



**AGENDA MEETING
SEDALIA TOWN HALL
6121 Burlington Road
FEBRUARY 26th, 2024
7PM**

Minutes

- **CALL TO ORDER:** The regular scheduled meeting for the Town of Sedalia was called to order at 7:00 pm at the Sedalia Town Hall by Mayor Morgan.
- **PRAYER & MEDITATION:** Time was allotted for silent prayer and meditation.
- **PLEDGE OF ALLEGIANCE:** Time was allotted for pledge to the U.S. flag.
- **ROLL CALL:** Mayor Morgan, Mayor Pro Tem Faison, Councilwoman Jones, Councilwoman Wrenwick, and Councilman Sharpe.

A. MOTION to approve the agenda with request to move the Presentation of the Town Audit to the top of the agenda was made by Councilwoman Wrenwick and seconded by Mayor Pro Tem Faison Motion carried.

B. MOTION to approve the minutes from the January 8th Town Council meeting was made by Councilwoman Wrenwick and by Mayor Pro Tem Faison. Motion carried.

C. REPORTS/DISCUSSIONS

I. Global Life Report

Kasey Fine of Global Life Family Heritage presented information about the company's offerings.

Global Life Family Heritage Plan is a government bonded individual insurance plan. The program pays in addition to any current insurance, such as: short/long term disability, supplemental plans, etc. The policies cover the whole family, and benefits roll over to the selected beneficiary.

The company offers three policies:

1. Cancer
2. Heart Attack and Stroke
3. Accident and Injuries

To be accepted for this program, participants must be cancer-free for at least 10 years and be younger than 75-years old. However, Global Life Family Heritage takes the age of the youngest spouse, allowing those married to someone younger than 75-year-old to still qualify.

There is a 25-year full return of premium clause, that will refund total amount spent in monthly premiums to its customers, less any claims. Meaning that Global Life Family Heritage will provide a full refund, as long as you do not need them within the 25 years.

According to Ms. Font, there are four outcomes that can come from becoming insured with Global Life Family Heritage:

1. The policyholder will be refunded your premium after 25 years, less any claim.
2. The policyholder will receive financial benefits for reported early detection/prevention efforts.
3. The policyholder will receive financial benefits as a result of health declination or injury.
4. In case of policyholder's death, a beneficiary will receive your policy benefits.

The Global Life Family Heritage representatives for the Sedalia-area are:

Moorea Smart

(336)-324-1838

moorea.smart@protect1family.com

Kasey Fine

(336)-408-6052

kfine@protect1family.com

II. Monthly Finance Report

Councilwoman Wrenwick provided the monthly finance report for January 2024.

American Rescue Plan (-65) balance: **\$133,694.09**

Powell Bill Fund (-48) balance: **\$133,358.66**

Guilford County ARP Funda (-21) balance: **\$55,833.10**

Saving Account (-21) balance: **\$481,270.17**

Town Center (Bike & Pedestrian) Fund (-13) balance: **\$40,933.38**

Checking Account (-05) balance: **\$17,609.62**

Unusual Withdrawal Activity:

\$652 – 1/26/2024 – State Tax Payment

\$1,926.74 – 1/16/2024 – Federal Tax Payment

III. Planning Board Meeting Update

Vice-Chair Marian Jeffries presented an update on the February 15th Planning Board meeting.

The Planning Board conducted a vote to recommend Jay Riehle be moved from alternate member to regular member. The Board did not have any questions for him, and it was decided unanimously that Jay Riehle be added as an official member of the Planning Board.

Mayor Pro Tem Faison asked Vice-Chair Jeffries if the Planning Board had decided on a Chairperson for the Planning Board, to which Vice-Chair Jeffries stated that they are still “in discussion” for who will take over the position. Since the prospective addition of Jay Riehle, the Planning Board decided to get the residents used to the Board as is, before introducing any recommendations for the position.

Additionally, the Planning Board completed the reviewing and updating of the Draft Flood Damage Prevention Ordinance, taking into consideration the notes given by office assistant, Shari Bryant. Vice-chair Jefferies stated, “Shari’s notes were very helpful, and [the Planning Board] is happy to have completed [reviewing the ordinance].”

