



**Town of Marshville  
Town Council Meeting  
Monday, July 7, 2014, 7:00 PM  
Marshville Town Hall**

**AGENDA**

- 1. Call to Order/Invocation/Pledge of Allegiance**
- 2. Adoption of Agenda for the Meeting**
- 3. Public Comment**  
*Please sign in at the podium. Before speaking, state your name and address and limit comments to two minutes.*
- 4. Consent Agenda**
  - June 2, 2014 Town Council Minutes - Regular Meeting (Recessed until June 9, 2014)
  - June 16, 2014 Town Council Minutes – Special Meeting
  - June 24, 2014 Town Council Minutes – Special Meeting
  - May 2014 Budget Report
- 5. Discussion and action concerning Resolution 14/15-01 - Approval of the 2012 Local Water Supply Plan for the Town of Marshville**
- 6. Discussion and possible action regarding Resolution 14/15-02 – Resolution Authorizing the Sale of Surplus Property by Public Auction**
- 7. Discussion and possible action concerning an Amendment to the Personnel Policy to include Longevity Pay**
- 8. Town Manager’s Report**
- 9. Mayor and Town Council Member Comments**
- 10. Closed Session per NCGS 143-318.11. Closed sessions - (a) (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract**
- 11. Action Resulting from Closed Session**
- 12. Adjourn**

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Upcoming Meetings & Events:

July 10, 2014 Planning Board Meeting

7:00 pm

**Town of Marshville  
Town Council Meeting  
Monday, June 2, 2014  
Marshville Town Hall – 201 West Main St.**

## **REGULAR MEETING MINUTES**

**Council Members Present:** Mayor Pro-Tem Virginia Morgan, Council Members Margaret Bivens, Norma Carpenter, Gary Huntley and Jim Rowell. Mayor Deese called to report that he would be absent.

**Staff Present:** Town Manager, Fern Shubert; Clerk/Finance Officer, Tonya Johnson; Asst. Clerk/Tax Collector, Debbie Morton; Police Chief, Matt Tarlton; Director of Public Works, Bivens Steele; Director of Utilities, Alicia Melton; Officer, Felix Blakney; and Community Development Director, Alan Thifault. Attorney Griffin was absent from the meeting due to scheduled vacation.

### **Call to Order/Invocation/Pledge of Allegiance**

At 7:00 pm Mayor Pro-Tem Morgan called the meeting to order. The invocation was offered by Council Member Gary Huntley. The Pledge of Allegiance was given by everyone.

### **Public Comment**

- Mr. Brian Moore of 317 N. Elm Street, Marshville addressed the council concerning the property located at 404 N. Elm Street. Mr. Moore complained of noise, traffic, hours of operation and public safety. Mr. Moore stated that issues with the property began in March 2014 and that he is documenting and compiling evidence and will continue to do so. Mr. Moore stated that he, as well as others, has taken levels of action but with no affect. Mr. Moore expressed that the Town hasn't fulfilled its obligations to meet him as a resident and pleaded with the council to find a swift, appropriate and civil resolution.
- Mr. Erby Laney of 8919 Hwy. 74 E., Marshville addressed the council concerning restitution for which he feels he is entitled due to the Town's pump station being situated on his property. Mr. Laney emphasized that he will return to each council meeting until this issue is resolved.
- Mr. Mark Traywick of 8216 Hwy. 74 E., Marshville informed the council and those in attendance of a Small Town Main Street meeting on Tuesday, June 3, 2014 from 5:00 until 6:00 pm at the Marshville Community Center. Mr. Traywick stated this will be the final meeting until September 2014. Mr. Traywick encouraged the town's continued participation in the NC Small Town Main Street program.

### **Consent Agenda**

- May 5, 2014 Town Council Minutes - Regular Meeting
- May 19, 2014 Town Council Minutes – Special Meeting
- March 2014 Budget Report
- April 2014 Budget Report
- Budget Amendment 2014-10 – Miscellaneous Revenue for Police Dept. Equipment
- Budget Amendment 2014-11 – Insurance Proceeds for Park Restrooms
- Budget Amendment 2014-12 – Creation of a Powell Bill Department

Council Member Rowell asked for some clarification of the budget amendment creating a Powell Bill Department. The Finance Officer explained that Powell Bill & Streets were combined into one department for FY2013-14. The state requires several Powell Bill reports to be completed at year end and the creation of the Powell Bill department allows for cleaner and easier record keeping for reporting purposes. A motion to approve the consent agenda and the items thereon was made by Council Member Rowell. The motion was seconded by Council Member Carpenter and passed unanimously.

**Resolution for Requisition and Check Signatures and Administration of the Town of Marshville's Community Development Block Grant for Economic Development CDBG No. 13-E-2605**

The Town Manager explained that the resolution is a housekeeping issue recommended by LKC Engineering. The Finance Officer stated that the purpose for the resolution is to update the signatory cards for the CDBG Economic Development Grant project to reflect Fern Shubert as Town Manager and as an authorized signer for the project. A motion to approve the Resolution for Requisition and Check Signatures and Administration of the Town of Marshville's Community Development Block Grant for Economic Development CDBG No. 13-E-2605 was made by Council Member Rowell, seconded by Council Member Bivens and passed unanimously.

**Proclamation Commemorating the 100<sup>th</sup> Birthday of the Old Marshville Town Hall**

The Town Manager commented that the proclamation commemorates both the 100<sup>th</sup> birthday of the Old Town Hall building and the 2<sup>nd</sup> anniversary of the Marshville Museum and Cultural Center. The Town Manager credited employee Gwen Bothun for developing the colorful and informative document. A motion to approve the proclamation commemorating the 100<sup>th</sup> birthday of the Old Marshville Town Hall and the 2<sup>nd</sup> anniversary of the Marshville Museum and Cultural Center was made by Council Member Bivens. The motion was seconded by Council Member Rowell and passed unanimously.

**Discussion and Possible Action Regarding Resolution and 12 Month Lease Agreement for 129 West Main Street**

The Town Manager stated that this lease agreement is for Affordable Cleaners and that the tenant has agreed to put up a 16' privacy fence screening the rear of the building to improve the appearance of the property. A motion to approve the resolution and 12 month lease agreement for 129 West Main Street was made by Council Member Huntley. The motion was seconded by Council Member Rowell and passed unanimously.

