



# TOWN OF MOUNT GILEAD BOARD OF COMMISSIONERS AGENDA

110 West Allenton Street, Mount Gilead, North Carolina, 27306

**September 7, 2021**

The Mount Gilead Board of Commissioners met Tuesday, September 7, 2021 at 7:00 p.m. at Mount Gilead Fire Department, 106 East Allenton Street, Mount Gilead, North Carolina for the regular monthly business meeting. Present were Mayor Chip Miller, Commissioners Vera Richardson, Paula Covington and Mary Lucas, Interim Manager Bill Zell, Clerk Amy Roberts, Police Lieutenant Austen Morton, and Public Works Director Daniel Medley. Absent were Mayor Pro Tem Tim McAuley and Police Chief Pat Preslar.

## CALL TO ORDER

Mayor Miller called the meeting to order at 7:02 p.m. with a welcome, moment of silence and the Pledge of Allegiance.

## ITEM I. ADOPTION OF AGENDA

Mayor Miller asked the Board to add a Closed session for a personnel matter to the agenda pursuant to NCGS 143-318.11 (a) (6). Commissioner Richardson made a motion to adopt the agenda with Mayor Miller's requested addition. Commissioner Covington seconded the motion. Agenda was unanimously adopted.

## ITEM II. APPROVAL OF MINUTES

### A. August 2, 2021 Regular Meeting Minutes

Commissioner Covington made a motion to adopt the August 2, 2021 regular meeting minutes. Commissioner Lucas seconded the motion. Minutes were unanimously adopted.

### B. August 11, 2021 Special Called Meeting Minutes

Commissioner Lucas made a motion to adopt the August 11, 2021 special meeting minutes. Commissioner Richardson seconded the motion. Minutes were unanimously adopted.

## ITEM III. PUBLIC COMMENT

Ms. Patricia Lilly, Pleasant Valley Road – Ms. Lilly asked the Board if they would revisit looking into grants for home renovations in underprivileged neighborhoods. Commissioner Lucas told Ms. Lilly that she thinks these grants are handled through Montgomery County.

## ITEM IV. OLD BUSINESS

None

ITEM V. NEW BUSINESS

- A. Engineering Survey Proposal for Sewer System – LKC Engineering  
Rob McIntyre, engineer for LKC Engineering presented a surveying proposal as requested by the Board at the August 11 special meeting. The proposal consisted of a fee table with itemized tasks to be completed that totaled \$102,000. With unsure funding being received by the State in this year's budget as well as ARP funding approved uses, the Board decided to table this proposal until further research could be done on better ways of financing this major project.
- B. Budget Amendment BA22-0906-01  
It was Board consensus to table this Budget amendment until the October 5 regular meeting pending further negotiation between the Interim Manager and NCDOT about increased costs of the East Allenton Sidewalk Extension Project.
- C. Budget Amendment BA22-0906-02  
Commissioner Lucas made a motion to approve BA22-0906-02 – Main Street Stormwater Project Engineering and Construction budget. Commissioner Richardson seconded the budget amendment. BA22-0906-02 was unanimously approved.
- D. ABC Board Appointment - Benton Haithcock  
Commissioner Covington made a motion to reappoint Mr. Benton Haithcock to the ABC Board for the 2021-2024 term. Commissioner Richardson seconded the motion. Motion carried unanimously.
- E. Resolution - Asset Inventory and Assessment (AIA) Grant  
Commissioner Richardson made a motion to approve the Resolution for the AIA grant. Commissioner Lucas seconded the motion. Motion carried unanimously
- F. LPM System Access Authorization Form  
Commissioner Covington made a motion to approve the LPM System Access Authorization form to gain access to the NCDOT site. Commissioner Richardson seconded the motion. Motion carried unanimously.

ITEM VI. STAFF REPORTS

Staff Reports were given by Interim Manager Bill Zell, Police Lieutenant Austen Morton, Public Works Director Daniel Medley. Written reports were provided by Fire Chief Keith Byrd and Code Enforcement Officer Brandon Emory. All reports were attached to the Board packets and are available for public inspection in the Clerks office at Town Hall.

ITEM VII. COMMISSIONER REPORTS

Commissioner Covington requested that the regular Board meetings become virtual meetings starting in October due to the COVID Delta variant break out throughout the county. All agreed.

ITEM VIII. CLOSED SESSION – Personnel 143-318.11 (a) (6) \*

Commissioner Richardson made a motion to go into closed session. Commissioner Covington seconded the motion. Motion carried unanimously.

*\*NOTE: The Town Clerk was asked to step out during this closed session and as such was not present for the motion to return from closed session or the motion for adjournment. Commissioner Lucas was asked to keep the minutes for closed session.*

ITEM VIII. ADJOURNMENT

See NOTE above.

  
Joseph M. Chip Miller, Jr., Mayor

  
Amy C. Roberts, CMC, Town Clerk



# TOWN OF MOUNT GILEAD BOARD OF COMMISSIONERS AGENDA

110 West Allenton Street, Mount Gilead, North Carolina, 27306

**September 7, 2021**

The Mount Gilead Board of Commissioners will meet Tuesday, September 7, 2021 at 7:00 p.m. at Mount Gilead Fire Department, 106 East Allenton Street, Mount Gilead, North Carolina for the regular monthly business meeting. **Facemask required.**

CALL TO ORDER

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ITEM I. ADOPTION OF AGENDA

ITEM II. APPROVAL OF MINUTES

- A. August 2, 2021 Regular Meeting Minutes (Action)
- B. August 11, 2021 Special Called Meeting Minutes (Action)

ITEM III. PUBLIC COMMENT

ITEM IV. OLD BUSINESS  
None

ITEM V. NEW BUSINESS

- A. Engineering Survey Proposal for Sewer System – LKC Engineering (Action)
- B. Budget Amendment BA22-0906-01 (Action)
- C. Budget Amendment BA22-0906-02 (Action)
- D. ABC Board Appointment - Benton Haithcock (Action)
- E. Resolution - Asset Inventory and Assessment (AIA) Grant (Action)
- F. LPM System Access Authorization Form (Action)

