

**TOWN OF ELON
BOARD OF ALDERMEN
AGENDA SESSION
June 4, 2018**

The Town of Elon Board of Aldermen Agenda Session was convened on June 4, 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, Aldermen Mark Greene, Davis Montgomery, and John Peterson were present. Alderwoman Emily Sharpe was absent.

Staff present included Assistant Town Manager Pam Graham, Town Clerk DiAnne Enoch, Police Chief Cliff Parker, Assistant Police Chief James Perry, Fire Chief Alva Sizemore, Downtown Development Administrator Kathleen Patterson, Town Finance Director Misty Hagood, Town Engineer Josh Johnson, Town Attorney Joe Kalo, and former Interim Town Planner Kathy Liles.

Others present included Brad Moore, Elon University Architect and Director of Planning and Design, and the *Alamance News* reporter Ashley Ramey.

Mayor Tolley called the meeting to order.

CALL TO ORDER

Mayor Tolley announced that the Town has a new employee, Assistant Town Manager/Planning Director, Pamela Graham. Ms. Graham introduced herself and shared that she does have history with the Town of Elon. She shared that she had lived in this area about 15 years ago and had done her Master's thesis on planning efforts in Elon. Ms. Graham shared that she is a licensed Landscape Architect and a Certified Planner, and is from the Town of Aberdeen, North Carolina. She stated that she was very pleased to be a part of the Town.

Mayor Tolley asked the Town Clerk to give an update on Town Manager White's father. Town Clerk Enoch shared that Mr. White, Jr., who resides in Asheville, had been transferred to hospice. Mayor Tolley asked that everyone keep Town Manager White and his family in their thoughts and prayers.

**MOTION TO APPROVE BY REFERENCE THE ITEMS LISTED WITHIN THE
CONSENT AGENDA**

- A. Minutes:
 - 1. April 2, 2018; Agenda Session
 - 2. April 10, 2018; Regular Meeting
- B. FY18 Budget Amendment

Town Clerk Enoch read the items on the Consent Agenda. She referred to the Finance Director, Misty Hagood, to explain the FY18 Budget Amendment. Finance Director Hagood stated that this was the end of year clean up and that the overall budget would not be affected. Mayor Tolley asked that the items listed remain on the Consent Agenda for next week.

PRESENTATION(S)

FY18 Manager's Recommended Budget Overview – Misty Hagood, Finance Director

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Finance Director Hagood reported that the overall budget proposed for FY2018-2019 would total \$11,715,800. She reported that the tax rate would remain \$.45 per \$100 valuations. She further reported that the City of Burlington will impose a 2% increase in their water rates, therefore Elon would increase rates by 3%. Mayor Pro Tem Klepcyk questioned whether the formula for Animal Control is being reviewed because it did not seem appropriate for the Town.

PUBLIC COMMENTS - There were no public comments.

Mayor Tolley announced that there would be four public hearings at this meeting.

PUBLIC HEARING(S)

A. Water and Wastewater System Development Fees

Town Engineer Josh Johnson made a presentation to explain what the water and wastewater system development fees were and the process to change them. He stated that the fees were for new connections to the system. Mr. Johnson confirmed that the proposed fees were posted for a period of 45 days as required. He further stated that no public comments were received. Mr. Johnson mentioned that Mayor Pro Tem Klepcyk questioned whether if approved, the fees indicated would actually be the fees charged. Mr. Johnson response was that there would be a little room for adjustment. Being no further comments, the public hearing was closed.

B. Proposed FY19 Budget Ordinance

Mayor Tolley asked if any board members had questions. He thanked Aldermen Peterson and Greene for their work on the budget. There were no public comments. This public hearing was closed.

C. Hotel Rezoning

1. Consistency Statement

Mayor Tolley announced the opening for the Hotel public hearing. Former Interim Town Planner Kathy Liles informed the Board that Elon University had requested the rezoning of the property located at the intersection of University Drive and Phoenix Drive on the south and O'Kelly on the west. Ms. Liles reported that if the request is granted, there would be a total of 18 acres of land changed from Public Institutional to Commercial use. Mayor Pro Tem Klepcyk asked whether the Town would receive any tax benefits with the property being owned by the University. The reply was yes. With no further comments Mayor Tolley closed the public hearing.

D. Hotel Special Use Permit

Attorney Joe Kalo announced that this would be a quasi-judicial hearing which requires that witnesses be sworn in to give testimony. Town Clerk DiAnne Enoch swore in Kathy Liles, Kathleen Patterson, Josh Johnson. Kathy Liles gave an explanation on what must be considered for the special use request., Brad Moore, University Architect and Director of Planning Design and Construction and also a citizen of the Town of Elon introduced himself. Mr. Moore gave a power point presentation of the proposed hotel. He commented that the working name for the proposed hotel is The Inn at Elon. Mr. Moore informed the Board that the timeline would be to start construction this summer 2018 and hopefully have this project completed by the fall of 2019 or early 2020.

