



# *"Tri-County Hospitality"*

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## MAYOR AND BOARD OF COMMISSIONERS

MAYOR RANDY WEAVER

MAURICE GARRETT

RAYMOND MOORE    RANDALL COLLIE    LINDA VIRGIL

WILBUR ETHERIDGE

## ADMINISTRATION

ELTON DANIELS, TOWN MANAGER  
TRACY SULLIVAN, TOWN CLERK  
BRIAN PRIDGEN, TOWN ATTORNEY  
LENESSA HAWKINS, FINANCE OFFICER  
JOEY T. PETWAY, CHIEF OF POLICE  
ROBERT SMITH, UTILITY DIRECTOR

**August 5, 2014**

**6:30PM**



## **AGENDA**

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### **I. CALL TO ORDER**

### **II. INVOCATION**

### **III. PLEDGE OF ALLEGIANCE**

Mayor Randy Weaver will lead the Commissioners and those in attendance in reciting the Pledge of Allegiance to the Flag.

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

### **IV. ROLL CALL**

### **V. RECOGNITION**

### **VI. PRESENTATIONS**

### **VII. PETITIONS AND COMMUNICATIONS**

If any citizen wishes to address the Town of Sharpsburg Board of Commissioners during the Petitions and Communications segment of the meeting, they may do so by signing up prior to the beginning of the meeting.

The Town Clerk shall provide the sign-up sheet, which lists the name and address. It should be noted that comments shall be limited to three (3) minutes and Board reserves the right not to act on requests first presented this evening.

### **VIII. CONSENT AGENDA & REGULAR AGENDA**

The Board may by majority vote add items to or subtract items from both the proposed consent and regular agenda. As of this writing, the manager understands that the presented consent agenda items are routine and therefore concurs with adopting the presented consent agenda.

1. Approval of:
  - a. July 1, 2014 Regular Meeting Minutes



## IX. NEW BUSINESS

- a. Consideration by the Board to approve the 2014-2015-1 Budget Amendment.
- b. Consideration by the Board to adopt Resolution 2014-5. Resolution Signifying Approval of the Tax Collections for FY 2013-2014 Wilson County Tax Settlement.
- c. Commissioner Moore is the TAC representative on behalf of the Town of Sharpsburg. The TAC will hold the below Public Hearing and Commissioner Moore would like for other Board members to attend with him. Please notify the Town Clerk if you plan to attend. Details below.

TAC Meeting and Public Hearing to assign local input points to Prioritization 3.0 Projects. This is the next step in the development of the STIP 2016-2025.

*When:* Mon Aug 18, 2014 8pm – 9:30pm GMT (no daylight saving)

## X. TOWN MANAGER REPORT

## XI. ADJOURNMENT

**SPECIAL NOTICE:** Anyone who needs an interpreter or special accommodations to participate in the meeting should notify the Town Clerk, Tracy Sullivan at 252-446-9441 ext.221 at least forty-eight (48) hours prior to the meeting. (Americans with Disabilities Act (ADA) 1991.)

“The Town of Sharpsburg is an equal opportunity provider and employer.”

To file a complaint of discrimination, write to: USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, S.W. Stop 9410, Washington, DC 20250-9410 or call (800)795-3272 (voice) or (202)720-6382.



# Manager's Report

Elton Daniels, Town Manager

August 1, 2014

## 1. Sign Renovation Project

The Town is in the beginning stages of a street project, in which we will replace all of our street signs (not DOT) i.e. Red, Yellow, Black and White, Green with signs that are "retroreflective". Additionally signs we be placed at the correct state mandated height of 7 feet. "Retroreflectivity" refers to the property of a traffic sign to reflect light back to the driver. Retroreflective traffic signs are used to increase sign visibility at night. We have just finished our assessment and we are now in the process of changing out signs. The Town will be able to use Powell Bill funds to cover the cost related to this project (which should be no more than \$5-6K).