ITEM VI. STAFF REPORTS

ITEM VII. COMMISSIONER REPORTS

ITEM VIII. ADJOURNMENT

# Agenda Packet

## Table of Contents

### MINUTES

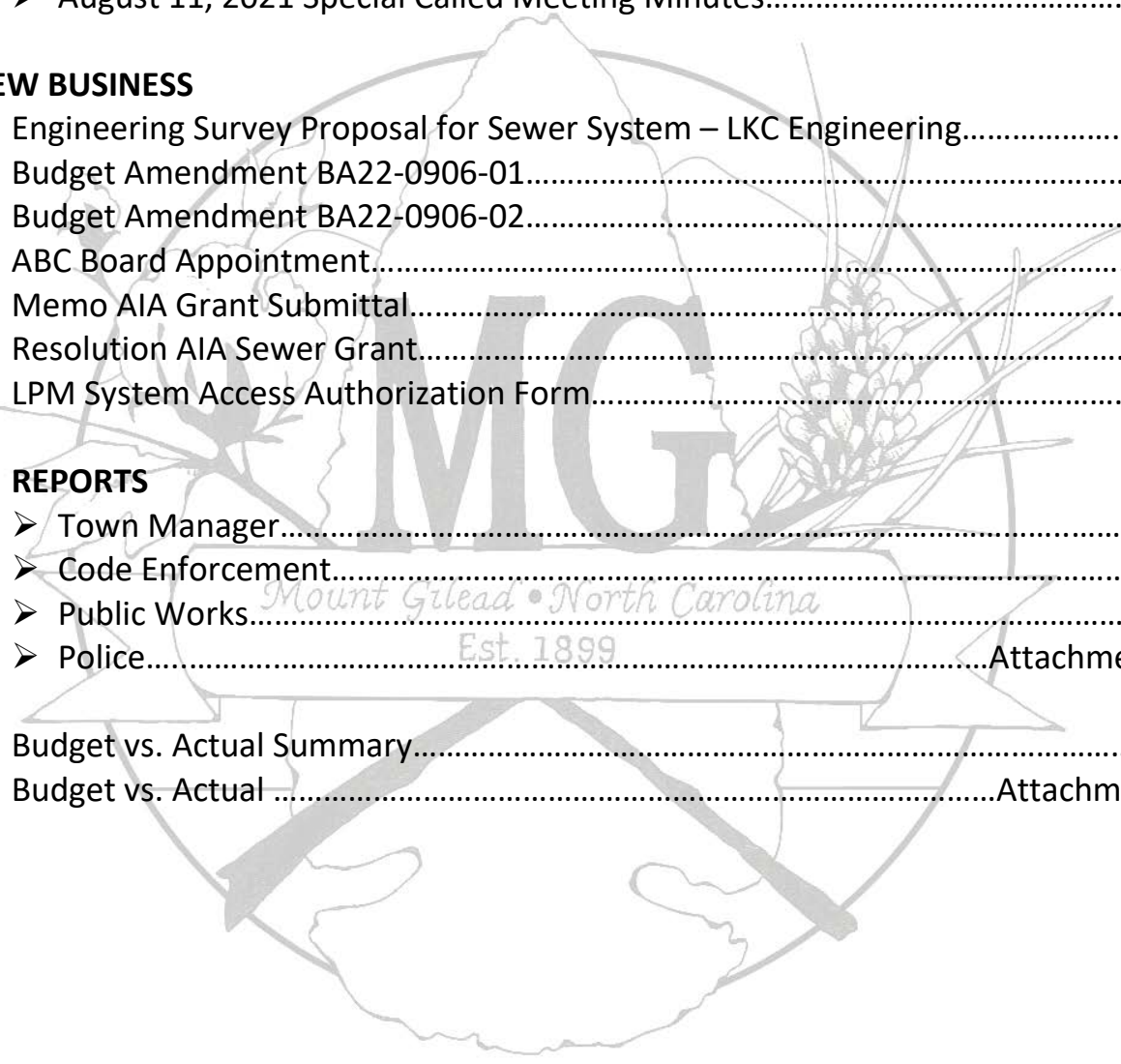
- ❖ Meeting Minutes
  - August 2, 2021 Regular Meeting Minutes.....1
  - August 11, 2021 Special Called Meeting Minutes.....4

### NEW BUSINESS

- ❖ Engineering Survey Proposal for Sewer System – LKC Engineering.....6
- ❖ Budget Amendment BA22-0906-01.....12
- ❖ Budget Amendment BA22-0906-02.....14
- ❖ ABC Board Appointment.....16
- ❖ Memo AIA Grant Submittal.....17
- ❖ Resolution AIA Sewer Grant.....18
- ❖ LPM System Access Authorization Form.....20

### ❖ REPORTS

- Town Manager.....21
- Code Enforcement.....22
- Public Works.....26
- Police.....Attachment
  
- ❖ Budget vs. Actual Summary.....27
- ❖ Budget vs. Actual .....Attachment





# TOWN OF MOUNT GILEAD BOARD OF COMMISSIONERS MEETING MINUTES

110 West Allenton Street, Mount Gilead, North Carolina, 27306

August 2, 2021

The Mount Gilead Board of Commissioners met on Monday, August 2, 2021, at 7:00 p.m. at Mount Gilead Fire Department, 106 East Allenton Street, Mount Gilead, North Carolina for the regular monthly business meeting. Present were Mayor Chip Miller, Mayor Pro Tem Tim McAuley, Commissioners Paula Covington, Mary Lucas and Vera Richardson, Town Manager Hiram Marziano, Public Works Director Daniel Medley, Police Chief Pat Preslar, Fire Chief Keith Byrd and Town Clerk Amy Roberts.

## CALL TO ORDER

Mayor Miller called the meeting to order at 7:00 pm with a moment of silence and the Pledge of Allegiance.

## ITEM I. ADOPTION OF AGENDA

Commissioner Richardson made a motion to adopt the agenda as is. Mayor Pro Tem McAuley seconded the motion. Motion unanimously carried.

## ITEM II. APPROVAL OF MINUTES

### A. June 14, 2021, Special Called Meeting Minutes

Commissioner Covington made a motion to approve the June 14, 2021, Special Called Meeting Minutes. Mayor Pro Tem McAuley seconded the motion. Minutes were unanimously adopted.

### B. July 6, 2021, Regular Meeting Minutes

Commissioner Lucas made a motion to adopt the July 6 meeting minutes. Commissioner Richardson seconded the motion. Minutes were unanimously adopted.

## ITEM III. PUBLIC HEARING-2040 Mt. Gilead Comprehensive Plan

Commissioner Lucas made a motion to open the Public Hearing to hear any public comments or present any discussion concerning the 2040 Mt. Gilead Comprehensive Plan.

Mayor Miller called upon the public for any comments or discussion. There were no public comments.

Town Manager Marziano updated the Board and stressed that all research and data had been complete by Mosaic Civic Studio and that they felt comfortable and were ready to move forward for an approval of this plan.

