

# ***“Tri-County Hospitality”***

The Regular Meeting will be held electronically using Zoom.

Directions for logging in are below.

The public can participate in the meeting using one of the below methods:

1. Join the meeting through Zoom on your computer or cellphone.

Simply click on the following link or type it into your internet browser:

<https://us02web.zoom.us/j/3186917148?pwd=SWJ2RmJxaERaZ0ZzMnhNVVFqcFNhdz09>

You may also find the clickable link on the Town’s website [www.sharpsburgnc.com](http://www.sharpsburgnc.com)

Meeting ID: 318 691 7148

Password: 2XUDdz

If you have not used Zoom before, you are encouraged to download the application from their website at Zoom.us and try it out prior to the meeting. There is no cost associated with the software or attending the meeting.

2. Join the meeting through audio only via telephone.

Simply call: +1 929 205 6099 US

When prompted, enter meeting ID: 318 691 7148 followed by the Pound sign (#).

When prompted, enter the password. Password: 2XUDdz

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**MAYOR AND BOARD OF COMMISSIONERS**

MAYOR ROBERT WILLIAMS

LINDA VIRGIL

MICHAEL HUGHES

DON PATEL

DAVID PRIDE

BEVERLY DAVIS

**ADMINISTRATION**

TRACY SULLIVAN, TOWN CLERK

MARGE WIECEK, FINANCE OFFICER

BRIAN SULLIVAN, PUBLIC WORKS DIRECTOR

BRIAN PRIDGEN, TOWN ATTORNEY

**January 11, 2022**

**6:00PM**



## AGENDA

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### I. CALL TO ORDER

### II. ROLL CALL

### III. INVOCATION

### IV. PLEDGE OF ALLEGIANCE

Mayor Williams 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."

### V. CONSENT AGENDA & REGULAR AGENDA

(Make one motion to approve the consent and regular agenda, which will approve all items listed below)

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 Administrator understands that the presented consent agenda items are routine and therefore concurs with adopting the presented consent agenda.

1. Approval of:

- a. December 7, 2021 Regular Meeting Minutes
- b. December 16 and December 20, 2021 Special Called Meeting Minutes
- c. Budget Amendments 2021-2022-1
- d. Resolution 2022-1 amendment to the Personnel Policy, Section 7. Vacation Leave: Maximum Accumulation.

### VI. 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.

## VII. NEW BUSINESS

- a. Consideration by the Board to appoint the Mayor Pro-Tem.
- b. Mayor Williams to assign Commissioner Departments
- c. Consideration by the Board to increase electric rates by 15% per the recommendation of Kevin O'Donnell, NOVA Energy, the Town's electric consultant.
- d. Consideration by the Board to rename the Sharpsburg Community Park located on Jessica Way to Martin Luther King Community Park.

## VIII. CLOSED SESSION

Motion to enter closed session pursuant to N.C.G.S 143-318.11 (a) (6)

## IX. 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.



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

**December 7, 2021**

**6:00 PM**

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Mayor Williams called the meeting to order at 6:07 p.m. Mayor Williams offered the invocation and led those present in the Pledge of Allegiance. Tracy Sullivan, Town Clerk called the roll.

### **BOARD MEMBERS PRESENT**

Mayor Williams, Mayor Pro-Tem Pride, Commissioner Davis, Commissioner Virgil, Commissioner Hughes and Commissioner Patel.

All members were present until the meeting concluded.

### **BOARD MEMBERS ABSENT:**

None

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

Commissioner Davis made a motion to approve the consent and regular agenda. Commissioner Pride seconded the motion. The motion carried by a roll call vote of 5 yes – 0 no. The consent agenda items were:

- a. November 9, 2021 Regular Meeting Minutes
- b. November 15, 2021 Special Called Meeting Minutes
- c. 2022 Holiday Schedule
- d. 2022 Meeting Schedule

### **PETITIONS AND COMMUNICATIONS**

Jacqueline Lauterbach – Mrs. Lauterbach congratulated the newly elected and re-elected Board members. She also asked if cards could be sent to the parade and festival participants. Mayor Williams stated that we would send Town cards at staff's earliest convenience. Mrs. Lauterbach asked if the Ordinance prohibiting public alcohol consumption could be changed to allow alcohol sales at Town festivals. Mayor Williams stated that he would work with the Town Attorney and Police Chief to review the Ordinance.

