

**MINUTES  
DECEMBER 12, 2016**

**REGULAR MEETING  
7:00pm**

Mayor Pardue and all Council Members were present.

Mayor Pardue called the meeting to order and led the invocation followed by the Pledge of Allegiance.

**PUBLIC COMMENT PERIOD**

Bridget Henderson addressed the Board about an audit question.

**APPROVAL OF MINUTES**

Council Member Moore made the motion to adopt the minutes for November 14, 2016 regular meeting, and Council Member Green seconded the motion, passed unanimous 4-0.

**FISCAL YEAR 2015/2016 AUDIT REPORT**

Ms. Valerie Kiger and Ms. Ashley Crim of Cannon and Company presented the audit report for fiscal year July 1, 2015 to June 30, 2016.

**COUNCIL VACANCY DISCUSSION**

Council member Wolfe's recent passing has created a vacancy on the Council. According to State Statute the remaining members of the Council are authorized to appoint a person to fill the vacancy. The Council may select any person that is eligible to vote in a Town election (any registered voter that resides within the Town limits.) Since there are more than two years remaining on the term of this office, whoever is selected to fill the vacancy would serve until the Town's next general election. At that time the remainder of the term would be filled via election.

**CONSIDERATION OF WATER CONSERVATION POLICY**

In light of the drought status in much of western and central North Carolina, the State Department of Environmental Quality has recommended that each public water supply system adopt a water conservation policy that spells out the steps that will be taken in the event that water supply is low and/or declining to the extent that it may adversely impact the continued availability of water for human consumption. The Town Council also discussed this issue in 2007 but did not adopt a policy at that time.

Council Member Wall made the motion to approve the water conservation policy and Council

Member Darnell seconded the motion, passed unanimous 4-0.

### **APPOINTMENT OF REPRESENTATIVE TO THE PIEDMONT TRIAD DEVELOPMENT CORPORATION BOARD OF DIRECTORS**

Town Council member Wayne Moore has served for the past two years as a representative to the Piedmont Triad Development Corporation (PTRDC) Board of Directors. Mr. Moore's term is set to expire at the end of December 2016. The PTRDC has requested and Mr. Moore has agreed to serve an additional three year term on their Board. In order to make the appointment official, the Town Council must formally approve the appointment.

Council Member Green made the motion to appoint Mr. Moore to the PTRDC Board for an additional three year term and Council Member Wall seconded the motion, passed unanimous 4-0.

### **APPOINTMENT OF REPRESENTATIVE TO NORTHWEST PIEDMONT RURAL PLANNING ORGANIZATION – TRANSPORTATION ADVISORY COMMITTEE**

Town Council member Wayne Moore's term on the Northwest Piedmont Rural Planning Organization - Transportation Advisory Committee is set to expire at the end of December 2016. The Northwest Piedmont Rural Planning Organization has requested that we make an appointment to fill this vacancy. Council member Wayne Moore has served as Jonesville's representative to the TAC for a number of years and may continue to do so. We may also appoint an alternate representative to attend the meetings if our primary representative is unable to attend.

Council Member Darnell made the motion to appoint Mr. Moore to the TAC organization and Council Member Wall seconded the motion, passed unanimous 4-0.

### **CONSIDERATION OF LEASE AGREEMENT FOR LIBRARY SITE**

The proposed lease agreement with Hugh Chatham Hospital for the current Library location is included behind Tab 6 for Council review. The Town Manager and Town Attorney have reviewed the proposed agreement and have found it to be a fairly standard commercial lease agreement. The lease would be for a term of one year with an option to renew the lease for an additional year if the Town chooses. The lease agreement calls for rent of \$700 per month.

Council Member Wall made the motion to approve the lease agreement for the library in the amount of \$700.00 monthly for a year and Council Member Darnell seconded the motion, passed unanimous 4-0.

## **CONSIDERATION OF PURCHASE ORDER SOFTWARE**

Harris Local Government, the company that provides the accounting software that the Town uses also has a software package to integrate purchase orders into the accounting system. By doing so, executed purchase order amounts will be accounted for as being encumbered prior to the actual invoice being paid out. That would help ensure that no budget item is over expended. The cost for the package is \$1,350 plus \$900 for training (total \$2,250). Personnel with the NC Local Government Commission have recommended that the Town implement a purchase order system such as this.

Council Member Moore made the motion to approve the purchase of the PO accounting software from Harris Local Government and Council Member Green seconded the motion, passed unanimous 4-0.

## **DEPARTMENTAL REPORTS**

The departmental reports are included in your agenda packet. The Council will need to make a motion to approve the monthly financial report.

Council Member Darnell made the motion to approve November financial reports and Council Member Moore seconded the motion, passed unanimous 4-0.

With no pending business to discuss Council Member Green made the motion to adjourn and Council Member, Moore seconded the motion and passed unanimous 4-0.

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Gene Pardue, Mayor

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Lynn Trivette, CMC, NCCMC