

**Town of West Jefferson - Board of Aldermen
Special Meeting Minutes
May 10, 2017| 5:30 p.m.**

Board Members Present: Mayor Dale Baldwin, Alderman Calvin Green, Alderman Jerry McMillan, Alderman John Reeves, *Alderman Stephen Shoemaker (absent)*, Alderman Brett Summey, Sr.

Town Staff Present: Town Manager Brantley Price, Police Chief Jeff Rose

At 5:30 p.m. Mayor Baldwin called to order the special meeting of the Board of Aldermen.

Consideration of Audit Contract FY 2016-17- Priscilla Norris, CPA- The board first reviewed the audit contract for year ending 6-30-2017 from Priscilla Norris, CPA. Priscilla increased her contract from \$22,000 to \$23,000 due to additional reporting that will be required for the Law Enforcement Officers Special Separation Allowance. Alderman Summey made the motion to approve the audit contract for \$23,000, second by John Reeves. A vote of 4-0 in favor. Alderman Shoemaker was absent from the meeting.

Presentation of Budget- Fiscal Year 2017-18- Brantley Price, Town Manager, presented the FY 17-18 budget, along with the budget message to the board. The property tax rate will remain the same as FY 2016-17 at \$.42/\$100 in valuation. The schedule of revised fees were reviewed and all agreed with the proposed changes as recommended, which increased Planning related fees by \$20-30 due to costs of advertising. Brantley then highlighted the following items in each fund:

General Fund Revenues:

- Property Tax increase due to GE expansion projections
- CDBG Downtown Redevelopment Fund - \$349,410
- Local option sales tax -4% increase
- Utility franchise tax – 5% decrease
- Fund Balance - \$91,000
- Loan proceeds - \$56,000 dump truck

General Fund Expense – Highlights:

- Health Insurance – 7.6% increase
 - o The increase in health insurance equals 1% increase of total salaries (\$11,778/\$1,106,725)
- 3% Salary increase across the board. The Town has not done an across-the-board since FY 12-13. Brantley said he knew each of the Aldermen are proud of this town and each of the Town employees pay a critical part to make this the great small town we have.
 - o The Total cost of a 3% increase equals - \$26,000 including benefits
 - o Average Cost of Living Adjustment (COLA) anticipated by towns under 2500 is 2.65% COLA & Merit=3.63% (40 towns) per NCLM Survey

Administrative:

- Pay Planning Board – once per month; 11 members \$50/meeting- \$6600 (cost may vary based on amount of meetings)
- Façade Grants (4)- \$4000
- Election - \$3000
- Replace side door to Town Hall \$3000

- Town Car - \$30,000-\$8000(trade)=\$22,000
- Loan payment Land for parking lot - \$27,600
- Replace Christmas Lights - \$5000
- Ge Incentive per agreement - \$125,000
- Fire Department contribution - \$40,000
- CDBG Redevelopment Fund - \$349,410

Police:

- Police Chief Jeff Rose discussed the detective position. After some discussion, the Board was in consensus to rehire the detective position with a more experienced person and to ensure the newly hired person knows they will be doing a combination job of detective and police officer.
- New Police Vehicle - \$60,000
- Replace in-car camera - \$2500 – annual lease replace camera every 2.5 years

Streets:

- Road Salt - \$10,000
- Street patching - \$5000
- Restripe Jefferson Ave parking spaces -\$2500
- Barricades cones - \$2000
- 1.5 ton dump truck - \$56,000
- Replace sidewalks - \$80,000
 - o Jefferson Ave- Ashe St – Market St –\$23,560
 - o East Main St – Jefferson Ave – 3rd Ave – \$18,200
 - o ½ Backstreet either Main to 1st St or Jefferson Ave-1st St – \$33,000
 - o First Baptist Church curb extension (bumpout) at N. Jefferson Ave - \$5200. After some discussion, the board was in consensus to not construction the curb extension at First Baptist church, instead they would like to purchase \$5,000 of new benches.
- Upgrade maintenance office - \$12,000
- New salt spreader - \$5000
- Auto Lift for maintenance \$7,000
- Additional Paving - \$80,000 Total paving with Powell Funds=\$121,500
- Loan Payment for track hoe - \$7925

Park Revenues:

- Property tax increase due to GE Expansion
- Fund Balance - \$35,000

Park Expenses:

- Add part-time to assist with opening Restrooms on weekends
- Tennis Court Repair - \$3000
- Mulch - \$2500
- Picnic table - \$1000
- Resurface Basketball court - \$9500
- New Playground Equipment - \$12,000
- New Basketball Backboards - \$3000. The Board was in consensus to repaint current backboards, replace nets and then use the \$3000 to paint the park shelters.
- Miscellaneous Projects - \$10,000

Cemetery:

- GIS update - \$2000
- Repair Fence - \$6000

Capital Water Budget: New Well/extend water lines

Revenue –	ARC – \$100,000
	USDA - \$80,000
	Town - \$57,000
Expenses –	Construction/design/engineering - \$237,000

Capital Sewer Budget: Dewatering system WWTP/Extend sewer lines

Revenue –	ARC - \$200,000
	USDA - \$300,000
	Town - \$114,000
Expenses –	Construction/design/engineering - \$614,000

Water:

- Parts for Filter Plant - \$20,000
- 2" meters replace old meters - \$15000
- Convert touch read to radio read – 300 meters @140=\$42,000
- West Tank maintenance - \$12,000
- 20 year meter replacement \$5000
- Convert to radio read to fund balance - \$10,000

Sewer:

- Lime for fields - \$3000
- Polymer new dewatering system - \$5000
- Lift station pump hoist - \$3100
- Pumps for Helen Blevins pump station - \$8300
- UV bulb replacement - \$5000
- Electrical upgrade Helen Blevins Station - \$5000
- Belt press/dumpster Rental - \$15,000
- Dumpster rental/haul off for new dewatering system - \$5000
- 40'x40' shed over filter system at WWTP - \$45,000
- SCADA WWTP - \$25,400
- Replace 2005 Ford Pickup - \$26,000

Alderman McMillan made the motion to approve the budget as presented, but to include the following changes: move \$3,000 from the basketball courts repair to painting the park shelters within Park Expenses and move \$5,000 allotted for the curb extension project at the intersection of First Baptist Church and N. Jefferson Ave. to purchase new benches in Streets Expense. Alderman Summey seconded the motion. A vote of 4-0 in favor to approve the presented budget.

A public hearing will be held at the regular Aldermen meeting on Monday, June 5, 2017 at West Jefferson Town Hall at 6:00 pm for anyone wishing to comment on the proposed budget for FY 2017-18. Following the public hearing, the FY 2017-18 Budget Ordinance will be considered by the Board.

Adjournment- With nothing further, Alderman Green made the motion to adjourn the special meeting. Alderman McMillan seconded with a vote of 4-0 in favor. The time was 7:30 pm.

Dale Baldwin, Mayor

Wesley M. Barker, Town Clerk