



Town of Pilot Mountain
Town Hall 124 West Main Street Pilot Mountain, NC 27041
Monday, October 14, 2019, 7:00 PM

BOARD OF COMMISSIONERS REGULAR MEETING AGENDA

Call to Order/Moment of Silence/Pledge of Allegiance

Adoption of Agenda

Public Comment

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

Consent Agenda

1. Approval of Minutes from August 2019 Board Meeting

Board & Committee Reports

2. ABC Board Report

New Business

3. Minimum Housing Code Violation-401 S Stephens Street
4. FY 2020 Budget Amendment 2
5. November/December Board Meeting Schedule
6. Butler Street No Parking Ordinance
7. South Stephens Street Railroad Crossing Agreement

Administrative Reports

8. Administrative Reports

Mayor and Commissioners Comments

Closed Session: Personnel, Property Acquisition, & Consultation with Attorney

Other Business

Adjourn

**Town of Pilot Mountain
Board of Commissioners Meeting
Monday, September 9, 2019
Regular Meeting 7:00 PM**

Members Present: Mayor Evan Cockerham, Commissioner Kim Quinn, Commissioner Donna Kiger and Commissioner Scott Needham.

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

Call to order/Moment of Silence/Pledge of Allegiance – 7:00 PM

Mayor Cockerham called the meeting to order at 7:00 PM. All in attendance observed a moment of silence and recited the pledge of allegiance.

Adoption of Agenda

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

Public Comment

Rebecca Hampton stated that she owns property at 118 Howard Street. There are some tires behind a business that joins her property and it is causing a problem with mosquitos. She asked that it be looked into and cleaned up because she has reported this issue before.

Linda Thompson stated that there was a water run-off issue on Depot Street near Lovell's Chapel. There are flooding issues when it rains and it runs down onto other property owned by the church. Mayor Cockerham stated that the stream bank restoration would help mitigate some of that issue.

Consent Agenda

- August 12, 2019 Regular Meeting Minutes

Commissioner Quinn made a motion to approve and adopt the consent agenda and the items there upon and it was unanimous.

ABC Board Report

Billy Pell stated that the ABC sales were up by 16% over August 2018. Total sales for the month was \$113,229 compared to \$95,173 in the previous year.

TDA Quarterly Report

Christy Craig gave an update on the Tourism Development Authority. The visitor's center has been updated. They are in the process of working on different types of ads and a tourism packet that will be readily available for those who are planning trips to this area. The TDA has been able to give financial support to the Civic Club and Mount Pilot Now. They are also in the beginning stages of creating an app to bring people into downtown.

Main Street Report

Mr. Boaz explained that the Main Street Coordinating Committee meets quarterly. There are four sub-committees that meet monthly. There have been nine new events added since 2017. The Farmer's Market was phased out this year. There will be a yearly calendar in advance that will be sent out with the water bills. In cooperation with the TDA and Surry County Tourism Development Authority, the brochures have been completed and way-finding signs installed. The façade grant has been expanded to all of Pilot Mountain and not just downtown businesses. The engineering work for the streetscape plan will be presented in October. A grant has been received for trash and recycling cans in downtown and those will be installed when they are delivered. The current cans will be moved to the side streets.

Pilot Mountain Business Council

Randy Collins updated the Board on the July 30th informational meeting. There were 35 in attendance. Volunteers for the leadership team were; Laura Hardy, Pam Morgan, Mark Farnsworth, Donna Kiger and Randy Kottwitz. They hope to encourage the business owners to participate and continue to grow. Mr. Collins thanked the Board for the support they have received. Commissioner Quinn suggested registering with the state so people could earn continuing education reports.

Unfinished Business

AIA Project Contract Approval

Mr. Boaz explained that the Board had approved funding from NC DEQ to conduct an asset inventory and assessment project for both water and sewer. He presented a detailed contract from Withers Ravenel for the scope of work to be performed. This will help the town locate water lines, valves, water rate study and GPS locate all of the lines and smoke testing. Commissioner Quinn made a motion to approve both the 2019 AIA Water and 2019 AIA Sewer Agreements for Professional Services with Withers Ravenel and it was unanimous.

Water & Sewer Regionalization Study

Mr. Boaz presented the final reports to regionalize the water and wastewater systems. This was grant funded project to study regionalization with either the City of Mount Airy or the City of King. The engineers recommended the water inter-connection with Mount Airy and that is underway. Sewer was engineering feasible but financially prohibited.

New Business

Mt. Airy Interconnect Funds Acceptance

Mr. Boaz stated that the town was awarded the grant and loan for the construction of the interconnect with Mount Airy. The LGC has approved the loan and have submitted a formal offer. This resolution would accept the grant and loan from the State and allow staff to sign all paperwork for the grant and loan. Commissioner Kiger made a motion to approve Resolution 2019/20-03 and it was unanimous.

Towing and Storage Ordinance

Mr. Boaz explained that the town did not have a policy in place that governs towing and storage of towed vehicles. The proposed ordinance would set standards for wrecker rotations and establish a policy and fee structure for long term storage of vehicles. Commissioner Needham made a motion to adopt Ordinance 2019-03 and it was unanimous.

Paint-A-Hydrant Program (Downtown Public Art)

Mr. Boaz explained that the design sub-committee would like to launch a Paint-A-Hydrant program. This would include hydrants primarily in the downtown area. Businesses and artist would sponsor the

hydrant and have the design approved by the design committee with help from the VFD to make sure they meet standards. The design would be approved for a two year period and the town would provide the paint and materials which would be covered by sponsorship fees. Any money left over would be used for downtown economic development. Commissioner Kiger made a motion to approve the hydrant adoption program and it was unanimous.

Administrative Reports

Town Manager's Report

- There will be a meeting on October 2nd for the State Park Greenway project proposed routes
- Ghostbusters will be the Movie on Main set for September 21st
- The Coconut Groove Band will be a part of the Summer Concert Series on September 27th. Advance tickets are available on Eventbrite and will also be available the day of the event.
- Monsters on Main will return to Main Street on October 19th, followed by Movies on Main beside the Art of Massage. The featured movie will be Witches.
- The Glow Party will be held on October 26th
- Race Car night is on Friday, October 4th and the last Cruise-In will be held on October 5th.
- There have been complaints from the residents on Lynchburg Road, Saddle Drive and Old Barn Circle about the vultures that have taken up nesting in that area. After talking with the USDA, these are federally protected, migratory birds and you cannot shoot them without permission from the federal government. Two solutions available: buy a carcass from the USDA to hang on their property or go through the paperwork process and get permission to shoot the birds.
- It was the consensus of the Board to re-schedule the September 17th work session to October 17th, 6-8 pm.
- The final numbers from the NCDOT have been received for the paving project. The engineer is finalizing the report that will then be submitted to the USDA and the town should be first in line for funding on October 1st. It will probably be spring before the paving begins but it is possible to have some paving done in the fall.

Financial Report

Mayor and Commissioners Comments

Mayor Cockerham: Mentioned that the September car show was one of the best shows of the season. He also thanked Todd Tucker and the Surry County EDP for their help in securing a new tenant in the former Elastrix building. SPX is a Fortune 1000 company going into that building.

Commissioner Quinn: None

Commissioner Needham: None

Commissioner Kiger: Reminded everyone of the ribbon cutting for Taylor 2 Designs on Saturday, September 14th at 12pm.

Closed Session Pursuant to NCGS 143-318 (a)(3) Attorney Client Privilege

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

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

Commissioner Kiger made a motion to direct and authorize staff to draft a commercial purchase contract with Douglas Redden Real Estate for the purchase of a 1.9 acre tract of land located behind Access Books, to authorize up to 10% earnest money if required with a due diligence date of October 1, 2019 with the option to extend if necessary and a closing date by October 15, 2019, 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:

Attest:

Holly Utt
Town Clerk

Evan Cockerham
Mayor



TOWN OF PILOT MOUNTAIN
BOARD OF COMMISSIONERS MEETING

ABC Board Report	
<u>Background Information:</u>	
ABC Board Chairman Billy Pell will give the monthly ABC report.	
<u>Staff Recommendation:</u>	Information only
<u>Possible Board of Commissioner Actions</u>	
• Take no action	
<u>Attachments</u>	
• None	



TOWN OF PILOT MOUNTAIN
BOARD OF COMMISSIONERS MEETING

Minimum Housing Code Violation-401 S Stephens Street

Background Information:

In 2018 Town staff started a minimum housing code case against the structure located at 401 S Stephens Street. Our inspector, Steve May, visited the structure and determined that it did not meet the standards of our ordinance. Steve sent the property owner the notice of a hearing that was held in November 2018 at which the owner could offer evidence of why the initial determination was incorrect. The owner did not show up for this hearing. Steve then sent the owner an order that the structure be repaired or demolished. The owner did not make the necessary repairs nor did the owner demolish the structure.

The next step in the enforcement process is for the Board of Commissioners to pass an ordinance that orders Town staff to have the structure demolished or to direct the attorney to seek a court order for the demolition of the structure. Any costs associated with these options becomes a lien on the property and will be collected once the property is sold.

The owners of this property have also not paid the taxes on this property for several years. At last check, the total taxes due was over \$3,000. This lien would be in front of the Town's lien for demolition costs and therefore it is unlikely that we would collect anything to recoup the costs of demolition. I talked with the County Tax Assessor and was told that this property is on the list for foreclosure, but it is not definite when that process will move forward.

Given the large outstanding tax debt, I am not sure that it would be wise to move forward with investing the \$5,000-\$10,000 it would cost to demo this house and get the site graded and seeded, I think it may be wise to wait for the County to foreclose on the tax lien and work with the new owners to get the property rehabbed/demolished.

Staff Recommendation: Staff recommends that the Board take no action at this time.

Possible Board of Commissioner Actions

- Adopted ordinance ordering demolition of the structure
- Direct Town Attorney to file civil action seeking an order to demolish the structure
- Take no action

Attachments

- Planning Staff Report
- Minimum Housing Ordinance

ORDINANCE NUMBER 2019-03

AN ORDINANCE DIRECTING THE HOUSING INSPECTOR TO REMOVE OR DEMOLISH THE PROPERTY HEREIN DESCRIBED AS UNFIT FOR HUMAN HABITATION AND DIRECTING THAT A NOTICE BE PLACED THEREON THAT THE SAME MAY NOT BE OCCUPIED

WHEREAS, the Town of Pilot Mountain finds that the dwelling described herein is unfit for human habitation under the Town's Minimum Housing Code and that all of the procedures of the Minimum Housing Code have been complied with; and

WHEREAS, this structure should be removed or demolished as directed by the Building Inspector and should be placarded by placing thereon a notice prohibiting use for human habitation; and

WHEREAS, the owner of this dwelling has been given a reasonable opportunity to bring the dwelling up to the standards of the Minimum Housing Code in accordance with NCGS 160A-443(5) pursuant to an order issued by the Building Inspector on **November 15, 2018** and the owner has failed to comply with the Order;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Pilot Mountain that:

Section 1. The owner of such building(s), dwelling(s) and premises is hereby ordered to vacate any occupants or personal property therein on or before **June 13, 2019**.

Section 2. The Code Administrator/Housing Inspector is hereby authorized and directed to place a placard containing the legend:

"This building is unfit for human habitation; the use or occupation of this building for human habitation is prohibited and unlawful."

On the building located at the following address: **401 S Stephens Street (5966-1961-85-42)**

Section 3. The Code Administrator/Housing Inspector is hereby authorized and directed to proceed to remove or demolish the above described structure in accordance with his order to the owner thereof dated the 15th of November 2018, and in accordance with the Minimum Housing Code and NCGS 160A-443;

Section 4. (a) The cost of removal or demolition shall constitute a lien against the real property upon which the cost was incurred. The lien shall be filed in the office of the Town Finance Department, and shall have the same priority and be collected in the same manner as the lien for special assessments in Article 10 of NCGS Chapter 160A or as otherwise allowed by law.

(b) Upon completion of the required removal or demolition, the Code Administrator/Housing Inspector shall sell the materials of the dwelling and credit the proceeds against the cost of removal or demolition. The Code Administrator/Housing Inspector shall certify the remaining balance to the Town Finance Department. If a surplus remains after the sale of the materials and satisfaction of the cost of removal or demolition, the Code Administrator/Housing Inspector shall deposit the surplus where it shall be secured and disbursed in the manner provided by NCGS 160A-443(6).

Section 5. It shall be unlawful for any person to remove or cause to be removed the placard from any building to which it is affixed. It shall likewise be unlawful for any person to occupy or to permit the occupancy of any building therein declared to be unfit for human habitation.

Section 6. This Ordinance shall become effective upon its adoption.