## 2. Nash County Broadband

Nash County is in the beginning stages of developing an expansion plan for broadband service throughout the county. In order to make knowledgeable decisions about the feasibility of this project the Town of Sharpsburg had to provide information regarding existing structures in the Town that could be used as broadband towers. Currently the Town has two structures that would meet their qualifications:

- a. Sharpsburg water tower (140ft)
- b. Nash Edgecombe Wilson (NEW) water tank, located on School Street

## 3. Mortgage Payment Assistance.

The North Carolina Foreclosure Prevention Fund can pay your mortgage for up to 36 months (\$36,000) while you look for work or train in a new field. You may qualify if you lost your job through no fault of your own, or are a returning veteran, transitioning back into civilian employment. You may also be eligible if you are seeking new employment as the result of a divorce, serious illness, or certain other hardships.

Monthly Payment Reduction. If you're re-employed, but have experienced a pay cut and you have both a primary and second mortgage, the Fund may be able to reduce your monthly payments to an affordable level. For more information regarding this program please call 1-888-623-8631 or go the following website:  
[http://www.ncforeclosureprevention.gov/nc\\_foreclosure\\_prevention\\_fund.aspx](http://www.ncforeclosureprevention.gov/nc_foreclosure_prevention_fund.aspx)

## 4. Planning/Zoning/Code Enforcement

The Town has reached an agreement with the Upper Coastal Plains Council of Governments (UPC COG) to provide planning, zoning and code enforcement services. Mr. Wyatt McGhee, will serve as the point of contact for items related to planning, zoning and code enforcement.

**5. Community Policing**

Community policing encourages interactive partnerships between law enforcement agencies, their officers, and the people they serve. By leveraging connections within the community, police are better positioned to solve public safety problems.

Starting this month (date and time TBA) Chief Petway will host a monthly meeting with citizens and business owners of Sharpsburg to discuss ideas, develop strategies and build relationships.

**6. Tri-County Hospitality**

The Town is in the process of trying to determine citizens' interest in participating in a program designed to help citizens in need of assistance paying their utility bill with the Town of Sharpsburg. The City of Rocky Mount has a similar program called W.A.R.M. which is supported solely on donations from the community and various sponsors. Donations are tax deductible and 100% of all contributions are used to help people who are in need.

The program in discussion would allow willing participants to pay extra on their utility bill and the extra money would be put into a fund designated to assist qualifying customers in paying toward their utility bill. Specifics surrounding such a program are still being discussed; however, we want to hear from the Tri-County Community! If you would like to give your input on such a program. Feel free to contact Elton Daniels, Town Manager at [edaniels@sharpsburgnc.com](mailto:edaniels@sharpsburgnc.com) or 252-977-1334.

**7. Moped Registration Bill Proceeds to Governor**

HB 1145 Insurance & Registration for Mopeds is headed to the Governor for his signature after the House and Senate approved a final version of the legislation. The bill will require North Carolina moped operators to register the vehicles with the Division of Motor Vehicles (DMV), but does not require moped operators to have liability insurance policies. The new registration requirement would go into effect on July 1, 2015.

**Briefly:**


- Manager will be attending the ICMA Annual Conference in Charlotte September 14-17 and the NCLM Annual Conference in Greensboro, October 12-14.
- Save the date: 2014 NC Rural Assembly. Thursday, October 30 in Raleigh. The Rural Center's signature event will return this October, with a new name, a new venue and a new strategic action plan for addressing the future of rural economic development. The 2014 N.C. Rural Assembly will be packed with dynamic speakers, thoughtful sessions and the networking and fellowship those events have long been known for.
- September 1, 2014— Just a public reminder that Town offices will be closed on Monday, September 1st, for Labor day.
- The Town has purchased a new Public Works vehicle (2014 White FORD F-150 Pickup)



Town of Sharpsburg  
FINANCE DEPARTMENT  
MONTHLY FINANCIAL REPORT

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**TO:** The Honorable Mayor Randy Weaver and the Town of Sharpsburg Board of Commissioners  
Town Manager Elton Daniels

**FROM:** Lenessa E. Hawkins, CGFO - Finance Officer 

**DATE:** July 16, 2014

**SUBJECT:** Financial Report

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We are pleased to provide the attached analysis and financial summary report for June 2014 for the following funds:

