

**TOWN OF SELMA
REGULAR COUNCIL MEETING
FEBRUARY 14, 2017**

PRESENT: Mayor Cheryl Oliver, Mayor Pro-Tem Jackie Lacy, Councilmember William Overby, Councilmember Mark Petersen, Town Manager Jon Barlow, and Town Attorney Alan “Chip” Hewett.

A motion was made by Councilmember William Overby and seconded by Councilmember Mark Petersen to excuse Councilmember Holmes for not being present.

Councilmember Holmes entered the meeting at 6:53 p.m.

OTHER STAFF PRESENT: Finance Director Karen Johnson, Planning/Economic Director Julie Maybee, Police Chief Richard Cooper, Fire Chief Phillip McDaniel, Recreation/Library Services Director Joe Carter, Event Planner Melissa Dooley, and Town Clerk Brenda Thorne.

CONVOCATION: Mayor Oliver called the meeting to order at 6:00 p.m. in the Selma Jernigan Building and declared a quorum present.

Johnston County Commissioner Ted Godwin led in prayer.

PLEDGE TO FLAG: Mayor Pro-Tem Jackie Lacy led in the pledge of allegiance to the flag.

APPROVAL OF AGENDA: Town Manager Barlow stated that he needed to add an item to his report, which would be the review and consideration of a contract for a preliminary engineering report for Lift Station #10.

Town Clerk Brenda Thorne asked for Item #5b – Recognition of New Customer Service Representative Brandy Evans be removed from the agenda.

A motion was made by Councilmember William Overby and seconded by Councilmember Mark Peterson to approve the agenda as amended. Motion carried unanimously.

CONSENT AGENDA:

Minutes
Regular Council Meeting – January 10, 2017
(Postponed Due to Inclement Weather)
Regular Council Meeting – January 12, 2017
Work Session – January 17, 2017
Workshop – January 17, 2017

A motion was made by Councilmember William Overby and seconded by Councilmember Mark Petersen to approve the Consent Agenda as presented. Motion carried unanimously.

**RECOGNITIONS/
PRESENTATIONS –**

**Recognition of New
Part-Time Event
Planner Melissa Dooley:**

Recreation/Library Services Director Joe Carter introduced new employee, Melissa Dooley. He said that Ms. Dooley began employment with the Town on February 9th as its part-time Event Planner. Mr. Carter stated that her background in event planning and marketing experiences encompass a variety of events and venues. He said that for several years Ms. Dooley served as a volunteer for the Annual Festival of Trees at the Johnston County Medical Mall in Smithfield. Mr. Carter stated that recent events include the Clayton Food Tour, the Tour Guide for the Beer, Wine, Shine, and Dine Tour, and a chili cook-off for a local non-profit organization.

**Recognition of New
Customer Service
Representative Brandy
Evans:**

This item was removed from the agenda.

**Request to Award
Contract for
Environmental Services
for the Selma Civic
Center – Ann Williams:**

Ann Williams of 405 North Massey Street, Selma, stated that the Civic Center has bats, which according to the North Carolina Wild Life Commission are protected in North Carolina. She said that the Civic Center Committee wants to exclude the bats from the building; not kill them. Ms. Williams stated that Civic Center Committee contacted Carolina Wildlife Removal for removal of the bats, which has presented a proposal in the amount of \$5,000 for the bat removal along with a copy of its liability insurance. She said that Carolina Wildlife Removal's work is guaranteed for one year with an extended warranty at \$200 per year. Ms. Williams stated that the structure would be inspected annually with any bat issues being handled at no charge. She said that work would begin in no less than ten (10) days from acceptance of the contract. Ms. Williams stated that Carolina Wildlife Removal did not anticipate it taking longer than three weeks to complete. She said that she hoped this would get the bats out by April 1st, and would comply with the state rules on the bat removal. Ms. Williams stated that if the bats are not removed by April 1st, then they cannot do anything until August 1st.

A motion was made by Mayor Pro-Tem Jackie Lacy and seconded by Councilmember Mark Petersen to approve the contract with Carolina Wildlife Removal in the amount of \$5,000 for exclusion of the bats at the Civic Center. Motion carried unanimously.

Mayor Oliver asked Ms. Williams to speak to Council regarding the reduction in funds requested in the USDA grant.

Ms. Williams stated that the Civic Center Committee has applied for the USDA federal grant as presented and approved at the January 2017 Regular Town Council meeting. She said that it was recommended by the USDA to reduce the request for funds to less than \$250,000. Ms. Williams stated that the Civic Center Committee discussed the issue and reduced its request to \$225,000 at USDA's suggestion because of the points system that it uses.

**Resolution Regarding
the Location of the
Johnston County Law
Enforcement Center:**

Mayor Oliver stated that Council discussed and conducted a public hearing at its January 2017 Regular Council meeting the location of the Johnston County Law Enforcement Center at Buffalo Road. She said that it was recommended at that meeting that a resolution be prepared for this meeting regarding.

**RESOLUTION REGARDING
LOCATION OF THE
JOHNSTON COUNTY LAW ENFORCEMENT CENTER**

Whereas, Johnston County desires to construct a new Johnston County Law Enforcement Center due to the severe overcrowding at its current location;

Whereas, the proposed site selected for the location of this new facility is a 68-acre tract located at 1860 Buffalo Road that is near public schools, an Aquatics Center, and homes;

Whereas, the proposed site is currently zoned residential and has for years been strategically identified as an area for future residential and commercial growth;

Whereas, Buffalo Road will increasingly become one of the major entryways into Selma, North Carolina; and

Whereas, the Town of Selma conducted a public hearing at its Regular Council meeting on January 12, 2017, at which residents spoke in opposition of this proposed site and no one spoke in favor of the proposed site.

