

Work Session Meeting of the Town Board of the Town of Lillington, Monday, December 14, 2020 at 8:30 a.m. at the Lillington Town Hall (102 E. Front Street), Lillington, North Carolina.

Board Members Present: Mayor Glenn McFadden
Mayor Pro Tempore Marshall Page
Commissioner Dianne M. Johnson
Commissioner Rupert Langdon
Commissioner Tim Stephens
Commissioner Neil McPhail

Staff Present: Lisa Young, Assistant Town Manager
Alicia Gregory, Management Analyst/Town Clerk
Ashley Wimberly, Public Works Director
Josh Perry, Planning & Inspections
William Baker, Parks & Recreation Director
Tony Buzzard, Town Attorney

Call to Order & Welcome: Mayor Glenn McFadden called the meeting to order at 8:30 am.

NEW BUSINESS

Item #12 Closed Session to Meet per §143-318.11(a)(2), §143-318.11(a)(3) & §143-318.11(a)(5)
Motion by Commissioner Page that the Town Board go into closed session as allowed by North Carolina General Statute §143-318.11(a)(2), §143-318.11(a)(3) & §143-318.11(a)(5). The motion was seconded by Commissioner Johnson and unanimously approved.

The Town Board members came out of closed session following the unanimous approval of a motion by Commissioner Page and second by Commissioner McPhail.

No action was taken from Closed Items discussed.

Commissioner Stephens had to leave following Closed Session.

Item #1 Presentation of Lillington Unified Development Ordinance 160-D Amendments

Mayor McFadden recognized Chad Sary, Stewart, Inc. Mr. Sary explained these amendments have been in the works for quite a while. He explained he has been working with Town Staff to get the Unified Development Ordinance in compliance with new General Statutes. Mr. Sary briefed the Board on the purpose of 160-D. He clarified that the major change is to uniform terminology and streamlined processes, conditional zoning replaces conditional use district zoning, end of conditional Use District Zoning, broadened conflicts of interest standards, and plan consistency statement simplified.

He explained that while updating the required 160-D Amendments, staff directed Stewart to update Design Standards. Incorporating standards for accessory uses and structures, reorganized design standards, change all references from NCGS 160A to 160D, and incorporate all RR/RS15 references. Mr. Sary concluded the presentation.

There were no additional questions.

Following the conclusion of the presentation Commissioner Langdon arrived at the meeting.

Item #2 Discussion of ABC Board Appointment

Mayor McFadden explained the purpose of this agenda item is to give the Lillington Board of Commissioners the opportunity to discuss the applicants for the ABC Board. Per the requirements of GS § 18B-700, the Lillington Board of Alcoholic Control has one (1) vacancy open for appointment. This term expires October 2023. The appointment will fulfil the remainder of Mr. Pete McPherson's term. The Town Clerk received no other applications for consideration. Mayor McFadden explained that he felt that Mr. Frank Lewis was the applicant that should be selected.

Commissioner Page also stated that he felt Mr. Frank Lewis was the perfect person to sit on this Board.

All Commissioners were in agreeance to appoint Mr. Frank Lewis to the ABC Board to fulfil Mr. Pete McPherson's term.

Item #3 Consideration of Amendments to the Town of Lillington Personnel Policy

Mayor McFadden recognized Lisa Young, Assistant Town Manager. Mrs. Young explained the proposed amendment is to ARTICLE IV. THE PAY PLAN of the Lillington Personnel Policy:

Section 12. Overtime Pay Provisions Employees of the Town may be required to work overtime hours as necessitated by the needs of the Town and determined by the Department Head. To the extent that local government jurisdictions are so required, the Town will comply with the Fair Labor Standards Act (FLSA). The Town Manager shall determine which jobs are "nonexempt" and are therefore subject to the Act in areas such as hours of work and work periods, rates of overtime compensation and other provisions. Non-exempt employees will be paid at a straight time rate for hours up to the FLSA established limit for their position (usually 40 hours in a 7 day period). Hours for law enforcement personnel shall be based on a 28-day cycle with compensation at overtime rates beginning after 171 hours are worked in the cycle. Hours for 24-hour firefighter personnel shall be based on a 28-day cycle with compensation at overtime rates beginning after 212 hours are worked in the cycle. Hours worked beyond the FLSA established limit will be compensated in either time or pay at the appropriate overtime rate. In determining eligibility for overtime in a work period, only hours actually worked shall be considered; in no event will vacation, sick leave or holidays be included in the computation of hours worked for FLSA purposes. Compensatory leave requires approval by the Town Manager when creating a balance that exceeds 20 hours.

