

**Town of West Jefferson - Board of Aldermen  
Special Meeting Minutes  
May 2, 2018 | 5:30 p.m.**

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

**Town Staff Present:** Town Manager Brantley Price, Town Clerk Rebecca Eldreth

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

**Presentation of Budget – Fiscal Year 2018-19** – Brantley Price, Town Manager, presented the FY 18-19 budget, along with the budget message to the board. The property tax rate will remain the same as FY 2017-18 at \$.42/\$100 in valuation as well as the Schedule of Fees. Brantley then highlighted the following items in each fund:

**General Fund Revenues:**

- Property Tax Revenue Increase Due to GE Expansion Projections
- CDBG Downtown Redevelopment Fund - \$349,410
- Local option sales tax – 3% increase
- Utility franchise tax – Flat
- Fund Balance - \$16,000
- Interest Income – Higher invested in CD at Lifestore with higher return

**General Fund Expense – Highlights:**

- Health Insurance – 7% decrease
- 3% Salary increase across the board totals \$25,907 including benefits. If the savings from the reduction in health insurance cost is deducted then the 3% increase will only cost the Town \$15,880
- Paving
  - o \$100,000 – Streets
  - o \$24,248 – Maintenance Lot
  - o \$31,717 – Cemetery
  - o \$4,800 – Park Entrance

**Administrative:**

- Pay Planning Board – every other month; 11 members \$50/meeting- \$3000 (cost may vary based on attendance)
- Attorney - \$20,000
- Façade Grants (4) - \$4000
- Downtown Directional Signage Design Package - \$10,000
- Replace side door to Town Hall - \$3000
- Redo Old Teller Window Area - \$2,000
- Upgrade Citipak to FMS - \$5,400
- Switch to In-house Computer Support - \$11,000
- Loan Payment for Land for Parking Lot - \$27,600
- Replace Christmas lights and Add Banners to 3<sup>rd</sup> Avenue - \$10,000

- GE Incentive per Agreement - \$145,000
- Fire Department Contribution - \$40,00

**Police:**

- New Police Vehicle - \$55,000
- ~~- Second Police Vehicle - \$35,000 (not fully equipped)~~
- New Computers
  - o In-car – 2 @ \$4,500
  - o Desktop – 1 @ \$2,000

**Streets:**

- Road Salt - \$10,000
- Street Patching - \$5000
- Barricades Cones - \$2000
- Replace Main Street Sidewalks - \$15,000
- Additional Paving - \$57,000 plus Powell \$43,000
- Snow Blade for the New Truck - \$5,500
- Storm Drain Replacement at School Avenue/High Drive - \$4,000
- Kiosk - \$1,000
- Running Board Lights for New Truck - \$1,000
- Fire Department Storm Drain - \$70,000/2=\$35,000 (split with FD)
- Dump Truck Payment - \$12,030
- Trackhoe Payment - \$8,825
- Street Sweeper - \$36,015

**Park Revenues:**

- Property Tax Revenue Increase Due to GE Expansion
- Fund Balance - \$27,700

**Park Expenses:**

- Tennis Court Repair - \$3000
- Mulch - \$2500
- Picnic table - \$1000
- Resurface Cemetery Drive - \$26,347
- Resurface Cemetery Connector - \$5,370
- Resurface Park Entrance with Planter - \$4,785
- New Mower - \$9,400

**Fire Department:**

- Turnout Gear for 15 - \$45,000 (will be notified in May if grant funding is available)
- Fire Department Storm Drain - \$70,000/2=\$35,000 (split with Town)

**Capital Water Budget:** New Well/extend water lines

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

**Capital Sewer Budget:** Dewatering system WWTP/Extend sewer lines. Capital water and sewer budget will increase due to project the Sludging and Dewatering Facility, New Well Site, and Water/Sewer Extensions came in over budget.

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

**Water:**

- Parts for Filter Plant - \$20,000
- Convert touch read to radio read – 300 meters @140=\$45,000
- West Tank maintenance - \$12,000
- 20 year meter replacement \$5000
- Water line/valve Replacement - \$100,000
- Pressure Wash East Tank - \$6,600

**Sewer:**

- Lime for fields - \$3000
- Dumpster Rental / Polymer New Dewatering System - \$12,000
- Beaver Creek Pump Station Maintenance - \$6,000
- Return Pump Replacement - \$15,000
- Aeration Equipment for Oxidation Ditch - \$100,000

**Closed Session per G.S. 143.318.11(a) (6) to Discuss Personnel** – Alderman Green asked for the Board to enter into closed session per G.S. 143.318.11(a) (6). The Board would return to open session following closed session, and any items in need of a vote would be addressed. Alderman Green made the motion to enter into closed session, seconded by Alderman Reeves. The vote of 4-0 in favor. The time was 6:08 pm.

The Board returned to open session at 6:40 pm. Mayor Baldwin stated the Board was in agreed to a 3% raise for all employees. Other changes to the budget include the removal of the second police car and a reduction in the fund balance.

A public hearing will be held at the regular Aldermen meeting on Monday, June 4, 2018 at West Jefferson Town Hall at 6:00 pm for anyone wishing to comment on the proposed budget for FY 2018-19. Following the public hearing, the FY 2018-19 Budget Ordinance will be considered by the Board.

**Adjournment-** With nothing further, Alderman Shoemaker made the motion to adjourn the special meeting. Alderman Reeves seconded with a unanimous vote in favor. The time was 6:49 pm.

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Dale Baldwin, Mayor

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Rebecca Eldreth, Town Clerk