

Agenda

Town of Fairview



Agenda Town Council Meeting **October 13, 2020** 6:30 pm

Meeting will be in the Fairview Town Hall Meeting Room

1. Call the meeting to order: ---Mayor Thomas

Invocation
Pledge of Allegiance

- a. Agenda Changes
- b. Approval of Agenda

2. Presentation: Representative Dean Arp, NC House District 69, Legislative Update

3. Public Comments**

4. Consent Agenda:

- a) Financial and Tax Reports--- *Report Accepted as Information (including Pending Bills documentation provided at meeting)*
- b) Land Use Report---*Report Accepted as Information*
- c) Fund Balance Worksheet 2020-2021 --- *Report Accepted as Information*
- d) Fairview Park Event – *No September Meeting*
- e) Fairview Park Facility September Draft Minutes (*Minutes Accepted as Information*)

Agenda

- f) Planning Board --- *No September Meeting*
- g) Approve Council Minutes for September 8, 2020
- h) Approve Council Closed Session Minutes for September 8, 2020
- i) Approve Special Council Meeting Minutes for September 22, 2020

5. Items of Business:

None

6. Council Comments:

7. Adjournment

AS A COURTESY, PLEASE TURN CELL PHONES OFF WHILE MEETING IS IN PROGRESS
**** Public Comments are limited to 3 minutes**

Consent Agenda

A consent agenda is an effective means of managing the length of a meeting. It is normally made up of routine items that are not controversial in nature and upon which no further discussion is anticipated. Action on the consent agenda usually occurs early in the meeting with all items listed being approved by one motion and vote.

If any member of the governing body feels the need to discuss one or more of the items more fully, the item may be removed from the consent agenda and placed on the regular agenda.

**Town of Fairview
 Balance Sheet
 As of September 30, 2020**

	Sep 30, 20
ASSETS	
Current Assets	
Checking/Savings	
First National Bank	368,021.57
Total Checking/Savings	368,021.57
Other Current Assets	
Franchise Tax Receivable	32,225.72
Investments	
Investments NCCMT	1,062.33
Total Investments	1,062.33
Prepaid assets	1,162.00
Sales Tax Receivable	4,950.12
Sales tax refund	656.08
Taxes receivable	941.89
Taxes receivable - ad valorem	-1,097.72
Taxes receivable - motor veh	859.25
Total Other Current Assets	40,759.67
Total Current Assets	408,781.24
Fixed Assets	
Accumulated Depreciation	-214,943.05
Building and Improvements	1,181,642.75
Computer Equipment	12,643.66
Furniture and Equipment	1,698.00
Land	734,289.94
Land improvements	17,545.00
Leasehold improvements	27,486.25
Park equipment	148,928.88
Rental House	137,436.59
Total Fixed Assets	2,046,728.02
TOTAL ASSETS	2,455,509.26
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	9,567.71
Total Accounts Payable	9,567.71
Other Current Liabilities	
Accrued payroll	4,753.15
Deferred revenue - ad valorem	1,523.09
Payroll Liabilities	689.61
Security deposit - rental house	1,395.00
Total Other Current Liabilities	8,360.85
Total Current Liabilities	17,928.56
Long Term Liabilities	
Note payable on park land	560,000.00
Total Long Term Liabilities	560,000.00
Total Liabilities	577,928.56
Equity	
Amount to be provided for LTD	-560,000.00
Equity	
Fixed assets	2,046,728.02
Total Fund Balance	1,207,568.00