- 10 General Fund**
- 30 Electric Fund**
- 31 Water and Sewer Fund.**

*The information provided is un-audited and therefore subject to change.*

- As you are aware, there are several adjustments to be posted at year end and through the audit process. Those are yet to be made and will change these preliminary numbers.
- General Fund currently shows approximately \$87150 revenues under expenditures. We are still receiving invoices and posting entries to the general ledger. There are sales, franchise and solid waste taxes to be collected through September that are to be applied to fiscal year 2013-2014. It is expected that those distributions and adjustments may net out the variance of revenues under expenses.
- Electric Fund and Water & Sewer Fund revenues continue to track above expenditures through the end of June 2014. And, as was expected power charges did exceed the expected budgeted amount through June 2014. Budget Amendments already approved along with the budget summary changes should prevent a compliance issue with the Town's Budget.
- The Wastewater System Improvement Project is currently being closed out. Closeout documentation has been submitted to the USDA-RD for acceptance and approval. We continue to work with USDARD and Department of Commerce to process payments and complete close out the project.
- The Town is awaiting payment of PARTF Funds for the Sharpsburg Community Park Fund Project. We expect those funds and acceptance of closeout by August 1, 2014 per Steve Moler.
- The Water Sewer Truck has been delivered to the dealer. As we previously discussed, a budget amendment appropriating fund balance is included for your approval.

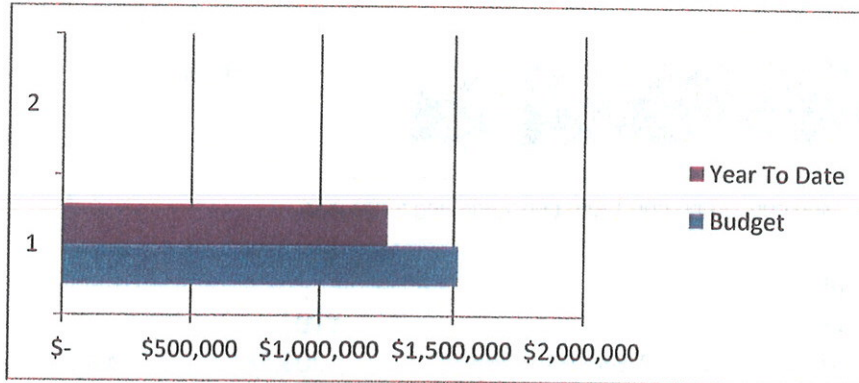
Thank you for the training opportunities you have allowed me to take part in. I really appreciate your support.

We welcome any questions you may have.

**General Fund**

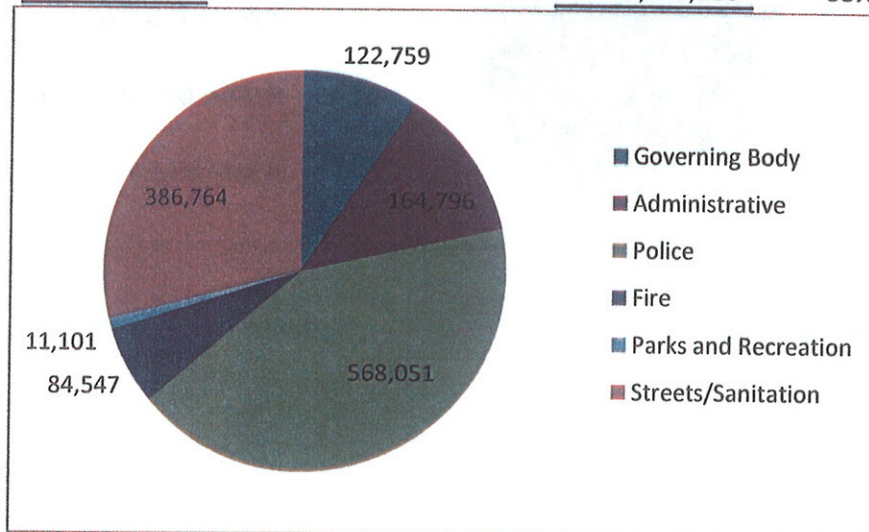
**Revenue**

Budget	\$	1,516,610	
Year To Date	\$	1,250,869	<b>82%</b>



**Expenditures**

Budget		YTD	
\$	130,920	<i>Governing Body</i>	122,759 94%
	188,544	<i>Administrative</i>	164,796 87%
	672,127	<i>Police</i>	568,051 85%
	84,547	<i>Fire</i>	84,547 100%
	11,200	<i>Parks and Recreation</i>	11,101 99%
	429,272	<i>Streets/Sanitation</i>	386,764 90%
	<u>1,516,610</u>		<u>1,338,018</u> <b>88%</b>