With no more discussion, Commissioner Covington made a motion to close the Public Hearing. Commissioner Richardson seconded the motion. Motion carried unanimously and the Public Hearing was closed.

ITEM IV. PUBLIC COMMENT

None

ITEM V. OLD BUSINESS

A. Resolution to Adopt 2040 Mt. Gilead Comprehensive Plan

Following the Public Hearing, Town Manager Marziano presented a resolution to adopt the 2040 Mt. Gilead Comprehensive Plan. Commissioner Richardson made a motion to adopt the 2040 Mt. Gilead Comprehensive Plan. Mayor Pro Tem McAuley seconded the motion. The plan was unanimously approved.

B. Patrol Vehicle Purchase Proposal

Police Chief Pat Preslar presented a purchase proposal to replace two out of service patrol vehicles. The proposal in summary was for \$82,972.46 to purchase two new vehicles, which also covered the cost of equipment installation, paint marking and tax and tags. He also explained that the Town received a total loss insurance claim for the 2016 Ford Taurus of around \$20,000 which will help recover some of the costs to purchase these vehicles. He felt that the best financing option would be a lease purchase for 3 years. Commissioner Richardson suggested he look at all options and find the best deal for financing these vehicles. Commissioner Covington made a motion to approve the purchase proposal. Mayor Pro Tem McAuley seconded the motion. The Patrol Vehicle Purchase Proposal was unanimously approved.

ITEM VI. NEW BUSINESS

A. Planning Board Vacancies

Town Manager Marziano stated that the Planning Board has recently lose two members, Mr. Max Joyce retired, and Mr. Sam Elkins resigned his position for personal reasons. Marziano requested approval to advertise for the two open positions (1 position to represent inside the city limits and 1 position to represent the extraterritorial jurisdiction (ETJ)). Commissioner Richardson made a motion to advertise for the Planning Board open positions. Commissioner Lucas seconded the motion. Motion carried unanimously.

B. Acceptance of Town Manager's Resignation

Town Manager Hiram Marziano submitted a request for resignation of his position by email on July 20 stating that he didn't feel he could adequately fulfill his duties to the Town and Board and also cited the fact that he was truly not happy in his position. The email stated that he would be willing to work a required 30-day notice per his contract which would make his last official day of work August 20. Commissioner Richardson spoke to Marziano saying that she appreciated and admired his honesty and willingness to back down when he knew he was not fully engaged in the position. The Board thanked him for his service. Commissioner Covington made a motion to accept Marziano's resignation. Mayor Pro Tem McAuley seconded the motion. The resignation was unanimously accepted.

ITEM VII. STAFF REPORTS

Department reports were presented by Town Manager Hiram Marziano, Chief Pat Preslar, Fire Chief Keith Byrd and Public Works Director Daniel Medley and were attached to the Board Packets.

Public Works Director Daniel Medley and Town Manager reminded the Board about the upcoming special meeting on Wednesday, August 11 at 7 p.m. at the Fire Station. LKC Engineering representative, Rob McIntyre will be in attendance to discuss the pros and cons, the costs and details of expanding sewer service to the Lake areas and the upgrades that would be needed to handle the extra capacity.

ITEM VIII. COMMISSIONER REPORTS

Commissioner Richardson told the Board about a back-to-school bash on Friday, August 6 at the high school. She also spoke of the open house at Montgomery Central High School on August 17 beginning at 5 p.m. The first day of school for students will be Tuesday, August 24.

ITEM IX. CLOSED SESSION-Pursuant to 143-318.11 (a) (6) – personnel

Commissioner Richardson made a motion to go into closed session to discuss the options for hiring an interim manager. Mayor Pro Tem McAuley seconded the motion. Motion carried unanimously.

After discussion, Commissioner Richardson made a motion to return to Open Session. Mayor Pro Tem McAuley seconded the motion. Motion carried unanimously.

Commissioner Lucas then made a motion for Mayor Miller to call former Interim Manager, Bill Zell, to see if he would be interested in serving another 90-day interim position with the Town. Commissioner Richardson seconded the motion. Motion carried unanimously.

ITEM X. ADJOURNMENT

With no more Board business Mayor Pro Tem McAuley made a motion to adjourn the meeting. Commissioner Richardson seconded the motion. Meeting was unanimously adjourned at 8:25 p.m.

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Joseph M. “Chip” Miller, Jr., Mayor

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Amy C. Roberts, CMC, Town Clerk





# TOWN OF MOUNT GILEAD BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES

110 West Allenton Street, Mount Gilead, North Carolina, 27306

August 11, 2021

The Mount Gilead Board of Commissioners met Wednesday, August 11, 2021 at 7:00 p.m. at Mount Gilead Fire Department, 106 East Allenton Street, Mount Gilead, North Carolina for a special meeting workshop. Present were Mayor Chip Miller, Mayor Pro Tem Tim McAuley, Commissioners Paula Covington, Vera Richardson and Mary Lucas, Town Manager Hiram Marziano, Town Clerk Amy Roberts and Public Works Director Daniel Medley.

CALL TO ORDER – Mayor Miller called the meeting to order at 7:00 pm with a moment of silence and the Pledge of Allegiance.

ITEM I. ADOPTION OF AGENDA – Commissioner Richardson made a motion to adopt the agenda as is. Commissioner Covington seconded the motion. Motion carried unanimously.

## ITEM II. WASTEWATER COLLECTIONS SYSTEM AND WWTP DISCUSSION

### A. Introduction

Town Manager Hiram Marziano and Public Works Director Daniel Medley, along with LKC Engineer, Rob McIntyre, presented a topic of discussion to the Board concerning the Town's current sewer capacity and future expansion needed to be able to handle any incoming growth to the Town and lake area.

### B. Discussion

The Town has been approached by developers in the past and more recently wanting to expand home growth at Lake Tillery. They would like to be able to utilize the Town's sewer system in order to expand. LKC Engineer, Rob McIntyre, explained that currently our Wastewater Treatment Plant is running at half capacity. He gave some scenarios to help the Town understand what expanding the capacity could mean. He stated that running the WWTP at 80% capacity would allow for an additional 700 possible homes and that the State would be expecting to see plans for a possible upgrade or expansion of our current system. If you increase that number to 900 possible homes that would increase the plant use at 90% and the State would put a moratorium in place and demand an upgrade to our system. The developers that have approached the Town are wanting to expand by approximately 1200 homes which our system currently could not handle.