**Discussion and Possible Action Regarding the Contract for Planning Services and the appointment of Richard Flowe as the Town's Planning, Zoning & Subdivision Administrator - N Focus Planning & Design**

Mayor Pro-Tem Morgan asked the Manager why the Town should continue the services with N Focus Planning & Design. The Town Manager stated that the Planning Board likes working with Mr. Richard Flowe and that Mr. Flowe is willing to work with the town to assist staff in taking over some of the duties. The Town Manager commented that the contract has been revised to reflect a transition in duties due to the repositioning of the Park Director as the Community Development Director. The savings to the town is estimated to be \$12,390 for FY2014-15. The Town Manager conveyed Mr. Richard Flowe's request to be appointed as the Town's Planning, Zoning & Subdivision Administrator so that he can effectively assist the town. A motion to approve the contract for planning services with N Focus Planning & Design was made by Council Member Bivens. The motion was seconded by Council Member Rowell and passed unanimously. Council Member Bivens amended the motion to include the appointment of Mr. Richard Flowe as the Town's Planning, Zoning & Subdivision Administrator. The amended motion was seconded by Council Member Huntley and passed unanimously.

**Discussion and Possible Action Regarding the Contract for Mowing and Landscaping of Town Property - Evergreen Lawn Service**

The Town Manager stated that a volunteer has requested to maintain the Veterans' Memorial so that cost is not included in the proposal for mowing and landscaping for FY2014-15. A motion to approve the contract for mowing and landscaping by Evergreen Lawn Service was made by Council Member Rowell. The motion was seconded by Council Member Bivens and passed unanimously.

**Discussion and Possible Action Regarding the Contract for Water Tank Management - Southern Corrosion**

The Town Manager referenced a contract for Water Tank Management and commented that it is a contract for long-term maintenance. The Town Manager stated that the Public Works staff has worked with this company in the past. Southern Corrosion can also provide assistance to the town regarding the town's cell tower lease agreements as it pertains to the condition of the tank and cell tower equipment. A motion to approve the contract

for water tank management by and between Southern Corrosion and the Town of Marshville was made by Council Member Rowell. The motion was seconded by Council Member Bivens. Council Member Rowell pointed out that a current certificate of insurance should be requested prior to the contract startup. The motion carried with a unanimous vote.

#### **Discussion and Possible Action Regarding a Resolution for Continued Participation in the NC Small Town Main Street Program for FY 2014-2015**

The Town Manager recommended the town's continued participation in the NC Small Town Main Street Program. A motion to approve the resolution for continued participation in the NC Small Town Main Street Program was made by Council Member Rowell, seconded by Council Member Carpenter and passed unanimously.

#### **Discussion and Possible Action Concerning the Proposed FY 2014-2015 Budget & Fee Schedule**

The Town Manager commented that there are still a lot of moving parts to the budget at this point, especially with regard to rates. She stated that the legislature has voted to eliminate Privilege License Taxes. The Town Manager stated that she has been discussing with staff how the Town of Marshville can be more business friendly as well as how new businesses moving to Marshville can be informed of the town's rules and regulations. The result of these discussions is the idea of a nominal "Compliance Fee". Council Member Rowell asked how much revenue is generated from Privilege License Tax. The Finance Officer stated that approximately \$3,200 has been collected this fiscal year.

#### **Call for Public Hearing for the Proposed FY 2014-2015 Annual Budget and Fee Schedule**

Council Member Rowell made a motion to call for a special meeting on Monday, June 16, 2014 at 7:00 pm at Town Hall for the purpose of a public hearing for the proposed FY2014-2015 Budget & Fee Schedule and also to call for a special meeting for Tuesday, June 24, 2014 for adoption of the FY2014-15 Budget & Fee Schedule and any necessary FY2013-14 budget amendments/revisions. The motion was seconded by Council Member Bivens and passed unanimously.

#### **Closed Session (7:50 pm – 7:55 pm)**

No action as a result of the closed session.

\*Council Member & Town Manager's Comments were left off the agenda. Mayor Pro-Tem Morgan allowed comments at the end of the meeting.

- Council Member Rowell informed the council of the Marshville Summer Fun Fest scheduled for Saturday, June 28, 2014 from 11:00 am until 3:00 pm to coincide with the Old Town Hall and Marshville Museum celebration. Council Member Rowell stated that the only cost to the town will be for the rental of porta-jons.
- Council Member Bivens stated that the town needs to look into an ordinance concerning portable basketball goals. The Town Manager suggested having the local paper do an article on safety issues.
- Council Member Carpenter reported that museum activity is moving along and provided an update concerning the health of Mr. Johnny Pigg. Council Member Carpenter reported that she has also received complaints about the portable basketball goals.
- The Town Manager commended the Town of Marshville staff and stated she is enjoying the job and appreciates the opportunity.

#### **Recess**

Council Member Rowell made a motion to recess the meeting to reconvene Monday, June 9, 2014 at 7:00 pm at Town Hall. The motion was seconded by Council Member Carpenter and passed unanimously.

**Town of Marshville  
Reconvened Town Council Meeting  
Monday, June 9, 2014, 7:00 pm  
Marshville Town Hall – 201 West Main St.**

**REGULAR MEETING MINUTES**

**Council Members Present:** Mayor Deese, Mayor Pro-Tem Virginia Morgan, Council Members Margaret Bivens, Norma Carpenter, Gary Huntley and Jim Rowell.

**Staff Present:** Town Manager, Fern Shubert; Clerk/Finance Officer, Tonya Johnson, Director of Utilities, Alicia Melton; Public Works Director, Bivens Steele; Tax Collector, Debbie Morton; Community Development Director, Alan Thifault; Police Chief, Matt Tarlton and Officer Felix Blakney.

At 7:00 pm Mayor Deese reconvened the meeting that was recessed on Monday, June 2, 2014.

**Discussion and Possible Action Concerning the Proposed FY 2014–2015 Budget & Fee Schedule  
Enterprise Fund - Water and Sewer**

The Manager suggested discussing water and sewer rates first and pointed out that the Enterprise Fund has been neglected over the years. The Town now has a consultant's report addressing critical system needs along with a recommendation for a capital reserve fund to aid in the replacement of critical need assets. The minimum amount recommended by the consultant to implement a capital reserve fund would result in an \$11.34 per month increase to the water base rate per customer. Discussion ensued among the council. As a result the Director of Utilities was asked to provide an illustration of monthly utility cost projections with a \$5.67 increase, which represents one-half of the recommended \$11.34 increase for water. The Manager informed council members that sewer contract negotiations are under way with Union County and that the current sewer contract called for an annual true-up. This year Union County proposes to raise rates but Anson County has not proposed a rate increase. In the past the decision has been made not to pass along rate increases. However, if the Town doesn't pass along the rate increase the situation of neglect and critical need to the Enterprise Fund will worsen.

