

MINUTES OF THE WHITSETT TOWN COUNCIL
July 10, 2018
Whitsett Town Hall Building

REGULAR COUNCIL MEETING

The regular meeting of the Whitsett Town Council was held on Tuesday, July 10, 2018 at the Whitsett Town Hall. The following members of the Town Council were present: Mayor Richard Fennell, Mayor Pro Tem Andy Brown, Council Members Jerry Rice, Cindy Wheeler, and Lee Greeson.

Also present were Town Administrator Ken Jacobs, *The Alamance News* reporter Tomas Murawski, and three Town residents. Absent was Planning Board Chairman Bob Maccia.

Mayor Fennell called the meeting to order at 7:00 p.m., noted that a quorum was present; and asked Council Member Jerry Rice to offer the invocation.

SPEAKERS FROM THE FLOOR

Mayor Fennell asked for any speakers from the floor, and no one asked to be recognized.

OLD BUSINESS

1. Adoption of the Minutes

Mayor Fennell asked for any changes to the minutes from the June 12 public hearing; and with none, asked for a motion to adopt the minutes. Council Member Jerry Rice made a motion to accept the minutes as written; Council Member Cindy Wheeler seconded the motion. The motion to adopt the June public hearing minutes passed by unanimous vote.

Mayor Fennell asked for any changes to the minutes from the June 12 regular meeting; and hearing none, asked for a motion to adopt the minutes. A motion to accept the minutes as written was made by Council Member Jerry Rice; motion seconded simultaneously by Mayor Pro Tem Andy Brown and Council Member Lee Greeson. The motion to adopt the June regular meeting minutes passed by unanimous vote.

2. Adoption of Budget Amendment #2 for FY 2017-2018

Council Members had received copies of a second budget amendment for shifting end-of-year funds to cover realized and potential allotment overages to close out the fiscal year that ended June 30, 2018.

Mayor Fennell asked for any comments, and hearing none, asked for a motion to adopt the amendment. Council Member and Finance Officer Jerry Rice made a motion to adopt the budget amendment as presented. Motion seconded by Council Member Lee Greeson; and the motion carried by unanimous vote.

3. Any Other Old Business

Mayor Fennell asked if there were any other old business to be discussed; and there was none.

BOARD AND COMMITTEE REPORTS

1. Planning Board

In the absence of the Board Chairman Bob Maccia and last week's meeting having been cancelled, Town Administrator Jacobs stated there was no report. He added, however, that many pending zoning issues are expected to be firmed up by the August scheduled Board meeting.

2. Enforcement Committee

Enforcement Officer Ken Jacobs reported that there had not been any committee activity this month; but, that the resident on NC Hwy 61 who was sent a letter of violation due to old appliances, an old truck, and other stuff amidst overgrowth on the property had come to Town Hall today to report his progress and diligence in removing the items and grooming the yard.

3. Enforcement Officer

Jacobs reported that since last month's meeting, no DCCs had been issued.

4. Town Administrator

Town Administrator Jacobs reported that he had spent an inordinate amount of time perusing paperwork and gathering documentation required by USDA when applying for direct or indirect federal grants or loans for capital projects, e.g., the proposed residential development at easternmost Whitsett requiring public water and sewer access.

On another funding issue, Jacobs stated that when the Town was awarded the \$25,000 small town development grant as conveyed by NC Representative Jon Hardister, the impression was that the grant was a no-strings-attached grant and a check should be arriving in June. Unfortunately, the expectation was not quite that simple.

The NC Department of Commerce, thereafter, sent the Town a proposal form to be completed with enumerations and illustrations of exactly how the grant funds would be spent. The Town's proposal with photos was submitted, followed shortly by a Grant Agreement from the Rural Economic Development Division to be executed and returned, after which Commerce shall pay grant funds to the Town within 30 days of receipt of the package.

Jacobs reported that these events had coincided with one of the busiest times of year, that being when the Town is closing out the latest budget year, preparing for the associated financial audit, and then gearing up for the new fiscal year.

NEW BUSINESS

1. Adoption of Uniform Guidance (UG) Policy Effective Retroactively on July 1, 2018

Town Administrator Jacobs explained that by direction from the Town's accounting firm of Cobb, Ezekiel, Loy & Company, the Town needed to immediately adopt Uniform Guidance (UG) policies on procurement in preparation, should the opportunity arise, to receive federal grant money.

The UG rules are applicable to federal grants, contracts, and loans received directly or indirectly through the state. Effective July 1, 2018, the following policies must be in place to be in compliance with the guidelines. Failure to follow these guidelines could result in loss of funding.

At a minimum, the UG requires the following: (1) written procurement policies consistent with state and federal law, (2) written conflicts of interest and gift policies that conform with state and federal law, (3) documented procurement process for individual contracts, and (4) documented price/cost analysis prior to bid solicitation for contracts costing \$150,000 or more.

Adoption of the following compliance statement, however, would be sufficient to satisfy the requirements of UG conformance:

"Contracts funded with federal grant or loan funds must be procured in a manner that conforms with all applicable Federal laws, policies, and standards, including those under the Uniform Guidance (2 C.F.R. Part 200)."

A separate document on conflict of interest and gifts policy, however, had been provided to Council Members for their review and action deemed appropriate.

Mayor Fennell asked for action on the policy documents and procurement procedures. Council Member Lee Greeson made a motion to adopt the UG policies retroactive to July 1; motion seconded by Council Member Jerry Rice. The motion carried by unanimous vote.

2. Any Items from Council Members

Mayor Fennell asked for any items from Council members; there were none.

3. Announcements

Mayor Fennell asked for any announcements; and there were none.

4. Speakers from the Floor

Mayor Fennell asked for any speakers from the floor; and no one came forward.

ADJOURNMENT

With no further business before the Council, Mayor Fennell invited a motion to adjourn. Council Member Jerry Rice made the motion to adjourn; motion seconded by Council Member Cindy Wheeler. Motion passed by unanimous vote; and the July 10 Town Council meeting was adjourned at approximately 7:09 p.m.

The next regular meeting of the Whitsett Town Council is scheduled for 7:00 p.m., Tuesday, August 14, 2018 at the Whitsett Town Hall.

/s/

/s/

Jo Hesson, Town Clerk

Richard Fennell, Mayor

APPROVED: August 14, 2018