In addition to this, Public Works Director Medley stated that we have approximately 60 in town customers who currently don't have sewer because our infrastructure won't allow for it and he feels like we should look after in town tax payers first. Mayor Miller reminded the Board that the Mount Gilead Industrial Park located across from Unilin on Hwy. 109 is also being marketed to be sold/leased with the understanding the Town would provide sewer.



Hiram Marziano stressed to the Board the urgency of completing a study to better understand what the true needs of our sewer system and the estimated costs to increase our capacity would be.

C. Action for Engineering Study Services

Commissioner Richardson made a motion to have LKC Engineering develop a quote for performing a study of our sewer system capacity and future needs of our system as well as the costs to do any needed expansions or upgrades. Commissioner Lucas seconded the motion. Motion carried unanimously.

ITEM III. ADJOURNMENT

With no more Board business Mayor Pro Tem McAuley made a motion to adjourn the meeting. Commissioner Richardson seconded the motion. Motion carried unanimously. Meeting was adjourned at 8:15 p.m.

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Joseph M. "Chip" Miller, Jr., Mayor

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Amy C. Roberts, CMC, Town Clerk

**DRAFT AGREEMENT TO FURNISH PROFESSIONAL ENGINEERING SERVICES**

**TOWN OF MOUNT GILEAD, NORTH CAROLINA**

**SANITARY SEWER SYSTEM PRELIMINARY ENGINEERING REPORT**

This AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, 2021 by and between the TOWN OF MOUNT GILEAD, NORTH CAROLINA, hereinafter called the TOWN, and LKC ENGINEERING, PLLC, hereinafter called LKC.

WHEREAS, the Town wishes to conduct a study of its existing sewer system to evaluate the needs for rehabilitation and the recommended pathway for expansion.

The study shall address the following items:

1. Lilly's Bridge Road capacity analysis
2. Jordan Lumber / Unilin pump station (LS #4) and force main capacity analysis
3. Wastewater Treatment Plant rehabilitation and expansion
4. Unsewered areas inside the Town limits
5. 15-inch sanitary sewer outfall from NC-731 southeast to NC-109
6. 12-inch sanitary sewer outfall from NC-731 northeast to Gin Street and 8-inch sanitary sewer line on NC-731
7. Optional — Closed Circuit TV of Gravity Sewer

NOW, THEREFORE, the TOWN and LKC, for the consideration hereinafter named, agree as follows:

**I. ENGINEERING SERVICES – STUDY AND REPORT**

1. Lilly's Bridge Road Capacity Analysis
  - a. Update the hydraulic model to represent the existing pump station and force main conditions
  - b. Evaluate ultimate capacities of existing service areas
  - c. Assign future flows for undeveloped and unsewered tracts including property along and north of NC-24/27

- d. Evaluate feasible alternatives for transmission of sewer from current and future service areas to the Town's Wastewater treatment plant and recommend a solution
  - e. Provide preliminary cost estimates for necessary improvements including a sequence for implementation
2. Jordan Lumber / Unilin pump station (LS #4) and force main capacity analysis
    - a. Evaluate the existing pump station and force main operation and capacity.
    - b. Work with the Town and existing industries to assign future capacity for those industries.
    - c. Assign capacity for potential industrial development on the west side of NC-109 to be served by this pump station.
    - d. Determine the most feasible solution for future LS #4 capacity needs, including internal upgrades to existing collection system components.
    - e. Provide preliminary cost estimates for necessary improvements.
  3. Wastewater Treatment Plant rehabilitation and expansion
    - a. Evaluate existing treatment process, identify deficiencies, and recommend upgrades
    - b. Based on capacity evaluations from #1 and #2 above, determine the needed treatment capacity.
    - c. Evaluate feasible alternatives for the plant expansion and recommend a solution.
    - d. Provide preliminary cost estimates for necessary improvements.
  4. Unsewered areas inside the Town limits
    - a. Identify areas inside Town limits that are currently unsewered.
    - b. Provide a scope and preliminary cost estimates to extend sewer service in these areas.
  5. 15-inch sanitary sewer outfall from NC-731 southeast to NC-109
    - a. Perform a manhole condition assessment.
    - b. Provide recommendations for rehabilitation including preliminary cost estimates.
  6. 12-inch sanitary sewer outfall from NC-731 northeast to Gin Street and 8-inch sanitary sewer line on NC-731
    - a. Perform a manhole condition assessment.
    - b. Provide recommendations for rehabilitation including preliminary cost estimates.
  7. Optional — Closed Circuit TV of Gravity Sewer
    - a. Facilitate subcontractor camera efforts for identified sections of gravity sewer lines described in #5 and #6 above.

8. Final Report

- a. Prepare a written final report summarizing the scope items described above.
- b. Present the report and key findings to Town staff and elected officials.

**PROPOSED FEE TABLE**

Task Item	Description	Proposed Fee
1.	Lilly's Bridge Road capacity analysis	\$15,000.00
2.	Jordan Lumber / Unilin pump station (LS #4) and force main capacity analysis	\$9,000.00
3.	Wastewater Treatment Plant rehabilitation and expansion	\$25,000.00
4.	Unsewered areas inside the Town limits	\$7,000.00
5.	15-inch sanitary sewer outfall from NC-731 southeast to NC-109	\$5,000.00
6.	12-inch sanitary sewer outfall from NC-731 northeast to Gin Street and 8-inch sanitary sewer line on NC-731	\$8,000.00
7.	Optional — CCTV provided on a Time and Expense basis, estimated at \$4.00 per linear foot	\$25,000.00
8.	Final Report	\$8,000.00

LKC's services under this AGREEMENT shall not include (1) preparation of detailed biological survey or assessment, (2) preparation of an environmental assessment or environmental impact statement, (3) preparation of detailed construction drawings and specifications, (4) payment of permit fees. These services, if required, may be arranged for, and furnished by LKC and separately paid for by the TOWN for a fee to be subsequently agreed upon if the need for these services arises.

**II. PAYMENT TERMS**

Partial payment of the above amounts shall be made to the Engineer monthly at a percentage of completion agreed upon by both the Town and the Engineer. The Engineer shall submit invoices

in said amount to the Town monthly and payment shall be made within 30 days of the Town's receipt of the invoice.

It is agreed by the parties hereto that the appropriate adjustments in any fixed and/or lump sum payments shall be made if the physical scope of the project, time for completion, or services required are materially increased or decreased beyond that considered at the time of execution of this Agreement.