The Town Manager referenced a spreadsheet illustrating sewer rate proposals prepared by the Director of Utilities and recommended that the FY2014-2015 Budget and Fee Schedule be based upon the columns highlighted in blue, reflecting a \$3.28 increase to the base rate per month per customer as well as a per 1,000 gallon increase. Council Member Rowell asked if Union County's rate increases provide the Town with additional capacity. Council Member Rowell pointed out that the recommended proposal provides for an \$8.95 per month per customer increase to the base rate. Mayor Deese requested that the Director of Utilities provide updated rate information based upon the discussed \$5.67 increase to the base rate for water.

Mayor Deese questioned the Public Works Director concerning water loss. The Public Works Director stated that staff is trying to keep track of unaccounted for water loss due to leaks, water main breaks, etc. The Public Works Director stated he doesn't believe that the town has a major water loss problem. The Manager commented that part of the problem can be attributed to old lines and old meters.

Mayor Deese questioned the Union County sewer rate increase and where the figures came from and if there is a possibility the increase will be more or less than \$36,628. The Manager explained that the increase may be less but what is being presented is worst case scenario. Council Member Bivens asked if the town has any other options. Mayor Deese explained that Anson County can handle what Marshville can send but that Anson County sewer treatment costs more than Union County. Anson County needs line upgrades that they cannot afford.

### **General Fund Revenues**

The Manager reviewed General Fund revenues and commented that Privilege Licenses has been removed. The N.C. Legislature repealed the tax after 2014-2015. Mayor Deese asked if businesses are complaining about paying Privilege License taxes and commented that he doesn't think that would prevent a business from coming to Marshville. Council Member Bivens expressed that the town should not do away with Privilege License tax. Council Member Carpenter stated that the town could charge for Privilege License tax for one more year. Mayor Deese stated that the council needs to do away with the tax or leave it as is for another year. The consensus of the council was to direct staff to incorporate Privilege License taxes back into the budget.

Mayor Pro-Tem Morgan commented that the cost for cemetery plots should be increased and suggested \$1,250 for residents and \$1,500 for non-residents. Mayor Deese clarified that a person who pays Marshville taxes would pay \$1,250 for a cemetery plot.

Community Development Director, Alan Thifault, discussed facility rental fees and proposed increases for FY2014-15. The proposed fee for the picnic shelter is \$50 plus a \$50 refundable deposit for residents and nonresidents for three hours. The proposed fee for ball field #1 is \$50 for three hours. The proposed fee for the Community Center is \$75 plus a \$50 refundable deposit for residents and nonresidents for three hours. The proposed fee for non-profit, civic or community organization meetings is \$20 plus a \$25 refundable deposit for a two hour maximum. It was discussed and determined that any town sponsored use of the Community Center will be at no charge. Discussion ensued about various groups and fees. Mayor Deese cautioned the council of the need to be consistent and not show favoritism. Staff was directed to amend the proposed draft of the FY2014-15 Budget and Fee Schedule to reflect the rate increases for facility rental fees as proposed by the Community Development Director.

The Finance Officer provided a correction to the amount budgeted for Property Leases to reflect an amendment to the tower lease agreement with AT&T resulting in \$12,000 per year of additional revenue to the town.

### **Enterprise Fund Revenues**

The Director of Utilities provided information to the council explaining capacity fees. The town does not currently charge a capacity fee. A capacity fee is a one-time fee for a user's portion of the town's infrastructure. Mayor Deese clarified that a capacity fee would be applicable to new construction and pointed out that there is a cost to doing business. Staff was directed to include capacity fees in the FY2014-15 Budget and Fee Schedule.

### **Department 4100 – Governing Body**

Council Member Rowell questioned the appropriation to the Beaver Lane Volunteer Fire Department. The Clerk/Finance Officer explained that last year the fire department requested \$20,000. The former Manager recommended \$18,000 but the consensus of the council was to appropriate the full \$20,000. This year's appropriation is the same amount that was requested last year.

Council Member Rowell stated that the Marshville Chamber of Commerce questioned why an appropriation decreased from \$3,000 in prior years to \$1,000 last year and requested that the donation to the Marshville Chamber for the Boll Weevil event be increased to \$3,000 for FY2014-15.

Mayor Deese commented that he thinks it is a mistake to do away with council member's pay. If council decides to increase the pay at some time in the future it may give off a negative public perception. Mayor Pro-Tem Morgan recommended council member's pay be set at \$25 per member per called meeting. Council Member Huntley recommended that council's pay be left as it is. Mayor Deese stated that a council member can elect to give their wages back to the town rather than reduce or eliminate wages. Mayor Pro-Tem Morgan suggested reducing council member's pay in order to put longevity pay back into the budget. The Clerk/Finance Officer stated that the proposed budget includes longevity pay for eligible employees and a reduction in pay for elected officials. The

Clerk/Finance Officer informed council that longevity pay is not included in the current Personnel Policy. An amendment to the Personnel Policy would be required to authorize longevity pay. Staff was directed by the council to budget for two meetings per month at the rate of \$25 per meeting.

**Department 4500 – Community Development**

Line item 10-4500-4503 Contracted Services – Cemetery was reduced from \$14,800 to \$11,960.

**Department 5000 – Public Buildings**

Council Member Rowell inquired about the old fire truck parked at the public works shed. The Manager was directed to explore options for selling the fire truck.

**Department 5600 – Streets & Highways**

Council Member Bivens suggested that sidewalks or curb siding be looked into for Elizabeth Street and Carelock Drive.

**Department 6200 – Parks & Recreation**

Mayor Pro-Tem Morgan stated she would like to see funding in the budget for recreation programs at the park for kids. The Community Development Director estimated the cost of a basketball court to be approximately \$8,000. The Community Development Director was directed to get estimates on the costs for ball courts.

**Comments**

Council Member Rowell informed council of the Marshville Summer Fun Fest to be held on Saturday, June 28, 2014 from 11 am until 3 pm. The event will include several vendors, a car and tractor show and a DJ. Also, Saturday, June 14, 2014 a bluegrass band will be playing at Music on Main from 1 pm until 5 pm.

Council Member Huntley expressed congratulation to the Class of 2014. He informed council members that he will be unable to attend the June 16, 2014 public hearing.

**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 9:20 pm.

These minutes approved this 7<sup>th</sup> day of July, 2014.

