

BURNSVILLE TOWN COUNCIL
Budget Work Session
Thursday, April 15, 2021, 5:30pm

On Thursday, April 15, 2021, the Burnsville Town Council with Mayor Theresa Coletta, members Judy Buchanan, Denise Collier, and Bunnie McIntosh present, held a special meeting at the Burnsville Town Center. Member Russell Fox joined via remote simultaneous communication at 5:30pm and was counted present for purposes of quorum and voting.

Mayor Coletta called the meeting to order at 5:35pm.

Consideration of the Resolution by applicant for CWSRF loan/grant - Town Administrator Heather Hockaday introduced the resolutions needed to move forward with the application process.

Judy Buchanan made a motion to approve the *Resolution By Governing Body Of Applicant*. Bunnie McIntosh seconded the motion, which carried. All were in agreement.

Bunnie McIntosh made the motion to approve the *Resolution To Adopt An Amendment To The Town Of Burnsville's Water And Sewer Asset Management And Capital Improvement Plan*. Judy Buchanan seconded the motion, which carried. All were in agreement.


Discussion of East Main sidewalk repair project - Public Works Director Dillon Lundy gave an overview of the project and changes that have occurred due to extreme material price increases.

Mrs. Hockaday described the revised scope of work, saying drainage will be repaired and new curbing added, but improvement will not go as far down the hill by the Courthouse as originally intended. Judy Buchanan made a motion to approve the revised project and have the Mayor sign the contract. Bunnie McIntosh seconded the motion, which carried.

Conduct a budget work session for FY 2021-2022 budget - Finance Officer Leslie Crowder reviewed a draft of the FY 21-22 budget. The budget reflected projections based on previous meetings held with department heads.

Mrs. Crowder also prepared and made available for review *General Fund and Water & Sewer Fund Budget Highlights*, a document listing highlights of the year's budget. A copy of this document is attached to these minutes and by reference made a part hereof. Discussions revolved around these highlights, which were elaborated upon by Department Heads.

There being no further business, Bunnie McIntosh made a motion to adjourn at 7:29pm. Denise Collier seconded the motion, which carried. The meeting adjourned.


J. Chad Fox, Town Clerk


Theresa Coletta, Mayor



RESOLUTION BY GOVERNING BODY OF APPLICANT

- WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of improvements to the water treatment plant, and
- WHEREAS, The Town of Burnsville has need for and intends to make improvements to the water treatment plant, the project described as the elimination of a permitted discharge and settling basing improvements & structural repairs, and
- WHEREAS, The Town of Burnsville intends to request state loan and/or grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF BURNSVILLE;

That Town of Burnsville, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Town of Burnsville to make scheduled repayment of the loan, to withhold from the Town of Burnsville any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

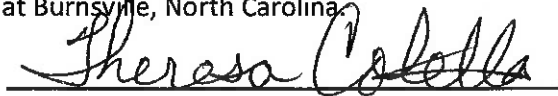
That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That Heather Hockaday, Town Administrator, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the April 15, 2021 at Burnsville, North Carolina



Theresa Coletta, Mayor

ATTEST:




J. Chad Fox, Town Clerk



CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting Town Clerk of the Town of Burnsville, North Carolina does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Town of Burnsville duly held on the 15th day of April, 2021; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 15th day of April, 2021.



J. Chad Fox, Town Clerk

Burnsville Town Clerk

(Title of Recording Officer)

**RESOLUTION TO ADOPT AN AMENDMENT TO THE TOWN OF BURNSVILLE'S
WATER AND SEWER ASSET MANAGEMENT AND CAPITAL IMPROVEMENT PLAN**

WHEREAS, the Town of Burnsville adopted a Water and Sewer Asset Management and Capital Improvement Plan in September 2016. The Plan was amended in August 2017 and November 2020 (hereinafter the "Plan"); and

WHEREAS, the Plan lists priorities for improvements to the Town's water and sewer system; and

WHEREAS, improvements to the Town's Water Treatment Plant is a project listed on the Plan; and

WHEREAS, the Town is submitting an application for funding from the Clean Water State Revolving Fund to make improvements to the Water Treatment Plant, and an amendment to the Plan is needed to provide additional information on system elements as required by NC DEQ and to update the Capital Improvement portion of the Plan; and

WHEREAS, McGill Associates has updated the Water and Sewer System Asset Management Plan, which includes all elements required for such plans by NC DEQ. The amended system elements and priority list of projects are attached hereto as if set forth fully herein.

