

**MINUTES OF THE MEETING OF THE
TOWN COUNCIL
TOWN OF PINEVILLE, NORTH CAROLINA
BUDGET WORKSHOP, TUESDAY, MARCH 26, 2013**

The Town Council of the Town of Pineville met in a special session Budget Workshop on Tuesday, March 26, 2013 at 6:30 p.m. at the Pineville Telephone Conference Center.

ATTENDANCE

Mayor: Mayor George Fowler
Mayor Pro-Tem: David Phillips
Town Council Members: Debbie Fowler, Melissa Davis, and Les Gladden
Town Clerk: Barbara Monticello
Planning Director: Travis Morgan
Administration: Tihisha Sharif (HR)
Telephone & Electric: Gary Creech and Ralph Trull

CALL TO ORDER

Mayor Fowler called the meeting to order at 6:35 p.m. and stated there would be discussions with Department Heads regarding budget requests for FY2013-14.

Planning Director, Travis Morgan presented his requests to Council. His budget was similar to last year with salaries being left as is in case a third person was needed in addition to him and the Code Enforcement Officer. Originally, there were three individuals in that department: the Planning Director, a Planner and a Code Enforcement Officer. However, once Kevin Icard resigned as Planning Director, Travis Morgan was promoted from Planner to Planning Director leaving his position vacant. The salary for that position had been left in the budget in the event that the position was filled at a later time.

Engineering contract services was discussed. Because we still have housing developments going up, someone is needed to review and inspect the streets before the town takes them over to be sure they were built correctly. The town would still need to take over the streets in Parkway Crossing, part of Traditions and Carolina Village and Mr. Morgan is not trained or skilled enough in street construction to be able to determine if they were built correctly. Therefore, he budgeted for professional engineering services at \$50,000.

Council Member Gladden suggested budgeting \$25,000 for a new vehicle for the Planning & Zoning Department as the current vehicle that the Code Officer drives, a four-door truck, would be better utilized by the Public Works department. He proposed giving that vehicle to Public Works and buying a more economical one for Code Enforcement but something that would accommodate signs and animal traps.

Additionally, it was suggested that the budgeted amount for vehicle maintenance be increased from \$500 to \$2,000 as \$500 wouldn't be enough to purchase a new set of tires if needed. The amount for auto supplies was changed from \$6,500 to \$5,000 with \$500 added to postage and \$1,000 added to advertising. The Oce Plotter would be traded in for a newer, smaller model.

Human Resource Administrator, Tihisha Sharif, reviewed the overall Administration budget as well as her budget with Council. Some of the HR items that were budgeted last year remained the same such as EAP, retirement parties/dinners, and memberships and conferences for the HR person. However, she requested an increase in the training budget for employees because she wanted to do an employee needs assessment, harassment training and diversity training. Additionally she was requesting more team-building workshops for the police department as well as regular employees. This may be in the form of a picnic or something similar. She also wanted to institute a comprehensive wellness, fitness and/or weight loss program for employees to help cut down on insurance costs. This could include screenings for blood pressure, cholesterol and blood sugar.

Ms. Sharif also suggested creating a budget for a Safety Committee as Chip Hill was named the Safety Officer. She hoped for some CPR training and installing AED's throughout some of the town's buildings as well as some safety training, conference and memberships for Chip. The town did not have a safety manual which she recommended as well.

The Town Clerk, Town Administrator and Finance budgets were also reviewed and included some additional training for new hires in both the Finance and Administrator's positions. A new vehicle was being proposed for the Town Administrator and the Clerk's budget included a request for additional funding for off-site storage of record as well as some funding for a Technical Assistance Team to assess downtown economic development.

Both Gary Creech and Ralph Trull were in attendance to discuss the budgets of their departments: Telephone and Electric. Mr. Creech specified that new carpet was needed for his building along with new test equipment and routers. Businesses are requiring faster and faster speeds so upgraded routers would be needed to accommodate them. He also envisioned providing wireless service throughout town with hot spots in certain areas. Several computers and at least two laptops also need to be replaced. There was one add-to-staff budgeted for the current fiscal year, along with a new vehicle but neither had been fulfilled so he was instructed to put it in the next FY budget.

Ralph Trull, Department Head for Pineville Electric stated his department needed about 900 more automated residential meters to change out the Sable Point, Willow Ridge and Meadow Creek apartment complexes. Right now his department was changing out 2 to 3 meters a month with close to 200 new meters set last year for new homes. He currently had about 150 of the new meters on hand. The new meters should last about 20 years.

Another electrical feed is needed in the near future from Main St. to Polk to Carolina Place Parkway which requires about an additional 30 poles at a cost of approximately \$500 per pole. He stressed that this projected needed to be done within the next couple of years.

His department was also in need of new tools. He was quoted a price of \$4,900 and added that some of the tools were mandated by law that they be used. His 1986 bucket truck has both an exhaust leak and was in need of a new clutch. It could use a major overhaul which could run over \$100,000; a new one was too expensive so he would consider a 2002 or 2003 model with no more than 60 to 70,000 miles on it, as it would still be in relatively good condition.

The Electric Department is also in need of a company to perform a Fluid Test in our substations. Duke Energy no longer provided this service to the town and we have been without the test since that time. Mr. Trull also thought it would be beneficial to hire an addition to staff – an apprentice that could be trained through Electricities. They usually announce their classroom schedule about six months in advance. The individual would have classroom as well as field experience.

ADJOURNMENT

Since it was getting late, the consensus of Council was to postpone the Parks and Recreation budget discussion until the next meeting which was scheduled for Tuesday, April 2, 2013. With no further business, Council Member Gladden moved to adjourn the meeting at 11:00 p.m. Council Member Fowler seconded the motion and there were ayes by all to adjourn the meeting.



Barbara Monticello, Town Clerk



George C. Fowler, Mayor