



Town of Pilot Mountain
Town Hall 124 West Main Street Pilot Mountain, NC 27041
Thursday, December 01, 2022, 7:00 PM

BOARD OF COMMISSIONERS REGULAR MEETING AGENDA

Call to Order/Moment of Silence/Pledge of Allegiance

Adoption of Agenda

Swearing in of Newly Elected Members

Selection of Mayor Pro-Tem

Public Hearing

1. Economic Development Incentives Public Hearing

Public Comment

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

Consent Agenda

- [2.](#) Approval of Minutes
- [3.](#) Approve Local Water Supply Plan

Board & Committee Reports

- [4.](#) ABC Board Report

Unfinished Business

- [5.](#) Social District Expansion

New Business

- [6.](#) Economic Development Incentives
- [7.](#) Streambank Rehabilitation Project
- [8.](#) WWTP Phase 2 Engineering Agreement
- [9.](#) FY 2023 Budget Amendment 1

Administrative Reports

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

Mayor and Commissioners Comments

Other Business

Adjourn

**Town of Pilot Mountain
Board of Commissioners Meeting
Monday, September 12, 2022
7:00 PM**

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

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

Call to order 7:00 PM

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

Adoption of Agenda

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

Presentations

Luke Hutchens – Eagle Scout Presentation, Troop 539

Luke Hutchens, representing troop 539, was present to address the Board. He would like to place a Veteran's memorial in the city cemetery to honor all veterans for his Eagle Scout project. He is having trouble with placement in the cemetery and stated that he was open to suggestions from the Board. He is working with Wholesale Monument in Mt. Airy for the installation of the monument. Luke stated that he would have more information at the next meeting.

Public Comment

Meigs Needham, 518 W Main Street, was present to address the Board. He stated that he had received a parking citation and came to town hall to pay and they could not find it. Mr. Boaz explained that the officer had not turned it in and it had been taken care of.

Consent Agenda

- August 8, 2022 Minutes
- Library Board Appointment – Johnathan Villa
- Constitution Week Resolution - R2022-12

Board & Committee Reports

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

July 2021 sales: \$208,301

July 2022 sales: \$190,147

Decrease of 8.89%

Dennis Manual gave a monthly report for the Rescue squad. In July they had 78 incidents; 44 in Surry, 11 in Stokes and 23 inside the city limits. In August there were 70 incidents; 34 in Surry and 25 inside the city limits. They have been working on a 50/50 grant to upgrade their radios.

New Business

Lobbying Services

Mr. Boaz stated that the state legislature has a lot of money available for direct appropriations in the next budget cycle. There are a number of projects that the town would like them to consider. In conversation with the Mayor, they are asking for the Board's input on hiring a lobbyist to advocate for the town in Raleigh. Commissioner Needham asked how successful had Mt. Airy been after hiring a lobbyist. Commissioner Collins asked about the cost to hire a lobbyist. Mr. Boaz stated that Mt. Airy had received 2 million in funding this budget cycle. Commissioner Atkins asked for more information on the cost. It was the consensus of the Board to have Mr. Boaz explore the option and come back to the Board with more information.

Water System AIA Project

Commissioner Needham made a motion to approve Resolution R2022-11, accepting water distribution AIA funds, and Project Budget Ordinance 2022 Water System AIA Project and it was unanimous.

Vacant Property Registration

Mr. Boaz stated that this was only related to properties located in the commercial zoning district that are vacant. Some of those are in various states of disrepair. This ordinance would require property owners to register when their property has been vacant for six months. This would give the town contact information should problems arise. It also requires property owners that live more than 40 miles from Pilot Mountain to hire a local property management firm to take care the registration and upkeep for them. There are a number of municipalities across North Carolina that requires this. Commissioner Atkins made a motion to adopt Ordinance 2022-02, Vacant Property Registration, and it was unanimous.

Administrative Reports

Town Manager & Staff Reports

- The first application has been received for the Downtown Reinvestment Grant Program. This will require a public hearing that will be held in October.
- The NC DOT is taking a short break from paving.
- The ACC grant funds grant agreement has been signed and they are just waiting on further state paperwork.
- Streambank Restoration Project will be out for bid next week for construction to begin in the fall.
- Fall Bulk Item Pick-up will be held the week of October 10th – 14th
- They have contracted with someone to do street-sweeping every other week. They will sweep from the high school to the Pilot Center and Depot Street and Stephens Street.

Commissioner Collins asked when the DOT would begin paving W. Main Street. Mr. Boaz stated that the plan was for them to start today but it will be done this week. She also mentioned the mess of asphalt, dirt and debris that they had left on the sidewalk on Marion Street. Mr. Boaz stated that the town would take care of it.

Commissioner Kiger asked about the landscaping. She has been getting messages and calls about the cemetery maintenance and brush pick up. She stated that she had been at the cemetery and the weed eating has not been done because it is going across the sidewalks and there are piles of grass

clippings on the footstones and headstones. She knows there are issues in the old section with the ground being soft but the mowing in the new section has just been around the edges. If they are not fulfilling the contract she doesn't want people calling her because the tax payers are paying for a service they are not getting. Mr. Boaz agreed with her and it has been communicated with the contractor and they are unsure of what the next step is. Commissioner Collins asked if anything has ever happened with someone else doing the brush. Commissioner Kiger stated that her opinion of everything that was stated in the contract, if it is more than the current contractor has the capability of doing, she is not opposed to restructuring the contract and take out the pieces that they can't do. Mayor Cockerham stated that it was so late in the mowing season that it would be hard to find someone to take on the cemetery. Commissioner Kiger suggested having a better plan in place by the next mowing season.

Commissioner Needham asked about the water Inter-connect. Mr. Boaz stated that the last status update he received was that the contractor was waiting on bridge hangers, a meter and pressure reducing valve (PRV) for the inter-connect. The line is installed all the way to the bridge on Old Hwy 52 above the water plant. They have to make a tie-in and put in the meter and PRV and go to the bridge to the water plant. They are working on the tie-in now.

Mayor and Commissioners Comments

Commissioner Collins: She encouraged people to shop local and support local businesses. She also mentioned how disappointed she was that one of the county commissioners went to the Mt. Airy Board and she hopes that there can still be some hope for the PART project in Surry County. She also noted that the Blessing Box at the library is in need of donations.

Commissioner Atkins: The business social at the Tilted Ladder was a great event. He thanked Anna Nichols and the library staff for the tribute to Mr. Palmer.

Commissioner Kiger: Thanked Luke Hutchens for talking about the Eagle Scout project and thanked him for doing a community service project at the cemetery.

Commissioner Needham: The Dinner on Main will be held on September 24th and they are very excited about the event. Proceeds will benefit the downtown and arts.

Mayor Cockerham: He thanked Anna Nichols for the great tribute to Dean Palmer at the library and he is excited about the addition of 2 more Blessing Boxes going up. There will be another after hours event on September 27th at Main Street Coffee. The next Main Street meeting will be held on September 29th at 8:15 am at town hall. He thanked Luke for coming to the meeting and discussing his project.

Other Business

No other business to discuss

Adjourn or Recess

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

Respectfully Submitted:

Attest:

State of North Carolina
County of Surry

Town of Pilot Mountain
Board of Commissioners

Holly Utt
Town Clerk

Evan Cockerham
Mayor

RESOLUTION APPROVING LOCAL WATER SUPPLY PLAN

WHEREAS, North Carolina General Statute 143-355 (l) requires that each unit of local government that provides public water service or that plans to provide public water service and each large community water system shall, either individually or together with other units of local government and large community water systems, prepare and submit a Local Water Supply Plan; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Local Water Supply Plan for Town of Pilot Mountain has been developed and submitted to the Pilot Mountain Board of Commissioners for approval; and

WHEREAS, the Pilot Mountain Board of Commissioners finds that the Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355 (l) and that it will provide appropriate guidance for the future management of water supplies for the Town of Pilot Mountain as well as useful information to the Department of Environmental Quality for the development of a state water supply plan as required by statute;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Town of Pilot Mountain that the Local Water Supply Plan entitled, Local Water Supply Plan dated 2018, is hereby approved and shall be submitted to the Department of Environmental Quality, Division of Water Resources; and

BE IT FURTHER RESOLVED that the Pilot Mountain Board of Commissioners intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

ADOPTED by the Board of Commissioners of the Town of Pilot Mountain this the 1st day of December 2022.

Attest:

Evan Cockerham, Mayor

Holly Utt, Town Clerk



TOWN OF PILOT MOUNTAIN
BOARD OF COMMISSIONERS MEETING

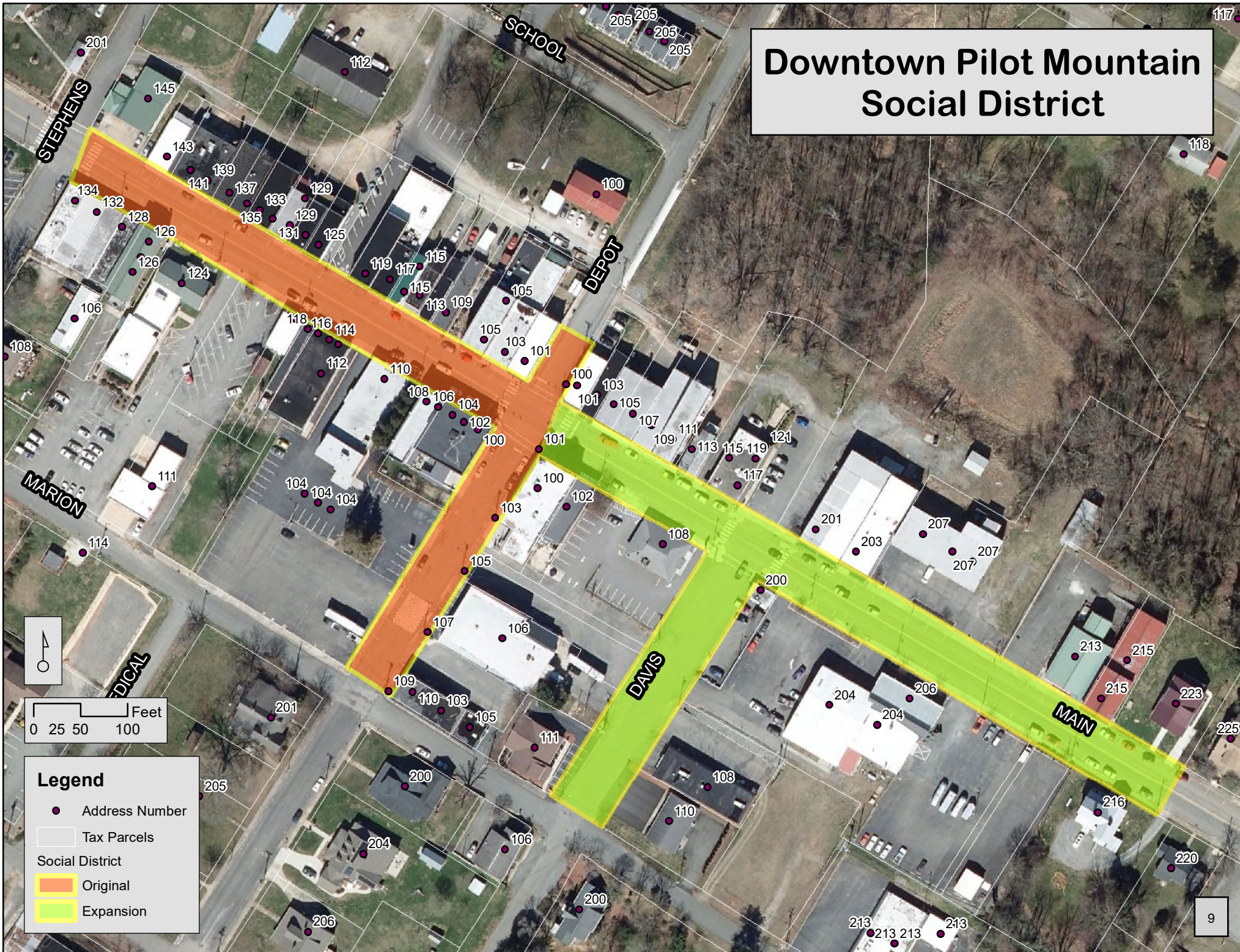
ABC Board Report	
<u>Background Information:</u>	
Chairman Pell provided the following report: October 2021 Sales: 214,143 October 2022 Sales: 197,025 An decrease of 8.63%	
<u>Staff Recommendation:</u>	Information only
<u>Possible Board of Commissioner Actions</u>	
<ul style="list-style-type: none">• Take no action	
<u>Attachments</u>	
<ul style="list-style-type: none">• None	