Town of Fairview
Profit & Loss Budget vs. Actual
 July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Ad Valorem taxes	6,375.16	79,000.00	-72,624.84	8.1%
Alcoholic beverage	0.00	16,000.00	-16,000.00	0.0%
Donation	0.00	0.00	0.00	0.0%
Donation - vendors	-150.00			
Fund balance appropriated	0.00	42,015.00	-42,015.00	0.0%
Gain on sale of assets	100.00			
Interest on delinquent taxes	50.51			
Investment income	213.27	1,800.00	-1,586.73	11.8%
Motor vehicle taxes	2,960.21	10,200.00	-7,239.79	29.0%
Park rental income	100.00	3,000.00	-2,900.00	3.3%
Rental house income	3,766.50	15,000.00	-11,233.50	25.1%
Sales and use tax	7,918.44	26,600.00	-18,681.56	29.8%
Utility Franchise taxes	29,195.44	134,400.00	-105,204.56	21.7%
Zoning fees	3,330.00	12,000.00	-8,670.00	27.8%
Total Income	53,859.53	340,015.00	-286,155.47	15.8%
Expense				
Advertising and Promotion	154.22	1,000.00	-845.78	15.4%
Audit fees	0.00	8,400.00	-8,400.00	0.0%
Bank Service Charges	117.00	0.00	117.00	100.0%
Debt repayment	0.00	61,840.00	-61,840.00	0.0%
Dues and Subscriptions	5,559.56	6,000.00	-440.44	92.7%
Festival expense	69.98	20,000.00	-19,930.02	0.3%
Fire Dept Grant	0.00	0.00	0.00	0.0%
Fire Dept Truck Payment	26,284.62	30,665.00	-4,380.38	85.7%
Grants	0.00	2,000.00	-2,000.00	0.0%
Insurance Expense	3,885.33	4,750.00	-864.67	81.8%
Internet and website	1,613.05	10,800.00	-9,186.95	14.9%
Legal fees	2,412.50	8,000.00	-5,587.50	30.2%
Miscellaneous Expense	490.00	2,360.00	-1,870.00	20.8%
Office expense	4,896.14	12,000.00	-7,103.86	40.8%
Office utilities	1,003.91	4,000.00	-2,996.09	25.1%
Park Maintenance	4,378.19	30,000.00	-25,621.81	14.6%
Park Utilities	449.02	2,200.00	-1,750.98	20.4%
Payroll Expenses	25,172.08	41,400.00	-16,227.92	60.8%
Payroll taxes	-42.74	7,400.00	-7,442.74	-0.6%
Planning and zoning	0.00	45,000.00	-45,000.00	0.0%
Professional Fees	0.00	7,700.00	-7,700.00	0.0%
Rent Expense	0.00	12,000.00	-12,000.00	0.0%
Rental house repairs, etc	204.53	1,000.00	-795.47	20.5%
Salaries - Park	0.00	9,900.00	-9,900.00	0.0%
Solid Waste Manage cost share	0.00	8,000.00	-8,000.00	0.0%
Tax collection fees	190.32	1,500.00	-1,309.68	12.7%
Telephone Expense	300.44	1,200.00	-899.56	25.0%
Training expense	0.00	500.00	-500.00	0.0%
Travel Expense	175.97	400.00	-224.03	44.0%
Total Expense	77,314.12	340,015.00	-262,700.88	22.7%
Net Ordinary Income	-23,454.59	0.00	-23,454.59	100.0%
Net Income	-23,454.59	0.00	-23,454.59	100.0%