Should LKC be required to render additional services in connection with related work upon which the work scope does not apply, or if the scope of the project is modified by the Town, LKC shall receive additional compensation for such additional services at the hourly rates as specified on the fee schedule attached hereto as Exhibit A for the hours worked by the appropriate classification of employee or for a lump sum fee agreed upon by the Town and LKC.

### **III. TERM OF SERVICE**

The Term of Service shall be defined as the length of time elapsed between the execution of this Agreement by all parties and the approval by NCDOT of the final design drawings. LKC anticipates that the term of service for the Professional Engineering Services shall be **180 days** from the date of this Agreement.

### **IV. TERMINATION**

This Agreement may be terminated by either party based on performance or for convenience. The terminating party shall notify the terminated party in writing a minimum of 30 days before the date of termination. Upon being fairly compensated for services provided prior to termination, LKC shall turn over all records, files, and other pertinent information to the Town.

The Town and LKC hereby agree to the full performance of the covenants contained within pages 1 through 4 of this Agreement with Exhibits A and B herein.

IN WITNESS HEREOF, they have executed this Agreement, the day and the year first above written, which is the effective date of this Agreement.

**LKC ENGINEERING, PLLC**

**TOWN OF MOUNT GILEAD, NC**

By: \_\_\_\_\_  
Adam P. Kiker, P.E.  
Member/Manager

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Tim Carpenter, Member/Manager

Attest: \_\_\_\_\_

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Finance Officer

**EXHIBIT A**

**HOURLY RATE STRUCTURE**

**LKC ENGINEERING** offers a competitive rate structure to provide the highest quality of services with controlled overhead. The rates below cover all expenses including travel time.

MANAGING PARTNER	\$160.00/HOUR
LICENSED SURVEYOR	\$140.00/HOUR
SURVEY CREW	\$140.00/HOUR
PROJECT MANAGER	\$ 120.00/HOUR
LANDSCAPE ARCHITECT	\$ 120.00/HOUR
PROJECT ENGINEER	\$ 100.00/HOUR
SENIOR DESIGNER	\$ 100.00/HOUR
DESIGNER	\$ 90.00/HOUR
SENIOR CONSTRUCTION MANAGER	\$ 100.00/HOUR
CONSTRUCTION MANAGER	\$ 90.00/HOUR
FUNDING ADMINISTRATOR	\$ 90.00/HOUR
ADMINISTRATOR	\$ 80.00/HOUR



**TOWN OF MOUNT GILEAD**

**BUDGET AMENDMENT  
FY 2020-21**

Department: 23 SPECIAL PROJECT FUND

Amendment # BA22-0906-01

Title/Project Name: EAST ALLENTON SIDEWALK EXTENSION  
PROJECT FUND

Date Processed: \_\_\_\_\_

Page 1 of 1

Department Head Signature: \_\_\_\_\_

Date of Approval by the Board: \_\_\_\_\_

*Notes: Amendments are required in all cases where budget line appropriations are expected to exceed fiscal year appropriations or when new grants or other funds which will be expended enter the town's system after the fiscal year budget ordinance is approved.*

**Required Signatures**

Department Head		Date: _____
Manager		Date: _____
Mayor		Date: _____
Finance Director		Date: _____

G/L ACCOUNT NUMBER	LINE ITEM DESCRIPTION	CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET	NARRATIVE JUSTIFICATION FOR EACH INCREASE/DECREASE
10-360-10	GENERAL FUND BALANCE	\$ 427,004.00		\$ 27,337.00	\$ 399,667.00	DECREASE FUND BALANCE TO BUDGET FOR APPROVED PROJECT ENGINEERING FEES
23-400-20	ENGINEERING COSTS SIDEWALK EXTENSION PROJECT	\$ 13,500.00	\$ 27,337.00		\$ 40,837.00	AMENDED COSTS TO COMPLETE PROJECT
		\$ -			\$ -	
			\$ 27,337.00	\$ 27,337.00		

Project Ordinance (Stanback Park Sidewalk Installation)				Project Ordinance (Stanback Park Sidewalk Installation)			
Current				Budget Amendment (BA22-0906-01)			
Account #	Account Name	Total Budget		Account #	Account Name	Total Budget	
23-00-10	Construction Costs	\$121,500		23-00-10	Construction Costs	\$121,500	
23-400-20	Engineering Costs	\$13,500		23-400-20	Engineering Costs	\$40,837	
Total Project Appropriations		\$135,000		Total Project Appropriations		\$162,337	
Account #	Account Name	Total Budget		Account #	Account Name	Total Budget	
23-300-10	Construction Costs	\$27,000		23-300-10	Construction Costs	\$54,337	
23-300-20	Engineering Costs	\$108,000		23-300-20	Engineering Costs	\$108,000	
Total Project Appropriations		\$135,000		Total Project Appropriations		\$162,337	
						Increase Engineering Costs	\$27,337 ✓
						Increase Construction Contribution from GF Fund Balance	\$27,337

**TOWN OF MOUNT GILEAD**  
**BUDGET AMENDMENT**  
**FY 2020-21**

Department: Streets

Amendment # BA22-0906-02

Title/Project Name: Main Street Stormwater Project

Date Processed: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_

Page 1 of 1

Date of Approval by the Board: \_\_\_\_\_

**Required Signatures**

Department Head	_____	Date: _____
Manager	_____	Date: _____
Mayor	_____	Date: _____
Finance Director	_____	Date: _____

*Notes: Amendments are required in all cases where budget line appropriations are expected to exceed fiscal year appropriations or when new grants or other funds which will be expended enter the town's system after the fiscal year budget ordinance is approved.*

G/L ACCOUNT NUMBER	LINE ITEM DESCRIPTION	CURRENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET	NARRATIVE JUSTIFICATION FOR EACH INCREASE/DECREASE
10-450-42	PROFESSIONAL FEES	\$ -	\$ 43,000.00		\$ 43,000.00	INCREASE LINE ITEM TO BUDGET FOR PROJECT
10-450-43	CONSTRUCTION FEES	\$ -	\$ 229,463.00		\$ 229,463.00	INCREASE TO COVER SKC CONSTRUCTIONS COSTS PLUS CONTIGENCY FEE
10-360-10	GENERAL FUND BALANCE	\$ 399,667.00		\$ 272,463.00	\$ 127,204.00	DECREASE FUND BALANCE TO ALLOCATE APPROVED PROJECT COSTS
			\$ 272,463.00	\$ 272,463.00		

