



City of Trinity
CITY COUNCIL MEETING

November 18, 2024 at 6:00 PM

Trinity City Hall Annex

AGENDA

NCGS § 143-318.17 Disruption of official meetings

A person who willfully interrupts, disturbs, or disrupts an official meeting and who, upon being directed to leave the meeting by the presiding officer, willfully refuses to leave the meeting is guilty of a Class 2 misdemeanor.

(1919, c. 655, s 1; 1993, c. 539, s. 1028; 1994, Ex. Sess., c. s. 14 (c).)

Action may be taken on agenda items and other issues discussed during the meeting

1. Call to Order; Welcome Guests and Visitors
2. Pledge of Allegiance and Invocation
3. Review, amend if needed, and approve Proposed Regular Agenda
4. Public Comment Period
5. Consent Agenda Items
 - a. Approval of Regular Meeting Minutes of October 15, 2024
 - b. Finance Director's City of Trinity Financial Statements (*Finance Director Crystal Postell*)
6. Action Agenda
 - a. Overcharged and Undercharged Utility Customer Procedure (*Finance Director Crystal Postell*)
7. Mayor, Council and City Manager Updates
8. Adjournment



City of Trinity
CITY COUNCIL MEETING
October 15, 2024
Trinity City Hall Annex
MINUTES

PRESENT

Mayor Richard McNabb
Mayor Pro Tem Bob Hicks
Councilman Tommy Johnson
Councilman Robbie Walker
Councilman Ed Lohr
Councilman Jack Carico

OTHERS PRESENT

City Manager Stevie Cox
City Clerk Darien Comer
Finance Director Crystal Postell
Planning Director Jill Wood
Attorney Tom Wright
SCEI Minimum Housing and Non-Residential Specialist Eric Clem
Sgt. Clarkston Cox

Mayor McNabb called the meeting to order at 6:30 PM.

Mayor McNabb led the Pledge of Allegiance and gave the Invocation.

Review, amend if needed, and approve Proposed Regular Agenda

Mayor Pro Tem Hicks made a motion to approve the agenda as presented. The motion was seconded by Councilman Carico and passed unanimously.

Public Comment Period

None

Consent Agenda Items

- a. Approval of Regular Meeting Minutes of September 9, 2024**
- b. Approval of Closed Session Meeting Minutes of September 9, 2024**

- c. **City of Trinity- Monthly Financial Position Review** (*Finance Director Crystal Postell*)
- d. **Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting** (*Finance Director Crystal Postell*)

Mayor Pro Tem Hicks made a motion to approve the Consent Agenda as presented. The motion was seconded by Councilman Johnson and passed unanimously.

Public Hearing

Fuerte and Ponce Request for Special Use Permit - Surrett Drive

Speaking For:

None

Speaking Against:

None

The Property owner, **Monica Ponce** was present to answer questions from the Council.

Action Agenda

Fuerte and Ponce Request for Special Use Permit - Surrett Drive

Planning Director Jill Wood, Monica Ponce and Lexi Robles were sworn in by City Clerk Darien Comer. The oath that was administered: *Do you solemnly affirm that the testimony you shall give tonight is the truth, the whole truth and nothing but the truth, so help you God.*

Ms. Wood gave a summary of the request.

After discussion, Ms. Ponce agreed to install a 6 ft. chain-link fence with material to make the fence opaque. Fence must be approved by Planning Code Enforcement. Ms. Ponce put this added Condition in writing.

There was no one present in opposition to this request.

Mayor Pro Tem Hicks made a motion to approve the application for a Special Use Permit, with the added condition, based on the following:

- *That the use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved;*
- *That the use meets all required conditions and specifications;*
- *That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and*
- *That the location and character of the use if developed according to the plan as submitted and approved will be in harmony with the area in which it is to be located and in general conformity with the Comprehensive Land Use Plan of the City of Trinity.*

The motion was seconded by Councilman Walker and passed unanimously.

Adoption of Ordinance to Order Code Enforcement Officer to Proceed to Effectuate the Purpose of the Trinity Minimum Housing Code and NCGS 160D-1203

Eric Clem, SCEI Minimum Housing and Non-Residential Specialist presented the Council with three separate ordinances ordering the City of Trinity's Contracted Code Enforcement Officer to proceed to effectuate the Purpose of the Trinity Minimum Housing code and G.S. 160D-1203. These Ordinances are to Abate the Minimum Housing Code for the following addresses:

5250 Meadowbrook Drive
5464 Braxton Craven Road
5515 Rockford Drive

Joey Layne from Guil-Rand Fire Department was present to answer questions in regard to having the fire department possibly burn the house.

