

**TOWN OF HILDEBRAN  
TOWN HALL**

**AUGUST 25, 2014  
7:00 p.m.**

**REGULAR MEETING  
MINUTES**

- CALL TO ORDER** Mayor Cook called the Regular Meeting of the Town Council to order at 7:00 p.m.
- COUNCIL PRESENT** The following members of the Board were present: Mayor Jennie Cook, Council Members Brenda Banks, Wendell Hildebrand, Barbara Lowman and Lee Lowman. Council Member Jamie Hollowell was absent.
- STAFF PRESENT** The following staff members were present: Attorney Redmond Dill, Finance Officer Fredrick Rankins, Town Clerk Alice Sanders, Town Planner Laurie LoCicero and Administrative Assistant Rebecah Isenhour.
- CITIZENS PRESENT** See attached list for other citizens.
- MEDIA** No one from the media was in attendance.
- INVOCATION** Mayor Cook called for a moment of silence.
- PLEDGE OF ALLEGIANCE** The Pledge of Allegiance to the United States flag was led by Town Clerk Sanders.
- ADOPTION OF AGENDA** Council Member Hildebran made a motion to add a discussion about road maintenance at 4<sup>th</sup> Ave SE and 5<sup>th</sup> Ave SE under Other Business. All voted in favor.
- Council Member L. Lowman made a motion to add the audit report for FY 2013-2014 under New Business. All voted in favor.
- Council Member Hildebrand made a motion to adopt the agenda as amended. All voted in favor.
- APPROVAL OF MINUTES** Council Member B. Lowman made a motion to approve the Regular Meeting Minutes – July 28, 2014 and the two sessions of Closed Session Minutes – July 28, 2014. All voted in favor.
- PUBLIC COMMENT** Mike Orders thanked Council for its support of the Summer Youth Reaching Our Community Kids (ROCK) program over the past two summers. He requested to continue to use the gymnasium during the summer of 2015 on Tuesday and Thursday evenings for the program.
- Richard Bell expressed his opinion regarding the appearance and attitude of the Town, and the behavior of some of the people in Town.

Wade Shepherd, Vice-president of the East Burke Senior Center Association, Inc. (EBSCA), stated that the EBSCA is working to obtain a new senior center for Eastern Burke County and he thanked Council for its support of the current Senior Center. He, on behalf of the EBSCA, requested from the Town a \$50,000 donation out of the economic development fund to help purchase a piece of property in Town limits to build a new senior center and library with the support of the Burke County Commissioners. He reported that the EBSCA intends to apply for grants, but the property must be purchased before the grant process can begin.

**PUBLIC HEARING-  
RICHELIEU  
LEGWEAR**

Mayor Cook opened the public hearing at 7:15 p.m. to consider an economic development incentive with Richelieu Legwear.

Council Member Banks emphasized that the Town's portion of the financial match for the grant is \$12,500.

Richard Bell stated that the decision was a battle between jobs and corporate welfare and to establish which one is more important.

There being no other comments, Mayor Cook closed the public hearing at 7:16 p.m.

**OLD BUSINESS:  
RESOLUTION –  
RICHELIEU  
LEGWEAR**

Town Clerk Sanders read Resolution #08-25-14 stating that the Town of Hildebran will provide one-half of the 5% grant match required for the Building Reuse Program from the NC Department of Commerce Rural Economic Development Division, if granted. The match contribution is estimated to be \$12,500. Council Member L. Lowman made a motion to approve Resolution #08-25-14. All voted in favor. The Resolution is hereby incorporated by reference and made a part of these minutes (Attachment A.)

**RESOLUTION –  
ZION SEWER  
SIGNATURE CARD**

Town Clerk Sanders read Resolution #08-25-14A stating that the Town gives Mayor Jennie Cook, Finance Officer Fredrick Rankins and Town Clerk Alice Sanders authorization to sign the requisition for funds for the Town for the Zion Industries, Inc. sewer project with the Department of Commerce for the Community Development Block Grant and Appalachian Regional Commission programs. Council Member Hildebrand made a motion to approve Resolution #08-25-14A. All voted in favor. The Resolution is hereby incorporated by reference and made a part of these minutes (Attachment B.)