ADOPTED this 13th day of May, 2017.

Dwight Atkins, Mayor

ATTEST:

Holly Utt, Town Clerk

**Town of Pilot Mountain
May 13, 2019
Board of Commissioners Meeting
Staff Report**



May 8, 2019

To: Town of Pilot Mountain Board of Commissioners
From: Planning Staff
Subject: Consideration of Demolition Ordinance for 401 S Stephens Street **(HC 19-01)**

A. ACTION REQUESTED BY BOARD OF COMMISSIONERS

Motion to approve the ordinance directing the Housing Inspector to remove or demolish the structure herein described as unfit for human habitation and directing that a notice be placed upon the structure stating that it may not be occupied.

B. REQUIRED VOTES TO PASS REQUESTED ACTION

A majority vote is required to pass the requested action.

C. BACKGROUND

Owner(s): Terry Lee Williams Heirs
C/O Richard Williams
272 Long Lane
Pilot Mountain NC 27041

Property Address: 401 S Stephens Street

Tax ID: 5966-19-61-8542

Zoning District: RH (*Residential*)

Request: To demolish structure due to unsafe conditions

Notice of Hearing: A notice of a hearing was mailed by certified mail and 1st class mail to the last known address of Terry Lee Williams Heirs. dated October 25, 2018 (*See Attachment 2*).

Hearing: A hearing was held on November 15, 2018 at 3:00 PM to make a determination regarding the condition of the structure located at 401 S Stephens, which was posted unsafe

on October 25, 2018 due to the dilapidated conditions of the house. Steve May, Code Enforcement Officer was present for the hearing. The responsible party for the property failed to appear for the hearing.

Order of Remedy: An order to remedy the condition of the structure by demolition was issued on November 15, 2018 (*See Attachment 3*). The order requires the owner to demolish or bring the structure up to code within ninety (90) days of the hearing date. The order was sent by certified mail and 1st class mail to the property owner.

Current Status: The structure has not been brought up to code or demolished. The estimated cost for the demolition of the house and to clear the lot is \$9,800.

D. ATTACHMENTS

1. Proposed Ordinance
2. Notice of Hearing
3. Findings of Fact
4. Photographs



TOWN OF PILOT MOUNTAIN, NC

124 WEST MAIN STREET, PILOT MOUNTAIN, NC 27041

Town of Pilot Mountain

File Number: HC19-01

COMPLAINT AND NOTICE OF HEARING BEFORE HOUSING INSPECTOR UNDER HOUSING CODE

TO: Owners and parties in interest in the property located at **401 STEPHENS ST.** Pilot Mountain, North Carolina, Surry County, GIS tax records parcel # 596619618542

YOU ARE HEREBY NOTIFIED that the dwelling unit and/or lot located at the address designated above are in a condition that appears to be unfit for human habitation and to violate the Town of Pilot Mountain Minimum Housing Code in the following ways: §151.16-151.37, Minimum Housing Standards, Dilapidated and unsafe conditions.

YOU ARE FURTHER NOTIFIED that a hearing will be held before the Housing Inspector for the Town of Pilot Mountain at Town Hall, located at 124 East Main Street, **November 15, 2018 at 10:30 AM.** The purpose is for finding the facts as to whether or not the condition of such property falls within the scope of the above-mentioned sections of the Housing Code. At the hearing, you shall be entitled to offer such evidence as is relevant to material to the questions sought to be determined or the remedies to be effected.

YOU ARE FURTHER NOTIFIED that if, upon such hearing, the Housing Inspector shall find that the conditions of the above described property do in fact violate the Housing Code, and do in fact render such dwelling unit unfit for human habitation, the Housing Inspector will issue an order in writing directed to the owner of such property requiring the owner to remedy these conditions. The Housing Inspector may make such orders and take such other procedures as are authorized under the Housing Code and the General Statutes of North Carolina.

Further information as to this matter may be obtained by contacting the undersigned at 704-305-1191.

The 25th day of October 2018

Housing Code Administrator

Steve May



TOWN OF PILOT MOUNTAIN, NC

124 WEST MAIN STREET, PILOT MOUNTAIN, NC 27041

November 15, 2018

File No. HC19-01

FINDINGS OF FACT AND ORDER

TO: **TERRY LEE WILLIAMS-HEIRS C/O RICHARD WILLIAMS** and parties of interest of the property located 401 Stephens Street, Pilot Mountain, North Carolina, Surry County GIS tax records, parcel # 596619618542

The undersigned Housing Code Administrator for the Town of Pilot Mountain pursuant to law conducted a hearing at the time and place stated in the Complaint and Notice heretofore issued and served, or at a time to which the hearing was continued with previous notice to the above-named owners and parties in interest or their agents or attorneys. At the hearing, the answer, if any, filed by the owners and parties in interest were carefully analyzed and considered by the undersigned. In addition to other evidence presented, the undersigned personally inspected the property described above, and such inspection and examination has been considered, along with other evidence offered at this hearing.

Upon the record and all of the evidence offered and contentions made, the undersigned Housing Inspector does hereby find the following facts:

1. The above-named owners and parties in interest with respect to the property located at the place specified above were duly served as required by law with written Complaint and Notice of Hearing which set forth the Complaint that the premises located at the above address is in violation of the Town of Pilot Mountain Housing Code and the particulars thereof, and fixed a time and place for a hearing upon the Complaint as provided by law. At the hearing, the following owners, persons in interest or their agents or their agent's attorneys, **NO ONE** showed for the Hearing scheduled **November 15, 2018 at 10:30 am.**
2. The premises described above do violate the Town of Pilot Mountain Housing Code by reason of the conditions found to be present and to exist in and about the structure.
3. Due to these conditions, the housing inspector finds the above-described property does in fact violate The Town of Pilot Mountain Housing Code, and renders the dwelling unfit for human habitation. Photographs of the dwelling are on file.



TOWN OF PILOT MOUNTAIN, NC

124 WEST MAIN STREET, PILOT MOUNTAIN, NC 27041

IT IS THEREFORE ORDERED that the owners of the property above be required to bring such property into compliance with the Town of Pilot Mountain Housing Code by:

- ☐ repairing, altering, improving or vacating and closing the deteriorated structure;
- ☒ repairing, altering, improving or vacating and demolishing the dilapidated structure;
- ☒ cleaning up the premises.

By a date no later than **February 16, 2019**

Steve May

Housing Code Administrator

“EXHIBIT A”
Violations of the Minimum Housing Code
and the Public Nuisance Ordinance
HC19-01
401 STEPHENS ST, Pilot Mountain, NC
Property Identification Number: 596619618542
TERRY LEE WILLIAMS-HEIRS
C/O RICHARD WILLIAMS
272 LONG LN
PILOT MTN NC 27041

- House has been vacant multiple years.
- No potable water service since August 2015.
- No apparent electrical service.
- No apparent heating or air conditioning.
- The roof edges have deteriorated and rotted.
- Soffits and sub-roofing not secure and show deterioration.
- The entire gutter system is absent.
- Exterior windowsills are showing signs of deterioration and damaged from weather exposure.
- Exterior walls and foundations are not substantially weather tight.
- Multiple exterior windows are missing glass panes.
- The roof shingles are deteriorated, and do not appear to be weathertight.
- Sections of foundation is damaged and appears unstable.
- Chimney deteriorated and appear unstable.
- The front and rear steps and stairs are deteriorated and appear dangerous.

A complete list of requirements of the Minimum Housing Code will be discussed and provided at the hearing.

To repair the house according to current building codes and permitting per North Carolina Building Code standards; it is expected to exceed 50% of the current value of the structure. The structure value is listed at, **\$17, 890.00** according to Surry County North Carolina tax records. (Attached)

PIN: 596619618542

Owner:

WILLIAMS TERRY LEE HEIRS
C/O RICHARD WILLIAMS
272 LONG LN
PILOT MTN NC 27041

Physical Address: 401 STEPHENS ST

Deed Reference: 00651 0764

Acres: 1 LT

Building Value: **\$17,890**

Land Value: \$10,800

Other Value: \$0

Total Assessed Value: \$28,690









19

10/22/2018



20

10/22/2018



21

10/22/2018



22

10/22/2018



23

10/22/2018

4
9
7



24

10/22/2018



25

10/22/2018



26

10/22/2018



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10/22/2018



28

10/22/2018



29

10/22/2018



30

10/22/2018



TOWN OF PILOT MOUNTAIN
BOARD OF COMMISSIONERS MEETING

FY 2020 Budget Amendment 2	
<u>Background Information:</u>	
This budget amendment will appropriate fund balance and the expected revenue from the sale of a surplus vehicle for the purchase of equipment for the new Police Vehicles and for the purchase of the property on Depot Street.	
<u>Staff Recommendation:</u>	Staff recommends that the Board approve FY 2020 Budget Amendment 2
<u>Possible Board of Commissioner Actions</u>	
• Approve FY 2020 Budget Amendment 2 • Deny approval of FY 2020 Budget Amendment 2 • Table to a later meeting • Take no action	
<u>Attachments</u>	
• FY 2020 Budget Amendment 2	

Town of Pilot Mountain, North Carolina

FY 2019 – 2020 Budget Ordinance

Amendment No. 2020-002

BE IT ORDAINED by the Pilot Mountain Board of Commissioners that the 2019-2020 Budget Ordinance be amended as follows:

REVENUES -

Increase 10-3350-0200 – Sale of Fixed Assets/Surplus	\$7,000.00
Increase 10-3990-0000 – Fund Balance Appropriated	\$27,000.00
Increase 10-3900-0100 – Loan Proceeds	\$74,000.00

EXPENDITURES -

Increase – Police Department	\$88,000.00
Increase – General Government	\$20,000.00

Adopted this 14th day of October, 2019

Evan Cockerham, *Mayor*

Holly Utt, *Town Clerk*

Explanation of Amendment:

1. To appropriate funds to finance the purchase of property and equip new police vehicles.



TOWN OF PILOT MOUNTAIN
BOARD OF COMMISSIONERS MEETING

November/December Board Meeting Schedule	
<u>Background Information:</u>	
In the past, the Board has moved the regular meeting for November to later in November and cancelled the December meeting. This year, Thanksgiving falls on November 28. If the Board wanted to adhere to its past schedule, we would hold the November meeting on Monday, November 23 which is the week of Thanksgiving. We could also cancel the November Board meeting and go ahead with a meeting on Monday, December 9. We could also make no changes to the schedule and just have both meetings as planned.	
<u>Staff Recommendation:</u>	Staff recommends that the Board move the November meeting to Monday, November 23 and cancel the December 9 meeting.
<u>Possible Board of Commissioner Actions</u>	
• Approve amendment to meeting schedule • Deny approval of amendment to meeting schedule • Make some other amendment to meeting schedule • Take no action	
<u>Attachments</u>	
• None	



TOWN OF PILOT MOUNTAIN
BOARD OF COMMISSIONERS MEETING

Butler Street No Parking Ordinance

Background Information:

The Mayor and I have both been contacted recently by residents of Butler Street concerning the on street parking on Butler Street. The residents informed the Board that they believed that when the Town approved changing Butler Street from a 1 way street to a 2 way street, it also adopted an ordinance eliminating on street parking. The Board of Commissioners discussed this issue in November 1996, January 1997 and March 1997. In January 1997 there was a motion made to change Butler street from 1 way to 2 way traffic and to eliminate on street parking. This motion died for a lack of a second. In March 1997 a motion was made to change Butler street from 1 way to 2 way. There is no mention in the motion of eliminating on street parking. Below is an excerpt from the minutes of that meeting.

“9. CONSIDERATION OF TWO-WAY STREET-BUTLER STREET (SECOND REQUEST).

Commissioner Bob Thomas made a motion to change Butler Street from a one-way street to a two-way street. Commissioner Wall seconded the motion. Then, Commissioner Wall made a motion to amend the original motion by adding that Butler Street would not become a two-way street until July 1, 1997. Commissioner Boyles seconded the motion. Commissioner Wall stated that this would allow residents time to fix their driveways, and it would also give the Street Department time to change the signs on Butler Street. Commissioner Mona Griffin Thomas informed the Board that she had recently observed thirteen vehicles parked on the street one day, and it would keep the Police Department busy to just give out parking tickets. Commissioner Mona Griffin Thomas outlined to the Board that the residents were also parking on the street. She asked the Butler Street residents, who were present at the Meeting, if they wanted the Police Department to give all the parking violators a ticket? The residents at the Board Meeting were in favor of giving everyone a ticket who violates the no parking restrictions. After further discussion, Mayor Lambe asked for a vote on the original motion. Commissioner Wall, Boyles and Bob Thomas voted for the motion. Commissioner Mona Griffin Thomas voted against it. The motion carried by a majority vote. Then, Mayor Lambe asked for a vote on the amended motion made by Commissioner Wall. Commissioners Boyles, Wall and Bob Thomas voted for the motion. Commissioner Mona Griffin Thomas voted against the motion. The motion carried by a majority vote of the Board.

