

**COUNCIL MEETING  
AGENDA**

**Pineville Meeting Hut  
Tuesday, January 14, 2020  
6:30 p.m.**



**PINEVILLE TOWN COUNCIL AGENDA  
6:30 P.M. - PINEVILLE HUT MEETING FACILITY  
TOWN OF PINEVILLE, NORTH CAROLINA  
TUESDAY, JANUARY 14, 2020**

- 1) **Call Meeting to Order:**
  1. **Pledge Allegiance to the Flag: (MD)**
  2. **Moment of Silence:**
  3. **Introduction of New Police Officers**
- 2) **Adoption of Agenda:**
- 3) **Approval of the Minutes from the:** Work and Closed Session Meetings of December 4, 2019 and the Regular Council Meeting of December 10, 2019.
- 4) **Consent Agenda:** a) *Finance Report as of 12/31/19;* b) *Proclamation for School Choice Week*
- 5) **Public Comment:**
- 6) **Public Hearing:**
  - A. **IPEX USA, LLC (Travis Morgan)** Public Hearing for a request to expand business located at Rodney St. **(INFORMATIONAL)** *(vote will take place below in New Business).*
- 7) **Old Business:**
  - A. **Fleet Monitoring (GPS) – (Ryan Spitzer)** Town Manager will provide additional information regarding the Verizon GPS/Diagnostics program. **(ACTION ITEM).**
  - B. **Johnston Drive Realignment:**
    1. **NCDOT Agreement for Realignment of Johnston Drive – (Travis Morgan)** Council to review and vote on agreement with NCDOT for the realignment of Johnston Drive. **(ACTION ITEM).**
    2. **Budget Amendment for Realignment of Johnston Drive – (Travis Morgan)** will present a Budget Amendment for approval related to the realignment of Johnston Drive. **(ACTION ITEM).**
- 8) **New Business:**
  - A. **IPEX Expansion – (Travis Morgan)** Once the Public Hearing is closed, Council will vote to approve or deny the expansion. **(ACTION ITEM).**
  - B. **Presentation on Chamber of Commerce – (Mayor Edwards)** – John Holobinko will give a presentation on the progress of the new Pineville Chamber of Commerce. **(INFORMATIONAL).**

- C. PCAA Fee Waiver** – *(Ryan Spitzer)* – Discuss and vote on whether to waive the fee for PCAA’s use of Jack Hughes Park **(ACTION ITEM)**.
- D. Approval of Bids for Electric** – *(Don Mitchell)* – Two Bids for electrical work will be presented for review and approval **(ACTION ITEMS)**:
1. **Bid #1:** Circuit Breaker Bid Recommendation for Polk Substation – Council to approve and award bid **(ACTION ITEM)**.
  2. **Bid #2:** Material Bid Recommendation for Carolina Place Mall – Council to approve and award bid **(ACTION ITEM)**.
- E. Presentation by Chief Gerin** – Fire Chief, Mike Gerin, will make a presentation on Understanding ISO Ratings. **(INFORMATIONAL)**.
- F. Meeting Schedule for 2020** – *(Ryan Spitzer)* – Each year Council must adopt the schedule of its meetings for the year. **(ACTION ITEM)**.
- G. Board Appointments:** *(Mayor Edwards)* – Each year appointments & reappointments are needed for town/county boards, committees, etc. **(ACTION ITEM)**.
- H. Staff Update:**
- 1) **Manager’s Report**
  - 2) **Calendar of Events**
    - a) **Save the date:** The date of Saturday, April 25<sup>th</sup> has been scheduled for a town-sponsored Shred Day. Details will follow at a later date.
    - b) **Reminder for all Elected Offices:** Two hours of Ethics training is required for all Elected Officials following an election. The webinar can be purchased and viewed as a group or individually if necessary. Please think about a date you may want to view as a group.

**9) Adjourn**

*If you require any type of reasonable accommodation as a result of physical, sensory, or mental disability in order to participate in this meeting, please contact Barbara Monticello, Clerk of Council, at 704-889-2291 or [bmonticello@pinevillenc.gov](mailto:bmonticello@pinevillenc.gov). Three days’ notice is required.*

# **MINUTES**

**Minutes from the Town  
Council Regular and  
Closed Session Meetings of  
December 4, 2019 and the  
Regular Council Meeting of  
December 10, 2019**



**MINUTES OF THE  
TOWN COUNCIL WORK SESSION OF  
Wednesday, December 4, 2019- 6:00 P.M. (Meeting was rescheduled from 11/18/19)  
Pineville Telecommunications Bldg.  
118 College Street, Pineville, NC**

The Town Council of the Town of Pineville, NC, met in a Work Session on Wednesday, December 4, 2019 at 6:00 p.m. at the Telephone Building located at 118 College St. in Pineville NC. This meeting was rescheduled from 11/18/19.

**ATTENDANCE**

**Mayor:** Jack Edwards was absent.

**Mayor Pro-Tem:** David Phillips

**Council Members:** Melissa Davis, Debbie Fowler and Joe Maxim

**Town Manager:** Ryan Spitzer

**Town Clerk:** Barbara Monticello

**Finance Director:** Richard Dixon

**Real Estate Attorney:** John Buben

**CALL TO ORDER**

Council Member Joe Maxim was running late so Town Manager, Ryan Spitzer, did a short presentation to Council on the proposed new Town Hall site plan showing preliminary exterior and interior renderings.

At 6:30 p.m. Mayor Pro Tem David Phillips called the meeting to order. Council Member Melissa Davis moved to open the meeting, with Council Member Debbie Fowler seconding the motion. There were ayes by all and the meeting commenced.

**Closed Session:** It was decided to change the agenda and present the Real Estate item for discussion in Closed Session first since real estate attorney, John Buben was present. A motion was made and seconded to enter the Closed Session pursuant to NCGS 143-318.11(5) (*real estate item*). A lengthy discussion followed with Attorney Buben presenting information to Council on his findings regarding a real estate transaction. Council provided direction to both Town Manager, Ryan Spitzer and Real Estate Attorney, John Buben on how to proceed with the issue.

**Open Session:** A motion was made and seconded to go back into Open Session. There were ayes by all and the regular session reconvened.

**DISCUSSION ITEMS:**

**A. Time Clocks:** Town Manager, Ryan Spitzer, explained the 2 options available to the town: either Kronos or Time Clock Plus. The costs were comparable.

Council Member Melissa Davis asked what type of time clocks the City of Charlotte uses. Financial Director Richard Dixon commented that the city uses a combination of things, including an online time sheet.

Town Manager Ryan Spitzer advised that something would be set up for the first few months to allow people some leeway and before disciplining them if they are still not using the system correctly.

Council Member Joe Maxim was concerned with how to be consistent with all employees. Council Member Davis reminded council that even department heads were not putting in their time sheets correctly. Council Member Joe Maxim suggested the time clock system be tied to employee productivity in some way. He was more in favor of a GPS system than of a time clock for the Police Department.

Mayor Pro Tem David Phillips stated that employees start coming in at all hours of the day and it just gets worse from there. There needs to be some kind of accountability in place. Council Member Davis agreed, stating the system needs to be across the board and include everyone. Council Member Maxim then agreed that it would have to be done with all departments.

Town Manager, Ryan Spitzer, stated that the two quotes provided in their packets were for time clock systems. The less expensive system is web-based and does not have a box tied to it. A software-based system would be about half the cost of the ones quoted. Ryan then said he will get hard quotes and draw up a shell of procedures to follow. The Employee Handbook may need to be changed to include the new rules.

Council Member Joe Maxim said he expected clear and unfiltered expectations for all employees. Mr. Spitzer will bring back information for the January council meeting.

#### **B. GPS on Town Vehicles**

Mayor Pro Tem Phillips was in favor of installing GPS on town vehicles because it will verify that an officer was in a particular area should a resident claim they had not been there. It also can verify how many cars are sitting together for 2 to 3 hours at a time.

Town Manager Spitzer stated that Geo Tab (Blue Arrow) was more expensive than Verizon and that the City of Charlotte uses Blue Arrow. Mayor Pro Tem Phillips stated that some of the cost of the GPS could come out of Asset Forfeiture monies, at least for the police vehicles. Council Member Joe Maxim thought that putting GPS on all vehicles was excessive but that it should extend beyond just the Police Department. Manager Spitzer stated we could look at installing GPS on the Police and Fire Department vehicles, as well as service vehicles. There was mention of a GPS system that was previously installed on police vehicles that caused some morale issues. Council Member Melissa Davis stated that despite how employees felt about installing GPS on town vehicles, they could either accept it or move on.

Questions were asked on what the "diagnostics" modular included. Mr. Spitzer will check on the diagnostics and exactly what it includes. Verizon's GPS runs about \$10,000 a year and the Geo Tab system is more expensive. He then stated he would bring the GPS information to the December Work Session and attempt to address concerns about the morale issue.

(Mayor Pro Tem Phillips called for a 10-minute break at 8:32 p.m. before resuming the meeting at 8:42)

#### **C. COLA Increases**

A discussion resumed from an earlier meeting as to whether COLA increases should be given to employees. Council Member Davis stated her biggest concern was that some people needed increases and some people did not. With both a merit and COLA increase, an employee could get up to 5%. Council Member Debbie Fowler stated that most people were getting 2.5 % increases. Manager Spitzer stated that the decision was made that if police employees were getting 2.5%, then regular employees should get the 2.5 % as well. Officers get 2.5 % or they get nothing.

Council Member Fowler asked why the Police Department couldn't get just a 2% COLA? Mr. Spitzer stated that they had to continue using the step amount at 2.5% The COLA increase would need to stay at the 2.5 %. Council Member Elect, Les Gladden, stated that the City of Charlotte had done away with giving COLA increases but the county still gave both a merit and a COLA. Mayor Pro Tem Phillips added that the city did do away with COLA increases but employees were eligible for a bonus based on meeting three goals. Mayor Pro Tem Phillips' concern was the



increasing insurance costs along with the fact that after all the time and money that is invested in employees, they leave and go elsewhere for more money.

Council Member Maxim stated that he could not see any way around not giving employees a COLA increase. It had to be done in order to stay competitive with other towns.

Town Clerk Barbara Monticello then read comments that the Mayor had given her to read into the minutes. (Comments are attached and made part of these minutes).

Council Member Debbie Fowler stated that they had discussed salary increases last year at this time and she was against giving a COLA increase. It should be brought up during the budget meetings with the new council members present. She did not trust the figures that were calculated for the Telephone Department.

Council Member Melissa Davis asked about guaranteeing that department heads will do a better job. Council did not have any control over the merit increases. Mr. Spitzer responded that the performance of an individual is what is considered with the merit increase, but a COLA increase could not be considered in the same way. A COLA was based on environmental factors such as inflation and general rises in the cost of just about everything. Ms. Davis still could not see rewarding people for not doing a good job. Council Member Joe Maxim asked that she think of the job itself and not the person doing the job.

Mr. Phillips stated that at one time, we had people working here making \$14.00 an hour which equated to a .28-cent increase in pay. Employees cannot afford to live on that. If we continue to only pay 2-2.5% merit increases each year, we will continue to lose people. If someone worked here for 5 years and their salary increased a total of \$1.45 in that timeframe, that is disheartening. Manager Spitzer stated that 97% of our people get 2.5 % increases.

Council Member Maxim suggested we do the merit/cola increases at the same time. No one was against giving COLA increases, but had more concerns about the merit process. Council Member Maxim stated that in those years that we are able to give a COLA, we should go ahead and give employees a COLA. Council Member Davis reiterated her biggest complaint: rewarding people for doing a good job when they have not done a good job. Mayor Pro Tem Phillips suggested that they be sure evaluations were done fairly, correctly and that merit increases were based around the bell curve.

Ms. Davis asked how to handle increases with the friendships that have developed between employees that have worked together for many years. Mr. Spitzer responded that each department got only a certain amount of money for increases and each employee needed to fit within that amount. Ms. Davis again stated that unless they saw improvement, no one should get anything. Mr. Spitzer stated that nothing would change until the town invested in new evaluation software. His goal was to have new evaluation software by 7/1/20.