By: \_\_\_\_\_  
Frank Deese, Mayor

Attest:

\_\_\_\_\_  
Tonya Johnson, Town Clerk

**Town of Marshville  
Town Council Meeting  
Monday, June 16, 2014  
Marshville Town Hall – 201 West Main St.**

**SPECIAL MEETING MINUTES**

**Council Members Present:** Mayor Deese, Mayor Pro-Tem Virginia Morgan, Council Members Margaret Bivens, Norma Carpenter, and Jim Rowell. Council Member Gary Huntley was absent; however, a quorum of the members was present.

**Staff Present:** Town Manager, Fern Shubert; Clerk/Finance Officer, Tonya Johnson; Asst. Clerk/Tax Collector, Debbie Morton; Police Chief, Matt Tarlton; Director of Public Works, Bivens Steele; Director of Utilities, Alicia Melton; Officer, Felix Blakney; and Community Development Director, Alan Thifault.

**Call to Order/Invocation/Pledge of Allegiance**

At 7:05 pm Mayor Deese called the meeting to order. A moment of silence was observed. The Pledge of Allegiance was given by everyone.

**Adoption of Agenda for the Meeting**

A motion to adopt the agenda was made by Council Member Rowell, seconded by Council Member Bivens and passed unanimously.

**Public Hearing regarding the proposed FY2014-2015 Budget, Fee Schedule and Meeting Calendar**

A motion to open the public hearing was made by Council Member Rowell, seconded by Mayor Pro-Tem Morgan and passed unanimously. There was no new budget information presented. There were no public comments. Council Member Bivens asked about funding for the Rose Project. Community Development Director, Alan Thifault, stated that \$300 was budgeted for the Rose Project. The Manager commented that the project has been funded mostly by donations. Council Member Rowell asked what is necessary to proceed with adopting the proposed budget. The Clerk/Finance Officer stated that she will prepare a Budget Ordinance for approval at the June 24, 2014 Special Meeting. A motion to close the public hearing was made by Council Member Rowell. The motion was seconded by Mayor Pro-Tem Morgan and passed unanimously.

**Discussion and Possible Action Concerning an Amendment to the AT&T Cell Tower Lease Agreement**

The Manager informed the council of the proposed amendment to the AT&T Tower Lease resulting in an additional \$1,000 per month of revenue to the town with a 4% annual escalator. The amendment was previously discussed in closed session however action must be taken in open session. A motion to approve the amendment to the AT&T Tower Lease Agreement was made by Council Member Rowell. The motion was seconded by Council Member Carpenter and passed unanimously.

**Discussion and Possible Action Regarding Memorandum of Understanding with the Charlotte Mecklenburg Senior Centers, Senior Employment Program Job Connection**

The Manager explained that the Memorandum of Understanding is for the Charlotte Mecklenburg Senior Community Employment Program. It is designed to assist those 55 years and older in receiving employment assistance. The Manager stated that the town's only obligation is to provide space which will be at the Public Works building with utilities included. A motion to authorize the Memorandum of Understanding with the Charlotte Mecklenburg Senior Centers, Senior Employment Program Job Connection and to authorize the Manager to execute said MOU was made by Mayor Pro-Tem Morgan. The motion was seconded by Council Member Rowell and passed unanimously.



**Adjourn**

A motion to adjourn was made by Council Member Bivens. The motion was seconded by Mayor Pro-Tem Morgan and passed unanimously.

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

These minutes approved this 7<sup>th</sup> day of July, 2014.

By: \_\_\_\_\_  
Frank Deese, Mayor

Attest:  
\_\_\_\_\_  
Tonya Johnson, Town Clerk

DRAFT

**Town of Marshville  
Town Council Meeting  
Tuesday, June 24, 2014  
Marshville Town Hall - 201 West Main St.**

**SPECIAL MEETING MINUTES**

**Council Members Present:** Mayor Deese, Mayor Pro-Tem Virginia Morgan, Council Members Margaret Bivens, Norma Carpenter, Gary Huntley and Jim Rowell.

**Staff Present:** Town Manager, Fern Shubert; Clerk/Finance Officer, Tonya Johnson; Police Chief, Matt Tarlton; Director of Utilities, Alicia Melton; Officer, Felix Blakney; and Community Development Director, Alan Thifault.

**Call to Order/Invocation/Pledge of Allegiance**

At 7:05 pm Mayor Deese called the meeting to order and offered the invocation. The Pledge of Allegiance was given by everyone.

**Adoption of Agenda for the Meeting**

Mayor Deese pointed out that the Public Comments section needs to be removed from the agenda since this is a special meeting. A motion to remove the Public Comments section from the agenda was made by Council Member Bivens, seconded by Council Member Huntley and passed unanimously. A motion to adopt the agenda with the approved change was made by Council Member Rowell, seconded by Council Member Carpenter and passed unanimously.

**Public Comments**

Removed by council action since this is a special meeting.

**Action Regarding FY2013-2014 Budget Amendments/Revisions**

The Clerk/Finance Officer provided an explanation of the proposed budget amendments being presented. Budget amendment 2014-13 provides for the receipt of funds from Union County Crime Stoppers for the purchase of a laptop computer for the police department. Budget amendment 2014-14 provides for the purchase of a vehicle for the parks and recreation department with funds received from the sale of surplus property. Budget amendment 2014-15 provides for an additional appropriation to Union County for increased sewer flow due to a recent meter change out. Council Member Bivens asked about increased rates due to sewer. The Town Manager explained that the town is expecting an increase and that staff has budgeted on the high side based upon information received from Union County. The Town Manager commented that there have been communications between the county and the Town of Marshville concerning rates and the sewer contract. Council Member Huntley asked if the amendment budgets for the worst case scenario. The manager stated that we hope so and that the Town of Wingate is facing the same issues. A motion to approve budget amendments 2014-13, 2014-14 and 2014-15 was made by Council Member Rowell, seconded by Mayor Pro-Tem Morgan and passed unanimously.

**Action Regarding Final Approval of the Proposed FY2014-2015 Annual Budget, Fee Schedule and Meeting Calendar**

Mayor Deese stated that the council members have before them the final draft of the FY2014-2015 Budget Ordinance, Fee Schedule and Meeting Calendar. A motion to accept and approve the FY2014-2015 Budget Ordinance, Fee Schedule and Meeting Calendar was made by Mayor Pro-Tem Morgan, seconded by Council Member Carpenter and passed unanimously.

**Adjourn**

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

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

These minutes approved this 7<sup>th</sup> day of July, 2014.

