



Town of Pilot Mountain  
Armfield Civic Center 873 W 52 Bypass Pilot Mountain, NC 27041  
Monday, March 11, 2024, 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**

**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

**Board & Committee Reports**

- [2.](#) ABC Report

**New Business**

- [3.](#) Resolution Authorizing Sole Source Contract Award
- [4.](#) Resolution Authorizing Application for Bike/Ped Planning Grant
- [5.](#) Resolution Declaring Property As Surplus

**Administrative Reports**

- [6.](#) Town Manager & Staff Reports

**Mayor and Commissioners Comments**

**Closed Session**

**Other Business**

**Adjourn**

**Town of Pilot Mountain  
Board of Commissioners Meeting  
Monday, February 19, 2024  
7:00 PM**

**Members Present:** Mayor Evan Cockerham, Mayor Pro-Tem Donna Kiger, Commissioner Rachel Collins and Commissioner Dwight Atkins

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

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**Call to order 7:00 PM**

Mayor Cockerham called the meeting to order at 7:00 PM. After a moment of silence, Commissioner Collins led the Pledge of Allegiance.

**Adoption of Agenda**

Mayor Cockerham added a presentation from the Mount Airy Chamber of Commerce to the agenda. Commissioner Atkins made a motion to adopt the amended agenda and it was unanimous.

**Public Hearing – 2024-UDO-01 Text Amendment**

Mayor Cockerham the public hearing. There was no one present to speak. Mayor Cockerham closed the public hearing.

**Public Comment**

Vincent Hancock, 727 West Ridge Drive, was present to address the Board. He stated that he had put in two complaints on the website and came to a meeting a few months ago about the over-growth at the corner of Westridge Ext and Dodson Mill Road. He stated that this was a nuisance according to town ordinance Section 26-1 sub paragraph B. This property is located across the street from three property lines, possibly four. He asked that the town clear at least 4' of the over-growth away from the streets.

**Consent Agenda**

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

- December 11, 2023 minutes
- Black History Month Resolution R2024-01
- Main Street Coordinating Committee Bylaws Approval

**Presentations**

**Mount Airy Chamber of Commerce**

Tanya Taylor, Chamber Membership Director, presented the latest public policy legislative agenda. They have been working on the document since March 2023. This document gives a good base to advocate and support chamber membership. They have eight events scheduled for 2024. She stated that the Chamber would like to support their partners in the Pilot Mountain community.

## **Unfinished Business**

### **2024-UDO-01 Text Amendment**

Mr. Boaz stated that the Planning Board had made the recommendation to make changes to the permitted use table, specifically with regards to multi-family dwellings. Multi-family units from 1 -12 will remain the same. Anything larger than 12 units will have to be issued a special use permit, and anything with 20 or more units will require a traffic impact analysis. Andy Goodall explained that the way the current ordinance is written, builders could submit the plans and get approval leaving the infrastructure over-loaded. With approval of the proposed text amendment, the developer would know what to work with before going into the construction phase. Commissioner Atkins made a motion to adopt a statement approving the proposed ordinance amendment and stated that it was consistent with the plan, and it was unanimous.

## **Administrative Reports**

- The next community meal will be held on February 24<sup>th</sup>.
- There will be a bid opening on February 23<sup>rd</sup> for the two-water line projects
- Retreat to set off budget season– scheduled for February 29<sup>th</sup> at 5:30 PM

## **Mayor and Commissioner Comments**

**Commissioner Atkins** – Asked about the sidewalk at the corner of Swanson and School Street. Mr. Boaz stated that it was on the assessment list to be repaired. He noted that he was at the grand opening of Emma’s Western Wear, and it was a really nice business and he hopes they thrive in Downtown Pilot Mountain.

**Commissioner Kiger** – She thanked Tonya for the presentation on behalf of the Mount Airy Chamber of Commerce.

**Commissioner Collins** – She reminded everyone of the fundraiser for the Tea at the Library. The event will be held in May the weekend of Mother’s Day. Anyone interested could contact her or the library.

**Mayor Cockerham** – He stated he would be stepping back from discussion on Downtown events. He will let the staff take care of that and they do a good job of working with downtown business owners and make sure there is good synergy amongst the group. It is important to have events at the Armfield Center and make good use of the amphitheater. The town has received a grant from the arts council and they will be doing updates to sound and lighting at the amphitheater. He has received some feedback from the annual update letter that went out regarding fees and rates. He asked that Mr. Boaz send out a summary in a future billing detailing some of the infrastructure improvements that have been made to pump stations, rebuilding the sewer plant and replacing lines. There is so much that people don’t see but it is critical infrastructure.

## **Closed Session – Personnel**

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

Commissioner Kiger made a motion to come out of closed session.

**Other Business** – No other business

**Adjourn**

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

Respectfully Submitted:

Attest:

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Holly Utt  
Town Clerk

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Evan Cockerham  
Mayor



TOWN OF PILOT MOUNTAIN  
BOARD OF COMMISSIONERS MEETING

ABC Report	
<b><u>Background Information:</u></b>	
December 2022: \$322,298	January 2023: \$176,299
December 2023: \$307,086	January 2024: \$187,562
Decrease of 6.02%	Increase of 3.73%
<b><u>Staff Recommendation:</u></b>	Information Only
<b><u>Possible Board of Commissioner Actions</u></b>	
•	
<b><u>Attachments</u></b>	
•	



TOWN OF PILOT MOUNTAIN  
BOARD OF COMMISSIONERS MEETING

Resolution Authorizing Sole Source Contract Award	
<b><u>Background Information:</u></b>	
As a part of the distribution system project that we have been working on we are planning to place SCADA equipment on the Pilot Center water tank. For many years we have managed the levels in that tank via the Golf Course Rd tank. The system that we use on the Golf Course Road tank is connected to the valve that controls the flow of water from Mt. Airy. In order to insure that we only have one system to monitor, we would like to award the contract for this work to Piedmont Automation. This is allowed under NCGS when there is only one provider or standardization or compatibility is the overriding consideration.	
<b><u>Staff Recommendation:</u></b>	Approve resolution as presented.
<b><u>Possible Board of Commissioner Actions</u></b>	
<ul style="list-style-type: none"><li>• Approve resolution as presented.</li><li>• Deny approval</li><li>• Take No Action</li></ul>	
<b><u>Attachments</u></b>	
<ul style="list-style-type: none"><li>• Resolution 2024-02</li><li>• Sole Source Info</li></ul>	

**RESOLUTION AUTHORIZING AWARD OF CONTRACT FOR  
WATER SYSTEM SCADA EQUIPMENT**

**WHEREAS**, the Town of Pilot Mountain is in the process of securing bids for work on its water distribution system, and;

**WHEREAS**, this project includes the purchase of certain equipment that will monitor the water level in the Town's water tanks , and;

**WHEREAS**, the Town has previously invested in equipment that monitors and controls the level in one tank along with the interconnection with the City of Mt. Airy, and;

**WHEREAS**, NCGS 143-129e(6)(iii) allows the waiver of normal bidding requirements when standardization or compatibility is the overriding consideration , and:

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners declares that compatibility with the Town's existing SCADA equipment is more important than cost considerations and that the Board hereby authorizes the award of a contract to Piedmont Automation.