**NEW BUSINESS**

- a. Appointment of UCPCOG representatives. Commissioner Patel made a motion to appoint Commissioner Beverly Davis as the primary representative and Commissioner Virgil the secondary representative. Commissioner Hughes seconded the motion. The motion carried by a vote of 5 yes – 0 no.
  
- b. Approval of Mayor Williams as an authorized person on Primary checking account for check signatory. Commissioner Davis made a motion to add Mayor Williams as an authorized person on the Town’s primary checking account for the purpose of check signing. Commissioner Patel seconded the motion. The motion carried by a vote of 5 yes – 0 no.
  
- c. Appointment of Mayor Williams as Interim Town Administrator. Commissioner Davis made a motion to appoint Mayor Williams as the Interim Town Administrator retroactively to November 18, 2021. Commissioner Virgil seconded the motion. The motion carried by a vote of 5 yes – 0 no.
  
- d. Approval to pay Mayor Williams for the Interim Administrator position. Commissioner Davis made a motion to pay Mayor Williams for the Interim Town Administrator position. Commissioner Virgil seconded the motion. The motion carried by a vote of 5 yes – 0 no.

**ADJOURNMENT**

Commissioner Davis made a motion to adjourn the meeting. Commissioner Virgil seconded the motion. The motion carried by a vote of 5 yes – 0 no.

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

\_\_\_\_\_  
Mayor

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



**MINUTES OF THE SPECIAL CALLED MEETING OF THE SHARPSBURG BOARD  
OF COMMISSIONERS  
December 16, 2021  
9:00 AM**

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Mayor Williams called the meeting to order at 9:08 a.m. Mayor Williams offered the invocation and led those present in the Pledge of Allegiance. Tracy Sullivan, Town Clerk called the roll.

**BOARD MEMBERS PRESENT**

Mayor Williams, Mayor Pro-Tem Pride, Commissioner Davis, Commissioner Patel and Commissioner Hughes. All members present joined the meeting by 9:08 a.m. All members were present until the meeting concluded.

**BOARD MEMBERS ABSENT:**

Commissioner Virgil

**PRESENTATION**

Kevin O'Donnell – NOVA Energy Consultants presented the Board with a recommendation to increase electric rates by 15% due to the rising natural gas prices which are driving the wholesale cost upwards for the purchase of electricity.

The Board and staff discussed this recommendation with Mr. O'Donnell and concluded that a decision would be made at the January meeting.

Tirence Horne – UCPCOG announced the award of the CDBG-NR to the Town in the amount of \$750,000 for housing rehabilitation. He stated that 4 homes would possibly be replaced with the grant funds. The applicants have been chosen and will move forward with the process.

**ADJOURNMENT**

Commissioner Davis made a motion to adjourn the meeting. Commissioner Hughes seconded the motion. The motion carried by a vote of 4 yes – 0 no.

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

\_\_\_\_\_  
Mayor

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



**MINUTES OF THE SPECIAL CALLED MEETING OF THE SHARPSBURG BOARD  
OF COMMISSIONERS  
December 20, 2021  
10:00 AM**

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Mayor Williams called the meeting to order at 10:15 a.m. Mayor Williams offered the invocation and led those present in the Pledge of Allegiance. Tracy Sullivan, Town Clerk called the roll.

**BOARD MEMBERS PRESENT**

Mayor Williams, Mayor Pro-Tem Pride, Commissioner Davis, Commissioner Patel and Commissioner Virgil.

All members present joined the meeting by 10:15 a.m. All members were present until the meeting concluded.

**BOARD MEMBERS ABSENT:**

Commissioner Hughes

**CLOSED SESSION**

Commissioner Pride made a motion to go into closed session pursuant to N.C.G.S 143-318.11 (a) (6). Commissioner Patel seconded the motion. The motion carried by a vote of 4 – yes, 0 – no.

**ADJOURNMENT**

Commissioner Davis made a motion to adjourn the meeting. Commissioner Pride seconded the motion. The motion carried by a vote of 4 yes – 0 no.

