH PRIVATE NEGOTIATED SALE**

WHEREAS, the Board of Commissioners of the Town of Warsaw desires to declare said property surplus and dispose of said property in accordance with the North Carolina General Statutes; and

WHEREAS, the Board of Commissioners of the Town of Warsaw hereby declares surplus the following described property:

Zimmatic center pivot irrigation spray arm Model 7500P with Field Boss control panel.

Fairbanks Morse series 7000 five stage vertical turbine pump

WHEREAS, NCGS 160A-266(b) and 160A-267 allows the private negotiated sale of personal property valued below \$30,000; and

WHEREAS, private negotiated sale as provided by NCGS 160A-267 provides the Town with the best possibility of obtaining the highest sale price due to the specialized nature of the above listed equipment; and

NOW THEREFORE, BE IT RESOLVED by the Town of Warsaw Board of Commissioners that the above listed items shall be sold via private negotiated sale as provided by NCGS 160A-267.

SECTION 1. All items listed above shall be sold "as is" and "where is without warranty.

SECTION 2. All items listed above must be removed by the buyer.

SECTION 3. All items listed above shall be sold via sealed bid submitted to the Town Manager.

SECTION 4. Proceeds generated from the sale of the above listed items will be regarded as miscellaneous revenues within the Town of Warsaw Water and Sewer Fund.

SECTION 5. Pursuant to NCGS 160A-267, the Town Manager shall advertise once in a newspaper of general circulation within the Town of Warsaw a notice announcing the following:

- 1) Items to be sold and any applicable minimum bids.

- 2) Date, time, and locations where items can be inspected.
- 3) Terms of sale including sealed bid requirements.

Adopted by the Board of Commissioners of the Town of Warsaw this 11 day of August, 2014.

Russell Eason, Mayor

ATTEST:

Myra Mays, Town Clerk

Commissioner Jones made the motion to approve the private negotiated sale of the surplus property. Commissioner Joal Smith seconded the motion. The vote was unanimous to approve the resolution.

Mayor's Update:

Mayor Eason wanted to remind everyone of Fun Day at the Park on September 19th and 20th, 2014. This is to help raise money for the renovation of Memorial Park and new Community Center.

Manager's Report:

RE: Manager's Monthly Report – August 6th, 2014 Board Meeting

Highway 117 Resurfacing

Last week, Barnhill Contractors, hired by NCDOT performed the preliminary work to resurface Hwy. 117 through Warsaw. According to the DOT District 2 Office, the contractor performing the resurfacing will return this week to begin the actual resurfacing work. They plan on completing the paving in 2 or 3 days providing all runs well. Once the resurfacing work is complete, the paint crew will come in. According to NCDOT, all work will be completed within 30 days, but most likely sooner. This schedule is dependent on weather, and any other unforeseen issues that may arise with the contractor.

DOT Enhancement Project Railroad Street

This past month I met with Joe Chance and Keith Jackson from NCDOT along with Trey Gurley from McDavid and Associates (the Town's engineering firm) regarding the Streetscape Enhancement project on Railroad Street that has been approved by the Town Board. As you recall, this project is the next phase of the overall downtown streetscape project, and seeks to match the streetscape of Railroad Street with the streetscape of Front Street. The Town has been awarded \$50,000 in enhancement funds to complete this portion; however, the Town had to delay the work last year due to needed drainage repairs on Railroad Street, and the inability to use DOT funds towards drainage repair work. The Town would have to pay for any drainage repairs for this section of Railroad Street, and it would have to be performed prior to the enhancement work. It was decided that it would be more efficient if the Town's engineering firm McDavid & Associates oversaw the entire project and handled both the drainage improvements and enhancement work consistent with DOT standards. The Town would simply pay the drainage portion of

the project, while the DOT Enhancement funds would pay for the remaining enhancement work. McDavid & Associates is developing the overall project plans in consultation with NCDOT. McDavid & Associates and NCDOT will be developing the overall timeline for the plan, with work projected to begin in the fall of this year after the Veteran's Day parade.

Congressman McIntyre

This past month, I met with the Economic Development and Special Projects Director for US Congressman Mike McIntyre, Kara Spencer. During the meeting, I presented the Town's proposed Memorial Park renovation project, and requested any assistance that the Congressman's office could provide. She will be presenting the project to USDA officials to determine the feasibility for additional grant funding, as well as presenting the project to the Congressional Research Office in Washington, DC to seek other eligible federal appropriations. They have also agreed to write any letters of support to help with any other funding sources towards the proposed project.

Senator Brent Jackson

I have scheduled a meeting with State Senator Brent Jackson to discuss several projects and issues related to Warsaw. The Senator will be coming to the Warsaw Town Hall on Wednesday August 13th at 10:30am to meet with me. If any of the Board members are available, I would encourage you to attend the meeting. If you are not available to attend the meeting, and have a particular issue you would like for me to bring up with Senator Jackson, just let me know.