There was no further discussion.

A motion was made by Commissioner Page to approve the Amendments to the Town of Lillington Personnel Policy. The motion was seconded by Commissioner McPhail and approved unanimously.

Item #4 Discussion of Waterline on East Harnett Street

Mayor McFadden recognized Ashley Wimberly, Pubic Works Director. Mr. Wimberly explained there has been approximately seven breaks on this particular line. The Water Main on East Harnett Street has recently failed twice, in September and again in October. In both instances RLT & Associates, Inc. has repaired the breaks in the line. These repairs have totaled \$13,875.68. Mr. Wimberly briefed the Board on the project and cost to replace the problem line.

Description of Project

Public Works has received a Cost Proposal to replacethe Water Main from RLT & Associates, Inc. The project will include the following:

- Install approximately 400 feet of 6 inch pipe.

- Install two-2 inch and two-3/4 inch water services.
- Install fire hydrant and one-6 inch valve at Highway 401 and East Harnett Street.
- Install one-6 inch valve at South 1st Street and East Harnett Street.
- Pave the affected area (3 feet by 400 feet).

Estimated Cost

Labor, Equipment and Materials \$52,075.24

Tax 3,645.27

Total \$55,720.51

Commissioner Page made a motion to approve the replacement of the waterline on East Harnett Street. The motion was seconded by Commissioner Johnson and approved unanimously.

Item #5 Update on Stormwater Projects

Mayor McFadden recognized Alicia Gregory, Management Analyst. Ms. Gregory explained following the invitation for bids for the Duncan Street Project, there were concerns brought up by several contractors about the retaining walls design. Contractors bidding different dimensions of retaining walls could potentially create an unfair bidding situation. Based on these findings and discussions with the Town's Engineer, staff decided to have the retaining wall designed in order to prevent any discrepancies and future change orders. This should be completed by late January/early February. At that point, the invitation for bids will be resolicited.

There were no additional questions regarding the Stormwater Projects.

Item #6 Discussion of Christmas Luncheon

Mayor McFadden recognized Alicia Gregory, Management Analyst. Ms. Gregory explained the Town Christmas Luncheon will be December 18, 2020, from 11:30-until all meals are passed out to staff at the Lillington Community Center. Ron's Barn will be catering the event and we will be doing a drive thru concept just like Thanksgiving. We are asking all employees to drive thru and pick up their lunch and Christmas gift from the Town.

Assistant Town Manager, Lisa Young, suggested to come back to Town Hall at 1:00 pm to do the service awards.

The Board was in agreement to do so.

Mayor McFadden suggested inviting all the Advisory Boards.

Ms. Gregory stated she would make sure all the advisory boards were invited to the luncheon.

Item #7 Discussion of Upcoming Development Projects

Mayor McFadden recognized Josh Perry, Planning & Inspections. Mr. Perry explained the purpose of this item is to discuss upcoming development projects on Matthews Road and Summerville Marners Road. Both of the development projects are potential subdivisions for the Town of Lillington.

Project 1 Matthews Road: A Developer has proposed a mixed use subdivision consisting of traditional and patio homes on Matthews Road. They are proposing a 450-500 lot development, ranging from 8,000sq ft to 12,000 sq ft per lot. The proposal consists of age targeted units that would have reduced yards to decrease maintenance. The Developer is requesting to use asphalt wedge curbing versus concrete

curb and gutter. Attached are pictures of asphalt wedge curbing, as well as, age targeted homes from Anderson Creek Country Club.

