

Town of Indian Trail
Minutes of Town Council
February 27, 2009
Civic Building
3:00 P.M.

The following members of the governing body were present:

Mayor: John J. Quinn

Council Members: Gary D'Onofrio, Jeff L. Goodall, Shirley Howe, John Hullinger, and Dan Schallenkamp,

Staff Members: Town Manager Ed Humphries, Town Clerk Peggy Piontek, Planning Director Shelley DeHart, Town Engineer Scott Kaufhold, Finance Officer Marsha Sutton, Tax Collector Janice Cook, and Assistant to the Town Manager Miriam Lowery.

CALL TO ORDER

Mayor Pro Tem Howe called the meeting to order.

INTRODUCTION AND OUTLINE OF RETREAT

Mayor Quinn entered the meeting.

Mr. Humphries went over the agendas for today and tomorrow with Council

TOWN ACCOMPLISHMENTS 2008

Mr. Humphries advised a retreat is a good time to review the last year and plan for the upcoming year.

Mr. Humphries told Council about some of the accomplishments for 2008-2009 year. Topics included: survey, new website, branding exercise, newsletter, Unified Development Ordinance, improved public safety, great events.

PRESENTATION BY DEPARTMENT HEADS

- a. Administration
- Sanitation

Mr. Humphries presented to Council that 30% of the budget is for sanitation services, he provided ways to improve the system, examples of what's happening, ways to reduce cost and a request for action.

Mr. Humphries presented several photographs and explanations of sanitation problems

Mr. Humphries explained the purpose for this demonstration is to make Council aware of the problems Action Garbage faces daily. In addition Mr. O'Neil has asked that we give residents 2 recycle bins.

Mr. Humphries advised that we will need to address the sanitation issues and work harder at getting our citizens informed.

Ms. Howe inquired what the cost of the bins are. Mr. Humphries advised that they do not charge for recycling but leases the container to us for 50 cents a month. Action Garbage has requested that we supply our residents with 2 bins so they can separate it themselves.

Mr. Humphries explained that the recycle garbage in Union County must be separated before going to the landfill. They do not have the facilities to separate them at the landfill. He explained that we get compensation for some of the recycle trash and we can use those funds to pay for the additional bins.

Mayor Quinn explained about an existing agreement between Mecklenburg and Union Counties where our citizens can bring anything they want to the foxhole transfer station.

Mr. Schallenkamp inquired about how we will keep track of how many bins each resident has. Mr. Humphries replied just by noting it in the system.

Mr. D'Onofrio inquired if this is optional or is it a request from Action to make it mandatory. Mr. Humphries explained he's asking us to help him and the homeowner to provide 2 bins. Mr. D'Onofrio asked if it must be requested by the homeowner. Mr. D'Onofrio feels we should provide the bins if the procedure is to separate.

Mr. Hullinger feels it seems wasteful to have 3 trucks go around each pick up day. If we provide a second bin it could cut down the expense of the 3rd truck.

Events

Town Clerk Peggy Piontek explained the duties of each staff member. She provided a brief explanation of the process, budgeting and tasks involved in throwing each town event, expressing her concerns about sponsorship due to the economy and that they are looking forward to working with the events committee.

b.Planning

Ms. DeHart provided an update on the Planning Department.

Where are we now?

Neighborhood Assessment - Kick off in March to go into every residential subdivision and identify the existing infrastructure, sidewalks, open space, street lights, amenities which effect the quality of life. This information will be put into our data base to assist Engineering as well.

Master Park Plan - Parkland acquisition and development, it will kick-off in March, proposing an expanded public input component, conduct an on line survey. The purpose of the survey is to identify what kind of parks people want.

Bicycle Plan - the grant has been submitted, awards will be announced in June. If granted the towns share would be \$15,000.

Pedestrian Plan - adopted in January 2009.

UDO adopted December 2008, applications have been revised, staff is currently being trained, we will be having developer/business workshops, and we are identifying sections that need fine tuning.

Work Program: Downtown Master Plan Update - sign program street furniture/lights
Farmers Market - regular scheduled - Saturdays, beginning the end of April.

Stormwater Outreach/Education

Programs - Public Involvement, adopt a stream, neighborhood storm drain plaque, creek clean ups
Projects will start this spring, equipment, Hillary Pace formed the program Neighborhood

Business Sign Workshops

Committee of stakeholders, car dealerships, multi-tenant center, multiple locations, various size centers, Old Hickory Business Park, professional competitions, athletic activities branding.

Work on website continues, business section, business directory, Indian Trail Map Book available for purchase at cost, branding - advertising will be used.

c. Engineering - Stormwater

Mr. Kaufhold provided a snapshot of where they were a year ago and where they are today, with positions that have been filled.

Areas of Responsibility - transportation, stormwater, development plan review, floodplain administration, site inspections.