5515 Rockford Drive

Steven Gray, one of the property heirs at 5515 Rockford Drive, was present and described all the things that are needed to fix up the home. Mr. Gray stated that he wanted to discuss with family members possibly repairing the house and asked for more time to get things taken care of.

Mayor Pro Tem Hicks made a motion to split the three properties into three separate agenda items. The motion was seconded by Councilman Carico and passed unanimously.

Mayor Pro Tem Hicks made a motion to continue for three (3) months to the January Meeting. The motion was seconded by Councilman Johnson and passed unanimously.

5464 Braxton Craven Road

Adlois Shoffner at 3225 Egelwood Dr, Greensboro was present representing the heirs. She explained to the Council the difficulty in notifying the heirs. There has been a little work done on the house. She would like to have more time in contacting the heirs and fixing it up.

Mayor Pro Tem Hicks made a motion to continue for three (3) months until the January meeting. The motion was seconded by Councilman Johnson and passed unanimously.

5250 Old Meadowbrook Road

Mayor Pro Tem Hicks made a motion to remove 5250 Old Meadowbrook Road from the Agenda because the property has been sold and Code Enforcement will need to restart the Enforcement Procedures. The motion was seconded by Councilman Carico and passed unanimously.

Resurfacing Program

Rick Austin, Abbotts Creek Engineering presented streets that need resurfacing. To keep the Powell Bill account below the maximum allowed balance, the City is required to spend approximately \$175,000 before the end of this budget year. The streets in Stone Gables, Siler St. Phase 1 and Colonial Village are the streets that are in need of resurfacing. Councilman Carico asked to include Cedardale Street and Jordan Street.

Mayor Pro Tem Hicks made a motion to authorize the resurfacing that has been suggested to accommodate the Powell Bill spending. The motion was seconded by Councilman Johnson and passed unanimously.

The Council further instructed staff to research repairs needed and return preliminary estimates or at least the process of what we need to do to takeover maintenance of Jordan Street and/or Cedardale Street by January 2025.

Mayor, Council and City Manager Updates

Councilman Lohr asked the Council to consider giving more money to the Helene Hurricane Relief. The Council agreed the Western North Carolina Communities had been devastated by the Hurricane.

Councilman Lohr made a motion to send \$5000 to Samaritans Purse to be used for the Western North Carolina Helene Hurricane Damaged Communities. The motion was seconded by Councilman Carico and passed unanimously.

Adjournment

Councilman Walker made a motion to adjourn. The motion was seconded by Councilman Carico and passed unanimously.

After the meeting was adjourned, the Council re-convened to consider moving their regular November meeting date. A motion was made by Councilman Carico to reschedule the November 12th meeting to November 18th. Mayor Pro Tem Hicks and Councilman Johnson had left the meeting. The motion was seconded by Councilman Lohr and the motion passed unanimously.

Attest:

Richard McNabb, Mayor

Darien P. Comer, City Clerk



Memorandum

TO: Mayor and City Council Members

FROM: Crystal Postell, Finance Director

CC: Stevie Cox, City Manager

DATE: 11/12/2024

REF: City of Trinity- Monthly Financial Position Review

Summary:

The Finance Department presents the City’s Monthly Financial Position for October 2024.

Background:

The Finance Department will ensure the fiscal integrity of the City by exercising due diligence and control over the City's assets and resources while providing timely and accurate reporting under the guidelines of the Generally Accepted Accounting Principles (GAAP) and city regulations.

Recommendation:

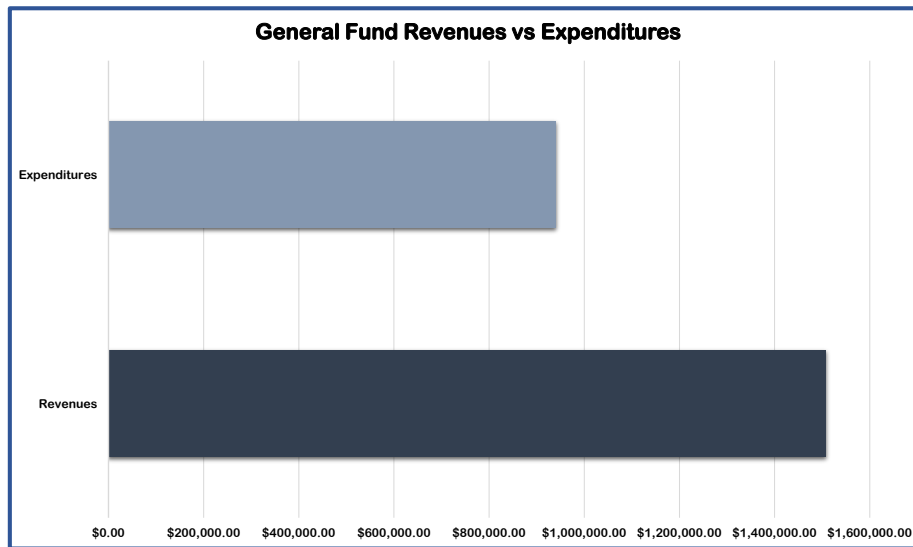
Staff recommends that the City Council approve the presentation of the City’s current financial position for both the General and Sewer Fund.

Attachment:

Budget verses Actual Statements for both General and Sewer Fund

**General Fund
Budget vs Actual Statement
Ending on October 31, 2024**

| | <u>Budget</u> | <u>Actual</u> |
|--|------------------------|------------------------|
| REVENUES | | |
| Powell Bill | \$ 195,360.00 | \$ 105,504.85 |
| Ad Valorem/ Vehicle Tax | \$ 1,066,100.00 | \$ 694,675.83 |
| Sales and Use Tax | \$ 1,675,084.00 | \$ 482,619.21 |
| Solid Waste | \$ 490,000.00 | \$ 167,414.35 |
| Other Taxes | \$ 288,200.00 | \$ - |
| Investment Earnings | \$ 52,500.00 | \$ 23,141.20 |
| Other Revenues | \$ 874,771.00 | \$ 34,971.00 |
| | \$ 4,642,015.00 | \$ 1,508,326.44 |
| EXPENDITURES | | |
| Governing Board | \$ 67,900.00 | \$ 25,003.94 |
| Administration | \$ 471,656.00 | \$ 153,324.40 |
| Finance | \$ 319,543.00 | \$ 94,906.28 |
| Planning/Zoning | \$ 427,774.00 | \$ 156,807.78 |
| Public Buildings | \$ 285,415.00 | \$ 26,954.18 |
| Animal Control | \$ 31,000.00 | \$ 7,588.83 |
| Public Safety | \$ 827,840.00 | \$ 130,232.42 |
| Powell Bill | \$ 120,400.00 | \$ 22,471.15 |
| Street | \$ 192,200.00 | \$ 62,239.85 |
| Stormwater | \$ 401,562.00 | \$ 77,919.28 |
| Sanitation | \$ 582,700.00 | \$ 136,895.86 |
| Economic Development | \$ 26,200.00 | \$ 7,125.00 |
| General Fund Transfers-Sale Tax W/S | \$ 821,775.00 | \$ - |
| General Fund Transfers-City Hall Reserve | | \$ - |
| Special Appropriation/Allocations | \$ 66,050.00 | \$ 33,050.00 |
| | \$ 4,642,015.00 | \$ 940,154.72 |
| | | \$ 568,171.72 |