YTD Revenues Over (Under) Expenditures

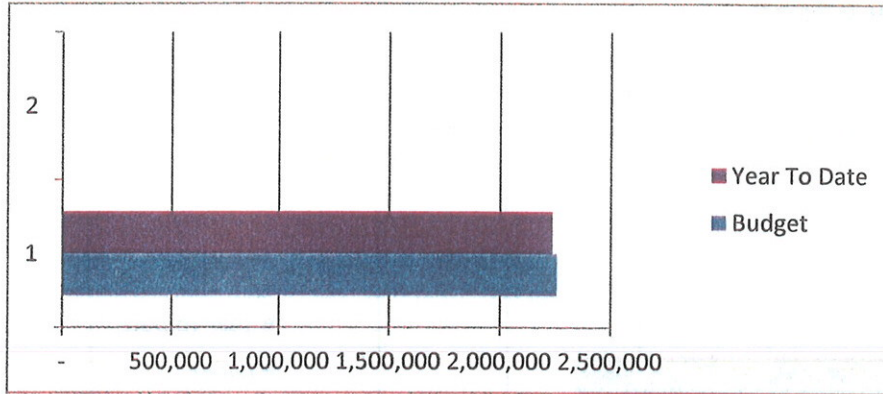
(87,149.15)



**Electric Fund**

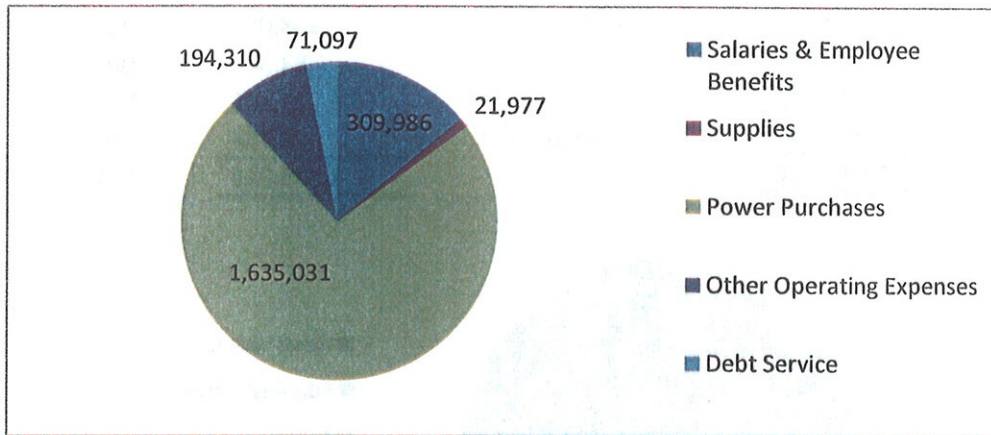
**Revenue**

Budget	2,256,491	
Year To Date	2,235,638	<b>99%</b>



**Expenditures**

Budget		YTD	
\$ 370,116	Salaries & Employee Benefits	309,986	84%
30,000	Supplies	21,977	73%
1,451,709	Power Purchases	1,635,031	113%
306,401	Other Operating Expenses	194,310	63%
98,265	Debt Service	71,097	72%
<u>2,256,491</u>		<u>2,232,401</u>	<b>99%</b>