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

\_\_\_\_\_  
Mayor

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





**TOWN OF SHARPSBURG  
2021-2022 BUDGET AMENDMENT - 1**

BE IT ORDAINED by the Board of Commissioners of the Town of Sharpsburg, North Carolina meeting in a Regular Meeting this 11<sup>TH</sup> day of January 2022, that the following fund revenues and expenditures be amended as follows:

		<b>Budgeted</b>	<b>Amount Spent</b>	<b>Amendment</b>
<b>General Fund</b>				
<b>Governing Body:</b>				
<b>Expense:</b>				
10-410-0201	Interim Director Senior Center	0	8,416.20	Increase to 18,750.00 from Senior Center Operations 10-410-6210 (-10,000.00), General Insurance 10-410-5400 (-2,000.00) Non Profit Funding 10-410-5900 (-750.00) Legal & Accounting 10-410-0400 (-6,000.00)
10-410-6210	Senior Center Operations	37,800.00	20,840.12	Increase 38,300.00 to match donation
10-410-0500	FICA Tax	950.00	1,158.40	Increase 2,450.00 from General Insurance 10-410-5400 (-1,500.00)
<b>General Fund Revenue</b>				
10-365-0100	Covid-19 Relief Fund (CRF) Grant	0	0	Increase to 13,452.65 carried forward From prior year, Fund Balance 10-284-0001
10-360-0700	Senior Center Donations	0	0	Increase to 500.00 received Donations
<b>Expense</b>				
10-420-7700	Covid-19 Relief Fund (CRF) Grant	0	2,109.90	Increase to 13,452.65 to Match Revenue carried forward
10-420-7150	Manager Car Allowance	0	1,750.00	Increase to 4,200.00 from AR/AP Sales Tax 10-420-7001 (-4,200.00)



**TOWN OF SHARPSBURG  
2021-2022 BUDGET AMENDMENT - 1**

**Police:**

**Expense:**

10-510-8002	Capital Outlay 2017 USDA Vehicles	0	6,482.00	Increase to 6,500.00 from Part Time Police Wages (-6,500.00)
10-510-0208	Overtime	10,000.00	10,290.60	Increase to 25,000.00 from Secretary Wages 10-510-0204 (-15,000.00)

**Parks & Recreation**

**Expense:**

10-540-1400	Christmas Committee	10,000.00	10,949.17	Increase to 15,000.00 from General Fund Fund Balance 10-284-0000 (-5,000.00)
10-540-2200	Summer/Fall Activities	4,000.00	4,355.53	Increase to 5,000.00 from Materials & Repairs 10-540-1500 (-1,000.00)

**Public Works:**

**Expense:**

10-560-8200	Outside Contractors Services	1,500.00	6,800.00	Increase to 8,300.00 from General Fund Fund Balance 10-284-0000 (-6,800.00)
10-560-8500	Cap Outlay-Street Sweeper	0	803.55	Increase to 805.00 from Supplies, Cloths Mat 10-560-3300 (-805.00)
10-560-8900	Cap Outlay-Drainge Farmer/Pitman	0	6,150.00	Increase to 6,100.00 from Supplies, Cloths Mat 10-560-3300 (-2,100.00) from Mosquito Control 10-560-6800 (-4,000.00)

**ARPA Fund:**

**Revenue:**

31-343-0000	ARPA Allocation 1 <sup>st</sup> Payment	0	0	Increase to 320,769.98 First Payment Allocation
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**TOWN OF SHARPSBURG  
2021-2022 BUDGET AMENDMENT - 1**

**Expense:**

21-900-0400	Public Health EC1	0	0	Increase to 320,768.98 to Match Revenues Received from ARPA SLFRF
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**Electric Fund:**

**Revenue:**

30-340-0100	Duke Coal Ash Cost Recovery	0	17,929.08	Increase to 31,702.56 Received from Duke - Coal Ash Remediation
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**Expense:**

30-832-6700	Contingency	30,229.00	0	Increase to 61,931.56 to Match Revenues Received from Duke-Coal Ash Remediation
30-832-0209	Longevity	2,200.00	3,379.02	Increase to 3,400.00 from Contingency 30-832-6700 (-1,200.00)

**Water/Sewer Fund:**

**Expense:**

31-832-0208	Overtime	10,000.00	9,695.11	Increase to 13,000.00 from Legal & Accounting 31-832-0400 (-3,000.00)
31-832-0200	Administrator Wages	27,240.00	35,162.38	Increase to 37,240.00 from Fund Balance 31-284-0000 (-10,000.00)
31-832-0209	Longevity	1,300.00	2,275.86	Increase to 3,300.00 from Outside Admin Services 31-832-4500 (-1,000.00)



TOWN OF SHARPSBURG  
2021-2022 BUDGET AMENDMENT - 1

These Budget Amendments are hereby approved by the Town of Sharpsburg Board of Commissioners this 11<sup>th</sup> day of January 2022.

