

**Town of Marshville
Town Council Meeting
Monday, December 3, 2012, 7:00 PM
Marshville Town Hall – 201 West Main Street
REGULAR MEETING**

Council Members Present: Mayor Frank Deese, Mayor Pro-Tem Matthew Jefferson, Council Members Norma Carpenter, Dora Bridget, Margaret Bivens and Gary Huntley.

Staff Present: Town Manager, Amanda Reid; Town Clerk/Finance Officer Tonya Johnson; Town Attorney, Bobby Griffin; Director of Public Works, Bivens Steele; Police Chief, Carl Webber; Park Director, Alan Thifault

Call to Order/Invocation/Pledge of Allegiance

The meeting was called to order at 7:00 pm by Mayor Deese. The invocation was offered by Council Member Bivens. The Pledge of Allegiance was offered by all in attendance.

Adoption of Agenda for the Meeting

A motion to adopt the agenda as presented was made by Council Member Bridget. The motion was seconded by Council Member Bivens and passed unanimously.

Public Comment

There were no public comments.

Adoption of the Consent Agenda for the Meeting

- November 19, 2012 Town Council Minutes
- Approve Budget Amendment #2013-08 for Raftelis Financial Consultants, Inc. for utility audit

A motion to accept the consent agenda and the items thereon was made by Council Member Carpenter. The motion was seconded by Council Member Bivens and passed unanimously.

Discussion of Utility Evaluation, Management Response

The Town Manager stated that the utility evaluation completed by Raftelis Financial Consultants, Inc. identified issues with water usage, account management and billing practices. Additionally, the firm presented recommendations to assist with addressing these issues. The Town Manager reported in the Management Response documents how the town staff intends to address individual issues and recommendations. She summarized the response by stating that staff plans to develop and implement a comprehensive policy and procedures manual, new documents and forms, educate customers on meter reading and billing procedures, complete necessary upgrades to hardware and software, and continue to emphasize high levels of customer service. Additionally, town staff will be working with the North Carolina Rural Water Association to review ordinances, create a meter mapping system, and put together more comprehensive utility billing data. Council Member Bivens responded by commending the Town Manager's initiative in addressing the utility issues.

Town Manager's Report

- *Utilities* – The Town Manager reported the utility issues are being addressed by all departments and everyone is taking on additional responsibilities. Staff continues to work on updating job descriptions.

- *Part-Time/Seasonal Positions* - Two part-time/seasonal employees have been hired to assist the Public Works department.
- *IT Upgrades* – Computer hardware and software upgrades were budgeted for this fiscal year. The staff is working to evaluate existing hardware and prioritize needs.
- *Neighborhood Meeting by Developer* – The Town Manager informed the Town Council of a neighborhood meeting conducted Friday, November 30, 2012 by Birdseye Renewal Energy, a company that provides project management and development for alternate energy. She distributed a memo summarizing the key items discussed at the meeting (memo referenced is herein incorporated into these minutes). The Town Manager stated the company has expressed interest in construction of a solar production facility within the Town of Marshville's ETJ and plans to apply for a Special Use Permit. The project would require approval of the Board of Adjustment. In response to a question from Mayor Deese regarding voluntary annexation the Town Manager stated the Board of Adjustment can ask the company to annex but cannot make voluntary annexation a requirement.

Mayor and Town Council Member Comments

The Town Clerk / Finance Officer reported that through December 3, 2012 tax collections are at 48%, or \$298,791.91. The Town Clerk / Finance Officer stated that due to being short staffed everyone is pulling together and working hard.

Council Members Carpenter & Bridget commented that the Tree Lighting was enjoyable and Council Member Bridget thanked Park Director Thifault for his efforts toward that event.

Council Member Bivens commented that the Christmas lights around town look beautiful.

Council Member Huntley commended the Town Manager and all the staff for their hard work. Mayor Deese echoed Council Member Huntley's sentiments and thanked all the staff.

Adjourn

A motion to adjourn was made by Council Member Bivens. The motion was seconded by Council Member Carpenter and passed unanimously.

There being no further comments the meeting adjourned at 7:20 pm.

These minutes approved this 17th day of December 2012.

By:

Matthew Jefferson
Mayor Pro-Tempore

Attest:

Tonya D. Johnson
Town Clerk