Mayor Pro Tem Phillips asked if this was something that Council needed to vote on to which Mr. Spitzer replied that they did. Mayor Pro Tem Phillips motioned that from now until 7/1/20, a 1% COLA raise be granted for the remainder of this fiscal year. The motion was seconded by Council Member Maxim. A vote showed three in favor, David, Joe and Melissa and one opposed, Debbie Fowler. Motion passed 3-1.

A brief discussion ensued regarding the See, Click Fix app. Council requested to see data from this app, which Mr. Spitzer will supply to Council.

Council Member Debbie Fowler moved to exit the Open Session and move into Closed Session. Motion was seconded by Melissa Davis. Meeting moved into closed session at 10:00 p.m.

**Closed Session:** Once back in Closed Session, pursuant to NCGS 143-318.11(6) (*personnel*), a personnel issue was discussed with feedback provided to the Town Manager. At 10:15 p.m. a motion was made and seconded to move out of the Closed Session and back into Open Session. There were ayes by all and Council was back in Open Session.

**Open Session:** Discussion focused on the percentage amount to award the Town Manager after giving him his evaluation. Council Member, Joe Maxim recommended a 3 ½ -4% increase, Mayor Edwards' (by way of comments read into the record by the Town Clerk), recommended a 4.5% increase, Council Member Melissa Davis was OK with an increase but on the lower end, not on the higher side and then suggested to revisit this again in six months. She was comfortable with a 2 ½ % increase, along with a 1% COLA. Council Member Debbie Fowler suggested a 2.5% increase, plus a 1% COLA increase and Mayor Pro Tem David Phillips recommended at 2 ½ % increase with a 1% COLA increase.

Council Member Debbie Fowler moved to approve a 2 ½% increase as of now, retroactive back to November, along with a 1% COLA increase. Additionally, Council will revisit his goals in six months to determine if another salary adjustment is needed. Council Member Melissa Davis seconded the motion and there were ayes by all.

**ADJOURNMENT:** Having no further business, Council Member Debbie Fowler moved to adjourn the meeting with Council Member Joe Maxim seconding the motion. There were ayes by all and the meeting was adjourned at 10:40 pm.

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Jack Edwards, Mayor

**ATTEST:**

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Barbara Monticello, Town Clerk





**MINUTES OF THE  
TOWN COUNCIL MEETING OF THE  
TOWN OF PINEVILLE, NORTH CAROLINA  
TUESDAY, DECEMBER 10, 2019**

The Town Council of the Town of Pineville met in Regular Session on Tuesday, December 10, 2019 at 6:30 p.m. at the Hut Meeting Facility in Pineville.

**ATTENDANCE**

Mayor: Jack Edwards  
Mayor Pro-Tem: David Phillips  
Council Members: Debbie Fowler, Melissa Davis and Joe Maxim  
Town Manager: Ryan Spitzer  
Planning & Zoning Director: Travis Morgan  
Finance Director: Richard Dixon  
Town Clerk: Barbara Monticello

**CALL TO ORDER**

Mayor Jack Edwards called the meeting to order at 6:31 p.m.

**PLEDGE OF ALLEGIANCE TO THE FLAG (JE)**

Council Member Joe Maxim led the group in the Pledge of Allegiance.

**MOMENT OF SILENCE**

Mayor Edwards asked for a moment of silence for Council Member Melissa Davis who lost her brother three weeks ago, Town Manager Ryan Spitzer who lost his grandmother and Pineville resident Debbie Pressley who passed away. He also asked that we remember our troops, first responders, police, fire and our military men and women as there was another active shooter incident in Jersey City, NJ today where six people were killed. .

**ORDER OF BUSINESS:**

**Adoption of the Agenda:**

Council Member Debbie Fowler made a motion to adopt the agenda. Council Member Melissa Davis seconded the motion and there were ayes by all. Motion passed 4-0.

**Approval of the Minutes from the Regular Council Meeting and Closed Session Meetings of November 12, 2019.**

Council Member Melissa Davis moved to approve the minutes, seconded by Council Member Debbie Fowler. There were ayes by all and the minutes were approved.

**Consent Agenda:**

The Consent Agenda consisted of the following items: a) *Finance Report as of 11/30/19.* b) *Accept the Official Election Results.* Council Member Debbie Fowler made a motion to adopt the agenda with Council Member Joe Maxim seconding the motion. There were ayes by all and the motion passed 4-0.

**PUBLIC COMMENT:**

**Bobby French**, the new principal of Pineville Elementary school, spoke about how he went to Pineville Elementary School and has come back to the school as their principal. He was happy to see the diversity of his students, as well as the overall growth of Pineville. He commended his teachers as great mentors and reminded council that he was available to speak with anyone at any time.

**Jane Shutt** of Pineville Neighbors Place, spoke of the upcoming "Shop with a Cop" event. They received a lot of toys and funds for the event and were excited to be able to help the boys and girls of Pineville and Sterling Elementary Schools. She offered big thanks to some of the larger sponsors, such as Daimler Truck Company, Middle James Brewery, Pineville Tavern and Atrium Health. She stated this event has been a huge success and thanked Pineville Communications for assisting with the Food Drive as well as the entire community for their ongoing support.

**OLD BUSINESS:** *None*

**RECOGNITION OF OUTGOING BOARD MEMBERS:**

Mayor Edwards presented outgoing Council Members David Phillips and Debbie Fowler with proclamations and gifts in recognition of their years of service. He thanked them for their time and contributions and wished them well. Both Mrs. Fowler and Mr. Phillips thanked their families and the residents for their support and for allowing them to serve as their representatives on the Town Council.

**SWEARING IN CEREMONY:**

- a. **Oath of Office for Mayor** - Town Clerk, Barbara Monticello, was given the honor of swearing in Mayor Jack Edwards for his new term. He thanked Council and the residents of the town for their hard work and continued support.
- b. **Oath of Office for New Council Members** - Mayor Edwards was given the honor of swearing in the two new Council Members, Les Gladden and Amelia Stinson-Wesley.

Amelia Stinson-Wesley expressed that she was delighted and grateful to be in office. She thanked her family, her husband and her children for their support as well as the residents in Pineville that elected her. Les Gladden stated that it was not his first time on Council. He knew it was a 24/7 job requiring a lot of hours and that was why he appreciated the time the others had put into being on the board. He thanked those in attendance for their support.

**NEW BUSINESS:**

There was on piece of new business that had to take place and that was to nominate someone to be Mayor Pro Tem. New Council Member, Les Gladden, noted that typically the Mayor Pro Tem was the person with the highest votes but in this case with new, staggered terms in place, that concept really didn't apply so much anymore and with Ms. Davis' years of experience on the board now, he nominated her for the spot of Mayor Pro Tem. Council Member, Joe Maxim, seconded the motion. There were ayes by all and Melissa Davis became the new Mayor Pro Tem for the board.

Mayor Edwards noted a date change for the January Work Session. Due to a conflict in his schedule, he requested it be moved from January 27<sup>th</sup> to January 21<sup>st</sup> since January 20<sup>th</sup> was a holiday. Council Member Joe Maxim made a motion to accept that date change and Council Member Amelia Stinson-Wesley seconded the motion. There were ayes by all and the date for the meeting was changed.

**ADJOURNMENT:** Council Member Amelia Stinson Wesley made a motion to adjourn with Mayor Pro Tem Melissa Davis seconding the motion. There were ayes by all and the meeting adjourned at 7:00 p.m. A reception with light refreshments followed.

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Mayor Jack Edwards

ATTEST: 

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Barbara Monticello, Town Clerk

## **CONSENT AGENDA ITEMS**

- a) Finance Report as of 12/31/19*
- b) Proclamation for School Choice  
Week*

Town of Pineville  
 Budget vs. Actual  
 12/31/2019

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
<b>Revenues</b>			
Property Tax	\$ 8,166,295	\$ 4,365,667	53.46%
Prepared Food Tax	675,000	373,729	55.37%
Room Occupancy	610,000	293,786	48.16%
Franchise Tax	900,000	546,533	60.73%
Sales Tax	1,400,000	670,283	47.88%
Storm Water	405,000	179,648	44.36%
Powell Bill	180,000	208,401	115.78%
Other	1,179,815	942,705	79.90%
Sale of Fixed Asset	3,500,000	-	0.00%
Appropriated F/B - Restricted Police	205,000	205,000	100.00%
Appropriated F/B Cultural and Tourism	88,185	88,185	100.00%
<b>Total</b>	<b>\$ 17,309,295</b>	<b>\$ 7,873,937</b>	<b>45.49%</b>
<b>Expenditures</b>			
Governing Board	\$ 121,500	\$ 136,573	112.41%
Administration	5,550,835	424,885	7.65%
Human Resources	201,083	75,662	37.63%
Zoning	368,222	150,095	40.76%
Police	5,268,789	2,509,562	47.63%
Fire	1,034,100	520,023	50.29%
Public Works	771,215	353,685	45.86%
Storm Water	431,375	144,151	33.42%
Powell Bill	892,413	49,027	5.49%
Sanitation	600,000	239,470	39.91%
Recreation	592,578	295,512	49.87%
Cultural/Tourism	1,373,185	693,686	50.52%
Cemetery	4,000	-	0.00%
Contingency	100,000	-	0.00%
<b>Total</b>	<b>\$ 17,309,295</b>	<b>\$ 5,592,331</b>	<b>32.31%</b>

**Town Of Pineville**  
**Johnston Road Realignment**  
**12/31/19**

	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>Total Project</b>	<b>Project Budget</b>
<b><u>Road Realignment Revenue</u></b>						
DOT grant	-	-	-	-	-	-
Transfer from Fund Balance					1,957,000	1,957,000
<b>Total Road Realignment Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,957,000</b>	<b>1,957,000</b>
<b><u>Road Realignment Expense</u></b>						
Land/Building	-	731,228	6,586	-	737,814	725,000
Engineering	-	74,089	47,278	31,459	152,825	307,000
Construction	-	-	-	-	-	925,000
<b>Total Road Realignment Expense</b>	<b>-</b>	<b>805,317</b>	<b>53,863</b>	<b>53,863</b>	<b>890,639</b>	<b>1,957,000</b>



Town of Pineville

Electric

12/31/2019

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
Revenues			
Electric	14,438,143	7,711,249	53.41%
Expenditures			
Administration & Billing Support	488,739	267,700	54.77%
Purchased electricity	8,863,296	4,162,862	46.97%
Operations and Maintenance	5,086,108	874,021	17.18%
Total	<u>14,438,143</u>	<u>5,304,582</u>	<u>36.74%</u>

Town of Pineville  
ILEC Telephone Fund  
12/31/2019

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
<b>Revenues</b>			
Revenues	1,464,345	744,277	50.83%
Telephone Reserves	1,210,450	1,210,450	100.00%
Total Revenue	<u>2,674,795</u>	<u>1,954,727</u>	73.08%
<b>Expenditures</b>			
Operating Transfer Out	357,749	357,749	100.00%
Operating Expenses	1,266,996	592,187	46.74%
Plant under Construction	<u>1,050,050</u>	<u>59,029</u>	<u>5.62%</u>
Total	<u>2,674,795</u>	<u>1,008,966</u>	37.72%

Town of Pineville  
CLEC Telephone Fund  
12/31/2019

	<u>Budget</u>	<u>Actual</u>	<u>% of Budget</u>
Revenues			
Revenue	1,033,604	604,731	58.51%
Transfer from ILEC	357,749	357,749	100.00%
Total	<u>1,391,353</u>	<u>962,480</u>	<u>69.18%</u>
Expenditures			
Operating Expenses	1,255,953	686,026	54.62%
Plant under Construction	<u>135,400</u>	<u>2,750</u>	<u>2.03%</u>
Total	<u>1,391,353</u>	<u>688,776</u>	<u>49.50%</u>



**A PROCLAMATION DESIGNATING  
THE WEEK OF JANUARY 26 –  
FEBRUARY 1, 2020 AS SCHOOL  
CHOICE WEEK IN PINEVILLE, NC**

**WHEREAS**, children in the Town of Pineville should have access to the highest-quality education possible; and,

**WHEREAS**, the Town of Pineville recognizes the important role that an effective education plays in preparing all students in the Town of Pineville to be successful adults; and,

**WHEREAS**, quality education is critically important to the economic vitality of the Town of Pineville; and,

**WHEREAS**, the Town of Pineville is home to a multitude of excellent education options from which parents can choose for their children; and,

**WHEREAS**, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and,

**WHEREAS**, our area has many high-quality teaching professionals who are committed to educating our children; and,

**WHEREAS**, School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options.

**NOW, THEREFORE**, I, Jack Edwards, Mayor of the Town of Pineville, do hereby recognize and call upon our citizens to commemorate this week with special events, celebrations and participation in supporting

**SCHOOL CHOICE WEEK** in the Town of Pineville,  
January 26 – February 1, 2020

IN WITNESS WHEREOF, I have hereunto set my hand this 14<sup>th</sup> day of January, in the year of our Lord two thousand twenty.