**ADOPTED** by the Board of Commissioners of the Town of Pilot Mountain this the 11<sup>th</sup> day of March 2024.

Attest:

\_\_\_\_\_  
*Evan Cockerham, Mayor*

\_\_\_\_\_  
*Holly Utt, Town Clerk*

## Exceptions to State Competitive Bidding Requirements For North Carolina Local Governments

Exception	Applies To:	Description	Board Approval Required?	Other Requirements
<b>Purchases</b>				
<b>Purchase from other units of Government</b> G.S. 143-129(e)(1)	Informal and formal purchases and leases	Purchase directly from another unit of federal, state, or local government anywhere in the U.S.	No	None
<b>Emergency</b> G.S. 143-129(e)(2)	Informal and formal purchases and construction/repair	Present, immediate, and existing special emergency involving public health and safety of people or property	No	None
<b>Fuel Purchase</b> G.S. 143-129(e)(5)	Informal and formal purchases	Purchase of gasoline, diesel fuel, alcohol fuel, motor oil, fuel oil, or natural gas	No	Informal bidding requirements apply to purchases costing \$30,000 or more (including purchases over \$90,000)
<b>Sole Source</b> G.S. 143-129(e)(6)	Informal and formal purchases	Available when (1) performance or price competition is not available; (2) product is available from only one source; or (3) standardization or compatibility is the overriding consideration	Yes	None
<b>Group Purchasing Program</b> G.S. 143-129(e)(3)	Informal and formal purchases	Competitive bidding process by a formally organized program offering discount prices to at least 2 public agencies	No	None

**1** | Note: Local Governments ***should always*** consult their local policies for additional procedural requirements.



**§ 143-129. Procedure for letting of public contracts.**

(a) Bidding Required. - No construction or repair work requiring the estimated expenditure of public money in an amount equal to or more than five hundred thousand dollars (\$500,000) or purchase of apparatus, supplies, materials, or equipment requiring an estimated expenditure of public money in an amount equal to or more than ninety thousand dollars (\$90,000) may be performed, nor may any contract be awarded therefor, by any board or governing body of the State, or of any institution of the State government, or of any political subdivision of the State, unless the provisions of this section are complied with; provided that The University of North Carolina and its constituent institutions may award contracts for construction or repair work that requires an estimated expenditure of less than five hundred thousand dollars (\$500,000) without complying with the provisions of this section.

For purchases of apparatus, supplies, materials, or equipment, the governing body of any political subdivision of the State may, subject to any restriction as to dollar amount, or other conditions that the governing body elects to impose, delegate to the manager, school superintendent, chief purchasing official, or other employee the authority to award contracts, reject bids, or readvertise to receive bids on behalf of the unit. Any person to whom authority is delegated under this subsection shall comply with the requirements of this Article that would otherwise apply to the governing body.

(b) Advertisement and Letting of Contracts. - Where the contract is to be let by a board or governing body of the State government or of a State institution, proposals shall be invited by advertisement in a newspaper having general circulation in the State of North Carolina. Where the contract is to be let by a political subdivision of the State, proposals shall be invited by advertisement in a newspaper having general circulation in the political subdivision or by electronic means, or both. A decision to advertise solely by electronic means, whether for particular contracts or generally for all contracts that are subject to this Article, shall be approved by the governing board of the political subdivision of the State at a regular meeting of the board.

The advertisements for bidders required by this section shall appear at a time where at least seven full days shall lapse between the date on which the notice appears and the date of the opening of bids. The advertisement shall: (i) state the time and place where plans and specifications of proposed work or a complete description of the apparatus, supplies, materials, or equipment may be had; (ii) state the time and place for opening of the proposals; and (iii) reserve to the board or governing body the right to reject any or all proposals.

Proposals may be rejected for any reason determined by the board or governing body to be in the best interest of the unit. However, the proposal shall not be rejected for the purpose of evading the provisions of this Article. No board or governing body of the State or political subdivision thereof may assume responsibility for construction or purchase contracts, or guarantee the payments of labor or materials therefor except under provisions of this Article.

All proposals shall be opened in public and the board or governing body shall award the contract to the lowest responsible bidder or bidders, taking into consideration quality, performance and the time specified in the proposals for the performance of the contract.

In the event the lowest responsible bids are in excess of the funds available for the project or purchase, the responsible board or governing body is authorized to enter into negotiations with the lowest responsible bidder above mentioned, making reasonable changes in the plans and specifications as may be necessary to bring the contract price within the funds available, and may award a contract to such bidder upon recommendation of the Department of Administration in the case of the State government or of a State institution or agency, or upon recommendation of the responsible commission, council or board in the case of a subdivision of the State, if such bidder will agree to perform the work or provide the apparatus, supplies, materials, or equipment at the negotiated price within the funds available

therefor. If a contract cannot be let under the above conditions, the board or governing body is authorized to readvertise, as herein provided, after having made such changes in plans and specifications as may be necessary to bring the cost of the project or purchase within the funds available therefor. The procedure above specified may be repeated if necessary in order to secure an acceptable contract within the funds available therefor.

No proposal for construction or repair work may be considered or accepted by said board or governing body unless at the time of its filing the same shall be accompanied by a deposit with said board or governing body of cash, or a cashier's check, or a certified check on some bank or trust company insured by the Federal Deposit Insurance Corporation in an amount equal to not less than five percent (5%) of the proposal. In lieu of making the cash deposit as above provided, such bidder may file a bid bond executed by a corporate surety licensed under the laws of North Carolina to execute such bonds, conditioned that the surety will upon demand forthwith make payment to the obligee upon said bond if the bidder fails to execute the contract in accordance with the bid bond. This deposit shall be retained if the successful bidder fails to execute the contract within 10 days after the award or fails to give satisfactory surety as required herein.

Bids shall be sealed and the opening of an envelope or package with knowledge that it contains a bid or the disclosure or exhibition of the contents of any bid by anyone without the permission of the bidder prior to the time set for opening in the invitation to bid shall constitute a Class 1 misdemeanor.

(c) Contract Execution and Security. - All contracts to which this section applies shall be executed in writing. The board or governing body shall require the person to whom the award of a contract for construction or repair work is made to furnish bond as required by Article 3 of Chapter 44A; or require a deposit of money, certified check or government securities for the full amount of said contract to secure the faithful performance of the terms of said contract and the payment of all sums due for labor and materials in a manner consistent with Article 3 of Chapter 44A; and the contract shall not be altered except by written agreement of the contractor and the board or governing body. The surety bond or deposit required herein shall be deposited with the board or governing body for which the work is to be performed. When a deposit, other than a surety bond, is made with the board or governing body, the board or governing body assumes all the liabilities, obligations and duties of a surety as provided in Article 3 of Chapter 44A to the extent of said deposit.

The owning agency or the Department of Administration, in contracts involving a State agency, and the owning agency or the governing board, in contracts involving a political subdivision of the State, may reject the bonds of any surety company against which there is pending any unsettled claim or complaint made by a State agency or the owning agency or governing board of any political subdivision of the State arising out of any contract under which State funds, in contracts with the State, or funds of political subdivisions of the State, in contracts with such political subdivision, were expended, provided such claim or complaint has been pending more than 180 days.

(d) Use of Unemployment Relief Labor. - Nothing in this section shall operate so as to require any public agency to enter into a contract which will prevent the use of unemployment relief labor paid for in whole or in part by appropriations or funds furnished by the State or federal government.

(e) Exceptions. - The requirements of this Article do not apply to:

(1) The purchase, lease, or other acquisition of any apparatus, supplies, materials, or equipment from: (i) the United States of America or any agency thereof; or (ii) any other government unit or agency thereof within the United States. The Secretary of Administration or the governing board of any political subdivision of the State may designate any officer or employee of the State or political subdivision to enter a bid or bids in its behalf at any sale of apparatus, supplies, materials, equipment, or other

property owned by: (i) the United States of America or any agency thereof; or (ii) any other governmental unit or agency thereof within the United States. The Secretary of Administration or the governing board of any political subdivision of the State may authorize the officer or employee to make any partial or down payment or payment in full that may be required by regulations of the governmental unit or agency disposing of the property.

- (2) Cases of special emergency involving the health and safety of the people or their property.
- (3) Purchases made through a competitive bidding group purchasing program, which is a formally organized program that offers competitively obtained purchasing services at discount prices to two or more public agencies.
- (4) Construction or repair work undertaken during the progress of a construction or repair project initially begun pursuant to this section.
- (5) Purchase of gasoline, diesel fuel, alcohol fuel, motor oil, fuel oil, or natural gas. These purchases are subject to G.S. 143-131.
- (6) Purchases of apparatus, supplies, materials, or equipment when: (i) performance or price competition for a product are not available; (ii) a needed product is available from only one source of supply; or (iii) standardization or compatibility is the overriding consideration. Notwithstanding any other provision of this section, the governing board of a political subdivision of the State shall approve the purchases listed in the preceding sentence prior to the award of the contract.