TOWN OF PILOT MOUNTAIN
BOARD OF COMMISSIONERS MEETING

Social District Expansion	
<u>Background Information:</u>	
<p>When the Board voted to create the Social District in August, it limited the district to the area between Stephens and Depot Street. The main reason for this was that there were no participating businesses in the area beyond Depot. The Board instructed the staff to bring the district area back for reconsideration if and when participating businesses opened in the area between Depot and Academy.</p> <p>Since that time Viridescence has opened the new taco restaurant is expected to open in December. I wanted to bring this back to the Board consideration. At this time we are not proposing any other changes to the social district, just expanding the area.</p>	
<u>Staff Recommendation:</u>	Staff recommends approval of the expansion.
<u>Possible Board of Commissioner Actions</u>	
<ul style="list-style-type: none">• Approve expansion of the social district• Deny approval of expansion• Table for further discussion	
<u>Attachments</u>	
<ul style="list-style-type: none">• Proposed Social District Map	

Downtown Pilot Mountain Social District





TOWN OF PILOT MOUNTAIN
BOARD OF COMMISSIONERS MEETING

Economic Development Incentives	
<u>Background Information:</u>	
<p>Several years ago the Board adopted an economic development incentive policy for property owners that invest in downtown buildings. This was a part of the effort to encourage the redevelopment of downtown. We now have the first applicants for this incentive. The policy gives the owners of remodeled buildings a cash grant in the amount of the difference between the pre-construction property tax and the post-construction property tax. There is a sliding scale that pays 100% of the difference in the first 2 years, 75% in year 3, 50% in year 4, and 25% in year 5. I have included a copy of the policy in your packet.</p> <p>We have applications from two owners for three different properties. Black Dog Holdings LLC has submitted an application for a grant for 101 W Main and 131 W Main. The total amount of the grant, for both properties is \$2,071.52. Scott Needham has submitted an application for 127 W Main. This grant totals \$727.45. Jenny has prepared, and I have included, a spreadsheet in your packet that breaks down how we arrived at these grant amounts.</p>	
<u>Staff Recommendation:</u>	Staff recommends approval of the economic development incentive.
<u>Possible Board of Commissioner Actions</u>	
<ul style="list-style-type: none">• Approve economic development incentive• Deny approval of incentive• Table for further discussion	
<u>Attachments</u>	
<ul style="list-style-type: none">• Pilot Mountain Downtown Redevelopment Incentive Grant Policy• 	

TOWN OF PILOT MOUNTAIN

Pilot Mountain Downtown Redevelopment Incentive Grant

The purpose of this incentive policy is to encourage and promote infill growth with new commercial development and the major rehabilitation of older buildings within Pilot Mountain's downtown commercial district.

Definitions.

The following words, terms and phrases, when used in this policy, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Grant Incentive means a sum of money, established by the Board of Commissioners as the current municipal tax rate at time of agreement per \$100 property valuation, of the difference between the current or preconstruction appraised tax value of a parcel(s) of property and the post-construction appraised tax value of same said parcel(s).

Residential – Residential projects are eligible only in the creation of upper floor units (condo or rental apartment) in an existing commercial structure with a commercial use on the street level; or as part of a new mixed-use (retail/office/residential) project with the residential component on upper floors.

Commercial – Uses having to do with commerce. Commercial projects may include mixed uses (retail, office); Commercial uses may include but are not limited to the following: Foodservice/entertainment; specialty foods; gifts and specialties; general merchandise; and apparel.

Objectives.

The purpose of the PMDRIG is to encourage and/or promote infill growth with new commercial development, to include mixed use, in Pilot Mountain's designated Downtown Development District as set in the attached map.

The objective of PMDRIG is to provide an incentive to property owners and individuals for the purpose of improving the economic viability and appearance of Pilot Mountain's Downtown District and to stimulate long-term investment in Pilot Mountain.

A. The incentive will be in the form of a grant.

The *Pilot Mountain Downtown Redevelopment Incentive Grant* is based on the following formula:

1. Appraised tax value of site or building is determined before any construction begins.
2. Appraised tax value of site or building is determined after construction is completed upon the issuance of a certificate of occupancy.
3. Grant amount is the difference between the pre-construction tax value and the post-construction tax value as determined by the Surry County

TOWN OF PILOT MOUNTAIN
Pilot Mountain Downtown Redevelopment Incentive Grant
Tax Administrator.

4. Owner pays full amount of newly appraised tax value of property.
5. Five (5) concurrent tax years is the applicable time period for grant incentive. Grant would be disbursed as follows: Year 1 – 100%; Year 2 – 100%; Year 3 - 75%; Year 4 - 50%; Year 5 – 25%.

B. Revitalization goals to “create an ‘alive’ downtown” are as follows:

1. More Attractive Building Facades in Downtown
2. Development of a Strong Main Street Program
3. Increased Number of Residential Units, More People Residing Downtown
4. More Attractive Buildings with Property Owners Taking Responsibility for Maintenance
5. More Investment Dollars by the Private Sector in Downtown
6. More Entertainment Venues - Restaurants, Theater(s)
7. Expanded Retail Businesses - Places to Shop that Attract Non Residents and Residents
8. More People Working and Living in Pilot Mountain

Revitalization Program Requirements & Conditions

The following requirements apply to and are available under the revitalization program:

1. The project area is designated as set forth in the attached map which is incorporated here by reference as the delineated area of the Pilot Mountain Downtown Development District, and;
2. Any commercial and/or mixed use project owner within the project area is eligible to apply, and;
3. Each project owner engaged in a project(s) in the project area is eligible for the program incentives, and;
4. Only one grant agreement for a given property will be eligible within a fifteen (15) year period from the conclusion of a previous grant, and;
5. Incentive shall be for new construction and renovation that is consistent with the character of the downtown district; design or

TOWN OF PILOT MOUNTAIN

Pilot Mountain Downtown Redevelopment Incentive Grant

other standards and guidelines and meets zoning requirements, and;

6. Any person starting a project after passage of this policy will be eligible to make application to the Town of Pilot Mountain to participate in the PMDRIG incentive program. Projects that are underway at the time of this policy is adopted are permitted to apply for the grant. Decision about whether or not to award the grant is at the discretion of the Board of Commissioners, and;
7. Applicant is the property owner and taxpayer for property. This is not to prevent tenants from making improvements and negotiating with the property owner regarding the grant, and;
8. Grant reimbursements are non-transferable. They are made only to the original owner of the property for the scheduled grant period while they maintain ownership of the property, and;
9. The value of the reimbursement is fixed by a schedule and agreement that is determined in the first year. Subsequent improvements are not subject to additional value towards the reimbursement, and;
10. Any added value created by a periodic, Countywide revaluation is not eligible for adjustment or inclusion in the reimbursement calculation, and;
11. Grant disbursement formula:
 - Year 1 – 100%
 - Year 2 – 100%
 - Year 3 - 75%
 - Year 4 - 50%
 - Year 5 - 25%
12. This program does not apply to existing projects, and;
13. Structures must meet state and local building codes as approved by the local building inspector, and;
14. Applications will be administered by the Town, and;
15. Applications shall be reviewed by Town of Pilot Mountain staff to ensure full compliance with PMDRIG criteria.

Project Management.

1. The PMDRIG project manager will be the Pilot Mountain Town Manager and the Main Street Coordinator. His/her duties and responsibilities will be to administer the project in conjunction with the Surry County Tax Office.
2. The applicant will secure the PMDRIG application form from the town offices.

TOWN OF PILOT MOUNTAIN

Pilot Mountain Downtown Redevelopment Incentive Grant

3. The applicant will submit the completed application to the town manager for review of the project's purpose; feasibility; and compatibility.
4. Staff will review submitted applications to insure that all program requirements are met. Applications that meet program criteria will be submitted to the Board of Commissioners for review and final approval. The Board, at its discretion, may approve applications following a public hearing.
5. All approved grants will be governed by an economic development incentive agreement between the Town and the applicant.

DRIG Submission

Black Dog Holdings LLC

101 W Main			131 W Main		
Property Beginning Tax Value	\$	66,930.00	Property Beginning Tax Value	\$	39,280.00
Property Ending Tax Value	\$	108,300.00	Property Ending Tax Value	\$	111,730.00
Delta Property Value	\$	41,370.00	Delta Property Value	\$	72,450.00
% Change		62%	% Change		184%
Town Tax Rate		0.0052	Town Tax Rate		0.0052
County Tax Rate		0.00582	County Tax Rate		0.00582

Town			Town		
Year 1 100%	\$	215.12	Year 1 100%	\$	376.74
Year 2 100%	\$	215.12	Year 2 100%	\$	376.74
Year 3 75%	\$	161.34	Year 3 75%	\$	282.56
Year 4 50%	\$	107.56	Year 4 50%	\$	188.37
Year 5 25%	\$	53.78	Year 5 25%	\$	94.19
Total	\$	752.93	Total	\$	1,318.59

Combined Total \$ 752.93

Combined Total \$ 2,071.52

2018 purchase Black Dog Holdings LLC renovation of downstairs - flooring, hvac, paint, plumbing for bathroom. Renvation of second story electrical, flooring, sheetrock, hvac, plumbing

2018 purchased by Black Dog Holdings LLC, Replace Storefront & entry way (result of damaged glass), HVAC, Plumbing, Work to waterproof basement, refinish wood floors, reposition and replace rear back door, deck, lighting, excavation & grading, restore tin ceiling, new electrical inside

Scott Miles Needham

127 W Main

Property

Beginning Tax

Value \$ 64,210.00

Property Ending

Tax Value \$ 104,180.00

Delta Property

Value \$ 39,970.00

% Change 62%

Town Tax Rate 0.0052

County Tax Rate 0.00582

Town

Year 1 100% \$ 207.84

Year 2 100% \$ 207.84

Year 3 75% \$ 155.88

Year 4 50% \$ 103.92

Year 5 25% \$ 51.96

Total \$ **727.45**

Combined Total \$ **727.45**

2020-2021, Scott Miles Needham Upfit
the upstairs into flex studio
apartment/venue space
adding HVAC, plumbing, windows, raising
the roof, new roofing, replace some
decking, adding plumbing and full bath
upstairs, add laundry connections



TOWN OF PILOT MOUNTAIN
BOARD OF COMMISSIONERS MEETING

Streambank Rehabilitation Project	
<u>Background Information:</u>	
On November 9, we opened bids for the streambank restoration project. Staff has reviewed the bids and we are recommending that the Board award the contract for this project to North State Environmental for their bid of \$706,028.66. This amount is well within the budget for this project.	
<u>Staff Recommendation:</u>	Staff recommends awarding the contract to North State Environmental.
<u>Possible Board of Commissioner Actions</u>	
<ul style="list-style-type: none">• Award Bid• Reject low bid• Table for further discussion	
<u>Attachments</u>	
<ul style="list-style-type: none">• Award Recommendation• Bid Summary	



Michael Boaz, Town Manager
Town of Pilot Mountain
124 West Main Street
Pilot Mountain, NC 27041

RE: UT to Chinquapin Creek Restoration Project – Recommendation of Award

November 21, 2022

Mr. Boaz,

On November 9, 2022, bids were received from three (3) contractors for work pertaining to the UT to Chinquapin Creek Restoration Project. After review of the submitted information, all three (3) contractors were deemed qualified and therefore the bidding was determined to be competitive, fair, and accepted. The apparent low bidder is North State Environmental, Inc. at \$706,028.66 with the next lowest bid of \$962,043.05 by HGS, LLC (RES). Ecosystem Planning and Restoration has thusly determined North State Environmental, Inc. to be the qualified, lowest bidder and recommends awarding North State Environmental, Inc. the contract for the UT to Chinquapin Creek Restoration Project.