**SALE OF BAR  
LIGHTS - REPORT**

Administrative Assistant Isenhour stated that the bar lights have been sold to the City of Morganton in the amount of \$2,200.

**DIGITAL SIGN  
UPDATE**

Council Member L. Lowman reported that Council Member Hollowell was in the process of producing a drawing of the Town's

desires for the digital sign and they will be providing the drawing to vendors. He stated that he and Mr. Hollowell will visit the area that the sign will be placed and evaluate sizes and the best location for viewing.

NEW BUSINESS:  
AUDIT REPORT  
FOR FY 2013-2014

Eric Bowman, the Town's Auditor, reviewed his final audit report for FY 2013-2014. Key points Mr. Bowman provided included:

- The Town's total Fund Balance is \$1,911,889 which he stated was outstanding.
- The Town has \$1,277,016 in Unassigned Fund Balance. The Local Government Commission expects small Towns to have at least 6 months of expenses in Fund Balance and the Town has 17 months in Fund Balance.
- The Town has \$132,012 in Powell Bill money and \$219,478 in Economic Development in Restricted Funds.
- The Town's Utility Fund had revenues exceeding expenditures, which is what the Local Government Commission expects.
- The Town's Tax Collection Rate, excluding motor vehicle taxes, was 99.33% which he stated was most likely one of the highest in the state.
- The Town has only one more payment of approximately \$27,000 of Utility debt, and the Town will be debt free in November 2014.
- The Town has \$2,330,483 in unrestricted cash.

Mr. Bowman summarized that the Town could do any project it chooses to do and has been very conservation and frugal over time. He further stated that Mr. Rankins has done a great job as the Finance Officer.

COMPUTER  
UPGRADES AND  
SERVER FOR THE  
TOWN HALL -  
QUOTES

Finance Officer Rankins reported that the Town staff has been experiencing computer issues and Council was presented quotes from Joe Flusk from ComTek Computer Technologies. Mr. Flusk suggested the Town begin with its infrastructure. He suggested the modem be upgraded and to replace the router with a 24-port switch and move all the equipment into a separate closet. In addition, he suggested a hardware firewall appliance.

Mr. Rankins explained that staff has been discussing wiring options and upgrading the phone system with vendors and suggested acquiring the switch now in preparation for the upgrades.

Council Member L. Lowman stated they he preferred a Cisco switch, instead of the Netgear, but did agree with purchasing the WatchGuard security appliance.

Mr Rankins reported that Mr. Flusk suggested, due to the number of employees, that the Town use Google Cloud for file storage that is accessible from anywhere. Mr. Flusk also suggested gmail accounts.

Council Member L. Lowman had concerns about the security of gmail accounts and stated that gmail messages can go into junk folders. Mr. Lowman stated that the lack of a centralized calendar is a big issue with the staff and he preferred an Exchange server with a Cisco port which needs to be POE to improve proficiency.

Mr. Lowman stated that the quotes for the phone systems will be presented next month. He further stated that, most likely, he and a coworker could rewire the office in a day to save the Town money.

It was the consensus of Council to table the computer and phone system upgrades to the September 22<sup>nd</sup> meeting.

**BUDGET  
AMENDMENT-  
RICHELIEU GRANT  
MATCH**

Mr. Rankins explained that the budget amendment accommodates the \$12,500 Richelieu grant match to be transferred from the economic development reserves. Council Member L. Lowman made a motion to approve the Budget Amendment. All voted in favor. The Budget Amendment is hereby incorporated by reference and made a part of these minutes (Attachment C.)

**SENIOR CENTER  
BENEFIT  
CONCERT -  
STILETTO**

Mayor Cook reported that the band Stiletto performed at the August 9<sup>th</sup> Cruise In and has offered to hold a concert in the auditorium at no charge with all donations to be given to the Senior Center. The concert will last 60-90 minutes and a date will be determined if Council approves the use of the auditorium. Ms. Isenhour will need to be available approximately four to five hours. Council Member Banks made a motion to allow Stiletto to use the auditorium at no charge for a benefit concert for the Senior Center with the condition that the Senior Center purchase insurance for the event. All voted in favor.

**JULY TAX REPORT**

Tax Collector Sanders provided the tax report for the month of July. The tax report is hereby incorporated by reference and made a part of these minutes (Attachment D.)