The Mayor asked that this item be added to the agenda for Board discussion. I have asked the Police Department to take a look at the situation on Butler Street and determine what issues are being caused by the on street parking. The PD reports that the on street parking does not, in their opinion pose any serious complications to traffic flow. In addition, the PD reported that many of the houses on Butler do not have a lot of space for off street parking and thus if we eliminate on street parking we will be forced to issue a large number of tickets.

Staff Recommendation: Staff recommends that the Board take no action at this time.

Possible Board of Commissioner Actions

- Take no action and ask Staff to continue to monitor and evaluate situation.
- Direct staff to develop ordinance eliminating on street parking on Butler St.
- Take no action

Attachments

- None



TOWN OF PILOT MOUNTAIN
BOARD OF COMMISSIONERS MEETING

South Stephens Street Railroad Crossing Agreement	
<u>Background Information:</u>	
Over the past several months the Town and the new owners of the Elastrix facility have been negotiating with the railroad in order to secure a crossing agreement for S Stephens Street. This Town street has had a crossing over the railroad for at least 30 years, but this crossing was never formalized with a crossing agreement between the Town and the railroad. There was a private industrial crossing agreement, but it was never recorded. This agreement would make the S Stephens Street railroad crossing a public street crossing. This means that this crossing can't be closed without the Town's permission. This is the best possible outcome for this situation and we are glad that the railroad agreed to this agreement.	
<u>Staff Recommendation:</u>	Staff recommends that the Board approve this agreement.
<u>Possible Board of Commissioner Actions</u>	
• Approve Railroad Crossing Agreement • Deny approval of Railroad Crossing Agreement • Take no action	
<u>Attachments</u>	
• S Stephens Street Railroad Crossing Agreement	

ROAD CROSSING AGREEMENT

THIS AGREEMENT, Made as of **September 23, 2019**, the “**Effective Date**”, by and between **Piedmont & Atlantic Railroad Co., Inc. d/b/a Yadkin Valley Railroad**, whose mailing address is **11250 Old Saint Augustine Road, Suite 15, PMB-161, Jacksonville, FL 32257-1147**, party of the first part, hereinafter called “**Railroad**”, and **Town of Pilot Mountain**, whose mailing address is **124 W. Main St, Box 1, Pilot Mountain, NC 27041**, party of the second part, hereinafter called “**Town**”.

WITNESSETH:

Railroad, subject to the limitations herein, for and in consideration of the fees to be paid by Town and of the covenants, terms, conditions and agreements herein to be kept and performed by Town, hereby grant to Town an non-exclusive easement to use and maintain an at grade road crossing, and to construct appropriate warning signage, on, across and over an existing private roadway on the right-of-way and property of Railroad, at **South Stephens Street**, at or near **Pilot Mountain, Surry County, North Carolina**, hereinafter called “**Premises**”, as shown on Exhibit A, attached hereto and made a part hereof.

1. USE, LIMITATIONS:

- 1.1 The Premises has been constructed over Railroad’s property and tracks and will be required to have appropriate signage on and over the approaches of South Stephens Street for the purpose of public ingress and egress.
- 1.2 Town, in accepting this Agreement, agrees to maintain the Premises by controlling the brush, weeds and grass in accordance with the local statutes.
- 1.3 The Premises to be maintained by the Town at their sole cost and expense is as shown highlighted in yellow on the attached Exhibit “A” drawing.
- 1.4 The Premises to be maintained by the Railroad at the Town’s sole cost and expense is as shown highlighted in blue on the attached Exhibit “A” drawing.
- 1.5 The Premises is to be used as a roadway only, and any other land use, including crossings by utilities, will only be permitted under separate agreement or by the written authority of Railroad.

2. FEES:

- 2.1 Upon execution of this Agreement, Town shall pay Railroad a **One-time License Fee of One and 00/100 U. S. Dollars (\$1.00)** and other valuable considerations as provided herein.

3. CONSTRUCTION, MAINTENANCE:

- 3.1 All construction and maintenance work to be performed on that portion of the road crossing between the rails of tracks and for at least two feet (2’) on the outside of each rail thereof deemed necessary by Railroad to permit Town’s use of Crossing, must be performed by Railroad at Town’s expense.

- 3.2 Town, at its sole cost and expense, shall maintain all approaches up to two feet (2') on either side of track, or as much as North Carolina Department of Transportation (NCDOT) requires, and shall keep the crossing and designated sight clearance areas at all times free and clear of all material and obstructions (including parked vehicles) to satisfaction of Railroad.
- 3.3 If highway grade crossing traffic control devices (signals) are required by NCDOT for the public's safety, Town accepts that it will be responsible for 100% of the cost to install, upgrade and maintain the signals or as much as NCDOT allows. Railroad reserves the right to enter into a separate Roadway Signal Maintenance Agreement between Town and Railroad ~~will be prepared to cover the Town's cost of maintaining the signals.~~
- 3.4 Town, at its sole cost and expense, shall furnish, construct and maintain any fences, gates, barricades, signs and/or provide permanent flaggers or other protective services, as shall from time to time be deemed necessary for public safety purposes by Railroad, the NCDOT or by any public authority sharing jurisdiction over rail grade crossings. The design and placement of signs, barriers and gates shall be subject to the approval of Railroad. The cost of installing and maintaining and/or furnishing such additional crossing protection shall be paid solely by Town as a condition to utilizing the crossing.

4. DRAINAGE:

- 4.1 Town shall furnish, install and maintain, at Town's sole expense and in a manner satisfactory to Railroad, necessary drainage pipes under the roadway and Premises, if deemed necessary by Railroad, to accept drainage from the roadbed and track to provide reasonable drainage of the Premises and property of Railroad.

5. OPERATIONAL SAFETY:

- 5.1 Town shall use and shall cause its agents, employees, sub-contractors and contractors to use the highest degree of care when on Railroad's property. Work of any character that is to be performed on the Railroad's right-of-way and property will require a right-of entry agreement be entered between Railroad and Town or its agents, employees, sub-contractors and contractors.

6. TERM, TERMINATION, REMOVAL:

- 6.1 This Agreement shall be and remain in effect as of the effective date first written above and shall continue in effect until terminated by mutual agreement of the parties, upon ninety (90) days written notice of such termination.
- 6.2 Railroad may terminate this Agreement in the event of any breach or non-compliance with any of the provisions of this Agreement that are not remedied by Town within ninety (90) days following notification to Town of any such breach or non-compliance by Railroad.

7. RISK, LIABILITY, INDEMNITY:

- 7.1 To the extent permitted by the laws of the State of North Carolina, Town, recognizing that Railroad's operations and any use of the Premises involves increased risks, expressly assumes all risk of loss and damage to, and waives any right to ask or demand damages for, property of Town, or any part thereof, that occurs on the Premises as a result of Railroad's operations, including loss of or interference with the use Premises, regardless of cause.
- 7.2 To the extent permitted by the laws of the State of North Carolina, Town, with the recognition above, and as further consideration for the grant of this Agreement, also assumes all liability for, and releases and agrees to defend, indemnify, protect and save Railroad harmless from and against:
- (A) all loss of or damage to any other property, including property in the care, custody or control of Railroad and of third parties, now situated on the Premises and the loss of or interference with any use or services of the roadway; and
 - (B) all loss and damage on account of injury to or death of any and all persons, including but not limited to employees, invitees and patrons of the parties hereto, that occurs on the Premises; and
 - (C) all claims and liability for such loss and damage and cost and expenses thereof.

8. INSURANCE, LIABILITY, CONTRACTORS, ETC.:

- 8.1 Prior to commencement of any construction on the Premises or use of the Premises, Town shall provide evidence of self-insurance and a certificate designating Railroad as covered for liability assumed by Town under this Agreement. Town shall have any contractors performing work within the Premises obtain, at its sole cost and expense, Commercial General Liability (CGL) Insurance covering liability assumed by Town under this Agreement naming Railroad as additional insured and covering liability assumed by Town under this Agreement. Coverage of not less than One Million Dollars (\$1,000,000) Combined Single Limit per occurrence, for bodily injury and property damage is recommended as a prudent minimum to protect Town's assumed obligations hereunder. The CGL policy shall be endorsed to provide for thirty (30) days notice in writing to Railroad at the address above, prior to termination of or change in the coverage provided.
- 8.2 If said CGL policy is written on a "Claims Made" basis rather than "per occurrence" basis, Town shall arrange for adequate time for reporting losses. Failure to arrange adequate reporting time shall be Town's sole risk.
- 8.3 Road crossing work shall not be started, or work performed by contractors on the Premises until said CGL insurance coverage is placed in effect. In the event said CGL insurance is canceled or is allowed lapse the tracks shall be subject to immediate closure until such insurance is reinstated or a new policy obtained.

8.4 Railroad may at any time request evidence of insurance purchased by Town's contractors to comply with this Article and may demand that such insurance is deemed adequate by Railroad. Failure of Town to comply within thirty (30) days of Railroad's demand shall be an event of default subject to termination as provided for in Article 6.

8.5 Furnishing of insurance by Town's contractors shall not limit Town's liability under this Agreement but shall be additional security therefor.

9. ASSIGNMENT:

9.1 The rights herein conferred are the privilege of Town only, and Town shall obtain Licensor's prior written consent to any assignment of Town's interest herein, which consent shall not be unreasonably withheld, delayed, or conditioned.

9.2 Subject to Section 9.1 and 9.3, this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors or assigns, or heirs, legal representatives and assigns, as the case may be.

9.3 In the event of sale or other conveyance by Railroad of its property in which the Premises is located, Railroad's conveyance shall be made subject to the right of Town to continue to occupy the Premises with tracks as provided herein.

10. TITLE:

10.1 Town shall not at any time own or claim any right, title or interest in or to the Premises or Railroad's property, nor shall the exercise of this Agreement for any length of time give rise to any title to said property, or any right or interest in Town other than the Agreement created hereby.

11. GENERAL PROVISIONS:

11.1 Neither this Agreement nor any provision hereof or Agreement or provision included herein by reference shall operate or be construed as being for the benefit of any third person.

11.3. All notices required hereunder or otherwise given by one party to the other must be in writing and delivered by personal delivery or by certified or registered mail and must be delivered to the parties address as listed in the first paragraph of this Agreement. Either party may change its address from time to time by giving written notice to the other party of the change.

(remainder of this page left intentionally blank)

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate, each of which shall be evidence of this Agreement, but which shall constitute but one Agreement, as of the day and year first above written.

Witness for Railroad:

Piedmont & Atlantic Railroad Co., Inc. d/b/a
Yadkin Valley Railroad

By: _____

Name: _____

Title: _____

Witness for Town:

Town of Pilot Mountain

By: _____

Name: _____

Title: _____

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



(Phone) - 336.368.2247
(Fax) - 336.368.9532
www.pilotmountainnc.org

MEMORANDUM

TO: Mayor and Board of Commissioners
FROM: Michael Boaz, Town Manager/Finance Officer
DATE: October 10, 2019
RE: October 2019 Manager's Report

- The PTRC has completed a survey about the proposed greenway between the Town and Pilot Mountain State Park. I have included a copy of the results of the survey in your packet. We will have a meeting in November to go over further findings of the COG's study.
- I have included a memo with your packet regarding our progress towards meeting the goals established in our Strategic plan.
- We will have the Monsters On Main parade on Saturday October 19. The parade will be followed by the Movie on Main, "Witches" The movie will be held at Art of Massage/Hilda's Place.
- The Vintage Market will be held on Saturday, November 9. Christy and Jenny are still looking for volunteers to help out with this event.
- We have a workshop scheduled for Thursday October 17. I have a number of things that we will be addressing at that workshop.

