

MEETING MINUTES
BOARD OF MAYOR AND ALDERMEN
REGULAR BUSINESS MEETING
OCTOBER 11, 2021



Mayor Faulkenberry called the meeting to Order. Mrs. Harrington called roll. Members present: Mayor Faulkenberry, Vice Mayor Joyce, Members Dottie Morton, Dale Brown, Brian Williams, Jonathan Gilbert, and Joe Sedlak. A quorum was confirmed. Also present were Town Administrator Amanda Harrington, Town Attorney Todd Moore, Police Chief Andrew Kon, and Water Operator Cindy Warner.

Mr. David Johnson led the prayer. The Pledge of Allegiance was recited.

Mrs. Joyce made a motion to approve the agenda, seconded by Morton. All aye.

Approval of the Minutes.

Mrs. Morton stated the Board of Mayor and Aldermen meeting minutes from June 14 and July 12 had already been approved; she reminded the Board that the August meeting minutes also need to be approved. Mrs. Joyce made a motion to approve, seconded by Mrs. Morton, the remaining sets of minutes (Budget Committee: August 9, 2021 and Board of Mayor and Aldermen: September 13, 2021).

Receipt of Financial Reports.

Profit & Loss Statement: Fiscal Year 2020-2021

Profit & Loss Statement: July- September 2021

Mrs. Harrington explained that Cassie Edrington, of the MG Group, had been retained temporarily to help the Town get the finances up to date and books closed out to prepare for the FY 2020-2021 audit. Ms. Edrington stated the books are approximately 40% closed out; budget preparation continues, and bank reconciliations are the largest outstanding task to complete. Mrs. Harrington stated that she placed the reports on the agenda as “receive” rather than “approve” because of the data is changing so quickly. She stated that of the two Profit & Loss Statements, the July-September 2021 is the most accurate and was the basis for budget. Amanda stated that several bills had remained unpaid, leaving the Town in a state of owing money to the State of Tennessee, but those debts had been paid.

Citizen Input – None present.

Communication from the Mayor and Aldermen. Mayor Faulkenberry was complimentary of the progress made in the water department. He stated that the Town was close to getting the budget

together and requested the Board to set a date for a Special Called meeting, no later than October 19. Mrs. Joyce stated a work session should be held by the Board as a whole, suspending the budget committee process. Mrs. Joyce stated she would be looking closely at the budget numbers for salaries. Budget workshop on Tuesday, October 19 at 6:00 PM and then **special call for first reading on Monday, October 25, 2021.**

Reports from Staff. Fire Chief Matt Stout announced the promotions of Michael O'Leary and Chad Lewis within the Chapel Hill Volunteer Fire Department. Chief Stout presented the honorary helmet in recognition. Chief Stout also delivered an update on the north side Dollar General fire code violation, stating the situation was resolved for the time being, though the outside property maintenance issues still need to be remedied.

Old Business.

- A. **Discuss Water Billing.** Mrs. Harrington stated this item was deferred from September 13, 2021 meeting. She did not have anything new to present and was still unsure why it was on the agenda. Member Sedlak made a motion to defer the item permanently; the motion was seconded. All aye and the motion carried.
- B. **MTAS Municipal Code Update: Set meeting for Workshop Session.** Mrs. Harrington stated that at the last meeting, the Board wanted to set a meeting to discuss. Everyone has been given a hard copy of the Municipal Code. Mr. Sedlak asked for the guidance document; Mrs. Harrington stated she had just located it and would distribute it to the Board. It was agreed to adjourn into the review workshop immediately following the Monday, October 25 meeting.
- C. **Ordinance 2021-04: Dissolution of Town of Chapel Hill Water/Wastewater Utilities Board.** A discussion ensued about the history and formation of the Water/Wastewater Utilities Board. Mayor Faulkenberry explained that the Board was formed to help the Town catch up on variety of issues, but that the Board only met once to organize. The Mayor at the time stopped the Board. Mrs. Morton asked for guidance as to the benefit of the Board to the Town. Member Gilbert was a member on the Board, and stated the Board recommended the hiring of Joseph Baxter and to entertain discussion of the selling of the system. Mr. Gilbert stated he was also unsure as to why the Utilities Board was formed and its benefit to the Town. Mr. Faulkenberry stated the Board was supposed to be advisory in nature to the Board of Mayor and Aldermen, but it's up to the Board of Mayor and Aldermen to decide what to do. Mrs. Morton stated she thought it might be better to keep the Board intact so that it can be convened if needed. The Board agreed.
- D. **Discussion re: Ordinance to amend Title 5, Chapter 2, of the Chapel Hill Municipal Code Regarding Purchasing.** Attorney Moore suggested deferring the item until the Municipal Code review is concluded.

New Business

- A. **Resolution 2021-22:** Resolution to Declare Police Department Item as Surplus (Body Armor). Motion to approve by Mr. Williams, seconded by Mrs. Joyce. All aye.
- B. **Resolution 2021-23:** Resolution of the Chapel Hill Board of Mayor and Alderman to Establish Authorized Signatures on Bank Accounts. Motion to approve made by Ms. Morton, seconded by Mr. Sedlak. All aye.
- C. **Resolution 2021-24:** A Resolution to Authorize Purchase of Replacement Aerator Motor for Chapel Hill Wastewater Plant for Lagoon 2 from Aqua-Aerobic Systems, Inc. and to Authorize Installation by qualified provider. Alderman Sedlak requested the Town look into making repairs to existing equipment if possible, and surplus what cannot be used. On roll call vote, all aye.
- D. **Resolution 2021-25:** A Resolution Establishing Fees, Costs and Expenses Charged by the Town of Chapel Hill. Mrs. Harrington introduced the item. After extensive discussion, the Board opted to consider the fee resolution without the building fees included, the main point being to ensure developers reimburse the Town for actual inspection and review fees of projects and plans above the permit fee. A motion was made and seconded. All aye.
- E. **Resolution 2021-26:** Consideration of Acceptance of Engagement Letter between Town of Chapel Hill and The MG Group, P.C. A motion was made to engage the services of MG Group until January 22. All aye and the motion carried.
- F. **Resolution 2021-27:** Resolution to Allow MTAS to Lead Recruitment for the Town Recorder/Treasurer. Resolution failed based on the passage of Resolution 2021-26, above.

With no further items of business, the meeting adjourned.



Mayor Michael Faulkenberry



Town Administrator Amanda Harrington