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**Robert Williams**  
Mayor

ATTEST:

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**Tracy H. Sullivan**  
Town Clerk

**RESOLUTION 2022-1**

**RESOLUTION OF THE BOARD OF COMMISSIONERS**

**OF THE TOWN OF SHARPSBURG AMENDING**

**THE TOWN OF SHARPSBURG PERSONNEL POLICY**

**WHEREAS**, the Town of Sharpsburg Personnel Policy's pay plan is intended to provide equitable compensation and benefits for all positions, and

**WHEREAS**, the Town Administrator shall be responsible for the administration and maintenance of the Personnel Policy, and

**WHEREAS**, during the MAPS Group Personnel Policy review a recommendation was made to retain the trade in of 40 hours of vacation pay policy,

**WHEREAS**, this provision of the prior Personnel Policy was inadvertently omitted for the 2021 adopted Personnel Policy and it is the desire of the Board of Commissioners to reinstate this clause as set forth herein.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF**

**THE TOWN OF SHARPSBURG** that the Town of Sharpsburg Personnel Policy is hereby amended as follows:

**Section 1:**

**ARTICLE VII. HOLIDAYS AND LEAVES OF ABSENCE**

**Section 7. Vacation Leave: Maximum Accumulation**

Vacation leave may be accumulated without any applicable maximum until the pay period containing December 31 of each fiscal year. During the pay period containing December 31, any employee with a balance exceeding 30 days shall have the excess accumulation transferred to sick leave so that only a balance of 30 days is carried forward to January 1.

Employees are cautioned not to retain excess accumulated vacation leave until late in the calendar year. Because of the necessity to keep all functions in operation, large numbers of employees cannot be granted vacation leave at any one time. If an employee has excess leave accumulation during the latter part of the year and is unable to take such leave because of staffing demands, the employee shall receive no special consideration either in having vacation leave scheduled or in receiving any exception to the maximum accumulation.

Employees may choose to trade in up to a maximum of 40 hours of vacation for pay at their regular hourly rate one time per calendar year prior to any excess vacation being converted to sick leave. In order to do so, employees should make a written request which should be placed in their personnel file for documentation after processing. Employees may only exercise this provision if they will retain at least 40 hours of vacation for future use.

**Section 2:** These amendments shall become effective upon passage.

**Section 3:** Any provisions of the Personnel Policy inconsistent herewith are hereby repealed.

DULY ADOPTED this the 11<sup>th</sup> day of January, 2022.

**TOWN OF SHARPSBURG**

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Robert Williams, Mayor

ATTEST:

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Tracy Sullivan, Town Clerk

(SEAL)

**RATE CHANGE  
TOWN OF SHARPSBURG**

December 16, 2021

Kevin W. O'Donnell  
Nova Energy Consultants, Inc.  
919-523-6906

[kodonnell@novaenergyconsultants.com](mailto:kodonnell@novaenergyconsultants.com)

