

**TOWN OF ELON
BOARD OF ALDERMEN
AGENDA SESSION
October 2, 2017**

CALL TO ORDER

The Town of Elon Board of Aldermen Agenda Session was convened on October 2, 2017 at 6:00 p.m. in the Elon Municipal Building located at 104 S. Williamson Avenue. Mayor Jerry Tolley presided. Aldermen present included Mayor Pro Tem Ron Klepcyk, Davis Montgomery, Steve Buff and Mark Greene. Alderman John Peterson was absent.

Staff present included Town Manager Richard White, Town Clerk DiAnne Enoch, Town Planner Sean Tencer, Downtown Development Administrator Kathleen Patterson, Police Chief Cliff Parker, Others present were Attorney Ginger Booker, AWCK Josh Johnson, Elon University Communications professor Colin Donahue and students, and *The Alamance News* reporter Ashley Ramey.

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

A. Minutes:

1. September 5, 2017; Agenda Session
2. September 12, 2017; Regular Meeting

Mayor Tolley stated that the minutes would remain on the consent agenda.

Mayor Tolley announced that he would allow AWCK engineer, Josh Johnson to make his presentation due to him needing to leave for another meeting. Mr. Johnson introduced the Local Water Supply Plan and explained that it was a plan that is required annually by the Division of Water Quality. He stated further that every five years it is required that a resolution is made and adopted by the Town. Mayor Tolley asked that the resolution be added to the agenda for next week.

Mayor Tolley acknowledged Professor Donahue and his media writing class students present. Mayor Tolley informed the students that at this meeting no action is taken. He told them that if they had questions for the Board after the meeting that they would be available and invited them to return to next week's meeting for the result of that meeting.

PRESENTATION(S)

Code of Ordinances Revision Overview – Attorney Virginia Booker

Mayor Tolley recognized Attorney Virginia Booker for her presentation. She referenced a hand out that she provided for the Board on the process used for the revision of the Code of Ordinances. Attorney Booker stated the reason that the codes needed to be revised. Some points she shared included that the codes were adopted 13 years ago and since that time changes to state laws and court case rulings have affected the legality of the ordinances.

She also stated that the ordinances should address that the Town of Elon is growing up. Attorney Booker stated that some of the processes that the professional staff carry out and do well should be formalized. Attorney Booker referenced the handout that listed the chapters in the newly revised Code of Ordinances. Attorney Booker stated that she would work with the Town Manager and staff to assist the Board of Aldermen in reviewing the revised codes. Board members asked questions that Attorney Booker answered. Mr. White commented that now this raises the question as to how the Board would like to see the revisions presented. He further stated that this could be presented to them in a summary format or all changes can be shared. Mr. White stated that it could take maybe two to three work sessions to focus on the codes and the revisions made and to provide explanations. The Board consented that a summary would be sufficient for them. Mayor Pro Tem Klepcyk injected that at the Town Manager's discretion if there are points that need to be made that he would point those out. Mr. White added that there are some decision points that the Board would need to make. Alderman Montgomery concluded that a summary of the new codes and access to a full copy that identifies the revised changes would be preferred. Mayor Tolley thanked Attorney Booker for the presentation. Mayor Tolley announced that this item would not be on the agenda next week due to work sessions needing to take place.

Municipal Building Renovation Project – William D. Moser, Jr., Moser Mayer Phoenix Associates, PA

Mayor Tolley recognize Bill Moser for his presentation. Mr. Moser introduced himself as the architect who originally designed the Municipal Building 30 years ago. During his presentation, Mr. Moser shared ideas to accommodate additional police and administrative staff, the project proposal, and cost saving ideas. Alderman Buff asked how long this renovation would be effective for the town staff. Mr. White stated that he thinks four to five years. Mr. Moser also shared a plan to continue to use the front office while it is under construction.

Downtown Parklet – Kathleen Patterson, Downtown Development Administrator

Kathleen Patterson reported that as a result of the Downtown Parking Study a “Parklet” could be implemented as a temporary way to provide additional sidewalk space and seating for pedestrians along N. Williamson Avenue and W. Lebanon Avenue. She further stated that by definition, a parklet is a sidewalk extension that provides more space for people using the street. Ms. Patterson reported that two sites have been chosen by the Downtown Business Group and the Downtown Advisory Board. She stated that one location would be in front of Pandora's Pies at 130 N. Williamson Avenue and the second location identified is at the corner of W. Lebanon Avenue. Ms. Patterson shared pictures of examples of parklets located in various cities and towns around the United States.

PUBLIC COMMENTS -

Mayor Tolley asked if there were any citizens who wish to have comments. There were none.

NEW BUSINESS

Fiscal Policies

Mr. White stated that this request is for the Board to consider adopting fiscal policies. He further stated that this action would create a comprehensive plan to manage the town's finances.

Mr. White presented the policy by highlighting key areas for the Board's attention. He stated that this would create transparency for the Board and the public as to how the town's finances are managed. Mayor Tolley stated that this item would be on the regular agenda for next week.

Employee Health Insurance Annual Renewal

Mayor Tolley commented that this item would be presented at the meeting next week. Mr. White informed the Board that the renewal quotes were 69% above the town's current rates so the coverage was shopped out. He said that Aetna came in with a competitive quote which would be about 4% above the current rates. Mr. White stated that this item was delayed due to the quotes not being finalized for vision and dental coverage. He said that they would be available at next week's meeting.

School Resource Officer Contract

Mr. White commented that this was the annual contract for a school resource officer at the elementary school. Chief Parker explained that the Alamance Burlington School System (ABSS) retained a grant to allow off-duty police officers to be hired to have a consistent presence at Elon Elementary School. Mr. White commented that there would be no increase in cost to the Town.

Appointment to the Town Branding Steering Committee

Mayor Tolley confirmed that Mayor Pro Tem Klepcyk and Alderman Greene would serve on the committee and would have an active vote on decisions. Mr. White informed the Board that the committee would present recommendations to the Board of Aldermen. Mayor Tolley asked that this item be placed on the regular agenda for next week.

RESOLUTION(S) AND ORDINANCE(S)

Adopt the 2017 Flood Insurance Rate Maps (FIRM)

Mr. White explained that this action is required and approved by FEMA. He reported that the maps are used for town planning purposes and by the insurance industry.

Adopt 2017 Flood Damage Prevention Ordinance

Mr. White explained that this was required to participate in the National Flood Prevention Program and to manage the floodplains within the Town.

Mayor Tolley asked that these two items be placed on the regular agenda for next week.

TOWN MANAGER REPORT

Mr. White announced that leaf collection would begin Monday, October 9 and would conclude in early February 2018. He also announced that the Town would be co-sponsoring the Household Hazard Waste Collection Event scheduled for October 21 at the Holly Hill Mall. He further shared that this was the first time the Town had done this in collaboration with Alamance County.

Mr. White reported that NCDOT is conducting a corridor safety study for University Drive. He informed the Board that once the study is completed it would be presented to the Board.

Mayor Tolley commended Mr. White on the implementation of Blackboard Connect and the benefit of having it in place.

ADJOURNMENT

With no further business, Mayor Tolley asked for a motion to adjourn. Mayor Pro Tem Klepcyk made the motion. The motion was seconded by Alderman Greene. The motion carried 4 - 0.

Adopted this the 14th day of November 2017.

Jerry R. Tolley, Mayor

Attest:

DiAnne C. Enoch, Town Clerk