Now, therefore, be it resolved that I, Mayor Cheryl L. Oliver and the Town Council of the Town of Selma, North Carolina do hereby unanimously oppose the location of the Johnston County Law Enforcement Center at the proposed Buffalo Road site, and request the Johnston County Commissioners consider other sites particularly those that the County already owns.

Duly Adopted this 14th Day of February 2017.

A motion was made by Councilmember William Overby and seconded by Councilmember Mark Petersen to approve the resolution as presented. Motion carried unanimously.

Mayor Oliver stated that this resolution would be sent to Mayor Moore of the Town of Smithfield and to the Clerk for the Johnston County Commissioners for distribution.

**OPEN FORUM/
CITIZENS' REQUESTS –
Richard Hinson, Tarheel
ChalleNGe Academy,
Program for At-Risk
Youth:**

Mr. Richard Hinson of Tarheel ChalleNGe Academy stated that he was present to share information about its program. Mr. Hinson thanked Mayor Oliver and Town Council for allowing him to come tonight. He said that this program was for at-risk youth across the State of North Carolina for 16 to 18 year-olds who have dropped out or might be experiencing difficulty in high school. Mr. Hinson stated that they take those students and assist them in getting back on the right track. He said that they are a program of the North Carolina National Guard, which has a lot of structure and discipline, but was not a boot-camp facility. He said that the students stay with them for 22 weeks to improve their educational standing by providing them the opportunity to earn a high school equivalency. Mr. Hinson stated that they also provide a high school diploma program, as well as a credit recovery program for those wanting to return to the public school system. He said that at the end of the 22-week program, the student returns home with an assigned mentor and tracked for one year. Mr. Hinson stated that the mentor helps the Academy track that young person during that one-year period. He said that at the end, 90% of its graduates enter the workforce, enter into continuing education, enter the military, or return to the public school system.

Mr. Hinson stated that there were two sites in North Carolina, which are located in Sampson and Stanley Counties. He said that there were no costs involved for anyone wanting to participate in the program. Mr. Hinson stated that anytime the Town has an event going on in which they could be of assistance by putting up a display table or a community service project, they would be glad to do so. He said that there were nearly 10,000 students that drop out of school system each year; therefore, there was a great need for this program. Mr. Hinson thanked Town Council again for allowing him to speak tonight.

Mr. Hinson added that there were qualifications the students had to meet. He said that it was a voluntary program in which students want to participate. Mr. Hinson stated that the facilities were drug-

free and smoke-free. He said that within the first 30 days, students must pass a drug test and at any time within the period they are at the facility. Mr. Hinson stated that one of the federal guidelines requires the facility to deny anyone who has been convicted of an adult felony. He said that it was important that they reach those young adults before they reach that point. Mr. Hinson stated that sometimes when someone has an adult felony charge pending, they could work with the Court system to reduce the charge to a misdemeanor or dismiss the charge if the student completes the program.

Mayor Oliver thanked Mr. Hinson for his presentation.

**Principal Chris
Kennedy, Selma Middle
School, SS Strong
Community Day:**

Principal Chris Kennedy of Selma Middle School stated that Principal Heather Anders of Smithfield Middle School was also in attendance for tonight's presentation. Mr. Kennedy thanked Council for the resolution regarding the Law Enforcement Center.

Mr. Kennedy stated that schools in the Smithfield-Selma area and in the Selma schools in particular face a unique set of challenges and opportunities when it comes to educating our students. He said that a collaboration has been formed to address these needs to shape what our schools are going to look like now and into the future. Mr. Kennedy stated that this collaboration had developed into a movement called "Smithfield-Selma Strong". He said that this represents a partnership between the Smithfield-Selma area schools. Mr. Kennedy stated that principals of these seven schools are working together with the district to find new and innovative ways to serve the students. He said that the business community was on board with the SS Strong movement and in particular, the Smithfield-Selma Area Chamber of Commerce has been a key ally.

Mr. Kennedy invited Town Council to SS Strong Community Day, which will be held at Smithfield-Selma High School on Saturday, April 22, 2017. He said that all seven schools in the SSS attendance area along with the Towns of Smithfield, Selma, and Wilsons Mills to celebrate our schools and our community. Mr. Kennedy stated that a number of Town Departments have been invited to participate, including the Police Department, Fire Department, and Parks and Recreation. He encouraged Town Council and Departments to participate in this event, and requested that Town Council adopt a draft resolution that has been provided declaring April 22, 2017 as SS Strong Day in Selma. Mr. Kennedy asked to display a SS Strong sign in Town Hall that was presented to Town Council. Mr. Kennedy thanked Town Council members for their time.

**PUBLIC HEARING –
Public Comments and
Consideration of the
Amended Selma Code of
Ordinances, Chapter 17
– Unified Development
Ordinance:**

Mayor Oliver stated that the next item on the agenda was a public hearing for the amended Selma Code of Ordinances, Chapter 17 – Unified Development Ordinance.

Planning/Economic Development Director Maybee stated that during visioning sessions, long-range goals were identified for the community, and the Town Council developed the strategic plan. She said that one of the goals identified in the plan pertained to updating the Town’s Code and improving enforcement, and the need to create a safe, viable, inviting Town for new and existing residents. Ms. Maybee stated that strategies were identified to move forward with that goal.