Planned vs. Accomplished work

Transportation:

Select consultant and begin planning & design of Indian Trail Rd., begin planning & design of sidewalk CIP's, begin street inventory and assessment program, manage 2008 resurfacing contract, begin In-house design work where feasible
Begin intersection ranking process.

Stormwater

Construct Clearwater Dr. Culvert replacement plan, design and construct other stormwater improvement projects; begin channel outfall (creeks) inventory for NPDES permit requirement, begin storm sewer inventory.

Mr. Schallenkamp asked what the in-house work might entail. Mr. Kaufhold advised that there are 4 streets in the resurfacing contract that might require pipe replacement. For now it's just been drainage calculations/design.

Development plan review:

Provide more in-house plan review (reduce need for consultant service; did not get an expedited site plan review process;

Flood plain administration review, adopt and enforce new Flood Damage Reduction Ordinance and accompanying FIRM's (Flood insurance rate maps)

Inspections begin thorough construction inspection program.

Sediment & Erosion Control Program SECP

Mr. D'Onofrio suggested that we get the information out to the public as the stormwater projects are being done.

Mr. Kaufhold explained the Stormwater fee system

Ms. Howe asked Mr. Kaufhold to explain people wanting to buy their way up the list. This was taken to the Stormwater Advisory Committee who declined.

Mr. Schallenkamp asked Mr. Kaufhold if his department gets involved with inspections for roads. Mr. Kaufhold advised they do site inspections/visits on commercial sites. They do not do material review. They will do construction inspection and materials testing on residential areas.

Mr. Goodall asked if there is a system for performance reviews. Ms. Lowery advised that we have the forms and have started using them.

e. Human Resources

Ms. Lowery provided council with information pertaining to staffs insurance benefits, retirement system, 401 K plan, EAP, Local Gov. Fed. Credit Union, Flexible spending, yearly flu shots.

Human Resources Responsibilities - recruitment - pre-employment background check, pre-employment drug screening, new hire orientation, personnel policy, town classification plan, job descriptions. Must insure compliance with the law, workers compensation, and employee liaison with management, develop methods of employee retention, stay interview, etc.

Focal point for HR/employee matters - life insurance, focal point with other organization, favorable with department heads and employees, staff/supervisor education/training, interview skills

Staff education/Training

EAP seminars twice a year, EAP Frontline Employee & Supervisor newsletter
NCLM resources, Local Government Federal Credit Union, CPR training, Communication:
Inclement weather notification to employees and public - television, website, and phone system.

Human Resources Needs: Human Resource/Personnel Program software Time

Mr. D'Onofrio inquired if participation in flexible spending/ Ms. Lowery advised that we have about 50% participation. Human Resource needs - Mr. D'Onofrio suggested that perhaps membership in SHERM and any designations certifications will be helpful

Ms. Howe inquired if Ms. Lowery is doing the exit interviews also. Ms. Lowery advised that's an area has not been implemented as it should be. If it is implemented, is it something that can be shared with the Council without divulging the name? Only in certain circumstances.

Mr. Goodall congratulated Ms. Lowery & Mr. Humphries on coming this far in such a short time.

Mr. Humphries advised that Miriam has done a good job. He believes it has been an asset to our employees.

f. Tax

Tax Collector Janice Cook provided information pertaining to enforcing payment, action produces results. Advertise real property, bank attachments and debt setoff. To date collect \$7330.00

Ms. Howe asked which newspaper is used. It was put out to bid last year. The Charlotte Observer came in low and we will use them again.

Mr. Schallenkamp inquired what is meant by bank attachments. Ms. Cook advised checking accounts.

Mr. Humphries advised that the debt set off is one of the most effective ways for municipalities to collect taxes.

Another tool is employment garnishes.

Ms. Cook advised that the debt set off program has collected 55 million dollars since 2002 in North Carolina.

g. Sheriff's Department

Sgt. Coble presented to Council current projects. Governors Highway Safety Program grant/re-apply Office plan / move Meeting with Public Safety Committee Repairing radar trailer.

Sgt. Coble advised there was a meeting on Monday with several representatives to discuss the office plan for the deputies in the old Planning building.

Mayor Quinn asked for information about the IT, there was discussion about the computer technology.

Mr. Schallenkamp inquired about the lines running here and over to the building.

Sergeant Coble explained the floor plan to Council.

Sergeant Coble went over the current rank and structure of the contracted deputies. He went onto explain some of his duties and the meetings he has been attending.

Ms. Howe inquired what the security situation is now that the deputies are over in the planning building. They will have their own keys.

UCSO.us is the website for the deputies.

Mr. Humphries advised Sgt. Coble has been very proactive about solving problems.

Mr. Humphries thanked him publicly.

ADJOURN

Gary D’Onofrio made a motion to adjourn

Council voted unanimously in favor of the motion.

APPROVED:

John J. Quinn, Mayor

Attest:

Peggy Piontek, Town Clerk