



Town of Pilot Mountain  
Town Hall 124 West Main Street Pilot Mountain, NC 27041  
Monday, June 13, 2022, 7:00 PM

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## BOARD OF COMMISSIONERS REGULAR MEETING AGENDA

### Call to Order/Moment of Silence/Pledge of Allegiance

### Adoption of Agenda

### Adoption of Agenda

- [1.](#) FY 2023 Budget Public Hearing
- [2.](#) UDO Text Amendment: Accessory Dwellings Public Hearing

### Public Comment

*Anyone may speak on any issue. Before speaking, please state your name and address. Please limit comments to three minutes.*

### Consent Agenda

- [3.](#) Approval of Minutes

### Board & Committee Reports

- [4.](#) ABC Board Report
- [5.](#) TDA Report
- [6.](#) Main Street Report

### Unfinished Business

- [7.](#) UDO Text Amendment: Accessory Dwellings

### New Business

- [8.](#) Fiscal Year 2023 Budget Adoption
- [9.](#) Fiscal Year 2023 Fee Schedule
- [10.](#) FY 2022 Budget Amendment 3

### Administrative Reports

- [11.](#) Town Manager and Staff Reports

### Mayor and Commissioners Comments

### Other Business

### Adjourn



TOWN OF PILOT MOUNTAIN  
BOARD OF COMMISSIONERS MEETING

FY 2023 Budget Public Hearing	
<b><u>Background Information:</u></b>	
Required public hearing for FY 2023 budget.	
<b><u>Staff Recommendation:</u></b>	Hear public comments.
<b><u>Possible Board of Commissioner Actions</u></b>	
<ul style="list-style-type: none"><li>Hear public comments</li></ul>	
<b><u>Attachments</u></b>	
<ul style="list-style-type: none"><li></li></ul>	



TOWN OF PILOT MOUNTAIN  
BOARD OF COMMISSIONERS MEETING

UDO Text Amendment: Accessory Dwellings Public Hearing	
<b><u>Background Information:</u></b>	
Required public hearing for UDO Text Amendment	
<b><u>Staff Recommendation:</u></b>	Hear public comments.
<b><u>Possible Board of Commissioner Actions</u></b>	
<ul style="list-style-type: none"><li>• Hear public comments</li></ul>	
<b><u>Attachments</u></b>	
<ul style="list-style-type: none"><li>•</li></ul>	

**Town of Pilot Mountain  
Board of Commissioners Meeting  
Monday, May 9, 2022  
7:00 PM**

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

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

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**Call to order 7:00 PM**

Mayor Cockerham called the meeting to order at 7:00 PM. Commissioner Kiger led the Pledge of Allegiance.

**Adoption of Agenda**

Commissioner Atkins made a motion to adopt the agenda as presented and it was unanimous.

**Public Comment**

Ben Marion, 186 Old Hollow Road, was present to address the Board. He asked the Board for more information and updates on the status of the water line. He spoke with Smith-Rowe and was told that they had the pipe in stock now.

Rodney Griffin, 320 Old Hollow Road, was present to address the Board. He was concerned that there was no notice given to residents about the water line construction and now they have torn up the landscaping and have not replaced anything like it was previously. He stated that he had purchased supplies to fix his own yard back and the town should pay for that. He just asked that they fix things back the way they were previously.

Michael Danko, 278 Old Hollow Road, was present to address the Board. He stated that he wasn't told about this happening previously and equipment has been in his yard for two weeks. The yard looks terrible and he would like for it to be fixed back the way it was.

Michelle Fallin, on behalf of the Civic Club, was present to address the Board. Michelle stated that there was an excellent turn-out for the Mayfest. She thanked everyone who had a part in making it a success, Board members, town staff, Public Works Department the Police Department. Everyone was very helpful and everything went smoothly. Mayor Cockerham thanked Michelle for all the hard work and planning that she put in to make the Mayfest a success.

Mayor Cockerham asked Mr. Boaz for an update on the water line construction. Mr. Boaz read an email from the contractor stating that they would begin more work on Old Hollow Road this week and within two weeks have the line down to the bridge and then begin on the Old Hollow restoration. Mayor Cockerham apologized to the residents on behalf of the town for not getting proper notice.

**Consent Agenda**

- April 11, 2022 Minutes

Commissioner Atkins made a motion to adopt the consent agenda and was unanimous.

### **Board & Committee Reports**

Chairman Pell provided the following sales numbers from the ABC Store:

March 2021 sales: \$173,239

March 2021 sales: \$203,882

Increase of 17.44%

Mr. Boaz stated that the 3<sup>rd</sup> quarter profit distribution to the town was \$67K. This does not include the \$10k for the Police Department.

### **New Business**

#### **Fiscal Year 2022-2023 Budget Presentation**

Mr. Boaz presented the 2022-2023 preliminary budget. He noted that this was a balanced budget with no tax rate increase. There is a water and sewer rate increase per the financial plan adopted last year and an increase in the solid waste fees. The budget will be discussed in more detail at the budget workshop on May 19<sup>th</sup> at 6PM.

#### **Acceptance of VUR Funds**

The town received two grants in the Fall of 2021 funding for wastewater collections system work and work on the water system. Those projects were approved at 50% grant, 50% loan. The town applied to convert them all to grant under the Viable Utility Reserve (VUR) program and they were approved. Commissioner Needham made a motion to approve Resolutions R2022-09 and 2022-10 and it was unanimous.

### **Administrative Reports**

#### **Town Manager & Staff Reports**

- Budget Workshop will be May 19<sup>th</sup> at 6PM
- Three grant applications have been submitted to the Rural Transformation Grant Program. We were notified on Friday that we had received the grant for capacity building for Main Street. He credited Jenny Kindy with getting those grant request together.

Commissioner Collins asked if there had been any updates on the paving. Mr. Boaz stated that in his last conversation with Mike Priddy that the paving would begin again in June or July.

### **Mayor and Commissioners Comments**

**Commissioner Atkins:** He's glad that the Mayfest was a success and he appreciates all the work that went into it. He appreciates the work that was done putting the budget together.

**Commissioner Kiger:** Mayfest was great and she got to talk to people from other towns who were very complimentary of the Police Chief and Town Manager and that makes her very proud.

**Commissioner Needham:** Mayfest was great and he thanked the volunteers and especially Michelle Fallin. Looking forward to the Cruise-In's and other summer events coming up. It's great to be outside and having events again. He also wanted everyone to know that if you are along the interconnect and you wish to have a water tap, now is the most inexpensive time to tap onto the water system. While

under construction the cost is \$500. He also wanted to commend the Board that set up the ABC Board. They were very brave to do that and it was not an easy thing to do because of the opposition, but it did pass. Now it is really helping the town and we are able to do things we wouldn't be able to do without that revenue.

**Commissioner Collins:** Thanked the Civic Club for their hard work they put in for the Mayfest. She wanted to brag on some of the young people in town. On the tennis team, Cooper Motsinger won the Mid-West Regional Championship and Levi Watson came in 4<sup>th</sup>. They both got to attend the state championship in singles.

**Mayor Cockerham:** There were so many positives about the Mayfest. It was great to finally get three full days of the event. He noted that the Civic Club uses money raised to give to charities. The Home Town Heroes event will be held on May 28<sup>th</sup> to recognize local military veterans. He wanted to mention that he had received a number of complaints about the town cemetery and some of the other town properties and he wants to let people know they have heard their concerns and they are working towards a better standard of service for those properties.

#### **Closed Session**

Commissioner Needham made a motion to go into closed session and it was unanimous.

Commissioner Atkins made a motion to come out of closed session and it was unanimous.

