



## BOARD OF ALDERMEN

Monday, May 08, 2023 at 6:00 PM

Landis Board Room

## MINUTES

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**PLEASE SILENCE ALL CELL PHONES**

**Present:** Mayor Meredith Bare Smith, Mayor Pro-Tem Ashley Stewart, Alderman Darrell Overcash, Alderwoman Katie Sells, Alderman Tony Corriher

**Staff Present:** Interim Town Manager Michael Ambrose, Human Resources Director/Town Clerk Madison Stegall, Town Attorney Rick Locklear

### 1. INTRODUCTION:

#### 1.1 Call Meeting to Order

Mayor Smith called the meeting to order at 6:00 PM.

#### 1.2 Welcome

Mayor Smith welcomed those in attendance.

#### 1.3 Moment of Silence and Pledge of Allegiance

Mayor Smith led those present in a Moment of Silence and the Pledge of Allegiance.

#### 1.4 Adoption of Agenda

**ACTION: A MOTION WAS MADE TO ADOPT THE AGENDA AS PRESENTED.**

Moved By: Ashley Stewart, Seconded By: Darrell Overcash

Motion Passed: 4-0

Voting For: Ashley Stewart, Darrell Overcash, Katie Sells, Tony Corriher

**2. CONSENT AGENDA:**

*All items below are considered to be routine by the Board of Aldermen and will be enacted by one motion. There will be no separate discussion on these items unless an Aldermen member so requests, in which event, the item will be removed from the Consent Agenda and placed in the appropriate corresponding Agenda Section to then be considered.*

**2.1 Consider Approval of Regular Town Board Meeting Minutes from April 17, 2023.**

**ACTION: A MOTION WAS MADE TO ADOPT THE AGENDA AS PRESENTED.**

Moved By: Ashley Stewart, Seconded By: Tony Corriher

Motion Passed: 4-0

Voting For: Ashley Stewart, Darrell Overcash, Katie Sells, Tony Corriher

**3. PRESENTATIONS:**

**3.1 Swearing In of Interim Town Manager - Michael Ambrose**

Mayor Smith presented Michael Ambrose with his Oath of Office and formally swore him into the position of Interim Town Manager.

**3.2 Swearing In of Human Resources Officer/Town Clerk - Madison Stegall**

Mayor Smith presented Madison Stegall with her Oath of Office, and formally swore her into the position of Human Resources Officer/Town Clerk.

**4. OLD BUSINESS:**

**4.1 Consider Wholesale Sewer Sales Agreement Between City of Kannapolis and Town of Landis**

Interim Town Manager Ambrose reminded the Board of the 5/4/23 Work Session meeting that Wilmer Melton, Assistant City Manager of Kannapolis, came and spoke to the Board about this interlocal agreement. Ambrose continues to explain that the agreement is for 10 years, and the WSACC charges will be added into the tap fees with a rate of around \$2,000 per lot.

**ACTION: A MOTION WAS MADE TO ADOPT THE INTERLOCAL WHOLESALE SEWER SALES AGREEMENT BETWEEN THE CITY OF KANNAPOLIS AND THE TOWN OF LANDIS AS WRITTEN.**

Moved By: Darrell Overcash, Seconded By, Ashley Stewart

Motion Passed: 4-0

Voting For: Ashley Stewart, Darrell Overcash, Tony Corriher, Katie Sells

#### **4.2 Consider Approval of Relocation of the Town Hall Generator/Budget Amendment #23 – ARPA Project 11**

Interim Town Manager Ambrose expressed to the Board that the Town Hall Generator Bid was approved by the Board at the January 9, 2023, meeting. A budget amendment was presented at the February 13, 2023, meeting and was subsequently approved (Budget Amendment# 16 / ARPA Project #11). During the kickoff meeting, it was determined that the location of the Generator would conflict with the drop box for payments to the Town. It has been requested that the contractor look at a location in the back of the parking lot, which would result in some additional costs. A budget amendment would be needed to cover these costs in the amount of \$17,811 using American Rescue Plan (ARP) Grant funds.

No further discussion.

#### **ACTION: A MOTION WAS MADE TO APPROVE THE RELOCATION OF THE TOWN HALL GENERATOR ALONG WITH THE ADOPTION OF BUDGET AMENDMENT #23 – ARPA PROJECT 11.**

Moved By: Ashley Stewart, Seconded By, Katie Sells

Motion Tied: 2-2

Voting For: Ashley Stewart, Katie Sells

Voting Against: Darrell Overcash, Tony Corriher

Mayor Smith Breaks Tie With A Vote Of Yes.

