

MINUTES FOR BOARD OF ALDERMEN MEETING

February 11th, 2014

6:00 PM

The following elected officials were present: Mayor Coleman, Alderman Cearley, Alderwoman Duff, Alderman Huggins, Alderwoman Morrow, and Alderman Withers.

The following staff members were present: Jim Palenick, Interim Town Manager; Maria Stroupe, Administrative Services Director; Gary Buckner, Police Chief; Bill Trudnak, Public Works Director; Earl Withers, Assistant Fire Chief; Anne Martin, Recreation Director; Doug Huffman, Electric Director; David Kahler, Community Services Director; and Town Attorney, Thomas Hunn.

The Mayor Coleman called the meeting to order at 6:00 pm.

Mayor Coleman opened with the Invocation and the Pledge of Allegiance to the Flag.

Mayor Coleman asked if there were any additions or deletions to the agenda. Mayor Coleman stated that Item 8A would be deleted from the agenda. The preliminary plat for a 9-lot subdivision addition to Summey Knoll did not meet ordinance requirements and was turned down. The developer may resubmit at a later date. Mr. Palenick stated that Item 6A also should be deleted, as Mr. James Burgess of the Gaston Youth Connected Leadership Team, would not be in attendance. Mr. Huggins made a motion to set the agenda, including the two deletions; seconded by Ms. Morrow, and carried unanimously.

Mr. Withers made a motion to approve the minutes from the January 11, 2014 work session and the January 14, 2013 regular meeting, seconded by Mr. Cearley, and carried unanimously.

Consent Agenda:

Item 5A was consideration of the Annual Kelly Guffey Memorial Run. This year the run is scheduled for Saturday, March 22nd, beginning at 8:00 am. The course will follow the approximate same route as previous years and will start at the intersection of Main St. and Maple St. Event officials are requesting to close sections of several affected streets along the route for short periods as the runners pass through. The entire event lasts approximately two hours. Along with street closures, the Town also provides in-kind services to assure a safe and controlled event.

Item 5B was a request to conduct a Community Blood Drive in the Community Room at the Fire Department. The Community Blood Center of the Carolinas, a regionally-based non-profit, and the primary blood supplier to 21 area hospitals, has asked to conduct a drive on Friday, March 28, 2014 at the Fire Department from 3:00 pm until 6:30 pm. The Town will not be required to provide much in the way of services, except to open and close the room and to allow the facility to be utilized for this purpose. The organization will bring all personnel, supplies, and equipment. This request is being made through Alderwoman Duff.

Mr. Withers made a motion to approve the consent agenda, seconded by Ms. Duff, and carried unanimously.

Recognition of Citizens:

Mr. James Burgess, Gaston Youth Connected Leadership Team, had requested time to make a presentation on a county-wide initiative to reduce teen pregnancy. Mr. Burgess could not be present and has requested to be given time to speak at the March regular meeting.

Ms. Charlotte Jenkins, 306 W. Main St., spoke as President of the Dallas Historic Courthouse Foundation (DHCF). The Foundation is participating in the Run For The Money (RFTM) event in Gastonia in April. Any money donated in the name of the DHCF during the RFTM campaign will be matched up to a determined percentage by the RFTM organization. Last year the match was 35%. Ms. Jenkins brought donor forms for anyone in the audience interested in contributing on behalf of the DHCF. She also brought entry forms for runners to participate on behalf of the DHCF. Runners need to pre-register. The DHCF will outfit all runners on its behalf with a t-shirt.

Mr. Robert Kendrick, 408 S. Groves St., stated that the Board members were hard to hear and seemed to mumble. He stated that microphones were needed for the audience to be able to hear what was being said.

Recognition of Employees:

None

Public Hearing:

Item 8A was the deleted item as outlined when the agenda was set.

Old Business:

Item 9A, was a presentation by Rob Collis, Collis and Associates on the FY2012-2013 Comprehensive Annual Financial Report (Audit). Mr. Collis presented a draft audit and discussed the major points of the report. At this point, the audit has not been submitted to the State due to certain circumstances, which he outlined. His firm's annual Peer Review has turned into a Pre-Issuance Review. One has been passed, but another one is still in process. Based on increasingly stringent guidelines governing independence, he has worked with the Town's Finance Officer, Ms. Stroupe to enable her to take on additional responsibilities to ensure his firm's independent status. Due to the late nature of the report, Mr. Collis presented an amended contract, along with a letter to State outlining the reasons for the delays. Although, he has been in contact with the State throughout this whole process and they are aware of the circumstances, the amended contract and letter of documentation are required. The letter documents that the delays are the responsibility of his firm, and are in no respect accountable to the Town or the Town Staff.