**2014 CHARGE TO  
THE TAX  
COLLECTOR**

Mayor Cook read the 2014 Charge to the Town of Hildebran's Tax Collector. Council Member B. Lowman made a motion to require the Tax Collector, in compliance with the North Carolina General Statutes, to collect the taxes and levy by the Town. All voted in favor. The Charge to the Tax Collector is hereby incorporated by reference and made a part of these minutes (Attachment E.)

**DEPUTY REPORT  
GARY TOWERY**

Deputy Towery gave his report for the month of July 2014.

COMMITTEE  
REPORTS &  
UPDATES

Transportation Advisory Committee (COG) – Mayor Cook reported that the project on I-40 exit 105 should be completed by October 2014 and the project at exit 104 will be completed in a year. She also reported that an extension between Grace Chapel and 321 at MDI and Walmart will be completed by October 2014. The construction of the bridges at 321 will be on hold due to costs.

Western Piedmont Council of Governments Policy Board – Council Member Hildebrand stated there was no meeting this month.

Burke Economic Development – Mayor Cook reported that the meeting discussions concerned Richelieu. She announced that Richelieu will be having a job fair in September.

Recreation & Tourism Committee – Council Member B. Lowman reported that the pool is now closed for the season and the Summer Youth ROCK program has ended for the year. She announced that Bert Smith informed her that fall baseball will begin after Labor Day and continue until the end of October. She reported that Mr. Smith and the organization were enjoying the improvements to the concession stand building and restrooms.

Water Resource Committee – Planner LoCicero stated there was no meeting due to the air and water quality conferences held recently.

VEDIC (Valdese) – Mayor Cook reported that VEDIC approved two loans for new businesses. The first loan is for a pet shop and the second is for a restaurant. She reported that VEDIC will be receiving funds around \$1 million from the USDA Gold Leaf and loans will need to be dispersed within 18 months.

FACILITIES  
UPDATE

Administrative Assistant Isenhour reported that EBYAO will begin using the gym soon. She stated that the gym and depot continue to be rented on a regular basis. She reported that the Board of Elections will be using the Depot along with the WiFi that is now available. She stated that the Burke County Chamber of Commerce has asked to use the Depot for its annual meeting.

Ms. Isenhour stated that the auditorium was in use on August 24<sup>th</sup> for the Adam Trent show. She reported that Jonathan Dale has requested to do a benefit concert for the Senior Center and information will be provided at a later date.

Mayor Cook reported that the swings at the park should be installed within a couple of weeks.

Mayor Cook stated that the annex parking lot was graded for water to sheet off the bank. There was discussion about adding a cabled fence

to prevent cars from dropping off the bank and it was the consensus to stripe the parking lot instead.

Council Member L. Lowman expressed his desire for the telephone company and Charter to remove the excess poles around Town. Mayor Cook stated she would continue to contact the companies and asked for assistant from Attorney Dill. Mayor Cook stated that lighting at the annex parking lot will be added in the near future.

**OTHER BUSINESS**

Council Member Hildebrand discussed erosion and holes at the intersections of 5<sup>th</sup> Ave SE and 4<sup>th</sup> Ave SE. Mayor Cook stated that DOT will be in Town performing road work and 4<sup>th</sup> Ave SE is already on the list for DOT work. She reported that 5<sup>th</sup> Ave SE is a Town road and Powell Bill funds can be used to maintain the road.

Mayor Cook reported that DOT is required to be involved with the sidewalk project since Main Ave is a DOT maintained road and she has contacted McGill for pricing to draw up a design.

Mayor Cook stated that there are several streets and Town signs that need to be maintained and she will bring the priority list to Council in September.

Council Member L. Lowman made a motion to approve the Summer Youth ROCK program to use the gym from June to August 2015 on Tuesday and Thursday evenings from 5:30 p.m. to 8:30 p.m. All voted in favor.

**ANNOUNCEMENTS** None at this time.

**ADJOURNMENT** All business being concluded, Council Member Banks made a motion to adjourn at 8:27 p.m. All voted in favor.

I attest these are the approved minutes of the Board.

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Alice Sanders, Town Clerk

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Virginia Cook, Mayor