NOW, THEREFORE, BE IT RESOLVED by the Town of Burnsville Town Council the following:

1. The previously prepared Water and Sewer Asset Management and Capital Improvement Plan dated September 2016 and amended August 2017 and November 2020, is hereby amended to include additional information on system elements as required by NC DEQ and to update the Capital Improvement Plan list of project priorities as established in the attached list incorporated into this Resolution.
2. That all acts and doings of officers, employees, and agents of the Town, whether taken prior to, on, or after the date of this Resolution, that are in conformity with and in the furtherance of the purposes and intents of this Resolution as described above shall be, and the same hereby are, in all respects ratified, approved, and confirmed.
3. That this Resolution shall be effective upon its adoption

This the 15th day of April, 2021

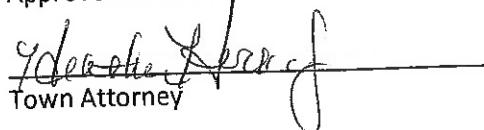


Theresa Coletta, Mayor

ATTEST:


Chad Fox, Town Clerk

Approved as to Form:


Town Attorney

General Fund Budget Highlights

General Fund Revenues:

- Adjusted prior year's property tax revenues back to only the real property amount, since it is nearly impossible to collect delinquent personal property.

Expenses impacted:

- Added in election expense = increase of \$4,000
- The state retirement system increased on all employer matches which has made an impact of around \$8,500 on the general fund side.
- Increased the Misc Expense/Sanitation line by \$5,500 for up to a 100 new larger recycling bins with wheels. We are budgeting for 100 but are not expecting to purchase that many.

Water/Sewer Fund

Budget Highlights

Water/Sewer Fund Revenues

Projected increase:

There are large infrastructure projects on the horizon that will be funded by rate loans/grants. In order to do our part we will need to keep the rates in line for grant requirements as well as to meet debt service commitments.

A 3% increase was based on a conservative estimate of this year's revenues. An in-town bill will go from \$44.28 to 45.61. Outside water and sewer will increase from 88.56 to 91.22. Combined the increases will generateing \$59,000 in additional revenues.

Expenses impacted:

- Water/Sewer labor and overtime lines are over so I have increased appropriately based on the average.
 - In the water budget, there is an increase in the professional service line covering some possible Little Leaf water line extension preliminary engineering costs.
 - The latest Water Quality contract was much less than before decreasing the WWTP contractual line and saving \$28,280. It expires in December.
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- Decreased the line for WWTP Violations from \$30,000 to \$7,500.
- Honestly there is not a lot of change this year from last year.

Specific Salary adjustments in order to line up with League average.

- **Governing Body**
In the 410 department Chad assumed the Clerk's position January 1st, to move him to the League average his annual rate will increase to 46,395. This will impact the fund 4,194.
- **Administration and Sewer 420 and 815:**
We were trying to split the increase to the League average into two years for Finance Director Position. Leslie's current rate is 56,660. An increase to the League average will have an impact of 2581.50 for each fund. To be more accurate with salary and expenses we made a new line for in house counsel. A portion of Heather's Administrator's salary is reallocated into that line in both funds with no real impact to either fund's bottom line.
- **Police Department 510:**
To be more accurate with the Chief's salary and duties there are slight adjustments to his salary lines. There is a new Zoning Administrator/Code Enforcement line in the 420 budget that has \$6,500 in it to define that position as a 5 hour a week position at \$25 an hour rate. His Chief's salary line reflects the League average amount of 63,022 for that position. He will basically have an increase of 3,792 that is provided for in the Zoning Enforcement line which should be partially offset with permits and enforcement fees.

Total increase on the General Fund is 10,567.50. But is offset by recent staff changes.

Water/Sewer Fund

- We are proposing a rate of 62,000 for the Public Works/ Utilities Director's rate to get that position up to League average. The water/sewer fund budget will be impacted by 5,060.
- The crew foreman's current salary is 47,250. A 5% increase to \$50,000 for additional duties including safety. It will impact the budget by 2,750.

Total impact on Water/Sewer fund: 10,391.50. Some of this will be offset by Overtime pay, which was paid in previous years.