



Town of Landis, Board of Aldermen Meeting
Monday, September 13, 2021
6:00 pm Town Hall

AGENDA

1. Call Meeting to Order
2. Welcome
3. Moment of Silence/Pledge of Allegiance
4. Agenda Adoption
5. Citizens' Comments
6. Adoption of Meeting Minutes
7. Zoning Map Amendment (Rezoning) - Brook Ministries (tabled from August 9)
8. Contiguous Voluntary Annexation Request – Haskell's – 109 East 31st Street. (See Memorandum 1 of 2 (attached) from Planning, Zoning and Subdivision Administrator R. Flowe)
 - a. Receive Petition Request for Voluntary Annexation (petition and deed attached)
 - b. Resolution #2021-09-01 Directing Clerk investigation of sufficiency of petition. (attached)
 - c. Presentation of Clerk's certification (attached)
 - d. Resolution #2021-09-2 calling for a Public Hearing on voluntary annexation request at the next regular meeting of the Board of Aldermen. (attached)
9. Consider Approval of the Town of Landis Policy for Managing Utility Allocations & Extensions
10. Consider Approval of a New Police Officer Position
11. Consider Board of Alderman Meeting Schedule and Utility Payment Calendar
12. Consider Approving Domain Registration to .Gov
13. Consider Authorization for Town Manager to Sign Change in Terms document for F&M Bank
14. Consider Town of Landis Drug Policy
15. Consider Town of Landis Performance Review Cycle
16. Consider Planning Board Nominations
17. Consider Recommendation for Passive Park Blue Ribbon Committee
18. Consider Finance Report
19. Consider Manager's Report
20. Consider Board Comments
21. Consider Motion Executive Session Under NC 143-318.11 (4) (6)
22. Consider Motion to Adjourn

Town of Landis
Regular Meeting
August 9, 2021

A regular meeting of the Board of Aldermen of the Town of Landis was held at 6:00 pm on Monday, August 9, 2021, in the Landis Municipal Building and was called to order by Mayor Meredith Bare Smith.

Board of Aldermen Present:

Mayor Meredith Bare Smith
Mayor Pro-Tem Ashley Stewart
Alderman Tony Corriher
Alderman Darrell Overcash

Absent: Alderwoman Katie Sells

Others Present:

Town Manager Diane Seaford
Interim Finance Officer/HR Officer/Town
Clerk Amber Levi
Town Attorney Rick Locklear
N-Focus Richard Flowe
Public Safety Director Zach Lechette
Assistant Public Safety Director Kevin Young
Public Works Director Joe Halyburton

Call to Order, Pledge of Allegiance, and Moment of Silence

Item 1, 2, & 3 - Mayor Smith announced that a quorum was present, called the meeting to order, and welcomed attendees and those watching live on YouTube. Mayor Smith led attendees in a moment of silence followed by the Pledge of Allegiance.

Adoption of Agenda

Item 4 - Mayor Smith asked for a motion to adopt the agenda with the addition of item 12a. Mayor Pro Tem Stewart made a motion to adopt the agenda with the addition of item 13a and item 11 includes an updated list of Blue Ribbon Committee interests. Alderman Overcash seconded the motion which was carried by a unanimous vote.

Citizens' Comments

Item 5 – Nadine Cherry 410 W Garden St., addressed the Mayor and Board. Ms. Cherry expressed concerns over the Postal carriers driving on the curbs and sidewalks. She also expressed that National Night Out was not ADA compliant. She asked the Mayor and Board when the ADA committee will be established.

Adoption of Meeting Minutes

Item 6 – Mayor Pro Tem Stewart made a motion to adopt the meeting minutes from the July 12, 2021 meeting. Alderman Corriher seconded the motion which was carried by a unanimous vote.

Public Hearing

Item 7 – Public Hearing for Contiguous Voluntary Annexation Request – Roach – 3080 N. Cannon Blvd.

Mayor Pro Tem Stewart made a motion to open the Public Hearing. Alderman Overcash seconded the motion which was carried by a unanimous vote.

Public Comment

No public comments were made during the first public hearing.

Mayor Smith asked if there was any discussion amongst the board. With no comments, Mayor Pro Tem Stewart made a motion to close the public hearing. Alderman Corriher seconded the motion which was carried by a unanimous vote.

Mayor Pro Tem Stewart made a motion to approve the ordinance extending the corporate limits to include 3080 N Cannon Blvd under the Ordinance #2021-08-09-1. Alderman Corriher seconded the motion which was carried by a unanimous vote.

Mayor Pro Tem Stewart made a motion to approve the ordinance amending the official zoning map under Ordinance #ZMA-2021-08-09-01. Alderman Overcash seconded the motion which was carried by a unanimous vote.

