

**TOWN OF ELON  
BOARD OF ALDERMEN  
AGENDA SESSION  
April 2, 2018**

**CALL TO ORDER**

The Town of Elon Board of Aldermen Agenda Session was convened on April 2, 2018 at 6:00 p.m. in the Elon Municipal Building located at 104 S. Williamson Ave. Mayor Jerry Tolley presided. Mayor Pro Tem Ron Klepcyk, Alderman Mark Greene, Alderman Davis Montgomery, and Alderwoman Emily Sharpe were present. Alderman John Peterson was absent.

Staff present included Town Manager Richard White, Town Clerk DiAnne Enoch, Police Chief Cliff Parker, Fire Chief Alva Sizemore, Downtown Development Administrator Kathleen Patterson, and Town Engineer Josh Johnson.

Others present included Joel Brown, Sue Brown, *The Times News* reporter Bill Cresenzo

Mayor Tolley called the meeting to order.

**MOTION TO APPROVE CONSENT AGENDA**

- A. Minutes:
  - 1) March 5, 2018 – Agenda Session
  - 2) March 13, 2018 – Regular Meeting
- B. Ten – Year Property Tax Release – 2007
- C. 2017 Ad Valorem Tax Advertisement
- D. Annual Financial Audit Contract

Town Manager White gave a brief description of each item on the Consent Agenda. Mayor Tolley stated that the items listed would remain on the Consent Agenda.

**PUBLIC COMMENTS**

Mayor Tolley opened the floor for public comments. There were none.

**PRESENTATION**

**Water and Wastewater System Development Fee Analysis – Josh Johnson, Town Engineer  
(Alley, Williams, Carmen & King)**

Mr. Josh Johnson informed the Board that in 2017 the North Carolina House weighed into development fees charged by cities and towns. He further informed the Board that a copy of House Bill 436 was included in their packets. Mr. Johnson explained that the general ideal of development fees is that new developments would pay for new projects. He informed the Board that the process to adopt development fees that can be legally charged requires a public comment period for 45 days. Mr. Johnson further stated that there would be a public hearing on the proposed ordinance for the Board to consider its adoption.

He stated that adoption of the new ordinance will allow for the new fees to be included in the 2018-2019 fee schedule and budget. Mr. Johnson informed the Board that the dedicated funds can only be used for new capital approved projects. Town Manager White stated that approval of the schedule would be a major component of the Capital Improvement Plan.

## **PROCLAMATIONS**

- A. Municipal Clerks Week, May 6 – May 12
- B. National Police Officers Week, May 13 – May 19
- C. National Public Works Week, May 20 – May 26

Mayor Tolley asked that the proclamations remain on the agenda for the meeting next week.

## **ORDINANCES AND RESOLUTIONS**

### **Resolution for Merchant Account with Anovia Payments**

Town Manager White reported that change to this online payment company would save the Town \$2,200. He also informed the Board that the \$3.00 convenience fee is no longer being charged to the customer and as a result this has caused an increase in online payments.

#### **A. W. Lebanon Avenue Parking Phase 1 Improvements Contract Award**

Mr. Johnson reported that Asphalts Experts were the low bidder for 28 spaces with almost 20ft curb and gutter on the backside of the parking that faces the railroad tracks. He reported that this was phase I of the three phase project. He also stated that parking would be extended on W. Lebanon Avenue from Holt Street to just before Lee Street. Mr. Johnson reported that the intent when all phases are completed is to have parking down to Church Street. The construction bid was over budget by \$9,725 so the contingency amount was cut from their contract, which resulted in a revised budget of \$80,000. Mr. Johnson stated that if the contract is approved the project will begin late April with 60 days to complete the project.

#### **B. Budget Amendment – 125th Anniversary Celebration**

Town Manager White reported the budget amendment would reflect the revenues of \$5,000 in sponsorship received from Elon University, \$2,500 from Alley William Carmen and King, \$500 from Duke Energy and \$1,425 in vendor fees. He reported the total cost of the event is roughly \$20,000. Alderwomen Emily Sharpe reported that there was \$1,500 more in additional sponsorship \$1,000 in kind from Times News and \$500 from Twin Lakes Community. Alderwoman Sharpe moved to approve the budget amendment. Mayor Pro Tem Klepcyk seconded the motion. The motion was approved 4 – 0.

#### **C. Inter-local Agreement with Alamance County**

Chief Alva Sizemore informed the Board of the \$20,000 grant awarded to them. He reported that Alamance County was first to be awarded an ATV John Deer Gator in Region 5. Chief Sizemore stated that it would have a skid unit for firefighting and would also be equipped with medical supplies. He further shared that it would come with its own 14ft trailer. Chief Sizemore informed the Board that because it is purchase with money from Homeland Security it would be a state resource. He said if Asheville needed it, they could deploy it. Mayor Tolley asked that this remain on the agenda for next week.

**D. Recreation and Parks Master Plan Contract Award**

Town Manager White reported that he and Recreation and Parks Director, Phyllis Chambers were negotiating the contract and that it would be in the packet next week. Mayor Tolley asked that this item be placed on the regular agenda.

**E. Board of Aldermen Retreat Agenda**

Town Manager White reported that Mayor Pro Tem Klepcyk and Alderwoman Sharpe are working with him on the agenda. He said that the agenda for the retreat would be in the packet next week. He further confirmed for the Board that the Board Retreat would be in Twin Lakes' Gathering Room on April 19. Mayor Tolley requested this item be placed on the regular agenda for the next meeting.

**REPORTS**

**Town Manager**

Town Manager White reported that Nealon Planning were available to attend the retreat and present an update from the three-day workshop.

Town Manager White reported that there were six candidates for the Assistant Town Manager/Planning Director position that are invited to the assessment center next Thursday.

**Mayor and Aldermen**

Alderwoman Sharpe reminded the Board about the 125<sup>th</sup> Anniversary Celebration. She said there is still space available for craft, artisan or food vendors as well as sponsorships. She also referenced the map created to give direction on the activities.

Mayor Pro Tem Klepcyk asked for an update of the automated meter reading process. Town Manager White informed the Board that it would be almost a three-year process and that details would be enclosed in the budget.

Mayor Tolley mentioned that Don Bolden had produced a book about the Town of Elon that he would recommend purchase some for several reason one being employees appreciation day or some other special guests.

**ADJOURNMENT**

With no further business, Mayor Tolley asked for a motion to adjourn. Mayor Pro Tem Klepcyk moved to adjourn. Alderman Montgomery seconded the motion. The motion carried 4-0. The meeting adjourned at 6:15 p.m.

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Jerry R. Tolley, Mayor

Attest: \_\_\_\_\_