

**January 3<sup>rd</sup>, 2011**

At 7:00pm., on Monday, January 3<sup>rd</sup>, 2011, in the Board Room of the Landis Municipal Building, Mayor Dennis Brown called to order the Town of Landis Board of Aldermen Regular Meeting. Those present along with the Mayor were Aldermen James Furr, Roger Safrit, Tony Hilton and Craig Sloop, Town Manager Reed Linn, Public Works Director Steve Rowland, Police Chief Brian McCoy, Deputy Town Administrator Debbie Goodman, Administrative Assistant Heather Wood and Town Attorney Rick Locklear.

A quorum was met.

Mayor Dennis Brown opened the meeting and welcomed all those in attendance.

The invocation was led by Reverend Bill Coughlin.

The pledge of allegiance was led by Mayor Dennis Brown.

Alderman Furr motioned, seconded by Alderman Sloop, to adopt the agenda with the removal of item #9, Low Speed Vehicle Ordinance and the addition of #10-A, the CIP Resolution . All voted aye.

Alderman Safrit motioned, seconded by Alderman Furr, to adopt the minutes from the December 6<sup>th</sup>, 2010 Regular Meeting as presented. All voted aye.

The first item of business regarded participation in the Small Town Main Street Program. Manager Linn stated that it was the same program that they had applied to last year, and the Town had come within two points of qualifying. He wanted to know if the Board would like him to apply again and he said that the application would most likely be looked at favorably. If the Board approved this, he would have a resolution prepared at the next meeting. It was the same set up that it had been last year; the only cost to the Town would be to cover the costs of meals and lodging for any staff sent by the program.

Alderman Hilton motioned, seconded by Alderman Sloop, to allow Town Manager Reed Linn to proceed with the application process for the Small Town Main Street Program. All voted aye.

The next order of business concerned the mowing contract for the Town. Manager Linn stated that it was time to start considering if the Board wished to put the Town's mowing contract out for bid for the upcoming budget year. If they desired it, he could start the procedure now. Public Works Director Rowland stated that they could either keep the same contractor they had been using, or open it up for new bids. The current contractor was ProGreen. Director Rowland informed the Board that he had an updated parcel list.

Alderman Safrit inquired if there had been any problems with the current contractor. Manager Linn confirmed that there had not been. Alderman Furr inquired if the Town had been contacted by other contractors who were offering savings. Manager Linn stated that they had not, but that City Hall had been contacted by those wondering if we were going to put the contract out to bid. The original contract with ProGreen had been for two years, but they had let it lapse and simply continued using them as the contractor for mowing. Alderman Hilton stated that it needed to be put out to bid if the contract was up. Director Rowland confirmed that they wanted to do another two year contract. Alderman Furr confirmed that, stating that it would be two years, with both the Town and the contractor being amenable to extending it to four. Alderman Hilton commented that there also needed to be a standard "out clause" in the event the Town was dissatisfied with the work.

Director Rowland stated that they would be sealed bids and would get them in before the annual budget retreat.

Manager Linn then presented the Board with the annual firefighters certification. He stated that every year the firefighters have to be re-certified to make sure they have the minimum hours required for training. The minimum is 36 hours and every firefighter exceeded that by three fold with at least 180 hours. Some even went as high as 498 hours. Alderman Hilton inquired who the training officer was. Manager Linn stated that it was a committee and Ron Miller was the Chairman. Alderman Hilton stated that they needed to recognize the hard work of the fire department, stating that they had lowered the fire rating and everything that they had done to get their training. Mayor Brown agreed, stating that what they do is admirable. Alderman Furr stated that their commitment astounded him, and the number of hours that these volunteers had put in. He felt they should be commended and recognized for their effort. Manager Linn stated that he would pass on their words and thanked them.

Alderman Sloop motioned, seconded by Alderman Furr, to accept the annual firefighters certification as presented. All voted aye.

The next order of business was the CIP Resolution. In order to apply for the PARTF grant for the passive park, the park needed to appear on the Town's CIP (Capital Improvement Plan).

Alderman Furr motioned, seconded by Alderman Safrit, to accept the resolution placing the passive park onto the Town's Capital Improvement Plan (CIP). All voted aye.

Manager Linn stated that Eddie Carrick, the Town's auditor, was running late as he had another meeting to attend. He requested that the Board move on and they could come back to the matter of the audit for year ending 6/30/2010.

Before Department Head comments Mayor Brown reminded staff to please use the microphone so that they could be heard and he asked those present to let him know if they had trouble hearing any of the speakers at any time.