PROJECT UPDATES

1. Depot Street Stream Restoration Project: We have been awarded three grants, totaling \$1,100,000 for this project. This is enough money to do most of the stream restoration work on project. We have signed easements from 20 of 40 property owners. We are still working with property owners to get signed easements.
2. Water/Sewer Regionalization/Interconnection Study: Final reports and pay requests have been submitted to the State for review.
3. Landfill Rehabilitation Project: The engineers are continuing to work on a remediation plan for this old landfill project. This project is being completed funded by the State of NC.
4. Main Street National Register District: The survey work has been completed and submitted to the NC Historic Preservation Office. We have gotten some feedback from SHPO staff and have had an onsite meeting with the staff. We are continuing to work with our consultant on the formal application based on the comments from SHPO staff.
5. Street Paving Project: We have received the final numbers from DOT and the engineers have submitted the PER to USDA for review.
6. Sunset Sewer Sub-Basin Project: Plans have been submitted to DEQ for review.
7. Water Treatment Upgrade: Plans have been approved by DEQ. We are working to secure the necessary easements.
8. Streetscape Project: Staff has reviewed a second set of draft plans and started looking at ideas for site furnishings (light poles, tree grates, etc.) We have also looked a preliminary planting list. Final draft plans should be ready in October or November. I am thinking that we will have a meeting in November to present the draft plans.
9. WWTP & Pump Station Project: McGill is nearly finished with the Preliminary Engineering Report for this project. It will be submitted to the State by the end of the month.



MEMORANDUM

TO: Mayor and Board of Commissioners
FROM: Michael Boaz, Town Manager
DATE: October 10, 2019
RE: Strategic Plan Status Update

Approximately 6 months ago the Board of Commissioners met to conduct a two day strategic planning session. The Commissioners adopted the attached strategic plan. The purpose of this memo is to provide the Commissioners and the public on our progress towards accomplishing the goals outlined in the plan.

Goal 1: Deliver efficient and effective services to the Town

Objective 1A: The Public Works Department will develop a schedule for the completion of routine tasks. This objective has been completed. The PW Department and I developed a schedule for the completion of routine tasks and it has been implemented. We collect brush on a regular schedule which lets our citizens know when to expect service. We mow our facilities on a regular schedule and thus we keep things looking well maintained. All trash cans and dog stations are emptied weekly and after special events.

Objective 1B: There will be an education session about the Town's website. This objective has also been completed. We conducted that session in July with the commissioners. We have also added the projects feature to our website that will provide ongoing information about our larger capital projects.

Objective 1C: Evaluate communication strategies and determine the best way to reach specific audiences. We have not made progress on this item. My plan is to discuss this with staff and the Board over the winter months and develop a strategy that we can implement in the spring. We are using Facebook, Instagram, the website, reverse 911 calls, signs, etc. to communicate information about our events and things that are happening in Town.

Objective 1D: Develop a community policing initiative. We did meet the stated goal for developing this plan. I have spoken with the command staff in the PD and we believe that the best plan would be to hold off on any new initiatives until after the first of the year.

Goal 2: Improve and maintain the economic and physical infrastructure.

Objective 2A: Complete acquisition of stream bank restoration project easements. While we did not meet the stated goal for getting this complete in August, I think we will have this completed by the end of October.

Objective 2B: Develop a Gantt Chart for the Town's projects. I did not develop a gantt chart to track our projects. Instead, I added a feature to the website that will keep track of the major capital projects that are currently underway. This gives a visual representation of the area served by the project, the cost, and the current status of the project. I felt that this was superior to a basic Gantt chart, but will adjust if the Board thinks it necessary,.

Objective 2C: Explore ways to communicate what is going on. We have begun using Instagram, been more diligent about updating the website and facebook pages. I think that this goal will be further accomplished as a part of completing Objective 1C.

Objective 2D: Explore alternative energy sources. We have not made a lot of progress on this objective, but we have started investigating the possibility of introducing electric vehicles into the PD fleet. We have introduced electric vehicles into the PW fleet. I plan to look at the potential for installing solar panels on various Town properties in the near future.

Goal 3: Grow the Economy:

Objective 3A: Develop commercial maintenance standards. We have not completed this task as of yet. I have started the conversation with the experts on urban redevelopment at the School of Government. We plan to have these folks come and talk to the Board after the first of the year.

Objective 3B: Solicit proposals from consultants for the Land Use Plan update. I have 1 formal proposal and 1 informal proposal at this point. I expect to get the informal proposal firmed up in the next few days and hope to present both of them to the Board at the 17 October work session. If not, I will do so in November.

Objective 3C: Finish design of street scape plan and develop financing options. I anticipate that a final draft of the streetscape plan will be finished in the next couple of weeks. We are currently waiting on comments from NC DOT and Duke Energy. I plan for this to be the topic of conversation at the November workshop meeting.

Objective 3D: Explore ways to address blight. This will be part of the presentation made by the folks from the School of Government after the first of the year.

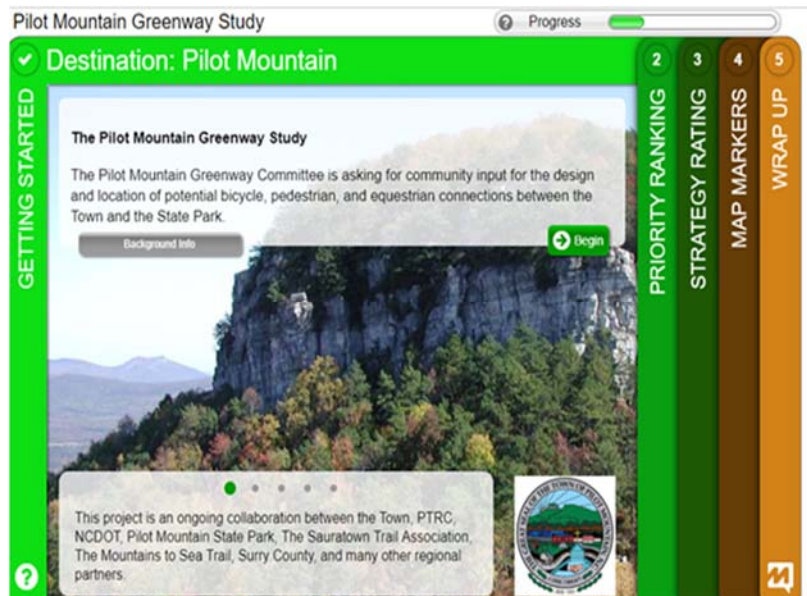
Objective 3E: Discuss timing of a marketing plan. I still do not believe that the time is right to develop a marketing plan. I would advise continuing to wait and see if we get accepted into the DAC program.

Goal 4: Attract and Support Qualified Staff.

The Board approved both a cost of living adjustment to keep track with inflation and merit raises for high performers as a part of the budget for FY 2020. We also have continued to fund staff development and will look for ways to increase that plan in the future.

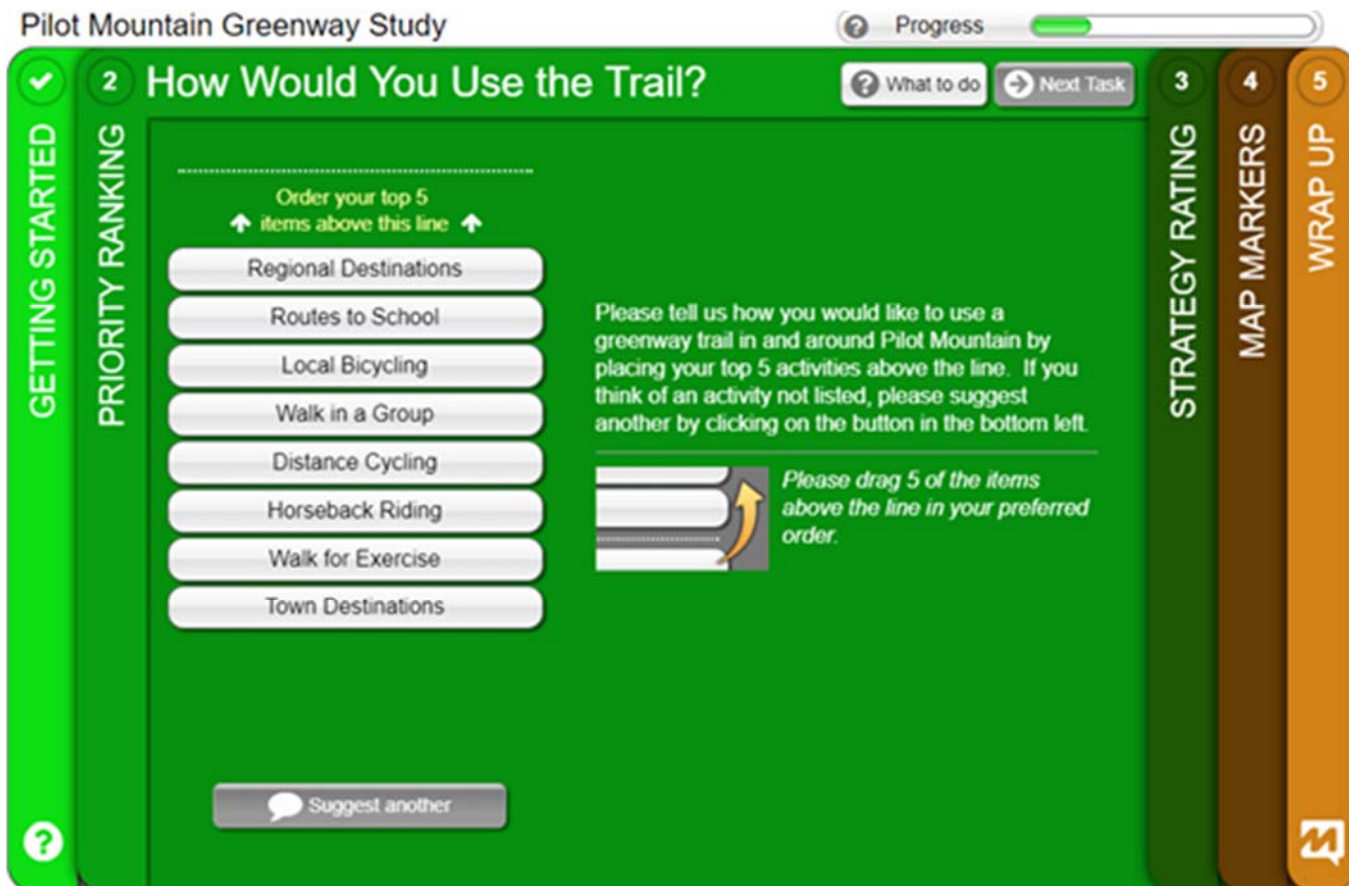
Pilot Mountain Greenway Feasibility Study Survey Results

Overview: The Pilot Mountain Greenway Feasibility Study survey was processed through Metro Quest, an online public engagement solution for regional transportation planning. The survey results were collected online and included 5 sections (1. Getting Started – About the Project, 2. Priority Ranking – How Would You Use the Trail, 3. Strategy Rating – Greenway Development, 4. Map Markers – Community Map Exercise and 5. Wrap Up – Demographics). There were 275 responses to the survey collected between April and July 2019, the # of responses are included with each question.



Section 2 - How Would You Use the Trail?

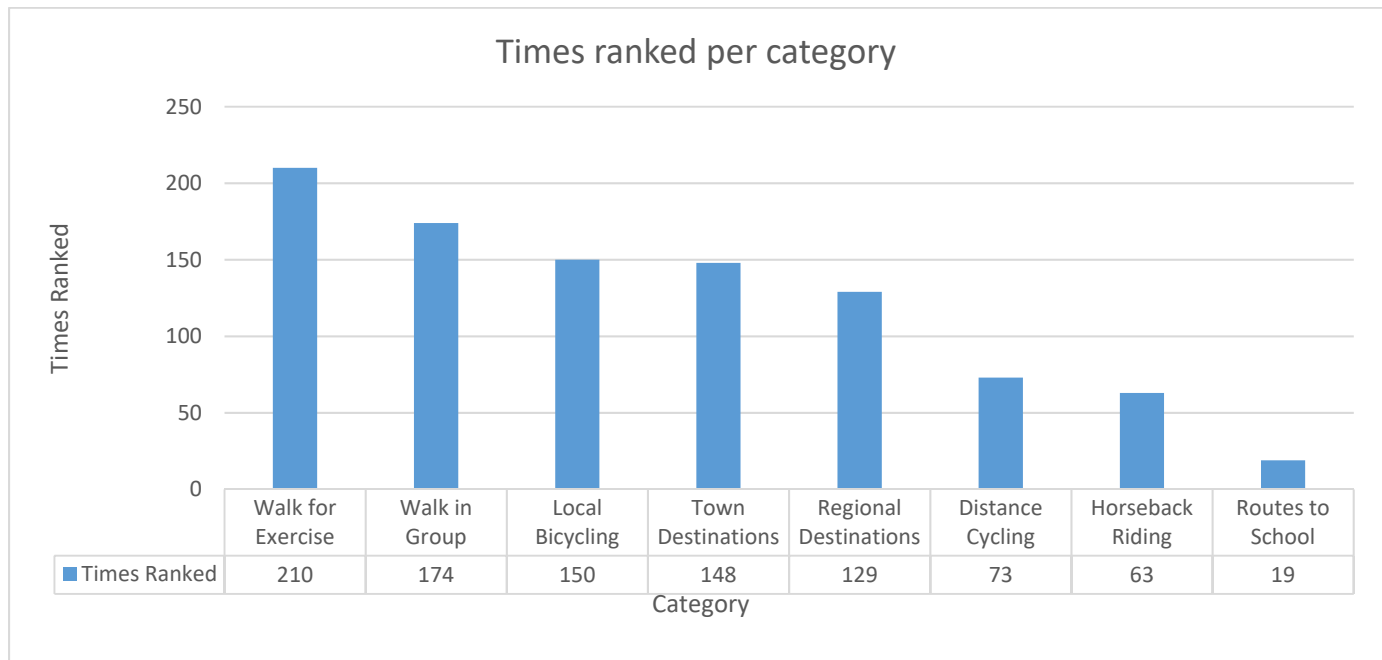
The following choices were offered to rank how activities on the trail would interest responders.