Councilman Sharpe commended the Planning Board for publicly going through the ordinance in its entirety, as he is aware of the Draft Flood Damage Prevention Ordinance’s lengthiness and depth.

IV. Review of Draft Personnel Policy

The council took turns reading through the first 15 pages of the Draft Personnel Policy for the Town of Sedalia, vocalizing the following provisions.

1. General Provisions
 - a. Section 1. Purpose of the Policy
 - b. Section 2. At Will Employment
 - c. Section 3. Merit Principle
 - d. Section 4. Responsibilities in the Administration of the Personnel Program
 - i. Responsibilities of the Town Council
 - ii. Responsibilities of the Town Administrator
 - iii. Responsibilities of the Human Resource Officer
 - iv. Responsibility of Employees
 - e. Section 5. Application of Policies, Plan, Rules, and Regulations
 - f. Section 6. Definitions
2. Position Classification Plan
 - a. Section 1. Purpose
 - b. Section 2. Composition of the Position Classification Plan
 - c. Section 3. Use of the Position Classification Plan
 - d. Section 4. Administration of the Position Classification Plan
 - e. Section 5. Authorization of New Positions and the Position Classification Plan
3. The Pay Plan
 - a. Section 1. Definition
 - b. Section 2. Administration and Maintenance
 - c. Section 3. Starting Salaries
 - d. Section 4. Trainee Designation and Provisions
 - e. Section 5. Performance Pay
 - f. Section 6. Performance Pay Bonus

- g. Section 7. Salary Effect of Promotions, Demotions, and Reductions
 - i. Promotions
 - ii. Demotions
 - iii. Reductions
- h. Section 9. Transition to a New Salary Plan
- i. Section 10. Effective Date of Salary Changes
- j. Section 11. Fair Labor Standards Act and Overtime Pay Provisions
 - i. Non-Exempt Employees
 - ii. Exempt Employees
- k. Section 12. Emergency Cases
- l. Section 13. Payroll Deductions
- m. Section 14. Hourly Rate of Pay

The Town did not have any questions about the draft that were not answered during the reading of the provisions and decided to pick back up with the next 15 pages at the Town Council Meeting of March 4th, 2024.

V. Park Project Update

Councilman Sharpe provided an update of the Town's first community park.

The Town Council has been invited to participate in student presentations organized by the Landscape Architecture program at North Carolina A&T State University. While the presentations will primarily be conducted in person, provisions have been made for remote participation via Zoom to accommodate potential logistical constraints. To comply with regulations governing external engagements, only two council members may physically attend each presentation session to prevent classification as formal Council meetings. This decision demonstrates the Council's commitment to regulatory compliance while still enabling participation. Zoom access will be provided to ensure equitable participation among all council members, and efforts will be made to schedule presentations at times convenient for all members to encourage meaningful engagement.

The following schedule was decided by the Town Council to view the student's presentations:

FIRST PRESENTATION

March 15th, 10am -11:50am: Concept Refinement and Initial Quantification

Participating Members: Mayor Morgan & Mayor Pro Tem Faison

SECOND PRESENTATION

April 12th, 10am -11:50am: Design Elements

Participating Members: Mayor Morgan & Councilwoman Jones

THIRD PRESENTATION

April 26th, 10am -11:50am: Final Bid Package and Design

Participating Members: Councilwoman Wrenwick & Councilman Sharpe

VI. Grant Update

Councilwoman Jones provided an update for the Bike/Ped – Unspecified Grant account and NCDOT Powell Bill Account.

The current fund balances on all towns grant accounts:

Federal ARP - \$133,698.09

Guilford County ARP - \$55,833.10

Powell Bill - \$133,358.66

Town Center (AKA Bike/Ped) - \$40,933.39

Division of Environmental Quality - \$50,000 (soon to come)

Bike/Ped – Unspecified Grant (AKA Town Center Acct.)