In the case of purchases by hospitals, in addition to the other exceptions in this subsection, the provisions of this Article shall not apply when: (i) a particular medical item or prosthetic appliance is needed; (ii) a particular product is ordered by an attending physician for his patients; (iii) additional products are needed to complete an ongoing job or task; (iv) products are purchased for "over-the-counter" resale; (v) a particular product is needed or desired for experimental, developmental, or research work; or (vi) equipment is already installed, connected, and in service under a lease or other agreement and the governing body of the hospital determines that the equipment should be purchased. The governing body of a hospital shall keep a record of all purchases made pursuant to this subdivision. These records are subject to public inspection.
- (7) Purchases of information technology through contracts established by the Department of Information Technology as provided in Article 15 of Chapter 143B of the General Statutes.
- (8) Guaranteed energy savings contracts, which are governed by Article 3B of Chapter 143 of the General Statutes.
- (9) Purchases from contracts established by the State or any agency of the State, if the contractor is willing to extend to a political subdivision of the State the same or more favorable prices, terms, and conditions as established in the State contract.
- (9a) Purchases of apparatus, supplies, materials, or equipment from contracts established by the United States of America or any federal agency, if the contractor is willing to extend to a political subdivision of the State the same or more favorable prices, terms, and conditions as established in the federal contract.
- (10) Purchase of used apparatus, supplies, materials, or equipment. For purposes of this subdivision, remanufactured, refabricated or demo

apparatus, supplies, materials, or equipment are not included in the exception. A demo item is one that is used for demonstration and is sold by the manufacturer or retailer at a discount.

(11) Contracts by a public entity with a construction manager at risk executed pursuant to G.S. 143-128.1.

(12) Repealed by Session Laws 2006-232, s. 2, effective July 1, 2015.

(f) Repealed by Session Laws 2001-328, s. 1, effective August 2, 2001.

(g) Waiver of Bidding for Previously Bid Contracts. - When the governing board of any political subdivision of the State, or the person to whom authority has been delegated under subsection (a) of this section, determines that it is in the best interest of the unit, the requirements of this section may be waived for the purchase of apparatus, supplies, materials, or equipment from any person or entity that has, within the previous 12 months, after having completed a public, formal bid process substantially similar to that required by this Article, contracted to furnish the apparatus, supplies, materials, or equipment to:

(1) The United States of America or any federal agency;

(2) The State of North Carolina or any agency or political subdivision of the State; or

(3) Any other state or any agency or political subdivision of that state, if the person or entity is willing to furnish the items at the same or more favorable prices, terms, and conditions as those provided under the contract with the other unit or agency. Notwithstanding any other provision of this section, any purchase made under this subsection shall be approved by the governing body of the purchasing political subdivision of the State at a regularly scheduled meeting of the governing body no fewer than 10 days after publication of notice that a waiver of the bid procedure will be considered in order to contract with a qualified supplier pursuant to this section. Notice may be published in a newspaper having general circulation in the political subdivision or by electronic means, or both. A decision to publish notice solely by electronic means for a particular contract or for all contracts under this subsection shall be approved by the governing board of the political subdivision. Rules issued by the Secretary of Administration pursuant to G.S. 143-49(6) shall apply with respect to participation in State term contracts.

(h) Transportation Authority Purchases. - Notwithstanding any other provision of this section, any board or governing body of any regional public transportation authority, hereafter referred to as a "RPTA," created pursuant to Article 26 of Chapter 160A of the General Statutes, or a regional transportation authority, hereafter referred to as a "RTA," created pursuant to Article 27 of Chapter 160A of the General Statutes, may approve the entering into of any contract for the purchase, lease, or other acquisition of any apparatus, supplies, materials, or equipment without competitive bidding and without meeting the requirements of subsection (b) of this section if the following procurement by competitive proposal (Request for Proposal) method is followed.

The competitive proposal method of procurement is normally conducted with more than one source submitting an offer or proposal. Either a fixed price or cost reimbursement type contract is awarded. This method of procurement is generally used when conditions are not appropriate for the use of sealed bids. If this procurement method is used, all of the following requirements apply:

(1) Requests for proposals shall be publicized. All evaluation factors shall be identified along with their relative importance.

(2) Proposals shall be solicited from an adequate number of qualified sources.

- (3) RPTAs or RTAs shall have a method in place for conducting technical evaluations of proposals received and selecting awardees, with the goal of promoting fairness and competition without requiring strict adherence to specifications or price in determining the most advantageous proposal.
- (4) The award may be based upon initial proposals without further discussion or negotiation or, in the discretion of the evaluators, discussions or negotiations may be conducted either with all offerors or with those offerors determined to be within the competitive range, and one or more revised proposals or a best and final offer may be requested of all remaining offerors. The details and deficiencies of an offeror's proposal may not be disclosed to other offerors during any period of negotiation or discussion.
- (5) The award shall be made to the responsible firm whose proposal is most advantageous to the RPTA's or the RTA's program with price and other factors considered.

The contents of the proposals shall not be public records until 14 days before the award of the contract.

The board or governing body of the RPTA or the RTA shall, at the regularly scheduled meeting, by formal motion make findings of fact that the procurement by competitive proposal (Request for Proposals) method of procuring the particular apparatus, supplies, materials, or equipment is the most appropriate acquisition method prior to the issuance of the requests for proposals and shall by formal motion certify that the requirements of this subsection have been followed before approving the contract.

Nothing in this subsection subjects a procurement by competitive proposal under this subsection to G.S. 143-49, 143-52, or 143-53.

RPTAs and RTAs may adopt regulations to implement this subsection.

(i) Procedure for Letting of Public Contracts. - The Department of Transportation ("DOT"), The University of North Carolina and its constituent institutions ("UNC"), and the Department of Administration ("DOA") shall monitor all projects in those agencies and institutions that are let without a performance or payment bond to determine the number of defaults on those projects, the cost to complete each defaulted project, and each project's contract price. Beginning March 1, 2011, and annually thereafter, DOT, UNC, and DOA shall report this information to the Joint Legislative Committee on Governmental Operations.

(j) [Use of E-Verify Required. -] No contract subject to this section may be awarded by any board or governing body of the State, institution of State government, or any political subdivision of the State unless the contractor and the contractor's subcontractors comply with the requirements of Article 2 of Chapter 64 of the General Statutes. (1931, c. 338, s. 1; 1933, c. 50; c. 400, s. 1; 1937, c. 355; 1945, c. 144; 1949, c. 257; 1951, c. 1104, ss. 1, 2; 1953, c. 1268; 1955, c. 1049; 1957, c. 269, s. 3; c. 391; c. 862, ss. 1-4; 1959, c. 392, s. 1; c. 910, s. 1; 1961, c. 1226; 1965, c. 841, s. 2; 1967, c. 860; 1971, c. 847; 1973, c. 1194, s. 2; 1975, c. 879, s. 46; 1977, c. 619, ss. 1, 2; 1979, c. 182, s. 1; 1979, 2nd Sess., c. 1081; 1981, c. 346, s. 1; c. 754, s. 1; 1985, c. 145, ss. 1, 2; 1987, c. 590; 1987 (Reg. Sess., 1988), c. 1108, ss. 7, 8; 1989, c. 350; 1993, c. 539, s. 1007; 1994, Ex. Sess., c. 24, s. 14(c); 1995, c. 367, s. 6; 1997-174, ss. 1-4; 1998-185, s. 1; 1998-217, s. 16; 2001-328, s. 1; 2001-487, s. 88; 2001-496, ss. 4, 5; 2005-227, s. 1; 2006-232, s. 2; 2007-94, s. 1; 2007-322, s. 4; 2007-446, s. 6; 2010-148, s. 1.2; 2011-234, s. 1; 2013-418, s. 2(c); 2015-241, s. 7A.4(s).)