#### **Other Business**

No other business to discuss

#### **Adjourn or Recess**

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

Respectfully Submitted:

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Holly Utt  
Town Clerk

Attest:

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Evan Cockerham  
Mayor



TOWN OF PILOT MOUNTAIN  
BOARD OF COMMISSIONERS MEETING

ABC Board Report	
<b><u>Background Information:</u></b>	
Chairman Pell provided the following report:  May 2021 Sales: \$176,336 May 2022 Sales: \$207,554  An increase of 19.31%	
<b><u>Staff Recommendation:</u></b>	Information only
<b><u>Possible Board of Commissioner Actions</u></b>	
<ul style="list-style-type: none"><li>• Take no action</li></ul>	
<b><u>Attachments</u></b>	
<ul style="list-style-type: none"><li>• None</li></ul>	



TOWN OF PILOT MOUNTAIN  
BOARD OF COMMISSIONERS MEETING

TDA Report	
<b><u>Background Information:</u></b>	
TDA Chairwoman Christy Craig will provide a report to the Board.	
<b><u>Staff Recommendation:</u></b>	Information only
<b><u>Possible Board of Commissioner Actions</u></b>	
<ul style="list-style-type: none"><li>• Take no action</li></ul>	
<b><u>Attachments</u></b>	
<ul style="list-style-type: none"><li>• None</li></ul>	





TOWN OF PILOT MOUNTAIN  
BOARD OF COMMISSIONERS MEETING

Main Street Report	
<b><u>Background Information:</u></b>	
Main Street Coordinator Jenny Kindy will provide a report.	
<b><u>Staff Recommendation:</u></b>	Information only
<b><u>Possible Board of Commissioner Actions</u></b>	
<ul style="list-style-type: none"><li>• Take no action</li></ul>	
<b><u>Attachments</u></b>	
<ul style="list-style-type: none"><li>• None</li></ul>	



TOWN OF PILOT MOUNTAIN  
BOARD OF COMMISSIONERS MEETING

UDO Text Amendment: Accessory Dwellings	
<b><u>Background Information:</u></b>	
The recently adopted Comp Plan has as one of its objectives that the Town will encourage the development of new housing and public amenities that meet the needs of multiple generations, life stages, and income levels. In an effort to help accomplish that goal, staff brought an amendment to the Planning and Zoning Board that would allow the construction of accessory dwellings or “mother-in-law” units. The Planning and Zoning Board is recommending its approval.	
<b><u>Staff Recommendation:</u></b>	I recommend that the amendment be adopted as presented.
<b><u>Possible Board of Commissioner Actions</u></b>	
<ul style="list-style-type: none"><li>• Adopt UDO text amendment as presented</li><li>• Make changes to UDO text amendment and adopt</li><li>• Send back to Planning and Zoning Board for further review and changes</li></ul>	
<b><u>Attachments</u></b>	
<ul style="list-style-type: none"><li>• Planning Staff Report</li></ul>	



# TOWN OF PILOT MOUNTAIN, NC

124 WEST MAIN STREET - PILOT MOUNTAIN, NC 27041

## Board of Commissioners Meeting

Town Hall – 124 W. Main Street – Pilot Mountain, NC 27041

Monday, June 13, 2022

7:00PM

**To:** Mayor Cockerham & Board of Commissioners

**From:** Andy Goodall Jr. – Town Planner

**Date:** May 18, 2022

**Subject:** **2022-UDO-02** (*Accessory Dwellings*)

### A. ACTION REQUESTED BY THE BOARD OF COMMISSIONERS

1. Motion to adopt a statement approving the proposed ordinance amendment and describing its consistency with the plan; or
2. Motion to adopt a statement rejecting the proposed ordinance amendment and describing its consistency or inconsistency with the plan.

*With each of these alternatives, the statement is also to include an explanation of why the governing board deems the action reasonable and in the public interest.*

### B. PROPOSED AMENDMENTS FOR BOARD CONSIDERATION

#### Table of Permitted & Special Uses

Residential Uses	RA	RL	RM	RH	OI	CB	HB	GB	GM	LI	PS
Accessory Dwelling	X	X	X	X							X

## Appendix A

**Accessory Dwelling.** A dwelling unit that is accessory, supplementary and secondary to the primary dwelling that may be constructed as an addition to the primary dwelling or as a detached unit. Accessory dwellings shall be subject to Section 8.12 (Performance Standards for Certain Uses and Structures).

### 8.12.20 Accessory Dwelling

- A. No accessory dwelling shall be permitted prior to a single-family dwelling or bed & breakfast inn being constructed on a lot.
- B. Only one (1) accessory dwelling shall be permitted per parcel.
- C. The accessory dwelling shall not exceed fifty (50%) percent of the square footage of the conditioned (heated) area of the principle structure or one-thousand (1,000ft<sup>2</sup>) square foot of gross floor area, whichever is less.
- D. A detached accessory dwelling shall be sited to the rear of the principle structure. In the RA and RL districts, a detached accessory dwelling may be sited to the side of the primary dwelling if the lot exceeds two (2) acres in size.
- E. The exterior of the accessory dwelling shall be compatible with the principle structure in terms of color, siding, roof pitch, window detailing, roofing materials and foundation. Mobile homes shall not be pulled up to or attached to a primary dwelling and considered an accessory dwelling.

### C. PLANNING & ZONING BOARD RECOMMENDATION

The Planning & Zoning Board reviewed the proposed amendments on May 17, 2022. The Board found that the proposed amendments were consistent with the applicable plan objective and voted (5-0) to recommend approval.

### D. NCGS 160D-605

#### *Consistency Statement*

When adopting or rejecting any zoning amendment, the governing board shall also approve a statement describing whether its action is consistent with an adopted comprehensive plan and any other officially adopted plan that is applicable, and briefly explain why the board considers the action taken to be reasonable and in the public interest. The statement shall be one of the following:

1. A statement approving the proposed zoning amendment and describing its consistency with the plan; or
2. A statement rejecting the proposed zoning amendment and describing its consistency or inconsistency with the plan.

#### **E. APPLICABLE COMPREHENSIVE PLAN OBJECTIVE**

“Pilot Mountain will encourage and support the development of new housing and public amenities within town limits that meet the needs of multiple generations, life stages and income levels.”



TOWN OF PILOT MOUNTAIN  
BOARD OF COMMISSIONERS MEETING

Fiscal Year 2023 Budget Adoption	
<b><u>Background Information:</u></b>	
The budget for FY 2023 was presented to the Board of Commissioners at the May Board meeting and the Board held a workshop to discuss the budget on May 19. The proposed budget totals \$3,538,070 with \$2,194,700 in the general fund, \$1,274,390 in the water/sewer fund, and \$68,980 in the capital reserve fund. The proposed budget maintains the current tax rate, increases the solid waste fee, and increases the water/sewer rates based on the Town's financial plan for the water/sewer fund.	
<b><u>Staff Recommendation:</u></b>	I recommend that the budget be adopted as presented.
<b><u>Possible Board of Commissioner Actions</u></b>	
<ul style="list-style-type: none"><li>• Adopt FY 2023 Budget Ordinance as presented</li><li>• Make changes to FY 2023 Budget Ordinance and adopt</li><li>• Send back to staff for further review and changes</li></ul>	
<b><u>Attachments</u></b>	
<ul style="list-style-type: none"><li>• FY 2023 Budget Ordinance</li></ul>	

**Town of Pilot Mountain, North Carolina**  
**Annual Budget for FY 2022 – 2023**

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**Budget Ordinance**

BE IT ORDAINED by the Board of Commissioners of the Town of Pilot Mountain, North Carolina that the following anticipated fund revenues and departmental expenditures, together with certain fees and schedules, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of the Town government and its activities for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

**Summary**

	Estimated Revenues	Fund Balance Appropriations	Appropriation
General Fund	\$2,194,700	\$0	\$2,194,700
Enterprise Fund	\$1,274,390	\$0	\$1,274,390
Capital Reserve Fund	\$68,980	\$0	\$68,980
Total:	\$3,538,070	\$0	\$3,538,070

**Section 1: General Fund**

The following list of approved revenues and authorized expenditures listed in this ordinance are hereby appropriated for the operation and activity of the General Fund for the fiscal year 2022-2023 in accordance with the chart of accounts for the Town of Pilot Mountain.

**General Fund Revenues**

Ad Valorem Taxes	\$870,650
Tax Penalties & Interest	\$2,500
Motor Vehicle Taxes	\$95,000
Interest On Investment	\$100
Miscellaneous	\$4,400
Sale Of Fixed Assets	\$0
Utility Franchise Tax	\$110,000
Solid Waste Disposal Tax	\$1,100
Powell Bill Allocation	\$48,500
Local Option Sales Tax	\$630,000
Beer & Wine Tax Distribution	\$6,900
Planning/Zoning Fees	\$2,500
Court Costs Fees & Charges	\$200
Solid Waste Collection Fee	\$75,000
Cemetery - Sale of Lot	\$10,000
ABC Store Profit Sharing	\$250,000
Renal/Lease Income	\$28,200
Reimbursement for Services	\$10,000
Grants	\$0
Other Revenues	\$49,650
Encumbered Fund Balance	\$0
Encumbered Powell Bill Fund Balance	\$0

**Total General Fund Revenues****\$2,194,700****General Fund Expenditures**

General Government	\$417,060
Planning & Economic Development	\$193,110
Public Safety	\$939,310
Environmental Protection	\$343,010
Transportation	\$170,260
Culture & Recreation	\$58,240
Debt Service	\$73,710
<b>Total Expenditures</b>	<b>\$2,194,700</b>

**Section 2: Enterprise Fund**

The following list of approved revenues and authorized expenditures listed in this ordinance are hereby appropriated for the operation and activity of the Enterprise Fund for the fiscal year 2022-2023 in accordance with the chart of accounts for the Town of Pilot Mountain.