Motion Passed: 3-2

#### **5. CLOSED SESSION:**

##### **5.1 Consider Motion to Go Into Closed Session to Discuss Personnel Matters, Legal Matters, and to Consult with Town Attorney Pursuant to N.C G.S. 143-318.11(a)(3)(6).**

#### **ACTION: A MOTION WAS MADE TO ENTER CLOSED SESSION TO DISCUSS PERSONNEL MATTERS, LEGAL MATTERS, AND TO CONSULT WITH TOWN ATTORNEY PURSUANT TO N.C G.S. 143-318.11(A)(3)(6).**

Moved By: Ashley Stewart, Seconded By: Darrell Overcash

Motion Passed: 4-0

Voting For: Ashley Stewart, Darrell Overcash, Katie Sells, Tony Corriher

#### **ACTION: A MOTION WAS MADE TO EXIT THE CLOSED SESSION MEETING.**

Moved By: Tony Corriher, Seconded By: Ashley Stewart

Motion Passed: 4-0

Voting For: Ashley Stewart, Darrell Overcash, Katie Sells, Tony Corriher

#### **ACTION: A MOTION WAS MADE TO AMEND TONIGHT'S AGENDA AND ADD THE TRUHOMES AGREEMENT AS ITEM 7.8.**

Moved By: Ashley Stewart, Seconded By: Tony Corriher

Motion Passed: 4-0

Voting For: Ashley Stewart, Darrell Overcash, Katie Sells, Tony Corriher

**6. CITIZEN COMMENTS:**

*All citizen comments are limited to 3 minutes.*

**6.1 Citizens’ Comments**

No comments

**7. CONSIDERATIONS:**

**7.1 Consider Moving ARPA Funds to the General Fund**

Interim Town Manager Ambrose explained to the Board that the Town of Landis currently has \$549,374.74 remaining in the American Rescue Plan Act Fund. The Town has been encouraged by the North Carolina League of Municipalities to move all funds to the General Fund under “Administration Salaries” line item, and then move the same amount of funds from the “Administration Salaries” line item to a General Fund “ARPA” line item. This will ease the federal reporting for Town Staff and relieve the Mayor and Board of Alderman of the strict federal deadlines of December 31, 2024, for allocation of funds, and December 31, 2026, for expending of all funds. The ordinance being proposed to the Mayor and Board of Alderman, will still require Town Staff to have the approval from the Board of Alderman to expend ANY funds from the “General ARP Fund” line item.

**ACTION: A MOTION WAS MADE TO APPROVE MOVING ARPA FUNDS INTO THE GENERAL FUND AND THE ADOPTION OF ORDINANCE #2023-05-08 AND BUDGET AMENDMENT #25.**

Moved By: Ashley Stewart, Seconded By: Tony Corriher

Motion Passed: 4-0

Voting For: Ashley Stewart, Darrell Overcash, Katie Sells, Tony Corriher

**7.2 Consider Approval for Hosting OneBlood Blood Drive June 15th for Employees and Citizens and Consider Employee Incentive of 4-Vacation Hours to Donate Blood.**

Interim Town Manager Ambrose explained to the Board that OneBlood of the Carolinas has reached out in hopes to participate in another blood drive with the Town of Landis since the previous one on June 14th, 2022, was so successful. Oneblood will bring their mobile blood donation bus so that donors can donate on-site, in the bus, while they are here. The plan is to have the bus park at Town Hall. Any Town employee, working or not, is invited and encouraged to donate. Respective scheduling can be arranged to ensure coverage within departments to allow all employees to take advantage of this potentially lifesaving donation. This event will also be open to the public and will be advertised locally on social media to encourage participation. Oneblood will give each donor a \$20 e-gift card and a water bottle after donation. Additionally, staff would like to offer an incentive of 4-vacation hours to those that donate as previously done for the 2022 blood drive.

**ACTION: A MOTION WAS MADE TO APPROVE HOSTING ONEBLOOD BLOOD DRIVE ON JUNE 15, 2023, FOR EMPLOYEES AND CITIZENS AND TO APPROVE THE EMPLOYEE INCENTIVE OF 4-VACTION HOURS FOR DONATING.**

Moved By: Tony Corriher, Seconded By: Ashley Stewart

Motion Passed: 4-0

Voting For: Ashley Stewart, Darrell Overcash, Katie Sells, Tony Corriher

### **7.3 Consider Planning Board Nominations**

Mayor Smith invited Planning Board Chairman, Ryan Nelms, to the podium to answer any questions. Alderman Darrell Overcash expressed that Debra Cox had not received any calls, and Mr. Nelms ensured the Board that he left a voicemail for her to return his call. Mr. Nelms further explained that he has only received interest from Roxanne Barnes at this time.

Mayor Smith made a recommendation to appoint Roxanne Barnes to the Planning Board.