Town of Fairview Transactions by Account

As of September 30, 2020

Type	Date	Num	Adj	Name	Memo	Clr	Debit	Credit	Balance	
First National Bank									351,029.25	
Bill Pmt -Check	09/03/2020	103121		Clark, Griffin and McCollum		X		2,062.50	348,966.75	
Bill Pmt -Check	09/03/2020	103122		Darrell H. Baucom_	expense reimbursement	X		70.89	348,895.86	
Bill Pmt -Check	09/03/2020	103123		Ed Humphries_	Travel	X		98.30	348,797.56	
Bill Pmt -Check	09/03/2020	103124		Interlocal Risk Financing	20-21 property and casualt...	X		3,885.33	344,912.23	
Bill Pmt -Check	09/03/2020	103125		Killingsworth Environmental	Pest control	X		125.00	344,787.23	
Bill Pmt -Check	09/03/2020	103126		NC Mayor's Association	20-21 membership dues	X		200.00	344,587.23	
Bill Pmt -Check	09/03/2020	103127		Spencer Thomas	Festival expenses	X		60.40	344,526.83	
Bill Pmt -Check	09/03/2020	103128		Taylor's Landscaping Ser...	August lawn maintenance	X		1,477.50	343,049.33	
Bill Pmt -Check	09/03/2020	103129		Union County Public Works	park water bill	X		67.89	342,981.44	
Deposit	09/04/2020				Deposit	X	175.00		343,156.44	
Bill Pmt -Check	09/07/2020	103146		CompuNetworld		X		345.69	342,810.75	
Paycheck	09/08/2020	103131		Darrell H. Baucom		X		571.17	342,239.58	
Paycheck	09/08/2020	103144		Teresa Gregorius		X		1,360.45	340,879.13	
Paycheck	09/08/2020	103130		Bill F. Thomas		X		46.18	340,832.95	
Paycheck	09/08/2020	103132		Doug Buchanan		X		46.18	340,786.77	
Paycheck	09/08/2020	103133		Edward D Humphries		X		2,415.11	338,371.66	
Paycheck	09/08/2020	103134		Gary H Wilfong		X		138.52	338,233.14	
Paycheck	09/08/2020	103135		Greg Morgan		X		46.17	338,186.97	
Paycheck	09/08/2020	103136		Jerry C. Clontz		X		915.26	337,271.71	
Paycheck	09/08/2020	103137		John A Biggers, Jr.		X		138.52	337,133.19	
Paycheck	09/08/2020	103138		Joshua H Presley		X		46.17	337,087.02	
Paycheck	09/08/2020	103139		Kelvin L. Baucom		X		46.17	337,040.85	
Paycheck	09/08/2020	103140		Nancy H Randall		X		46.18	336,994.67	
Paycheck	09/08/2020	103141		Patricia H. Kindley		X		138.52	336,856.15	
Paycheck	09/08/2020	103142		Phillip C Thomas		X		184.70	336,671.45	
Paycheck	09/08/2020	103143		Richard E Pigg		X		46.18	336,625.27	
Paycheck	09/08/2020	103145		Tony FD Helms		X		46.17	336,579.10	
Check	09/08/2020	103147		Teresa Clontz	Cleaning for August	X		100.00	336,479.10	
Liability Check	09/10/2020	To Print		IRS	55-0789092	X		2,135.12	334,343.98	
Bill Pmt -Check	09/10/2020	103148		FNB Commercial Credit C...	payment on credit card	X		170.19	334,173.79	
Deposit	09/10/2020				Deposit	X	150.00		334,323.79	
Deposit	09/15/2020				Deposit	X	3,041.24		337,365.03	
Deposit	09/15/2020				Deposit	X	29,195.44		366,560.47	
Check	09/17/2020	Draft		Verizon Wireless	Ed's cell phone	X		99.31	366,461.16	
Deposit	09/18/2020				Deposit	X	1,255.50		367,716.66	
Deposit	09/18/2020				Deposit	X	250.00		367,966.66	
Deposit	09/21/2020				Deposit	X	100.00		368,066.66	
Check	09/23/2020	Draft		Spectrum	Phone, internet, TV	X		279.94	367,786.72	
Check	09/24/2020	Draft		Duke Energy		X		262.09	367,524.63	
Check	09/25/2020	Draft		Great American Financial ...	Copier charges	X		137.55	367,387.08	
Deposit	09/25/2020				Deposit	X	50.00		367,437.08	
Deposit	09/25/2020				Deposit	X	670.00		368,107.08	
Check	09/25/2020	Draft		Great American Financial ...	Copier	X	0.00		368,107.08	
Check	09/28/2020	Draft		Duke Energy		X		105.48	368,001.60	
Check	09/30/2020				Service Charge	X		39.00	367,962.60	
Deposit	09/30/2020				Interest	X	58.97		368,021.57	
Total First National Bank										368,021.57
TOTAL								34,946.15	17,953.83	368,021.57

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Town of Fairview
Transaction Detail By Account
 July 2020 through June 2021