**Enterprise Fund Revenues**

Interest On Investment	\$0
Charges Utilities Water	\$661,050
Charges Utilities Sewer	\$460,420
Delinquent Fees	\$10,000
Late Fee	\$15,000
Returned Check Fee	\$500
Service Initiation Fee	\$1,800
Tap Fees - Water	\$5,000
Miscellaneous Revenue	\$300
Bulk Sale of Water	\$2,000
Bad Debts	\$0
Sale of Fixed Assets	\$0
Surry County/Mt Airy Loan Payments	\$118,320
Appropriated Retained Earnings	\$0
<b>Total Water/Sewer Fund Revenues</b>	<b>\$1,274,390</b>

**Enterprise Fund Expenditures**

Water & Sewer Operations	\$1,274,390
<b>Total Expenditures</b>	<b>\$1,274,390</b>

**Section 3: Capital Reserve Fund**

The following list of approved revenues and authorized expenditures listed in this ordinance are hereby appropriated for the operation and activity of the Capital Reserve Fund for the fiscal year 2022-2023 in accordance with the chart of accounts for the Town of Pilot Mountain.

**Capital Reserve Fund Revenues**

Infrastructure Investment Fee	\$68,980
Transfer from W/S Fund	\$0
Fund Balance Appropriated	\$0
	<b>\$68,980</b>

**Capital Reserve Fund Expenditures**

Transfer to Capital Project	\$68,980
<b>Total Expenditures</b>	<b>\$68,980</b>



**Section 4: Levy of Taxes**

There is hereby levied a tax at the rate of fifty-seven cents (\$0.57) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2022, for the purpose of raising the revenue listed Ad Valorem Taxes 2022-2023 in the General Fund Section 1 of this ordinance. This rate is based on a valuation of property for purposes of taxation of \$151,255,649 and an estimated rate of collection of 99.11%.

**Section 5: Special Authorization of the Budget Officer**

a) The Budget Officer shall be authorized to reallocate amounts between the functional areas listed above without limitation and without a report required.

b) The Budget Officer shall be authorized to execute transfers for contingency appropriations, not to exceed \$5,000. Notification of all such transfers shall be made to the Town Board at its next meeting following the transfer.

**Section 6: Utilization of the Budget Ordinance**

This ordinance shall be the basis of the financial plan for the Town of Pilot Mountain municipal government during the 2021-2022 fiscal year. The Budget Officer shall administer the Annual Operating Budget and ensure the staff and elected officials are provided with guidance and sufficient details to implement their appropriate portion of the budget.

**Section 7. Copies of this Budget Ordinance**

Copies of this Budget Ordinance shall be furnished to the Clerk, Board of Commissioners, Budget Officer and Department Heads to be kept on file by them for their direction in the disbursement of funds.

Adopted this 13th day of June, 2022.

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Evan J Cockerham, Mayor

Attest:

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Holly Utt, Town Clerk



TOWN OF PILOT MOUNTAIN  
BOARD OF COMMISSIONERS MEETING

Fiscal Year 2023 Fee Schedule	
<b><u>Background Information:</u></b>	
The proposed fee schedule increases the water/sewer rates by 12% as called for in the Town's water/sewer fund financial plan. The fee schedule also increases the solid waste fee to \$11.10 per month to match the fee charged by Waste Management. The schedule also makes some changes to planning and zoning fees as indicated on the attached form from Andy.	
<b><u>Staff Recommendation:</u></b>	I recommend that the fee schedule be adopted as presented.
<b><u>Possible Board of Commissioner Actions</u></b>	
<ul style="list-style-type: none"><li>• Adopt FY 2023 Fee Schedule as presented</li><li>• Make changes to FY 2023 Fee Schedule and adopt</li><li>• Send back to staff for further review and changes</li></ul>	
<b><u>Attachments</u></b>	
<ul style="list-style-type: none"><li>• FY 2023 Fee Schedule</li><li>• Planning &amp; Zoning Fee Info Sheet</li></ul>	

**Town of Pilot Mountain, North Carolina**  
**FY 2022-2023 Fee Schedule**

**Administration**

Copies (Black & White)	\$0.10 per page
Copies (Color)	\$0.30 per page
Thumb Drive	At cost
Returned Check/Bank Draft	\$30.00 per occurrence
Notary Fee	\$5.00
Business Registration	\$10.00 per year

**Police**

Police Reports	\$5.00
Finger Printing	\$15.00 Resident \$25.00 Non Resident

**Code Enforcement**

Administrative Fee	\$250.00
Lot Clearing and Mowing*	\$95.00 per hour
Bushhog & Tractor Required*	\$175.00 per hour
Other Nuisance Abatement*	\$75.00 per hour

\* Charges in addition to administrative fee

**Solid Waste Fees**

Monthly Garbage/Recycling Service	\$11.10 cart/month
8 yard Commercial Dumpster (services once weekly)	\$122.20 month
8 yard Commercial Dumpster (services every other week)	\$61.10 month
Bulk Item Pickup	\$45.00 + landfill fees

**Cemetery**

Per Plot (in town resident)	\$950.00
Per Plot (out of town resident)	\$1,500.00
Marking Fee (Business Hours)	\$100.00
Marking Fee (After Business Hours)	\$150.00

**Planning & Zoning Fees**

NOTE: All plan review fees include two reviews of plan submittals. If additional reviews are necessary, an additional plan review fee will be assessed per review.

**Maps**

8.5" x 11" & 8.5 x 14"	\$0.50
11" x 17"	\$1.00
Custom Work	Cost determined based on request

**Applications for Board Review**

Amendment to Conditional District	\$275.00
Appeal	\$550.00
Conditional Use Permit	\$550.00
Conditional District Rezoning	\$550.00
General Rezoning	\$550.00
Street, Alley or Right of Way closing	\$550.00
Ordinance Text Amendment	\$550.00
Variance	\$650.00
Voluntary Annexation	\$400.00

**Permits**

Single Family Residential	\$50.00
Two-Family Residential	\$50.00
Manufactured Home	\$50.00
Multi-Family Residential (Five units or less)	\$150.00
Multi-Family Residential (More than five units)	\$200 plus \$10 per unit
Commercial	\$200 plus \$10 per acre
Industrial	\$200 plus \$10 per acre

**Additions/Accessory Structures/Uplifts Zoning Permits**

Residential	\$40.00
Commercial	\$100.00
Industrial	\$100.00

**Sign Permits**

Change of Panel	No Charge
Temporary Sign/Banner	\$15.00
On-Premise Attached	\$50.00
On-Premise Freestanding	\$50.00

**Miscellaneous**

Change of Use Permit	\$40.00
Co-Location Permit (Telecommunications Tower)	\$100.00
Demolition Permit	\$30.00
Home Occupation Permit	\$30.00
Re-advertising fee (due to action by applicant)	Cost of advertisement
Temporary Use Permit	\$75.00
Zoning Verification Letter	20

**Site Plan and Plat Review**

Site Plan Review Fee	\$ 300.00
Exemption/Recombination Plat	\$ 10.00
Minor Subdivision Plat Review Fee	\$75.00 plus \$5 per lot
Preliminary Major Subdivision Plat Review Fee (1-24 lots)	\$ 450.00
Preliminary Major Subdivision Plat Review Fee (25-100 lots)	\$1,300.00
Final Major Subdivision Plat Review Fee	\$ 175.00

**Engineering Plan Review and Construction Administration Fees**

*Plan Review*

Roadway (public and/or private)	\$0.95 per LF of Street Centerline
Parking/Loading areas (including access)	\$0.04 per square foot
Storm Drainage	\$1.00 per LF of Street Centerline
Water Lines	\$0.75 per LF of pipe
Sewer Lines	\$0.75 per LF of pipe
Stormwater Quality and/or Stormwater Detention Facilities	\$1,700.00 each

*Construction Administration*

Roadway (public and/or private)	\$1.05 per LF of Street Centerline
Storm Drainage	\$1.00 per LF of Street Centerline
Water Lines	\$0.75 per LF of pipe
Sewer Lines	\$0.75 per LF of pipe
Stormwater Quality and/or Stormwater Detention Facilities	\$2,000.00 each

Construction Plans Review Fee (for Consultant Review Only) - \$50 processing fee plus hourly rate for consultant review services times the number of review hours

Street Naming Signs (Collected at preliminary plat)

2 bladed street naming signs	\$100.00 includes posts and hardware
4 bladed street naming signs	\$150.00 includes posts and hardware

**Facility Rental**

**Administration Building Basement**

Resident	\$50.00 + \$25.00 Refundable Deposit
Non Resident	\$75.00 + \$25.00 Refundable Deposit
Non-Profit, Civic, or Community Organization Meeting(4 hour maximum)	\$15.00

**Pilot Center**

Resident	\$225.00 + \$150.00 Refundable Deposit
Non Resident	\$375.00 + \$150.00 Refundable Deposit

Available for use by non-profit organizations, community groups, and civic organizations for the purpose of holding meetings. Any fundraising activity or activity resulting in fees or admission charged does not qualify for this purpose. Qualifying groups are determined on a case by case basis.