Pilot Mountain Greenway Feasibility Study Survey Results

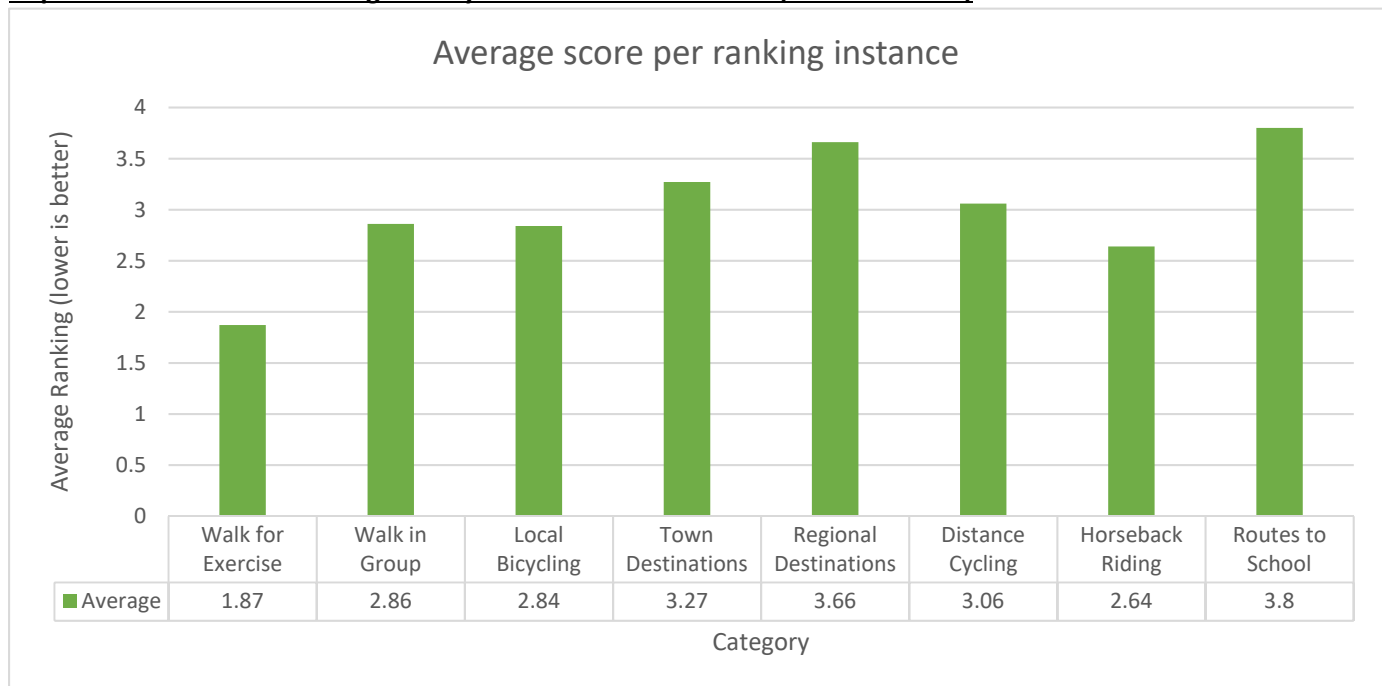
Top 5 preferred trail uses from the choices listed below:

N=225



Importance of individual categories by those that ranked them (*lower is better*):

N=225



Other notable usages:

- Running (18)
- Hiking (7)
- Marathons
- Camping
- Bird Watching
- Dog Walking
- Tours
- Economic Development

Pilot Mountain Greenway Feasibility Study Survey Results

Section 3: Greenway Development

Questions about surface, property access, funding, trail amenities and public awareness were included in this section.

Pilot Mountain Greenway Study Progress

Greenway Development

GETTING STARTED 2 PRIORITY RANKING 3 STRATEGY RATING 4 MAP MARKERS 5 WRAP UP

Surface

Property Access

Funding

Trail Amenities

Public Awareness

Trail surface is a key consideration in determining future uses, route, and cost. Ratings in this category will enable focused decisions.

More about this

Concrete
Longest lasting but the most expensive. Most uses enabled.

Pavement
Second to concrete in longevity and cost.

Crushed Stone
Finely crushed stone. Limits some wheeled travel.

Chipped Wood
Natural look. Vulnerable to washout.

Bare Earth
Standard unimproved surface.

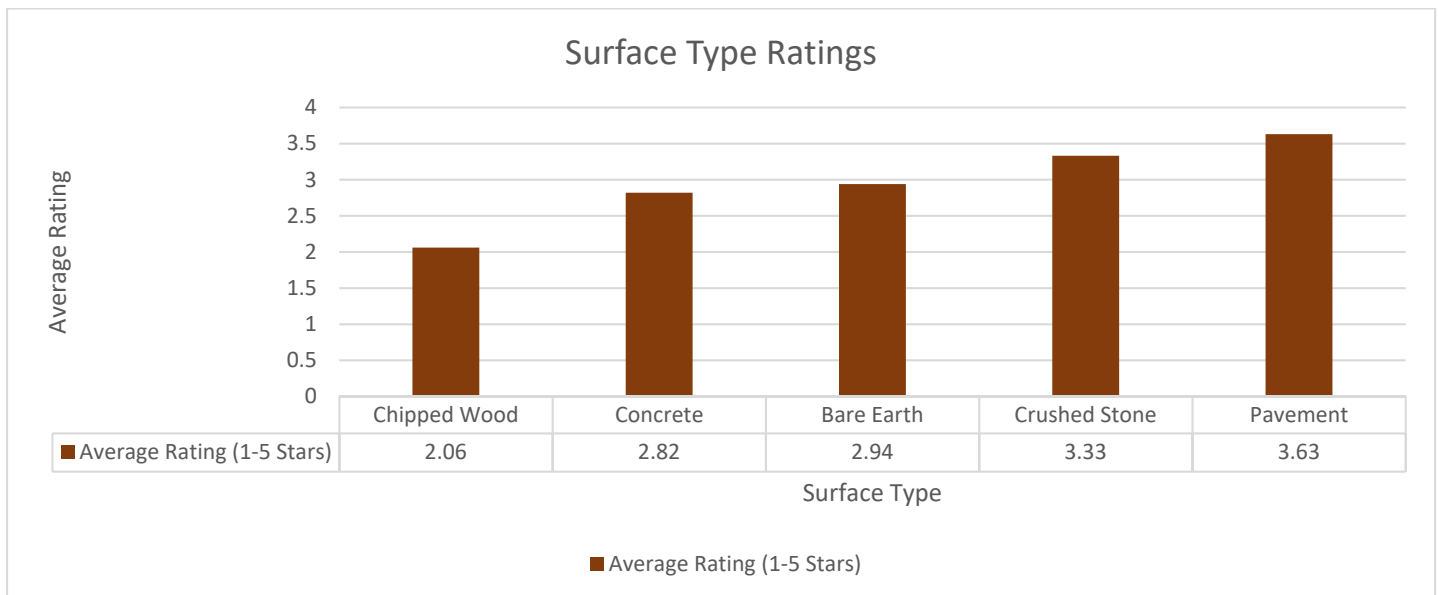
Suggest another

Next Category

Help Privacy About MetroQuest

Preferred trail surface (higher star rating is better):

N=275



Pilot Mountain Greenway Feasibility Study Survey Results

Notable comments:

• Chipped wood

- High maintenance
- Problem for cyclists
- Limit wheeled transportation
- No, just no.
- Waste of time and money

• Concrete

- High cost
- Bad for joint impact
- Time consuming
- Good for wheeled transportation
- No natural feel
- Need a smooth pathway
- Do it right!

• Bare Earth

- Preferable to hikers
- High maintenance
- Parallel pavement
- Natural Look
- Dangerous during rain

• Crushed Stone

- Good for foot traffic
- Permeable surface
- Limit wheeled transportation
- nuisance
- Not stable enough

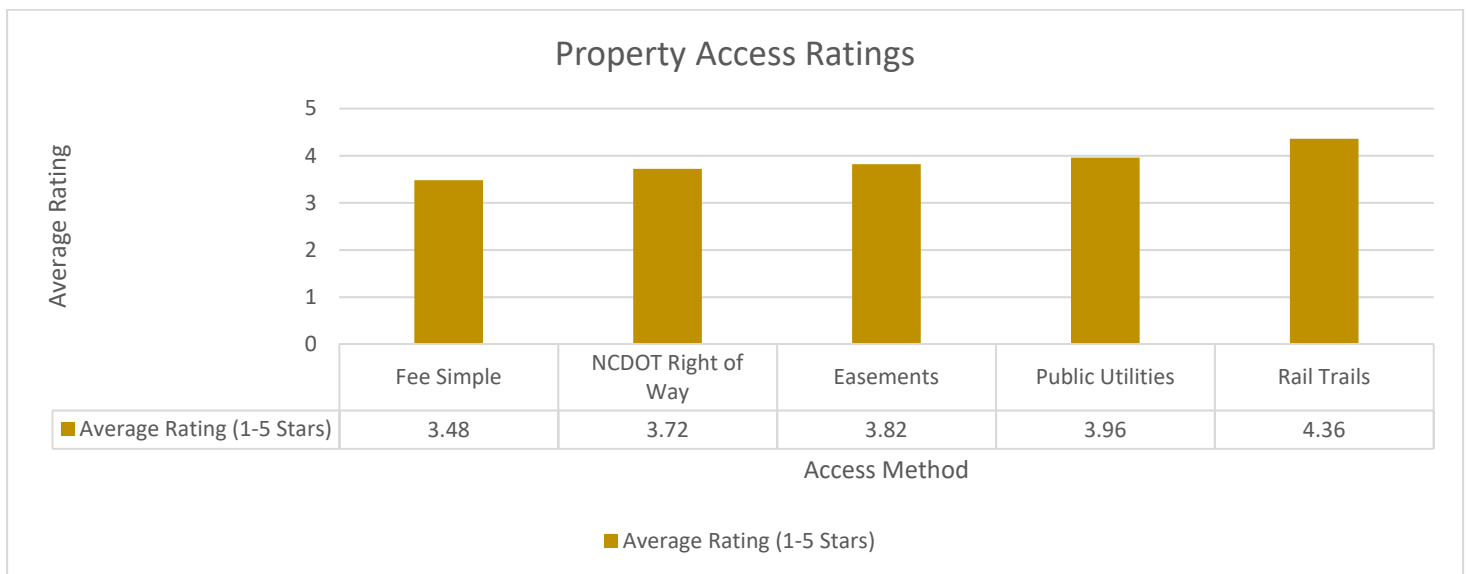
• Pavement

- Place in high traffic areas
- Hot for dogs
- Easy on joints
- No natural feel
- Cyclists and walkers

Greenway Development

Preferred method of property access (higher number of stars is a higher rating):

N=275



Notable comments:

• Fee Simple

- Important for upkeep
- Flexible
- Could take too long
- For facility development
- Expensive
- Impact to personal property

• NCDOT Right-of-way

- Limited to road encounters
- limit ecosystem impact
- Safety issues

Pilot Mountain Greenway Feasibility Study Survey Results

● Easements

- Don't split farmland
- Protection of natural areas
- Easier than fee simple
- Preferred

● Public Utilities

- Might not be as scenic
- Useful for certain segments
- Helps ensure facilities
- Use when feasible