Sincerely,

Jake Byers
Vice President – Ecosystem Planning and Restoration, LLC

Prepared By:



Bid Summary

Project: **UT to Chinquapin Creek**
Client: Resource Institute
Designer: Ecosystem Planning and Restoration, LLC

Item #	Description
Site Preparation	
1	Mobilization and Demobilization
2	Construction Surveys, Field Engineering, and Field Measurement
3	Clearing and Grubbing
Earthwork	
4	Earthwork
	Cut
	Fill
	Balance
In-Stream Structures	
UT Chinquapin Creek - Reach 1	
5	Rock Cross Vane
6	Grade Control Log J-Hook
7	Log Steps
8	Log Rollers (steps)
9	Constructed Riffle
10	Constructed Cascade
11	Woody Riffle
12	Toewood with Geolift

UT Chinquapin Creek - Reach 2	
13	Rock Cross Vane
14	Grade Control Log J-Hook
15	Log Roller (steps)
16	Constructed Riffle
17	Grade Control Woody Riffle
18	Toewood with Geolift
UT Chinquapin Creek - Reach 3	
19	Rock Cross Vane
20	Grade Control Log J-Hook
21	Log Roller (steps)
22	Constructed Riffle
23	Grade Control Woody Riffle
24	Toewood with Geolift
Miscellaneous	
25	Constructed Riffle (for tributary stabilization)
26	Rock-lined Plunge Pool
27	Stacked Boulder Wall (Sta. 27+03, 20 linear feet)
28	Stacked Boulder Wall (Sta. 50+60, 40 linear feet)
Permanent Crossings	
29	48" CMP (16') on UT1
Erosion and Sediment Control Measures	
30	Gravel Construction Entrance
31	Temporary Pump Around Operation
32	Coir Fiber Matting (Includes miscellaneous matting for tributary and terrace slope stabilization)
33	Temporary Silt Fence
Planting	
34	Permanent Riparian Seeding and Mulching
35	Permanent Non-Riparian Seeding and Mulching
36	Temporary Seeding and Mulching

37	Live Stakes
38	Riparian Vegetation - Bare root

NSE

RI

Estimated Quantity	Unit	Unit Bid Price	Bid Amount	Unit Bid Price
1	LS		\$34,293.00	
1	LS		\$11,977.65	
1	LS		\$8,356.95	
1	LS			
10155	CY	7.01	\$71,186.55	
3172	CY	8.24	\$26,137.28	
6983	CY	12.97	\$90,569.51	
12	EACH	2007.69	\$24,092.28	2280.65
21	EACH	952.28	\$19,997.88	1548
6	EACH	836.4	\$5,018.40	986.9
27	LF	594.45	\$16,050.15	986.91
396	LF	26.05	\$10,315.80	18.02
265	LF	39.72	\$10,525.80	23.41
75	LF	100.23	\$7,517.25	144.61
727	LF	23.37	\$16,989.99	49.58

5	EACH	2373.07	\$11,865.35	2458.65
16	EA	950.27	\$15,204.32	1740.45
15	EA	654.61	\$9,819.15	987.07
339	LF	30.05	\$10,186.95	19.62
66	LF	96.92	\$6,396.72	143.28
563	LF	23.66	\$13,320.58	49.58
3	EACH	1716.81	\$5,150.43	2843.49
16	EACH	978.21	\$15,651.36	1994.68
10	EACH	668.43	\$6,684.30	986.8
513	LF	30.08	\$15,431.04	19.71
106	LF	77.48	\$8,212.88	142.58
624	LF	25.03	\$15,618.72	49.57
60	LF	37.09	\$2,225.40	14.03
3	EA	2605.46	\$7,816.38	1993.01
1	EA	6840.16	\$6,840.16	5659.15
1	EA	6118.71	\$6,118.71	7263.44
16	LF	521.4	\$8,342.40	317.54
3	EACH	1777.16	\$5,331.48	868.82
1	LS	6757.89	\$6,757.89	28204.26
6281	SY	7.37	\$46,290.97	6.04
1829	LF	3.1	\$5,669.90	2.96
4.5	AC	2213.32	\$9,959.94	2561.49
0.9	AC	1463.8	\$1,317.42	2982.33
5.4	AC	1405.03	\$7,587.16	1123.38

3303	EACH	3.58	\$11,824.74	2.79
5.0	AC	2574.78	\$12,873.90	2298.47
			\$625,473.00	

*slight discrepancies, likely due to rounding, may exist in the ca
The totals listed above are taken directly from the total bid pric

ES

Land mechanics

Bid Amount	Unit Bid Price	Bid Amount
\$11,668.47		\$49,000.00
\$16,307.49		\$43,000.00
\$99,011.93		\$42,000.00
\$336,973.33		\$324,960.00
\$27,367.80	2000	\$24,000.00
\$32,508.00	2200	\$46,200.00
\$5,921.40	900	\$5,400.00
\$26,646.57	1000	\$27,000.00
\$7,135.92	98	\$38,808.00
\$6,203.65	125	\$33,125.00
\$10,845.75	55	\$4,125.00
\$36,044.66	95	\$69,065.00

\$12,293.25	2300	\$11,500.00
\$27,847.20	2200	\$35,200.00
\$14,806.05	400	\$6,000.00
\$6,651.18	98	\$33,222.00
\$9,456.48	55	\$3,630.00
\$27,913.54	95	\$53,485.00
\$8,530.47	2500	\$7,500.00
\$31,914.88	2200	\$35,200.00
\$9,868.00	400	\$4,000.00
\$10,111.23	98	\$50,274.00
\$15,113.48	55	\$5,830.00
\$30,931.68	95	\$59,280.00
\$841.80	110	\$6,600.00
\$5,979.03	3000	\$9,000.00
\$5,659.15	3590	\$3,590.00
\$7,263.44	7200	\$7,200.00
\$5,080.64	350	\$5,600.00
\$2,606.46	2700	\$8,100.00
\$28,204.26	24000	\$24,000.00
\$37,937.24	5.5	\$34,545.50
\$5,413.84	5	\$9,145.00
\$11,526.71	2500	\$11,250.00
\$2,684.10	2500	\$2,250.00
\$6,066.25	1100	\$5,940.00

\$9,215.37	5.75	\$18,992.25
\$11,492.35	3700	\$18,500.00
\$962,043.05		\$1,176,516.75

Included total lump sum price (quantity * unit cost) and the totals listed above.
 e from each bidder's Unit Price Bid Item schedule



TOWN OF PILOT MOUNTAIN
BOARD OF COMMISSIONERS MEETING

WWTP Phase 2 Engineering Agreement	
<u>Background Information:</u>	
The Town has been awarded \$10 million in grant and loan to undertake Phase 2 of the WWTP rehabilitation project. This will completely rehab the WWTP. We will need to approve the attached agreement with McGill for their work on this project. McGill is one of our two on call engineering firms and so we do not need to go through an RFQ process for this project.	
<u>Staff Recommendation:</u>	Staff recommends approval of the agreement.
<u>Possible Board of Commissioner Actions</u>	
<ul style="list-style-type: none">• Approve agreement.• Deny approval of agreement.• Table for further discussion	
<u>Attachments</u>	
<ul style="list-style-type: none">• Engineering Agreement	

TASK ORDER NO. 2

This **TASK ORDER NO. 2** dated the 19, day of October 2022, is a supplement to the **MASTER SERVICES AGREEMENT** between the Town of Pilot Mountain, North Carolina, dated August 3, 2022, hereinafter referred to as OWNER and McGill Associates, P.A., hereinafter referred to as “ENGINEER”. The purpose of this Task Order is to authorize the ENGINEER to provide services for the “PROJECT” entitled: **Wastewater Treatment Plant Upgrades – ER/EID**.

SECTION 1 - PROJECT DESCRIPTION:

The project can generally be described as: WWTP upgrades and improvements to replace aging equipment that is beyond its useful life. The improvements will allow the plant to treat and discharge up to the permitted capacity of 1.5 MGD under the existing NPDES effluent limitations. The proposed improvements are generally anticipated to include replacement of the existing headworks, grit removal system, RAS/WAS pump station, and chemical feed building, as well as upgrades to the aeration basin, chlorine contact basin, sludge tank, dewatering equipment, effluent pump station, and the existing operations building. The replacements will include electrical and controls equipment associated with the proposed improvements as well as a backup generator.

SECTION 2 - SCOPE OF SERVICES:

The Engineer shall provide all professional services (the “Services”) for the Project including, performance of the following:

Engineering Report and Environmental Information Document (ER/EID)

1. Perform a site visit to review existing conditions and to meet with the Town.
2. Review treatment plant operating reports and data provided by the Town.
3. Review existing process operation and maintenance costs provided by the Town.
4. Prepare the ER/EID in accordance with NC DEQ Division of Water Infrastructure (DWI) guidance, to comply with VUR and CWSRF funding requirements. This work shall include following:
 - a. Describe the condition of existing equipment to be replaced.
 - b. Perform an alternatives analysis in accordance with DWI guidelines.
 - c. Prepared opinions of probable costs for each alternative.
 - d. Prepare the Financial Analysis for the selected alternative.
5. Submit the ER/EID to DWI for review.
6. Submit the report to Town staff for review and incorporate any comments.
7. Respond to DWI comments and modify documents to assist in obtaining approvals.

SECTION 3 – COMPENSATION

The Owner shall pay the Engineer for services outlined in Task Order No. 2 the Lump Sum amount of \$65,000. As this is the study phase, this fee does not include administering project funding, surveying, design, permitting, bidding and award, construction observation, or construction administration services. A separate engineering agreement for these services will be provided upon completion of the ER/EID. Additional services will be provided on an hourly basis in accordance with our Basic Fee Schedule.

SECTION 4 - MISCELLANEOUS

Except as otherwise provided herein, this Task Order supersedes all prior written or oral understanding of the parties and may only be changed by a written amendment executed by both parties.

Owner's Responsibilities

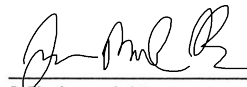
1. The Owner shall provide full information regarding requirements for the Project.
2. The Owner shall designate a representative (authorized to act on Owner's behalf) with respect to the Project. The Owner shall examine documents submitted by McGill and shall render decisions pertaining thereto promptly, avoiding unreasonable delay in the progress of McGill's work.
3. The Owner will be responsible for the arrangement of notices and any other costs associated with facility costs, advertisement costs, etc.

SECTION 5 – AUTHORIZATION TO PROCEED

IN WITNESS WHEREOF, and as AUTHORIZATION TO PROCEED the parties execute below this Task Order No. 2:

EXECUTED this 19 day of October, 2022.

Town of Pilot Mountain



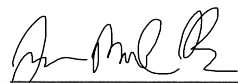
Michael Boaz
Town Manager

McGill Associates, P.A.



Douglas Chapman, PE
Vice President – Principal

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.