Commissioner Page explained some of these lots were too close together in his opinion and felt like it was an issue with fire codes.

Mr. Perry explained that the walls would have to have fire resistant material within the walls.

Project Two Summerville Mamers Road: A Developer has proposed a Cluster Subdivision on Summerville Mamers Road consisting of 196 lots with a minimum lot size of 5,000 sq ft. The project is proposing 30% open space along with curb and gutter due to lot sizes as well as location. The smaller lot size is allowed in a Cluster Subdivision when environmental factors exist. In addition, the developer is requesting to only install sidewalks on one side of the street on a local street, but will still install sidewalks on both sides on all minor streets. Attached is a preliminary drawing that will have revisions but the overall layout should not change.

Commissioner Langdon asked who was building these subdivisions.

Mayor McFadden stated one of the developments would be done by Stencil Builders.

There were no additional questions.

Item #8 Discussion of Planning Retreat

Mayor McFadden recognized Alicia Gregory, Management Analyst. Ms. Gregory proposed a date to conduct a 2021 Planning Retreat for Lillington Board of Commissioners. The proposed date for the Planning Retreat is January 26th and 27th from 9am-1pm. The first day of the retreat, January 26, 2021, Town Manager Joseph Jeffries will review the Goals from the 2019 Board of Commissioners Retreat. On January 27, 2021, Chad Sary will be joining the Board to assist in facilitating the discussion and direction the Board wishes to pursue in the upcoming years. Mr. Sary will assist the Board and Staff in reviewing previous year goals and objectives. This will conclude the 2021 Town of Lillington Board of Commissioners Planning Retreat. The Retreat would be held at the Lillington Town Hall.

There were no objections to the proposed dates.

Item #9 Discussion of a Date to Honor Marcelle Brown's Street Naming

Mayor McFadden recognized Alicia Gregory, Management Analyst. Ms. Gregory explained that on May 11, 2020, the Lillington Board of Commissioners accepted the property located at 306 S 1st Street and approved to change the name of the street to Marcelle Brown Way. Staff would like the Board to choose a date to hold a street naming ceremony for Mr. Brown sometime in January.

Mayor McFadden asked if the Parking Lot was finished.

Ms. Gregory stated it was complete but the landscaping had not been completed.

Mayor McFadden said he did not want to hold a ceremony until the landscaping was done.

The Board was in agreeance that they wanted it to aesthetically looking better before having the ceremony.

Item #10 Administrative Reports

*Lillington Board of Commissioners
December 14, 2020 Work Session Meeting Minutes*

Monthly Public Works Activities Report - Mayor Glenn McFadden recognized Public Works Director, Ashley Wimberly. Mr. Wimberly presented the November 2020 monthly report. He reviewed all projects with the Town Board. The monthly report was provided to Town Board members for informational purposes.

Monthly Financial Report – Mayor Glenn McFadden recognized Lisa Young, Assistant Town Manager. Mrs. Young reviewed the financial summaries for the Town’s revenues, expenditures, and year-to-date fund balances in the General Fund, Water/Sewer Fund and the Powell Bill Fund for the month of November 2020. The financial report was provided to Town Board Members for informational purposes. (Minute Book notation: Financial reports are on file at Town Hall).

There were no other questions.


Item #11 Discussion of Regular Meeting Agenda for December 15, 2020

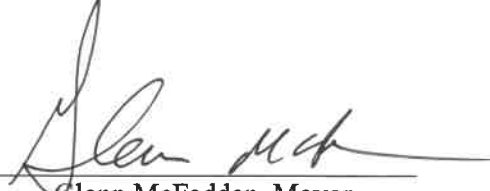
Alicia Gregory, Management Analyst, reviewed the Agenda for the December 15, 2020, Regular Meeting.

There were no questions presented.

Adjournment: Commissioner McPhail moved that the meeting be adjourned. The motion was seconded by Commissioner Johnson the meeting was adjourned with unanimous approval.

Attest:


Alicia L. Gregory, Town Clerk


Glenn McFadden, Mayor