By: \_\_\_\_\_  
Frank Deese, Mayor

Attest:  
\_\_\_\_\_  
Tonya Johnson, Town Clerk

DRAFT

## 10: General Fund Revenues

Revenues Sources		FY 2013-2014		Variance	Percent
		Budget	YTD		
10-3010-0000	Ad Valorem Taxes	722,100.00	756,872.12	34,772.12	105%
10-3010-0100	Motor Vehicles	57,500.00	76,462.70	18,962.70	133%
10-3010-0500	Prior Year Tax Collect	10,200.00	11,758.22	1,558.22	115%
10-3170-0000	Tax Penalties & Interest	3,700.00	5,244.35	1,544.35	142%
10-3250-0000	Privilege Licenses	1,500.00	3,217.75	1,717.75	215%
10-3290-0000	Interest On Investment	8,500.00	334.84	(8,165.16)	4%
10-3317-0000	Controlled Sub Tax	0.00	0.00	0.00	
10-3318-0000	Police Grant	8,812.30	8,812.30	0.00	100%
10-3319-0000	Police Calendar Sales	300.00	340.00	40.00	113%
10-3350-0000	Miscellaneous	4,450.00	7,182.89	2,732.89	161%
10-3350-0100	Sale Of Fixed Assets	9,911.00	0.00	(9,911.00)	
10-3350-0200	Cash Short	0.00	5.13	5.13	
10-3360-0000	Insurance Proceeds	41,154.37	41,504.59	350.22	101%
10-3360-0100	Reimbursement Proceeds	4096.92	39.28	(4,057.64)	1%
10-3370-0000	Franchise Tax - Utilities	170,000.00	128,604.22	(41,395.78)	76%
10-3370-0100	Franchise Tax - Cable TV	2,800.00	1,247.00	(1,553.00)	45%
10-3370-0200	Solid Waste Disposal Tax	1,500.00	1,347.58	(152.42)	90%
10-3430-0000	Powell Bill Allocation	67,000.00	68,638.65	1,638.65	102%
10-3450-0000	Local Option Sales Tax	0.00	0.00	0.00	
10-3450-0010	Sales Tax Art. 39	52,000.00	58,780.73	6,780.73	113%
10-3450-0020	Sales Tax Art. 40	41,100.00	41,427.02	327.02	101%
10-3450-0030	Sales Tax Art. 42	28,900.00	31,334.54	2,434.54	108%
10-3450-0040	Sales Tax Art. 44	0.00	17.84	17.84	
10-3450-0050	Sales Tax Hold Harmless	40,000.00	43,317.80	3,317.80	108%
10-3450-0200	Beer & Wine Tax Distribution	10,000.00	10,443.24	443.24	104%
10-3491-0000	Planning/Zoning Fees	1,000.00	2,460.00	1,460.00	246%
10-3510-0000	Court Costs Fees & Charges	1,500.00	1,079.74	(420.26)	72%
10-3590-0000	Refuse Collection Fees	193,000.00	178,809.51	(14,190.49)	93%
10-3610-0000	Cemetery - Sale of Lot	5,000.00	3,000.00	(2,000.00)	60%
10-3610-0100	Cemetery - Donations	0.00	0.00	0.00	
10-3610-0200	Cemetery - Grave Opening	0.00	0.00	0.00	
10-3650-0000	Recreation Activity Fee	2,200.00	674.00	(1,526.00)	31%
10-3650-0100	Grant For Park	0.00	0.00	0.00	
10-3650-0120	Park Donation	0.00	0.00	0.00	
10-3650-0130	Skate Park Donations	0.00	0.00	0.00	
10-3650-0200	Park Concessions	0.00	0.00	0.00	
10-3650-0300	Facilities Rental Fee	2,500.00	2,796.67	296.67	112%
10-3710-0400	Late Fee	0.00	50.00	50.00	
10-3834-0000	Property Leases	49,200.00	45,531.96	(3,668.04)	93%
10-3984-0000	Transfer From 40 Fund	0.00	0.00	0.00	
10-3990-0000	Encumbered Fund Balance	109,147.31	0.00	(109,147.31)	
10-3990-0100	Encumbered Powell Bill	72,320.00	0.00	(72,320.00)	
10-3990-0200	Encumbered Cont. Substance	0.00	0.00	0.00	
10-3990-0300	Encumbered Solid Waste	0.00	0.00	0.00	
<b>Total Revenues 10</b>		<b>1,721,391.90</b>	<b>1,531,334.67</b>	<b>(190,057.23)</b>	<b>89%</b>

## 10: General Fund Expenditures

Expenditures by Dept.		FY 2013-2014 Budget	YTD	Variance	Percent
10-4100	Governing Body	87,675.00	63,522.55	24,152.45	72%
10-4200	General Government	356,815.31	306,562.93	50,252.38	86%
10-4500	Community Development	98,800.00	65,591.97	33,208.03	66%
10-5000	Public Buildings	19,920.00	3,437.85	16,482.15	17%
10-5100	Police	574,413.67	512,703.04	61,710.63	89%
10-5600	Streets & Highways	211,510.00	138,411.21	73,098.79	65%
10-5700	Powell Bill	72,320.00	41.72	72,278.28	
10-5800	Sanitation	184,780.00	136,085.17	48,694.83	74%
10-6200	Parks & Recreation	105,157.92	76,389.21	28,768.71	73%
10-6600	Contingency	10,000.00	-	10,000.00	
10-7000	Trnasfer	-	-		
<b>Total Expenditures 10</b>		<b>1,721,391.90</b>	<b>1,302,745.65</b>	<b>(418,646.25)</b>	<b>76%</b>