Michael Boaz
Finance Officer



TOWN OF PILOT MOUNTAIN
BOARD OF COMMISSIONERS MEETING

FY 2023 Budget Amendment 1	
<u>Background Information:</u>	
This budget amendment would recognize a series of grants that the Town has received since the budget was approved. These include the \$475,000 direct appropriation from the State, the RTG to purchase the Armfield Civic Center, and several grants that the police department has received.	
<u>Staff Recommendation:</u>	Staff recommends approval of the amendment
<u>Possible Board of Commissioner Actions</u>	
<ul style="list-style-type: none">• Approve FY 2023 Amendment 1• Deny approval of amendment• Table for further discussion	
<u>Attachments</u>	
<ul style="list-style-type: none">• FY 2023 Budget Amendment 1	

Town of Pilot Mountain, North Carolina

FY 2022 – 2023 Budget Ordinance

Amendment No. 2023-01

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

REVENUES -

Increase 10-3837-4000 – Grants \$767,800.00

Increase 60-3837-4000 – Grants \$87,200.00

EXPENDITURES -

Increase 10-4640-1910 – Contracted Services \$41,800.00

Increase 10-4640-3510- M&R-Buildings \$80,000.00

Increase 10-4640-7120 – Capital Outlay-Other \$330,000.00

Increase 10-4510-1610 – Departmental Supplies \$100,000.00

Increase 10-4120-3510 – M&R-Buildings \$65,000.00

Increase 10-4560-7110 – Capital Outlay-Vehicles \$51,000.00

Increase 10-4630-3520 – M&R-Buildings \$85,000.00

Increase 10-4120-7115 – Capital Outlay \$15,000.00

Increase 60-7820-7115 – Capital Outlay-Equipment \$87,200.00

Adopted this 28th day of November, 2022

Evan Cockerham, *Mayor*

Holly Utt, *Town Clerk*

Explanation of Amendment:

1. To appropriate funds for grant awards

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



(Phone) - 336.368.2247
www.pilotmountainnc.org

MEMORANDUM

TO: Mayor and Board of Commissioners
FROM: Michael Boaz, Town Manager/Finance Officer
DATE: November 28, 2022
RE: November 2022 Manager's Report

- I have asked Randy Ingram to come on board as the interim/acting Parks and Rec director. Mr. Ingram is retired from the City of Winston-Salem and served time as the Director of the Stokes County program. I think Mr. Ingram will be an asset as we move forward with the ACC absorption into Town operations.
- I want to ask the Board and the public to please take the survey for the Parks and Recreation Master Plan. This survey data is important as McGill puts together a plan for the future of parks and recreation in Pilot Mountain. It can also help us when we apply for the PARTF grant in the spring. The link to the survey is available on our Facebook page, our website, and was included in this month's water bill.
- I am continuing to work to find a contractor to take over brush pickup. We are also looking for someone to take over mowing, but as the growing season is over that is not as big a rush as the brush pickup. We have rented a leaf machine so that we can get up leaves. We ask that folks do not put out brush until we can get a new contractor on Board and that they have all leaves out to the curb by Christmas.
- I am going to be out of the country from December 24-December 31. As I will be largely unavailable, I have appointed Holly Utt as the Acting Town Manager from December 21-January 2, 2023. I have included a copy of the letter in your packet.

PROJECT UPDATES

1. Depot Street Stream Restoration Project: The bid for this project is on the agenda.
2. Street Paving Project: Paving is ongoing.
3. Water Treatment Upgrade: The project is nearing completion. Currently waiting on PRV to arrive and additional materials for hanging the line on the bridge at the existing Water Plant.
4. Streetscape Project: Duke Energy has provided the details on Option B. WR is continuing to evaluate that option.
5. WWTP & Pump Station Project: The contractor has begun on parts of the project, but it will still be several months before the first equipment starts to arrive.
6. 2022 Collection System Project: The PER for this project has been delivered to the State. Design has begun.
7. 2022 Distribution System Project: The PER for this project has been submitted.
8. WWTP Rehab Phase 2: The PER for this project will be due in early December. McGill is working on the project.
9. Parks & Rec Master Plan: This project is underway. We are working on getting survey responses and are planning public engagement sessions.

**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 Cockerham & Board of Commissioners
FROM: Michael Boaz, Town Manager
DATE: November 28, 2022
RE: Acting Town Manager

I will be out of the office from December 21 2022-January 3, 2023. As I will be largely unavailable during this time, I believe it is appropriate for me to appoint an acting Town Manager. Under the provisions of NCGS 160A-149, I can designate an acting manager by filing a letter with the Town Clerk. By copy of this memo, I hereby appoint Holly Utt as the acting Town Manager during my absence.



TOWN OF PILOT MOUNTAIN

Monthly Financial Dashboard

FISCAL YEAR ENDING June 30, 2023

Reporting Period: September 1-September 30 2022

OUR CASH AND INVESTMENTS

Balances on September 30, 2022, in whole dollars

CASH & INVESTMENTS BY FUND

GENERAL FUND	September 2021	September 2022
Central Depository	\$ 520,639	\$ 324,556
NCCMT	(3,621)	(2,275)
NCCMT-Powell Bill	20,723	107,766
NCCMT-Term Account	(18)	-
Police Drug Forfeiture	1,303	454
Centura Bank CD	25,031	25,031
Fiduciary Funds	52,045	59,215
TOTAL GENERAL FUND	\$ 616,101	\$ 514,747

OTHER FUNDS

	September 2021	September 2022
Water & Sewer Fund	\$ 65,494	\$ 23,418
NCCMT-Water/Sewer	\$ 5,657	\$ 6,241
Water & Sewer AIA	\$ 3,993	\$ -
Streambank	N/A	\$ 598,096
WWTP Upgrade	\$ (10,120)	\$ (6,338)
Sunset/Simmons Water	(\$205,161)	\$10,088
Water Treatment Upgrade	(\$38,870)	(\$275,377)
Streetscape Project	\$0	\$0
Sunset Sewer Project	(\$7,308)	(\$58,272)
Street Resurfacing	\$6,019	\$307,913
Capital Reserve	\$ 49,663	\$ 58,889
ARPA Funds	\$ 200,160	\$ 177,558
TOTAL OTHER FUNDS	\$ 69,528	\$ 842,216

TOTAL CASH & INVESTMENTS TOWN-WIDE

	September 2021	September 2022
ALL FUNDS	\$ 685,629	\$ 1,356,962

OUR CASH FLOWS...

GENERAL FUND REVENUES & EXPENDITURES	Comparison of FYTD %	
	Prior FYTD %	Current FYTD %
Fiscal Year Budget	\$ 1,754,560	\$ 2,194,700
Revenues Fiscal Year to Date	38.00%	39.00%
Expenses Fiscal Year to Date	26.76%	35.22%
WATER & SEWER ENTERPRISE FUND		
Fiscal Year Budget	\$ 1,274,390	\$ 1,274,390
Revenues Fiscal Year to Date	27.53%	21.86%
Expenses Fiscal Year to Date	25.32%	21.55%
WWTP & PUMP STATION REHAB PROJECT		
Project Budget	\$ 1,374,500	\$ 1,374,500
Revenues Project to Date	\$ 137,106	8.91%
Expenses Project to Date	\$ 384,002	9.45%
Water Treatment Upgrade Project		
Project Budget	\$ 3,978,000	\$ 3,978,000
Revenues Project to Date	\$ 4,194,283	17.02%
Expenses Project to Date	\$ 4,418,456	13.24%
Sunset Sewer Rehabilitation Project		
Project Budget	\$ 2,573,038	\$ 2,573,038
Revenues Project to Date	\$ 2,143,276	64.56%
Expenses Project to Date	\$ 2,198,150	66.37%
WATER & SEWER AIA PROJECT	NA	\$ 305,000
Project Budget		
Revenues Project to Date	\$ 332,279	97%
Expenses Project to Date	\$ 314,278	96%

SPECIFIC REVENUE COLLECTIONS AT A GLANCE...

	Comparison of FY %	
	Prior FY %	Current FY %
AD VALOREM PROPERTY TAX		
Fiscal Year Budget	\$ 955,760	\$ 968,150
Revenues this Month	\$ 395,317	41.44%
Revenues FYTD	\$ 560,521	55.99%
SALES & USE TAX		
Fiscal Year Budget	\$ 558,630	\$ 630,000
Revenues this Month	\$ 55,747	9.66%
Revenues FYTD	\$ 164,482	27.34%
UTILITY FRANCHISE TAX		
Fiscal Year Budget	\$ 110,000	\$ 110,000
Revenues this Month	\$ 23,689	21.12%
Revenues FYTD	\$ 23,689	21.12%
REFUSE COLLECTION FEES		
Fiscal Year Budget	\$ 72,470	\$ 75,000
Revenues this Month	\$ 7,664	9.51%
Revenues FYTD	\$ 22,335	27.53%
SALES & SERVICES		
Fiscal Year Budget	\$ 25,700	\$ 60,700
Revenues this Month	\$ 2,461	2.85%
Revenues FYTD	\$ 11,950	82.03%
WATER & SEWER ENTERPRISE FUND REVENUES		
Fiscal Year Budget	\$ 1,006,590	\$ 1,274,390
Revenues this Month	\$ 96,170	8.17%
Revenues FYTD	\$ 278,521	27.53%
GENERAL FUND DEPARTMENTS	Comparison of Monthly Expenses	
	Fiscal Year 2022 Budget	YTD Expenses
		Prior FY
		Current FY
Governing Body	\$ 125,480	\$ 25,201
Administration	291,960	99,000
Community & Economic D	26,500	14,137
Downtown Revitalization	166,610	41,874
Police Dept	939,510	245,336
Street Dept	127,230	21,151
Powell Bill	42,530	3,355
Sanitation	342,930	87,547
Pilot Center	18,870	7,900
Library	39,370	3,340
Debt Service	73,710	11,243
Non Departmental	-	-
	\$ 2,194,700	\$ 560,083
Fiscal Year Budget	\$ 2,019,560	\$ 2,194,700
YTD % of Annual Budget Expended	27.73%	35.22%
WATER & SEWER ENTERPRISE FUND		
General	\$ 351,300	\$ -
Water/Sewer Administration	226,920	40,931
Production	233,240	58,930
WWTP	278,020	68,803
Line Maintenance	184,910	93,693
	\$ 1,274,390	\$ 262,358
Fiscal Year Budget	\$ 1,006,590	\$ 1,274,390
YTD % of Annual Budget Expended	26.06%	21.55%



TOWN OF PILOT MOUNTAIN

Monthly Financial Dashboard
FISCAL YEAR ENDING June 30, 2023

Reporting Period: October 1-October 31 2022

OUR CASH AND INVESTMENTS

Balances on October 31, 2022, in whole dollars

CASH & INVESTMENTS BY FUND

GENERAL FUND		October 2021	October 2022
Central Depository	\$	454,446	\$ 487,040
NCCMT		(3,621)	(981)
NCCMT-Powell Bill		20,723	108,251
NCCMT-Term Account		(18)	-
Police Drug Forfeiture		1,303	448
Centura Bank CD		25,031	25,031
Fiduciary Funds		50,856	66,938
TOTAL GENERAL FUND	\$	548,719	\$ 686,726
OTHER FUNDS		October 2021	October 2022
Water & Sewer Fund	\$	57,879	\$ 39,678
NCCMT-Water/Sewer	\$	5,657	\$ 6,241
Water & Sewer AIA	\$	3,993	\$ -
Streambank	N/A		\$ 611,500
WWTP Upgrade	\$	(17,337)	\$ (257,476)
Sunset/Simmons Water		\$63,909	\$0
Water Treatment Upgrade		(\$239,467)	(\$294,667)
Streetscape Project		\$0	\$0
Sunset Sewer Project		(\$7,308)	(\$39,822)
Street Resurfacing		\$6,019	\$219,913
Capital Reserve	\$	90,816	\$ 63,788
ARPA Funds	\$	200,160	\$ 177,558
TOTAL OTHER FUNDS	\$	164,323	\$ 526,713
TOTAL CASH & INVESTMENTS TOWN-WIDE		October 2021	October 2022
ALL FUNDS	\$	713,042	\$ 1,213,439

OUR CASH FLOWS...