# NATURAL GAS PRICES SINCE COVID

Sharpsburg Nat Gas Costs  
July, 2020 through Nov 2021





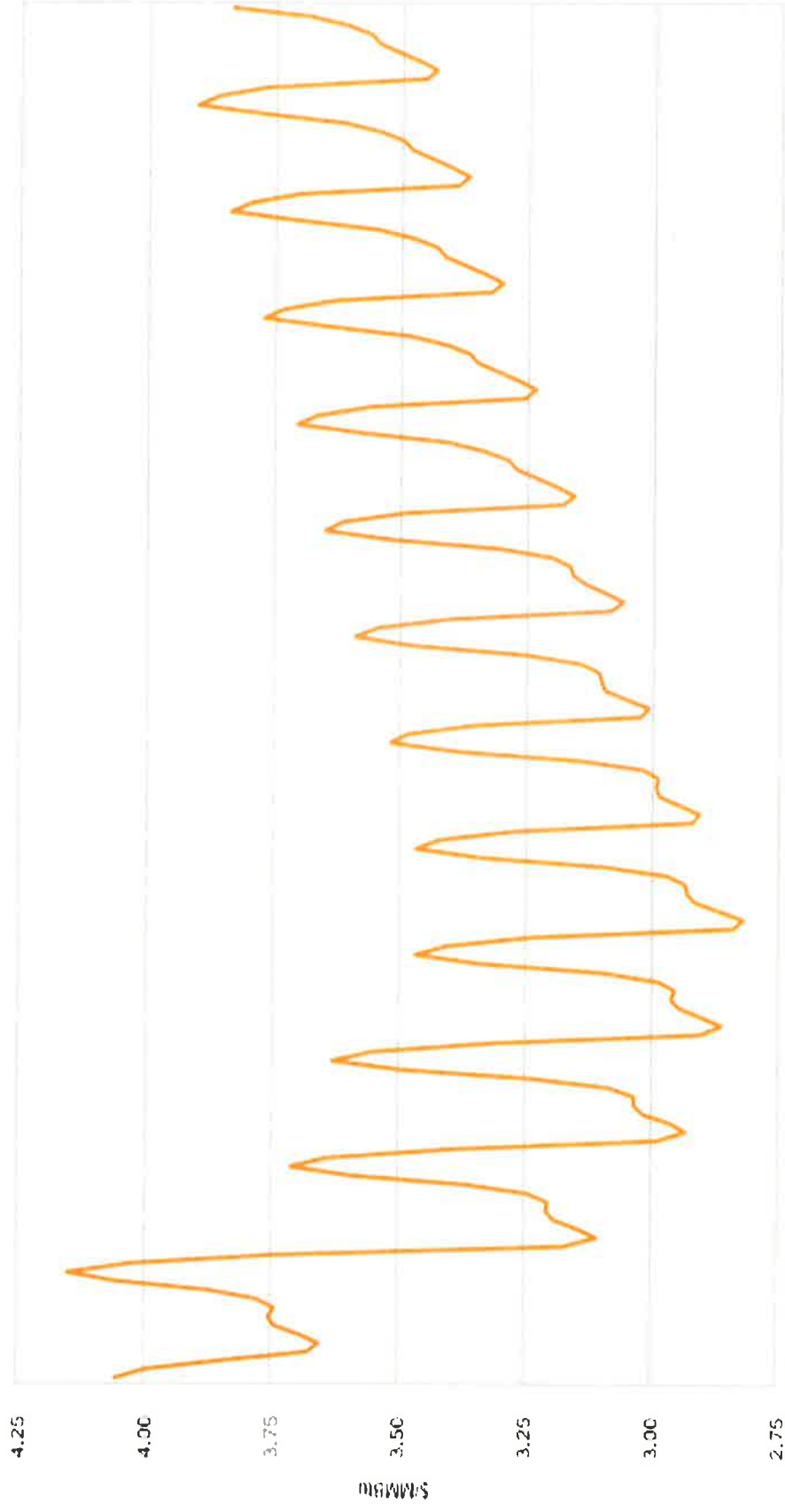
# SHARPSBURG POWER COSTS

Sharpsburg Power Costs  
July, 2020 through Nov 2021



# MONTHLY FORWARD PRICE AT HENRY HUB

As Of : 12/2/2021



Henry Hub

## RECOMMENDATION

Wholesale Pwr Est. Increase \$ 450,000

Retail Rev Increase from 15% Rate Hike \$ 203,000

Difference Taken From Rate Stab Fund \$ 247,000

**Recommend a 15% rate hike to pay for the higher natural gas fuel costs.**



**Town of Sharpsburg**  
**110 West Railroad Street**  
**Sharpsburg, North Carolina 27878**  
**Ph 252.446.9441**  
**Fax 252.977.7488**  
**[www.sharpsburgnc.com](http://www.sharpsburgnc.com)**

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**TO:** The Honorable Mayor Robert Williams and the Town of Sharpsburg Board of Commissioners

**FROM:** Marge Wiecek – Finance Officer

**DATE:** January 11, 2021

**SUBJECT:** Financial Report

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We are pleased to provide the attached analysis and financial summary report for January 2022 for the following funds:

- 10 General Fund**
- 20 Powell Bill**
- 30 Electric Fund**
- 31 Water and Sewer Fund**

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

- The Utility and Liquor Sales and Use Tax was submitted and paid for period ending 11/30/2021 and the total due was \$10,168.26. Gross Receipts or Sales was billed at \$147,217.50 for the month of November.
- A copy of the Statement of Revenues and Expenses are attached for your review, that goes along with the attached analysis.
- Included in the finance report are Budget Amendments that needs approval from the board.