TOWN OF PILOT MOUNTAIN  
BOARD OF COMMISSIONERS MEETING

Resolution Authorizing Application for Bike/Ped Planning Grant	
<b><u>Background Information:</u></b>	
<p>The Town has for a long time supported the growth of safe bicycle and pedestrian travel in Town. The Town completed a bike/ped planning grant in 2013, has goals related to improving bicycle and pedestrian travel in the 2040 Comp Plan, and has invested money in creating and planning for greenways and new and repaired sidewalk facilities. There are several projects in the 2013 Pedestrian plan, including sidewalks on both sides of Key Street and a greenway to the State Park that Town staff has been looking for ways to fund for several years. There is federal grant money available for these types of projects, but the grant require that the applicants' have a bicycle/pedestrian plan that meets certain criteria. These criteria were not in place when our plan was completed in 2013 and therefore we need to update this plan in order to qualify for federal funds. In addition, it is recommended that the plans be updated every ten years.</p> <p>Staff would like to submit an application to the NC DOT Multimodal Planning Grant program for funding to update our existing Bike/Ped Plan. The NC DOT will provide 90% of the funding for this project and so the Town would have a 10% match. The cost of a plan update is expected to be about \$45,000 and so the Town's share would be \$4,500 which can be taken from available Powell Bill Funds.</p> <p>Staff recommends that we apply for this funding.</p>	
<b><u>Staff Recommendation:</u></b>	Approve resolution as presented.
<b><u>Possible Board of Commissioner Actions</u></b>	
<ul style="list-style-type: none"><li>• Approve resolution as presented.</li><li>• Deny approval</li><li>• Take No Action</li></ul>	
<b><u>Attachments</u></b>	
<ul style="list-style-type: none"><li>• Resolution 2024-04</li><li>• 2013 Bike/Ped Plan</li></ul>	

**RESOLUTION AUTHORIZING APPLICATION TO THE NCDOT  
MULTIMODAL PLANNING GRANT PROGRAM**

**WHEREAS**, the Town of Pilot Mountain 2040 Comprehensive Plan calls for the promotion of pedestrian and bicycle friendly community, and;

**WHEREAS**, the Plan calls for the Town to apply for funding from the NC DOT Multimodal Planning Program, and;

**WHEREAS**, the Integrated Mobility Division and the Transportation Planning Division of the NC DOT encourage municipalities to develop comprehensive bicycle and pedestrian plans, and;

**WHEREAS**, the Board of Commissioners believes it would be in the best interests of the Town of Pilot Mountain and its citizens to apply for funding to develop a comprehensive bicycle and pedestrian plan.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners authorizes the Town's staff to submit an application to the NC DOT Multimodal Planning Grant Program.

**ADOPTED** by the Board of Commissioners of the Town of Pilot Mountain this the 11<sup>th</sup> day of March 2024.

Attest:

\_\_\_\_\_  
*Evan Cockerham, Mayor*

\_\_\_\_\_  
*Holly Utt, Town Clerk*



TOWN OF PILOT MOUNTAIN  
BOARD OF COMMISSIONERS MEETING

Resolution Declaring Property As Surplus	
<b><u>Background Information:</u></b>	
<p>Public Works Director Brandon Cooke has recommended to me that the Town surplus its skid steer. Brandon has recommended that we surplus the skid steer and buy one with a fully enclosed cab and a sweeper attachment. This would allow the Public Works crew to better clean up the roadway after conducting water/sewer line repairs. We anticipate that the skid steer will sell for more than \$40,000 and we will set a reserve price of at least that amount. The new machine, and the attachment, will be about \$57,000. Any difference between the sale price and the new machine can be paid with Powell Bill funds as this unit will be used for street cleaning.</p> <p>I support Brandon's recommendation. As this asset is valued at over \$10,000, the Board of Commissioners is required to declare it as surplus before staff can initiate the sales process. The attached resolution makes that declaration and staff recommends its approval.</p>	
<b><u>Staff Recommendation:</u></b>	Approve resolution as presented.
<b><u>Possible Board of Commissioner Actions</u></b>	
<ul style="list-style-type: none"><li>• Approve resolution as presented.</li><li>• Deny approval</li><li>• Take No Action</li></ul>	
<b><u>Attachments</u></b>	
<ul style="list-style-type: none"><li>• Resolution 2024-05</li></ul>	



**RESOLUTION DECLARING SURPLUS PROPERTY**

**WHEREAS**, the Town of Pilot Mountain Board of Commissioners has authorized the Town Manager to declare property valued at less than \$10,000 as surplus and to dispose of said property, and;

**WHEREAS**, the Town has assets that are no longer needed that are valued in excess of \$10,000.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners declares the following property as surplus and directs the Town Manager to dispose of said property:

1. Caterpillar 239D Skid Steer

**ADOPTED** by the Board of Commissioners of the Town of Pilot Mountain this the 11<sup>th</sup> day of March 2024.

Attest:

\_\_\_\_\_  
*Evan Cockerham, Mayor*

\_\_\_\_\_  
*Holly Utt, Town Clerk*

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:** March 5, 2024  
**RE:** March 2024 Manager's Report

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- Preparations are well underway for the Outdoor Expo. We still have a number of sponsorships available and if anyone is interested in sponsoring the event they can reach out to Christy, Jenny, or I.
- You may have seen the article in the Mt. Airy News about several of our events, Christy, and one of our volunteers winning awards at ShowFest. We are really excited that Christy and the events she coordinated got this State-wide recognition.
- The Outdoor Expo is fast approaching. Christy is in need of volunteers to help during the weekend.

## **PROJECT UPDATES**

1. Depot Street Stream Restoration Project: Construction is complete.
2. Streetscape Project: No funding was provided in the State budget. We are working on backup plans to obtain funding.
3. WWTP & Pump Station Project: Contractor is working on final punch list.
4. 2022 Collection System Project: Design has been approved. We are working to acquire the final easements for the project and will be out to be in the next 60 days.
5. 2022 Distribution System Project: Bids are on the agenda for award at this meeting.
6. WWTP Rehab Phase 2: The design is underway.
7. 2022 Water AIA Project: We are awaiting the delivery of meters to setup the leak detection study. This phase will take 10 months to collect necessary data.

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

MONTH: January

YEAR: 2023

**OPERATIONS:**

MILLION GALLONS OF WATER TREATED	7.223	PERMIT LIMIT MGD	.500
AVERAGE DAILY VOLUME TREATED	.233		
TOTAL RAINFALL	10.35		

**CHEMICALS USED:**

CHLORINE/BLEACH	80 Gallons
POLYMER	0 Gallons

**CHEMICAL ANALYSIS:**

Parameter	Permit Limits	Monthly Results
BOD	30 max. avg. monthly	1.3
TSS	30 max. avg. monthly	5
D.O.	5 minimum avg. daily eff.	8.67
Fecal Coliform	200 max. avg. monthly	1
Ammonia-Nitrogen	28.6 max. avg. monthly	5.94

We were in compliance with all monitoring requirements for January. The eDMR was submitted to NCDEQ on February 14<sup>th</sup> , 2024.



# TOWN OF PILOT MOUNTAIN

Monthly Financial Dashboard

FISCAL YEAR ENDING June 30, 2024

Reporting Period: February 1-February 29 2024

OUR CASH AND INVESTMENTS		
Balances on February 29, 2023, in whole dollars		
CASH & INVESTMENTS BY FUND		
GENERAL FUND		
	February 2023	February 2024
Central Depository	\$ 243,875	\$ 454,082
NCCMT	10,415	365,916
NCCMT-Powell Bill	109,318	218,191
NCCMT-Term Account	-	-
Police Drug Forfeiture	2,185	4,602
Centura Bank CD	25,031	25,031
Fiduciary Funds	61,105	64,615
<b>TOTAL GENERAL FUND</b>	<b>\$ 451,929</b>	<b>\$ 1,132,437</b>
OTHER FUNDS		
	February 2023	February 2024
Water & Sewer Fund	\$ 53,708	\$ (7,509)
NCCMT-Water/Sewer	\$ 6,241	\$ 6,445
2022 Distribution System	NA	\$ 17,202
Streambank	\$ 526,250	\$ 159,256
WWTP Upgrade	\$ (25,157)	\$ (122,506)
2022 Collection System	N/A	\$130,847
Water Treatment Upgrade	(\$344,366)	(\$263,078)
Streetscape Project	\$0	\$0
Sunset Sewer Project	(\$39,822)	(\$39,822)
Street Resurfacing	\$0	(\$15,045)
WWTP Phase 2	(\$7,800)	\$5,850
2022 Water AIA	N/A	
Capital Reserve	\$ 86,141	\$ 168,239
ARPA Funds	\$ 147,905	\$ (33,869)
<b>TOTAL OTHER FUNDS</b>	<b>\$ 403,100</b>	<b>\$ 6,011</b>
TOTAL CASH & INVESTMENTS TOWN-WIDE		
	February 2023	February 2024
ALL FUNDS	\$ 855,029	\$ 1,138,449