Item 8 – Public Hearing for Zoning Map Amendment of Tax Map 129 Parcel 111 and Tax Map 129 Parcel 154 – Brook Ministries – 2290 and 2170 US Hwy 29

Mayor Pro Tem made a motion to open the Public Hearing. Alderman Overcash seconded the motion which was carried by a unanimous vote.

Public Comment

Mark Dalton with Brook Ministries addressed the Mayor and Board. He explained that the parsonage is currently being rented but once the renters move out they will be using that building as possible classrooms or storage for the church. The planning board approved the rezoning of one parcel and not the other. He asked for an explanation as to why they would approve one but not the other.

Rick Flowe with N-Focus addressed the question. He stated that the planning board made a recommendation to the board and that the board held the final approval.

Town Attorney Rick Locklear stated the Board should consider how this is being handled at other church properties.

Rick Flowe stated that if it was all on one property for church use that the planning board would have a better understanding of the land use.

Mr. Dalton said they would like to make the property one parcel and all zoned civic. Once the renters move out there is no intent to rent the property again.

The board decided to table this item, while the church works to combine the parcel.

Mayor Pro Tem Stewart made a motion to close the public hearing. Alderman Corriher seconded the motion which was carried by a unanimous vote.

Presentations of Petitions and Request

Item 9 –Public Safety Recognition

Director Lechette thanked everyone for their help with National Night Out. He thanked the YMCA, Cheerwine, Pinnacle Corrugated, Novant, Atrium Health, Brook Church, DMV, Highway Patrol, and First United Methodist Church. Woodman Life Chapter 111 was recognized for its support of the Town of Landis Public Safety Department. They donated to the purchase and implementation of the new Taser and body-worn camera program with the Landis Police Department and PPE for the Landis Fire Department. They were a sponsor at National Night Out donating free food. Director Lechette awarded the representatives with an appreciation plaque.

Director Lechette recognized Detective Sergeant Dakota Toms. He presented Sergeant Toms with his Intermediate Law Enforcement Certification.

Director Lechette introduced the Mayor, Board, and Public to the newest Landis Police Officer, Anastasiia Shumeiko. Officer Shumeiko graduated from BLET in May of this year from Mitchell Community College. She also holds an Associate Degree in Criminal Justice from Mitchell Community College. She speaks fluent Russian and Ukrainian languages.

Public Safety Updates –

Nineteen applicants applied for four fire department positions that are open. Offers have been made to four applicants. The comprehensive hiring process consisted of a physical ability test that included running, climbing, dragging, pulling and was task-oriented to the role of a firefighter, a written examination, practical exercises, and a panel interview.

Fire Department full-time, part-time, and volunteers are completing their annual physicals. Part-time salary has been increased to be more competitive with surrounding departments. Director Lechette stated that the Fire Department had passed the 9S Minimum Rating Inspection and that he was waiting on the results of the ISO inspection.

Hydrant maintenance will take place in September. This includes flow testing on the hydrants. Citizens may witness water in the streets or dirty water. Any water discoloration should first be addressed by trying to rinse the lines at the house by using an outside spigot or running the bathwater. If that does not work, you may contact Town Hall and Public Works or the Fire Department will come to flush the lines.

The Fire Department has received over 543 calls for service. The average response time is 4.5 minutes.

The Police Department has completed the new body cameras and Taser training program. They are currently wearing and utilizing those tools. The Police Department is currently working with the Police Attorneys to conduct an evidence room inventory and audit through Smith, Rodgers, and Aldridge Law Firm. We are still waiting on replacement patrol rifles to arrive. This has been delayed due to COVID.

A new procedure for collecting police-related fees has been implemented. Any citizen who needs to pay for low-speed vehicle registration, alarm registration, or fingerprints will make this payment at Town Hall. A receipt will be given and instructions on how to schedule an appointment with the Police Department will be given after receipt of payment.

The policy and procedures have been completed and updated on the website.

Item 10 – Consider Nomination for a New Planning Board Member

Mayor Smith asked to table this nomination and asked that if any citizen is interested in being on the planning board to email alevi@townoflandis.com.

Item 11 – Consider Nomination for Passive Park Blue Ribbon Committee

Manager Seaford asked the board to consider the following citizens for the Passive Park Blue Ribbon Committee; Ben Smagacz, Tobitha Stewart, Megan Cleveland, Shasta Dease, Amanda Przybyszewski, John Hall, Ryan Nelms, Summer Faw, Kerri Corbitt, Shelly Morgan, Pamela Urban, and Nadine Cherry.

Mayor Smith stated that they would work with the two staff members and the two board members and would reach out at a later date with more information.