### 30: Enterprise Fund Revenues

Revenues Sources		FY 2013-2014 Budget	YTD	Variance	Percent
30-2290-0100	Contrib Spec Rev Fund	0.00	0.00	0.00	
30-3290-0000	Interest On Investment	7,500.00	134.33	(7,365.67)	2%
30-3350-0000	Miscellaneous Income	0.00	0.00	0.00	
30-3350-0100	Sale Of Fixed Assets	0.00	0.00	0.00	
30-3350-0300	Donated Assets	0.00	0.00	0.00	
30-3350-0400	Grant Proceeds	0.00	0.00	0.00	
30-3360-0000	Insurance Proceeds	0.00	134.85	134.85	
30-3710-0000	Charges Utilities Water	503,339.00	510,888.84	7,549.84	101%
30-3710-0100	Charges Utilities Sewer	564,283.00	521,537.74	(42,745.26)	92%
30-3710-0300	Delinquent Fees	10,800.00	23,750.00	12,950.00	220%
30-3710-0400	Late Fee	30,000.00	23,226.15	(6,773.85)	77%
30-3710-0500	Returned Check Fee	0.00	809.29	809.29	
30-3710-0600	Service Initiation Fee	3,250.00	4,275.00	1,025.00	132%
30-3710-0700	Service Call Fee	0.00	0.00	0.00	
30-3710-0800	After Hours Reconnect	0.00	525.00	525.00	
30-3710-0900	Tampering Fee	0.00	550.00	550.00	
30-3730-0000	Tap Fees - Water	10,500.00	0.00	(10,500.00)	
30-3730-0100	Tap Fees - Sewer	7,000.00	0.00	(7,000.00)	
30-3740-0000	Bad Debts	0.00	0.00	0.00	
30-3800-0000	Capital Contributions	0.00	0.00	0.00	
30-3940-0000	Transfer From Gen Fund	0.00	0.00	0.00	
30-3990-0000	Encumbered Fund Balance	174,541.97	0.00	(174,541.97)	
<b>Total Revenues 30</b>		<b>1,311,213.97</b>	<b>1,085,831.20</b>	<b>(225,382.77)</b>	<b>83%</b>

### 30: Enterprise Fund Expenditures

Expenditures by Dept.		FY 2013-2014 Budget	YTD	Variance	Percent
30-5310	Safety	-	-	-	
30-6601	Contingency	5,000.00	-	5,000.00	
30-7000	Transfer	-	-	-	
30-8280	Water Operations	586,028.76	460,208.02	125,820.74	79%
30-8090	Sewer Operations	720,185.21	505,474.69	214,710.52	70%
<b>Total Expenditures 30</b>		<b>1,311,213.97</b>	<b>965,682.71</b>	<b>(345,531.26)</b>	<b>74%</b>

**RESOLUTION  
APPROVING THE TOWN OF MARSHVILLE  
2012 LOCAL WATER SUPPLY PLAN**

WHEREAS, North Carolina General Statute 143-355 (I) requires that each unit of local government that provides public water services or plans to provide such services shall, either individually or together with other such units of local government, prepare and submit a Local Water Supply Plan; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Local Water Supply Plan for the Town of Marshville has been developed and submitted to the Mayor and Town Council for approval; and

WHEREAS; the Mayor and Town Council of the Town of Marshville finds that the Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355 (I) and that it will provide appropriate guidance for the future management of water supplies for the Town of Marshville, as well as useful information to the Department of Environment and Natural Resources for the development of a state water supply plan as required by statute;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Town Council of the Town of Marshville that the Local Water Supply Plan entitled the 2012 Marshville Local Water Supply Plan dated March 25, 2013 is hereby revised and approved and shall be submitted to the Department of Environment and Natural Resources, Division of Water Resources; and

BE IT FURTHER RESOLVED that the Mayor and Town Council intends that this plan shall be revised to reflect changes in relevant data and projections as least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

Approved, this the 7th day of July 2014.

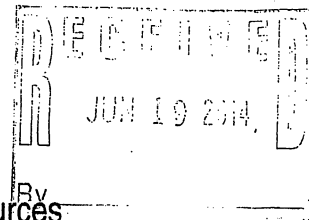
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Frank Deese, Mayor

ATTEST: \_\_\_\_\_  
Tonya Johnson, Town Clerk



North Carolina Department of Environment and Natural Resources



Pat McCrory  
Governor

John E. Skvarla, III  
Secretary

June 16, 2014

Bivens Steele, Director of Public Works  
Town of Marshville  
201 West Main Street  
Marshville, NC 28103

**Subject: LWSP Meets Minimum Criteria**

Town of Marshville  
PWSID#: 01-90-015  
Union County

Dear Mr. Steele,

This letter is to notify you that our staff has reviewed the information contained in the 2012 Local Water Supply Plan (LWSP) update submitted by your office. Since all the required information is complete, the LWSP for the Town of Marshville hereby meets the minimum criteria established in North Carolina General Statute 143-355 (l).

Your water system's 2012 LWSP is now viewable online from the *Local Water Supply Plans* link at <http://www.ncwater.org/>. The plan has been made available after our best efforts to screen any errors. As a final check, please review and report any mistakes or omissions to the review engineer. Unless notified otherwise, the Division of Water Resources considers your 2012 LWSP complete.

The 2012 LWSP must next be adopted by your water system's governing board; a model resolution is enclosed for guidance. A copy of the signed resolution must be submitted to Linwood Peele, Chief of our Water Supply Planning Section, at the address printed at the bottom of this letter. The LWSP cannot be considered compliant with the requirements of NCGS 143-355(l) until an adopted resolution is received.

Thank you very much for your efforts to provide your customers with a safe and reliable supply of drinking water. We look forward to continuing to work with you in these efforts. Please contact Vardry E. Austin at [vardry.austin@ncdenr.gov](mailto:vardry.austin@ncdenr.gov) or (919)707-9002, or Linwood Peele at [linwood.peele@ncdenr.gov](mailto:linwood.peele@ncdenr.gov) or (919) 707-9024, if we can be of further assistance.

Sincerely,

Linwood E. Peele, Supervisor  
Division of Water Resources, NCDENR

Enclosure



**Marshville**

2012 ✓

The Division of Water Resources (DWR) provides the data contained within this Local Water Supply Plan (LWSP) as a courtesy and service to our customers. DWR staff does not field verify data. Neither DWR, nor any other party involved in the preparation of this LWSP attests that the data is completely free of errors and omissions. Furthermore, data users are cautioned that LWSPs labeled **PROVISIONAL** have yet to be reviewed by DWR staff. Subsequent review may result in significant revision. Questions regarding the accuracy or limitations of usage of this data should be directed to the water system and/or DWR.