OUR CASH FLOWS...			
		Comparison of FYTD %	
GENERAL FUND REVENUES & EXPENDITURES		Prior FYTD %	Current FYTD %
<b>Fiscal Year Budget</b>		<b>\$ 2,194,700</b>	<b>\$ 3,681,460</b>
Revenues Fiscal Year to Date		84.00%	83.00%
Expenses Fiscal Year to Date		83.59%	65.41%
WATER & SEWER ENTERPRISE FUND			
<b>Fiscal Year Budget</b>		<b>\$ 1,399,260</b>	<b>\$ 1,399,260</b>
Revenues Fiscal Year to Date		62.16%	61.07%
Expenses Fiscal Year to Date		57.49%	59.29%
WWTP & PUMP STATION REHAB PROJECT			
<b>Project Budget</b>		<b>\$ 1,374,500</b>	<b>\$ 1,374,500</b>
Revenues Project to Date		\$ 2,029,262	3.83% 147.64%
Expenses Project to Date		\$ 2,145,088	8.70% 156.06%
Water Treatment Upgrade Project			
<b>Project Budget</b>		<b>\$ 3,978,000</b>	<b>\$ 3,978,000</b>
Revenues Project to Date		\$ 3,675,162	10.72% 92.39%
Expenses Project to Date		\$ 4,156,545	11.38% 104.49%
Sunset Sewer Rehabilitation Project			
<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	55.07% 82.91%
WATER & SEWER AIA PROJECT			
<b>Project Budget</b>		<b>NA</b>	<b>\$ 305,000</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 %	GENERAL FUND DEPARTMENTS		Fiscal Year 2024 Budget	YTD Expenses	
						Prior FY	Current FY	
<b>AD VALOREM PROPERTY TAX</b>								
<b>Fiscal Year Budget</b>		\$ 968,150	\$ 1,099,400	Governing Body	\$ 55,440	\$ 56,163	\$ 57,847	
Revenues this Month		\$ 86,676	13.64%	7.88%	Administration	386,310	320,614	404,333
Revenues FYTD		\$ 992,343	93.36%	90.26%	Community & Economic D	26,500	19,520	22,677
<b>SALES &amp; USE TAX</b>				Downtown Revitalization	212,970	172,335	256,979	
<b>Fiscal Year Budget</b>		\$ 630,000	\$ 670,000	Police Dept	1,139,560	928,078	850,375	
Revenues this Month		\$ 55,868	8.64%	8.34%	Street Dept	430,240	125,095	401,389
Revenues FYTD		\$ 444,347	68.65%	66.32%	Powell Bill	42,530	22,170	59,557
<b>UTILITY FRANCHISE TAX</b>				Sanitation	320,250	254,365	259,143	
<b>Fiscal Year Budget</b>		\$ 110,000	\$ 110,000	Pilot Center	18,870	32,304	30,062	
Revenues this Month		\$ -	0.00%	0.00%	Library	40,370	42,380	9,200
Revenues FYTD		\$ 53,534	48.24%	48.67%	Debt Service	197,850	49,077	97,350
<b>REFUSE COLLECTION FEES</b>				Recreation	810,570	454,395	968,192	
<b>Fiscal Year Budget</b>		\$ 75,000	\$ 118,510		\$ 3,681,460	\$ 2,476,496	\$ 3,417,104	
Revenues this Month		\$ 11,059	8.56%	9.33%	<b>Fiscal Year Budget</b>	<b>\$ 2,194,700</b>	<b>\$ 3,681,460</b>	
Revenues FYTD		\$ 85,572	83.58%	72.21%	YTD % of Annual Budget Expended	112.84%	92.82%	
<b>ARMFIELD CIVIC CENTER</b>				<b>WATER &amp; SEWER ENTERPRISE FUND</b>				
<b>Fiscal Year Budget</b>		N/A	\$ 562,000	General	\$ 336,940	\$ 63,711	\$ 63,219	
Revenues this Month		\$ 92,608	N/A	16.48%	Water/Sewer Administration	291,670	103,935	111,623
Revenues FYTD		\$ 375,532	N/A	66.82%	Production	258,240	92,050	219,020
<b>WATER &amp; SEWER ENTERPRISE FUND REVENUES</b>				WWTP	278,020	156,859	174,207	
<b>Fiscal Year Budget</b>		\$ 1,274,390	\$ 1,399,260	Line Maintenance	234,390	366,184	261,531	
Revenues this Month		\$ 109,349	6.77%	7.81%		\$ 1,399,260	\$ 782,739	\$ 829,601
Revenues FYTD		\$ 854,550	62.16%	61.07%	<b>Fiscal Year Budget</b>	<b>\$ 1,361,590</b>	<b>\$ 1,399,260</b>	
				YTD % of Annual Budget Expended	57.49%	59.29%		

**Surry County 911 Communications**  
**139 Dobson Church of Christ Rd Dobson , NC 27017**

CFS By Department - Select Department By Date  
 For PILOT MOUNTAIN PD 02/01/2024 00:00 - 02/29/2024 23:59

PILOT MOUNTAIN PD	Count	Percent
ACCIDENT PD	4	1.54%
ALARM BANK	2	0.77%
ALARM BUSINESS	3	1.15%
ALARM OTHER	2	0.77%
ALARM PANIC	1	0.38%
ALARM RESIDENTAL	2	0.77%
ALARM SCHOOL	1	0.38%
ANIMAL PROBLEM	1	0.38%
ARMED ROBBERY	1	0.38%
ASSAULT	1	0.38%
B&E RESIDENCE	1	0.38%
C&R DRIVER	1	0.38%
CARDIAC D	1	0.38%
CHASE	1	0.38%
CHOKER D	1	0.38%
CIVIL DISTURBANCE	11	4.23%
COMMUNITY SERVICE	2	0.77%
COURT	1	0.38%
DEBRIS ROADWAY	1	0.38%
DOMESTIC	3	1.15%
DRUG ACTIVITY	1	0.38%
DWI TRAFFIC STOP	2	0.77%
ESCORT FUNERAL	2	0.77%
FALL D	1	0.38%
FIGHT UNKNOWN	1	0.38%
FIRE ALARM	1	0.38%
FOLLOW UP	18	6.92%
FRAUD	7	2.69%
HARASSING TEXT MESSAGES	1	0.38%
HIT CONFIRMATION	1	0.38%
LARCENY BUSINESS	5	1.92%
LARCENY RESIDENCE	1	0.38%
LIVESTOCK IN HIGHWAY	1	0.38%
MISCELLANEOUS	5	1.92%
NOISE COMPLAINT	1	0.38%
OVERDOSE C	1	0.38%
PROPERTY DAMAGE	1	0.38%
PUBLIC SERVICE	27	10.38%
SATURATION PATROL	8	3.08%
SCHOOL TRAFFIC	37	14.23%
SECURITY CHECK	4	1.54%
SECURITY CHECK SCHOOL	4	1.54%

<b>PILOT MOUNTAIN PD</b>	<b>Count</b>	<b>Percent</b>
SEIZURE C	1	0.38%
SERVE WARRANT	5	1.92%
SHOTS FIRED	1	0.38%
SPECIAL ASSIGNMENT OFF DUTY	1	0.38%
STRANDED MOTORIST	6	2.31%
STRUCTURE FIRE	1	0.38%
SUSPICIOUS ACTIVTY	1	0.38%
SUSPICIOUS PERSON	7	2.69%
SUSPICIOUS VEHICLE OCCUPIED	1	0.38%
SUSPICIOUS VEHICLE UNKNOWN	3	1.15%
TEST	1	0.38%
TRAFFIC STOP	46	17.69%
TRESPASS	1	0.38%
UNAUTHORIZED USE	1	0.38%
UNLOCK VEHICLE	6	2.31%
WELFARE CHECK	7	2.69%
<b>Total Records For PILOT MOUNTAIN PD</b>	<b>260</b>	<b>Group/Total 100.00%</b>
<b>Total Records</b>		<b>260</b>