GENERAL FUND REVENUES & EXPENDITURES		Comparison of FYTD %	
		Prior FYTD %	Current FYTD %
Fiscal Year Budget		\$ 1,754,560	\$ 2,194,700
Revenues Fiscal Year to Date		46.00%	72.00%
Expenses Fiscal Year to Date		39.50%	63.22%
WATER & SEWER ENTERPRISE FUND			
Fiscal Year Budget		\$ 1,274,390	\$ 1,274,390
Revenues Fiscal Year to Date		35.97%	29.48%
Expenses Fiscal Year to Date		35.46%	28.26%
WWTP & PUMP STATION REHAB PROJECT			
Project Budget		\$ 1,374,500	\$ 1,374,500
Revenues Project to Date	\$ 137,106	8.91%	9.97%
Expenses Project to Date	\$ 384,002	9.45%	27.94%
Water Treatment Upgrade Project			
Project Budget		\$ 3,978,000	\$ 3,978,000
Revenues Project to Date	\$ 4,194,283	17.02%	105.44%
Expenses Project to Date	\$ 4,418,456	13.24%	111.07%
Sunset Sewer Rehabilitation Project			
Project Budget		\$ 2,573,038	\$ 2,573,038
Revenues Project to Date	\$ 2,143,276	64.56%	83.30%
Expenses Project to Date	\$ 2,198,150	66.37%	85.43%
WATER & SEWER AIA PROJECT		NA	\$ 305,000
Project Budget			
Revenues Project to Date	\$ 332,279	97%	109%
Expenses Project to Date	\$ 314,278	96%	103%

SPECIFIC REVENUE COLLECTIONS AT A GLANCE...

		Comparison of FY %		Comparison of Monthly Expenses			
		Prior FY %	Current FY %	Fiscal Year 2022 Budget	Prior FY	YTD Expenses	Current FY
AD VALOREM PROPERTY TAX							
Fiscal Year Budget	\$	955,760	\$ 968,150				
Revenues this Month	\$	61,155	9.17%	125,480	27,879	25,024	
Revenues FYTD	\$	621,676	65.16%	291,960	158,448	157,310	
SALES & USE TAX							
Fiscal Year Budget	\$	558,630	\$ 630,000				
Revenues this Month	\$	54,355	9.09%	26,500	18,695	12,120	
Revenues FYTD	\$	218,837	36.43%	166,610	52,370	69,690	
UTILITY FRANCHISE TAX							
Fiscal Year Budget	\$	110,000	\$ 110,000				
Revenues this Month	\$	-	0.00%	939,510	378,495	525,898	
Revenues FYTD	\$	23,689	21.12%	127,230	28,721	92,905	
REFUSE COLLECTION FEES							
Fiscal Year Budget	\$	72,470	\$ 75,000				
Revenues this Month	\$	9,119	9.84%	42,530	3,355	7,140	
Revenues FYTD	\$	31,454	37.38%	342,930	134,533	141,912	
SALES & SERVICES							
Fiscal Year Budget	\$	25,700	\$ 60,700				
Revenues this Month	\$	4,947	13.48%	18,870	9,646	27,791	
Revenues FYTD	\$	16,896	95.59%	39,370	3,340	6,880	
WATER & SEWER ENTERPRISE FUND REVENUES							
Fiscal Year Budget	\$	1,006,590	\$ 1,274,390				
Revenues this Month	\$	97,180	8.44%	73,710	11,243	11,243	
Revenues FYTD	\$	375,701	35.97%	-	309,603	309,603	
				\$ 2,194,700	\$ 826,725	\$ 1,387,516	
				Fiscal Year Budget	\$ 2,019,560	\$ 2,194,700	
				YTD % of Annual Budget Expended	40.94%	63.22%	
WATER & SEWER ENTERPRISE FUND							
General	\$	351,300	9.44%				
Water/Sewer Administration		226,920	53.325				
Production		233,240	77.199				
WWTP		278,020	94.668				
Line Maintenance		184,910	132,724				
	\$	1,274,390	\$ 367,365				
Fiscal Year Budget		\$ 1,006,590	\$ 1,274,390				
YTD % of Annual Budget Expended			36.50%				

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

Accidents

9/12/2022 324 N Key St
 9/15/2022 806 S Key St
 9/16/2022 805 S Key St (H&R)
 9/17/2022 204 W Main St (PI)
 9/18/2022 204 W Main St
 9/19/2022 108 E Main St (PI)
 801 W Main St
 9/29/2022 100 Nelson St
 9/30/2022 210 Marion St (H&R)

	<u>TOTAL</u>	<u>AMOUNT</u>	<u>RECOVERED</u>
Police Service	172		
Wrecks Investigated	9	\$ 11,200.00	
Assaults	1		
Larcenies	0		
Disturbances/Domestic	7		
Burglar Alarms	6		
Breaking & Entering	0		
MIP & Property Damage	1	?	
Traffic Citations	49		
Intoxicated Drivers	1		
Intoxicated Pedestrians	0		
Forgery/Fraud/Scam	1	\$ 1,158.00	
Armed Robbery	0		
Drug Charges	3		
Other Crimes	4		
Total Arrests	7		
Totals:	261	\$ 12,385.00	

OTHER:

9/1/2022 Served OFA
 9/2/2022 Served OFA
 9/11/2022 Poss of Methamphetamine
 Poss of Drug Paraphernalia
 9/16/2022 Served OFA
 9/20/2022 Poss of Methamphetamine
 9/24/2022 Served OFA

NOTES

9/1/2022 Ptl Horn worked the ESHS J V Football game
 Ptl Collins & Ptl Hardy worked event at Circle K
 9/3/2022 Officers worked the Cruise In
 9/9/2022 Ptl McMillian, Ptl Marion & Ptl Marion worked the ESHS Varsity Football game
 09/14 & 15/2022 Sgt Easter, Ptl Hewett, Ptl McMillian and Ptl Marion attended training at
 Surry Community College (Yadkin Center)
 9/15/2022 Ptl Horn worked the ESHS J V Football game
 Access Books students toured Town Hall and the Police Department
 Ptl Horn worked Fun Friday event
 9/17/2022 Officers attended In-Service Training (Pursuit & Stop Stick)
 9/20/2022 Officers assisted ESHS with Lock Down Drill
 9/23/2022 Officers assisted with ESHS Homecoming Parade
 Ptl Horn and Ptl Collins worked the ESHS Varsity Football game
 9/24/2022 Officers assisted with the Dinner on Main Event
 09/26 thru 09/29/2022 Chief Jackson taught BLET
 9/29/2022 Ptl McMillian, Ptl Horn and Ptl Collins worked the ESHS Varsity Football game



Assure Station Metrics Monthly Reporting

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

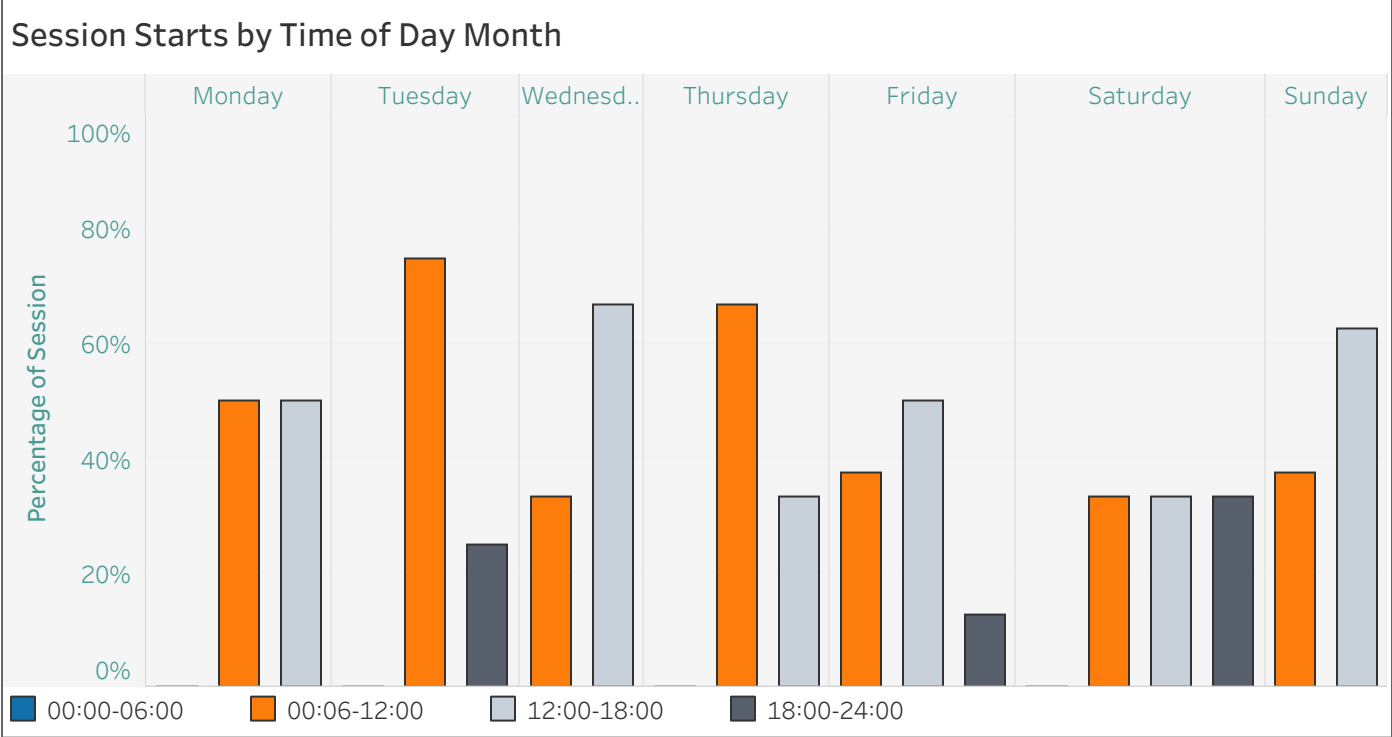
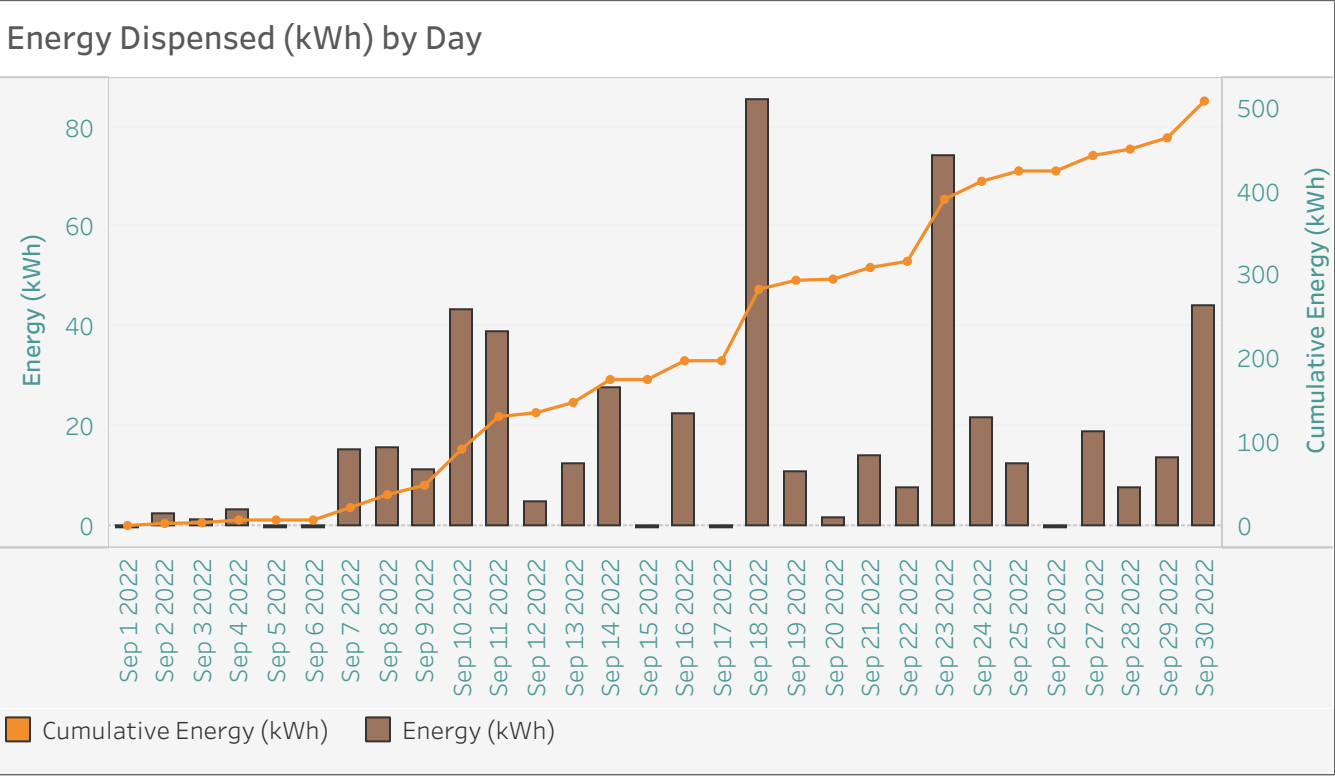
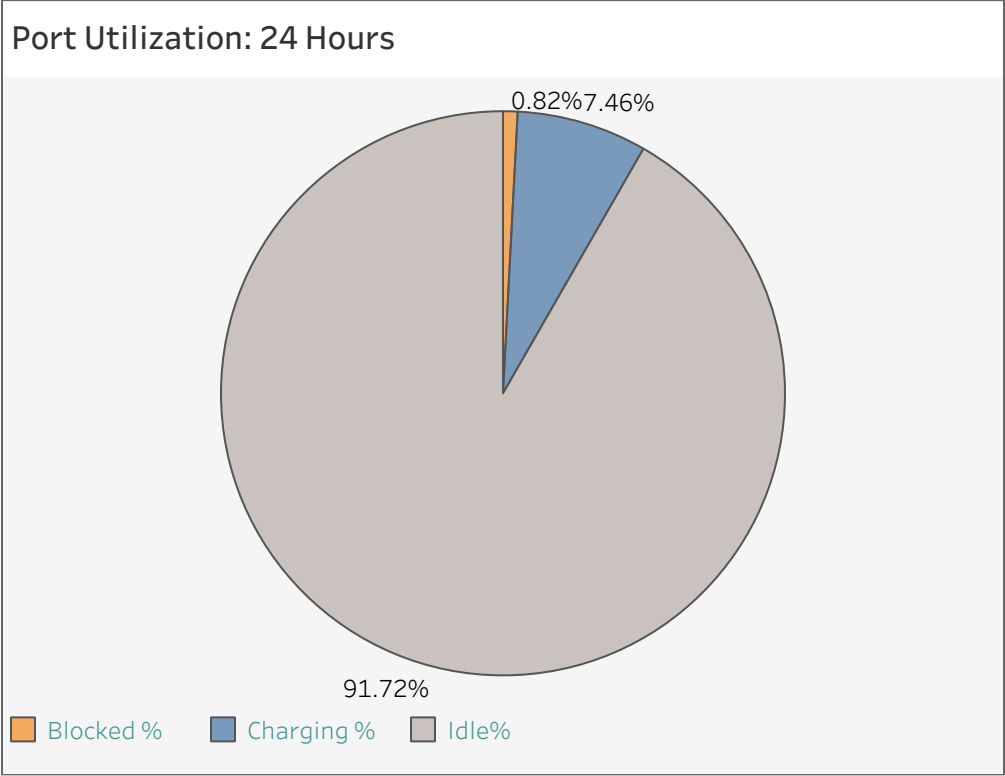
Company Id
136351