YTD Revenues Over (Under) Expenditures

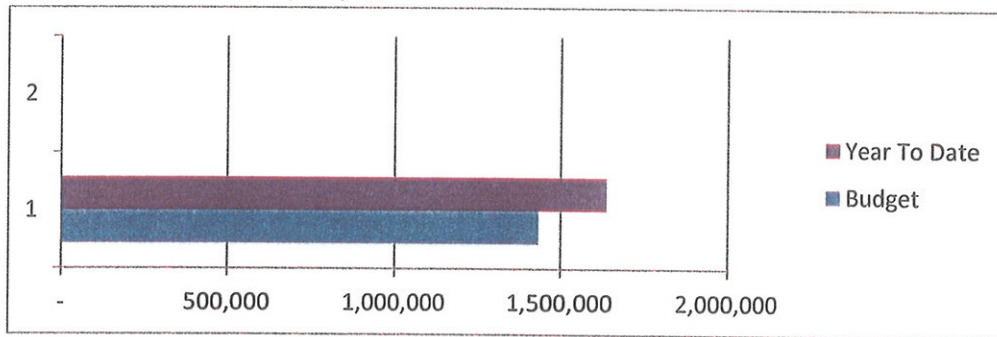
3,236.88



### Water & Sewer Fund

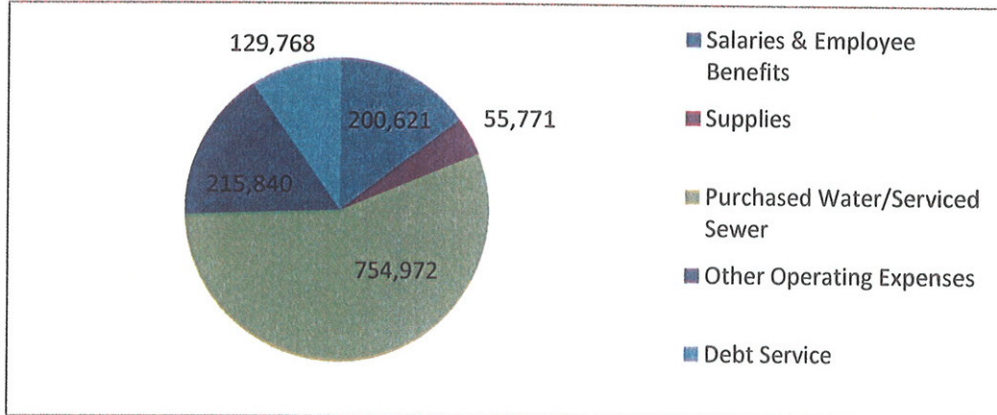
#### Revenue

Budget	1,433,436	
Year To Date	1,634,533	<b>114%</b>



#### Expenditures

Budget		YTD	
\$ 240,435	Salaries & Employee Benefits	200,621	83%
46,500	Supplies	55,771	120%
693,000	Purchased Water/Serviced Sewer	754,972	109%
323,501	Other Operating Expenses	215,840	67%
130,000	Debt Service	129,768	100%
<u>1,433,436</u>		<u>1,356,972</u>	<b>95%</b>



YTD Revenues Over (Under) Expenditures

277,560.18



## MINUTES OF THE REGULAR MEETING OF THE SHARPSBURG BOARD OF COMMISSIONERS

July 1, 2014

6:30 PM

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Mayor Weaver called the meeting to order and Commissioner Garrett offered invocation. Mayor Weaver led the Pledge of Allegiance. Tracy Sullivan, Town Clerk called the roll.

### **BOARD MEMBERS PRESENT**

Mayor Randy Weaver, Commissioner Garrett, Commissioner Moore, Commissioner Virgil, Commissioner Etheridge and Commissioner Collie. Town Manager, Elton Daniels and Mr. Pridgen, Town Attorney were also present.

### **RECOGNITION**

Mr. Daniels recognized Nancy Bullard from Southern Bank.

Mr. Daniels recognized Chris Hershey, a diplomat from Washington, DC.

### **CITIZEN PETITIONS AND COMPLAINTS**

Malcolm Langley – Mr. Langley expressed his concern in reference to the drainage ditch on his property located on Batchelor Road. He states that since NCDOT performed work on the ditches running along Batchelor Road that his ditch is flooding causing his septic tank to malfunction. Mr. Daniels stated he will be contacting NCDOT for assistance. Once research was done on the situation Mr. Langley would be contacted.

Mr. & Mrs. Isaac Joyner property owners on Batchelor Road wrote a letter (attached) in reference to the ditch drainage issues on Batchelor Road.

### **APPROVAL OF THE CONSENT & REGULAR AGENDA**

Commissioner Etheridge made the motion to approve the Consent Agenda and Regular Agenda. Commissioner Collie seconded the motion. The motion carried. The Consent Agenda items were as follows:

June 3, 2014 Regular Meeting Minutes

June 16, 2014 Special Called Meeting Minutes

**NEW BUSINESS**

Commissioner Garrett made a motion to approve the 2014/2015 Fire Protection Services Contract. Commissioner Virgil seconded the motion. The motion carried.