## Public Utilities

	Water Rates		Sewer Rates	
	Base Rate (includes 1,000 gallons)	Per 1,000 gallons	Base Rate (includes 1,000 gallons)	Per 1,000 up to 10,000 gallons
<b>Inside Town Limits</b>	\$21.32	\$7.84	\$21.32	\$7.84
<b>Outside Town Limits</b>	\$42.65	\$15.68	\$42.65	\$15.68
<b>Infrastructure Investment Fee</b>		\$3.14		\$3.14

Tap Fees	Water	Inside Town Limits	Out of Town Limits
	Meter Size	Amount	Amount
	3/4" tap	\$1,200.00	\$1,320.00
	1" tap	\$1,500.00	\$1,650.00
	1.5" tap	\$1,750.00	\$1,925.00
	Over 1.5"	Cost + 15%	Cost + 15%
	Sewer	Inside Town Limits	Out of Town Limits
	Meter Size	Amount	Amount
	4" tap	\$975.00	\$1,075.00
	6" tap	\$1,400.00	\$1,540.00
	Over 4" tap	Cost + 15%	Cost + 15%

### Other Utility Fees

Utility Deposit - Residential	\$125.00
Utility Deposit - Commercial	\$250.00
Exclusion of S.S. Deposit	\$250.00
Service Initiation	\$25.00
After Hours Reconnect	\$50.00
After Business Hours Appointment	\$50.00
Meter Replacement Fees	At cost
Temporary Service Fee	\$10.00 + usage
Road Boring/Cut Fee	\$250.00
Any Contracted Boring/Installation	Cost

### Penalty Fees

Late Fee	\$10.00
Delinquency Fee	\$40.00

### Tampering Fees

1st Offense	\$200.00 + Costs
2nd Offense	\$400.00 + Costs
3rd offense	\$800.00 + Costs

### Solid Waste

# TOWN OF PILOT MOUNTAIN, NC

## Planning & Development Fee Schedule

(Effective: 7/1/2022)

### APPLICATIONS FOR BOARD REVIEW

Amendment to Conditional District ( <i>Board of Commissioners</i> )	\$275.00
Appeal ( <i>Planning &amp; Zoning Board</i> )	\$550.00
Special Use Permit ( <i>Planning &amp; Zoning Board</i> )	\$550.00
Conditional District Rezoning ( <i>Planning &amp; Zoning Board, Board of Commissioners</i> )	\$550.00
General Rezoning ( <i>Planning &amp; Zoning Board, Board of Commissioners</i> )	\$550.00
Street, Alley or Right-of-Way Closing ( <i>Board of Commissioners</i> )	\$550.00
Ordinance Text Amendment ( <i>Planning &amp; Zoning Board, Board of Commissioners</i> )	\$550.00
Variance ( <i>Planning &amp; Zoning Board</i> )	\$650.00
Voluntary Annexation Petition ( <i>Board of Commissioners</i> )	\$400.00

### PERMITS

#### New Construction Zoning Permit

Single-Family Residential	<del>\$40.00</del> \$50.00
Two-Family Residential	<del>\$40.00</del> \$50.00
Manufactured Home	<del>\$40.00</del> \$50.00
Multi-Family Residential (Five units or less)	<del>\$100.00</del> \$150.00
Multi-Family Residential (More than five units)	\$200.00 plus \$10 per unit
Commercial	<del>\$100.00</del> \$200.00 plus \$10 per acre
Industrial	<del>\$100.00</del> \$200.00 plus \$10 per acre

#### Additions/Accessory Structures/Up-Fits Zoning Permit

Residential	<del>\$30.00</del> \$40.00
Commercial	<del>\$50.00</del> \$100.00
Industrial	<del>\$50.00</del> \$100.00

#### Sign Permit

Change of Panel	No Charge
Temporary Sign / Banner	\$15.00
On-Premise Attached	<del>\$30.00</del> \$50.00
On-Premise Freestanding	<del>\$30.00</del> \$50.00

## Miscellaneous

Change of Use Permit	<del>\$30.00</del> \$40.00
Co-Location Permit (Telecommunications Tower)	<del>\$75.00</del> \$100.00
Demolition Permit	\$30.00
Home Occupation Permit	\$30.00
Re-Advertising Fee (due to action by applicant)	Cost of advertisement
Temporary Use Permit	\$75.00
Zoning Verification Letter	\$20.00

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## SITE PLAN AND PLAT REVIEW

Site Plan Review Fee	\$300.00
Minor Subdivision Plat Review Fee	\$75.00 plus \$5 per lot
Preliminary Major Subdivision Plat Review Fee (1-24 Lots)	\$450.00
Preliminary Major Subdivision Plat Review Fee (25-100 Lots)	\$1300.00
Final Major Subdivision Plat Review Fee	\$175.00

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## PUBLICATIONS

8.5" x 11" & 8.5" x 14"	\$0.50 per page
11" x 17"	\$1.00 per page
Custom Work	Cost determined based on request



TOWN OF PILOT MOUNTAIN  
BOARD OF COMMISSIONERS MEETING

FY 2022 Budget Amendment 3	
<b><u>Background Information:</u></b>	
This budget amendment will appropriate additional revenues and expenditures to the police department to cover additional expenses related to extended medical leave of two full time officers.	
<b><u>Staff Recommendation:</u></b>	I recommend that the amendment be adopted as presented.
<b><u>Possible Board of Commissioner Actions</u></b>	
<ul style="list-style-type: none"><li>• Adopt FY 2022 budget amendment 3 as presented</li><li>• Make changes to FY 2022 budget amendment 3 and adopt</li><li>• Reject FY 2022 budget amendment 3</li><li>• Take no action</li></ul>	
<b><u>Attachments</u></b>	
<ul style="list-style-type: none"><li>• FY 2022 Budget Amendment 3</li></ul>	

**Town of Pilot Mountain, North Carolina**

**FY 2021 – 2022 Budget Ordinance**

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**Amendment No. 2022-03**

**BE IT ORDAINED** by the Pilot Mountain Board of Commissioners that the 2021-2022 Budget Ordinance be amended as follows:

**REVENUES** -

Increase 10-3450-0000 – Local Option Sales Tax	\$31,559.00
Increase 10-3590-0000 – Solid Waste Fee	\$14,000.00
Increase 10-3610-0000 – Cemetery Plot Sales	\$24,000.00
Increase 10-3010-2004 – Prior Year Tax Revenue	\$5,500.00
Increase 10-3010-9301 – MV Tax Revenue	\$7,500.00
Increase 10-3350-0000 – Misc. Revenue	\$25,000.00
Increase 10-3360-0000 – Rent/Lease Income	\$14,000.00

**EXPENDITURES** -

Increase 10-4510-1210 – Salaries	\$121,559.00
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Adopted this 13<sup>th</sup> day of June, 2022

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*Evan Cockerham, Mayor*

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*Holly Utt, Town Clerk*

*Explanation of Amendment:*

*1. To appropriate funds for additional public safety costs.*



Pilot Mountain Town Hall  
124 West Main St.  
Pilot Mountain, NC 27041



(Phone) - 336.368.2247  
[www.pilotmountainnc.org](http://www.pilotmountainnc.org)

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## MEMORANDUM

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**TO:** Mayor and Board of Commissioners  
**FROM:** Michael Boaz, Town Manager/Finance Officer  
**DATE:** June 8, 2022  
**RE:** June 2022 Manager's Report

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- We are doing some water line work around Town in preparation for paving operations to resume near the end of the month or the first of July. This includes replacing water lines on Pine Street, Needham/Marion Street, and Howard Street. These lines are old 2" galvanized lines and need to be replaced. There are more that need replacement, but this is all we can do at this time.
- We have sent out letters to all our businesses asking them to use our online business registration system to register their business with the Town. The Board passed an ordinance that required this some months ago, but we were waiting to implement this until the start of the new fiscal year. There is no fee for this registration, but we ask that all businesses do it so that we know what businesses are operating in Town and to get important contact information for the police department. We can help get folks registered over the phone if they would prefer.
- We will also be making our online zoning application process available after July 1. We have been working with the company to get things setup exactly the way we wanted them, but we should be ready to go live with this in July. Folks can still fill out a paper copy and we can input the info into the system if they prefer, but this online system will allow permit applications to be filed at any time from anywhere.
- I have included a new report in your packet this month. This report is from our charging station and shows its usage over the previous month. Our charging station gets used a good bit, but is costing us less than \$20 per month and so for the time being I recommend that it remain free.