\_\_\_\_\_  
Mayor Jack Edwards, Town of Pineville

# **Public Hearing**

**A) IPEX USA, LLC**

# Workshop Meeting



**To:** Town Council

**From:** Travis Morgan

**Date:** 1/14/2020

**Re:** 9919 Industrial Drive (IPEX expansion)

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## **REQUEST:**

Shawn White on behalf of Ipex would like to add the current vacant wooded property behind them that they own into their conditional plans. The proposal is a storage yard only for pipe and associated elements since they lost the lease to the nearby parcel they currently had been using.

## **BACKGROUND INFORMATION:**

Any conditional plan must first come before Pineville Town Council for approval and for any modifications or expansions. You may recall the last expansion Ipex did several years ago. At the last expansion it was discussed that sidewalks, screening, and similar would be considered next time they came before the board (see attached minutes)

## **SITE INFORMATION:**

**Size:** 10.707 acres (new)

**Storage area:** approximately 5.4 acres

## **STAFF COMMENT:**

The proposal is pretty straight forward, a gravel storage yard. This new site has all the zoning requirements such as landscape, trees, and sidewalks. It also has chain link fencing a berm and other screening features. Like many older roads there appears to be some issue or confusion with road right of way dedication. General housekeeping issue: Staff recommends the applicant formally record/clarify a 60' right of way as part of this process for Industrial and Rodney as needed. See atlas survey showing to middle of pavement.

## **UPDATE:**

Applicant has agreed to road right of way dedication clarification on Rodney and Industrial roadways. Applicant has also agreed to the additional sidewalks and streetscape improvements along Rodney Street as previously discussed. These include curbing, sidewalk (will need to be back of curb style) and street trees where possible. Engineering drawings are still being done at this time. Planning and Public Works are ok with the proposal and recommend approval with the note that final engineering drawings be approved by the town before the project is submitted for permitting with the county.

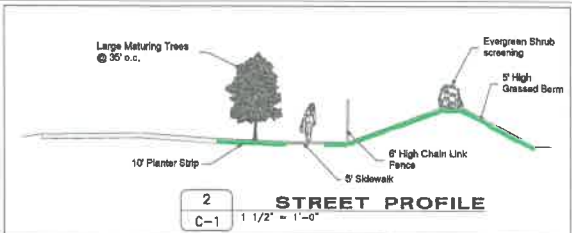
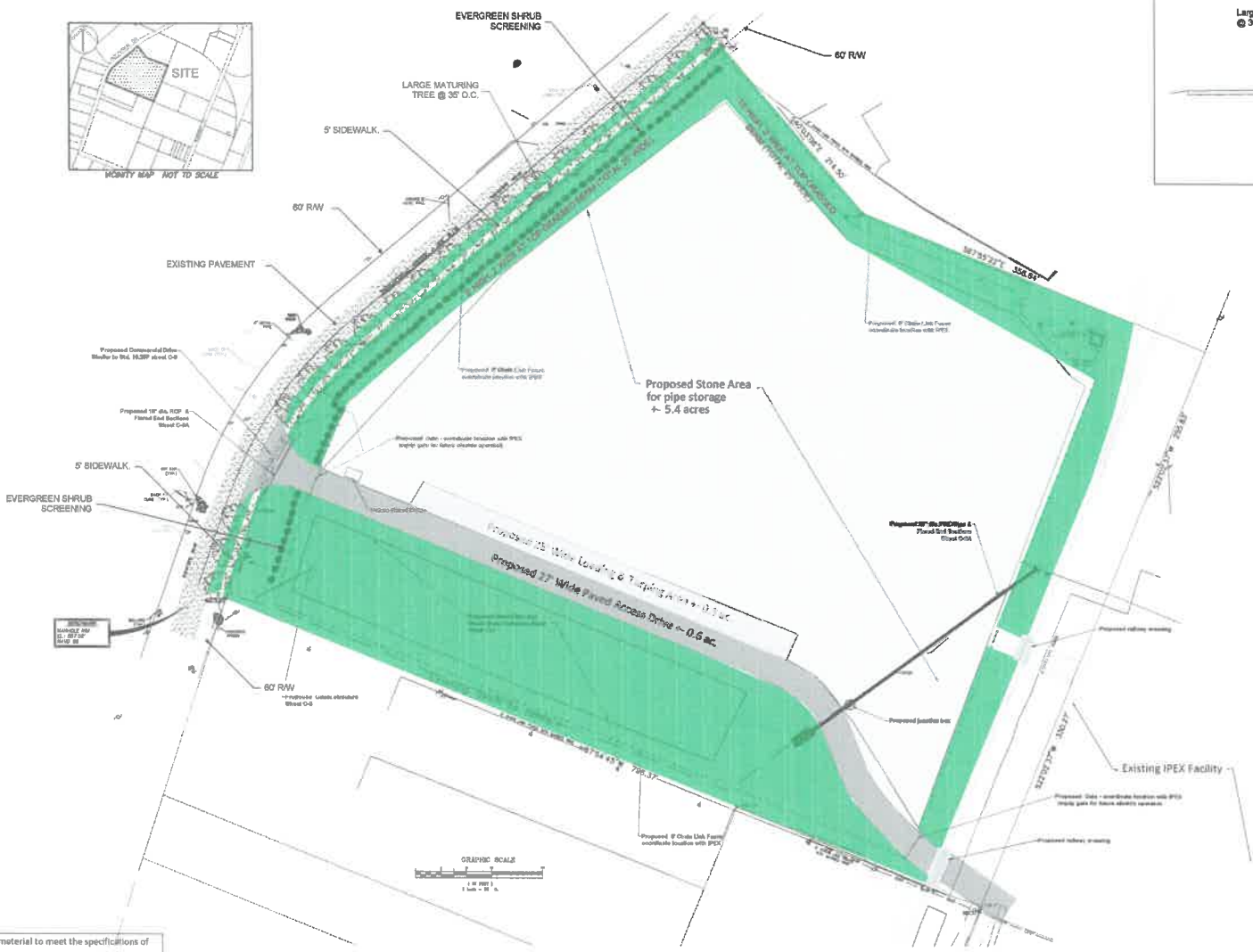




Expansion above in green. Total Ipex property below in red. Added new sidewalks in yellow







**ZONING CODE SUMMARY**

PROJECT NAME: 205-093-20  
 OWNER: Eric Sutton, PE  
 PLANS PREPARED BY: D. Eric Sutton, PE  
 ZONING: G-1  
 PROPOSED USE: Industrial Storage  
 BUILDING HEIGHT: 10 FT  
 BUILDING COVERAGE: 10%  
 LOT AREA: 18,342 SQ. FT.  
 STORIES: 1  
 SPECIAL REQUIREMENTS: None  
 SETBACKS: Front 10 FT, Side 5 FT, Rear 10 FT  
 DRIVEWAY: 10 FT wide, 10 FT deep  
 SIGNAGE: None  
 FENCES: 8 FT High Chain Link Fence  
 LANDSCAPING: Evergreen Shrub screening, Large Maturing Trees @ 30' o.c.

**PERMITS SUMMARY**

Site Plan	Yes
Grading	Yes
Drainage	Yes
Water Pollution Control	Yes
Stormwater Management	Yes
Other	Yes

**MECKLENBURG LAND DEVELOPMENT NOTES:**

All "104" numbers refer to Mecklenburg List of Development Standards Manual.

Driveway permit for construction requires an approved Erosion Control Plan in a violation of the County Erosion Control Ordinance, and is subject to a fine.

Any grading beyond the denoted limits shown on the plan is a violation of the County Erosion Control Ordinance, and is subject to a fine.

Driveway permit for construction requires an approved Erosion Control Plan in a violation of the County Erosion Control Ordinance, and is subject to a fine.

All embankments must be constructed per Section 65.6 Embankment Requirements in the SMP Design Manual.

All perimeter ditches, swales, ditches, perimeter slopes and all slopes steeper than 3 horizontal to 1 vertical (3:1) shall be provided temporary or permanent stabilization with ground cover as soon as practicable, but in any event, within 7 calendar days from the last earth-disturbing activity.

All slopes greater than 12% in height require adequate terracing per Std. 30.36.

All other disturbed areas shall be provided temporary or permanent stabilization with ground cover as soon as practicable, but in any event, within 7 calendar days from the last earth-disturbing activity.

The stability of slopes graded greater than 2:1 to be verified by a soils engineer.

Additional measures to control erosion and sediment may be required by a representative of Mecklenburg County.

In order to ensure proper drainage, a minimum of 0.5% slope on the curb.

Final site plan drawings for retaining walls must be submitted to the County prior to construction.

Prior to CC, surveyor shall do bulk drawings of all water quality BMPs and detention systems must be provided.

For the Mecklenburg Post Construction Controls Administrative Manual, all required National Annex, and/or Post Construction Controls assessment (PCCA) must be returned prior to the issuance of a Certificate of Occupancy.

Asphalt paving material to meet the specifications of NC DOT.

Concrete paving is 3,500 psi placed per ACI 330.2R-17 Industrial Pavement Guide. Contraction joint spacing 12.5' x 33.3', 2" saw depth.

Construction joints: 1" dia. smooth bars x 20' long spaced 12' o.c.

**1 SITE PLAN**  
 1" = 50'-0"

All site work, paving and grading to follow the recommendations in the "Report of Test Pit Exploration" prepared by GTA Associates, Inc. dated August 28, 2019.

REVISIONS:			REVISIONS:				
NO.	DESCRIPTION	BY	DATE	NO.	DESCRIPTION	BY	DATE

**D. ERIC SUTTON, PE**  
 6617 BERRYPATCH CT  
 CHARLOTTE, NORTH CAROLINA 28211  
 (704) 893.3777  
 eric@ericsuttonpe.com



**Pipe Yard Expansion**  
 IPEX  
 9919 Industrial Drive  
 Pineville, NC

ZONING: G-1  
 TAX PARCEL: 205-093-20

Sheet Title: **SITE PLAN**  
 Project No: **19022**  
 Date: 11/09/19  
 Scale: AS NOTED  
 Checked: JEC



## **OLD BUSINESS**

**A. Fleet Management**

**B. Johnston Drive**

**Realignment**

# Memorandum



**To:** Mayor and Town Council

**From:** Ryan Spitzer

**Date:** 1/9/2020

**Re:** Fleet Management

---

**Background:**

Town Council wanted to staff to investigate options for fleet management software for the Town of Pineville vehicle assets. The goal was to have a way to better deploy assets in the field and for the safety of personnel. Fleet Management software will allow dispatchers to see, in real time, where officers and fire department personnel are for safety. The software will also allow managers and department heads to keep track of assets and to monitor employees if necessary. The software can also be used as a data tool when citizens say that officers or employees have not been through their neighborhood on patrol.

Staff was able to find two companies that offer this service, Verizon and GeoTab. Verizon and GeoTab offer two different devices depending on the level of information Council would like. GeoTab is used by some departments in the City of Charlotte of is a little more costly than Verizon for the services that Town Council is looking for.

Council agreed at the December Work Session to proceed with Verizon for fleet monitoring. We will install in the devices on 81 vehicles to begin with and will be able to add additional units if necessary or switch units between vehicles if they are retired.

**Additional Information:**

Staff was able to get Verizon to agree to a month-to-month contract with no renewal fees. Verizon will help the town get the system set up and installed on computers. Public Works will need to coordinate with the departments to install the device in the vehicles.

**Costs:**

Year 1: \$20,806.05

Year 2: \$18,419.90

**Attachments:**

Verizon Contract

**Recommendation:**

Approve the contract with Verizon for fleet management services



**Verizon Connect NWF GSA # GS-07F-5559R**

**Hardware & Service Order**

Please review your contract agreement below.  
For questions, please inquire with your sales contact.

