

**Middlesex Governing Body
Meeting Agenda
June 13, 2016 – 7:30pm
10232 S. Nash Street**

1. Call the meeting to order and give the invocation.
2. Approve the May 2016 minutes **Pages 1 – 8**
3. Approve the agenda
4. Reports:
 - a. Clerk **Pages 9 – 49**
 - b. Police Chief **Pages 50 – 53**
 - c. Public Works **Page 54**
 - d. Library **Page 55**
 - e. Mayor
 - f. Commissioners
5. Old Business:
 - a. Rental of town building at 10226 S. Nash Street (formerly the bakery)

DELETED:

- b. Discuss contract with Southern Nash Family Dental**

6. New Business:
 - a. ~~2015-2016~~ Budget Amendments **Page 56**
 - b. Fiscal year end closing schedule and training
 - c. Hire Seasonal Swimming Pool Attendant
7. Public Comment Session
8. Budget Workshop **Budget Scenario #1 (Separate Cover)**

Please bring budget workbooks

9. Schedule Public Hearing for the 2016-2017 Budget
10. Recessed and reconvened to June 21, 2016 at 10:00AM

**Middlesex Governing Body Meeting Minutes
June 13, 2016**

Mayor Lewis called the regular meeting to order at 7:30pm and gave the invocation. Members present were Commissioners Danny Alford, Cherrye Davis, Ann Lewis, and J.W. McClenny. Commissioner Harold Meacombs was absent.

Commissioner McClenny moved to accept the May 2016 meeting minutes as presented. Commissioner Davis seconded and the motion passed unanimously.

Mayor Lewis requested to remove from the agenda item (b) under Old Business, discuss contract with Southern Nash Dental. The amended agenda was unanimously approved after a motion by Commissioner Alford and a second by Commissioner Davis.

Clerk Lambert presented the May financials and they were unanimously approved in a motion by Commissioner McClenny and seconded by Commissioner Alford.

The Public Works monthly report noted the bar screen was replaced at the Selma Road lift station.

Clark Allen, the person interested in leasing the town's building at 10220 S. Nash Street for a fitness center, advised Mayor Lewis that they determined they would not be able to move forward with the fitness center due to family problems. Mr. Allen was the first person to ask about the building. Other people asked about the building but were questioning for other family members for possible thrift shops. Mayor Lewis recommended we place an ad and have interested persons complete an application. He noted the Board had agreed at the budget workshop to leave the rent at \$250. Commissioner Danny Alford moved to place an ad and take applications for review. His motion was seconded by Commissioner Davis and the vote was unanimous.

Clerk Lambert presented the following 2015-2016 Budget Amendment for Board Approval:

<u>GENERAL FUND REVENUES:</u>		<u>INCREASE</u>
10-337-0000	Franchise Tax	2,000.00
<u>GENERAL FUND EXPENDITURES:</u>		
<u>Cemetery:</u>		
10-640-1500	Maint. Bldgs & Grounds	500.00
10-640-4500	Contracted Services	1,500.00
*Increase in grave opening fees & opening more graves		

The budget amendment was approved by a unanimous vote with a motion by Commissioner Davis and a second by Commissioner McClenny.

Clerk Lambert requested that the town hall be closed for fiscal year end processing and training Tammy Pittman on June 30, 2016, the last day of the fiscal year. Lambert added that during year end processing, no computer transactions could be entered for customers. Signs will be placed at town hall and a notice on the website. Commissioner Alford moved to close the town hall for fiscal year end and training. His motion was seconded by Commissioner McClenny and passed unanimously.

Mayor Lewis recommended hiring another Seasonal Pool Attendant. Laura Garcia now has another job and will not be able to work as many hours. Lewis asked the Board for approval to hire two new pool attendants, if needed to fill the schedule, without coming back before the Board. Three applications are already on file. Lewis recommended hiring Madeleine Morgan, who can start work immediately. Commissioner McClenny moved to hire Madeleine Morgan as a Seasonal Pool Attendant effective June 13, 2016 and approval to hire a second attended if needed to fill the schedule. His motion was seconded by Commissioner Alford and the vote was unanimous.

Mayor Lewis opened the floor for public comment session. Two citizens addressed the Board about various concerns, and the session was closed.

Mayor Lewis advised the 2016-2017 General Fund budget totals \$703,930 and calls for \$18,370 in Fund Balance, which is equivalent to \$.04 increase in taxes. Fund Balance has been appropriated in the town's budget nearly every year, but has not been needed because more revenues were collected than budgeted. No tax increase is included at this time. Mayor Lewis reviewed each department budget, noting that salary and benefit changes have been included, along with improvements to public buildings, and police computer equipment, which were all approved at the previous budget workshop. A service truck for Public Works totaling \$12,000 is split between departments.