## **PROJECT UPDATES**

1. Depot Street Stream Restoration Project: Design is underway and should be completed by August. We anticipate construction to begin in the fall.
2. Street Paving Project: Project is on hold until NC DOT can come back and complete paving work.
3. Water Treatment Upgrade: The project is nearing completion.
4. Streetscape Project: Duke Energy has provided the details on Option B. WR is continuing to evaluate that option.
5. WWTP & Pump Station Project: The Notice to Proceed has been issued to the contractor. There will not be a lot of progress on this project for some time as there is significant lead time on the equipment.



# TOWN OF PILOT MOUNTAIN

## Monthly Financial Dashboard

FISCAL YEAR ENDING June 30, 2022

Reporting Period: May 1-May 31 2022

### OUR CASH AND INVESTMENTS

Balances on May 31, 2022, in whole dollars

#### CASH & INVESTMENTS BY FUND

##### GENERAL FUND

	May 2021	May 2022
Central Depository	\$ (8,426)	\$ 359,930
NCCMT	(3,621)	(3,328)
NCCMT-Powell Bill	711	107,541
NCCMT-Term Account	(18)	-
Police Drug Forfeiture	2,196	454
Centura Bank CD	25,031	25,031
Fiduciary Funds	20,864	56,563
<b>TOTAL GENERAL FUND</b>	<b>\$ 36,736</b>	<b>\$ 546,190</b>

##### OTHER FUNDS

	May 2021	May 2022
Water & Sewer Fund	\$ 35,784	\$ 24,797
NCCMT-Water/Sewer	\$ 5,557	\$ 6,241
Water & Sewer AIA	\$ 3,993	\$ -
Streambank	N/A	\$ 650,000
WWTP Upgrade	\$ (53,911)	\$ (793)
Sunset/Simmons Water	(\$31,120)	\$10,088
Water Treatment Upgrade	(\$27,548)	(\$190,901)
Streetscape Project	(\$1,474)	\$0
Sunset Sewer Project	\$71,128	(\$115,083)
Street Resurfacing	\$6,019	\$608,735
Capital Reserve	\$ 3,184	\$ 66,472
ARPA Funds	N/A	\$ 40,818
<b>TOTAL OTHER FUNDS</b>	<b>\$ 11,612</b>	<b>\$ 1,100,375</b>

#### TOTAL CASH & INVESTMENTS TOWN-WIDE

	May 2021	May 2022
ALL FUNDS	\$ 48,348	\$ 1,646,565

### OUR CASH FLOWS...

		Comparison of FYTD %	
GENERAL FUND REVENUES & EXPENDITURES		Prior FYTD %	Current FYTD %
<b>Fiscal Year Budget</b>		<b>\$ 1,754,560</b>	<b>\$ 2,111,592</b>
Revenues Fiscal Year to Date		90.00%	99.00%
Expenses Fiscal Year to Date		90.40%	96.54%
<b>WATER &amp; SEWER ENTERPRISE FUND</b>			
<b>Fiscal Year Budget</b>		<b>\$ 948,660</b>	<b>\$ 1,136,090</b>
Revenues Fiscal Year to Date		87.60%	95.17%
Expenses Fiscal Year to Date		88.15%	93.26%
<b>WWTP &amp; PUMP STATION REHAB PROJECT</b>			
<b>Project Budget</b>		<b>\$ 1,374,500</b>	<b>\$ 1,374,500</b>
Revenues Project to Date	\$ 122,445	3.83%	8.91%
Expenses Project to Date	\$ 167,827	8.70%	12.21%
<b>Water Treatment Upgrade Project</b>			
<b>Project Budget</b>		<b>\$ 3,978,000</b>	<b>\$ 3,978,000</b>
Revenues Project to Date	\$ 3,675,162	8.03%	92.39%
Expenses Project to Date	\$ 4,156,545	9.03%	104.49%
<b>Sunset Sewer Rehabilitation Project</b>			
<b>Project Budget</b>		<b>\$ 2,573,038</b>	<b>\$ 2,573,038</b>
Revenues Project to Date	\$ 2,056,327	55.71%	79.92%
Expenses Project to Date	\$ 2,133,417	48.90%	82.91%
<b>WATER &amp; SEWER AIA PROJECT</b>		<b>NA</b>	<b>\$ 305,000</b>
<b>Project Budget</b>			
Revenues Project to Date	\$ 332,279	97%	109%
Expenses Project to Date	\$ 314,278	96%	103%

### SPECIFIC REVENUE COLLECTIONS AT A GLANCE...

		Comparison of FY %		Comparison of Monthly Expenses		
		Prior FY %	Current FY %	Fiscal Year 2022 Budget	YTD Expenses Prior FY	YTD Expenses Current FY
<b>AD VALOREM PROPERTY TAX</b>						
<b>Fiscal Year Budget</b>	<b>\$ 867,500</b>		<b>\$ 955,760</b>			
Revenues this Month	\$ 13,492	0.42%	1.41%	\$ 174,360	\$ 102,628	\$ 66,306
Revenues FYTD	\$ 945,384	102.17%	98.91%	346,890	271,481	379,629
<b>SALES &amp; USE TAX</b>						
<b>Fiscal Year Budget</b>	<b>\$ 398,600</b>		<b>\$ 558,630</b>			
Revenues this Month	\$ 42,615	8.47%	7.63%	41,960	54,092	38,971
Revenues FYTD	\$ 545,189	106.88%	97.59%	140,280	78,060	137,678
<b>UTILITY FRANCHISE TAX</b>						
<b>Fiscal Year Budget</b>	<b>\$ 118,140</b>		<b>\$ 110,000</b>			
Revenues this Month	\$ -	0.00%	0.00%	849,202	754,894	913,999
Revenues FYTD	\$ 76,001	64.70%	69.09%	123,460	92,685	89,605
<b>REFUSE COLLECTION FEES</b>						
<b>Fiscal Year Budget</b>	<b>\$ 73,010</b>		<b>\$ 72,470</b>			
Revenues this Month	\$ 7,482	8.53%	10.32%	42,000	38,958	17,186
Revenues FYTD	\$ 77,390	95.68%	106.79%	296,560	222,358	333,700
<b>SALES &amp; SERVICES</b>						
<b>Fiscal Year Budget</b>	<b>\$ 81,700</b>		<b>\$ 55,200</b>			
Revenues this Month	\$ 4,025	2.18%	7.29%	20,340	26,089	19,170
Revenues FYTD	\$ 84,372	51.86%	152.85%	38,340	38,661	3,802
<b>WATER &amp; SEWER ENTERPRISE FUND REVENUES</b>						
<b>Fiscal Year Budget</b>	<b>\$ 948,660</b>		<b>\$ 1,136,090</b>			
Revenues this Month	\$ 89,125	8.20%	7.84%	38,200	76,570	38,391
Revenues FYTD	\$ 1,081,262	87.60%	95.17%	-	-	-
				<b>\$ 2,111,592</b>	<b>\$ 1,756,476</b>	<b>\$ 2,038,435</b>
				<b>\$ 1,754,560</b>	<b>\$ 2,111,592</b>	
				YTD % of Annual Budget Expended		100.11% 96.54%
<b>WATER &amp; SEWER ENTERPRISE FUND</b>						
General	\$ 190,650	\$ 111,705	\$ 142,806			
Water/Sewer Administration	148,760	121,551	111,639			
Production	155,130	198,078	167,875			
WWTP	257,950	218,396	227,306			
Line Maintenance	383,600	219,533	409,868			
	\$ 1,136,090	\$ 869,263	\$ 1,059,496			
				<b>\$ 948,660</b>	<b>\$ 1,136,090</b>	
				YTD % of Annual Budget Expended		91.63% 93.26%