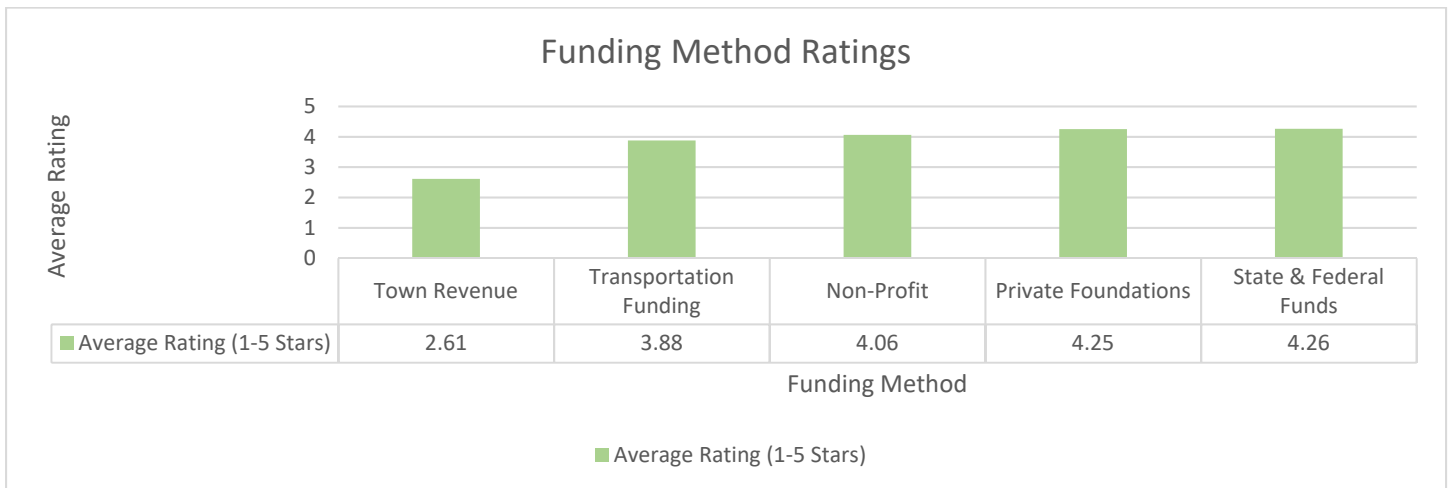
● Rail Trails

- History of great trails
- Limit ecological impact
- Great North/South Corridor
- Makes for interesting trail
- Cut acquisition costs
- Great idea

Greenway Development

Preferred funding methods, (higher number of stars is a higher rating):

N=275



Notable comments:

● Town Revenue

- Additional fees/taxes may not be supported

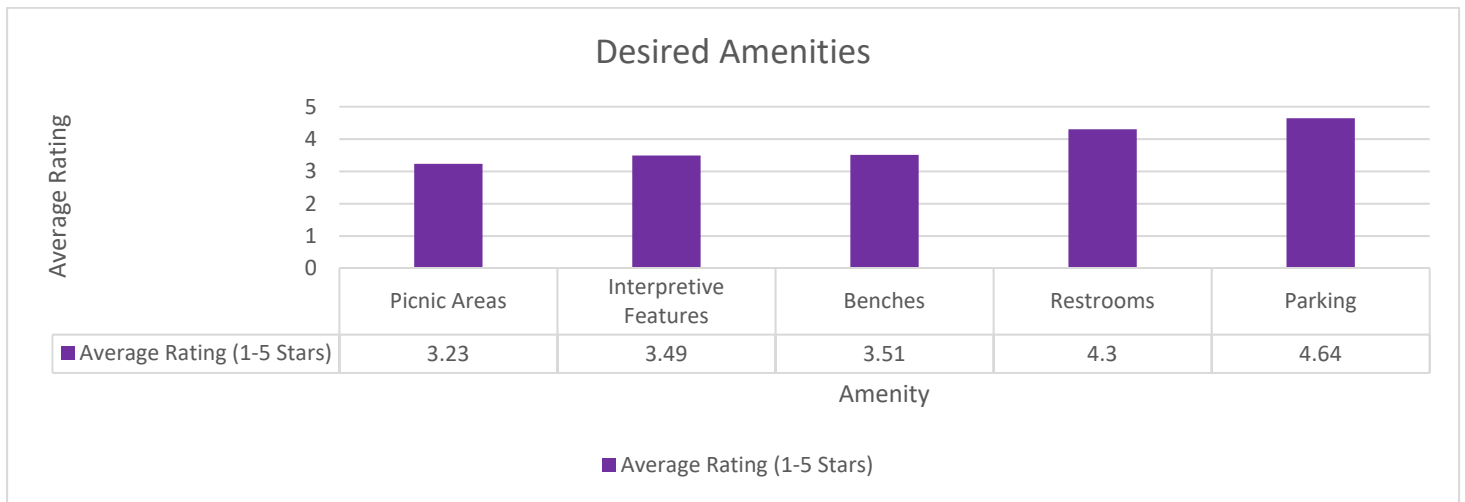
● Non-Profit

- Slow progress
- Involves people passionate about trails
- Local groups can supplement

Pilot Mountain Greenway Feasibility Study Survey Results

Most desired trail amenities (*higher number of stars is a higher rating*):

N=275



Notable comments:

• Picnic Areas

- Useful at trail heads
- Plenty already available

• Interpretive Features

- Not needed
- Low cost only

• Benches

- Scenic overlooks
- Helpful

• Restrooms

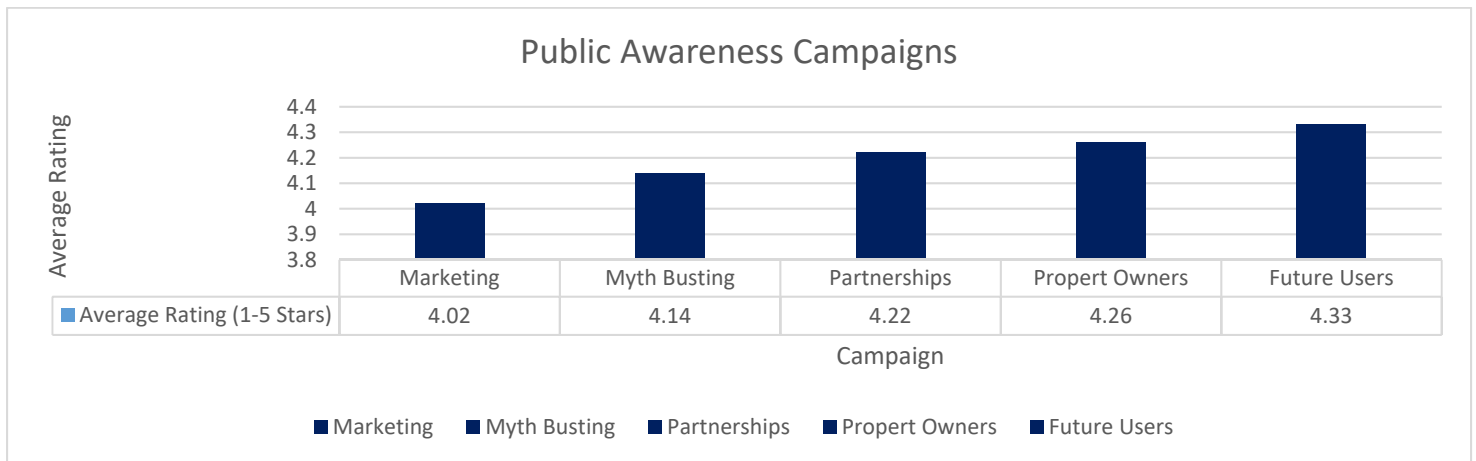
- trail heads
- mid trail

• Parking

- Necessity
- Horse trailer

Public Awareness Campaign (*higher number of stars is a higher rating*):

N=275



Notable comments:

• Myth Busting

- Crucial to educating property owners

• Partnerships

- Create mutual interest
- Vital

• Property Owners

- Key

• Future Users

- Already aware
- Attract new users

Pilot Mountain Greenway Feasibility Study Survey Results

Section 5: Wrap Up - Who Answered the Survey?

Pilot Mountain Greenway Study Progress

5 Quick Questions

Final Questions (Optional)

What is your age?

What is your gender?

What is your zipcode?

Estimate your household income.

How often do you walk or ride bikes?

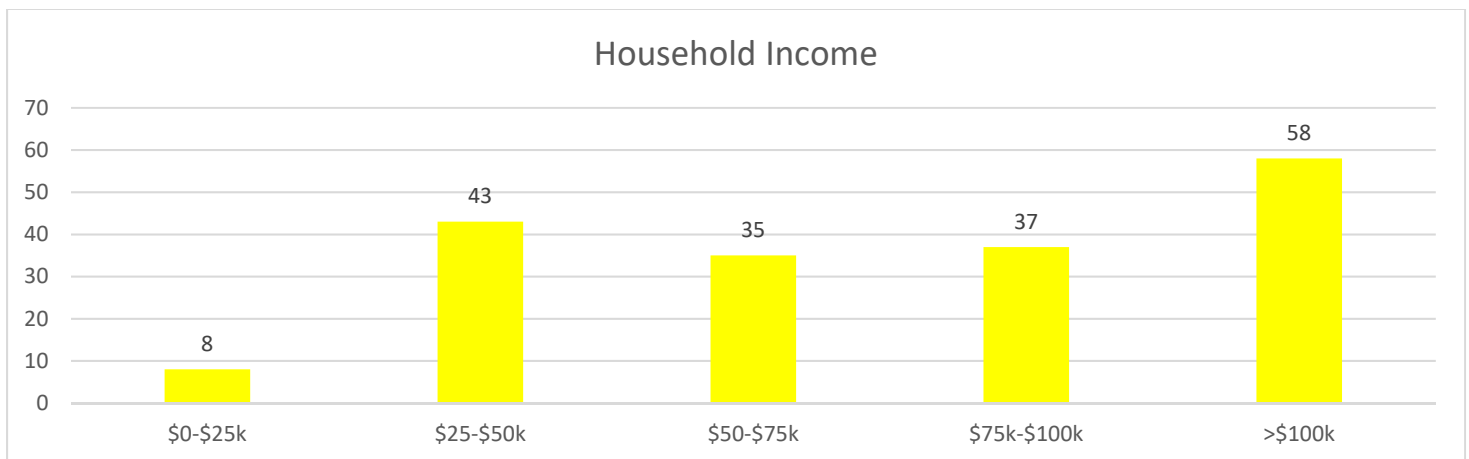
Thank you!

Your input on this page will help us apply to grants that require community data. Thank you for helping us make this project a huge success!

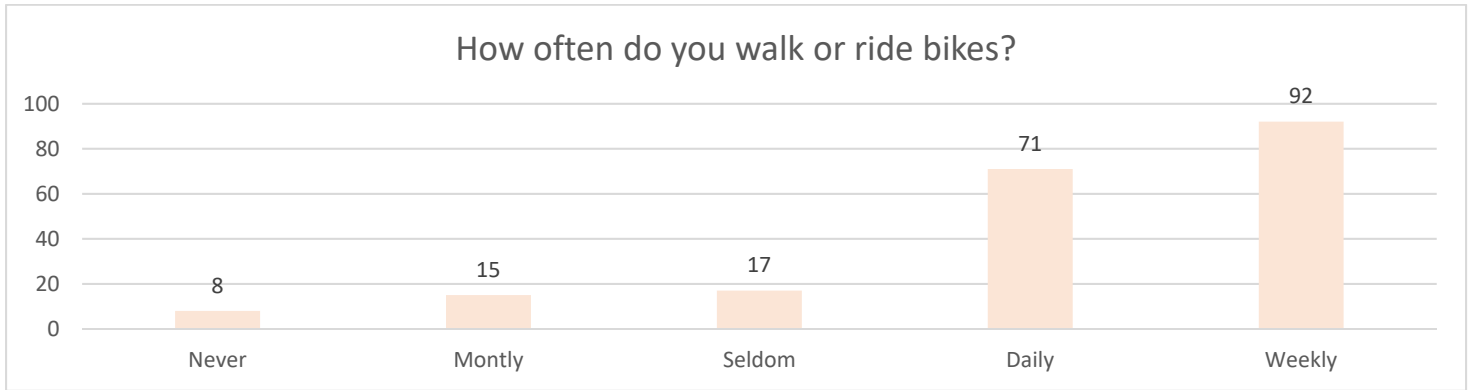
 

[Help](#) [Privacy](#) [About MetroQuest](#)