Waste Industries gave a quote of \$95,000 to contract for pickup of garbage and recycle, but no bulk or yard waste. This proposal includes trash pickup weekly and recycle every other week. Their truck is much larger than the town's and they recommended only picking up recycle every other week. Mayor Lewis noted that if we go this route, sanitation rates will have to be increased.

The Water Budget totals \$165,715, using \$8,415 in Fund Balance and the Sewer Budget totals \$538,370, needing \$27,745. Mayor Lewis feels we should be okay without increasing water or sewer rates. The \$90,000 budgeted to pay the City of Raleigh for sewer treatment is the same amount budgeted for the current year and he feels that will be sufficient, especially since three large infiltration problems were found and corrected in recent months. He commented the town was very fortunate that gas prices went down this year, but don't know how this will effect next year's numbers. The Grand Total Budget is \$1,242,300. We will continue to review these figures and there may be some slight adjustments.

Mayor Lewis asked the Board if they wanted to look at increasing the fee for zoning permits from \$35 to \$50, and changing the grave opening fee to \$1,000 from the current rates of \$850 weekdays and \$950 on weekends. He added that Bailey charges \$1,000 and Spring Hope charges \$1,200. Lewis recommended increasing the fee to \$1,000 across the board, adding that much of the time, graveside services on weekday afternoons extend into after hours when we have already collected the weekday rate. We have been lower than most towns on zoning permits fees for several years. These increases would help make up the lost revenue from privilege license tax. No action was taken on these recommendations.

Nash County thinks they will suffer a 7-8% decrease from the property evaluation for 2017 tax year. Middlesex had a 3% increase in house building this year and Mayor Lewis feels this growth will continue into 2017, so maybe the decrease in the revaluation of property will not effect Middlesex tax revenues.

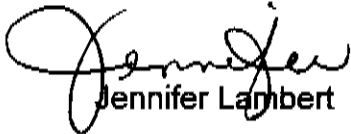
In an effort to cut expenses, the town is looking at alternatives such as outsourcing all of the Public Works functions. The town already contracts with Envirolink to be the town's ORC (operator in responsible charge) for the water system. Mayor Lewis has met with Envirolink officials about taking over all the Public Works, except for trash pick up, and they will do that if the town so desires. Envirolink would hire our employees. They, of course, would have to go through Envirolink's employment application process. The towns of Bailey, Spring Hope, and Elm City have already gone this route and their overhead is down. It has become increasingly difficult to hire and retain employees and James Liles, the Public Works Supervisor, has no backup. Therefore, we feel like this is the time to look at the cost savings. Mayor Lewis and Water and Sewer Commissioner J.W. McClenny both feel the savings should be significant enough to make the change. Preliminary figures indicate an estimated \$35,000 savings. The town would still keep the trash truck and have all associated costs. Envirolink would lease some of the town's equipment. The equipment they do not need or want to lease could be sold as surplus. Lewis and McClenny will be meeting again with Envirolink this week to iron out the specifics. The town is trying to be forward-thinking for the future of the town by looking into the most efficient and least costly way to do business.

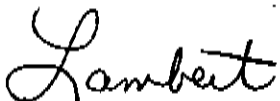
Back to the Waste Industries quote of \$95,000, Mayor Lewis said he did not think picking up recycle every other week would be feasible for a lot of citizens. The town has a 95% participation rate.

Mayor Lewis asked everyone to review 2016-2017 Budget Scenario #1 because this is the budget the Board will be voting to adopt. Lewis asked everyone to review the cost comparison with the Envirolink contract. Continued discussion regarding the details of the Envirolink proposal will need to be discussed before a Public Hearing for the Budget. Lewis added that Budget Scenario #1 will be the budget the Board will be voting to adopt for July 1, 2016. If the Board does agree to go with the Envirolink proposal, this will be a process, and would take a few months.

Commissioner McClenny moved to hold a Public Hearing for the proposed 2016-2017 Budget on Monday, June 27, 2016 at 7:30pm in the town hall conference room. Any necessary 2015-2016 Budget Amendments will also be presented for approval. His motion was seconded by Commissioner Davis and the vote was unanimous.

Commissioner Davis moved to recess the meeting and reconvene on Tuesday, June 21, 2016 at 10:00am. Commissioner McClenny seconded and the vote was unanimous.


Jennifer Lambert



Mayor Luther H. Lewis, Jr.
Commissioners
Harold Meacombs
Cherrye Davis
Ann Lewis
J.W. McClenny