# Assure Station Metrics Monthly Reporting

Town of Pilot Mountain, NC - Monthly Report - January 2024

Company Id  
136351

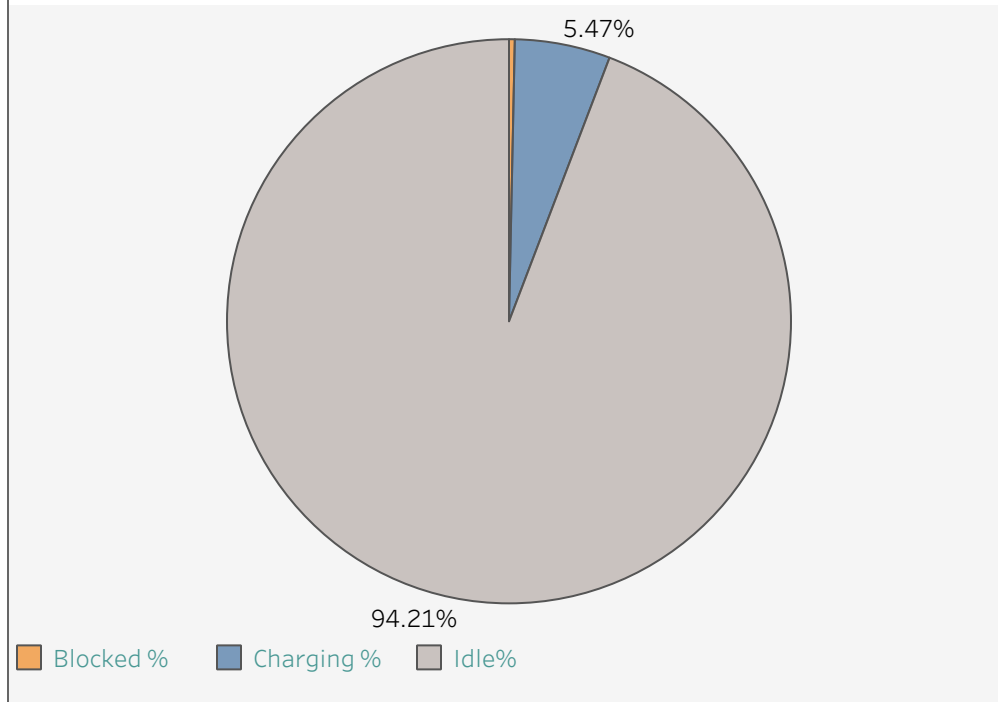
Port Level  
All

Organization Name  
All

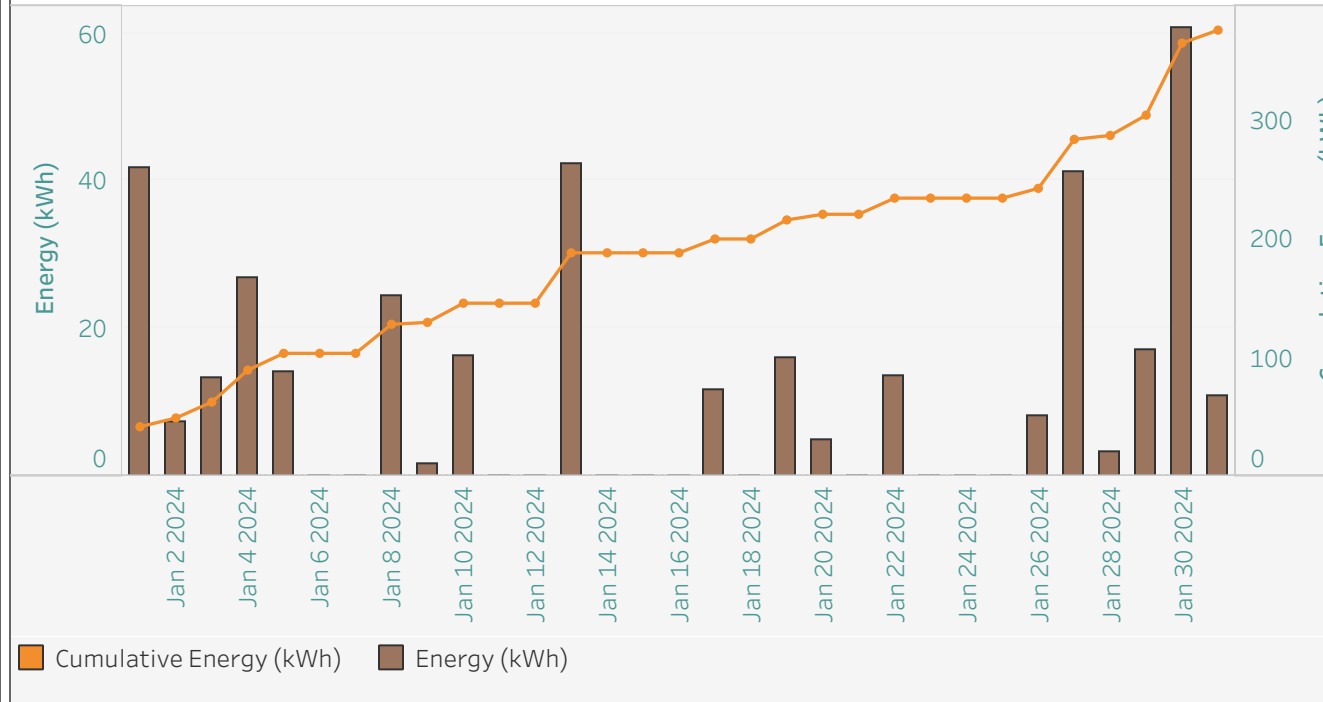
Month End Date  
1/31/2024

Port Count	Station Count	Total Revenue (\$)	Energy (kWh)	GHG Savings (kg)	Gasoline Saved (Gal)	Unique Driver	Session Count
2	1	0	375	158	47	5	32

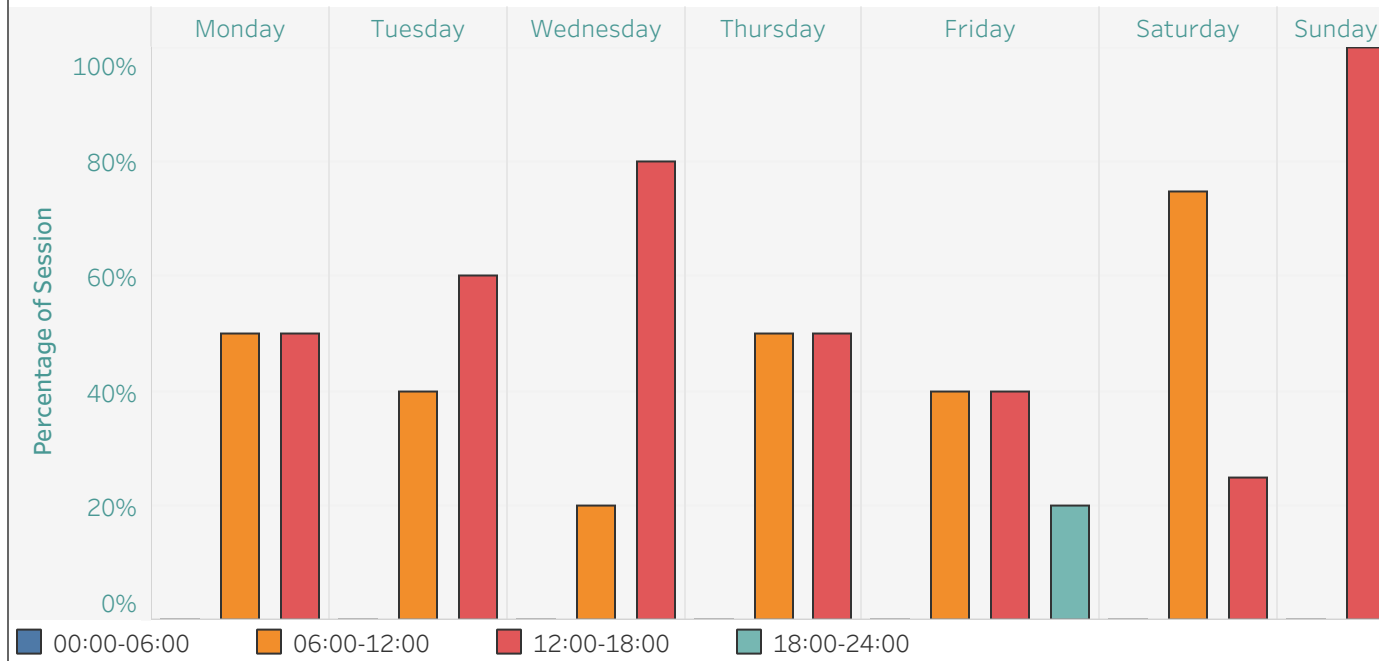
Port Utilization: 24 Hours



Energy Dispensed (kWh) by Day



Session Starts by Time of Day Month



Average Session Duration (Hours)	2.69
Average Session Charge Time (Hours)	2.54
Average Session Energy (kWh)	11.73
Average Session Revenue (\$)	0.00
Occupied Hours	86.20
Charging Hours	81.39