Type	Date	Num	Name	Memo	Debit	Credit	Balance	
Office expense								
Bill	07/02/2020	5406	ComputNetwork	3 new computers	2,961.49		2,961.49	
Check	07/14/2020	103090	Teresa Clontz	Cleaning town hall	100.00		3,061.49	
Check	07/14/2020	103091	WM Corporate Servi...	Garbage service	90.21		3,151.70	
Bill	08/03/2020	5640	ComputNetwork	Repairs	183.33		3,335.03	
Bill	08/03/2020	5445	ComputNetwork	Monthly Internet and s...	345.69		3,680.72	
Check	08/11/2020	103117	WM Corporate Servi...	Waste services	90.21		3,770.93	
Check	08/11/2020	103118	FNB Commercial Cr...	payoff credit card	264.71		4,035.64	
Check	08/11/2020	103120	Teresa Clontz	Office cleaning	100.00		4,135.64	
Check	08/13/2020	309652	Killingsworth Enviro...	Pest control	125.00		4,260.64	
Bill	08/25/2020	309652	Killingsworth Enviro...	copier	0.00		4,260.64	
Check	08/25/2020	Draft	Great American Fin...	copier charges	137.55		4,398.19	
Check	08/25/2020	Draft	Great American Fin...	payment on credit card	170.19		4,568.38	
Check	09/01/2020	4760	FNB Commercial Cr...	September garbage bill	90.21		4,658.59	
Bill	09/01/2020	0061689-4...	WM Corporate Servi...	Cleaning for August	100.00		4,758.59	
Check	09/08/2020	103147	Teresa Clontz	Copier charges	137.55		4,896.14	
Check	09/25/2020	Draft	Great American Fin...	Copier charges	137.55		4,896.14	
Check	09/25/2020	Draft	Great American Fin...	Copier	0.00		4,896.14	
Total Office expense							0.00	4,896.14
TOTAL							4,896.14	4,896.14

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11:00 AM

10/03/20

Accrual Basis

Town of Fairview
Transaction Detail By Account
 July 2020 through June 2021



Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
Park Maintenance								
Bill	07/16/2020	EL846		Brian C. Austin	Install light and labor	250.00		250.00
Bill	08/03/2020	1426		Taylor's Landscapin...		1,337.50		1,587.50
Check	08/11/2020	103119		Jerry C. Clontz	Park supplies	115.69		1,703.19
Bill	09/02/2020	1431		Taylor's Landscapin...	August lawn maintenance	1,337.50		3,040.69
Bill	09/30/2020	1433		Taylor's Landscapin...	landscaping	1,337.50		4,378.19
Total Park Maintenance						4,378.19	0.00	4,378.19
TOTAL						4,378.19	0.00	4,378.19

11:01 AM

10/03/20

Accrual Basis

Town of Fairview
Transaction Detail By Account
 July 2020 through June 2021

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Festival expense							
Bill	08/08/2020	08082020	Spencer Thomas	Festival expenses	60.40		60.40
Check	08/11/2020	103118	FNB Commercial Cr...	payoff credit card	9.58		69.98
Total Festival expense					69.98	0.00	69.98
TOTAL					69.98	0.00	69.98

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Sept

1-Sep	1176	A 20-083	Accessory	\$75	Crumpler	8102 Concord Hwy	08186008A
3-Sep	CC	H 20-084	Compliance	\$100	helmspartners	8220 Old Ferry	81200330
3-Sep	CC	A 20-085	Accessory	\$75	Homeworks-Dean	1203 Bill Wiley Rd	08255009K
Sept 8th	4521	MS 20-086	MS	\$130	Willis	Indian Trail-Fairview	08261004b
15-Sep	3376	comp 20-087	Compliance	\$100	Southern Interior	6904 W Duncan Road	8258020
17-Sep	4609	A 20-088	Accessory	\$75	Carole Dulin	524 Heritage View	8213038
17-Sep	3377	A 20-089	Accessory	\$75	David Murza	6812 W Duncan Rd W	8258023
22-Sep	8247	NR 20-090	NR-Church	\$400	Shirdi Temple	7013 South Ck Rd- Hwy218	08282019D
24-Sep	16672	MS 20-091	MS	\$65	Brown	Brief Road East	8

Total

9

\$1,095

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FUND BALANCE WORKSHEET 2020/2021

Beginning Spendable Fund Balance **\$344,337**
(as of 6/30/2019)