Adam Rose

adam.rose@verizonconnect.com

CONTRACT INFORMATION	
Date	11/18/19
Purchase Type	Purchase
Contract Type	GSA GS07F5559R
PO #	

COMPANY INFORMATION	
Company Name	Town of Pineville, NC
Doing Business As	
Address	PO BOX 249
City	PINEVILLE
State	NC
Zip	28134-0249
Time Zone	

ORDER INFORMATION	
Order Type	New Business
Customer Number	
Account Sub Type	PUBLIC SECTOR

CONTACT INFORMATION				
Please select the following roles: Signatory, Accounts Payable, Install Main POC, Fleet Manager Main User				
Role	First Name	Last Name	Phone	Email

PRODUCTS & SERVICES										
SEQ	ITEM	SKU	CATEGORY	QTY	DEVICE CONTRACT TERM	NRC PRICE	NRC TOTAL	MRC PRICE	MRC TOTAL	
1	SOL-GPS AND DIAGNOSTICS	SOL-GPS AND DIAGNOSTICS-VERIZON	SOLUTION	81	12 Months	0.00	2,386.65	0.00	1,534.95	
1.1	GPS AND DIAGNOSTICS LTE	5500N4VL	HARDWARE	81	N/A	0.00	0.00	0.00	0.00	
1.2	MONTHLY SERVICE 5500	MOH5500120	SERVICE	81	12 Months	0.00	0.00	18.95	1,534.95	
1.3	USM OBDII BYPASS HARNESS	PARTS109	HARNESS	72	N/A	30.23	2,176.56	0.00	0.00	
1.4	USM UNIVERSAL HARNESS	PARTS102	HARNESS	3	N/A	9.57	28.71	0.00	0.00	
1.5	USM 9-PIN SQUARE HARNESS	PARTS100	HARNESS	6	N/A	30.23	181.38	0.00	0.00	
1.6	CONFIGURABLE UPDATE RATE 60 5500	CUH5500060	ACCESSORY	81	12 Months	0.00	0.00	0.00	0.00	
				<b>* ONE TIME CHARGE:</b>		<b>\$ 2,386.65</b>		<b>* MONTHLY RECURRING CHARGES:</b>		<b>\$ 1,534.95</b>

COMMENTS

SHIPPING INFORMATION			
	LOCATION 1	LOCATION 2	LOCATION 3
Company			
Contact			
E-Mail			
Phone			
Street Address			
City			
State			
ZIP Code			
Country			
Shipping Method			
Items to Ship			

TAX INFORMATION

<b>Tax Exempt</b>	
	If Tax Exempt, provide State Tax Exempt form to: <a href="mailto:nwfcontractcompliance@verizon.com">nwfcontractcompliance@verizon.com</a> Otherwise, please enter your Tax ID below
<b>Tax ID</b>	
<b>Credit Terms Requested</b>	

**TERMS AND CONDITIONS**

This order is pursuant to the Terms and Conditions of Verizon Connect NWF Inc's (VCN)(formerly Networkfleet) GSA Contract# GS-07F-5559R only. The PO# if listed above is for reference purposes only, including as a reference on any invoice from VCN. Any terms and conditions contained in a PO supplied by Town of Pineville, NC are rejected, void and have no force and effect. You acknowledge, guarantee, and warrant that you are legally authorized to enter into a recurring billing arrangement with VCN. Payment Terms are Net 30 days. You understand that in order to make any alternate payment arrangements, you will contact VCN in writing at [nwfaccountsreceivable@verizonconnect.com](mailto:nwfaccountsreceivable@verizonconnect.com) ten (10) days prior to the scheduled charge date to make the appropriate changes which require VCN's written consent. This order is subject to acceptance by VCN and is not binding on VCN until it has been accepted by VCN by either sending you notice of acceptance or the shipment of the products you have ordered. You acknowledge that Town of Pineville, NC has the power and authority to enter into this agreement and to perform its obligations hereunder, that the individual signing on behalf of Town of Pineville, NC has authority to do so, and that Town of Pineville, NC agrees to all of the terms and conditions of VCN's GSA Contract# GS-07F-5559R and agrees that this order is subject solely to the terms and conditions of VCN's GSA Contract# GS-07F-5559R.

Notes:  
1. Any of the listed equipment marked as OPEN MARKET are products that are not listed on GSA Federal Supply Schedule Contract No. GS-07F-5559R (and, pursuant to FAR 8.402(f), should be noted applicably on all procurement documents including but not limited to Purchase Orders, BPAs, or individual task or delivery orders). OPEN MARKET products are manufactured by third parties and may be manufactured or substantially transformed in non-designated countries. Please contact us if you need country of origin information for a specific product.

2. Taxes and Shipping:  
a. Pricing provided does not include taxes. Taxes (if applicable) are applied to the monthly invoice.  
b. Shipping: FOB Destination. Shipping is included in the price above.

3. If applicable: "Qty" for Configurable Update Rate: Notwithstanding the "Qty" (quantity) specified above, the Monthly Recurring for the Configurable Update Rate each month will be determined by the fastest actual Configurable Update Rate per device enabled by the Customer at any time during the respective month, via Customer's SSP. Configurable Update Rate purchases for the 5000 series device models require the customer to enable the specific Update Rate feature (i.e. 15, 30, 45, 60 seconds) on their SSP after device activation and registration.

4. Discount for Networkfleet 5200 and 5500 series products only: New and existing Government customers purchasing either the Networkfleet 5200 or 5500 Series Devices, from 11/22/2019 to 12/31/2019, will receive a device discount of \$80.00 for each new 5200 or 5500 Series Device with a new line of Networkfleet Service and a minimum twelve (12) month Device Contract Term. The applicable Device will be activated on installation in a vehicle. The Networkfleet Services fee for the applicable Device begins at the time of activation of the Device. NOTE: Any executed order, received later than 12/31/2019, will be null and void and ineligible to receive the discount described above.

**CUSTOMER SIGNATURE**

I have read and agree to the terms and conditions.

<b>Print Name</b>	
<b>Signature</b>	
<b>Position</b>	
<b>Date</b>	



# Council Meeting



**To:** Town Council

**From:** Travis Morgan

**Date:** 1/14/2020

**Re:** **Johnston Drive Alignment NCDOT Municipal Agreement** (*Action Item*)  
**Johnston Drive Alignment Budget Amendment** (*Action Item*)

---

## NCDOT MUNICIPAL AGREEMENT OVERVIEW:

The Johnston Drive realignment project is progressing. The project is approved from the state and we have the formal state and municipal agreement that is needed. That is one of the reasons we have this as an item before you tonight. Staff wanted to provide both an update and to formally get the signatures needed in that municipal agreement to proceed. See attached document.

This agreement is the formal breakdown of the dollars involved with the project from the town and from the grant. Kimley-Horn are our engineers and project administrators on the Town's behalf. Below is the project construction cost. Not including the land.

Construction cost of project is	<b>\$2,610,000</b>
Grant award	\$1,175,000
Town construction matching funds	<b>\$1,435,000</b>

*I would also note that these are estimates and the construction package still needs to go out for bids after we sign this agreement.*

## **OTHER INFORMATION:**

We had to modify the request to break the project into two sections. 1) the immediate intersection of Johnston and Main street (that will qualify for the grant) and 2) the lower section of Johnston and Childers that does not qualify for the grant. We were able to extend the area that qualified for the grant to extend to where the new right turn lane starts on Johnston. This is a significant improvement related to grant funding.

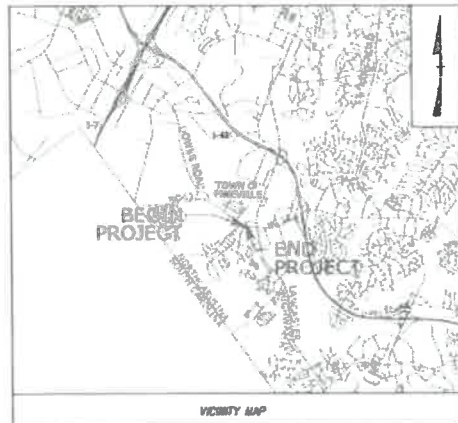
Because some of the needed and acquired properties are not within the approved grant area, we have had to back out the cost of the needed properties from the grant request and that changes the number from the previous budget numbers.

## **BUDGET AMENDMENT:**

We need a budget amendment to account and add the cost of the land to the project. The amount of the amendment is \$535,000. This is due do the structure of the grant and not being able to include the cost of land. See attached budget and budget amendment.

\*I would note that we have \$1,600,000 available toward this project from prior Hospital 2017 agreement and with the grant the total is \$2,775,000 in funds to offset cost to the Town.

See Sheet (A) For Index of Sheets  
See Sheet (B) For Conventional Symbols



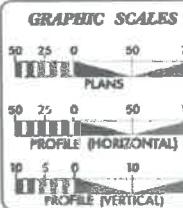
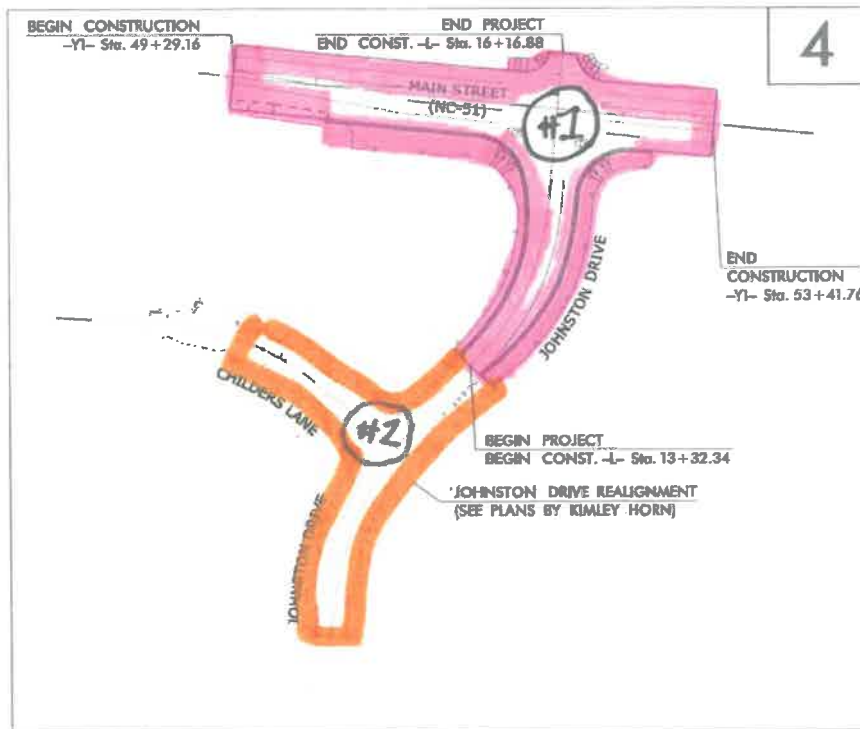
CLEARING ON THIS PROJECT SHALL BE PERFORMED TO THE LIMITS ESTABLISHED BY METHOD II. THIS PROJECT IS WITHIN THE MUNICIPAL BOUNDARIES OF THE TOWN OF PINEVILLE.