## 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.

**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.



# TOWN OF PILOT MOUNTAIN

Monthly Financial Dashboard

FISCAL YEAR ENDING June 30, 2024

Reporting Period: January 1-January 31 2024

OUR CASH AND INVESTMENTS		
Balances on January 31, 2023, in whole dollars		
CASH & INVESTMENTS BY FUND		
GENERAL FUND		
	January 2023	January 2024
Central Depository	\$ 287,570	\$ 953,643
NCCMT	56,498	(85,497)
NCCMT-Powell Bill	109,318	218,191
NCCMT-Term Account	-	-
Police Drug Forfeiture	2,185	4,602
Centura Bank CD	25,031	25,031
Fiduciary Funds	68,678	24,703
<b>TOTAL GENERAL FUND</b>	<b>\$ 549,280</b>	<b>\$ 1,140,673</b>
OTHER FUNDS		
	January 2023	January 2024
Water & Sewer Fund	\$ (38,432)	\$ 31,601
NCCMT-Water/Sewer	\$ 6,241	\$ 6,445
2022 Distribution System	NA	\$ (7,166)
Streambank	\$ 526,250	\$ 39,256
WWTP Upgrade	\$ 229,118	\$ (121,442)
2022 Collection System	N/A	\$115,248
Water Treatment Upgrade	(\$337,827)	(\$385,447)
Streetscape Project	\$0	\$0
Sunset Sewer Project	(\$39,822)	(\$39,822)
Street Resurfacing	\$33,084	(\$15,045)
WWTP Phase 2	N/A	\$5,850
2022 Water AIA	N/A	
Capital Reserve	\$ 79,402	\$ 160,254
ARPA Funds	\$ 147,905	\$ (33,869)
<b>TOTAL OTHER FUNDS</b>	<b>\$ 605,919</b>	<b>\$ (244,137)</b>
TOTAL CASH & INVESTMENTS TOWN-WIDE		
	January 2023	January 2024
ALL FUNDS	\$ 1,155,199	\$ 896,536

OUR CASH FLOWS...			
GENERAL FUND REVENUES & EXPENDITURES	Comparison of FYTD %		
	Prior FYTD %	Current FYTD %	
<b>Fiscal Year Budget</b>	\$ 2,194,700	\$ 3,681,460	
Revenues Fiscal Year to Date	106.00%	75.00%	
Expenses Fiscal Year to Date	67.89%	65.41%	
WATER & SEWER ENTERPRISE FUND			
<b>Fiscal Year Budget</b>	\$ 1,399,260	\$ 1,399,260	
Revenues Fiscal Year to Date	52.31%	53.26%	
Expenses Fiscal Year to Date	57.10%	52.31%	
WWTP & PUMP STATION REHAB PROJECT			
<b>Project Budget</b>	\$ 1,374,500	\$ 1,374,500	
Revenues Project to Date	\$ 2,029,262	3.83%	147.64%
Expenses Project to Date	\$ 2,145,088	8.70%	156.06%
Water Treatment Upgrade Project			
<b>Project Budget</b>	\$ 3,978,000	\$ 3,978,000	
Revenues Project to Date	\$ 3,675,162	10.72%	92.39%
Expenses Project to Date	\$ 4,156,545	11.38%	104.49%
Sunset Sewer Rehabilitation Project			
<b>Project Budget</b>	\$ 2,573,038	\$ 2,573,038	
Revenues Project to Date	\$ 2,056,327	55.71%	79.92%
Expenses Project to Date	\$ 2,133,417	55.07%	82.91%
WATER & SEWER AIA PROJECT			
<b>Project Budget</b>	NA	\$ 305,000	
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 %			GENERAL FUND DEPARTMENTS	Comparison of Monthly Expenses		
	Prior FY %	Current FY %			Fiscal Year 2024 Budget	YTD Expenses	
					Prior FY	Current FY	
<b>AD VALOREM PROPERTY TAX</b>				Governing Body	\$ 55,440	\$ 54,122	\$ 49,621
<b>Fiscal Year Budget</b>	\$ 968,150	\$ 1,099,400		Administration	386,310	\$ 29,051	\$ 370,982
Revenues this Month	\$ 117,371	9.13%	10.68%	Community & Economic D	26,500	\$ 15,820	\$ 20,827
Revenues FYTD	\$ 875,667	79.72%	79.65%	Downtown Revitalization	212,970	\$ 172,335	\$ 232,236
<b>SALES &amp; USE TAX</b>				Police Dept	1,139,560	\$ 819,601	\$ 758,786
<b>Fiscal Year Budget</b>	\$ 630,000	\$ 670,000		Street Dept	430,240	\$ 114,654	\$ 391,814
Revenues this Month	\$ 53,929	7.74%	8.05%	Powell Bill	42,530	\$ 22,170	\$ 55,350
Revenues FYTD	\$ 388,479	60.01%	57.98%	Sanitation	320,250	\$ 230,150	\$ 231,462
<b>UTILITY FRANCHISE TAX</b>				Pilot Center	18,870	\$ 32,304	\$ 27,694
<b>Fiscal Year Budget</b>	\$ 110,000	\$ 110,000		Library	40,370	\$ 6,880	\$ 9,200
Revenues this Month	\$ -	0.00%	0.00%	Debt Service	197,850	\$ 49,077	\$ 67,541
Revenues FYTD	\$ 53,534	48.24%	48.67%	Recreation	810,570	\$ 411,029	\$ 826,948
<b>REFUSE COLLECTION FEES</b>					\$ 3,681,460	\$ 1,957,193	\$ 3,042,459
<b>Fiscal Year Budget</b>	\$ 75,000	\$ 118,510		<b>Fiscal Year Budget</b>	\$ 2,194,700	\$ 3,681,460	
Revenues this Month	\$ 11,289	11.52%	9.53%	YTD % of Annual Budget Expended		89.18%	82.64%
Revenues FYTD	\$ 74,513	75.02%	62.87%	<b>WATER &amp; SEWER ENTERPRISE FUND</b>			
<b>ARMFIELD CIVIC CENTER</b>				General	\$ 336,940	\$ 63,711	\$ 63,219
<b>Fiscal Year Budget</b>	N/A	\$ 562,000		Water/Sewer Administration	291,670	\$ 99,071	\$ 104,047
Revenues this Month	\$ 48,163	N/A	8.57%	Production	258,240	\$ 79,965	\$ 186,181
Revenues FYTD	\$ 282,924	N/A	50.34%	WWTP	278,020	\$ 135,334	\$ 146,144
<b>WATER &amp; SEWER ENTERPRISE FUND REVENUES</b>				Line Maintenance	234,390	\$ 349,590	\$ 232,342
<b>Fiscal Year Budget</b>	\$ 1,274,390	\$ 1,399,260			\$ 1,399,260	\$ 727,671	\$ 731,934
Revenues this Month	\$ 107,219	7.94%	7.66%	<b>Fiscal Year Budget</b>	\$ 1,399,260	\$ 1,399,260	
Revenues FYTD	\$ 745,201	52.31%	53.26%	YTD % of Annual Budget Expended		52.00%	52.31%

# Concern Report

	Reference #	Status	Date Entered	Description of Concern
	Concern Type		Date Closed	
	Concern Address		Days to Resolve	
1	RAC-2024-00003 DEBRIS ON PROPERTY 227 E MAIN ST	NEW	02/02/2024  35	COMPLAINANT REPORTS THAT THERE IS A HOT TUB, POOL, AND OTHER ASSORTED POTS, BUCKETS ETC THAT ARE FILLED WITH WATER. THESE CAUSED MOSQUITOS LAST SUMMER AND ARE LIKELY TO AGAIN. THE POOL ALSO HAS PLANT LIFE GROWING THROUGH IT. THERE IS ALSO A DISCARDED TRAMPOLINE AT THE REAR PROPERTY LINE.