Commissioner Collie made a motion to adopt Ordinance 2014-04 Revoking Section 52.03(Utility Billing and Collections Procedure Policy) of the Sharpsburg Code of Ordinances. Commissioner Virgil seconded the motion. The motion carried.

Commissioner Etheridge made a motion to approve the amendments to the Utility Billing and Collections Procedure Policy. Commissioner Virgil seconded the motion. The motion carried.

Commissioner Collie made a motion to approve the Standard Operating Procedures for the Police Department as presented by Chief Petway. Commissioner Etheridge seconded the motion. The motion carried.

Commissioner Virgil informed the Board that her nonprofit organization would like to host a summer feeding program at the Town Hall but due to insurance costs it has been postponed. The Board may consider the issue during the next year’s budget workshop.

**TOWN MANAGER REPORT**

Elton Daniels, Town Manager read his report. (Report Attached)

Commissioner Collie read the Fire Department Report.

**CLOSED SESSION**

Commissioner Collie made a motion to go into closed session to discuss economic development and a personnel matter pursuant to North Carolina General Statute 143-318.11 (a) (4) and (6). Commissioner Garrett seconded the motion. The motion carried.

**OPEN SESSION**

Commissioner Garrett made a motion to re-enter open session. Commissioner Etheridge seconded the motion. The motion carried.

**ADJOURNMENT**

Commissioner Collie made a motion to adjourn. Commissioner Garrett seconded the motion. The motion carried.

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Clerk



TOWN OF SHARPSBURG  
2014-2015-1 BUDGET AMENDMENT

BE IT ORDAINED by the Board of Commissioners of the Town of Sharpsburg, North Carolina meeting in a Regular Meeting this 5<sup>TH</sup> day of August, 2014, that the following fund revenues and expenditures be amended as follows:



**General Fund**

<b>Revenues</b>	<b>Current Total General Fund Revenues/Sources</b>	<b>1,603,607</b>
Increase	Appropriated Fund Balance 13,815	
<b>Amended General Fund Revenues/Sources</b>		<b>1,617,422</b>

<b>Expenditures</b>	<b>Current Total General Fund Revenues/Uses</b>	<b>1,603,607</b>
<b>Police Department</b>		
Increase	Capital Outlay – Police 13,815	
<b>Amended General Fund Expenditures/Uses</b>		<b>1,617,422</b>



**Water Sewer Fund**

<b>Revenues</b>	<b>Current Total Water Sewer Fund Revenues/Sources</b>	<b>1,535,505</b>
Increase	Appropriated Fund Balance 20,000	
<b>Amended Water Sewer Fund Revenues/Sources</b>		<b>1,555,505</b>



TOWN OF SHARPSBURG  
2014-2015-1 BUDGET AMENDMENT

<b>Expenditures</b>	<b>Current Total Water Sewer Fund Expenditures/Uses</b>	<b>1,535,505</b>
Increase	Capital Outlay- Vehicle	20,000
	<b>Amended Water Sewer Fund Expenditures</b>	<b>1,555,505</b>

◊

These Budget Amendments are hereby approved by the Town of Sharpsburg Board of Commissioners this 5<sup>th</sup> day of August, 2014.

\_\_\_\_\_  
**Randy Weaver**  
Mayor

ATTEST:

\_\_\_\_\_  
**Tracy H. Sullivan**  
Town Clerk



Resolution 2014-5

RESOLUTION SIGNIFYING APPROVAL OF THE TAX COLLECTIONS  
FOR 2013-2014 FISCAL YEAR WILSON COUNTY TAX SETTLEMENT

BE IT RESOLVED that the Town Board of the Town of Sharpsburg, NC does hereby acknowledge and accept the attached tax reconciliation of the 2013-2014 fiscal year tax settlement for the Town of Sharpsburg through June 30, 2014 as submitted by the Tax Administrator of the County of Wilson. This resolution and annual tax settlement, as required by G.S. 105-373, shall be included in the permanent minutes of the Town of Sharpsburg, NC.

ADOPTED THIS 4<sup>TH</sup> DAY OF AUGUST, 2014.