NCDOT CONTACT:  
JEB SMITH, E.I.  
NCDOT - DIVISION 10, DISTRICT 2  
7605 DISTRICT DRIVE  
CHARLOTTE, NC 28213

# MECKLENBURG COUNTY

**LOCATION:** NC-51 (MAIN STREET) IMPROVEMENTS  
**TYPE OF WORK:** GRADING, DRAINAGE, PAVING, AND TRAFFIC SIGNAL

STATE	PROJECT NUMBER	SHEET	TOTAL SHEETS
N.C.	EB-5949	1	46
DATE PREPARED	DATE	BY	CHECKED
48-122.1.1	NA	NA	PL
10000.LX	NA	NA	BW



**DESIGN DATA**

ADT 2018	=	2700 VPD
ADT 2040	=	2850 VPD
K	=	10%
D	=	5%
V	=	30 MPH

FUNCTIONAL CLASSIFICATION: MINOR COLLECTOR

\* 1% TTST 1% DUAL SUB REGIONAL TIER

**PROJECT LENGTH**  
LENGTH ROADWAY PROJECT = 0.078 MILES

PLANS PREPARED FOR THE NCDOT BY: **Kimley-Horn**

RIGHT OF WAY DATE: 02/24/2012  
LETTING DATE: 10/05/2010

TONY SPACK, P.E. PROJECT ENGINEER  
BRANDON MURK, R.L.S. PROJECT DESIGN ENGINEER

HYDRAULICS ENGINEER: \_\_\_\_\_  
ROADWAY DESIGN ENGINEER: \_\_\_\_\_



8/7/2010 CONTRACT: 10/05/2010 Town of Pineville/1003 Johnson Dr. Alignment - DALLEY/CAJAD/DALE/PL/WS/NC 51 Improvements/03/001-02P-COPY/04

**TOWN OF PINEVILLE  
BUDGET AMENDMENT**

**WHEREAS**, the Governing Board of the Town of Pineville, North Carolina adopted on the 24th day of June, 2019, the Town of Pineville budget for the fiscal year beginning July 1, 2019 and ending on June 30, 2020; and

**WHEREAS**, it is appropriate to amend the accounts in the fund listed for the reasons stated;

**NOW, THEREFORE, BE IT ORDAINED** by the Governing Board of the Town of Pineville, North Carolina, that in accordance with the authority contained in G.S. 159-15, the following accounts are hereby amended as shown and that the total amounts are herewith appropriated for the purposes shown.

<u>Johnston Road Realignment</u>	<b>To</b>	<b>From</b>
Road Realignment Revenue	535,000	
General Fund Balance		535,000
	<hr/>	<hr/>
<b>Total</b>	<b>535,000</b>	<b>535,000</b>

To transfer funds from general fund balance to the Johnston road realignment capital project

Adopted this 14th day of January, 2020

Town of Pineville, North Carolina

---

John Edwards, Mayor

ATTEST:

---

Barbara Monticello  
(Seal)

**Town Of Pineville  
Johnston Road Realignment  
Revised Budget**

	<u>Account</u>	<u>Actual</u>	<u>Project Budget</u>	
<b><u>Road Realignment Revenue</u></b>				
DOT grant	3362.0000.60	-	1,175,000	matching grant
Transfer from G/F	3991.1000.60	1,957,000	1,957,000	5/18/2018 B/A for construction and engineering
Transfer from G/F	3991.1000.60	535,000	535,000	1/14/2020 B/A for Land
<b>Total Road Realignment Revenue</b>			<b>3,667,000</b>	
<b><u>Road Realignment Expense</u></b>				
Land/Building	8000.7100.60	737,814	750,000	
Engineering	8000.7300.60	152,825	307,000	
Construction	8000.7300.60	-	2,610,000	
<b>Total Road Realignment Expense</b>			<b>3,667,000</b>	

## **NEW BUSINESS**

- A. **IPEX**
- B. **Chamber of Commerce Presentation**
- C. **PCAA Fee Waiver**
- D. **Approval of Bids for Electric**
- E. **Presentation – Chief Gerin**
- F. **Meeting schedule 2020**
- G. **Board Appointments**
- H. **Staff Update:**

*1) Managers Report*

*2) Calendar of Events*

# Memorandum



**To:** Mayor and Town Council

**From:** Ryan Spitzer

**Date:** 1/9/2020

**Re:** PCAA Field Use Fees

---

## **Overview:**

At a previous Council Meeting staff was asked to look in to if the Town could waive the field usage fees for PCAA. After a discussion with the Town Attorney it was determined that the Town could waive the field usage fees.

Pursuant to 160A-209(c)(24), cities and towns have the right to levy property taxes, or in this case to use taxes/town revenue for any of the following which includes to establish, support or maintain public parks and programs of supervised recreation. Since PCAA is a non-profit organization operated by the board of volunteers serving Pineville, NC and providing to our citizens a service, the Town can provide support to the league, via waiving fees or reimbursing them for the use of the fields.

At this moment, the waiving of these fees would be in addition to the \$10,000 the Town provides PCAA for the mowing and upkeep of the fields. Moving forward, if Council agreed to waive these field usage fees, Parks and Recreation would monitor their requests to make sure they are in line with historical usage. By waiving these fees we do not want to adversely affect the organizations and teams that also use the field.

## **Attachments:**

Field cost per season



	<b>Field &amp; Preps</b>	<b>Lights</b>	<b>Total</b>	<b>Year Total</b>
<b>Spring 2016</b>	\$ 3,097.50	\$ 800.00	\$ 3,897.50	
<b>Fall 2016</b>	\$ 2,586.00	\$ 650.00	\$ 3,236.00	\$ 7,133.50
<b>Spring 2017</b>	\$ 4,188.00	\$ 155.00	\$ 4,343.00	
<b>Fall 2017</b>	\$ 3,306.00	\$ 309.00	\$ 3,615.00	\$ 7,958.00
<b>Spring 2018</b>	\$ 4,494.00	\$ 1,320.00	\$ 5,814.00	
<b>Fall 2018</b>	\$ 2,586.00	\$ 555.00	\$ 3,141.00	\$ 8,955.00
<b>Spring 2019</b>	\$ 4,605.00	\$ 1,520.00	\$ 6,125.00	
<b>Fall 2019</b>	\$ 3,513.00	\$ 1,240.00	\$ 4,753.00	\$ 10,878.00

**There invoice for Spring 2020 would be \$4,836.00  
(That does not include lights)**



TO: Pineville Mayor and Town Council  
VIA: Ryan Spitzer, Pineville Town Manager  
FROM: Don Mitchell, Electric System Manager  
DATE: December 2, 2019  
SUBJECT: Circuit Breaker Bid Recommendation Polk Substation

---

**Overview:**

Southeastern Consulting Engineers received formal bids on November 13, 2019 for 12.47 kV circuit breakers for the Polk Substation. Attached you will find bid tabulations and recommendations from Southeastern. We concur with their recommendations that the circuit breaker bid totaling \$77,936.00 be awarded to Siemens Industry care of National Transformer Sales.

**Attachment:**

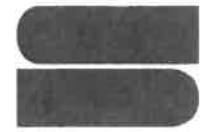
Southeastern Consulting Engineers, Inc. November 15, 2019 Bid Recommendation

**Recommendation:**

Award bids to Siemens Industry care of National Transformer Sales.

**Procedure:**

Action item to award bids.



**Southeastern Consulting Engineers, Inc.**

November 15, 2019

Mr. Don Mitchell  
Electric Systems Manager  
ElectriCities of North Carolina  
11316 Sam Furr Road  
Huntersville, North Carolina 28078

Ref.: Material Bid Recommendations  
Polk Substation Circuit Breakers

Dear Don:

ElectriCities received proposals on November 13, 2019, from two suppliers and representatives solicited for providing four 15 kV Circuit Breakers for the Polk Substation in Pineville.

A tabulation of the bids received is attached.

We have evaluated the bids based on compliance with the specifications, cost and delivery and are therefore recommending you award a contract to Siemens Industry c/o National Transformer Sales for the purchase of the circuit breakers. The amount of the contract, excluding tax, will be \$77,936.00.


We have included the completed purchase requisition form to be used in generating a purchase order. The P.O. should be made out to Siemens Industry and sent to National Transformer Sales for order entry at the following address:

National Transformer Sales  
ATTN: Dee Powell  
2613 Discovery Drive  
Raleigh, North Carolina 27616

Very truly yours,

SOUTHEASTERN CONSULTING ENGINEERS, INC.

By

  
Kevin J. Smorgala, P.E.  
Design Engineer

KJS/lc

600 MINUET LANE P.O. BOX 240436 CHARLOTTE, NC 28224  
PHONE: (704) 523-6045 FAX: (704) 523-8317

**BID TABULATION**  
**15kV Circuit Breakers for Polk Substation**

Town of Pineville  
c/o Electricities of North Carolina

Date: November 13, 2019  
Time: 2:00 PM, EST

<u>Bidder</u>	<u>National Transformer Sales Raleigh ,NC</u>	<u>Myers Controlled Power, LLC North Canton, Ohio</u>
Four - 15kV Circuit Breakers	<u>\$77,963.00</u>	<u>\$83,508.00</u>
Manufacturer	<u>Siemens Industry, Inc.</u>	<u>Myers Controlled Power, LLC</u>
Delivery	<u>17 weeks ARO</u>	<u>16-18 weeks ARO</u>



**PURCHASE REQUISITION  
POLK SUBSTATION BREAKERS**

**VENDOR TO:**  
Siemens Industry Inc.  
700 Siemens Road  
Wendell, NC 27591

**SHIP TO:**  
ATTN: Rock Love  
Town of Pineville  
118 College St.  
Pineville, NC 28134  
P: 704-650-8719  
F: 704-889-2292

**P.O. NUMBER:**  
**SCE\_SIEM11132019\_P(Polk)**  
*[The P.O. number must appear  
on all related correspondence,  
shipping papers, and invoices]*

P.O DATE	REQUISITIONER	SHIPPED	F.O.B. POINT	TERMS
	Kevin Smorgala	Best Way	436 Cone Ave	Net 30

QTY	DESCRIPTION	UNIT PRICE	TOTAL
4	15kV Circuit Breakers per proposal SF191526461	\$19,484.00	\$77,936.00

<b>SUBTOTAL</b>	<b>\$77,936.00</b>
<b>SALES TAX</b>	<b>\$5,650.36</b>
<b>SHIPPING AND HANDLING</b>	n/a
<b>OTHER</b>	n/a
<b>TOTAL</b>	<b>\$83,586.36</b>

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. Send all correspondence to:

11316 Sam Furr Road      PO Box 2819  
Huntersville, NC 28078      Huntersville, NC 28078  
P: 704-948-0550  
F: 704-948-0111

Account No.	Amount

Kevin Smorgala  
Requested by \_\_\_\_\_ Authorized by \_\_\_\_\_ Date \_\_\_\_\_



TO: Pineville Mayor and Town Council  
VIA: Ryan Spitzer, Pineville Town Manager  
FROM: Don Mitchell, Electric System Manager  
DATE: December 2, 2019  
SUBJECT: Material Bid Recommendation Carolina Place Mall

---

**Overview:**

Southeastern Consulting Engineers received formal bids on November 13, 2019 for materials to construct Phase 3 of the Carolina Place Mall Underground Improvements. Attached you will find bid tabulations and recommendations from Southeastern. We concur with their recommendations that Padmounted Switchgear totaling \$56,474.00 be awarded to S&C Electric Company and that the bid for all other materials totaling \$98,674.63 be awarded to Anixter Power Solutions.

**Attachment:**

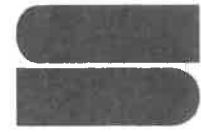
Southeastern Consulting Engineers, Inc. November 15, 2019 Bid Recommendation

**Recommendation:**

Award bids to S&C Electric Company and Anixter Power Solutions.

**Procedure:**

Action item to award bids.



# Southeastern Consulting Engineers, Inc.

November 15, 2019

Mr. Don Mitchell  
Electric Systems Manager  
ElectriCities of North Carolina  
11316 Sam Furr Road  
Huntersville, North Carolina 28078

Ref.: Material Bid Recommendations  
Pineville Carolina Place Mall Phase 3 Material

Dear Don:

ElectriCities received proposals on November 13, 2019, from four suppliers and representatives solicited for providing electrical material necessary for Phase 3 of the Carolina Place Mall Underground Improvements.

A tabulation of the bids received is attached.

We have evaluated each item quoted based on compliance with the specifications, cost and delivery. These are the bidders we are recommending:


Schedule I - Padmount Switchgear	S&C	\$56,474.00
Schedule II - Conductors	Anixter	\$82,644.25
Schedule III - Connectors and Terminators	Anixter	\$5,649.80
Schedule IV - Concrete/Fiberglass Products	Anixter	\$4,876.00
Schedule V - Junction Boxes	Anixter	\$5,504.58

The total bid price for the above listed items excluding Sales Tax is \$155,148.63.

We recommend you accept these modified offers and prepare purchase orders for each vendor. We have included the completed purchase requisition forms to be used in generating POs.

Very truly yours,

SOUTHEASTERN CONSULTING ENGINEERS, INC.