Ms. Maybee stated that the purpose of this meeting was the draft Unified Development Ordinance (UDO). She said that a lot of work has been done on this ordinance. Ms. Maybee thanked the Fire Department, Police Department, Public Services Department, Electric Department, and Planning Board for their work on this project. She said that the protocol for tonight’s public hearing was to open the public hearing, staff presentation, public comments for and against, staff recommendations, close the public hearing, Council deliberation, the consistency statement, and the decision.

A motion was made by Councilmember William Overby and seconded by Councilmember Mark Petersen to open the public hearing. Motion carried unanimously. 6:39 p.m.

Attorney Al Benshoff of The Brough Law Firm, PLLC stated that there were no new ordinance sections to present tonight. He said that he was present to answer any questions. Attorney Benshoff reviewed a PowerPoint presentation with Town Council, Appendix A, which is attached hereto and by reference incorporated herein.

Attorney Benshoff stated that a Unified Development Ordinance was an ordinance that brings together all of the development related ordinances. He said that everything was in one chapter in the Town’s Code of Ordinances. Attorney Benshoff stated that the new UDO was available at the Library and on the Town’s website. He said that the topics were in the same place and same order as in the old Chapter 17, but the content was very different. Attorney Benshoff stated that there were appendices, which were designed to be pulled out and handed to citizens who might want to know needed to be included on a certain type of application. He said that the procedures were a lot clearer, and there was only one table of permitted uses instead of multiple tables. Attorney Benshoff stated that there was one Article of Standards, one table with dimension of lots and buildings, a new sign ordinance, a new wireless

telecommunications ordinance, and meets the requirements of the General Statutes. He said that the historic overlay districts were modernized, and the flood damage prevention article was updated to meet the current Department of Public Safety model ordinance. Attorney Benschhoff stated that the Water Supply Watershed Ordinance has been update and included. He said that there was a new Residential-Agriculture District. Attorney Benschhoff stated that there were now flow charts and pictures in the ordinance.

Attorney Benschhoff stated that Town Council could adopt the UDO tonight, with an effective date, as discussed, as March 31, 2017. He said that sometime later in the year there would be changes to the zoning map to adjust it due to the content of the districts changing.

Planning/Economic Development Director Julie Maybee stated that the Planning Board met and deliberated on the UDO in January 2017, and recommended a favorable approval of the UDO. Ms. Maybee stated that staff also recommended approval of the draft UDO.

Mr. Charles Hester of 409 East Griswold Street, Selma, stated that he had spent \$18,000 to get wild birds (bats) out of his building located on West Anderson Street. He said that they needed to get the word out to other property owners to seal up cracks in their buildings to prevent the bats from getting in.

Mr. Hester stated that he has 61 signs that he has put up around the State. He said they were signs to highlight the historic part of the Town. Mr. Hester stated that eight historic district signs and five monumental signs were designed, installed, and paid for by Charles Hester. He asked that they make it simple and easy for people that live in Town.

A motion was made by Councilmember William Overby and seconded by Councilmember Mark Petersen to close the public hearing. Motion carried unanimously. 6:52 p.m.

Ms. Maybee stated that with the staff report, a draft ordinance (Exhibit #2) was included for Town Council's consideration. She said that as far as a consistency statement, the adoption of Chapter 17 as presented would enable the provisions to be clear, consistent, user-friendly, more enforceable, and in compliance with the North Carolina General Statutes. Ms. Maybee asked that Town Council also find in its determination that the amendments to the Selma Municipal Code, Chapter 17, are reasonable and in the public's interest for the following reasons:

- The proposed provisions comply with the North Carolina General Statutes.
- The proposed provisions will streamline development review and permitting with decision points and links with other departments clearly identified.
- It will facilitate efforts to enhance the appearance of the Town.

A motion was made by Councilmember William Overby and seconded by Councilmember Mark Petersen to approve the draft of the consistency statement. Motion carried unanimously.

A motion was made by Councilmember William Overby and seconded by Mark Peterson to approve the Unified Development Ordinance. Motion carried unanimously.

**PLANNING AND
ECONOMIC
DEVELOPMENT –
Building Reuse Grant
Application:**

Planning/Economic Development Director Julie Maybee stated that she was working on a building reuse grant opportunity. She said that she would like to schedule a public hearing for March 14, 2017 to discuss CDBG building reuse opportunities. Ms. Maybee stated that two public hearings are required.

A motion was made by Mayor Pro-Tem Jackie Lacy and seconded by Councilmember William Overby to schedule a public hearing on March 14, 2017 for CDBG guidelines. Motion carried unanimously.

**TOWN MANAGER’S
REPORT &
RECOMMENDATIONS –
Review and
Consideration of the
Animal Control
Ordinance:**

Town Manager Barlow stated that at the January 2017 Regular Council meeting, a draft animal control ordinance was presented for its consideration. He said that at that meeting, Town Council made recommendations on what changes they would like to see in that ordinance. Mr. Barlow presented Town Council with a revised amendment to Chapter 4, Animals, based on those requested changes.

A motion was made by Councilmember William Overby and seconded by Councilmember Mark Petersen to approve the amendments made to Chapter 4 as presented. Motion carried unanimously.