Item 12 – Consider a Budget Amendment to Purchase New Trucks for Public Works

Manager Seaford stated the purchase of a new water truck will be funded by insurance money but that it will probably not cover the entire cost. A significant need for a truck for the street department was brought to her attention. Several items will be sold as surplus. That should bring in around \$15,000. The utility line item can be reduced by \$5,000 and Brian has been working with South Rowan to provide them with mulch. This has reduced the need to have the mulch hauled away this year and should save the remaining \$8,000.

Mayor Pro Tem Stewart made a motion to approve the budget amendment 1 and 2 for new trucks for the Public Works Department. Alderman Overcash seconded the motion which was carried by a unanimous vote.

Item 12a. – Consider Agreement with Department of Transportation

Manager Seaford addressed the Mayor and Board asking for approval to authorize the agreement with the Department of Transportation. The agreement is required for the Town to enter into a contract for street paving through state contract. The agreement allows NC DOT to do work on non-state roads within the municipal town limit and allows for work to be charged against the Powell Bill.

Mayor Pro Tem Stewart made a motion to approve the agreement with the NC Department of Transportation. Alderman Corriher seconded the motion which was carried by a unanimous vote.

Item 13 – Consider Code Enforcement Report

Manager Seaford shared that the Code Enforcement Officer checked with the residents at 314 Town Street because they did not have power or water. He spoke with them and they were supposed to be attaining water and power service. He has moved this unit up on his priority list. If citizens have a code violation concern they should call Town Hall and speak with Manager Seaford or email her at dseaford@townoflandis.com.

Item 14 – Consider Finance Report

Manager Seaford addressed the Mayor and Board and stated that being only one month into the new year that there is not a lot of activity to report on the finance report. Next month a report for fiscal year-end 2021 and reports for July and August 2021 will be presented.

Item 17 – Manager’s Report

Manager Seaford Introduced Joe Halyburton as the new Public Works Director. Mr. Halyburton has been with the Town in the electrical department for over 14 years. His expert knowledge of all of our systems could not be matched by any of our other applicants. His skill set crosses over to other departments within the Public Works area. Manager Seaford expressed her excitement for Joe taking the next step of leadership and for being promoted to a leadership position. Manager Seaford stated that Bernita Demery has joined the team as a finance consultant. She has over twenty years in local government and is willing to help recruit a full-time finance officer. Benefit statements have been completed and are being distributed to employees. HR Officer Amber Levi is working on a Drug and Substance Abuse policy. It has come to our attention that because we receive government funding there are additional procedures that must be listed in the policy. Once complete the policy will be sent to Rick Locklear, Town Attorney for review. The auditors were in the office last week for their final fieldwork. We should expect a more comprehensive audit than what we have received in the past. Manager Seaford expects that the auditors will have some suggestions for improvement. Their recommendation will only make us stronger and better. Manager Seaford thanked the sponsors and Public Safety for the work they

did for National Night Out. Several citizens were excited about the program and made positive comments about the event. Conditional offers have been made to the top four candidates for the open fire positions. Dr. Lechette worked hard to create a fair and unbiased applicant review process. We have the best of the best through this process. Jessica Stamper, Parks and Rec Director, has selected playground equipment for the Wilderness Park. The lead time is ten to twelve weeks. This is the last week for the pool to be open for a full schedule. The pool will close on Monday, September 6, 2021. An analysis of the pool will be completed at the end of the season. That will include reviewing data on who visits the pools, needed repairs, management process, best practices, cost vs. revenue, and success stories. The Brook Church will partner with Parks and Recreation to present the last Movie Night at the pool on August 27, 2021. Creek Week will be celebrated on August 28, 2021, with a kayak demonstration. Children under 12 can fish free with a paying adult during this week. Plans are underway for the Fall Festival that will be held on October 30, 2021. Vendor applications are still being accepted and can be submitted to jstamper@townoflandis.com.

Board Member Comments

Alderman Overcash – Thank you to sponsors of National Night Out
Alderman Corriher – Favorable comments about National Night Out
Mayor Pro Tem Stewart – No Comment

Mayor Smith thanked everyone who came out to National Night Out and those who sponsored the event. Mayor Smith reminded citizens about the customer portal that is available to utility customers. She thanked everyone who had positive comments to say about Landis and reminded everyone that changes are being made and that it takes time to get results. Everyone is working towards a brighter future for Landis. One step forward and moving in that direction, negativity is not welcome here anymore.

Consider Motion to Adjourn

Item 25 - There being no further business to be discussed, a motion was made by Alderman Corriher to adjourn the meeting. Mayor Pro Tem Stewart seconded the motion which carried a unanimous vote.

Amber S. Levi, Town Clerk