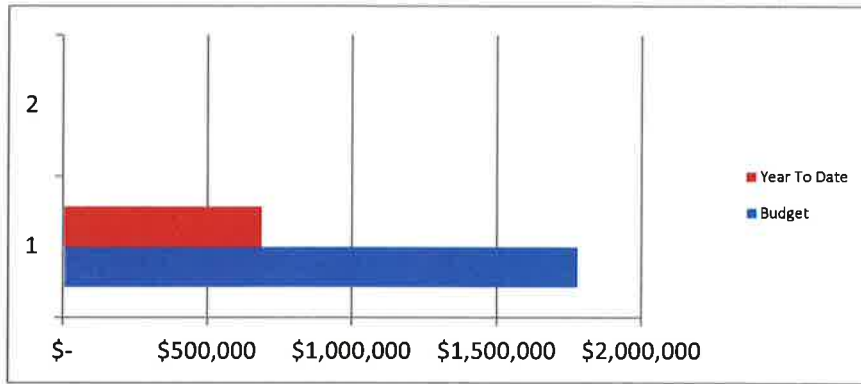
If you should have any questions regarding this report, please feel free to contact me.

[mwiecek@sharpsburgnc.com](mailto:mwiecek@sharpsburgnc.com)

**General Fund**

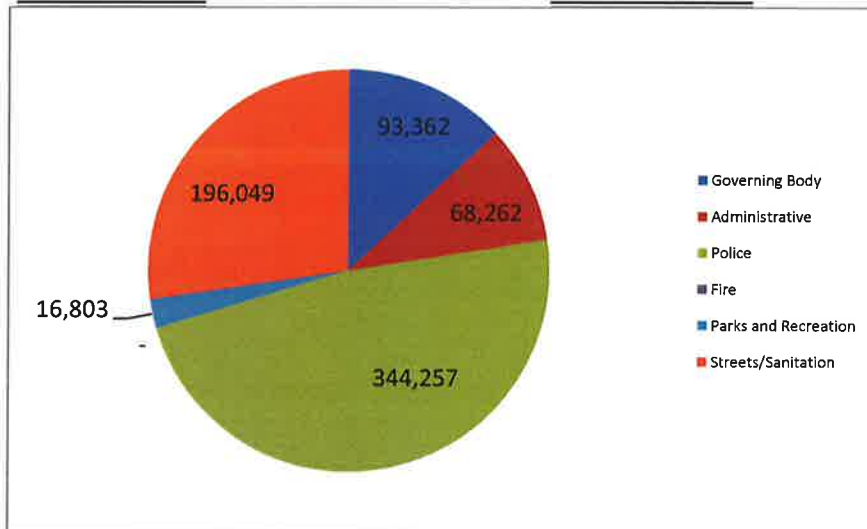
**Revenue**

Budget	\$	1,776,860	
Year To Date	\$	687,432	<b>39%</b>



**Expenditures**

Budget		YTD	
\$	172,755	<i>Governing Body</i>	93,362 54%
	142,455	<i>Administrative</i>	68,262 48%
	1,004,150	<i>Police</i>	344,257 34%
	-	<i>Fire</i>	- 0%
	29,500	<i>Parks and Recreation</i>	16,803 57%
	428,000	<i>Streets/Sanitation</i>	196,049 46%
	<u>1,776,860</u>		<u>718,732</u> <b>40%</b>



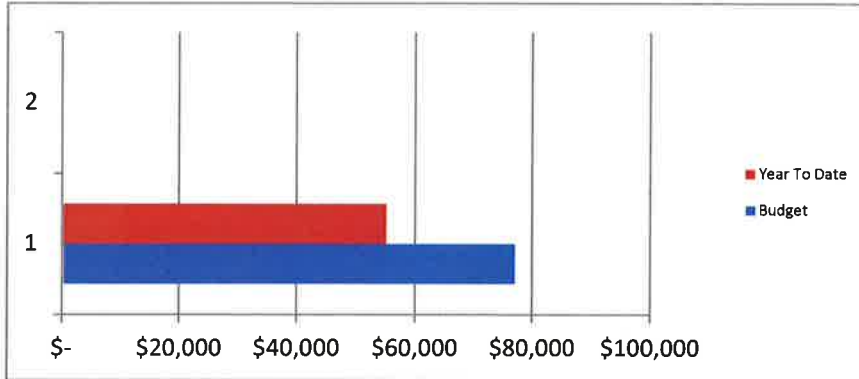
YTD Revenues Over (Under) Expenditures

(31,300.31)

