

**MINUTES OF THE COUNCIL WORK SESSION OF THE BUDGET AND FINANCE  
AND PUBLIC WORKS COMMITTEES HELD IN THE COUNCIL CONFERENCE ROOM  
ON MONDAY, JUNE 13, 2022, AT 4:00 P.M.**

Persons present: Mayor Beth A. Taylor, Vice-Mayor Cathy D. Pattison, Councilman Mark J. Bloomfield (electronically), Councilwoman Holly E. Atkins, Councilman Gary L. Gillman, Town Manager T. Brian Freeman, Town Clerk Sherry G. Corvin, Town Attorney Michelle Workman Clayton, Planning Director John Woods, Sergeant Brandon Smith

Persons absent: Assistant Town Manager Elaine R. Holeton

The following topics were discussed at the Work Session:

1. Town Manager Freeman noted that Councilman Bloomfield desired to attend the meeting virtually from his home due to a personal illness, and this required a motion and approval by the Committee. A motion was made by Councilman Gillman and seconded by Vice-Mayor Pattison to permit Councilman Bloomfield to virtually attend the Council Work Session meeting. Town Manager Freeman inquired if there was any discussion. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Beth A. Taylor, Cathy D. Pattison, Holly E. Atkins, Gary L. Gillman. Against: None. Councilman Bloomfield then joined the meeting virtually.
2. Mayor Taylor noted that the mini cars are now in town. She stated that they have arrived from West Virginia and will be in town for the next few days.
3. Vice-Mayor Pattison inquired about a handout that the Committee members received regarding terminating the Center for Municipal Solutions (CMS) services and what services they offered to the Town. Town Attorney Clayton advised that CMS previously drafted the Town's Telecommunications Ordinance. Town Manager Freeman explained that they were a third party reviewer during the drafting of the ordinance to make sure all regulations and structural concerns were met. He stated that with the changes regarding telecommunications CMS has failed to notice some of those changes that have affected the Town. Town Clerk Corvin advised that CMS reviewed all cellular tower applications for the Town. Town Manager Freeman advised the Committee that Assistant Town Manager Holeton has previous experience with telecommunications, and he does not believe that continuing an agreement with CMS would help benefit the Town. A brief discussion was held regarding the services of the Center for Municipal Solutions.
4. Town Manager Freeman stated that the next agenda item is the continued discussion regarding the Fiscal Year 2022-23 budget. He advised the Committee that a public hearing will be held at the following Town Council meeting and the second reading of the Budget Ordinance. Town Manager Freeman then discussed the budget presentation he prepared for the Committee and citizens with information regarding the Town's revenue and possible tax rates. Discussion continued regarding the Fiscal Year 2022-23 budget, possible tax rates and items that should be removed from the Capital Improvements Plan.
5. Town Manager Freeman advised that the next the agenda item is the review of a Special Exception Permit request for Riley Construction, Incorporated. Director Woods provided the Committee members with a Staff Report that included an update since the Planning Commission public hearing was held regarding this matter. He stated that Mr. Riley had several violations of the existing permit, and he has since corrected the violations to comply with the Special Exception Permit stipulations. Director Woods advised that the

Town has received three noise complaints regarding Mr. Riley's facility since the public hearing was held. He noted that Amcor has leased a portion of the facility to store plastic pellets, and the extraction of the pellets creates the loud noise that citizens have complained about. Director Woods advised that Mr. Riley stated that the matter concerning the noise complaints should be resolved by the end of June. Mayor Taylor inquired about the kinds of materials stored on the property that were in violation of the existing permit and noted that there may be some vehicles, etc. that are in violation. Director Woods stated that there were old tires, pallets, etc. that were being stored around the facility, but they were removed. A brief discussion continued regarding the Special Exception Permit for Riley Construction. Town Manager Freeman advised that a Notice of Violation should be issued regarding the Special Exception Permit and the noise.

6. Town Manager Freeman advised that there will be two public hearings at the following Town Council meeting for the implementation of the Solar Energy Facility Ordinance and the revised Sign Ordinance. Town Manager Freeman noted that both matters have been addressed by the Planning Commission and have received recommendations for approval by the Town Council. Planning Director Woods advised that the reason for the revision of the Sign Ordinance is to comply with State regulations. A brief discussion was held regarding the revisions to the Sign Ordinance. Planning Director Woods advised that the drafted ordinance for Solar Energy Facilities reflects three types of Solar Energy Facilities protected by State Code, and he noted that the Town can set some regulations, also. He stated that large solar facilities, small solar facilities and decommissioning securities are covered in the ordinance. A brief discussion was held regarding the Solar Energy Facilities Ordinance.
7. Town Manager Freeman discussed emergency procurement procedures regarding the Community Center Roof project and the Lithia Road/Industry Road Force Main Project with the Committee. He noted that this process will be necessary since the projects are valued at over \$200,000 each, and Staff is allowed to complete this process due to the danger to public infrastructure. Town Manager Freeman stated that the typical procurement process takes a considerable amount of time, and these issues need to be addressed now due to supply chain issues.
8. Town Clerk Corvin advised the Committee members that they received a copy of the draft Committee meeting procedures to review. She stated if the Committee had any changes to please let her know, and it will be discussed at the next Work Session meeting.
9. Town Manager Freeman advised that the next agenda item is to discuss the amendments to the Fiscal Year 2021-22 budget. He noted that there was an issue with Motorola software for the Police Department. Town Manager Freeman stated that the maintenance of the software did not get paid for three years. He advised the Committee members that Motorola is now invoicing the Town for those services. Town Manager Freeman explained that at the regular meeting, the Council will set a public hearing for the June 27, 2022, meeting to consider all the amendments to the Fiscal Year 2021-22 budget.
10. Mayor Taylor inquired if there was any information regarding the request to renew a Special Exception Permit for Mr. Larry Sharitz to operate an auto repair shop, and to add the use of an auto welding shop. Director Woods stated that the Planning Commission seemed very comfortable recommending the approval of renewing the permit for Mr. Sharitz.

There being no further business, the Work Session was adjourned. (5:50 p.m.)

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T. Brian Freeman, Town Manager

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Sharon G. Corvin, CMC, Town Clerk

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