**1. System Information****Contact Information**

Water System Name	<b>Marshville</b>	PWSID	<b>01-90-015</b>
Mailing Address	<b>201 West Main Street Marshville, NC 28103</b>	Ownership	<b>Municipality</b>
Contact Person	<b>Bivens Steele</b>	Title	<b>Director of Public Works</b>
Phone:	<b>704-624-2515</b>	Fax:	<b>704-624-0175</b>
Secondary Contact	<b>Alicia Melton</b>	Phone:	<b>704-624-2515</b>
Mailing Address:	<b>201 West Main St. Marshville, NC 28103</b>	Fax:	<b>704-624-0175</b>

**Distribution System**

Line Type	Size Range (Inches)	Estimated % of lines
Asbestos Cement	6	2.00 %
Cast Iron	6,8	25.00 %
Ductile Iron	6	10.00 %
Galvanized Iron	2	5.00 %
Polyvinyl Chloride	6,8	58.00 %

What are the estimated total miles of distribution system lines? **46 Miles**  
 How many feet of distribution lines were replaced during 2012? **0 Feet**  
 How many feet of new water mains were added during 2012? **1,600 Feet**  
 How many meters were replaced in 2012? **59**  
 How old are the oldest meters in this system? **13 Year(s)**  
 How many meters for outdoor water use, such as irrigation, are not billed for sewer services? **9**  
 What is this system's finished water storage capacity? **0.250 Million Gallons**  
 Has water pressure been inadequate in any part of the system since last update? **No**

**Programs**

Does this system have a program to work or flush hydrants? **Yes, Annually**  
 Does this system have a valve exercise program? **No, As Needed**  
 Does this system have a cross-connection program? **Yes**  
 Does this system have a program to replace meters? **Yes**  
 Does this system have a plumbing retrofit program? **No**  
 Does this system have an active water conservation public education program? **No**  
 Does this system have a leak detection program? **Yes**

North Carolina Rural Water Association provides leak detection services at our request. End meters are monitored daily for spikes in consumption. Monthly invoices of water purchased are compared to the amounts sold to customers to determine water loss

**Water Conservation**

What type of rate structure is used? **Flat/Fixed, Increasing Block**  
 How much reclaimed water does this system use? **0.000 MGD** For how many connections? **0**  
 Does this system have an interconnection with another system capable of providing water in an emergency? **Yes**

**2. Water Use Information****Service Area**

Sub-Basin(s)	% of Service Population	County(s)	% of Service Population
--------------	-------------------------	-----------	-------------------------

Rocky River (18-4) 100 % Union 100 %

What was the year-round population served in 2012? 2,412

Has this system acquired another system since last report? No

Water Use by Type

Type of Use	Metered Connections	Metered Average Use (MGD)	Non-Metered Connections	Non-Metered Estimated Use (MGD)
Residential	1,236	0.164	0	0.000
Commercial	119	0.031	0	0.000
Industrial	22	0.013	0	0.000
Institutional	36	0.017	0	0.000

How much water was used for system processes (backwash, line cleaning, flushing, etc)? 0.002 MGD

Water Sales

Purchaser	PWSID	Average Daily Sold (MGD)	Days Used	MGD	Contract Expiration	Recurring	Required to comply with water use restrictions?	Pipe Size(s) (Inches)	Use Type
Town of Wingate	01-90-030	0.000	0	0.000		No	No	6	Emergency

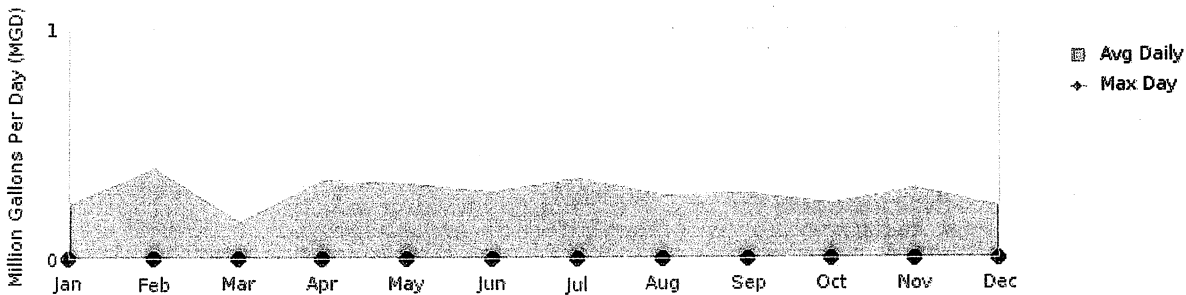
This is an emergency connection only

3. Water Supply Sources

Monthly Withdrawals & Purchases

	Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)
Jan	0.228		May	0.321		Sep	0.277	
Feb	0.389		Jun	0.288		Oct	0.240	
Mar	0.153		Jul	0.342		Nov	0.303	
Apr	0.338		Aug	0.270		Dec	0.222	

Marshville's 2012 Monthly Withdrawals & Purchases



Water Purchases From Other Systems

Seller	PWSID	Average Daily Purchased (MGD)	Days Used	MGD	Contract Expiration	Recurring	Required to comply with water use restrictions?	Pipe Size(s) (Inches)	Use Type
Anson County	03-04-010	0.280	365	1.000	2041	Yes	Yes	8	Regular
Wingate	01-90-030	0.000	0	0.000	2013	No	No	6	Emergency

Water purchased from Wingate is for emergency use only

4. Wastewater Information

Monthly Discharges

Average Daily Discharge (MGD)	Average Daily Discharge (MGD)	Average Daily Discharge (MGD)
-------------------------------	-------------------------------	-------------------------------

Jan	0.273	May	0.225	Sep	0.236
Feb	0.274	Jun	0.227	Oct	0.202
Mar	0.226	Jul	0.209	Nov	0.311
Apr	0.237	Aug	0.236	Dec	0.335



How many sewer connections does this system have? **943**  
 How many water service connections with septic systems does this system have? **334**  
 Are there plans to build or expand wastewater treatment facilities in the next 10 years? **No**

**Wastewater Interconnections**

Water System	PWSID	Type	Average Daily Amount		Contract Maximum (MGD)
			MGD	Days Used	
Anson County	03-04-010	Discharging	0.140	365	0.200
Union County	01-90-413	Discharging	0.109	365	0.376

**5. Planning**

**Projections**

	2012	2020	2030	2040	2050	2060
Year-Round Population	2,412	5,091	6,109	7,331	8,798	10,558
Seasonal Population	0	0	0	0	0	0
Residential	0.164	0.254	0.304	0.364	0.436	0.523
Commercial	0.031	0.057	0.068	0.081	0.097	0.120
Industrial	0.013	0.039	0.046	0.055	0.066	0.079
Institutional	0.017	0.021	0.025	0.030	0.036	0.043
System Process	0.002	0.000	0.000	0.000	0.000	0.000
Unaccounted-for	0.052	0.015	0.018	0.022	0.026	0.032

**Demand v/s Percent of Supply**

	2012	2020	2030	2040	2050	2060
Surface Water Supply	0.000	0.000	0.000	0.000	0.000	0.000
Ground Water Supply	0.000	0.000	0.000	0.000	0.000	0.000
Purchases	1.000	1.000	1.000	1.000	1.000	1.000
Future Supplies		0.000	0.000	0.000	0.000	0.000
Total Available Supply (MGD)	1.000	1.000	1.000	1.000	1.000	1.000
Service Area Demand	0.279	0.386	0.461	0.552	0.661	0.797
Sales	0.000	0.000	0.000	0.000	0.000	0.000
Future Sales		0.000	0.000	0.000	0.000	0.000
Total Demand (MGD)	0.279	0.386	0.461	0.552	0.661	0.797
Demand as Percent of Supply	28%	39%	46%	55%	66%	80%



The purpose of the above chart is to show a general indication of how the long-term per capita water demand changes over time. The per capita water demand may actually be different than indicated due to seasonal populations and the accuracy of data submitted. Water systems that have calculated long-term per capita water demand based on a methodology that produces different results may submit their information in the notes field.