Port Level
All

Organization Name
All

Month End Date
9/30/2022

Port Count	Station Count	Total Revenue (\$)	Energy (kWh)	GHG Savings (kg)	Gasoline Saved (Gal)	Unique Driver	Chargepoint Response SLA	Session Count
2	1	0	509	214	64	5	100.00%	37



Average Session Duration (Hours)	3.22
Average Session Charge Time (Hours)	2.90
Average Session Energy (kWh)	13.75
Average Session Revenue (\$)	0.00
Occupied Hours	119.3
Charging Hours	107.4
Service Tickets	0.0



Assure Station Metrics Quarterly Reporting

Company Id

136351

Port Level

All

Organization Name

All

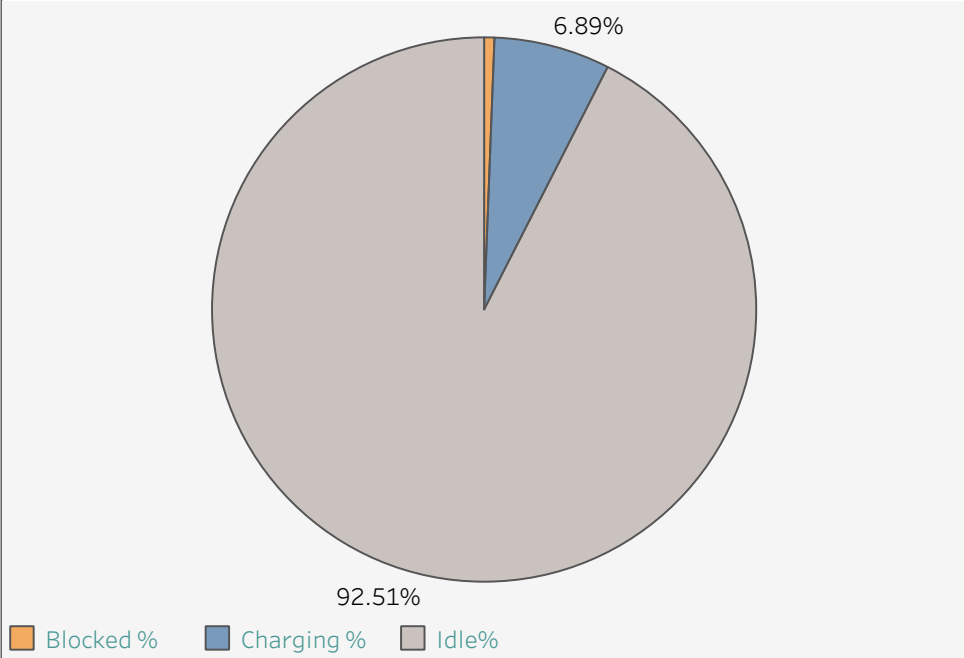
Quarter Year

9/30/2022

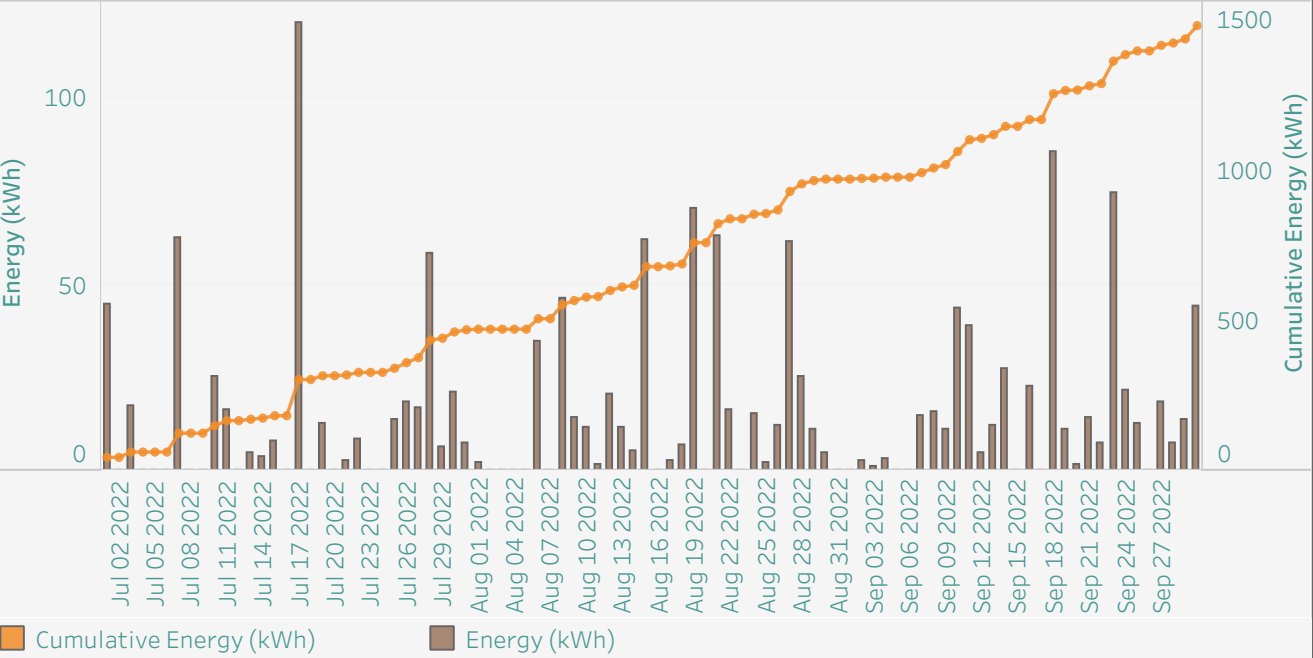
Town of Pilot Mountain, NC - Quarterly Report - 2022 Q3

Port Count	Station Count	Total Revenue (\$)	Energy (kWh)	GHG Savings (kg)	Gasoline Saved (Gal)	Unique Driver	Chargepoint Response SLA	Session Count
2	1	0	1,476	620	185	17	100.00%	103

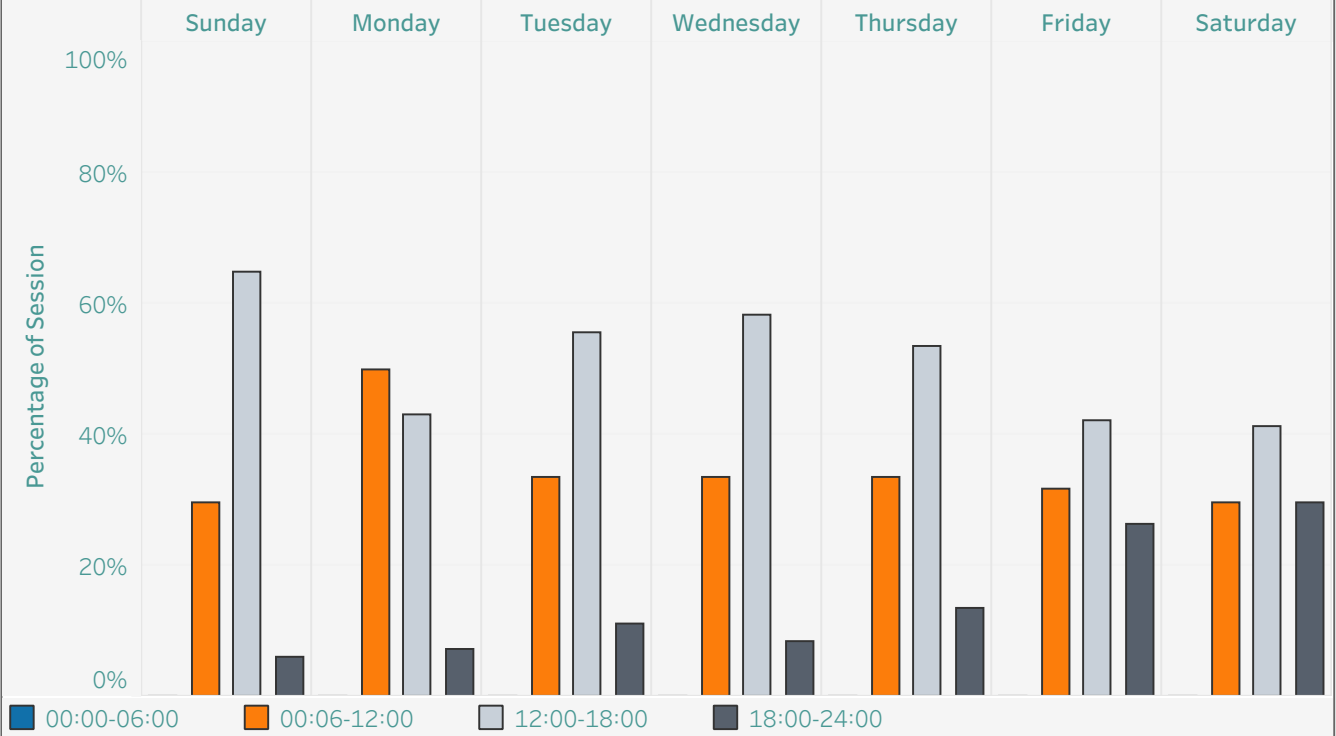
Port Utilization: 24 Hours



Energy Dispersed (kWh) by Day



Session Starts by Time of Day Quarter



Average Session Duration (Hours)	3.21
Average Session Charge Time (Hours)	2.96
Average Session Energy (kWh)	14.33
Average Session Revenue (\$)	0.00
Occupied Hours	330.6
Charging Hours	304.4
Service Tickets	0.0