**AN ORDINANCE TO AMEND THE SELMA TOWN CODE
OF ORDINANCES TO ADOPT A REVISED
CHAPTER 4 – ANIMALS**

BE IT ORDAINED BY THE SELMA TOWN COUNCIL AS
FOLLOWS:

SECTION 1. Code of Ordinances Chapter 4. Animals is hereby repealed in its entirety, and replaced by a new Chapter 4 – Animals, as attached hereto, and incorporated into this ordinance by reference. It shall consist of the following Articles:

- I. In General
- II. Fowl and Livestock
- III. Dog and Cat Licenses and Control

SECTION 2. This Ordinance is effective upon adoption.

ORDAINED THIS 14TH DAY OF FEBRUARY 2017.

**Review and
Consideration of a
Contract for Storm
Water System Repairs:**

Town Manager Barlow stated that there were a number of areas in Town that staff has identified as choke points that was causing drainage issues. He said that the five project areas were:

400 Block of Dixie Dr.	Section A
900 Block of N. Sharpe St.	Section B & C
400 Block of Pecan Dr.	Section D
W. Waddell St. & N Sumner St.	Section E

Mr. Barlow stated that R.D. Braswell Construction Company gave a cost of \$45,402.50 to make the repairs needed in these five areas. He advised Town Council that this was a Powell Bill eligible expense. Mr. Barlow stated that staff would have to make an amendment to the Powell Bill budget, but there were ample Powell Bill reserve funds if Town Council desired taking on this project.

A motion was made by Mayor Pro-Tem Jackie Lacy and seconded by Councilmember William Overby to approve the contract with R.D. Braswell Construction Company in the amount of \$45,402.50 for storm water drainage repairs. Motion carried unanimously.

**Old Town Hall
Appraisal Services:**

Town Manager Barlow stated that at its January meeting, Town Council approved the use of appraisal services from Mark Jones to obtain a commercial appraisal on the two Town Hall buildings. He said that Mr. Jones has informed staff that he would be unable to perform the appraisal. Mr. Barlow stated that Town Attorney Hewett was aware of another appraiser, Charles Kennan Hinnant.

A motion was made by Councilmember William Overby and seconded by Mayor Pro-Tem Jackie Lacy to approve the appraisal contract with Charles Kennan Hinnant. Motion carried unanimously.

Town Manager Barlow stated that Mr. Hinnant has advised that the appraisal would be done within 30 days.

**Review of Waste
Industries Contract:**

Town Manager Barlow stated that this was a follow-up to Town Council's request for information regarding the Waste Industries contract. He said that the original contract of 2005 has had four extensions with the contract ending on June 30, 2020.

Mayor Oliver and Town Council requested that Town Manager Barlow investigate the cost of garbage collection being done in-house versus Waste Industries.

**Amended & Restated
Renewable Energy
Development and
Service Agreement –
NCEMPA:**

Town Manager Barlow stated that in 2007 the General Assembly adopted Senate Bill 3, which required towns to meet renewable energy standards. He said that Electricities members' towns entered into an agreement with the Power Agency to manage this program on their behalf. Mr. Barlow stated that they created a Supplemental Sales Power Agreement with the power agency to manage the renewable energy services. He said that when the sale of the generation assets was made to Duke Energy, it terminated the original Supplemental Sales Power Agreement. Mr. Barlow stated that when they entered into a new Full Requirements Power Agreement between the agency and its members; they did not carry over the renewable energy program with it.

Town Manager Barlow recommended that the Town enter into the Amended and Restated Renewable Energy Development and Service Agreement with the North Carolina Eastern Municipal Power Agency.

A motion was made by Councilmember Mark Petersen and seconded by Mayor Pro-tem Jackie Lacy to approve the Amended and restated Renewable Energy Development And Service Agreement with the North Carolina Eastern Municipal Power Agency. Motion carried unanimously.

**Mid-Year Review of
Employee Performance
Evaluation System:**

Town Manager Barlow stated that staff was asked to do some research into the mid-year point of the employee performance evaluation system. He said that 36 full-time performance appraisals have been conducted. Mr. Barlow stated in the evaluation system, there were a range of salary increases from 0 to 3%. He said that for the first six months, there was not a whole lot of data.

Mayor Oliver asked if the first round of performance evaluations would be completed before June.

Town Manager Barlow stated that everyone would get a performance evaluation within the first twelve months.

Councilmember Overby asked if there was a plan put in place to work with the three that received 0%.

Town Manager Barlow stated that there was, and there would be some improvements expected at their next evaluation.

Update on Food for Fines Week at the Selma Public Library:

Town Manager Barlow stated that Foods for Fines Week was held December 12 – 17, 2016. He said that 23 accounts were cleared with 167 food items collected. Mr. Barlow stated that 97 additional food items were collected from patrons that wanted to help. He said that the food items were delivered to the food pantry at Edgerton United Methodist Church.

Committee Vacancies – Marketing Committee and Planning Board/ Board of Adjustment:

Town Manager Barlow stated that the Town has two committees that have vacancies. He said that the Planning Board/Board of Adjustment has three vacancies (2 in town; 1 ETJ). Mr. Barlow stated that all three members, Roger Diegele, Jody Duggins and Jim Phillips, have requested reappointment. He said that Mr. Phillips' application would be forwarded to the Johnston County Board of Commissioners for its final approval.

A motion was made by Councilmember William Overby and seconded by Mayor Pro-Tem Jackie Lacy to approve Roger Diegele, Jody Duggins, and Jim Phillips' application to the Planning Board/Board of Adjustment with a term ending November 1, 2019. Motion carried unanimously.