### **Department Head Comments**

*Town Manager Reed Linn:* stated that they needed to begin thinking of a date to have the annual budget retreat. Also, the Town's Engineer Mike Acquesta would be here on Wednesday to work on the PARTF grant and to begin Phase II on the hardware store for the community center. Town Staff would be removing the ground tanks on the site with his supervision. Manager Linn stated that they also needed to review a few of the meeting dates for 2011 that coincided with holidays. He concluded by informing the Board that staff was in the process of installing the Smoke Signals program which would allow them to notify customers in the event of projected outages and other information as needed, as well as to notify employees.

*Public Works Director Steve Rowland:* provided the Board with a comparison from December 2009 and December 2010 for recycling. The totals of what had been taken to the land fill had basically been cut in half due to the new recycling program. Mayor Brown stated that this was a great thing. Director Rowland stated that you also had to take into account the saved time and fuel. Alderman Furr stated that they had saved on tipping fees, labor, mileage, wear and tear as well as liability. Mayor Brown inquired of Director Rowland if there had been any snow-related outages. Director Rowland stated that one tree had fallen, but it had only taken out a street light on North Zion Street.

## **Board Comments**

*Alderman Roger Safrit:* commended Director Rowland and his crew over their work during the snow storms and the water pipe breaks and damages. Mayor Brown concurred.

*Mayor Dennis Brown:* brought up the matter of the annual budget retreat date again. After some discussion the date of Saturday, March 12<sup>th</sup>, 2011 was decided on, from 9:00am until 3:00pm. Manager Linn stated that this would give him time to secure a venue for the retreat and he would provide further information at the February meeting. He inquired of the Board if they would like it to be as it had been in the past, where they focused on the Departments and revenues/expenditures. He also asked if they would like to include speakers from Electricities and the EDC. He asked the Board to let him know, that they did not need to make a decision tonight.

The Mayor then discussed the meeting dates in 2011 that possibly needed to be changed due to holidays. There was some discussion as to alternate dates for the July and September meetings due to the 4<sup>th</sup> of July Holiday and the Labor Day Holiday.

Alderman Sloop motioned, seconded by Alderman Safrit, to move the July 4<sup>th</sup>, 2011 meeting to Wednesday July 6<sup>th</sup>, 2011 at 7:00pm and the September 5<sup>th</sup>, 2011 meeting to Wednesday September 7<sup>th</sup>, 2011 at 7:00pm. All voted aye.

Eddie Carrick, the Town's auditor, then addressed the Board concerning the Town's audit for year ending June 30<sup>th</sup>, 2010. Mr. Carrick thanked the Board for the opportunity to serve as the Town's auditor and reminded them that he works for the Town and if at any time they had questions, to please feel free to call him.

He stated that he worked with 14 towns, all with a population of 5,000 or less, as well as 5 area counties.

Mr. Carrick stated that the Town had had a "stable year" financially and went over some of the highlights from the audit with the Board. He advised the Board the same as he had the other towns he worked for – to "remain conservative". He also stated that small towns were experiencing something he referred to as "citizen ownership". When things are going well, the citizens tend to not be overly involved, but as the economy worsens, they tend to take more ownership of what goes on and if they want certain services provided, they do not mind paying for them. It was Mr. Carrick's recommendation to get the citizens involved as much as they could, as their input would make things smoother down the road. He felt citizen involvement was a good thing, it allowed for more input and better operations within the town.

Alderman Hilton stated that Mr. Carrick's advice to remain conservative was "falling on fertile ground" and he inquired how Landis compared with other towns. Mr. Carrick stated that Landis had been "digging out of a hole" for the last few years and he saw very positive things happening. He stated that the Fund Balance was at 15%, whereas the average for a town the size of Landis was 50-60%, so Landis was not out of the hole yet. However, Mr. Carrick said in doing the audit this year that he felt the Town had investigated every avenue possible to cut expenses and he felt they were headed in a positive direction. Mr. Carrick also thanked the staff for their help and cooperation.

Manager Linn also confirmed that the 2009/2010 audit had been submitted on time.

Alderman Furr stated that he appreciated Mr. Carrick taking the time to verbalize and explain the finer points of the audit. He commented that the Town was "in a hole and is now digging out". He felt that the real heroes were the staff and department managers.

**Citizens' Comments**

*Michael Toler:* inquired what the status of the newsletter was. Mayor Brown stated that he was uncertain. Mr. Toler also asked if false alarms were down and Manager Linn confirmed that they were.

Alderman Furr motioned, seconded by Alderman Sloop, to adjourn the meeting. All voted aye.

The meeting adjourned at 7:37pm on Monday, January 3<sup>rd</sup>, 2011.

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Heather Wood  
Administrative Assistant