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Mr. Moore reported that the hotel would be managed by a third- party group called Charlestown. He said the University would own the land and the building but the third party would operate the facility. Alderman Greene asked if there would be public advertisement for the hotel. Mr. Moore responded that in order for the hotel to be successful they would need the public to utilize it. Alderman Montgomery asked if rezoning signs had been posted. Ms. Liles informed the Board that the property had been posted and legal notices were sent. Alderman Peterson asked whether there would be any additional cost to the Town for the development and will the new impact fee schedule impact this project. Mr. Johnson responded that he was unaware of any cost outside of the normal development fees. He further stated that the new fee schedule would be effective July 1 so if the University pays prior to July 1 they would pay the current water/sewer development fees. Mayor Tolley asked for any additional questions. Being none, the public hearing was closed.

V. NEW BUSINESS

A. Delinquent Water Accounts

Finance Director Misty Hagood reported that the process to write off delinquent accounts usually happens annually. She reported that none were written off last year which resulted in a higher quantity and dollar amount. Mrs. Hagood further stated that according to the statute of limitations, after four years these accounts can no longer be solicited for collection. In response to questions from board members, Ms. Hagood explained the collection process as it pertains to when an account initially becomes delinquent to the point in which it has to be written off. Alderman Montgomery commented that an increase of the deposit amount be considered. Mayor Tolley asked for a consensus that this item be placed on the Consent Agenda.

B. N. C. Main Street Agreements

Downtown Development Administrator Kathleen Patterson shared that the Department of Commerce issued these agreements. Alderman Greene commented that a lot of work had been put into obtaining the accreditation by Ms. Patterson and others and that he would like to see the Board approve the agreements. Mayor Tolley asked that this item be placed on the Consent Agenda.

VI. RESOLUTION(S) AND ORDINANCE(S)

A. Close S. O'Kelly Avenue south of Woodale Drive

Town Clerk Enoch shared that the property on both sides of the street is owned by Elon University who made this request. She informed the Board that a "Resolution of Intent" would need to be passed by them as part of the process. Mrs. Enoch stated that if and when the resolution is passed, the Town is required by G.S. 160A-299 to advertise the "Resolution of Intent" for four successive weeks. Mayor Tolley asked who would own the property. Mrs. Enoch responded that it belongs to the University, but that the Town would still have water/sewer easements.

B. Water and Wastewater System Development Fees

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Town Engineer Josh Johnson referenced the two resolutions in the agenda packet. He stated that this resolution was to adopt the study itself which is required by state law.

C. Capital Reserve Fund for Water and Sewer Development Fees

Mr. Johnson stated that the second resolution is to create the capital reserve fund for water/sewer system development fees as required by state law.

Mayor Tolley commented that both of the previous items would be on the agenda for next week. He in turn asked Mr. Johnson for an update on the parking construction on Lebanon Avenue. Mr. Johnson reported that the curb and gutter had been poured and that the spaces would be graded and stone put down this week. He further reported that the fence installation would begin tomorrow. Mayor Tolley confirmed that the entire project would be as far as to Church Street.

VII. REPORTS

A. Town Manager

Assistant Town Manager Pam Graham reported that one of the items was just discussed, the parking on Lebanon Avenue. She reported that this would add approximately 27 more spaces. Ms. Graham announced that on tomorrow afternoon between 5:00 and 8:00 p.m. there would be a public input meeting at the Beth Schmidt Park for the Recreation and Parks master plan project. Ms. Graham informed the Board that Town Manager White would like to have the Code of Ordinances re-write considered before the August meeting. She stated that he has asked that a special meeting/public hearing be held June 25. Mayor Tolley shared that because the Board did not meet in May that it would count as the Board's month off. Ms. Graham informed the Board that if this meeting is approved the only other meeting would be the Tuesday, July 10 Regular Meeting.

B. Items from Mayor and Board of Aldermen

Alderman Montgomery welcomed Ms. Graham again and asked that she keep the Board posted concerning the status of Town Manager White's father. Ms. Graham commented that staff had been exceptional during Mr. White's absence and in welcoming her on board. Alderman Peterson too welcomed Ms. Graham again. Alderman Peterson directed a question to Town Engineer Josh Johnson. He asked if the developer fees were based on some real increase in cost pertinent to the construction of water lines why propose an increase? Mr. Johnson responded that the previous fees were loosely calculated and that the study was more accurately based on the service. Alderman Peterson asked why not raise the question about the hotel project being approved and allow the old fee schedule if they are not appropriate for what the Town needs. Mr. Johnson stated that there had to be a transition period so that all projects submitted prior -to July 1 would be accessed using the current fee schedule. He further stated that this project proposal was prior to the July 1 effective date. Alderman Greene welcomed Ms. Graham. He reported that the Recreation and Parks Commission met with McAdams and thinks that they will do a good job with the Recreation and Parks Master Plan. Mayor Pro Tem Klepcyk told Ms. Graham that the Board was excited that she was on board. He stated that he thought this to be part of the plan to form a more effective group.

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Mayor Pro Tem Klepcyk further shared that he participated in the Shred Event and that this is a must do yearly event. Finance Director Misty Hagood reported that the hazardous waste event would take place in the fall in partnership with Alamance County.

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 6:55 p.m.

Attest: _____

Jerry R. Tolley, Mayor