**Powell Bill**

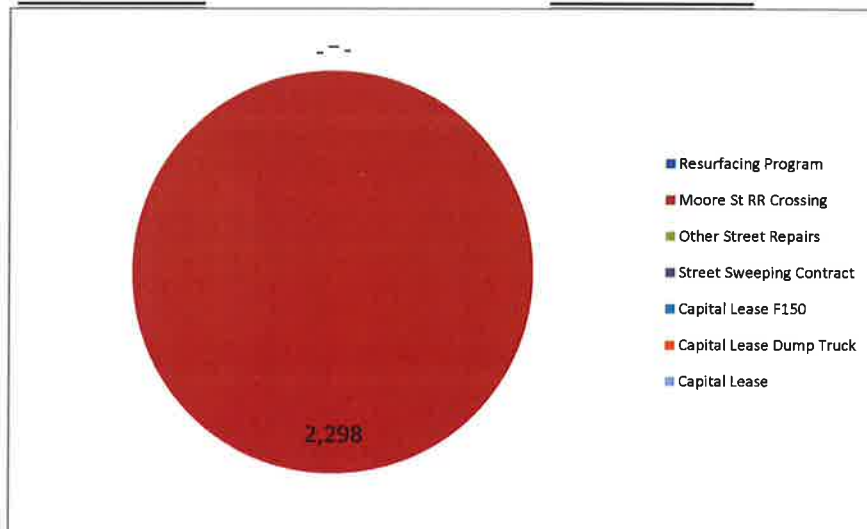
**Revenue**

Budget	\$	77,000	
Year To Date	\$	55,123	<b>72%</b>



**Expenditures**

Budget		YTD	
\$ 56,000	<i>Resurfacing Program</i>		0%
2,300	<i>Moore St RR Crossing</i>	2,298	100%
4,528	<i>Other Street Repairs</i>	-	0%
-	<i>Street Sweeping Contract</i>	-	#DIV/0!
-	<i>Capital Lease F150</i>	-	0%
14,172	<i>Capital Lease Dump Truck</i>	-	0%
-	<i>Capital Lease</i>	-	0%
<u>77,000</u>		<u>2,298</u>	<b>3%</b>