By   
Kevin J. Smorgala, P.E.  
Design Engineer

KJS/lc



**BID TABULATION**  
Equipment for Carolina Place Mall Phase 3

Town of Pineville  
c/o Electricities of North Carolina

<u>Bidder</u>	<u>Anixter Columbia, SC</u>	<u>Wesco Clayton, NC</u>	<u>Shealy Greenville, SC</u>	<u>S&amp;C c/o RW Chapman Charlotte, NC</u>
<b>Bid Bond</b>	5%	5%	5%	5%
<b>Schedule I</b>				
<b>Padmount Switchgear</b>	No Bid	\$69,740.00	\$57,742.00	\$56,474.00
<b>Manufacturer:</b>		Hubbell	Federal Pacific	S&C
<b>Lead Time:</b>		16 weeks	8-10 weeks	18 weeks
<b>Schedule II</b>				
<b>Conductors</b>	\$82,644.25	\$84,396.00	\$93,679.75	No Bid
<b>Manufacturer:</b>	Okonite	CME	Southwire	
<b>Lead Time:</b>	11/29 Run	16 weeks	16 weeks	
<b>Schedule III</b>				
<b>Connectors &amp; Terminators</b>	\$5,649.80	\$6,191.00	\$6,326.80	No Bid
<b>Manufacturer:</b>	Raychem	T&B	Richards	
<b>Lead Time:</b>	Stock	18-20 weeks	2 weeks	
<b>Schedule IV</b>				
<b>Concrete/Fiberglass Products</b>	\$4,876.00	\$6,020.00	\$6,180.00	No Bid
<b>Manufacturer:</b>	Concast	Concast	Concast	
<b>Lead Time:</b>	5-6 weeks	5-7 weeks	5-6 weeks	
<b>Schedule V</b>				
<b>Manufacturer:</b>	\$5,504.58	\$6,117.00	\$4,053.00	
<b>Junction Boxes</b>	Highline	Power Design	Highline <sup>1</sup>	No Bid
<b>Lead Time:</b>	12-14 weeks	18-20 weeks	12-14 weeks	

1. Quote did not provide the junction points as required.



**PURCHASE REQUISITION  
CAROLINA PLACE MALL PHASE 3**

**VENDOR TO:**  
S&C Electric Company c/o  
Robert W. Chapman & Company  
P.O. Box 240748  
Charlotte, NC 28217

**SHIP TO:**  
ATTN: Rock Love  
Town of Pineville  
118 College St.  
Pineville, NC 28134  
P: 704-650-8719  
F: 704-889-2292

**P.O. NUMBER:**  
**SCE\_S&C11132019\_P(Mall)**  
*[The P.O. number must appear  
on all related correspondence,  
shipping papers, and invoices]*

P.O DATE	REQUISITIONER	SHIPPED	F.O.B. POINT	TERMS
	Kevin Smorgala	Best Way	436 Cone Ave	Net 30

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
		Schedule 1 Padmount Switchgear consisting of:		
2		Type 9 Configuration (PME-9, 65152R1-F1)	\$13,897.00	\$27,794.40
2		Type 11 Configuration (PME-11, 65162R1-F1)	\$14,340.00	\$28,680.00

<b>SUBTOTAL</b>	<b>\$56,474.00</b>
<b>SALES TAX</b>	<b>\$4,094.36</b>
<b>SHIPPING AND HANDLING</b>	n/a
<b>OTHER</b>	n/a
<b>TOTAL</b>	<b>\$60,568.36</b>

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. Send all correspondence to:

11316 Sam Furr Road      PO Box 2819  
Huntersville, NC 28078      Huntersville, NC 28078  
P: 704-948-0550  
F: 704-948-0111

Account No.	Amount

Kevin Smorgala  
Requested by \_\_\_\_\_ Authorized by \_\_\_\_\_ Date \_\_\_\_\_



**PURCHASE REQUISITION  
CAROLINA PLACE MALL PHASE 3**

**VENDOR TO:**  
Anixter Power Solutions  
Attn: Barbie Sturkie  
801 Pulaski St.  
Columbia, SC 29201

**SHIP TO:**  
ATTN: Rock Love  
Town of Pineville  
118 College St.  
Pineville, NC 28134  
P: 704-650-8719  
F: 704-889-2292

**P.O. NUMBER:**  
**SCE\_APS11132019\_P(Mail)**  
*[The P.O. number must appear  
on all related correspondence,  
shipping papers, and invoices]*

P.O DATE	REQUISITIONER	SHIPPED	F.O.B. POINT	TERMS
	Kevin Smorgala	Best Way	436 Cone Ave	Net 30

QTY	DESCRIPTION	UNIT PRICE	TOTAL
	Schedule 2, 3, 4 & 5 consisting of:		
16,500'	16,500' of 15kV 750 kCM Al. URD (Okonite 162-23-3096)	\$5.93/ft	\$72,494.25
17,500'	17,500' of 15kV 1/0 Al. URD (Okonite 161-23-3069)	\$2.03/ft	\$10,150.00
40	600A 15kV Deadbreak Elbows (ELB-15/28-610H750 w/ CSS-K1)	\$135.37	\$5,414.80
10	15kV Bushing Inserts (LBI215)	\$23.50	\$235.00
4	Switchgear Box Pads (Concast FC-74-76-36-6264)	\$1,219.00	\$4,876.00
2	600A Cable Junction, 3-way (FSC6553DGB w/ 3-DJ625A3U)	\$1,895.79	\$3,791.58
1	200A Cable Junction, 4-way (FSC6541DGB w/ LJ215C4U)	\$1,713.00	\$1,713.00

<b>SUBTOTAL</b>	<b>\$98,674.63</b>
<b>SALES TAX</b>	<b>\$7,153.91</b>
<b>SHIPPING AND HANDLING</b>	<b>n/a</b>
<b>OTHER</b>	<b>n/a</b>
<b>TOTAL</b>	<b>\$105,828.54</b>

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. Send all correspondence to:

11316 Sam Furr Road      PO Box 2819  
Huntersville, NC 28078      Huntersville, NC 28078  
P: 704-948-0550  
F: 704-948-0111

Account No.	Amount

Kevin Smorgala  
Requested by \_\_\_\_\_ Authorized by \_\_\_\_\_ Date \_\_\_\_\_

Pineville Fire and Rescue  
2019- 2020  
Insurance Services Office (ISO) Review





## ISO Inspection/Rating Overview

- Conducted by the NC Office of the State Fire Marshall
- Sept. 30<sup>th</sup>, 2019
- “Inspections are conducted by officials with NCDOT, Office of the State Fire Marshall and required on a regular basis as part of the North Carolina Rating System. Routine Inspections assess proper staffing levels, sufficient equipment, proper maintenance of equipment, communications capabilities and water resource availability, among other things.”
- NCDOT assesses these areas, and then assigns a numeric Rating.



## Rating Scale

- FD's rated on a Scale of 10-1.
- Uses the Fire Suppression Rating Schedule (FSRS)
- Uses a 100 Point Scale.
  - Communications Systems- 10 Points
  - FD Itself (Training, Personnel, Capabilities, Equipment, Etc.)- 50 Points
  - Water Supply- 40 Points
  - Community Risk Reduction- Extra Credit to 5.5 Points
- The Higher the Points, the Lower the ISO Rating





## 9S Rating

- The minimum Level of Fire Protection
- Qualifies Homeowners to be eligible to receive reduced Insurance Premium Rates.
- Last done 2015



## Where we Were VS. Where we Are

- Where we Were

- Split 5/95
- Last done 2007

- Where we are

- ISO Rating 3
- Effective April 1<sup>st</sup>, 2020





## What Does it Mean?

- Many States (including NC), adjust Insurance Premiums based on FD ISO Ratings.
- Homeowners should see lower Homeowner's Insurance Premiums
- Businesses should see lower Insurance Premiums

\* The Rating is a great indication of FD Readiness.... And how we can better ourselves.



Questions?



# Memorandum

**To:** Mayor and Town Council

**From:** Barbara Monticello

**Date:** 1/9/2020

**Re:** New Business: Annual Meeting Schedule



---

At the beginning of each new calendar year, Council should adopt a schedule of meetings for the year. Attached please find the schedule of both the regular Town Council Meetings and the Work Sessions for the 2020 calendar year.

Please note the Work Session for January has already been re-scheduled to Tuesday, January 21<sup>st</sup>. Additionally, there is a proposal to change the regular Council Meeting for August from the 11<sup>th</sup> to the 18<sup>th</sup>.

There are two Work Session dates that conflict with holidays in May and December and will need to be rescheduled to other days.

**Action Requested:** Council can adopt the schedule as presented with the one Work Session that has already been rescheduled, then change the dates of the other meetings as it gets closer to the time or change the three remaining dates now, and adopt the schedule with the changes.



**SCHEDULE OF COUNCIL MEETINGS FOR 2020 (2<sup>nd</sup> Tuesday of each month @ HUT Meeting Facility @ 6:30 pm)**

Tuesday, January 14<sup>th</sup>, 2020

Tuesday, February 11, 2020

Tuesday, March 10, 2020

Tuesday, April 14, 2020

Tuesday, May 12, 2020

Tuesday, June 9, 2020

Tuesday, July 14, 2020

~~Tuesday, August 11, 2020~~ Proposing to reschedule to August 18, 2020

Tuesday, September 8, 2020

Tuesday, October 13, 2020

Tuesday, November 10, 2020

Tuesday, December 8, 2020

**SCHEDULE OF WORK SESSION MEETINGS FOR 2020 (4<sup>TH</sup> Monday of each month @ Pineville Tele/Elec Bldg. @ 6:00 pm)**

~~Monday, January 27, 2020~~ Rescheduled to Tuesday, January 21, 2020

Monday, February 24, 2020

Monday, March 23, 2020

Monday, April 27, 2020

~~Monday, May 25, 2020~~ Memorial Day Holiday – Will need to reschedule to another day

Monday, June 22, 2020

Monday, July 27, 2020

Monday August, 24, 2020

Monday, September 28, 2020

Monday, October 26, 2020

Monday, November 23, 2020

~~Monday, December 28, 2020~~ Christmas Holiday – Will need to reschedule to another day



# Memorandum



**To:** Mayor and Town Council

**From:** Barbara Monticello

**Date:** 1/9/2020

**Re: New Business:** Annual Appointments

---

Each year the Council appoints representatives to various boards and committees as required by state law, town policy or agency regulations. This is typically done at the beginning of the year although some county committees/boards operate on a fiscal, rather than a calendar year and make their appointments at that time. The appointments that need to be made for 2020 are as follows:

**THE PLANNING BOARD CURRENTLY CONSISTS OF THE FOLLOWING MEMBERS:**

Jim Knowles (3 year term expires 12/19) *Recommend reappointment*

~~Amelia Stinson-Wesley (3 years term expires 12/19)~~ *Term Expired/Open Seat/Recommend Consideration of Applicant below*

Thomas White (3 year term expires 12/21)

Eric Fransen (3 year term expires 12/19) *Recommend reappointment*

William Chaney (3 year term expires 12/21)

Bolyn McClung is the alternate for this board. He has been offered the regular spot on this board but has declined and asked to be removed as the alternate as well. That leaves two alternate spots open. \* See below.

**THE BOARD OF ADJUSTMENT (BOA) CURRENT CONSISTS OF THE FOLLOWING MEMBERS:**

Mark Matthews (3 year term expires 12/20)

Joseph Yarber (3 year term expires 12/20)

Thomas White (3 year term expires 12/21)

William Chaney (3 year term expires 12/21)

*There are currently four members on this board with one open seat available in addition to two alternate seats that are also open. No reappointments are necessary at this time but recommending consideration of Applicant below for the open seat.*

\* See below.

\* Resident, Randy Smith, who currently is the town's representative on the CharMeck Storm Water Action Committee expressed interest in participating on both these boards. His Application for appointment is attached for your review.

**TELEPHONE BOARD:** The Telephone Board will consist solely of Town Council Members, the Town Manager and Telecommunications Director.