On November 29th, 2023, the town was provided with some information regarding the state directed grant that was awarded to the Town on July 1st, 2021, for “unspecified” use in the amount of \$50,000.

Legislation amended these grants to be available until March 31st, 2024. Funds that have not been expended at this time will revert as of July 30, 2024. They will also be requesting the final report, which is due by July 1st, 2024.

Over the last two years, part of the funds were used towards consulting services, planning and design services, and the text amendments to the Land Use Plan. The remaining amount of \$40,933 needs to be expended prior to termination of the contract agreement, which is July 1st, 2024.

NCDOT Powell Bill Acct.

The town was contacted by NCDOT Powell Bill Unit on February 7th, 2024, and were informed that according to the current data reflected in the Powell Bill Reporting System (PBRs), the towns current balance exceeds the sum of the allowed number of allocations by \$7,387.45.

North Carolina law prohibits the accumulation of funds in an amount greater than the sum of the past 10 allocations. The law also provides for the Department to adopt a policy to allow small municipalities under 5,000 to apply for an exemption so they may accumulate up to the sum of the past 20 allocations.

It was later explained that the system goes backwards from the last allocation received until it gets to a total of 20 disbursements of funds. Basically, there are two allocations per year and the system goes back 10 years to get the allocation total balance. This balance is then compared to the ending balance of the reported Powell Bill funds (from

the PB expenditure report) and if the sum of the 10/20 allocations is higher than the reported ending PF funds, then a municipality is considered to have excess funds, which they (by statute) are required to spend.

The takeaway from this update is the town is required to spend the excess amount of \$7,387.45 by June 30, 2024.

Councilwoman Wrenwick explains that NCDOT sent over \$161,000.81 in total over the past few years. Essentially, the Town is considered to be over expenditure. Cam mentioned that the Town hasn't really used any money last year, but Councilwoman Jones reminded the Council that the Town added roads last year.

The council agrees that there may be funds used that the Powell Bill unit has not accounted for. The administrator will check with the town's accountant to go through the last year of funds and send an update for NCDOT's records.

VII. Update of Sign Relocation

Mayor Pro Tem Faison provided an update for the sign relocation discussion.

The Town of Sedalia has encountered discrepancies in the installation of two welcome signs, which deviated from the approved plans. Correspondence with James Marley from the NCDOT revealed that notifications required for project initiation and completion were not submitted as per Special Provisions, leading to delays in finalizing the project.

NCDOT's approved plan specified distances for signpost placement along US-70, but the actual positions differed. The town is now responsible for relocating the signs and is seeking cost-efficient estimates. Additionally, there is consideration for moving the sign on the western boundary to a more suitable location due to its current placement in a drainage ditch.

Today's agenda includes discussing strategies for sign relocation. Administrator Dungee has contacted Mr. Marley, who directed them to Ms. Toyia Smith for a review of the encroachment agreement. Ms. Smith stated that a new location can be approved with the agreement revision, pending confirmation of the site to ensure it doesn't pose sight distance issues.

Recent photographs have been acquired to assist the Council in deciding on the preferred alternative location for the signs.

D. CITIZENS COMMENTS

Councilwoman Jones stated that one of the supposed 'closed and evaded' code enforcement properties on Martingale is still unchanged. Administrator Cam added that there should be an ordinance for repeat offenders who give code enforcement officers trouble, added that there should be some sort of demerit system and/or fine for people who blatantly disregard the notices for their property.

Additionally, Vice-Chair Marian Jeffries asked if the house that was supposed to be built on Blue Lantern Road had been built yet, to which Administrator Cam replied, “not yet.”

E. ANNOUNCEMENTS

All regular scheduled meetings are held at the Sedalia Town Hall at 7:00 pm.

- The next Town Council meeting will be held on March 4th, 2024.
- The Planning Board meeting will be held on March 21st, 2024.
- The next Town Council Agenda meeting will be held on March 25th, 2024.

Meeting adjourned.

Submitted By:

Approved By:

Kayla Dodd, Town Clerk

Howard Morgan, Mayor

(SEAL)