(SEAL)

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Randy Weaver, Mayor

Attest:

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Tracy H. Sullivan, Town Clerk



RANDY A. FAIRCLOTH  
Tax Administrator

# COUNTY OF WILSON

OFFICE OF THE TAX ADMINISTRATOR  
P. O. BOX 1162  
WILSON, NORTH CAROLINA 27894  
LISTING (252) 399-2900  
COLLECTIONS (252) 399-2901  
APPRAISAL (252) 399-2902

July 18, 2014

Ms. Sonya Meeks  
Town Clerk  
Town of Sharpsburg  
Sharpsburg, North Carolina 27873

RE: Annual Settlement as required by G.S. 105-373

Dear Ms. Meeks:

Enclosed you will find the tax reconciliation of the 2013-2014 Fiscal Year Tax Settlement for the Town of Sharpsburg through June 30, 2014.

I would like to request that a copy of the Resolution adopted by the board signifying approval be sent to me.

With best regards, I am

Sincerely,

Randy A Faircloth  
Tax Administrator

RAF/sj

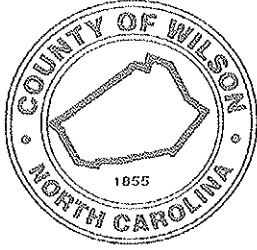
Enclosures



MEMBER  
INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS

*An Equal Opportunity/Affirmative Action Employer*





RANDY A. FAIRCLOTH  
Tax Administrator

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APPRAISAL (252) 399-2902

## SETTLEMENT

2013 TAX LEVY - SCROLL	57,899.63
LATE LIST	8,316.20
<b>TOTAL</b>	<b>66,215.83</b>

## SHARPSBURG

### CREDITS

CASH COLLECTIONS	59,458.23
INTEREST COLLECTED	725.82
CREDITS AND ALLOWANCES	265.76
<b>TOTAL</b>	<b>60,449.81</b>

**BALANCE UNCOLLECTED** **6,491.84**

### REPRESENTED BY:

TAX LIEN ADVERTISEMENT	4,341.22
INSOLVENTS	2,150.62
<b>TOTAL</b>	<b>6,491.84</b>

### PERCENTAGES OF LEVY

CASH COLLECTIONS	90.16%
TAX LIEN ADVERTISEMENT	6.58%
INSOLVENTS	3.26%
<b>TOTAL</b>	<b>100.00%</b>



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WILSON COUNTY  
NORTH CAROLINA

G.S. 105-373 (B)

SETTLEMENT FOR THE SHARPSBURG DELINQUENT TAXES FOR YEARS  
PRIOR TO 2013.

AMOUNT COLLECTED YEAR TO DATE: JULY 1 2013 THROUGH JUNE 30 2014.

2012	6,629.12
2011	1,766.08
2010	470.09
PRIOR	577.89
INTEREST	1,179.37
<b>TOTAL INTEREST AND TAXES</b>	<b>10,622.55</b>



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LISTING (252) 399-2900  
COLLECTIONS (252) 399-2901  
APPRAISAL (252) 399-2902

## SETTLEMENT

2013 TAX LEVY - SCROLL	0.00
LATE LIST	785.00
<b>TOTAL</b>	<b>785.00</b>

## CREDITS

CASH COLLECTIONS	590.00
INTEREST COLLECTED	0.00
CREDITS AND ALLOWANCES	30.00
<b>TOTAL</b>	<b>620.00</b>

**BALANCE UNCOLLECTED** **165.00**

REPRESENTED BY:

TAX LIEN ADVERTISEMENT	0.00
INSOLVENTS	165.00
<b>TOTAL</b>	<b>165.00</b>

## PERCENTAGES OF LEVY

CASH COLLECTIONS	78.15%
TAX LIEN ADVERTISEMENT	0.00%
INSOLVENTS	21.85%
<b>TOTAL</b>	<b>100.00%</b>



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WILSON COUNTY  
NORTH CAROLINA

G.S. 105-373 (B)

SETTLEMENT FOR THE SHARPSBURG TAG FEE DELINQUENT TAXES FOR YEARS  
PRIOR TO 2013.

AMOUNT COLLECTED YEAR TO DATE: JULY 1 2013 THROUGH JUNE 30 2014.

2012	405.00
2011	20.00
2010	20.00
PRIOR	38.00
INTEREST	0.00
<b>TOTAL INTEREST AND TAXES</b>	<b>483.00</b>



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