Your long-term water demand is 68 gallons per capita per day. What demand management practices do you plan to implement to reduce the per capita water demand (i.e. conduct regular water audits, implement a plumbing retrofit program, employ practices such as rainwater harvesting or reclaimed water)? If these practices are covered elsewhere in your plan, indicate where the practices are discussed here. **Marshville has implemented the following practices that could reduce the per capita water demand: 1) meter change out program, 2) leak detection program, and 3) increasing block rate structure.**

Are there other demand management practices you will implement to reduce your future supply needs?

What supplies other than the ones listed in future supplies are being considered to meet your future supply needs?

How does the water system intend to implement the demand management and supply planning components above?

#### Additional Information

Has this system participated in regional water supply or water use planning? **No**

What major water supply reports or studies were used for planning?

Please describe any other needs or issues regarding your water supply sources, any water system deficiencies or needed improvements (storage, treatment, etc.) or your ability to meet present and future water needs. Include both quantity and quality considerations, as well as financial, technical, managerial, permitting, and compliance issues.

The Division of Water Resources (DWR) provides the data contained within this Local Water Supply Plan (LWSP) as a courtesy and service to our customers. DWR staff does not field verify data. Neither DWR, nor any other party involved in the preparation of this LWSP attests that the data is completely free of errors and omissions. Furthermore, data users are cautioned that LWSPs labeled **PROVISIONAL** have yet to be reviewed by DWR staff. Subsequent review may result in significant revision. Questions regarding the accuracy or limitations of usage of this data should be directed to the water system and/or DWR.

**TOWN OF MARSHVILLE  
RESOLUTION AUTHORIZING THE SALE OF SURPLUS PROPERTY  
BY PUBLIC AUCTION**

**WHEREAS**, the Town of Marshville is authorized by North Carolina General Statute (NCGS)160A-266 to dispose of real or personal property belonging to the town by public auction and,

**WHEREAS**, there exists certain items of personal property belonging to the Town of Marshville which are surplus to the needs of the town and,

**WHEREAS**, NCGS 160A-270 describes the procedure to be followed to affect such sale,

**WHEREAS**, be it resolved by the Marshville Town Council that the Town Manager is hereby authorized to dispose of the following items of personal property by public auction to be held at 7:30 p.m. on Saturday, July 26, 2014 at Hall's Auction Barn, 217 North Elm Street, Marshville, NC. Auctioneering service is not to exceed 10% of the sale price for vehicles and 20% of the sale price for other items. Terms are Cash at Time of Sale.

Description of Items determined to be surplus property:

2000 Ford Ranger – VIN 1FTYR10V7YTB26988

**WHEREAS**, it is understood that the Town authorizes Hall's Auction Barn to collect proceeds due the Town and remit the auction proceeds to the Town less the auctioneering service fee and,

**NOW, THEREFORE BE IT RESOLVED** that the Marshville Town Council hereby declares said property as surplus and authorizes the Town Manager to sell said property at public auction.

Adopted this 7<sup>th</sup> day of July, 2014.

---

Franklin Deese, Mayor

Attest:

---

Tonya Johnson, Town Clerk

**-PUBLIC NOTICE-**

In accordance with G.S. 160A-270 and pursuant to Resolution #14/15-02 of July 7, 2014, the Town of Marshville proposes to take bids at public auction on Saturday, July 26, 2014 at 7:30 pm at Hall's Auction Barn, 217 North Elm Street, Marshville, NC for the following personal property:

2000 Ford Ranger – VIN 1FTYR10V7YTB26988

Terms are Cash at Time of Sale. The highest bid, if it complies with the terms of the sale, will be accepted and the sale consummated.

Inquiries may be directed to Marshville Town Hall at 704-624-2515.

**Tonya Johnson, Town Clerk**

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**Section 9.1. Longevity Pay**

After completion of five (5) years of acceptable aggregate Town service, employees are eligible to receive longevity pay. Longevity pay is an annual lump sum payment and annual leave days awarded based on a percentage of the salary or yearly accumulative hourly pay, determined by length of aggregate service.

<b>YEARS OF TOTAL TOWN SERVICE</b>	<b>LONGEVITY PAY RATE</b>
05 – 09 YEARS	0.5% OF SALARY
10 – 14 YEARS	1.0% OF SALARY + 1 LEAVE DAY
15 – 19 YEARS	1.5% OF SALARY + 2 LEAVE DAYS
20 – 24 YEARS	1.75% OF SALARY + 3 LEAVE DAYS
25+ YEARS	2.0% OF SALARY + 3 LEAVE DAYS

Upon completion of the required total service time as outlined in the above chart, payment will be made on the payroll next following the anniversary date of an eligible employee's employment date with the Town of Marshville.

**Section 10. Payroll Deductions**

The Town Council may authorize payroll deductions other than those specifically mandated or authorized by Federal or State Act.

**Section 11. Merit Increase System**

When the quality of an employee's performance is worthy of special recognition, the employee may be rewarded with a merit increase. Merit pay raises shall be granted by the Town Manager and shall be based on the quality of the individual's work performance.

Following successful completion of an employee's probationary period, the quality of his or her performance shall continue to be reviewed and appropriate instruction and counsel shall be provided in methods for improving job performance.

Merit increases will not be awarded automatically. When an employee's productivity, behavior, attendance or quality of work need to be improved, the Town Manager shall deny a merit increase, and the employee shall be told where improvement needs to be made.

The Town Manager may grant merit increases to deserving, full-time employees in accordance with the following provisions:

- (a) When a new employee has completed the initial probationary period.
- (b) Merit increases may be in the form of an increase to an employee's base salary, a one-time, lump-sum payment above an employee's base salary, or a combination of the two. Merit increases will be above any cost of living adjustments.