Assure Station Metrics Monthly Reporting

Town of Pilot Mountain, NC - Monthly Report - April 2022

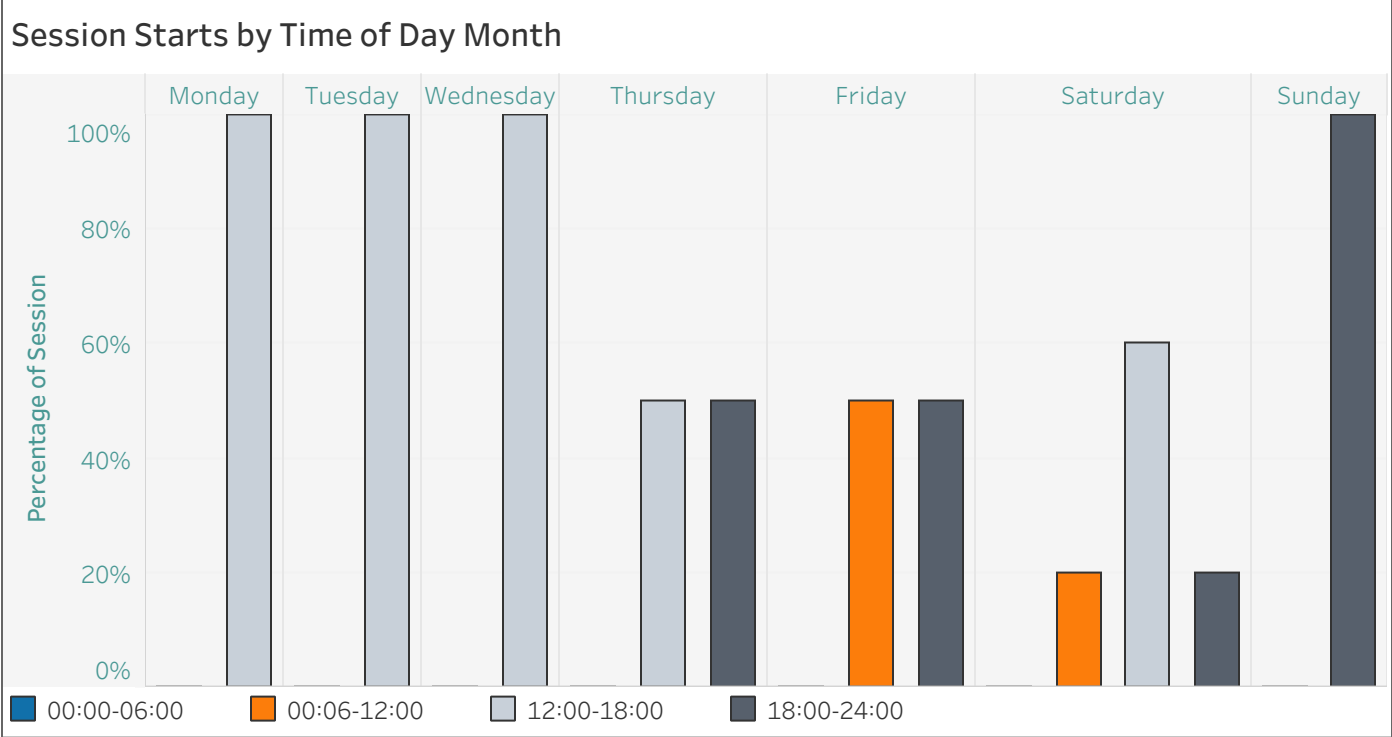
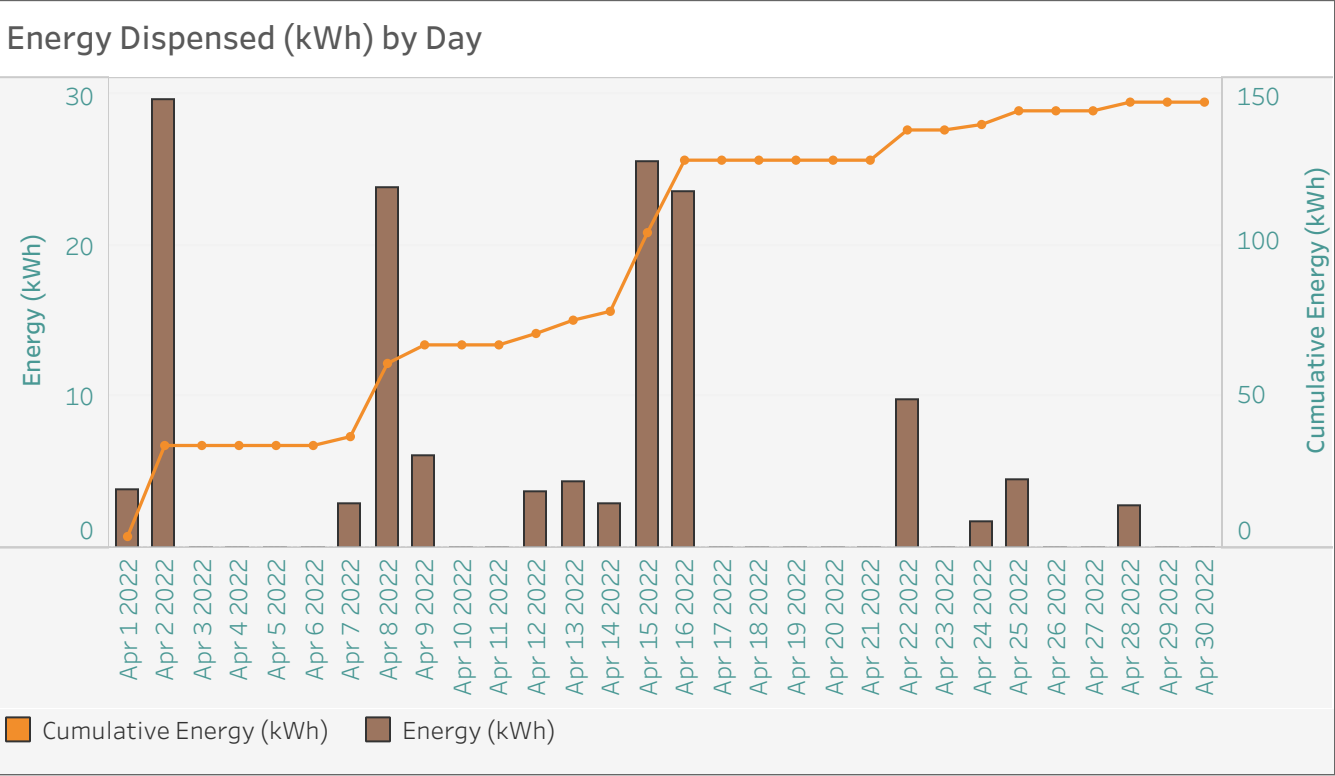
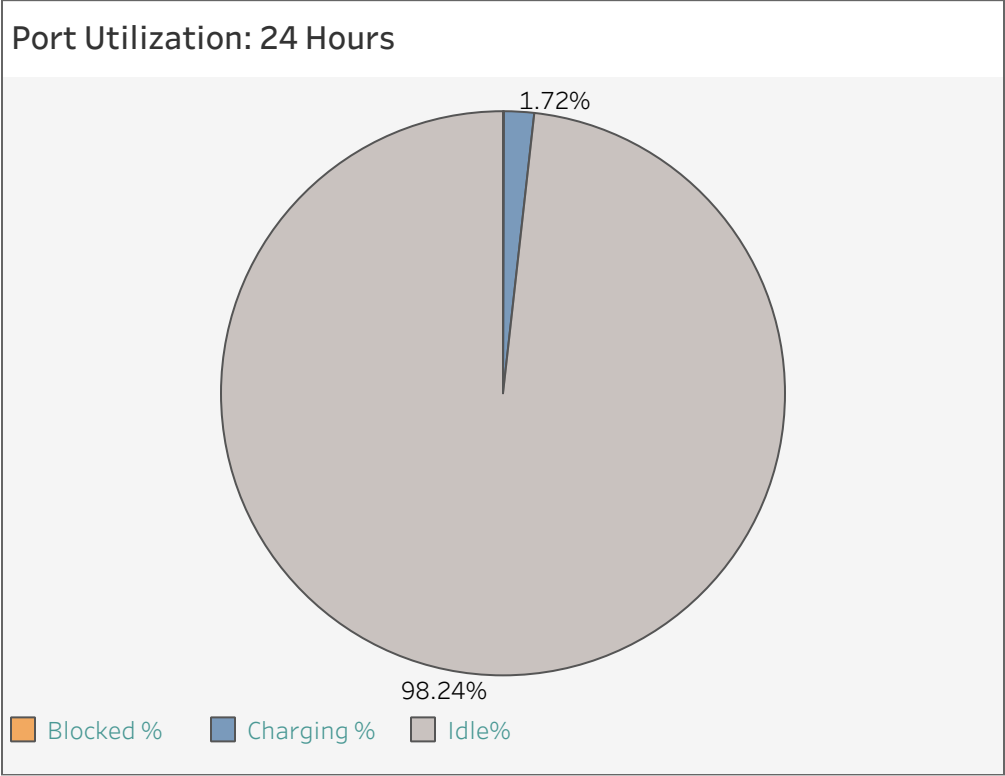
Company Id  
136351