Service Entitlement Status Breakdown of Assure Stations

	Expired	0-30 Days	1-6 Months	6-12 Months	1+ Year
Assure	0	0	0	0	1
SW	0	0	0	0	1

- You dispensed more energy than 47.72 % of other Assure customers.
- You collected more fees than 0.00 % of other Assure customers.
- You fueled more unique drivers than 51.57 % of other Assure customers.
- Your 24 hour charging utilization was higher than 51.65 % of other Assure customers.

Station Name	Total Energy (kWh)	Total Sessions	Total Fees (\$)	Gasoline Saved (Gal)	GHG Savings (kg)	Charging Hours	Occupied Hours	Uptime (%)
PM TOWN HALL PM TOWN HALL	1,476	103	\$ 0.00	185	620	304	331	100.00%



Assure Station Metrics Reporting Appendix

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MONTH: October

YEAR: 2022

OPERATIONS:

MILLION GALLONS OF RAW WATER TREATED	7.970	DAILY AVERAGE RAW WATER TREATED (MGD)	.257
MILLION GALLONS WATER FILTERED	7.630	DAILY AVERAGE WATER FILTERED (MGD)	.246
MILLION GALLONS PUMPED TO SYSTEM	7.420	DAILY AVERAGE WATER PUMPED TO SYSTEM (MGD)	.239

CHEMICALS USED:

ALUMINUM SULFATE	930 LBS.
SODA ASH	638 LBS.
CHLORINE	175 LBS.
HEXAMETAPHOSFATE	64 LBS.

OPERATIONS SUMMARY:

All monthly drinking water laboratory tests were in compliance and the monthly report (eMOR) was submitted to NCDEQ on November 11th, 2022.

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

MONTH: October

YEAR: 2022

OPERATIONS:

MILLION GALLONS OF WATER TREATED	4.712	PERMIT LIMIT MGD	.500
AVERAGE DAILY VOLUME TREATED	.152		
+	1.25		

CHEMICALS USED:

CHLORINE/BLEACH	80 Gallons
POLYMER	0 Gallons

CHEMICAL ANALYSIS:

Parameter	Permit Limits	Monthly Results
BOD	30 max. avg. monthly	2.2
TSS	30 max. avg. monthly	17.5
D.O.	5 minimum avg. daily eff.	7.86
Fecal Coliform	200 max. avg. monthly	1.0
Ammonia-Nitrogen	28.6 max. avg. monthly	1.92

We were in compliance with all sampling limits, including passing our quarterly Bioassay. The monthly eDMR was submitted to NCDEQ on November 10th.

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

MONTH: September

YEAR: 2022

OPERATIONS:

MILLION GALLONS OF WATER TREATED	4.710	PERMIT LIMIT MGD	.500
AVERAGE DAILY VOLUME TREATED	.157		
TOTAL RAINFALL INCHES	4.50		

CHEMICALS USED:

CHLORINE/BLEACH	80 Gallons
POLYMER	0 Gallons

CHEMICAL ANALYSIS:

Parameter	Permit Limits	Monthly Results
BOD	30 max. avg. monthly	3.90
TSS	30 max. avg. monthly	27.2
D.O.	5 minimum avg. daily eff.	7.43
Fecal Coliform	200 max. avg. monthly	1.31
Ammonia-Nitrogen	28.6 max. avg. monthly	3.65

We had a TSS violation on the 5th we were back in compliance the next sampling event, eDMR was submitted to NCDEQ on October 11th, 2022.

Concern Report

Reference #	Status	Date Entered	Description of Concern
Concern Type		Date Closed	
Concern Address		Days to Resolve	
1	RAC-2022-00050	IN PROGRESS	10/13/2022
	ABANDONED VEHICLE ON PROPERTY		
	306 E MAIN ST	46	
2	RAC-2022-00051	WARNING ISSUED	10/13/2022
	ABANDONED VEHICLE ON PROPERTY		
	0 MARION ST	46	
3	RAC-2022-00052	NEW	10/13/2022
	ABANDONED VEHICLE ON PROPERTY		
	408 E MAIN ST	46	
4	RAC-2022-00053	NEW	10/20/2022
	OTHER		WHEN WILL THE CEMETERY BE MOWED AGAIN AND SCRUBS AT THE MAIN ENTRANCE BE TRIMMED. THE APPEARANCE OF THE CEMETERY IS A DISGRACE TO OUR LOVED ONES WHO ARE BURIED THERE AND TO THE TOWN OF PILOT MOUNTAIN. OUR TAX DOLLARS ARE BEING USED TO PAY A LAWN SERVICE WHICH IS NOT DOING THEIR JOB. IT' A SHAME RESIDENTS IN THE COMMUNITY ARE HAVING TO GO AND MOW THEIR LOVED ONES GRAVES. WHY IS THERE NOTHING BEING DONE? I WOULD HOPE YOU WOULD GET THE CEMETERY CLEANED UP BEFORE THE UPCOMING HOLIDAYS.
	WEST MAIN STREET	39	
5	RAC-2022-00054	NEW	11/14/2022
	DEAD/FALLEN TREE ON STREET		PLEASE HAVE SOMEONE CHECK BRANCHES THAT NEED TRIMMING ACROSS FROM EXT....SCHOOL BUS DRIVER COMPLAINT THANKS
	0 BUTLER ST	14	
6	RAC-2022-00055	NEW	11/18/2022
		11/18/2022	FLOOR UNSAFE IN UPSTAIRS
	111 MAIN ST	0	
7	RAC-2022-00056	NEW	11/18/2022
		11/18/2022	BUILDING UNSAFE.
	113 MAIN ST	0	
8	RAC-2022-00057	NEW	11/26/2022
	SEWAGE OVERFLOW		REQUEST FOR PUBLIC WORKS TO PUT UP THE LARGE PHOTO FRAME IT IS STORED IN THE BASEMENT OF THE PILOT CENTER IT IS ALUMINUM FRAMED AND WAS PLACD OUTSIDE I FRONT OF TOWN HALL LAST YEAR
	124 W MAIN ST PILOT MTN	2	

Zoning Permit Applications

Applications For the Date Range 10/01/2022 Thru 11/28/2022

#	Reference #	Application Type	Property Address	Block	Lot	Owner Name	Date Entered	Date Issued
STATUS: UNDER REVIEW								
1	Z-2022-0005	NON-RESIDENTIAL - REMODEL/UP-FIT	705 W MAIN ST			LYNN TEMPLETON	10/21/2022	
2	Z-2022-0006	CHANGE OF USE / ZONING VERIFICATION	141 W MAIN ST			TAYLOR BAKER	11/09/2022	
2	TOTAL UNDER REVIEW APPLICATIONS							
2	TOTAL APPLICATIONS THIS REPORT PERIOD							

General Services Work Order Applications

Applications For the Date Range 10/01/2022 Thru 11/28/2022

#	Reference #	Requesting Dept.	Job Type	Location	Description	Date Entered	Date Issued	Days Open
STATUS: CLOSED								
1	JOB-2022-00365	DPW	OTHER	111 E MAIN ST	STACY @ ACCESS BOOKS IS HAVING A SPRINKLER SYSTEM INSTALLED AND NEEDS TO KNOW THE WATER PRESSURE AT THE METER.	10/3/2022		0
2	JOB-2022-00364	DPW	OTHER	CEMETERY	SHOW PLOTS TO REBECCA ROSE 10/3 @ 10AM J238	10/3/2022	10/3/2022	0
3	JOB-2022-00366	DPW	OTHER	317 E 52 BYPASS UNIT D	NO WATER PRESSURE. PLEASE CHECK. METER #1700027589	10/7/2022	10/7/2022	0
4	JOB-2022-00369	DPW	GARBAGE/RECYCLING	125 W MAIN ST	TAKE GARBAGE CART AND RECYCLE CART TO SIDE OF BUILDING	10/10/2022	10/12/2022	2
5	JOB-2022-00368	DPW	INSPECTION LEAK AT WATER METER	647 S KEY ST - FOOD LION	OWNER WOULD LIKE FOR SOMEONE TO CHECK THE METER AGAIN. STILL LEAKING	10/10/2022	10/18/2022	8
6	JOB-2022-00367	DPW	GARBAGE/RECYCLING	RESIDENTIAL BULK ITEM PICK UP		10/10/2022	10/14/2022	4
7	JOB-2022-00370	DPW	OTHER	305 E MAIN ST	TURN OFF. NSF UNPAID. METER #16270002	10/11/2022	10/12/2022	1
8	JOB-2022-00373	DPW	OTHER	CEMETERY J238	MARK PLOT J238 - MR. ROGER ROSE. NO HEADSTONE. WRITE LAST NAME ON FLAGS PLEASE	10/13/2022	10/13/2022	0
9	JOB-2022-00371	DPW	SIGNS INSTALL TOWN LIMIT SIGNS		PLEASE REPLACE EXISTING TOWN LIMIT SIGNS WITH NEW SIGNS. I HAVE ORDERED NEW POSTS AS WELL. ALL ITEMS ARE LOCATED AT TOWN HALL.	10/13/2022	10/21/2022	8
10	JOB-2022-00375	DPW	GARBAGE/RECYCLING	100 THOMPSON DRIVE	BULK ITEM PICK-UP FOR THURSDAY, OCT 20TH - FLOORING	10/14/2022	10/20/2022	6
11	JOB-2022-00376	DPW	OTHER	162 STONE DR	CHECK METER. MI-NET SHOWS REGISTER REMOVED AND NO READING. METER #1700026960	10/17/2022	10/17/2022	0
12	JOB-2022-00379	DPW	GARBAGE/RECYCLING	127 W MAIN ST, UNIT B	NEEDS RECYCLE CART DELIVERED TO SIDE OF BUILDING	10/18/2022	10/20/2022	2
13	JOB-2022-00378	DPW	OTHER	NEAR 809 DODSON MILL RD	REPAIR 4' WATER MAIN	10/18/2022	10/18/2022	0
14	JOB-2022-00377	DPW	OTHER	106 N KEY ST	TURN OFF IRRIGATION. METER #1700026862	10/18/2022	10/19/2022	1
15	JOB-2022-00381	DPW	OTHER	525 E 52 BYPASS	LOCATE METER	10/20/2022	10/20/2022	0
16	JOB-2022-00380	DPW	SEWER	916 DODSON MILL RD	REPLACE SEWER CAP	10/20/2022	10/20/2022	0
17	JOB-2022-00385	DPW	HOLIDAY	DEPOT ST	PUT OUT BARRICADES, POST BUCKETS AND GARBAGE CANS FOR GLOW PARTY EVENT	10/21/2022	10/21/2022	0
18	JOB-2022-00386	DPW	OTHER	203 N ACADEMY ST	TURN WATER ON FOR NEW SERVICE. METER #1700027621	10/21/2022	10/25/2022	4
19	JOB-2022-00384	DPW	TREES BRUSH	128 NORTHVIEW DR	PICK UP BRUSH	10/21/2022	10/21/2022	0
20	JOB-2022-00383	DPW	OTHER	CEMETERY J320 & 321	MARK FOR HEADSTONE	10/21/2022	10/21/2022	0
21	JOB-2022-00382	DPW	OTHER	VARIOUS LOCATIONS	RE-READS FOR NOVEMBER BILLING	10/21/2022	10/25/2022	4
22	JOB-2022-00398	DPW	OTHER	CEMETERY G411	MARK PLOT G411 ON THURSDAY 10/27 LILLIAN JOYCE - HEADSTONE UP	10/26/2022	10/31/2022	5
23	JOB-2022-00397		OTHER	VARIOUS LOCATIONS	CUT OFF FOR NON-PAYMENT 47 ACCOUNTS	10/26/2022	10/27/2022	1
24	JOB-2022-00400	DPW	GARBAGE/RECYCLING	408 DODSON CT	RECYCLE CART	10/27/2022	10/27/2022	0