Town Manager Barlow stated that one application was received for the vacancy on the Marketing Committee. He said that this position was an at-large position. Mr. Barlow stated that if Town Council had any names they would like to consider it could be brought back to the next Town Council meeting for final consideration.

Discuss Calendar for Gazebo Galleria 2017 Season:

Town Manager Barlow stated that he thought this would be a good time to bring this idea back to Town Council to see what their thoughts were in having this event in 2017.

Mayor Oliver stated that she would like for Ms. Dooley to come to the March Town Council meeting with a recommendation.

Budget Amendments:

Finance Director Karen Johnson stated that Budget Amendment #13 was to add funds for the repurchase of cemetery plots.

Councilmember Overby stated that in a future work session, he would like to discuss the process in which the Town repurchased cemetery plots.

A motion was made by Councilmember William Overby and seconded by Councilmember Mark Petersen to approve Budget Ordinance Amendment #13. Motion carried unanimously.

**TOWN OF SELMA
BUDGET ORDINANCE AMENDMENT # 13
FISCAL YEAR 2016/2017**

BE IT ORDAINED by the Town Council of the Town of Selma, County of Johnston, State of North Carolina, and Meeting in Budget Session this 14th day of February 2017, that the Town Budget adopted on June 20th 2016, for FY 2016/2017 is hereby amended and adopted:

Section I. To amend the General Fund (Fund 10) for unanticipated/unbudgeted revenues and expenses during FY 2016/2017. The Town's General Fund (Fund 10) accounts are to be amended as follows:

<u>Account No.</u>	<u>Debit</u>	<u>Credit</u>	
10-6400-7504 RBC Int. - Mausoleum (E)		2,500.00	Decrease
10-6400-4910 Repurchase of Cem. Plots (E)	2,000.00		Increase
10-6400-4900 Registering Deeds (E)	500.00		Increase

Section II. Copies of this Budget Ordinance Amendment shall be furnished to the Town Clerk, the Budget Officer, and the Finance Officer, and shall be available for public inspection and audit.

Adopted this 14th day of February 2017.

Finance Director Karen Johnson stated that Budget Amendment #14 was for Powell Bill Funds.

A motion was made by Councilmember William Overby and seconded by Councilmember Tommy Holmes to approve Budget Ordinance Amendment #14. Motion carried unanimously.

**TOWN OF SELMA
BUDGET ORDINANCE AMENDMENT # 14
FISCAL YEAR 2016/2017**

BE IT ORDAINED by the Town Council of the Town of Selma, County of Johnston, State of North Carolina, and Meeting in Budget Session this 14th day of February 2017, that the Town Budget adopted on June 20th 2016, for FY 2016/2017 is hereby amended and adopted:

Section I. To amend the General Fund (Fund 10) for unanticipated/unbudgeted revenues and expenses during FY 2016/2017. The Town's General Fund (Fund 10) accounts are to be amended as follows:

<u>Account No.</u>	<u>Debit</u>	<u>Credit</u>	
10-5700-4500 Resurfacing/Paving St. (E)	135,000.00		Increase
10-3990-0000 Fund Balance appropriated		135,000.00	Decrease

Section II. Copies of this Budget Ordinance Amendment shall be furnished to the Town Clerk, the Budget Officer, and the Finance Officer, and shall be available for public inspection and audit.

Adopted this 14th day of February 2017.+

Finance Director Karen Johnson stated that Budget Amendment #15 was for damage that was done to one of the Town's vehicles.

A motion was made by Mayor Pro-Tem Jackie Lacy and seconded by Councilmember William Overby to approve Budget Ordinance Amendment #15. Motion carried unanimously.

**TOWN OF SELMA
BUDGET ORDINANCE AMENDMENT # 15
FISCAL YEAR 2016/2017**

BE IT ORDAINED by the Town Council of the Town of Selma, County of Johnston, State of North Carolina, and Meeting in Budget Session this 14th day of February 2017, that the Town Budget adopted on June 20th 2016, for FY 2016/2017 is hereby amended and adopted:

Section I. To amend the General Fund (Fund 10) for unanticipated/unbudgeted revenues and expenses during FY 2016. The Town's General Fund (Fund 10) accounts are to be amended as follows:

<u>Account No.</u>	<u>Debit</u>	<u>Credit</u>	
10-3350-0400 Ins. Proceeds(R)		1,395.75	Decrease
10-3350-0400 Ins. Proceeds(R)		1,207.70	Decrease
10-5100-3530 Maint. & Repair (Auto)(E)	1,395.75		Increase
10-5100-3530 Maint. & Repair (Auto)(E)	1,207.70		Increase

Section II. Copies of this Budget Ordinance Amendment shall be furnished to the Town Clerk, the Budget Officer, and the Finance Officer, and shall be available for public inspection and audit.

Adopted this 14th day of February 2017.

Finance Director Karen Johnson stated that Budget Amendment #16 was a donation to the Police Department.

A motion was made by Councilmember Mark Petersen and seconded by Councilmember William Overby to approve Budget Ordinance Amendment #16. Motion carried unanimously.