Port Level  
All

Organization Name  
All

Month End Date  
4/30/2022

Port Count	Station Count	Total Revenue (\$)	Energy (kWh)	GHG Savings (kg)	Gasoline Saved (Gal)	Unique Driver	Chargepoint Response SLA	Session Count
2	1	0	145	61	18	8	100.00%	18



Average Session Duration (Hours)	1.41
Average Session Charge Time (Hours)	1.37
Average Session Energy (kWh)	8.06
Average Session Revenue (\$)	0.00
Occupied Hours	25.33
Charging Hours	24.72
Service Tickets	0.00



## Assure Station Metrics Reporting Appendix

**Port Utilization Chart:** This is a view of station utilization during common business hours.  
You can use this information to determine if updates need to be made to pricing / access policies or if stations should be added.

**Session Start Distribution Chart:** This is a view (by day) of what times drivers start sessions.  
You can use this information to fine tune time of day pricing policy rules.

**Station / Port Count:** In order to be counted, a station must have the "Assure" entitlement applied.  
This is the number of stations / ports that currently have the "Assure" entitlement.

**Total Revenue:** This is the sum of session fees generated by your "Assure" stations minus the ChargePoint service fee (10%).  
This is based on session dates (not transaction date which may differ). Your Flex Billing reports should be used for financial reporting.

**Energy (kWh):** All energy dispensed through your "Assure" stations.  
This data point can be useful in reconciling station energy against energy bills.

**GHG Savings (kg):** All the green house gasses (95% CO2) that would have been released had the miles provided by your stations come from gasoline.  
This data point can be useful in sustainability reporting.

**Unique Drivers:** The number of unique drivers that used your stations this month (a driver would be counted only once even if they used different RFID cards).  
An understanding of the number of unique drivers visiting may be useful in creating station messaging / video ads.

**Gasoline (Gal) Saved:** All the gasoline that would have been burned had the miles provided by your stations come from gasoline.  
This data point can be useful in sustainability reporting.

**ChargePoint Response SL:** Percentage of tickets to which ChargePoint responded within Service Level (1 business day).  
ChargePoint holds itself accountable to our Service Level commitment.

**Uptime:** Percentage of time that your ports were capable of dispensing power.  
ChargePoint is committed to keeping your ports dispensing power 98% of the time or better.

**Sessions:** Total session count.  
An understanding of the number of times your stations authorize a session can be useful creating station messaging / video ads.

**Average Session Duration:** Average amount of time drivers occupy your stations.  
This data point can be useful in fine tuning length of stay pricing policy rules.

**Average Charging Time:** Average amount of time per session energy is flowing.  
This data point can be useful in fine tuning length of stay pricing policy rules.

**Average Session Energy:** Average amount of energy dispensed.  
This data point can be useful in fine tuning price per kW pricing policy rules.

**Average Session Revenue:** Average session fee - 10%.  
This data point can be useful in fine tuning minimum & maximum values for pricing policy rules.

**Total Hours Occupied:** Sum of all session durations.  
This is used in part to determine utilization.

**Total Hours Charging:** Sum of all session charging durations.  
This is used in part to determine utilization.

**New Service Tickets:** Count of trouble tickets tracking issues with a "Assure" station created this month.  
This will help in keeping track of station fault issues raised with ChargePoint Support.

**Pilot Mountain Police Department  
Monthly Report for May 2022**

**Accidents**

5/1/2022 316 Nelson St  
 5/7/2022 873 W 52 Byp  
 5/11/2022 805 S Key St  
 5/13/2022 801 W Main St  
 5/16/2022 Old Westfield ramp /W 52 Byp  
 5/19/2022 316 W Main St  
 5/20/2022 818 S Key St  
 5/26/2022 S Key St @ Denny St

	<b>TOTAL</b>	<b>AMOUNT</b>	<b>RECOVERED</b>
Police Service	274		
Wrecks Investigated	8	\$ 34,600.00	
Assaults	2		
Larcenies	0		
Disturbances/Domestic	10		
Burglar Alarms	4		
Breaking & Entering	0		
MIP & Property Damage	0		
Traffic Citations	108		
Intoxicated Drivers	1		
Intoxicated Pedestrians	1		
Forgery/Fraud/Scam	0		
Armed Robbery	0		
Drug Charges	6		
Other Crimes	7		
Total Arrests	6		
<b>Totals:</b>	<b>427</b>	<b>\$ 34,600.00</b>	

**OTHER:**

5/2/2022 Poss of Marijuana  
 Poss of Marijuana Paraphernalia  
 5/5/2022 Served WFA  
 5/17/2022 Poss of Marijuana  
 Poss of Marijuana Paraphernalia  
 5/19/2022 Served WFA  
 5/21/2022 Poss of Marijuana  
 Poss of Marijuana Paraphernalia  
 5/27/2022 Assault with a deadly weapon  
 Assault by pointing a firearm  
 Discharge a firearm in city limits  
 5/29/2022 Served OFA  
 5/31/2022 Served OFA

**NOTES:**

05/6 thru 05/08/2022 All staff of PMPD worked Mayfest  
 05/23 thru 05/29/2022 Officers participated in the NCGHSP Click it or Ticket Campaign