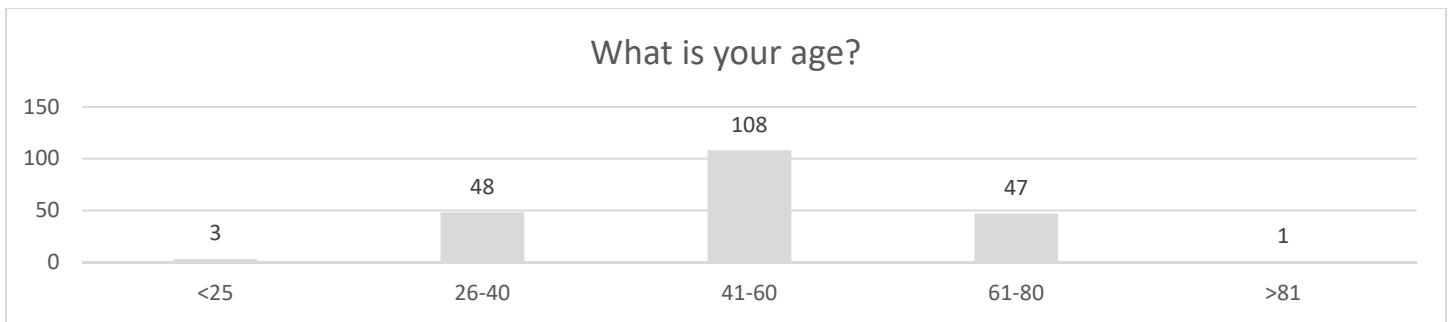


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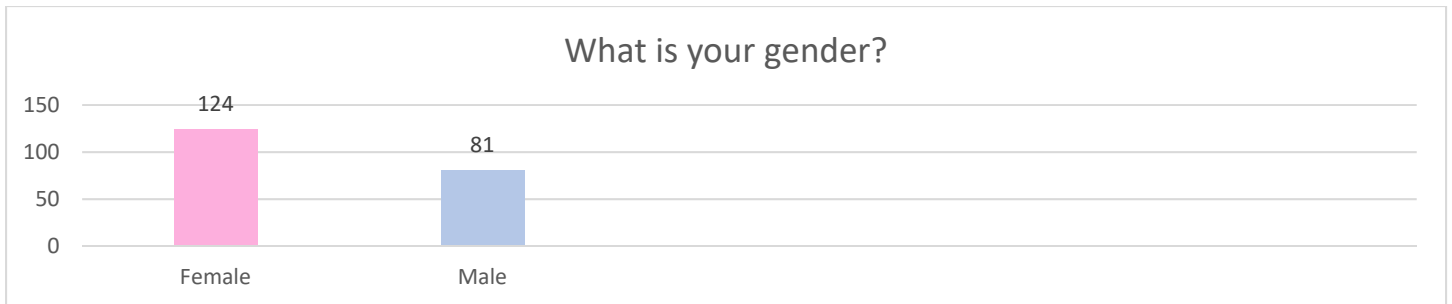
Pilot Mountain Greenway Feasibility Study Survey Results



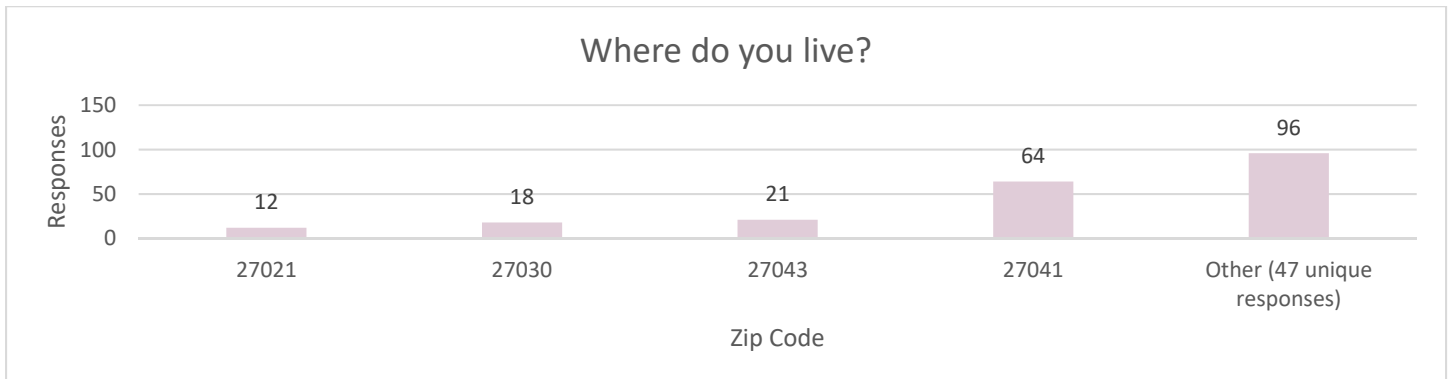
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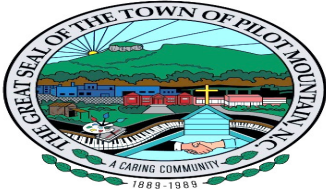
N=207



N=205



N=211



TOWN OF PILOT MOUNTAIN

Monthly Financial Dashboard

FISCAL YEAR ENDING June 30, 2020

Reporting Period: September 1-September 30 2019

OUR CASH AND INVESTMENTS

Balances on September 30, 2019, in whole dollars

CASH & INVESTMENTS BY FUND

GENERAL FUND		
	September 2018	September 2019
Central Depository	\$ 456,457	\$ 674,132
NCCMT	2,077	2,295
NCCMT-Powell Bill	467	705
NCCMT-Term Account	255,842	35,269
Police Drug Forfeiture	1,398	2,195
Centura Bank CD	25,031	25,031
Fiduciary Funds	45,310	60,692
TOTAL GENERAL FUND	\$ 786,582	\$ 800,319
OTHER FUNDS		
	September 2018	September 2019
Water & Sewer Fund	\$ (35,265)	\$ (16,917)
NCCMT-Water/Sewer	\$ 2,105	\$ 3,633
Water Meter CP	\$ 3,180	\$ 9,059
Interconnection CP	\$ (27,900)	\$ (6,000)
Landfill Project CIP	\$ 1,134	\$ (4,099)
Lola Lane CP	\$ 3,286	\$ 3,286
Water Treatment Upgrade	\$ (6,800)	\$ (239,485)
Streetscape Project	N/A	\$ 11,857
Sunset Sewer Project	\$ (66,500)	\$ (236,151)
Street Resurfacing	\$ 135,461	\$ 14,951
WWTP & Pump Stations	N/A	\$ (10,800)
AIA Project	N/A	\$ (4,500)
Capital Reserve	\$ 77,991	\$ 23,074
TOTAL OTHER FUNDS	\$ 86,693	\$ (452,091)
TOTAL CASH & INVESTMENTS TOWN-WIDE		
	September 2018	September 2019
ALL FUNDS	\$ 873,275	\$ 348,228

OUR CASH FLOWS...

GENERAL FUND REVENUES & EXPENDITURES	Comparison of FYTD %	
	Prior FYTD %	Current FYTD %
Fiscal Year Budget	\$ 1,814,960	\$ 1,892,090
Revenues Fiscal Year to Date	14.00%	42.00%
Expenses Fiscal Year to Date	17.43%	31.51%
WATER & SEWER ENTERPRISE FUND		
Fiscal Year Budget	\$ 945,800	\$ 906,480
Revenues Fiscal Year to Date	\$ 223,218 15.01%	24.62%
Expenses Fiscal Year to Date	\$ 230,372 15.82%	25.41%
LANDFILL REHAB PROJECT		
Project Budget	\$ 15,803	\$ 93,554
Revenues Project to Date	\$ 77,657 95.88%	83.01%
Expenses Project to Date	\$ 89,817 89.94%	96.01%
Water Treatment Upgrade Project		
Project Budget	N/A	\$ 3,978,000
Revenues Project to Date	N/A	0.00%
Expenses Project to Date	\$ 239,485 N/A	6.02%
Sunset Sewer Rehabilitation Project		
Project Budget	N/A	\$ 2,573,038
Revenues Project to Date	\$ 44,254 N/A	1.72%
Expenses Project to Date	\$ 280,405 N/A	10.90%
WATER & SEWER INTERCONNECTION STUDY PROJECT		
Project Budget	\$ 100,000	\$ 100,000
Revenues Project to Date	\$ 93,000 54%	93%
Expenses Project to Date	\$ 100,000 68%	100%

SPECIFIC REVENUE COLLECTIONS AT A GLANCE...

	Comparison of FY %	
	Prior FY %	Current FY %
AD VALOREM PROPERTY TAX		
Fiscal Year Budget	\$ 834,280	\$ 847,090
Revenues this Month	\$ 384,872 37.32%	45.43%
Revenues FYTD	\$ 488,813 55.04%	57.71%
SALES & USE TAX		
Fiscal Year Budget	\$ 446,310	\$ 469,790
Revenues this Month	\$ 43,803 9.56%	9.32%
Revenues FYTD	\$ 125,918 26.71%	26.80%
UTILITY FRANCHISE TAX		
Fiscal Year Budget	\$ 107,000	\$ 106,020
Revenues this Month	\$ 24,557 23.02%	23.16%
Revenues FYTD	\$ 24,557 23.02%	23.16%
REFUSE COLLECTION FEES		
Fiscal Year Budget	\$ 68,000	\$ 69,840
Revenues this Month	\$ 5,819 8.89%	8.33%
Revenues FYTD	\$ 18,081 25.09%	25.89%
SALES & SERVICES		
Fiscal Year Budget	\$ 41,500	\$ 23,500
Revenues this Month	\$ 5,474 8.22%	23.29%
Revenues FYTD	\$ 25,249 30.29%	107.44%
WATER & SEWER ENTERPRISE FUND REVENUES		
Fiscal Year Budget	\$ 945,800	\$ 906,480
Revenues this Month	\$ 73,672 7.18%	8.13%
Revenues FYTD	\$ 223,218 22.20%	24.62%

EXPENDITURES AT A GLANCE...

GENERAL FUND DEPARTMENTS	Comparison of Monthly Expenses		
	Fiscal Year 2020 Budget	Prior FY	Current FY
Governing Body	\$ 63,280	\$ 22,335	\$ 14,696
Administration	273,760	79,115	77,000
Community & Economic D	47,500	3,502	10,102
Downtown Revitalization	125,810	30,082	35,823
Police Dept	721,630	217,002	266,695
Street Dept	104,410	35,745	36,701
Powell Bill	43,420	140,724	3,919
Sanitation	215,490	56,764	62,517
Pilot Center	19,060	12,224	6,353
Library	39,060	2,230	2,328
Debt Service	49,620	11,243	20,053
Non Departmental	-	7,674	501
	\$ 1,703,040	\$ 618,640	\$ 536,688
Fiscal Year Budget	\$ 1,814,960	\$ 1,892,090	
YTD % of Annual Budget Expended		34.09%	31.51%
WATER & SEWER ENTERPRISE FUND			
General	\$ 137,720	\$ -	\$ -
Water/Sewer Administration	136,560	25,150	44,276
Production	218,510	56,745	52,537
WWTP	206,800	46,962	57,689
Line Maintenance	206,890	110,243	75,871
	\$ 906,480	\$ 239,100	\$ 230,372
Fiscal Year Budget	\$ 945,800	\$ 906,480	
YTD % of Annual Budget Expended		25.28%	25.41%

**MONTHLY STATUS REPORT OF
OPERATION FOR THE PILOT MOUNTAIN
WASTEWATER TREATMENT PLANT**

MONTH: August

YEAR: 2019

OPERATIONS:

MILLION GALLONS OF WATER TREATED	5.456	PERMIT LIMIT MGD	.500
AVERAGE DAILY VOLUME TREATED	.176		
TOTAL RAINFALL INCHES	2.50		

CHEMICALS USED:

CHLORINE/BLEACH	70 Gallons
POLYMER	0 Gallons

CHEMICAL ANALYSIS:

Parameter	Permit Limits	Monthly Results
BOD	30 max. avg. monthly	2.25
TSS	30 max. avg. monthly	4.18
D.O.	5 minimum avg. daily eff.	7.48
Fecal Coliform	200 max. avg. monthly	<1
Ammonia-Nitrogen	28.6 max. avg. monthly	1.64

We are in compliance with all permit requirements.