**TOWN OF SELMA
BUDGET ORDINANCE AMENDMENT # 16
FISCAL YEAR 2016/2017**

BE IT ORDAINED by the Town Council of the Town of Selma, County of Johnston, State of North Carolina, and Meeting in Budget Session this 14th day of February 2017, that the Town Budget adopted on June 20th 2016, for FY 2016/2017 is hereby amended and adopted:

Section I. To amend the General Fund (Fund 10) for unanticipated/unbudgeted revenues and expenses during FY 2016/2017. The Town's General Fund (Fund 10) accounts are to be amended as follows:

<u>Account No.</u>	<u>Debit</u>	<u>Credit</u>
10-3833-4300 Donations Police Dept(R)		400.00 Decrease
10-5100-4990 Equipment / Not Capital(E)	400.00	Increase

Section II. Copies of this Budget Ordinance Amendment shall be furnished to the Town Clerk, the Budget Officer, and the Finance Officer, and shall be available for public inspection and audit.

Adopted this 14th day of February 2017.

Finance Director Karen Johnson stated that Budget Amendment #17 was for moving funds into the postage line item for the Governing Body.

Councilmember Overby asked if moving \$100 for postage would get the Governing Body through the rest of the fiscal year. He also asked that staff look into postage metering being done in house.

A motion was made by Councilmember William Overby and seconded by Councilmember Mark Petersen to approve Budget Ordinance Amendment #17. Motion carried unanimously.

**TOWN OF SELMA
BUDGET ORDINANCE AMENDMENT # 17
FISCAL YEAR 2016/2017**

BE IT ORDAINED by the Town Council of the Town of Selma, County of Johnston, State of North Carolina, and Meeting in Budget Session this 14th day of February 2017, that the Town Budget adopted on June 20th 2016, for FY 2016/2017 is hereby amended and adopted:

Section I. To amend the General Fund (Fund 10) for unanticipated/unbudgeted revenues and expenses during FY 2016/2017. The Town's General Fund (Fund 10) accounts are to be amended as follows:

<u>Account No.</u>	<u>Debit</u>	<u>Credit</u>
10-4100-2600 Supplies & Materials(E)		100.00 Decrease
10-4100-3250 Postage(E)	100.00	Increase

Section II. Copies of this Budget Ordinance Amendment shall be furnished to the Town Clerk, the Budget Officer, and the Finance Officer, and shall be available for public inspection and audit.

Adopted this 14th day of February 2017.

Finance Director Karen Johnson stated that Budget Amendment #18 was for a project approved by Town Council with VC3.

Town Manager Barlow stated the Town needed to purchase the camera for that project.

A motion was made by Councilmember Mark Petersen and seconded by Councilmember William Overby to approve Budget Ordinance #18. Motion carried unanimously.

**TOWN OF SELMA
BUDGET ORDINANCE AMENDMENT #18
FISCAL YEAR 2016/2017**

BE IT ORDAINED by the Town Council of the Town of Selma, County of Johnston, State of North Carolina, and Meeting in Budget Session this 14th day of February 2017, that the Town Budget adopted on June 20th 2016, for FY 2016/2017 is hereby amended and adopted:

Section I. To amend the General Fund (Fund 10), Water Fund (Fund 60) and Sewer Fund (Fund 61) and Electric Fund (Fund 63) for unanticipated/unbudgeted revenues and expenses during FY 2016/2017. The Town's General Fund (Fund 10), Water Fund (Fund 60) and Sewer Fund (Fund 61) and Electric Fund (Fund 63) accounts are to be amended as follows:

<u>Account No.</u>	<u>Debit</u>	<u>Credit</u>
10-3990-0000 (R) Fund Bal. Approp		15,800.00 Increase
10-4190-3200 (E) VC-3 Cloud Serv.	15,800.00	Increase
60-3990-0000 (R) Fund Bal. Approp		15,800.00 Increase
60-7110-3200 (E) VC-3 Cloud Serv.	15,800.00	Increase
61-3990-0000 (R) Fund Bal. Approp		15,800.00 Increase
61-7110-3200 (E) VC-3 Cloud Serv.	15,800.00	Increase
63-3991-9910 (R) Fund Bal. Approp		15,800.00 Increase
63-7210-3200 (E) VC-3 Cloud Serv.	15,800.00	Increase

Section II. Copies of this Budget Ordinance Amendment shall be furnished to the Town Clerk, the Budget Officer, and the Finance Officer, and shall be available for public inspection and audit.

Adopted this 14th day of February, 2017.

Finance Director Karen Johnson stated that Budget Amendment #19 was to balance the equipment line item for the Recreation Department.

A motion was made by Mayor Pro-Tem Jackie Lacy and seconded by Councilmember William Overby to approve Budget Ordinance #19. Motion carried unanimously.

**TOWN OF SELMA
BUDGET ORDINANCE AMENDMENT # 19
FISCAL YEAR 2016/2017**

BE IT ORDAINED by the Town Council of the Town of Selma, County of Johnston, State of North Carolina, and Meeting in Budget Session this 14th day of February 2017, that the Town Budget adopted on June 20th 2016, for FY 2016/2017 is hereby amended and adopted:

Section I. To amend the General Fund (Fund 10) for unanticipated/unbudgeted revenues and expenses during FY 2016/2017. The Town's General Fund (Fund 10) accounts are to be amended as follows:

<u>Account No.</u>	<u>Debit</u>	<u>Credit</u>	
10-6200-2995 Senior Trips(E)		100.00	Decrease
10-6200-4990 Equipment/Not Capital(E)	100.00		Increase

Section II. Copies of this Budget Ordinance Amendment shall be furnished to the Town Clerk, the Budget Officer, and the Finance Officer, and shall be available for public inspection and audit.

Adopted this 14th day of February 2017.

