

**Town of Pilot Mountain
Board of Commissioners Work Session
Monday, November 23 at 5:30 PM**

Members Present: Mayor Evan Cockerham, Commissioner Donna Kiger, Commissioner Rachel Gilley, Commissioner Scott Needham and Commissioner Dwight Atkins

Staff Present: Town Manager, Michael Boaz and Town Clerk, Holly Utt

Call to order

Mayor Cockerham called the meeting to order at 5:30 PM.

Mayor Cockerham swore in new commissioners, Dwight Atkins and Rachel Collins.

Adoption of Agenda

Commissioner Needham made a motion to adopt the agenda and it was unanimous.

Ordinance Creating Capital Project Fund – Sunset/Simmons Water Line

Mr. Boaz explained that this would create the Capital Project Ordinance for the project. It is completely funded by loan/grant from the DEQ. Commissioner Needham made a motion to adopt the Ordinance creating the Capital Project Fund for the Sunset/Simmons Water Line Project and it was unanimous.

Sunset/Simmons Water Line Bid Acceptance

Mr. Boaz stated that Town opened bids for the Sunset/Simmons Water Line Project on October 21st. Out of the two bids that were received, the bid from Smith-Rowe Construction was the lowest at \$198,372.96. This is less than the engineers estimate and they have reviewed the bid estimate and recommend it to the Board for tentative approval until approved by NC DEQ. Commissioner Collins made a motion to approve the lowest bid from Smith-Rowe Construction and it was unanimous.

Finance Update

Mr. Boaz discussed the current financial position of the Town. He noted that the fund balance for FY 19-20 ended at 17.54%. The fund balance policy requires 40%, but part of the reason for it being lower is because of loaning funds to the inter-connect project and the money will be paid back when funding is received. Easements were also purchased for the Streambank Project and for the purchase of land on Depot St. Both the General Fund and Enterprise fund are doing well. Sales tax numbers are much higher than expected. Commissioner Needham asked about the beer and wine tax. Mr. Boaz explained that the state collects the money and there is a one-time distribution of funds in May each year.

Town Project Review

Mr. Boaz gave updates on the following:

- Depot Street Stream Restoration
- Main Street National Register District
- Street Paving Project
- Sunset Water/Sewer
- Mt. Airy Interconnect

- Streetscape Project
- WWTP & Pump Station Project
- Asset Inventory & Assessment Project
- Comprehensive Plan

Employee Bonus Discussion

Mr. Boaz stated that due to the uncertainty of the Covid-19 pandemic, no cost of living increases or salary adjustments were included in the FY 20-21 budget. He proposed a one time, \$1,000 bonus to each permanent full-time employee. Commissioner Atkins made a motion to approve the one time employee bonus and it was unanimous.

Mayor Cockerham stated that Armfield Center has been doing fundraising for much needed pool repairs. The Town contributed to the playground project in the previous year and they were asking if the town would be willing to participate in fund raising efforts. Commissioner Needham stated that they were an asset to the community but he wasn't sure the amount that the town should contribute. Commissioner Kiger agreed that the civic center is an important asset to the community but, she expressed concerns about the pandemic and the unknowns that go along with that and the importance of only budgeting necessities for the town. Discussion ensued about what type of plan the Armfield Center had in place for future repairs and operating expenses. It was the consensus of the Board to revisit the item at the December meeting.

Commissioner Kiger asked that the Board consider remote meetings for the future due to the Covid-19 numbers increasing. It was the consensus of the Board to hold the December meeting via Zoom or in person and future meetings will be held on Zoom and streamed to Facebook.

Adjournment

Commissioner Collins made a motion to adjourn and it was unanimous.

Respectfully Submitted:

Attest:

Holly Utt
Town Clerk

Evan Cockerham
Mayor