Id	Status	Address	Street Name	Work Type
10893464	New Request	312	W Marion St	Brush
10881686	Complete	300	Lynchburg Rd, UNIT 09	Cut On
10880972	Complete	175	Sandtrap Ln	Meter Check
10880741	Complete	181	Buckingham Rd	Meter Check
10880723	Complete	180	Lola Ln	Meter Check
10880691	Complete	200	W Main St	Meter Check
10876859	Complete	800	Dodson Mill Rd, UNIT 07	Meter Check
10868629	Complete	313	W Main St	Detect Water Leak
10868601	Complete	409	E Main St	Detect Water Leak
10867369	Complete	632	S Key St (OLD jUST SAVE)	Cut On
10861108	Complete	209	NC 268 E	Water Leak
10859915	Complete	509	E Main St	Junk
10846745	New Request	111	W Main Street	Clear Street of Obstruction/Debris
10841766	New Request	826	Sunset Dr	Brush
10840930	Complete	116	Lynchburg Rd	Leaf/Grass
10839526	Complete	720	E 52 Byp SOUTHERN SUPPLY	AMI Coms Check
10831668	New Request	174	NC 268 E	Hydrant Flushing
10823064	Complete	300	Lynchburg Rd #9	Cut Off
10822628	Complete	105	E 52 Byp	AMI Coms Check
10815337	Complete	813	Sunset Dr	Water Leak
10808135	Complete	200	S Depot St Unit 1	Cut Off
10808118	Complete	121	Longview Dr	Cut Off
10804457	Complete	612	E Main St	Grounds Maintenance
10798656	Complete	689	Old Westfield Rd	Hydrant Flushing
10789513	Complete	705	Saddle Dr	Meter Check
10772838	Complete	826	Sunset Dr	Sewer Investigate
10768789	Complete	120	W 52 Byp, UNIT E7	Cut On
10749150	New Request	611	W Main St	Brush
10742725	Complete	800	Dodson Mill Rd, UNIT 3	Cut Off
10739003	Complete		Section B	Grave Marking
10733838	Complete	316	N Key St, unit 111	Cut On
10733519	Complete	210	S Stephens St	Brush

10724224	Complete		VETERANS DROVE AND S KEY ST	Sink Hole
10718708	Complete	711	E Main St	Hydrant Flushing

Date Flagged	Modified Date	Time Open
9/30/2019 8:41	9/30/2019 8:41	3 days 0 hrs 15 mins
9/26/2019 16:33	9/26/2019 17:17	0 days 0 hrs 44 mins
9/26/2019 15:48	9/27/2019 12:21	0 days 20 hrs 33 mins
9/26/2019 15:15	9/26/2019 15:40	0 days 0 hrs 25 mins
9/26/2019 15:12	9/26/2019 15:33	0 days 0 hrs 20 mins
9/26/2019 15:09	9/26/2019 15:58	0 days 0 hrs 49 mins
9/26/2019 9:34	9/27/2019 13:23	1 days 3 hrs 49 mins
9/25/2019 12:18	9/25/2019 14:12	0 days 1 hrs 53 mins
9/25/2019 12:16	9/26/2019 17:48	1 days 5 hrs 32 mins
9/25/2019 10:38	9/26/2019 16:35	1 days 5 hrs 56 mins
9/24/2019 13:08	9/25/2019 14:13	1 days 1 hrs 4 mins
9/24/2019 11:30	9/30/2019 14:44	6 days 3 hrs 14 mins
9/23/2019 8:00	9/23/2019 8:00	10 days 0 hrs 55 mins
9/20/2019 13:58	9/20/2019 13:58	12 days 18 hrs 57 mins
9/20/2019 11:57	9/25/2019 14:12	5 days 2 hrs 15 mins
9/20/2019 9:10	9/20/2019 9:49	0 days 0 hrs 39 mins
9/19/2019 9:29	9/19/2019 9:29	13 days 23 hrs 27 mins
9/18/2019 12:06	9/18/2019 13:58	0 days 1 hrs 52 mins
9/18/2019 11:32	9/18/2019 13:49	0 days 2 hrs 17 mins
9/17/2019 12:06	9/18/2019 14:00	1 days 1 hrs 54 mins
9/16/2019 14:16	9/18/2019 13:43	1 days 23 hrs 26 mins
9/16/2019 14:14	9/16/2019 18:08	0 days 3 hrs 53 mins
9/16/2019 9:44	9/18/2019 14:28	2 days 4 hrs 43 mins
9/13/2019 16:58	9/13/2019 17:30	0 days 0 hrs 32 mins
9/12/2019 11:29	9/12/2019 11:42	0 days 0 hrs 12 mins
9/10/2019 16:33	9/10/2019 17:35	0 days 1 hrs 1 mins
9/10/2019 9:52	9/10/2019 11:16	0 days 1 hrs 23 mins
9/6/2019 10:25	9/6/2019 10:25	26 days 22 hrs 30 mins
9/5/2019 11:55	9/5/2019 14:54	0 days 2 hrs 58 mins
9/5/2019 8:31	9/5/2019 14:18	0 days 5 hrs 47 mins
9/4/2019 15:57	9/4/2019 16:57	0 days 0 hrs 59 mins
9/4/2019 14:54	9/10/2019 11:19	5 days 20 hrs 25 mins

9/3/2019 14:58
9/3/2019 9:48

9/4/2019 10:45
9/4/2019 17:50

0 days 19 hrs 46 mins
1 days 8 hrs 2 mins

Description

TREE HAS BLOWN OVER IN A DITCH LARRY ASK FOR SOMEONE TO COME BY AND SEE IF IT IS THE TOWNS.

CUT ON THIS AFTERNOON
NEED READING FOR BILLING NOT IN MINET
NEED READING NOT COMING THROUGH MINET

METER #1700076458
NEED READING FOR BILLING

DID NOT COME THROUGH MINET
HAS NOT UPDATE SINCE AUG
METER # 1700026823
NEED READING FOR BILLING
I AM GETTING NO DAILY READING IN MINET. WILL YOU CHECK
NEED FOR BILLING!!!!!!!
VACANT.....OVER 400 GALLONS AN HOUR
PUT A YELLOW TAG ON THEIR DOOR...APPEARS TO BE A LEAK AND CAN NOT CONTACT ANYONE.
OWNERS ARE TURNING ON WATER....
WATER RUNNING DOWN THROUGH PARKING LOT.
They have 2 of the old garbage cans that need to be picked up. There will be a blue one and a green one.
Please remove the green trash can from in front of grace and sparrow
PLEASE PICK UP BRUSH NEAR OR ON A PICK UP BED.
THEY HAVE PUT IT IN SIX BLACK BAGS. PLEASE PICK UP...
NEED READING FOR BILLING....
I SCHEDULED TO FLUSH HYDRANT ON WEDNESDAY REGULAR SCHEDULE. WHAT DAY DID YOU HAVE OR WANT. SHE HAS CALLED TC

SOMEONE LIVING THERE BUT WILL NOT BE ABLE TO PAY DEPOSIT FOR TWO WKS. CUT OFF
PUT A YELLOW TAG ON THE DOOR FOR THEM TO CALL ASAP....TO AVOID INTERRUPTION IN WATER. NEED IT PUT UP TODAY
POSSIBLE SOGGY PART IN THE YARD. YOU CAN TELL WHERE HE MOWED OVER IT. THEY ASK TO CHECK IT
ODD SINCE IT HAS NOT RAINED.
VACANT.....CUT OFF....LEAK
DARIN WILL YOU CUT THIS OFF!!!!!!!

CUT OFF VACANT
JAMIE ASK THAT WHEN THEY MOVE TO MOVE ONE BROWN AND ONE WHITE TABLE UNDER THE SHELTER.

THANKS YOU

Customer has dingy water & sediment
Can you check this meter #16270003. She was out of town and it is showing usage on two of the days she was gone. Is shows 10 20

SEWER RUNG OUT OF MAN HOLE COVER BEHIND MELVIN LAMBS
CHECK WATER CUT ON NEW SERVICE
Yard waste wasn't picked up on Tuesday. It's in the old green trash can out in the front of her house. (Susan)

THE APARTMENT IS VACANT ACCORDING TO OUR RECORDS BUT USAGE HAS BEEN USED SINCE LAST TENANT MOVED OUT ON 7/19
Mark plot B333, Anna Jane Graham Redmond, for service on Saturday

cut on tomorrow....9/5
BRUSH PICK UP

AT THE CORNER THERE IS A BIG HOLE FORMING ON THE SIDE OF VETERNS DRIVE AND YOU PULL OUT TO S KEY. SEVERAL PEOPLE H
WATER MUDDY FOR LAST FEW DAYS

Comments	Latitude
	36.385963
Reading 30757	
Turned On	36.38726671
see picture for reading	36.36355985
Reading 0.00	
Has yet to be Conditioned	36.36683378
Reading 0.00	
Has yet to be Conditioned	36.37357252
node is broke. it will need to be replaced. see picture for reading	36.38590498
updated in minet	36.38768715
cut off. must contact owner	36.38695226
Installed Door Hanger # 1788	36.38329942
Turned On	36.37961298
water leak repaired	36.3840642
removed	36.38312939
	36.38518232
	36.39117267
removed	36.38983717
completed. see photo	36.3828731
	36.38472186
Reading 30757	
Turned Off	36.38727171
Put a Yellow Tag on the door	36.38871689
Repaired Water Leak	36.39122945
Reading 128125	
Turned Off	36.38408111
Reading 124488	
Turned Off	36.37310916
moved tables	36.38284255
Went by to check the Water.	
No one was home.	
Used the garden hose to flow the Water.	
Pulled a sample	
Photo is attached	
No problem found	36.405234
shows all the symptoms of a toilet leaking by	36.3858645
Sewer Spill caused by the Pump Station losing prime.	
Primed the pump and returned it to service	
	36.39117267
already on	36.38967169
	36.39062818
Reading 22805	
Turned Off	36.38781413
Marked Plot # B-333	36.39213497
Reading 48922	
Already On	36.3894553
	36.38431691

DOT storm drain. per Michael
Flushed Hydrant

36.377811
36.382471

Longitude	City	State	Zip	Priority	Date	Year	Count
-80.47139516	Pilot Mountain	North Carolina	27041	5	9/30/2019	2019	1
-80.47653617	Pilot Mountain	North Carolina	27041	5	9/26/2019	2019	1
-80.47544034	Pilot Mountain	North Carolina	27041	5	9/27/2019	2019	1
-80.49219147	Pinnacle	North Carolina	27043	5	9/26/2019	2019	1
-80.4885623	Pilot Mountain	North Carolina	27041	5	9/26/2019	2019	1
-80.46902258	Pilot Mountain	North Carolina	27041	5	9/26/2019	2019	1
-80.4770406				4	9/27/2019	2019	1
-80.47075253	Pilot Mountain	North Carolina	27041	1	9/25/2019	2019	1
-80.46163866	Pilot Mountain	North Carolina	27041	5	9/26/2019	2019	1
-80.47794731	Pilot Mountain	North Carolina	27041	5	9/26/2019	2019	1
-80.45310532	Pilot Mountain	North Carolina	27041	5	9/25/2019	2019	1
-80.45964885	Pilot Mountain	North Carolina	27041	5	9/30/2019	2019	1
-80.46162029	Pilot Mountain	North Carolina	27041	4	9/23/2019	2019	1
-80.4795924	Pilot Mountain	North Carolina	27041	5	9/20/2019	2019	1
-80.47477355	Pilot Mountain	North Carolina	27041	5	9/25/2019	2019	1
-80.45336354	Pilot Mountain	North Carolina	27041	5	9/20/2019	2019	1
-80.45201225	Pilot Mountain	North Carolina	27041	5	9/19/2019	2019	1
-80.47653615				5	9/18/2019	2019	1
-80.46402201	Pilot Mountain	North Carolina	27041	5	9/18/2019	2019	1
-80.478171	Pilot Mountain	North Carolina	27041	5	9/18/2019	2019	1
-80.46784257	Pilot Mountain	North Carolina	27041	5	9/18/2019	2019	1
-80.48405647	Pilot Mountain	North Carolina	27041	5	9/16/2019	2019	1
-80.45684395	Pilot Mountain	North Carolina	27041	5	9/18/2019	2019	1
-80.47027464	Pilot Mountain	North Carolina	27041	5	9/13/2019	2019	1
-80.47805833	Pilot Mountain	North Carolina	27041	5	9/12/2019	2019	1
-80.4795924	Pilot Mountain	North Carolina	27041	5	9/10/2019	2019	1
-80.46603391	Pilot Mountain	North Carolina	27041	5	9/10/2019	2019	1
-80.47361778	Pilot Mountain	North Carolina	27041	5	9/6/2019	2019	1
-80.47734105	PILOT MTN	NC	27041	5	9/5/2019	2019	1
-80.48144718	Pilot Mountain	North Carolina	27041	5	9/5/2019	2019	1
-80.46770188	Pilot Mountain	North Carolina	27041	4	9/4/2019	2019	1
-80.4698259	Pilot Mountain	North Carolina	27041	5	9/10/2019	2019	1

-80.4822705	Pilot Mountain	North Carolina	27041	5	9/4/2019	2019	1
-80.45412474	Pilot Mountain	North Carolina	27041	5	9/4/2019	2019	1