**Terms for the following boards/committees are as follows:**



<u>Committee</u>	<u>Current</u>	<u>Proposed</u>	
<b>CITIZENS TRANSIT ADVISORY GROUP:</b>	Tommy Fellers (term expires 6/30/20)	Keep as is	
<b>ARTS and SCIENCE COUNCIL: ADVISORY COMMITTEE</b>	Kristy Detwiler, 2 year term expiring 6/30/20 Greg Record, (resident) 2 year term expiring 6/30/20	Keep as is Keep as is	
<b>CRTPO (MUMPO) REPRESENTATIVE:</b>	Jack Edwards, term expired 12/19	Mayor Jack Edwards (s/b Elected Official)	
<b>MTC REPRESENTATIVE:</b>	Jack Edwards, term expired 12/19	Mayor Jack Edwards	
<b>CENTRALINA COG DELEGATE:</b>	Jack Edwards, term expired 12/19 Ryan Spitzer, <i>Alternate</i>	Open for discussion Open for discussion	
<b>MECKLENBURG COUNTY PLANNING COMMITTEE:</b>	David Phillips, term expired 12/19	Jack Edwards/Open for discussion	
<b>ELECTRICITES:</b>	Jack Edwards, term expired 12/19 Ryan Spitzer, <i>Alternate</i>	Jack Edwards (main) Ryan Spitzer (alternate) Open for discussion	
<b>TAX COLLECTOR:</b>	Mecklenburg County, term expired 12/19	Mecklenburg County	
<b>TOWN ATTORNEY:</b>	Janelle Lyons, term expired 12/19	Janelle Lyons	
<b>MUNICIPAL EDUCATION: ADVISORY COMMITTEE</b>	Joe Maxim, 2 year term expired 12/19	Joe Maxim	
<b>THE CHARLOTTE-MECKLENBURG STORM WATER ADVISORY COMMITTEE:</b>	Randy Smith (Resident) term expires 6/30/21	Keep as is	
<b>CENSUS 2020 COMMITTEE:</b>	Troy Fultz (Resident) No term expiration provided	Keep as is	
<b>AIRPORT ROUNDTABLE:</b>	Theresa Brunner (Resident) (no term provided)	Keep as is	
<b>HAZARD MITIGATION COMMITTEE:</b>	Gerelyn Garcia (Resident) (no term provided) Libby Boatwright (Alt Resident) Brian Elgort (Town Rep) Mayor Edwards (Alt. Town Rep)	Keep as is Keep as is Keep as is Keep as is	
<b>PINEVILLE PARKS &amp; RECREATION BOARD:</b>	Megan Bailey Sue Bankston Randy Brantley Tad Hardy	Lorraine Haynes Yvette Haynes Barbara Manning Clay Perry (Chair)	Keep all as is but may have two additional interested parties

**Action Requested:** Recommend reappointments to all in red be made first in one motion if all in agreement. Recommend appointments to open seats on Planning Board/BOA in blue be made in a second motion. All other items are open for discussion.



Application for Board Appointments

Town of Pineville

P.O. Box 249

Pineville, NC 28134

Name: Randy Smith Date:
Address: 3116 Kennys St. Pineville NC 28134 Phone: 980 224 7747
Email Address: randyj74@icloud.com Cell Phone: 704 231 9020

Which Board do you wish to participate on: Planning Board X Board of Adjustment X

Please explain briefly why you are seeking appointment to this board:

Planning Board: I grew up in the construction business - My family worked in Residential and Comm. building. I have always been interested land use projects, and have become an advocate for responsible development.

Board of Adjustments: I have been involved with zoning appeals with the SWAC. I have always been interested in land use and how the decision effect the community and the environment.

Please describe any professional experience you may have that would be relevant to this board:

Please describe any committees, organizations or other boards you may have participated on or educational background you have that would qualify you for this position on the board:

I currently serve on the City of Charlotte / Meck Co. Storm Water Action Committee. (SWAC)

Please tell us anything else about yourself that would be beneficial to this board: During my career I have been involved with Municipalities and their purchase process. I have also been involved Hybrid Electric Commercial vehicle development. While I was working I never found time to volunteer in the communities I lived in. I am retired now and want to give back to my community using the experience I have gained.

Signature: Randall Smith Date: 1-9-2020

## JANUARY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 New Year's Day	2	3	4
5	6	7	8	9	10	11
12	13	14 Regular Council Meeting @ 6:00 pm @ Hut	15	16	17	18
19	20 M L King Day Town Offices Closed	21 Work Session @ 6:00 pm @ Telephone Bldg.	22	23	24	25
26	27	28	29	30 Proposed Telephone Brd. Meeting @ 3:30 pm @ Telephone Bldg.	31	1

## FEBRUARY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7 Senior Valentine Banquet @ Belle Johnston @ 6:00 pm 	8
9	10	11 Town Council Meeting @ HUT @ 6:30 pm	12	13	14 Valentine's Day	15
16	17 Presidents' Day	18	19	20	21 Down to Earth Pineville Players @ Hut @ 7:30 pm	22 Down to Earth Pineville Players @ Hut @ 7:30 pm
23 Down to Earth Pineville Players @ Hut @ 2:30 pm	24 Council Work Session @ 6:00 pm @ Telephone Bldg.	25	26	27	28 Down to Earth Pineville Players @ Hut @ 7:30 pm	29 Down to Earth Pineville Players @ Hut @ 7:30 pm

# **ADJOURNMENT**

**Departmental Monthly  
Reports**

# Department Update



**To:** Town Council  
**From:** Travis Morgan  
**Date:** 1/14/2020  
**Re:** **Town Planning Updates**

---

**Former KFC Building:** new tenant is Krispy Kreme looks to be moving forward with renovation and sidewalks.

## **CODE ENFORCEMENT:**

### **Chronic Violators for 2020:**

242 Juanita Dr 10707 Copperfield Dr 9960 Pineville-Mathews Rd 314 Marie Way 10917 Carolina Place Py  
10926 Copperfield Rd 10731 Osprey Dr 10425 Osprey Dr 10860 Park Rd 10907 Copperfield Dr 10303  
Osprey Dr 2030 Atwell Glen 2604 Overlook Ridge 11301 Treebark Dr 101 Miller St 1005 Cone Ave Downs  
Rd 11724 Downs Rd 101 Marine Dr 119 Olive St 711 Morrow Ave 10329 Osprey Dr 907 Hill St 424 Park  
Ave 11815 Carolina Blossom 207 Franklin St 10915 Copperfield Dr 10205 Sam Meeks Rd 11211 Treebark Dr  
906 Lakeview Dr 611 Main St 4102 Huntley Glen Dr 260 Eden Cir 256 Eden Cir 10908 Copperfield Dr  
11222 Treebark Dr 294 Eden Cir 10201 Sam Meeks Rd 12353 Druids Glen Dr 605-607 Morrow Ave 12629  
Downs Rd 11601 Downs Rd 203 Mallard Dr 10811 Copperfield Dr 8800 Pineville-Mathews Rd 317 Amon  
Ln 100 S. Polk St 10500 McMullen Creek 301 N. Polk St 907 Cone Ave 1118 Cone Ave 10314 Osprey Dr  
10731 Copperfield Dr 10501 Centrum Py 104 Eden Cir 415 Park Ave Goodsell Ct 4218 Huntley Glen 603  
Morrow Ave 119-201 College St 5111 Grace View 4916 Grave View 804 Lakeview Dr 123 Marine Dr 11415  
Carolina Place Py 523 Main St 902 Lakeview Dr 12105 Main St 10710 Copperfield Dr 2323 Glenway Trail  
11725 Carolina Place Py 11300 Carolina Place Py 4007 Huntley Glen 10277 Sam Meeks 10701 Osprey Dr  
108 Cranford Dr 508 Main St 100 Marine Dr 303 Johnston Dr 109 Reid Ln 403 Dover St 610 Main St 405  
Johnston Dr 10317 Osprey Dr 11301 Treebark Dr 2030 Atwell Glen 100 S. Polk St.

### **Community Appearance Violations:**

8314 Pineville-Mathews RD 100 S. Polk St 12508 Sable Pointe Dr 116 Marine Dr 205 Mallard Dr 10933  
Copperfield Dr 236 Eden Cir 1003 Cone Ave 918 Lakeview Dr 101 Marine Dr.

### **Parking on the Lawn:**

4406 Huntley Glen Dr 219 Amon Ln 209 Amon Ln 1905 Lakeview Dr 250 Eden Cir 409 Johnston Dr 112  
Franklin St 1108 Lakeview Dr.

### **Junk Motor Vehicle:**

409 Johnston Dr 416 James St.

### **Zoning Citations:**

8700 Pineville-Mathews Rd 10100 Rodney St 12845 Downs Rd 10020 Rodney St 10660 Park Rd 413 N. Polk St  
10110 Johnston Rd 207 N. Polk St 208 Main St 10020 Pineville-Mathews Rd 502 N. Polk St 208 Main St 12610  
Pine Acres Ln 208 N. Polk St 10020 Pineville-Mathews Rd 511 Eagleton Downs Rd 8314 Pineville-Mathews Rd  
8300 Pineville-Mathews Rd 10000 Lee St 12740 Lancaster Hwy 10660 Park Rd.



**Trash Cans:**

315 Pineville Forest 116 Olive St 12211 Stratfield Place 922 Standen Place 11671 Stocksdale Ct 11218 Stratfield Place 10520 Stoneacre Ct 11017 Stocksdale Ct 11660 Stockdale Ct 11946 Stratfield Place 10453 Stokes Hill Ct 415 Mallard Dr 808 Pelican Bay 12115 Stratfield Place.

**Trash Cans Fines:**

4223 Huntley Glen 870 Pelican Bay 400 Mallard Dr.



**Office of Human Resources Director**

Dornessa Froneberger, MBA  
dfroneberger@pinevillenc.gov  
(704) 889-2362

**To:** Ryan Spitzer, Town Manager  
Members of the Town Council

**From:** Dornessa Froneberger

**Date:** 1/8/2020

**Re:** Human Resources Monthly Report

---

Ryan,

Enclosed is the Human Resources Department Monthly Report for the month of December 2019.

**New Hires:**

Randall Down-Police Officer  
Jamon Griffin-Police Officer

**Resignation:**

None to report

**Promotions:**

Corporal written test took place on December 11<sup>th</sup> and the Property and Evidence Custodian on December 4<sup>th</sup> at the Police Department. Currently waiting on the results.

**Current Openings:**

**Telephone-Accountant:** interviews are ongoing.

**Police Department-** 911 Telecommunicators-Full and On Call positions available.

**Departmental Update:**

Our Health- registration notification via email was sent out to employees to schedule their biometrics screenings.

The Annual Holiday Party was held on Monday, December 23rd at Dave and Buster's. The following employees were recognized for their years of service with the town:

**1 year:**

Kristi Beers (Telephone), Dillion Chaney (PD), Eric Chapman (PW), Michael Clamp (PW), Kemuel Durr (PD), Brian Elgort (Planning), Tracy Goins (P&R), Donald Ingram (PD), Robert Kakavitsas (PD), Lydia Nabors (PW), Travis Naito (PD) and Barrie Williams (P&R)

**3 years:**

Dornessa Froneberger (Human Resources)

**5 years:**

Stacy Cook (P&R), Richard Dixon (Finance), Chuck Lindsay (P&R), Adam Malin (PD), Tara Shields (Finance), Adam Roberts (PD) and Katie Williams (PD)

**10 years:**

Todd Bradshaw (PD), Amanda McKenzie (PD), Amber Rollins (PD)

**15 years:**

Scott Stewart (PD)

**20 years:**

Gary Hinebaugh (PD)

**25 years:**

Heather Creech (P&R)

**Performance Review System:**

One more presentation for additional questions was set up after the New Year Holiday. A decision should be made soon.

**Special Events**

**Tree Lighting:** Held on December 7<sup>th</sup> with about 200-250 in attendance. The event was moved back to Main Street which everyone seemed to be thrilled about. With 100% chance of snow, train rides, bounce house/snowman, carolers, craft tent, hot chocolate, roasting marshmallows at the bonfire for s'mores, and SANTA everyone had a great time! Santa arrives on the firetruck and children are able to visit with Santa from 3:00 – 5:30 when the tree is lit.



**Elf Belle in the Park:** We had a return visitor for the month of December. Belle couldn't get enough of us last year so she came back for more adventures. She was very popular on Facebook and Instagram during the holiday season.





**General Programming**

We have **Cheerleading, Self-defense/Karate, Dance, Yoga, Silver Sneakers and Boot Camp** programs operating on a weekly basis at our facilities. Our gym and dining room space is very consumed with our many programs.

**Preschool Open Gym:** We are getting more parents and kids since the weather has been getting cooler. We have had a steady crowd of about 15 kids each week.