# Zoning Permit Applications

Applications For the Date Range 02/01/2024 Thru 02/29/2024

#	Reference #	Application Type	Property Address	Block	Lot	Owner Name	Date Entered	Date Issued
<b>STATUS: APPROVED</b>								
1	Z-2024-0003	SIGN	126 W MAIN ST			NEEDHAM HOLDINGS LLC	02/22/2024	02/27/2024
2	Z-2024-0002	CHANGE OF USE / ZONING VERIFICATION	126 W MAIN ST			NEEDHAM HOLDINGS LLC	02/22/2024	02/27/2024
2	<b>TOTAL APPROVED APPLICATIONS</b>							
2	<b>TOTAL APPLICATIONS THIS REPORT PERIOD</b>							

# General Services Work Order Applications

Applications For the Date Range 02/01/2024 Thru 02/29/2024

#	Reference #	Requesting Dept.	Job Type	Location	Description	Date Entered	Date Issued	Days Open
<b>STATUS: CLOSED</b>								
1	JOB-2024-00050		FIRE HYDRANTS OPEN	SHELLEYBROOK DR	WATER IS CLOUDY CAN YOU OPEN THE HYDRANT	2/5/2024	2/6/2024	1
2	JOB-2024-00052	DPW	OTHER	CEMETERY SECTION J	MARK PLOT J154 ON 2/7 FOR SERVICE ON 2/8. NO HEADSTONE	2/6/2024	2/14/2024	8
3	JOB-2024-00053	DPW	OTHER	140 JACKS TRL	CHECK WATER ON JACK'S TRL. METER #23191807	2/7/2024	2/8/2024	1
4	JOB-2024-00058	DPW	OTHER	522 E MAIN ST	CHECK METER FOR LEAK. METER #1700027352. CUSTOMER SAYS THERE IS NO WAY THEY ARE USING THAT MUCH WATER AND IT'S NOT EVEN ON INSIDE? I ADVISED HIM TO CHECK BETWEEN METER AND STRUCTURE AND HE SAYS THERE IS NO LEAK OUTSIDE. 336-583-9144	2/9/2024	2/9/2024	0
5	JOB-2024-00057	DPW	FIRE HYDRANTS	DODSON MILL @ W MAIN	FIRE HYDRANT IS GUSHING WATER - NOT OPENED BY TOWN STAFF	2/9/2024	2/9/2024	0
6	JOB-2024-00056	DPW	OTHER	105 OLD WESTFIELD RD	NO WATER PRESSURE	2/9/2024	2/9/2024	0
7	JOB-2024-00060	DPW	HOLIDAY	MAIN STREET	TAKE DOWN TREE & LIGHTS	2/13/2024	2/14/2024	1
8	JOB-2024-00062	DPW	OTHER	610 E 52 BYPASS	NO WATER PRESSURE	2/15/2024	2/16/2024	1
9	JOB-2024-00063	DPW	OTHER	CEMETERY SECTION J	MARK PLOT J236 FOR BURIAL ON 2/17/24 YVONNE MARION  J2332023-01GORDON, JAN4/20/2023GORDON, LARRY J234DO NOT SELL PER PW DEPTHEADSTONE FOR J134 & 135 WAS MOVED J235DO NOT SELL PER PW DEPTHEADSTONE FOR J134 & 135 WAS MOVED J2362022-5MARION, RONNIE & YVONNE5/23/2022 MARION, YVONNE(L) J2372022-5MARION, RONNIE & YVONNE5/23/2022 MARION, RONNIE(L) J2382022-8ROSE, REBECCA10/3/2022R0SE, ROGER	2/15/2024	2/16/2024	1
10	JOB-2024-00061	DPW	OTHER	JACK'S TRAIL	REPAIR SERVICE LINE	2/15/2024	2/21/2024	6
11	JOB-2024-00064	DPW	OTHER	VARIOUS LOCATIONS	FLUSH HYDRANTS - END OF LINE: HWY 268 E S KINGSTON ST OLD WESTFIELD RD	2/16/2024	2/16/2024	0
12	JOB-2024-00066	DPW	OTHER	VARIOUS LOCATIONS	RE-READS FOR MARCH BILLING	2/19/2024	2/19/2024	0
13	JOB-2024-00069	DPW	OTHER	W 52 BYPASS - BALL FIELD	TURN WATER ON FOR ESHS BALL FIELD	2/20/2024	2/21/2024	1
14	JOB-2024-00068	DPW		300 LYNCHBURG RD UNIT 1	TURN WATER ON FOR NEW SERVICE	2/20/2024	2/20/2024	0
15	JOB-2024-00070	DPW	OTHER	CEMETERY SECTION C	MARK PLOT C504 - MARGARET ANNE REID - UNSURE OF HEADSTONE	2/22/2024	2/22/2024	0
16	JOB-2024-00074	DPW	OTHER	VARIOUS LOCATIONS	TURN OFF 8 VACANT ACCOUNTS WITH USAGE.	2/26/2024	2/28/2024	2
17	JOB-2024-00073	DPW	GARBAGE/RECYCLIN G	211 N ACADEMY ST	REPLACE DAMAGED RECYCLE CART	2/26/2024	3/4/2024	7

## General Services Work Order Applications

Applications For the Date Range 02/01/2024 Thru 02/29/2024

#	Reference #	Requesting Dept.	Job Type	Location	Description	Date Entered	Date Issued	Days Open
18	JOB-2024-00075	DPW	OTHER	VARIOUS LOCATIONS	TURN OFF DELINQUENT ACCOUNTS (47)	2/28/2024	2/29/2024	1
19	JOB-2024-00076	DPW	OTHER	134 NORTHVIEW DRIVE	TURN WATER OFF AND BACK ON AFTER PLUMBER MAKES REPAIRS.	2/29/2024	2/29/2024	0
<b>19</b>	<b>TOTAL CLOSED APPLICATIONS</b>							
<b>STATUS: IN PROGRESS</b>								
1	JOB-2024-00065	DPW	PUMP STATION ELECTRICAL	PUMP STATION - ARMFIELD	ELECTRICAL ISSUE - NOT PUMPING	2/16/2024		0
<b>1</b>	<b>TOTAL IN PROGRESS APPLICATIONS</b>							
<b>STATUS: NEW</b>								
1	JOB-2024-00048	DPW	OTHER	141 W MAIN ST	I NEED TO VERIFY METER #'S FOR UNIT 1 & UNIT B  UNIT 1 - 23191731 UNIT B - 2300036930	2/1/2024		0
2	JOB-2024-00049	DPW	OTHER	510 E MAIN ST	TURN WATER OFF. METER #1700027493	2/5/2024		0
3	JOB-2024-00051	DPW	GARBAGE/RECYCLING REMOVE CARTS	133 NORTHVIEW DRIVE	131 & 133 NORTHVIEW SHARE GARBAGE/RECYCLE CARTS. MAKE SURE THERE IS ONLY 1 SET OF CARTS BETWEEN THESE 2 ADDRESSES	2/6/2024		0
4	JOB-2024-00054	DPW	GARBAGE/RECYCLING	319 W MAIN ST - LIBRARY	TAKE 2 MORE GARBAGE CARTS TO LIBRARY TODAY AND PICK UP DAMAGED ONE	2/7/2024		0
5	JOB-2024-00055	DPW	GARBAGE/RECYCLING	210 W MARION ST	NEED ONE RECYCLING CAN AND REPLACING TWO NORMAL CANS	2/8/2024		0
6	JOB-2024-00059		ROADWORK ROW MAINTENANCE	CORNER OF DODSON MILL AND WESTRIDGE EXT	CUT ROW ALONG WESTRIDGE EXT.	2/12/2024		0
7	JOB-2024-00067	DPW	GARBAGE/RECYCLING	108 NELSON ST	REPLACE TRASH CAN	2/20/2024		0
8	JOB-2024-00071	DPW	OTHER	200 E MAIN ST - SQUEEZE BOX	REPLACE METER. REGISTER WAS REPLACED 10/12 - #23191715	2/22/2024		0
9	JOB-2024-00072	DPW	GARBAGE/RECYCLING	100 THOMPSON DRIVE	NEEDS NEW GARBAGE & RECYCLE CART	2/26/2024		0
10	JOB-2024-00077	DPW	OTHER	723 OLD BARN CIRCLE	PICK UP BARRICADES	2/29/2024		0
<b>10</b>	<b>TOTAL NEW APPLICATIONS</b>							
<b>30</b>	<b>TOTAL APPLICATIONS THIS REPORT PERIOD</b>							