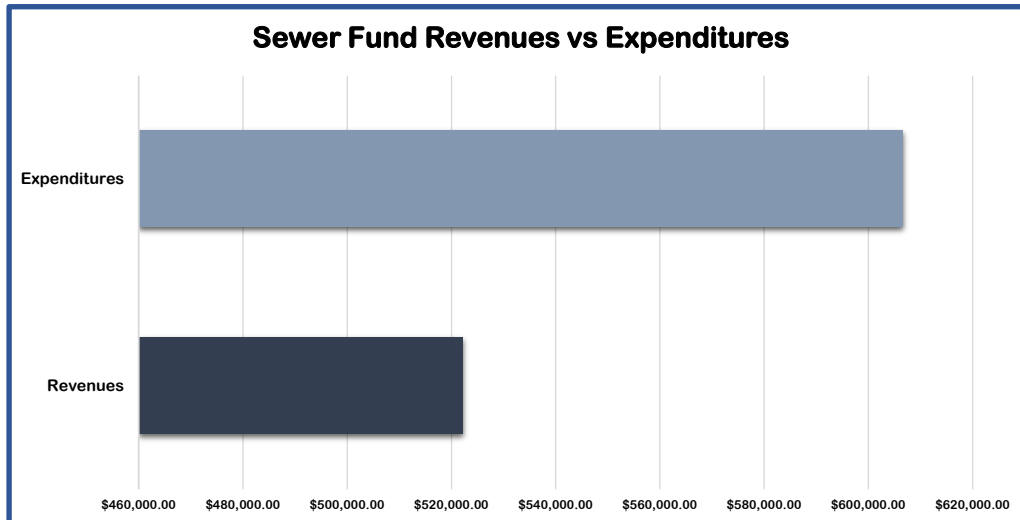


Note: The City of Trinity has collected about 32% of it's projected budgeted revenues. However, the City operational departments have expensed about 20% of our total projected annual budgets. Currently, the City of Trinity has an estimated surplus of \$568,171.72



**Sewer Fund
Budget vs Actual Statement
Ending on October 31, 2024**

| | | <u>Budget</u> | <u>Actual</u> |
|---------------------|-------------------------------------|-------------------------------|------------------------------|
| REVENUES | | | |
| | Sewer Billing | \$ 1,880,280.00 | \$ 520,533.14 |
| | Sewer Tap Fees | \$ 37,500.00 | \$ (5,550.00) |
| | Investment Earnings | \$ 21,600.00 | \$ 6,759.68 |
| | Transfer In- Sewer Capacity | \$ 75,000.00 | \$ - |
| | Transfer In- General Fund | \$ 88,760.00 | \$ - |
| | G.O. Bonds Debt Service Transfer In | \$ 733,015.00 | \$ - |
| | Other Revenues | \$ 156,196.00 | \$ 350.00 |
| | | <u>\$ 2,992,351.00</u> | <u>\$ 522,092.82</u> |
| EXPENDITURES | | | |
| | Sewer | \$ 2,992,351.00 | \$ 606,571.58 |
| | | <u>\$ 2,992,351.00</u> | <u>\$ 606,571.58</u> |
| | Surplus / (Deficit) | | <u>\$ (84,478.76)</u> |



Note: The City of Trinity has collected about 17% of it's projected budgeted revenues. However, the City operational departments have only expensed about 20% of their total projected annual budgets. Currently, the City of Trinity has an estimated deficit of \$84,478.76 within the Sewer Fund. However, the City has not utilized the revenues from our Transfers In. Also, the City of Trinity had to issue a refund for sewer tap fees paid last fiscal year in the sum of \$6,300.



Memorandum

TO: Mayor and City Council Members

FROM: Crystal Postell, Finance Director

CC: Stevie Cox, City Manager
Robert Wilhoit, City Attorney
Rodney Johnson, Public Works Director

DATE: November 11, 2024

REF: Overcharged and Undercharged Utility Customer Procedure.

Summary:

It is important for the City of Trinity to establish a procedure for both overcharged and undercharged customer accounts. This procedure will assist in the City maintaining accurate and effective utility billing accounts. City staff has completed the utility audit and there has been an overcharge due to a North Carolina General Statue revision which has affected a total of 69 customers since 2021. It is highly important for the City to maintain accurate reporting for both our residents and the financial health of the City of Trinity. Due to the overcharging of customers' accounts, we have established a guideline for the issuance of Refunds and Collections of payments.

Background:

The overcharged and undercharged utility customer procedure guidelines will be as follows:

Overcharged Accounts

If a customer has been overcharged, the Finance Department will refund the excess amount without interest to the customer by crediting the customer's account. If the time period of the overcharged can be determined, the Finance Department shall credit the customer account for that entire interval, up to three years (36 months).

If the overcharged customer owes a past due balance for services, the Finance Department shall deduct that past due balance from the any refund or credit due to the customer. If the customer

has a past due balance on another active account, then their refund shall be applied to that account without notice.

Undercharged Accounts

If a customer has been undercharged, the Finance Department shall collect over the same amount of time as the undercharged. The Finance Department shall limit the collection period to three years (36 months). If the undercharged account cannot be determined, the Finance Department will estimate the amount due. The estimate shall be determined at the sole discretion of the Finance Director. No penalties or interest will be applied to the undercharged billing adjustment.

Refund Method

The method of refund shall be issued in the form of a refund check or credit on the account by the customer but only if at the time of the refund the account is current and active. If the account is current and active, then the City of Trinity shall issue a refund in the form of a refund check.

Recommendation:

Staff recommends that the Trinity City Council approves and adopts the Overcharged and Undercharged Utility Customer Procedure allowing the customers, if current and/or active, to receive their refund in the form of a refund check.

Attachment:

No Attachments