General Services Work Order Applications

Applications For the Date Range 10/01/2022 Thru 11/28/2022

#	Reference #	Requesting Dept.	Job Type	Location	Description	Date Entered	Date Issued	Days Open
25	JOB-2022-00402		OTHER	605 S KEY ST	STANDING WATER - POSSIBLE LEAK	10/28/2022	10/28/2022	0
26	JOB-2022-00401	DPW	OTHER	100 THOMPSON DRIVE	MARK WATER LINE FOR FENCE	10/28/2022	10/28/2022	0
27	JOB-2022-00406	DPW	OTHER	210 OLD WESTFIELD RD	TURN OFF FOR NON-PAYMENT METER #1700027143	10/31/2022	10/31/2022	0
28	JOB-2022-00407	DPW	OTHER	613 DODSON MILL RD	CUT OFF FOR NON-PAYMENT METER # 1700027555	10/31/2022	10/31/2022	0
29	JOB-2022-00405			106 S KEY ST #61	TURN OFF FOR NON-PAYMENT METER #1700027426	10/31/2022	10/31/2022	0
30	JOB-2022-00404	DPW	OTHER	106 S KEY ST #52	TURN OFF FOR NON-PAYMENT METER # 1700027499	10/31/2022	10/31/2022	0
31	JOB-2022-00412	DPW	OTHER	106 S KEY ST #52	TURN OFF FOR NON-PAYMENT METER #1700027499	11/1/2022	11/1/2022	0
32	JOB-2022-00414	DPW	OTHER	137 W MAIN ST	TAKE 2 GARBAGE CANS TO THIS LOCATION	11/2/2022	11/2/2022	0
33	JOB-2022-00413	DPW	OTHER	444 GOLF COURSE RD	INSTALL 1" METER	11/2/2022	11/1/2022	-1
34	JOB-2022-00419	DPW	OTHER	708 W MAIN ST IRRIGATION	TURN OFF FOR FINAL. METER #0000045	11/3/2022	11/22/2022	19
35	JOB-2022-00420	DPW	OTHER	125 LYNCHBURG RD	CHECK METER FOR LEAK. METER #1700027244 SHOW HOMEOWNER, CHRIS SPAINHOUR LAST READING AT 1:48 PM WAS 327814	11/3/2022	11/4/2022	1
36	JOB-2022-00417	DPW	OTHER	106 S KEY ST #52	TURN OFF & LOCK. USAGE AFTER TURNED OFF ON 11/1 METER #1700027499	11/3/2022	11/4/2022	1
37	JOB-2022-00418	DPW	OTHER	708 W MAIN ST	TURN OFF FOR FINAL. METER #16206225	11/3/2022	11/22/2022	19
38	JOB-2022-00416	DPW	OTHER	226 LOLA LN UNIT 202	TURN OFF FOR FINAL METER# 1700026901	11/3/2022	11/3/2022	0
39	JOB-2022-00415	DPW	OTHER	488 OLD WESTFIELD RD	TURN OFF FOR FINAL. METER #1700027214	11/3/2022	11/3/2022	0
40	JOB-2022-00422	DPW	HOLIDAY	MAIN STREET	SET UP FOR VINTAGE MARKET	11/4/2022	11/7/2022	3
41	JOB-2022-00424	DPW	OTHER	CEMETERY	MOW & TRIM CEMETERY	11/8/2022	11/10/2022	2
42	JOB-2022-00423	DPW		CEMETERY G605	MARK PLOT G605 FOR BURIAL ON WEDNESDAY 11/9/22 ANNE GORDON	11/8/2022	11/8/2022	0
43	JOB-2022-00426	DPW	HOLIDAY	MAIN STREET	HANG CHRISTMAS LIGHTS	11/10/2022	11/10/2022	0
44	JOB-2022-00430	DPW	HOLIDAY	EDWARDS FAMILY FARM	PICK UP CHRISTMAS TREE FOR TOWN HALL	11/16/2022	11/18/2022	2
45	JOB-2022-00428	DPW	TREES	PINE STREET	TRIM TREES FOR PAVING CREW	11/16/2022	11/16/2022	0
46	JOB-2022-00427	DPW	OTHER	331 SHELLEYBROOK DR	LOCATE WATER/SEWER LINES	11/16/2022	11/16/2022	0
47	JOB-2022-00434	DPW	OTHER	VARIOUS LOCATIONS	RE-READS FOR DEC BILLING	11/21/2022	11/23/2022	2
48	JOB-2022-00433	DPW	OTHER	716 E MAIN ST	TURN WATER ON FOR NEW SERVICE. METER #1700027316	11/21/2022	11/21/2022	0
49	JOB-2022-00436	DPW	PLUMBING	CIVIC CENTER	REPAIR 3 TOILETS, UPSTAIRS, HALLWAY AND FRONT DESK AREA	11/23/2022	11/23/2022	0
50	JOB-2022-00435		HOLIDAY	MAIN STREET	PUT OUT BARRICADES, GARBAGE CANS & GET CHRISTMAS DECORATIONS FROM STORAGE	11/23/2022	11/23/2022	0

General Services Work Order Applications

Applications For the Date Range 10/01/2022 Thru 11/28/2022

#	Reference #	Requesting Dept.	Job Type	Location	Description	Date Entered	Date Issued	Days Open
51	JOB-2022-00437	DPW	OTHER	126 W MAIN ST, UNIT C	TURN OFF FOR FINAL. METER # 1700027338	11/28/2022	11/28/2022	0
51	TOTAL CLOSED APPLICATIONS							
STATUS: IN PROGRESS								
1	JOB-2022-00421	DPW	ELECTRICAL PUMP REPLACEMENT	OLD BARN CIRCLE - LIFT STATION	LIFT PUMP REPLACEMENT ELECTRICAL WORK	11/4/2022		0
1	TOTAL IN PROGRESS APPLICATIONS							
STATUS: NEW								
1	JOB-2022-00372	DPW	ROADWORK		INSTALL NEW SPEED BUMPS ON DEPOT AND CRESTWOOD.	10/13/2022		0
2	JOB-2022-00374	DPW	OTHER	135 S KINGSTON ST	FLUSH HYDRANT - END OF LINE	10/14/2022		0
3	JOB-2022-00395	DPW	OTHER	403 S KEY ST	NEW WATER/SEWER TAP	10/25/2022		0
4	JOB-2022-00391	DPW	OTHER	421 E 52 BYPASS	REPLACE METER #1700027595	10/25/2022		0
5	JOB-2022-00392	DPW	OTHER	117 HOWARD ST	REPLACE METER #1700027512	10/25/2022		0
6	JOB-2022-00393	DPW	OTHER	105 E 52 BYPASS	REPLACE METER #1700027597	10/25/2022		0
7	JOB-2022-00394	DPW	OTHER	425 E 52 BYPASS	REPLACE METER #1700026847	10/25/2022		0
8	JOB-2022-00389	DPW	OTHER	213 E MAIN ST SUITE A	REPLACE METER #1700026876	10/25/2022		0
9	JOB-2022-00390	DPW	OTHER	112 SECOND ST	REPLACE METER #1700027642	10/25/2022		0
10	JOB-2022-00388	DPW	OTHER	501 E MAIN ST	REPLACE METER #1700027452	10/25/2022		0
11	JOB-2022-00387	DPW	OTHER	331 CRESTWOOD DR	REPLACE METER #1700026888	10/25/2022		0
12	JOB-2022-00396	DPW	OTHER	137 MOUNTAIN VIEW DR	3/4' WATER TAP & 4' SEWER TAP	10/26/2022		0
13	JOB-2022-00408		SIDEWALK/CURB TREE TRIMMING	CORNER OF MAIN AND KEY	PLEASE TRIM BUSHES/LIMBS BACK AWAY FROM THE SIDEWALK.	10/31/2022		0
14	JOB-2022-00403	DPW	OTHER	SOCCER FIELDS AT ACC AND ELEMENTARY SCHOOL	PLEASE INSTALL 4 BENCHES AT THE PMES SOCCER FIELD. ALSO INSTALL 1 DOG WASTE STATION AND 1 SIGN. SEE ATTACHMENT FOR LOCATIONS.	10/31/2022		0
					PLEASE INSTALL 2 BENCHES AT ACC SOCCER FIELDS. ALSO INSTALL 1 DOG WASTE STATION AND 1 SIGN. SEE ATTACHMENT FOR LOCATIONS.			
15	JOB-2022-00411	DPW	OTHER	157 EBONY WAY	VERIFY METER READING. LAST READING IN MI-NET 183721 METER # 1700027091	11/1/2022		0
16	JOB-2022-00410	DPW	OTHER	305 N ACADEMY ST	TURN OFF FOR NON-PAYMENT METER # 1700027618	11/1/2022		0
17	JOB-2022-00409	DPW	OTHER	106 S KEY ST #54	TURN OFF FOR NON-PAYMENT METER #1700027476	11/1/2022		0
18	JOB-2022-00425	DPW	OTHER	290 GOLF COURSE RD	TURN OFF FOR NON-PAYMENT NSF METER #1700026865	11/10/2022		0

General Services Work Order Applications

Applications For the Date Range 10/01/2022 Thru 11/28/2022

#	Reference #	Requesting Dept.	Job Type	Location	Description	Date Entered	Date Issued	Days Open
19	JOB-2022-00429	DPW	OTHER	220 WHITAKER CHAPEL RD	3/4' WATER TAP	11/16/2022		0
20	JOB-2022-00431		GARBAGE/RECYCLING	DOWNTOWN	WOULD LIKE TO REQUEST THE BLACK TRASH CAN LOCATED NEAR THE HOSIERY TO BE MOVED TO ACROSS FROM HARDEES - PLEASE REMOVE THE GREEN TRASH CAN	11/17/2022		0
21	JOB-2022-00432	DPW	OTHER	276 WHITAKER CHAPEL RD	LOCATE WHERE WATER TAP IS. TIM CHILDRESS 336-655-9960	11/18/2022		0
21	TOTAL NEW APPLICATIONS							
73	TOTAL APPLICATIONS THIS REPORT PERIOD							