Website RFP

I have formulated the Request for Proposals for development of the new Town website. As you recall, funding for the development of a new website was included and approved in the current fiscal year's budget. The purpose of the complete redesign of the website is to have a very professional looking, visually attractive, and user friendly website, that will provide current information that is listed on the current Town website, as well as additional information and interactive options. Also, the new website will promote a very professional image of the Town of Warsaw in connection with marketing efforts to attract businesses and families to the Town. A notice for the Request for Proposals has been advertised in the August 7th edition of the Duplin Times newspaper, posted on the Town Hall bulletin board, and posted on the Town's website. Proposals are due to the Town on Monday August 25th. The proposals will be reviewed and a selection made based on a variety of factors including cost, ability to handle the project within the deadline, reputation/stability of the firm, etc. The tentative "go live" date for the new website is December 8th, 2014.

Cemetery

This past month, discussions continued between myself and Mr. Bill Costin of the Warsaw Cemetery Committee to work out an arrangement for both the immediate and long term maintenance of the Pinecrest Cemetery. Also, Commissioner Guy, Mayor Eason, and I met with Mr. Costin this past month to discuss various options. As a reminder, the past and current arrangement for cemetery maintenance has been that the Town mows and maintains the "common area" of the cemetery, which is the front portion and driveways, while the individual burial plots were left to the responsibility of the plot owner and/or owner's family. The Cemetery Trust Fund that was set up several years ago to provide maintenance of the cemetery by the committee has a principal amount of \$63,276.19 and \$3,003.77 in total interest. Under State law, the principal amount of a cemetery perpetual care trust fund cannot be spent. Only the interest amount, in this case \$3,003.77, can be used towards the maintenance of the cemetery plots. We have secured the assistance of the Duplin County Sheriff's office work crew in doing another round of maintenance on the individual plots. The crew is scheduled to come in and work on Friday August 8th. This is only a sporadic solution, since we cannot obtain the services of the Sheriff's

work crew on a regular basis. I am continuing to discuss various maintenance options with Mr. Costin, and if agreeable with the Cemetery Committee, I will present a maintenance recommendation plan for review by the Board at the September Board meeting.

Entrepreneurship Seminar

The Town will be hosting an entrepreneurship seminar tentatively scheduled for November 18th from 6:30pm to 8:30pm at the Warsaw Wellness Center. This seminar is being done in collaboration between the Town, the NC Rural Center, and the James Sprunt Small Business Center. The NC Rural Center will be paying any costs associated with the seminar, and will not cost the Town anything to provide the seminar. The purpose of the seminar is to provide a variety of information on how to start up a business and improve an existing business. This will be a very valuable informational seminar to current and prospective business owners in the Town of Warsaw.

Fall Festival Event and Fundraising Plan

The Recreation Committee is continuing work on the Fall Festival Event scheduled for Friday September 19th and Saturday September 20th. While this event was originally proposed to be a recurring Fall Festival, the thought at this point in time is to develop a recurring annual community event in the Spring so as not to conflict with Veterans Day celebrations, and to provide an additional community event earlier in the year. The purpose of the event is to provide an enjoyable and fun community event at Memorial Park, and to raise funds towards the proposed Memorial Park Renovation Project. The following items are currently planned for the two day event:

Sept 19th -

"Run for the Rec" -1.5 Mile Costume Fun Run consisting of 1.5 miles. (Run Begins approx. 7:30/registration to begin promptly at 6:30pm)

Sept 20th

8am-6pm for main events
Softball Tournament (Until 11pm)
3 on 3 Basketball Tournament.
BBQ Plate Sell
Carnival Rides/Games
Food/Baked Goods
Music/Entertainment
Warsaw Fire Department Display
Duplin County EMS (Health Screenings)
Vita Link Helicopter display for Children (by EMS)
Warsaw PD/Duplin County K-9 Demonstration

Also, Recreation staff and the Recreation Committee have been working on formulating a fundraising plan for the Parks and Recreation Department. The committee is scheduled to meet on Monday, August 11th prior to the Board of Commissioners meeting to finalize the plan. If it is finalized, the plan will be presented to the Board at the August 11th meeting for review and possible approval.

Salary Study

As you recall, one of the objectives for this current fiscal year was to develop a salary study and compensation plan for Town employees. This is necessary in order to determine how competitive the Town is in relation to other municipalities of similar size and comparable budget. I have secured the services of the Eastern Carolina Council to perform the salary study. The Eastern Carolina Council has great experience in performing various studies for municipalities, including salary studies. The salary

study is nearly complete and will be presented to you for your review at the September Board meeting.

Board Comments: There were none.

Closed session pursuant 143-318.11(a)(3):

The purpose of the closed is to consult with the Town Attorney in order to preserve the Attorney-Client privilege.

Commissioner Jones made the motion to go into closed session. Commissioner Guy seconded the motion. The vote was unanimous to go into closed session.

Commissioner Joal Smith made the motion to return to open session. Commissioner Jones seconded the motion. The vote was unanimous to return to open session.

There was no action taken.

Adjournment:

Commissioner Jones made the motion to adjourn the meeting. Commissioner Jones seconded the motion. The vote was unanimous to adjourn the meeting.

Mayor

Attest

Town Clerk