New Business:

Item 10A was a request to approve a series of budget amendments to the FY2013-2014 budget. There are a total of 5 budget amendments that will be handled individually.

Courthouse Budget Amendment: Set up a new department (10-4300) to account for the construction and support services which will now occur prior to June 30, 2014 with the renovation project. Revenues of \$755,750 will come from contributions from the Dallas Historic Courthouse Foundation; while expenditures will be made up primarily of an expected \$725,000 in construction costs and \$25,750 in architectural oversight. (Exhibit A) Mr. Withers made a motion to approve the amendment as presented, seconded by Ms. Duff, and carried unanimously.

Waterline Project Amendment: Acknowledges the addition of the change-order for the \$288,250 cost of the Gaston St. line, as well as the \$28,825 for engineering. Revenues to support the added costs come as a result of decreasing the Lateral Replacement Program by \$100,000 and increasing use of Fund Balance by \$217,075. To date there have been no applicants for the Lateral Replacement Program. The program is still available and contains funding of \$20,000. (Exhibit B) Mr. Withers made a motion to approve the amendment as presented, seconded by Mr. Huggins, and carried unanimously.

Electric Substation Amendment: Increases the Capital Outlay for substation construction from \$607,500 to \$1,023,000 to recognize that the transformers have already been purchased, all steel will be purchased, and the retaining wall will be completed before the conclusion of the fiscal year; requiring the use of an additional \$415,500 from unreserved Fund Balance. This does not increase the overall project cost, but rather is speeding up the construction slightly and bringing more expenditures into this fiscal year as opposed to next fiscal year. (Exhibit C) Mr. Huggins made a motion to approve the amendment as presented, seconded by Mr. Cearley, and carried unanimously.

Parks & Recreation Amendment: Makes provision for the purchase of a new “Gator” all-purpose utility vehicle to replace the one that was stolen, while also providing for the additional cost of expanding the originally-budgeted storage shed from a small, portable unit to a larger, site-built building with electric and plumbing. (Exhibit D) Ms. Duff made a motion to approve the amendment as presented, seconded by Mr. Withers, and carried unanimously.

Police Department Amendment: Provides for the funds necessary to adjust the base salaries of certain department employees who are not equitably in line as to range and grade with other non-probationary employees in equal job classifications. This “clean-up” is similar to what was accomplished with the Electric and Public Works/Utilities Departments in last year’s budget, and was frankly overdue. Also, the amendment provides the funds for replacement hardware to the telecommunications tower repeater to replace equipment which has failed. (Exhibit E) Mr. Withers made a motion to approve the amendment as presented, seconded by Ms. Morrow, and carried unanimously.

Item 10B, was a discussion concerning adding a monthly worksession each month, in addition to the regular monthly Board of Aldermen meeting. With meetings held only monthly, many months there are items that need to be discussed and addressed on a worksession level between the regular meetings. Mr. Huggins made a motion to set a monthly Board of Alderman Worksession for the 4th Tuesday of each month at 6:00 pm in the Fire Department Community Room, seconded by Ms. Morrow, and carried unanimously.

Mr. Palenick gave a Manager’s Report, noting current projects.

Mr. Huggins asked what the ongoing banner policy would be, in light of the installation of the Town’s electronic reader board sign. Mr. Palenick stated that one of the advantages of the electronic sign would be the ability to discontinue hanging banners, which is a safety hazard to motorists and to Town personnel. Mayor Coleman stated that he believed there had been a discussion to continue hanging banners for approximately 6 months, while a policy could be developed concerning usage of the electronic sign. The general consensus was that any new banners will be discouraged, but those organizations with existing banners and a history of hanging banners for their events will allowed to hang those banners for this year.