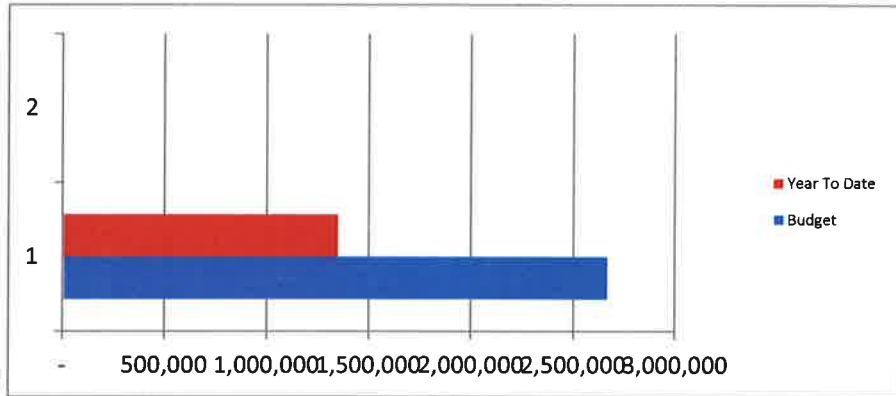
YTD Revenues Over (Under) Expenditures

52,824.98

**Electric Fund**

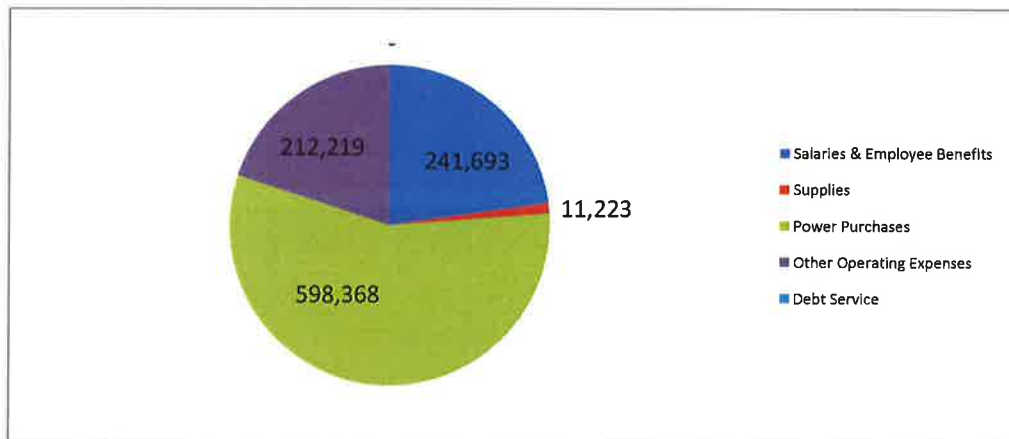
**Revenue**

Budget	2,665,312	
Year To Date	1,347,164	<b>51%</b>



**Expenditures**

Budget		YTD	
\$ 476,700	Salaries & Employee Benefits	241,693	51%
65,000	Supplies	11,223	17%
1,186,000	Power Purchases	598,368	50%
937,612	Other Operating Expenses	212,219	23%
-	Debt Service	-	0%
<u>2,665,312</u>		<u>1,063,502</u>	<b>40%</b>



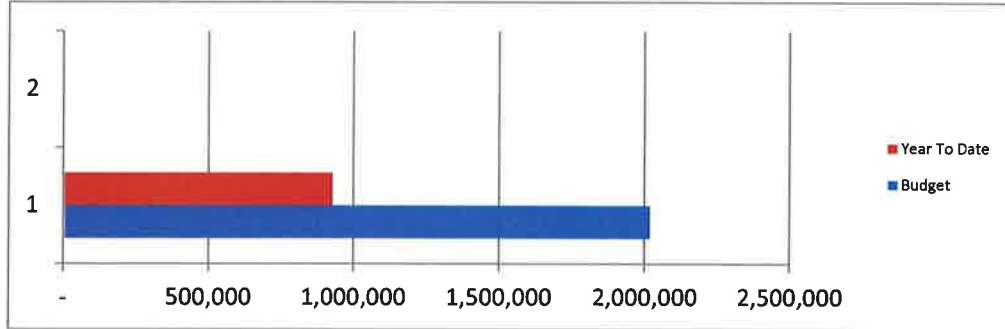
YTD Revenues Over (Under) Expenditures

283,661.68

### Water & Sewer Fund

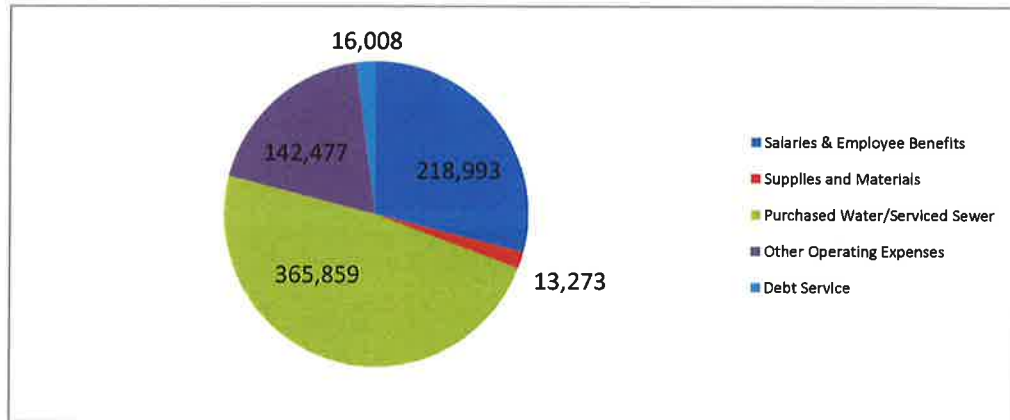
#### Revenue

Budget	2,017,910	
Year To Date	928,131	<b>46%</b>



#### Expenditures

Budget		YTD	
\$ 352,300	Salaries & Employee Benefits	218,993	62%
45,000	Supplies and Materials	13,273	29%
995,000	Purchased Water/Service Sewer	365,859	37%
444,600	Other Operating Expenses	142,477	32%
181,010	Debt Service	16,008	9%
<u>2,017,910</u>		<u>756,609</u>	<b>37%</b>



YTD Revenues Over (Under) Expenditures

171,522.12