Finance Director Karen Johnson stated that Budget Amendment #20 was to balance the expenditures for tax collections.

A motion was made by Councilmember Tommy Holmes and seconded by Councilmember William Overby to approve Budget Ordinance #20. Motion carried unanimously.

**TOWN OF SELMA
BUDGET ORDINANCE AMENDMENT # 20
FISCAL YEAR 2016/2017**

BE IT ORDAINED by the Town Council of the Town of Selma, County of Johnston, State of North Carolina, and Meeting in Budget Session this 14th day of February 2017, that the Town Budget adopted on June 20th 2016, for FY 2016/2017 is hereby amended and adopted:

Section I. To amend the General Fund (Fund 10) for unanticipated/unbudgeted revenues and expenses during FY 2016/2017. The Town's General Fund (Fund 10) accounts are to be amended as follows:

<u>Account No.</u>	<u>Debit</u>	<u>Credit</u>
10-4130-3110 Travel/Training(E)		1,500.00 Decrease
10-4130-4500 Jo Co Tax Collection Exp(E)	1,500.00	Increase
10-3010-0100 Prior Year Taxes (R)		821.75 Increase
10-4130-4500 Jo Co Tax Collection Exp(E)	821.75	Increase

Section II. Copies of this Budget Ordinance Amendment shall be furnished to the Town Clerk, the Budget Officer, and the Finance Officer, and shall be available for public inspection and audit.

Adopted this 14th day of February 2017.

Financial Statements:

Town Manager Barlow stated that the January 2017 statement represents seven months or 58.3% of the fiscal year. He said that all the funds look good. Mr. Barlow stated that revenues exceeded expenditures on all funds. He said that year-to-date in the General Fund the Town was about \$460,000 revenues exceeding expenditures.

Mr. Barlow stated that the Water Fund was at 62% of water sales revenue, which was a good sign going into the spring. He said that expenditures were only at 55%. Mr. Barlow stated that the \$100,000 transfer from the Sewer Fund to the Water Fund has not been made yet.

Mayor Oliver asked when that transfer would be made.

Finance Director Karen Johnson stated that she would make that transfer this month.

Mr. Barlow stated that the Sewer Fund was at about \$2.2 million for revenues (60%) with expenditures being about \$500,000 less.

Mr. Barlow stated that in the Electric Fund it looked as if staff was ahead a month on making power payments.

Mr. Barlow reviewed with Town Council the year-to-date financial summary, in which all funds were ahead of last fiscal year.

**Contract for
Engineering Services
for Lift Station #10:**

Town Manager Barlow stated that this item was received after agenda packets went out. He said that this was a Hurricane Matthew recovery project. Mr. Barlow stated that this was for repairs to the pump station at Redwood Subdivision, which was flooded. He said that the control panels to the lift station needed to be replaced and elevated. Mr. Barlow stated that the generator was also beyond repair, and needed to be replaced and elevated.

Town Manager Barlow reviewed with Town Council a Preliminary Engineering Report (PER), which was the first step in the process to do the design to get thing ready to go out for bids. He said that the Wooten Company was familiar with that lift station, and that would be helpful in getting this project underway. Mr. Barlow recommended that the Town enter into a contract with the Wooten Company. He said that the project would be 100% FEMA covered; therefore, there would be no expense to the Town for engineering or construction.

A motion was made by Councilmember William Overby and seconded by Councilmember Mark Petersen to approve a contract with the Wooten Company for completion of a Preliminary Engineering Report for pump station #10. Motion carried unanimously.

Mayor Oliver asked if there were any follow-ups to the action items from their meetings with the property owners.

Town Manager Barlow stated that he did not have any follow-ups at this time.

**TOWN ATTORNEY'S
REPORT:**

Attorney Chip Hewett stated that he and Planning/Economic Development Director Julie Maybee had looked at the covenants at Oak Tree Corporate Park. He said that the covenants were for 25 years then it goes into 10-year renewal periods. Attorney Hewett stated that right now, the Town was in the 10-year renewal period. He said that the covenants restrict the use as to what could be done in the park. Attorney Hewett stated that Town Council might want to take a look at the use restrictions. He said that there have been three attempts to change the covenants; however, none of the changes was completed due to not all the property owners signing off on changes.

Town Manager Barlow stated that staff did not have anything pending at this time. He said that they were coming to the end, and the covenants continue to renew itself. Mr. Barlow stated that the window was open to review it.

Mayor Oliver asked that the covenants be reviewed, and would consider any recommendations.

Town Attorney stated that the other matter he had was a matter of litigation, and would ask Town Council to go into closed session for some instruction. He said that he did not expect any action on the item.

**MAYOR’S REPORT &
RECOMMENDATIONS –
Selection Process for
Next Town Manager:**

Mayor Oliver stated that she would like to have a discussion regarding how Town Council wanted to proceed with the selection process for the next Town Manager. She said that she had talked to a previous consultant, Bill Wilder, to see if he would be available. Mayor Oliver stated that he was available at a cost similar to the previous search.

Councilmember Petersen stated that it would be helpful to have someone that has been there before, and is in that business.

Councilmember Overby asked if the North Carolina League of Municipalities offered the same services.

Mayor Oliver stated that there would probably be an increased cost over Mr. Wilder.

Councilmember Holmes recommended having Mr. Wilder come before Town Council at a future work session before any decisions are made.

Mayor Oliver distributed copies of the Town Manager’s employment ad.