<b>TOWN OF MOUNT GILEAD</b> <b>MAIN STREET STORM WATER IMPROVEMENTS</b> <b>UPDATED PROJECT BUDGET</b>	
<b>ORIGINAL CONTRACT PRICE</b>	<b>\$201,025</b>
Material Increase due to Alternate Supplier for Pipe	\$3,438
<b>CURRENT CONTRACT PRICE</b>	<b>\$204,463</b>
<b>Contingency Available</b>	<b>\$25,000</b>
Engineering	\$43,000
<i>Design Surveying</i>	\$3,000
<i>Geotechnical Investigations</i>	\$4,000
<i>Design and Permitting</i>	\$22,000
<i>Bidding and Award</i>	\$3,000
<i>Construction Management</i>	\$11,000
<b>TOTAL PROJECT BUDGET</b>	<b>\$272,463 ✓</b>
	(BA22-0906-02)
<b>Engineering Fees Paid to Date:</b>	\$32,000
<b>Total Project Budget Minus Engineering Fees Paid to Date:</b>	<b>\$240,463</b>



# TOWN OF MOUNT GILEAD

110 West Allenton Street, Mount Gilead, North Carolina, 27306

## MEMORANDUM

**DATE:** September 2, 2021  
**TO:** Mayor and Board of Commissioners  
**FROM:** Amy Roberts, Clerk  
**RE:** ABC Board Appointment 2021-2024

Mr. Phil Richardson, General Manager of the ABC Board has recommended that the Town Board of Commissioners accept the nomination of Benton Haithcock to be reappointed to the ABC Board for the 2021-2024 term.

ACCEPTED:

\_\_\_\_\_  
Joseph M. "Chip" Miller, Jr.  
Mayor

ATTEST:

\_\_\_\_\_  
Amy C. Roberts, CMC, NCCMC  
Town Clerk/Finance Officer

# TOWN OF MOUNT GILEAD

Post Office Box 325  
110 West Allenton Street  
Mount Gilead, North Carolina 27306  
Incorporated 1899  
Phone (910) 439-5111 – Fax (910) 439-1336

Mayor  
Joseph Miller

Mayor Pro Tem  
Tim McAuley

Commissioners  
Paula Covington  
Vera Richardson  
Mary Lucas

Interim Manager  
Bill Zell

Town Clerk  
Amy Roberts

## Memorandum

**To: Mayor and Board**

**From: Bill Zell**



**Re: AIA Grant Submittal**

**Date: September 7, 2021**

**Please find attached the Resolution developed by the McGill Engineering Firm that the Town will need to submit so that we'll be able to receive grants for financing the costs of developing our asset inventory and assessment of our water and sewer systems. It just needs the Mayor's signature.**

## RESOLUTION BY GOVERNING BODY OF APPLICANT

- WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina 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 asset inventory and assessment of water and sewer systems, and
- WHEREAS, The Town of Mount Gilead\_has need for and intends to develop asset inventories, determine condition and assessment of critical assets and other components of comprehensive asset management programs for the water and sewer systems and,
- WHEREAS, The Town of Mount Gilead\_intends to request state grant assistance for Asset Inventory and Assessment for Water and Sewer Systems,

### NOW THEREFORE BE IT RESOLVED, By the Town of Mount Gilead Board of Commissioners:

That Town of Mount Gilead, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State 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 **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That Mayor Joseph Miller Jr., 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 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 7<sup>th</sup> day of September, 2021, at the Town of Mount Gilead, North Carolina.

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(Signature of Chief Executive Officer)

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(Title)



**CERTIFICATION BY RECORDING OFFICER**

The undersigned duly qualified and acting Town Clerk of the Town of Mount Gilead 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 Mount Gilead duly held on the 7<sup>th</sup> day of September 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 the 7<sup>th</sup> day of September 2021.

Amy C. Roberts, NCCMC

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(Signature of Recording Officer)

Town Clerk

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(Title of Recording Officer)

**Local Programs Management System Access Authorization Form**

The new Local Programs Management System requires a User ID and Password for access in the system. Complete Sections 1 -3 for a User ID and password, if you are going to perform work within the System (i.e. submit a PID application, submit a Reimbursement claim, request changes to an agreement, or view documentation). Scan, attach and email the form to the LPMO Security Coordinator at [LPMO@ncdot.gov](mailto:LPMO@ncdot.gov).

**Section 1 – User ID Information**

First: Bill Last: Zell

Agency Name: (LGA/MPO/RPO): Town of Mt. Gilead

Agency Address: PO Box 325 / 110 W. Allenton St. Mt. Gilead, NC 27306

Title: Interim Town Manager Email: manager@mtgileadnc.com

Telephone: (910) 439-5111 Fax: (910) 439-1336

Remittance Address: PO Box 325 Mt. Gilead, NC 27306

**Note:** Remittance address is the official location for payment. Invoices and backup documentation will need to match the remittance address. Error in identifying the correct location will result in delayed payments.

**Section 2 – Username or Secure 8-Digit Number**

Username: bzell. If you are a Current User of the NCDOT GRANTS System (Powell Bill, GHSP, PTD, etc.) enter your username. There is no need to create a Secure 8-digit number below.

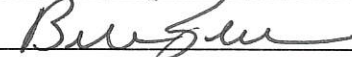
Secure 8-digit number: 06113990. If you are a New User, you must create an 8-digit #. We recommend using the last 4 digits of your SSN & birthday (MMDD). If you forget your password, you will need this 8-digit # to retrieve your information. Once cleared, you will receive an email with your personal User ID and a temporary password. You must create a new password prior to logging into the Grants System for the first time.

**Section 3 – Access Request Information**

- Submit PID Application (allows you to request an agreement)
- View Agreement & Submit Documentation (ex: Plans & Specifications, Cost Proposals)
- Create/Submit Reimbursement Request/Claims (this may be a finance officer role only)
- Create/Submit Change Request (Amendment/Revision) (used to request funding authorizations or a supplemental agreement)
- Display/View Application, Agreement, Documents, Reimbursement Claims & Change Requests (for staff who do not need to submit documents and only want to review information available. This role will not allow any workflow activities)

I certify information above is accurate and I am the authorized person to perform the duties listed:

Print Name: Bill Zell

Signature: 

I approve the above staff member to have access to the Local Project System on behalf of our Municipality:

Authorized Official Signature: \_\_\_\_\_

**Section 4 - For LPMO Use Only**

SAP Vendor Number: \_\_\_\_\_ Business Partner: \_\_\_\_\_



# TOWN OF MOUNT GILEAD

110 West Allenton Street, Mount Gilead, North Carolina, 27306

## MEMORANDUM

To: Mayor and Commissioners

From: Bill Zell, Interim Town Manager

Date: September 1, 2021

Re: Updates

- Work on the Fall Festival continues.
- Met with Earl Poplin of the Redevelopment Corp. re the roof repair project for the Town's Buildings of which they are managing. They had received several bids ranging from \$28,500 to \$41,000. Their board will meet and determine which vendor they will have do the repairs.
- The Main St. stormwater project is on go, but delivery of the concrete piping and boxes aren't expected to be delivered until mid to late September.
- The East Allenton Sidewalk Project is moving along with WithersRavenel Engineering Services doing all the preliminary work to get the project ready to go out for bid.
- David Honeycutt, Engineer with McGill and Associates will be submitting the AIA Sewer Grant in September and award information will come about in February or March 2022.
- The New Manager Application review committee will meet on Wednesday, September 8<sup>th</sup> and narrow the 17 potential candidates down to the top four or five. These applicants will be interviewed by the committee on a date to be determined and the top two or three candidates will be referred to the Board of Commissioners for final interviews.
- Contacted Mohawk Industries re: receiving their waste and found out that all they want to know is if they can meet the State of NC's established standards for our system. I sent them the standards sheet and will be sending them the results of the test samples that we took from them recently.



PROTECTING QUALITY OF LIFE

Alliance Code  
Enforcement LLC

Monthly Report  
Town of Mt. Gilead

Updated  
September 2, 2021

ADDRESS	VIOLATION	STATUS
PID 7503 13 142533 E Allenton St	JP/JV	ABATED
PID 7503 09 07 6133 Lumber St	OL/MH	ABATED
105 E Second St	OL/MH	OPEN
308 N Main St	JP/OL/MH	OPEN
418 W Allenton St	JP	OPEN
202 E Allenton St	JP	ABATED
405 Julius Chambers St	OL	OPEN
109 E Second Ave	OL	ABATED
200 S Main St	MH/OL	OPEN
109 S Main St	JP	OPEN
206 N School St	JV/JP	ABATED
412 Julius Chambers St	JV/JP	ABATED
519 N Main St.	OL	ABATED
502 N Main St	JP/JV/OL	OPEN
301 N Main St	JP	ABATED
100 Highland Ave	JV/JP	OPEN
156 Washington Park St	OL	OPEN
211 Washington Park St	OL	ABATED
323 E Allenton St	JV/OL	ABATED
201 E Haywood Ln	MH	UNFOUNDED
204 W Allenton St	JP	ABATED
500 W Allenton St	OL/MH	OPEN
100 W Ingram St	JV	UNFOUNDED
420 W Allenton St	JP	ABATED
507 S Wadesboro Ave	OL/MH	OPEN
306 N Main St	Ol/MH	OPEN
104 Highland Ave	MH	OPEN



PROTECTING QUALITY OF LIFE

Alliance Code  
Enforcement LLC

Monthly Report  
Town of Mt. Gilead

Updated  
September 2, 2021

500 Julius Chambers Ave	JP	<b>ABATED</b>
PID 750305178817 Julius Chambers Ave	OL	<b>OPEN</b>
302 Cedar St	JV	<b>OPEN</b>
110 E Ingram St	OL	<b>ABATED</b>
401 Cedar St	JV/OL/JP	<b>ABATED</b>
320 E Allenton	JV/OL	<b>OPEN</b>
PID (659312955887) 0 Industry Ave	OL	<b>OPEN</b>
411 W Allenton St	JP	<b>OPEN</b>
500 W Allenton St	OL	<b>OPEN</b>
421 W Allenton St	OL/MH/JV/JP	<b>OPEN</b>
403 Cedar St	JP	<b>OPEN</b>
108 Industry Ave	JP	<b>OPEN</b>
205 N Main St	OL	<b>ABATED</b>



PROTECTING QUALITY OF LIFE

Alliance Code  
Enforcement LLC

Monthly Report  
Town of Mt. Gilead

Updated  
September 2, 2021

#### MONTHLY HIGHLIGHTS

- **507 S Wadesboro** - The trees have been cut down around the structure and clean up around the property has begun.
- **109 E Second St** - Progress has been made. The trees and overgrowth have been cut away from the structure.
- **412 Julius Chambers St.** - Junk/ Nuisance vehicles have been removed.
- **0 E Allenton St (Speakman Property)** - 09/01/21 was the previous abatement deadline set by the Board. On 08/19/21, I conducted a thorough re-inspection and provided the property owners with a detailed report stating exactly what violations remained and what needed to be completed for compliance to be met. I spoke with the property owner's attorney, and he assured me abatement would be met. Upon final re-inspection on 09/02/21, I found that the property was compliant, and the violations were abated. The case will now be closed. I will continue to monitor the property and address any violations that may arise in the future. The property owners have stated they plan to erect a privacy fence in the future but are unable to complete it presently due to the cost.
- **500 W Allenton St** - After previous abatement by the Town, the property is back in violations due to overgrowth. The previous phone numbers that I had for the property owner were no longer working. Through investigation, I found the owner is currently in the Autumn Care facility in Biscoe, NC. I called and spoke with him on 09/01/21 and requested him provide me with his intent for the property. He stated that he had suffered 3 strokes and as a result, was recovering in Autumn Care. He advised that he plans to be out at the end of the month and plans to move back into the house with his niece and her family. He advised his nieces husband will be able to maintain the yard and that they currently reside in Albemarle. The property owner advised he would call me back on 09/02/21 before the end of business to provide me with a direct contact number for his niece so that I could advise them of the issues and to have them abate the violation. He stated that he did not have his cell phone on him and would get the number for me right away. I will continue to stay on top of the situation and ensure the owner abates or put the Town in the position to be able to abate if needed.