**Pickleball at the Belle:** Pickleball continues to be the fastest growing sport. We set up the pickleball nets for registered guests to play Mondays and Fridays from 9am -12pm and Wednesdays 12:30pm-2:30pm.

**Painting Class:** 9 seniors enjoyed the December painting class with Sharon Csiszer. This once a month offering has become very popular. The January class is close to being full with just 2 spots remaining. *We hope to add water color painting to our programming early next year.*

**Field Trip** –We went to the Korner’s Folly in Kernersville NC on December 12<sup>th</sup>. We took 9 tourists through the 22 room antique house. They all where captivated by the different type of architecture that the house possessed. We stopped for lunch at the Olympic restaurant on the way home.

**Park Maintenance Update**

**Belle Johnston/ Lake Park**

- Blew leaves as needed
- Looked over construction site
- Replaced broken playground equipment

**Hut**

- Set up council chambers
- Blew leaves as needed
- Removed trash as needed

**Jack Hughes**

- Added 16 tons of material to stadium infield to help





December 2019

with drainage  
Rolled infield lips on all fields  
Leaf removal as needed  
Trimmed all trees in Park  
Repaired photo cell at shelter 1  
Equipment maintenance as needed

**Dog Park**

Removed limbs as needed

**Christmas Tree Lighting**

Set up for tree lighting  
Worked tree lighting event

**Cemetery**

Blew all leaves  
Removed tree limbs, put out grass seed



**Administration**

- Attended IT meeting
- Arranged the Holiday Market – 12 vendors set up Friday and Saturday morning to sell “handmade” goods. We were very selective on choosing vendors that only had handmade items. Attendance was great Saturday and all the vendors would like to return for future pop-ups in the spring and the holiday season. Thoughts are to just have the market on Saturday as Sunday had fewer shoppers. In order for this market to grow we may need to re-locate to accommodate more vendors. We hope to invite some of the vendors to attend the Farmer’s Market in the spring/summer as well.
- Attended Elite Leader Lunch and Learn
- Received 5 Proposals for the RFP that was sent out for Updating our Master (goal accomplished). The RFP review committee includes: Kristy Detwiler, Erin Hamilton, Jordan Williams, Brian Elgort and Tristan McManus. Review deadline meeting will take place on Monday, Jan. 6<sup>th</sup>. After a firm is selected and the town enters into a contract we look forward to beginning the update in late January/early February.
- Scoresheet for review - RFP committee
- Started reviewing the Master Plan Proposals
- Met with Tristan McManus to discuss the drainage issue in Lake Park for playground placement
- Worked on arrangements for Valentine’s Banquet
- Registered for Festivals Conference
- Registered for Directors Conference
- Meetings to discuss future Culture Block Programs coming to Pineville
- Completed 2 Employee reviews
- Finished Policies and Procedures Manual
- Finalizing Yearly Building Maintenance Log (goal accomplished)
- Completed Monthly building log (goal accomplished)

**Project Updates**

- Sidewalk project is about ½ completed (as of 1/1/2020) with 920’ of sidewalk poured. The weather/rain has been the biggest hold up, especially along the damn end of the lake because it doesn’t get much sun and cooler weather hampers the dry time after rain. Kent sends very thorough daily reports with picture that include; # of workers on the jobsite, work performed, weather conditions and any issues that arise. Due to the corrected elevation of the new sidewalk to meet ADA standards the sidewalk is much higher

on the lake side behind the splash pad and stage. Correcting this will allow for a gradual slop so that we can still use this area for vendors during the festival. As a result of this correction we will need to bring in dirt to level out this area. Plans are to do this in the spring/summer once weather conditions are dry. Our contract states that Kent will dress up the edge along the new sidewalk.

- Inclusive Playground; due to the storm water draining issues along the large shelter, across the sidewalk and into the lake we have had to relocate the inclusive playground. After having this area surveyed by LaBella we were informed that it would not be ideal to locate the new playground in this area. Our plans are to relocate it in the area where the dinosaur and swings are currently. I have reached out to the companies that submitted rendered drawings asking them to submit new designs for the new location. The Park Board has chosen play elements that they would like to see incorporated in the new inclusive playground.

**Facility Rentals**

**The Hut: 1 Rentals**

**The BJCC Dining Room: 4 Rentals**

**The BJCC Gym: 2 Rentals**

**Large Shelter: 0 Rentals**

**Medium Shelter: 0 Rentals**

**Tot Lot at Lake Park: 0 Rental**

**\*Shelter 1 at JH: 0 Rentals**

**\*Shelter 2 at JH: 0 Rentals**

**\*Shelter 3 at JH: 0 Rentals**

**\*WE DO NOT RENT JACK HUGHES SHELTERS WHEN THERE IS A TOURNAMENT GOING ON.**



## PUBLIC WORKS

# Department Update

To: Town Council  
From: Chip Hill  
Date: 01/01/20  
Re: **Public Works Updates**

---

**Mill:** Public works' street and maintenance crews worked together to clear trees and shrubs around the office at the mill to open visibility at the entrance. (see picture #1)

**Pipe Lynnwood Lane:** The stormwater crew worked at 127 Lynnwood Lane on piping where three joints of piping had come apart. Three collars were poured and will be monitored going forward. (see picture #2 & #3)

**Electric:** Pending purchase of the mill, an area in front of the Public Works' shop has been prepared to store telephone poles. Public Works and the power company worked together to secure the appropriate area and clear a safe loading and unloading area.

**Hut:** The inside of The Hut was painted by the Public Works' maintenance team.  
(see picture #4)

**Christmas Lights:** The department will begin taking down Christmas decorations on January 3<sup>rd</sup>. The process should take about two weeks depending on the weather.

**Lynnwood/Lakeview:** A meeting took place with our engineers to look at the first drawing of road and stormwater repairs needed. There will be a couple of additional meetings prior to final acceptance of drawings.

**Potholes:** The street maintenance crew patched 35 potholes totaling over 2,100 pounds asphalt patch.

**Public Works Department:** Street and maintenance crew added to our parking area at the office entrance.



















## **TOTALS FOR PCS MONTH ENDING 12/31/2019**

### **BROADBAND TOTALS FOR MONTH ENDING 12/31/2019**

**NET GAIN OF 4**

**854 INTERNET SUBSCRIBERS AS OF 12/31/2019**

**\*\*\*\*We had 13 NEW installs in DECEMBER and 9 disconnects. All disconnects were because they were moving out of our service area\*\*\*\***

### **INCREASED SPEED OFFERING TAKE RATE TO DATE**

92- RES subscribers on -100M CLEC **(+3 from previous month)**  
38- RES subscribers on -200M CLEC **(+4 from previous month)**  
7- RES subscribers on -400M CLEC **(0 from previous month)**  
39-subscriber on GIG RES CLEC **(+3 from previous month)**  
1-subscriber on 100M BUS CLEC **(0 from previous month)**  
9-100M BUSINESS ILEC **(-1 from previous month)**  
3-200M BUSINESS ILEC **(+2 from previous month)**  
0-400M BUSINESS ILEC **(same from previous month) \*\*\*this person moved to the GIG in previous month\*\*\***  
6-GIG BUSINESS ILEC **(+1 from previous month)**  
10-GIG RES SUBSCRIBER ILEC **(+2 from previous period)**  
18-100M RES SUBSCRIBER ILEC **(+0 from previous month)**  
3-200M RES SUBSCRIBERS ILEC **(0 from previous month)**

**227 of our 854 subscribers now subscribe to 100M or higher (increase by 15 from previous month)**

**27% OF OUR INTERNET CUSTOMERS SUBSCRIBER TO 100M OR HIGHER**

### IPTV TOTALS 282 FOR MONTH ENDING 12/31/2019

#### NET LOSS OF 2

During the month of December had 2 IPTV Disconnects. That is a NET Loss of 2.

### TV EVERYWHERE ACTIVE SUBSCRIBERS MONTH ENDING 12/31/2019

Since we launched TV Everywhere in AUGUST 2018 we have 57 subscribers as of 12/31/2019 who are taking advantage of this FREE enhancement to our system.

### RESIDENTIAL AND BUSINESS LINE COUNT MONTH ENDING 12/31/2019

#### NET LOSS OF 8

##### CLEC

Business Lines 51 *+1 from previous month*

Residential Lines 165 *-2 from previous month*

##### ILEC

Business Lines 405 *-6 from previous month*

Residential Lines 191 *-1 from previous month*

TOTAL LINE COUNT 812

### NEW PCS REWARD PROGRAM MONTH ENDING 12/31/2019

#### NET GAIN OF 8

We officially started offering to new prospective customers the PCS Rewards Program in February 2019. Our total PCS Reward customer count is now 192 as of December 31st. The retired Power Pack Discount program as of December 31st has 663 customers still on that program. That is a reduction of 11 customers from the previous month.

### JANUARY PROMO

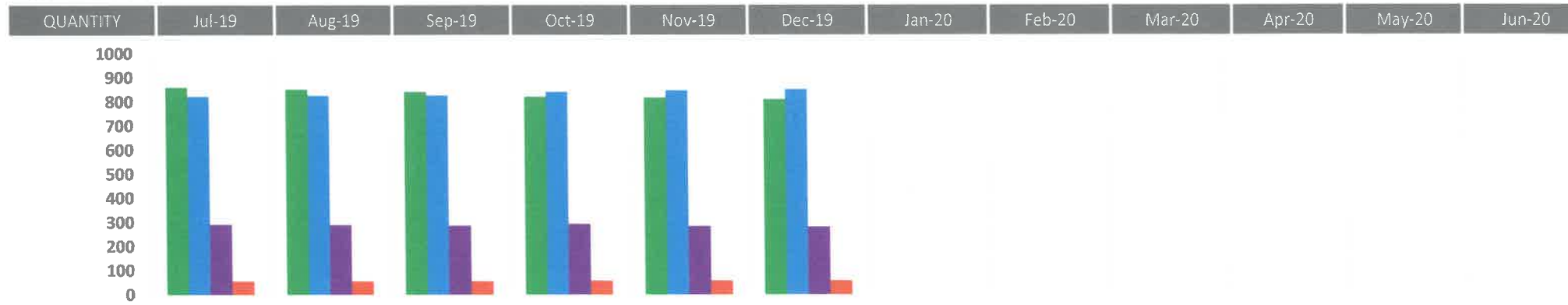
During the month of January all new residential subscribers establishing 400M or higher service will have their choice of a Fire TV Stick 4K or Roku Streaming Stick. This is to drive subscription to the Internet product and the higher speeds.

## TV UPDATE

All TV subscribers have been called to date. As of today we have only 17 people who we have not been able to speak to. A second letter will be going out to those subscribers this week. The feedback continues to be disappointment that we are no longer offering TV. We have had several TV customers state they would be willing to pay more for the service if they could retain our TV services. Those we have spoken to are so pleased with the level of personalized support they receive from our company in addition to the quality of the service we provide. Out of the 287 subscriber calls completed 114 have indicated they are staying thru June 30<sup>th</sup> and beyond. Obviously this is subject to change but that is the information provided to us as the CSR's made contact with the subscribers. 156 of the 287 subscriber's called would not provide if they planned on leaving before or after June 30<sup>th</sup>. I believe that as we have not really seen a drastic decline in the numbers to date that the majority of our TV subscribers will retain their Internet and/or phone service with us beyond the June 30<sup>th</sup> date.



## LINES, INTERNET AND IPTV FISCAL YEAR JULY 1, 2019 THRU JUNE 30, 2020



PRODUCT	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
LINES	863	855	844	823	820	812						
INTERNET	825	828	829	844	850	854						
IPTV	292	289	287	294	284	282						
TV EVERYWHERE	55	55	55	57	57	57						
Power Pack Disc	722	709	702	689	674	663						
PCS REWARDS	87	98	131	161	184	192						

\*\*\*\*ABOVE TOTALS REPRESENT THE TOTAL NUMBER OF SUBSCRIBERS FOR EACH PRODUCT AT THE END OF EACH MONTH\*\*\*\*

\*\*TV EVERYWHERE LAUNCHED JULY OF 2018 TO OUR SUBSCRIBERS IN LIEU OF VOD WHICH WAS DISCONTINUED EFFECTIVE 06/30/2018\*\*