## General Services Work Order Applications

Applications For the Date Range 05/01/2022 Thru 05/31/2022

#	Reference #	Requesting Dept.	Job Type	Location	Description	Date Entered	Date Issued	Days Open
<b>STATUS: CLOSED</b>								
1	JOB-2022-00182	DPW	GARBAGE/RECYCLING	SEWER PLANT	ORDERED 2 MORE 30 YARD CONTAINERS TO CLEAN UP ADDITIONAL ITEMS THAT WERE DUMPED ON THE GROUND AROUND THE FULL CONTAINERS OVER THE WEEKEND	5/2/2022	5/5/2022	3
2	JOB-2022-00181	DPW	GARBAGE/RECYCLING	W 52 BYPASS	PICK UP MATTRESS THAT SOMEONE DUMPED OUT BEHIND HIGH SCHOOL NEAR GREENHOUSE	5/2/2022	5/2/2022	0
3	JOB-2022-00183	DPW	OTHER	205 NELSON ST UNIT D	TURN WATER OFF FOR FINAL. METER #1700026879	5/4/2022	5/13/2022	9
4	JOB-2022-00184	DPW	GARBAGE/RECYCLING	222 S BOYLES ST	REPLACE DAMAGED GARBAGE CART	5/5/2022	5/5/2022	0
5	JOB-2022-00189	ADMINISTRATION	FACILITIES MOWING	319 W MAIN ST - LIBRARY	STRIP OF LAND BETWEEN LIBRARY AND HOUSE IS NOT BEING MAINTAINED AND THE GRASS IS TALL	5/9/2022	6/2/2022	24
6	JOB-2022-00185		GARBAGE/RECYCLING	213 E MAIN ST	TAKE 4 GARBAGE CARTS TO THIS LOCATION	5/9/2022	5/9/2022	0
7	JOB-2022-00186	DPW	OTHER	612 E MAIN ST	CALLER ADVISED THAT MAN HOLE COVER WAS FLIPPED UP	5/9/2022	5/10/2022	1
8	JOB-2022-00190	DPW	OTHER	VARIOUS LOCATIONS	CUT OFF FOR NON-PAYMENT - 10 ACCOUNTS	5/10/2022	5/10/2022	0
9	JOB-2022-00193	DPW	ROADWORK	110 W MAIN ST - BACK PARKING LOT	REMOVE CONCRETE PARKING BARRICADES	5/12/2022	5/12/2022	0
10	JOB-2022-00192	DPW	OTHER	349 CLUB HOUSE DR	NEW CONSTRUCTION. 1' WATER TAP	5/12/2022	6/3/2022	22
11	JOB-2022-00191	DPW	OTHER	512 BUTLER ST	CLEAN UP DIRT IN YARD FROM WATER LINE REPAIR	5/12/2022	5/12/2022	0
12	JOB-2022-00195	DPW	GARBAGE/RECYCLING	317 N DEPOT	REPLACE MISSING LID ON GARBAGE CAN	5/13/2022	5/17/2022	4
13	JOB-2022-00194	DPW	OTHER	CEMETERY G616	MARK PLOT G616 - MRS. BETTY B. COOKE SERVICE ON 5/15/22	5/13/2022	5/13/2022	0
14	JOB-2022-00199	ADMINISTRATION	FACILITIES FIRE SUPPRESSION SYSTEM W	612 E MAIN STREET	THE CABINETS BUILT AROUND THE WATER SUPPLY VALVES IN THE PILOT CENTER MUST BE REMOVED. ONE IS IN THE CATERING KITCHEN AND ONE IS IN SPORT SOLUTIONS.	5/16/2022	5/16/2022	0
					WORK MUST BE COMPLETED BY 5/17/2022.			
15	JOB-2022-00200	DPW	ASSIST POLICE DEPT. TRANSPORT MOTORCYCLE	IMPOUND LOT	TRANSPORT MOTORCYCLE FROM IMPOUND LOT TO PD	5/16/2022	5/16/2022	0
16	JOB-2022-00198	DPW	GARBAGE/RECYCLING	524 S KEY ST	DEAD OPOSSUM ACROSS FROM FARM BUREAU INS.	5/16/2022	5/16/2022	0
17	JOB-2022-00197	DPW	GARBAGE/RECYCLING	105 LYNCHBURG RD	DELIVER RECYCLE CART AND GARBAGE CART	5/16/2022	5/16/2022	0
18	JOB-2022-00196	DPW	OTHER	105 LYNCHBURG RD	TURN WATER ON FOR NEW SERVICE. METER #1700027757	5/16/2022	5/16/2022	0
19	JOB-2022-00202	DPW	GARBAGE/RECYCLING	236 S BOYLES ST	PLEASE REMOVE DEAD RABBIT. LOCATED UNDER THE TREE	5/18/2022	5/18/2022	0
20	JOB-2022-00201	DPW	OTHER	520 DODSON MILL RD	CHECK METER. PLUMBER IS FINISHED AND METER IS SHOWING ERROR. METER # 1700026843	5/18/2022	5/24/2022	6
21	JOB-2022-00203	DPW	OTHER	CEMETERY SECTION J	SHOW NEXT AVAILABLE PLOTS TO MR. MARION AT 9 AM	5/23/2022	5/24/2022	1
22	JOB-2022-00205	DPW	OTHER	VARIOUS LOCATIONS	RE-READS FOR JUNE BILLING	5/24/2022	5/25/2022	

## General Services Work Order Applications

Applications For the Date Range 05/01/2022 Thru 05/31/2022

#	Reference #	Requesting Dept.	Job Type	Location	Description	Date Entered	Date Issued	Days Open
23	JOB-2022-00204	DPW	HOLIDAY	MAIN STREET	PLACE HOMETOWN HEROS BANNERS. SEE ATTACHMENT	5/24/2022	5/26/2022	2
24	JOB-2022-00209	DPW	OTHER	212 STONE DR	TURN OFF FOR NON PAYMENT	5/26/2022	5/26/2022	0
25	JOB-2022-00208	DPW	GARBAGE/RECYCLING	411 E 52 BYPASS	REPLACE DAMAGED GARBAGE CART	5/26/2022	5/26/2022	0
26	JOB-2022-00213	DPW	OTHER	213 LYNCHBURG RD	TURN WATER ON ON TUESDAY, MAY 31ST. METER #1700026927	5/27/2022	5/31/2022	4
27	JOB-2022-00212	DPW	OTHER	111 NELSON ST	CUT OFF FOR FINAL. METER #1700026927	5/27/2022	6/2/2022	6
28	JOB-2022-00211	DPW	STORM WATER	ACADEMY & JOYCE	MUD IN THE STREET.	5/27/2022	6/2/2022	6
29	JOB-2022-00210	DPW	STORM WATER	111 NEEDHAM STREET	PROPERTY OWNER SAYS THAT RUNOFF FROM THE NEIGHBORS IS WASHING MULCH AND OTHER DEBRIS INTO DRAINS AND CATCH BASINS. PLEASE CHECK THIS OUT AND CLEAN OUT THE CATCH BASIN IF NECESSARY.	5/27/2022	6/2/2022	6
30	JOB-2022-00217	DPW	OTHER	NORTHVIEW DR	POSSIBLE WATER LEAK AT END OF NORTHVIEW DR	5/31/2022	6/2/2022	2
31	JOB-2022-00216	DPW	HOLIDAY	TOWN HALL	REMOVE TABLES, CHAIRS AND BARRICADES	5/31/2022	5/31/2022	0
32	JOB-2022-00214		STORM WATER STORM DRAINS	VARIOUS LOCATIONS	CLEAN STORM DRAINS	5/31/2022	5/31/2022	0
33	JOB-2022-00215	DPW	OTHER	VARIOUS LOCATIONS	CUT OFF WATER FOR NON-PAYMENT. 38 ACCOUNTS	5/31/2022	6/1/2022	1
33	TOTAL CLOSED APPLICATIONS							
STATUS: NEW								
1	JOB-2022-00187	DPW	FACILITIES	319 W MAIN ST - LIBRARY	DEADBOLT TO COMMUNITY ROOM NEEDS TO BE REPLACED	5/9/2022		0
2	JOB-2022-00188	DPW	FACILITIES	319 W MAIN ST - LIBRARY	REPLACE BATTERIES IN SMOKE DETECTOR	5/9/2022		0
3	JOB-2022-00206	DPW	OTHER	420 E MAIN ST	TURN WATER OFF FOR FINAL. METER 1700027490	5/24/2022		0
4	JOB-2022-00207	DPW	OTHER	524 W MAIN ST	CHECK METER # 1700027415. NOT READING IN METER	5/25/2022		0
4	TOTAL NEW APPLICATIONS							
37	TOTAL APPLICATIONS THIS REPORT PERIOD							



## Concern Report

Reference #	Status	Date Entered	Description of Concern
Concern Type		Date Closed	
Concern Address		Days to Resolve	
1	RAC-2022-00028	NEW	05/10/2022
YARD WASTE PENDING PICKUP			YARD WASTE CAN HAS BEEN OUT 3+ WEEKS, PLEASE PICK UP
727 W RIDGE DR			29
2	RAC-2022-00029	NEW	05/11/2022
TRASH/LITTER			YARD WASTE (BRANCHES AND GRASS CLIPPINGS) LEFT OUT FOR PICK UP. THEY TOOK THE BRANCHES BUT LEFT THE GRASS CLIPPINGS.
608 W MAIN ST			05/12/2022
			1
3	RAC-2022-00030	NEW	05/20/2022
ABANDONED VEHICLE ON PROPERTY			
418 E MAIN ST			19
4	RAC-2022-00031	NEW	05/20/2022
ABANDONED VEHICLE ON PROPERTY			
408 E MAIN ST			19
5	RAC-2022-00032	NEW	05/20/2022
ABANDONED VEHICLE ON PROPERTY			BOAT OFF TRAILER
412 E MAIN ST			19
6	RAC-2022-00033	NEW	05/23/2022
DEBRIS ON PROPERTY			
503 S DAVIS ST			16
7	RAC-2022-00034	NEW	05/27/2022
316 MAIN ST			NEIGHBOR SAYS THAT STORMWATER IS CAUSING MULCH/ROCKS FROM FLOWER BEDS AROUND THE CHURCH TO WASH INTO HER YARD AND TOWN STREETS AND STORMWATER SYSTEM.
			12
8	RAC-2022-00035	NEW	05/27/2022
MUD IN STREET			CALLER SAYS THAT A PILE OF DIRT ON THE NEIGHBOR'S PROPERTY IS BEING WASHED ACROSS THE ROAD INTO HER DRIVEWAY.
312 E 52 BYP			12
9	RAC-2022-00036	NEW	05/27/2022
CONSTRUCTION WORK WITHOUT PERMITS			CALLER SAYS THAT THERE HAS BEEN INTERIOR RENOVATION AND A DECK BEING CONSTRUCTED. NO EVIDENCE OF ZONING OR BUILDING PERMITS.
204 NELSON ST			12