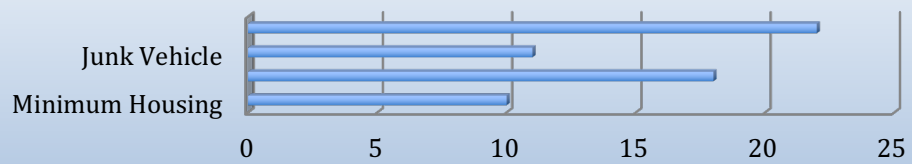
PROTECTING QUALITY OF LIFE

Alliance Code  
Enforcement LLC

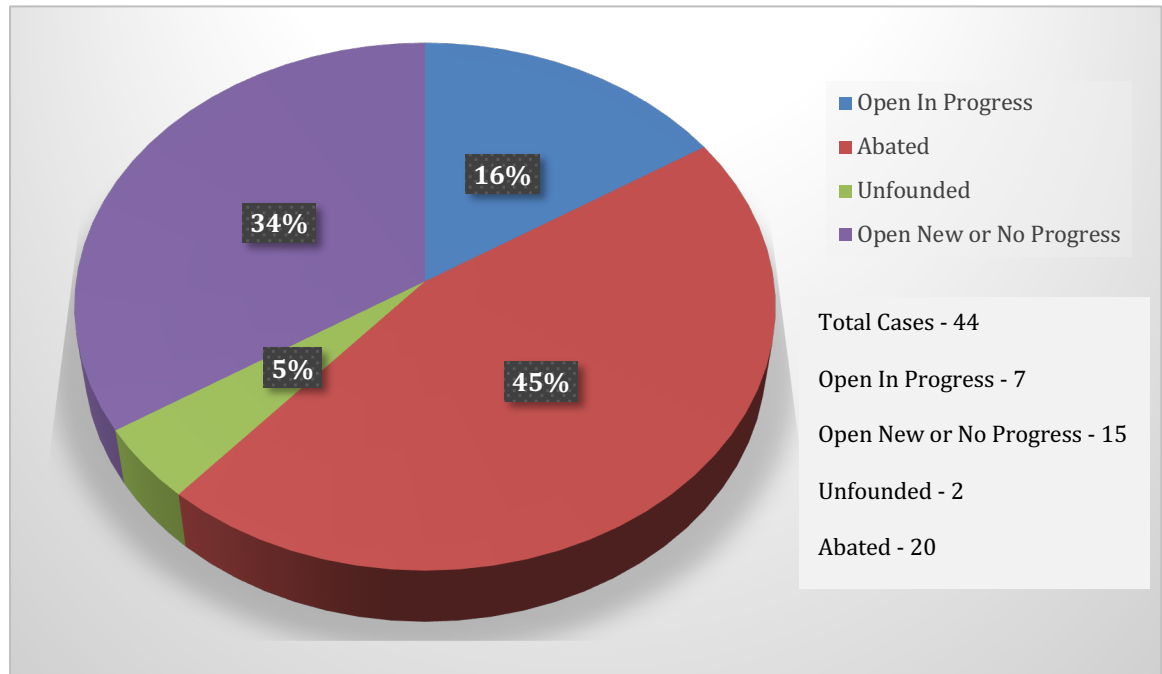
Monthly Report  
Town of Mt. Gilead

Updated  
September 2, 2021

## Violations by the Numbers



	Minimum Housing	Junk Pile	Junk Vehicle	Overgrown Lot
Violations by the Numbers	10	18	11	22







# TOWN OF MOUNT GILEAD PUBLIC WORKS DEPARTMENT REPORT

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110 WEST ALLENTON STREET, MOUNT GILEAD, NORTH  
CAROLINA, 27306  
AUG, 2021

## PUBLIC WORKS

The following is a list of the activities and duties performed by the Public Works Department in August.

### Water/Sewer Services

- Read meters
- Sewer leak/sink hole S. School St
- Repair LS# 2
- Repair LS# 12
- Repair LS# 3
- Repair manhole damaged by road construction

### Repairs and Cleanup Activities

1. Clean storm drains
2. Cleaned park
3. Picked up trash on streets
4. Mow park
5. Mow PD
6. Mow FD
7. Mow Library
8. Pool preparation
9. Mow sewer right-a-way

### Equipment/Vehicle Maintenance

- Preventive checks were performed on the town's vehicles.
- Oil changes
- New brakes
- Mowing tractor serviced

### Routine Monthly Activities

- Lift stations 1-15 - weekly checks
- Non-payment cutoffs - Completed -6
- Cleaned curbs and gutters on Julius Chambers, W. Allenton St N. Main
- Other street cleaning removing trash from right-of-way.

### Completed Projects

### In Progress Jobs

- Down town storm drain projects

## Budget vs Actual (Summary)

Town of Mount Gilead  
9/2/2021 4:26:10 PM

Page 1 Of 1

Period Ending 6/30/2022

10 GENERAL FUND						
Description	Budget	Encumbranc	YTD	Variance	Percent	
Expenses						
ADMINISTRATION	205,336	1,249.11	56,106.89	147,980.00	28%	
STREETS AND GROUNDS	142,059	13,572.90	14,911.42	113,574.68	20%	
PLANNING & ZONING	24,500	0.00	5,782.76	18,717.24	24%	
SOLID WASTE	92,400	0.00	3,031.05	89,368.95	3%	
PARKS AND RECREATION	85,700	(851.48)	7,408.95	79,142.53	8%	
POLICE DEPARTMENT	625,143	0.00	80,643.24	544,499.76	13%	
FIRE DEPARTMENT	157,389	0.00	45,203.92	112,185.08	29%	
REDEVELOPMENT CORP.	25,000	0.00	98.10	24,901.90	0%	
FITNESS CENTER	0	0.00	0.00	0.00		
POWELL BILL	60,000	12,925.84	10,769.49	36,304.67	39%	
HIGHLAND COMM. CT.GRANT	0	0.00	0.00	0.00		
CEMETERY	53,500	26,355.00	816.18	26,328.82	51%	
GOVERNING BODY	49,077	0.00	8,312.87	40,764.13	17%	
LIBRARY	11,400	0.00	5,547.35	5,852.65	49%	
DEBT SERVICE	0	0.00	0.00	0.00		
	0	0.00	0.00	0.00		
Expenses Totals:	1,531,504	53,251.37	238,632.22	1,239,620.41	19%	
10 GENERAL FUND Totals:			238,632.22			
20 ENTERPRISE FUND						
Description	Budget	Encumbranc	YTD	Variance	Percent	
Expenses						
ADMINISTRATION	270,919	1,249.11	69,360.57	200,309.32	26%	
WATER OPERATIONS	380,817	26,535.80	46,733.73	307,547.47	19%	
WASTE WATER COLLECTION	206,000	27,339.13	56,454.46	122,206.41	41%	
WASTE WATER PLANT	259,476	0.00	44,057.41	215,418.59	17%	
SOLID WASTE	0	0.00	0.00	0.00		
GOVERNING BODY	0	0.00	0.00	0.00		
DEBT SERVICE	247,225	0.00	0.00	247,225.00		
	0	0.00	0.00	0.00		
Expenses Totals:	1,364,437	55,124.04	216,606.17	1,092,706.79	20%	
20 ENTERPRISE FUND Totals:			238,632.22			