Councilmember Holmes recommended talking with Mr. Wilder before anything is sent out.

Councilmember Petersen suggested adding marketing experience to the list of requirements.

**Johnston County
Economic Development
Advisory Board:**

Mayor Oliver stated that people do not know what the Johnston County Economic Development Advisory Board does. She said that it should have some responsibilities and efforts that help the Town of Selma in its economic development efforts. Mayor Oliver stated that the members want to broaden the scope of this Board. She said that they were asking for input on how this Board could help Towns, and one recommendation was a cluster analysis across Johnston County. Mayor Oliver stated that she would like to see this Board be a catalyst in bringing people together.

**Code Enforcement
Report: Confidentiality
of Individual Who Issues
a Complaint:**

Mayor Oliver stated that the Code Enforcement report that is online details issues. She said that until recently, it has not identified the person who issued the complaint. Mayor Oliver stated that there have been some instances where ill feelings had developed between the person who was reported and the person who reported the issue. Mayor Oliver stated that was not the purpose of the report, but was there to identify and solve problems. She said that she would like to get the consensus of Council to drop the name of person making the complaint.

Attorney Hewett stated according to the UNC School of Government, this was a policy decision that Town Council needed to make. He said that they either want it on the form or not. Attorney Hewett stated that once the information is received by the Town, it is a public record, and the information has to be disclosed. He said that the UNC School of Government has suggested that if you want to keep the person making the complaint anonymous, that is put into the policy that it is not required that they submit their name or address. Attorney Hewett stated that during that process, if the name is given or discovered, it becomes a public record, and is subject to disclosure.

It was the consensus of Town Council to discuss this further at a work session.

Attorney Hewett stated that it would be a policy directive as to how Town Council wants to receive the information.

**Selection of Dates for
Four Meetings with
Citizens:**

Mayor Oliver stated that it had been discussed to divide the Town into quadrants, and Town Council and staff would go out and meet with those citizens in those quadrants.

It was the consensus of Town Council to schedule the first quadrant meeting for March 9, 2017 at the Selma Public Library at 6:00 p.m.

**Set Date for Work
Session to Gain
Consensus of Town of
Selma Incentives for
Development:**

Mayor Oliver stated that there were several topics already on the agenda for the next Town Council Work Session.

It was the consensus of Town Council to schedule the next work session for February 23, 2017 at 6:00 p.m. in the Jernigan Building.

**Set date for Workshop to
Review Cost of Service
Study Results:**

Mayor Oliver stated that a date needed to be set to review the Cost of Service Study results.

It was the consensus of Town Council to schedule a workshop on Tuesday, March 14, 2017 at 4:30 p.m. at the Fire Department.

Mayor Oliver stated that if that date was a problem with the consultant then they schedule the workshop for Monday, March 13, 2017 at 4:30 p.m. at the Fire Department.

General Comments:

Mayor Oliver thanked the Selma Development Partnership for their work on the 150th Anniversary events.

**COUNCILMEMBERS’
REPORT &
RECOMMENDATIONS:**

Councilmember Overby stated that that a lot of effort has been made in boarded up houses. He said that that the buildings in the downtown area needed to be worked on.

Town Manager Barlow stated that a boarded up commercial building was a different process than residential.

Planning/Economic Director Julie Maybee stated that she would have to look at the standards in the new code, and look at what buildings were boarded up. She said that that there were some new tools in place. Ms. Maybee stated that if it was a historical building that is being altered, they could look at it through a zoning standpoint.

Mayor Oliver asked that this be discussed at the March 14, 2017 Town Council meeting.

Ms. Maybee stated that this would be a good discussion with incentives to encourage people to fix their buildings.

Councilmember Petersen stated that there were great things going on at Smithfield-Selma High School, Selma Middle School, and Selma Elementary School. He encouraged everyone to attend the #SSStrong event on April 22, 2017.

Mayor Pro-Tem Lacy thanked everyone for their concern while she was out sick. She said that she was concerned about the sign that was to be put up on the side of the Electric Department’s building. Mayor Pro-Tem Lacy stated that it has been discussed for a while and is not up yet.

Mayor Pro-Tem Lacy stated that Mr. Eric Jackson discussed with Council the idea of an adult school, which she had not seen anything.

Mayor Oliver stated that Mr. Jackson has not had the opportunity to move forward on it.

CLOSED SESSION:

Town Attorney Hewett stated that Town Council needed to go into closed session under NCGS § 143-318.11(3) regarding a pending litigation matter and under NCGS § 143-318.11(6) regarding a personnel matter.

A motion was made by Councilmember Mark Petersen and seconded by Councilmember William Overby to go into closed session. Motion carried unanimously. 8:45 p.m.

RETURN TO REGULAR SESSION:

Town Council returned to regular session at 10:05 p.m.

A motion was made by Councilmember Mark Petersen and seconded by Mayor Pro-Tem Jackie Lacy to increase the salary of Town Manager Barlow by 1.5%. Voting Yes: Mayor Cheryl Oliver, Mayor Pro-Tem Jackie Lacy, Councilmember William Overby, and Councilmember Mark Petersen. Voting No: Councilmember Tommy Holmes. Motion carried.

ADJOURNMENT:

With no further business, a motion was made by Mayor Pro-Tem Jackie Lacy and seconded by Councilmember Tommy Holmes to adjourn. Motion carried unanimously.

The meeting adjourned at 10:07 p.m.

BRENDA W. THORNE, Town Clerk