#### **ACTION: A MOTION WAS MADE TO APPOINT ROXANNE BARNES AS A MEMBER TO THE PLANNING BOARD.**

Moved By: Ashley Stewart, Seconded By: Tony Corriher

Motion Passed: 4-0

Voting For: Ashley Stewart, Darrell Overcash, Katie Sells, Tony Corriher

### **7.4 Consider Adding D.C. Frances Linn Park to Wayfinding Signs and Consider Changing the Location of the Farmers Market to North Central Avenue.**

#### **ACTION: A MOTION WAS MADE TO ADD D.C. FRANCES LINN PARK TO THE WAYFINDING SIGNS.**

Moved By: Darrell Overcash, Seconded By: Ashley Stewart

Motion Passed: 4-0

Voting For: Ashley Stewart, Darrell Overcash, Katie Sells, Tony Corriher

#### **ACTION: A MOTION WAS MADE TO APPROVE THE NEW LOCATION OF THE FARMERS MARKET TO NORTH CENTRAL AVE.**

Moved By: Tony Corriher, Seconded By: Ashley Stewart

Motion Passed: 4-0

Voting For: Ashley Stewart, Darrell Overcash, Katie Sells, Tony Corriher

### **7.5 Consider Approval of Accepting the Parkdale Mills Parking Lot Adjacent to Town Hall as a Donation.**

Mayor Smith and Interim Town Manager Ambrose contacted Parkdale Mills about the future for the parking lot adjacent to Town Hall. Parkdale Mills parking lot sits on two parcels adjacent to Town Hall (Tax Map#106 186 and 106 087). Parkdale Mills Corporate Team graciously advised us they would donate the parking lot to the Town with a \$300,000 dollar valuation. The Town will be responsible for the surveying of the land, and any appraisals needed. The Town Attorney advised staff the valuation of the property could be lifted to \$300,000 dollars, if approved by the Mayor and Board of Alderman.

#### **ACTION: A MOTION WAS MADE TO AUTHORIZE INTERIM TOWN MANAGER AMBROSE TO ACCEPT THE PARKDALE MILLS PARKING LOTS AS A DONATION AND AUTHORIZE THE VALUATION OF THE PROPERTY TO BE \$300,000.**

Moved By: Tony Corriher, Seconded By: Ashley Stewart

Motion Passed: 4-0

Voting For: Ashley Stewart, Darrell Overcash, Katie Sells, Tony Corriher

**7.6 Consider Approval of Reclassifying Town Clerk Position to Utility Billing Attendant/Deputy Town Clerk**

Interim Town Manager Ambrose explained to the Board that The Town is in need of a Utility Billing Attendant to help with the daily responsibilities in Utility Services. Mr. Ambrose recommended the Board to reclassify the Town Clerk position to fill these needs. This position will be responsible for utility billing services and be responsible for the Planning Board/Board of Adjustments meetings, records, and minutes. Staff recommend changing this position to pay class 14 (minimum: \$37,505 - maximum: \$56,258) with a starting wage of the minimum.

**ACTION: A MOTION WAS MADE TO APPROVE THE RECLASSIFICATION OF THE TOWN CLERK POSITION TO UTILITY BILLING ATTENDANT/DEPUTY TOWN CLERK.**

Moved By: Ashley Stewart, Seconded By: Tony Corriher

Motion Passed: 4-0

Voting For: Ashley Stewart, Darrell Overcash, Katie Sells, Tony Corriher

**7.7 Consider Approval of Purchasing Spare Sewer Pumps to Ensure Compliance with State Regulations.**

Interim Town Manager Ambrose expressed to the Board that the Town is seeking to purchase a Tencarva 15HP Sewer Pump, and a Tencarva 5HP Sewer Pump to have as spare pumps. The Town currently has all our 15HP and 5HP pumps in operation, and the Town is required to have spare pumps on hand, per state regulations. This action will not require a budget amendment as funds are already in the budget to cover the expenditures.

**ACTION: A MOTION WAS MADE TO AUTHORIZE INTERIM TOWN MANAGER AMBROSE TO PURCHASE 2 TENCARVA PUMPS IN THE AMOUNT OF \$15,785.71.**

Moved By: Tony Corriher, Seconded By: Ashley Stewart

Motion Passed: 4-0

Voting For: Ashley Stewart, Darrell Overcash, Katie Sells, Tony Corriher

**7.8 Consider Approval of True Homes Agreement and Resolution of the Towns Acceptance of Ownership and Maintenance of Infrastructure in the Oaks of Landis Subdivision.**

**ADDED**

**ACTION: A MOTION WAS MADE TO APPROVE THE TRUE HOMES AGREEMENT AND TO ADOPT THE RESOLUTION AS WRITTEN.**

Moved By: Ashley Stewart, Seconded By: Tony Corriher

Motion Passed: 4-0

Voting For: Ashley Stewart, Darrell Overcash, Katie Sells, Tony Corriher

**8. REPORTS:**

- 8.1 Departmental Reports (Included in the Board packet)**
- 8.2 Financial Report (Included in the Board packet)**
- 8.3 Town Manager Report (Included in the Board packet)**
- 8.4 Strategic Plan Final Report (Included in the Board packet)**

**9. UPCOMING EVENTS:**

- 9.1 Consider Upcoming Events**

**10. CLOSING:**

**10.1 Board Comments**

No comments.

**10.2 Motion to Adjourn**

**ACTION: A MOTION WAS MADE TO ADJOURN THE MEETING.**

Moved By: Ashley Stewart, Seconded By: Tony Corriher

Motion Passed: 4-0

Voting For: Ashley Stewart, Darrell Overcash, Katie Sells, Tony Corriher

Respectfully Submitted,

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Madison T. Stegall, Town Clerk