Mr. Withers made a motion to adjourn, seconded by Mr. Cearley, and carried unanimously. (6:57)

Rick Coleman, Mayor

Maria Stroupe, Town Clerk

**Town of Dallas
Budget Amendment**

Date: February 11, 2014

Action: Courthouse Budget Amendment

Purpose: Set Up Budget for Courthouse Renovation

Number: GF - 001

Fund	Dept	Line Item	Item Description	Original Amount	Amended Amount	Difference
10	4300	0400	Professional Services	\$0	\$3,000	\$3,000
10	4300	2600	Advertisements	\$0	\$500	\$500
10	4300	3350	General Supplies & Materials	\$0	\$1,500	\$1,500
10	4300	4540	Con. Svcs: Arch. Oversight	\$0	\$25,750	\$25,750
10	4300	7500	Capital Outlay: Construction	\$0	\$725,000	\$725,000
10	3472	0000	Private Contr.: Courthouse	\$0	\$755,750	\$755,750
Totals				\$0	\$1,511,500	\$1,511,500

Approval Signature
(Town Manager or Administrative Services Director)

Town of Dallas
Budget Amendment

Date: February 11, 2014

Action: Phase I Waterline Amendment

Purpose: Amend Budget for Change Order Adding Line Replacement on Gaston St.

Number: WL - 001

Fund	Dept	Line Item	Item Description	Original Amount	Amended Amount	Difference
23	8100	9500	Lateral Reimbursement - CDBG\	\$50,000	\$10,000	(\$40,000)
23	3910	0000	Contrib. from W & S	\$95,621	\$55,621	(\$40,000)
22	8100	9500	Lateral Reimbursement Prog.	\$70,000	\$10,000	(\$60,000)
22	8100	0410	Prof. Svcs: Engineering	\$279,685	\$308,510	\$28,825
22	8100	7530	Waterline Construction	\$3,315,758	\$3,604,008	\$288,250
22	3910	0000	Contrib. from W&S	\$229,430	\$486,505	\$257,075

Totals	\$4,040,494	\$4,474,644	\$434,150
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Approval Signature
(Town Manager or Administrative Services Director)

**Town of Dallas
Budget Amendment**

Date: February 11, 2014

Action: Electric Substation Amendment

Purpose: Complete a Larger Percentage of the Project in this Fiscal Year

Number: EL - 001

Fund	Dept	Line Item	Item Description	Original Amount	Amended Amount	Difference
30	8500	7522	Substation Construction	\$607,500	\$1,023,000	\$415,500
30	3999	0000	Fund Balance Appropriated	\$588,689	\$1,004,189	\$415,500

Totals	\$1,196,189	\$2,027,189	\$831,000
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Approval Signature
(Town Manager or Administrative Services Director)

**Town of Dallas
Budget Amendment**

Date: February 11, 2014

Action: Recreation Amendment

Purpose: Storage Building Construction and Purchase of Gator/Sprayer/Trailer to Replace Stolen Items

Number: GF - 002

Fund	Dept	Line Item	Item Description	Original Amount	Amended Amount	Difference
10	5700	7400	Capital Outlay: Equipment	\$0	\$9,500	\$9,500
10	5700	7502	Capital Outlay: Building	\$5,200	\$16,500	\$11,300
10	3999	0000	Fund Balance Appropriated	\$0	\$20,800	\$20,800

Totals	\$5,200	\$46,800	\$41,600
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Approval Signature
(Town Manager or Administrative Services Director)

**Town of Dallas
Budget Amendment**

Date: February 11, 2014

Action: Police Amendment

Purpose: Correct Discrepancies Within Like Positions in the Department & Replace Broken Repeater

Number: GF - 003

Fund	Dept	Line Item	Item Description	Original Amount	Amended Amount	Difference
10	5100	0200	Salaries	\$649,819	\$657,272	\$7,453
10	5100	0202	Overtime	\$44,000	\$44,880	\$880
10	5100	0220	401K Plan	\$6,058	\$6,177	\$119
10	5100	0221	Mandatory 401K Plan	\$28,725	\$29,015	\$290
10	5100	0250	Social Security	\$43,644	\$44,161	\$517
10	5100	0251	Medicare	\$10,208	\$10,328	\$120
10	5100	0260	Retirement	\$50,975	\$51,576	\$601
10	5100	3400	Equipment	\$5,200	\$8,200	\$3,000
10	3999	0000	Fund Balance Appropriated	\$20,800	\$33,780	\$12,980

	Totals	\$859,429	\$885,389	\$25,960
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Approval Signature
(Town Manager or Administrative Services Director)