POLICY - Reserve in Spendable Fund Balance **\$200,000**

Spendable Fund Balance **\$144,337**
(as of 6/30/2019)

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
1	7/14/2020	N-Focus	Professional Fees	4,700.00
New Spendable Fund Balance				139,637.00

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
New Spendable Fund Balance				

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
New Spendable Fund Balance				

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
New Spendable Fund Balance				

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
New Spendable Fund Balance				

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
New Spendable Fund Balance				

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
New Spendable Fund Balance				

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
New Spendable Fund Balance				

AMENDMENT #	DATE	FOR	CREDIT TO ACCT.	AMOUNT
New Spendable Fund Balance				

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**Town of Fairview
Fairview Park Facility Committee Meeting
September 10, 2020**

The following Fairview Park Facility Committee members were present: Penny Love, Mike Medlin, Bill Riffle and Leon Whitley

Others present: Teresa Gregorius, Town Clerk

Public Comments

None

Items of Business

A. Park Cleanup

Chairman Medlin stated that the Committee needed to have a cleanup day at the Park. The last storm dropped a lot of limbs around the Park. The Committee also needs to check on dead or dying trees.

B. Sowing/Sodding Park Areas

The Committee discussed and decided to check on sowing and strawing the areas along the picnic shelter and restrooms instead of sodding.

C. Minutes

Leon Whitley made a motion to approve the August 13, 2020 minutes. Bill Riffle seconded the motion. Committee members Love, Medlin, Riffle and Whitley voted yes (4-0).

Jerry Clontz reported to the Committee that he would like to have a few more Kids Fishing Days before the end of the year.

Penny Love made a motion to adjourn the meeting. Leon Whitley seconded the motion. Committee members Love, Medlin, Riffle and Whitley voted yes (4-0).

Respectfully submitted,

Teresa Gregorius
Town Clerk

Mike Medlin
Chairman

Approved this _____ day of _____ 2020

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**Town of Fairview
Regular Town Council Meeting
September 8, 2020**

The following Council members were present: Mayor Phil Thomas, Jerry Clontz, Patricia Kindley, and Gary Wilfong.

Others present: Joe McCollum, Town Attorney; Darrell Baucom, Financial Officer, Ed Humphries, Land Use Administrator / Deputy Clerk and Teresa Gregorius, Town Clerk

Agenda Changes

Mayor Thomas stated that he would like to add a called special Council meeting on September 22, 2020 to the Consent Agenda.

Approval of Agenda

Patricia Kindley made a motion to approve the amended agenda. Jerry Clontz seconded the motion. Council members Clontz, Kindley and Wilfong voted yes (3-0).

Public Comments

None

Consent Agenda

- a) Accepted Financial and Tax Reports as Information
- b) Accepted Land Use Report as Information
- c) Accepted Fund Balance Worksheet 2019-2020 report as Information
- d) Fairview Park Event August Draft Minutes --- Minutes Accepted as Information
- e) Fairview Park Facility August Draft Minutes --- Minutes Accepted as Information
- f) Planning Board August Draft Minutes --- Minutes Accepted as Information
- g) Approved Council Regular Minutes for August 11, 2020
- h) Approved Council Closed Session Minutes for August 11, 2020
- i) Approved Constitution Week Proclamation September 17 through September 23
- j) Approved Domestic Violence Awareness Month - October
- k) Special called Council meeting for September 22, 2020 at 6:30 PM

Gary Wilfong made a motion to approve the consent agenda. Patricia Kindley seconded the motion. Council members Clontz, Kindley and Wilfong voted yes (3-0).

Council Comments

Patricia Kindley stated that she had researched and reached out to a program called Hello NC per a request by the Mayor. Calls and email have not been answered thus far. She also wanted to thank Jerry Clontz on the Kids Fishing days at the Park.

Jerry Clontz stated that the Kids Fishing day was a success. He will be speaking with the Park Facility Committee about scheduling a few more this year. He will also be opening the picnic shelter; the playground opened on Friday, September 4th at 5:00 PM.

Jerry Clontz made a motion to go into closed session. Gary Wilfong seconded the motion. Council members Clontz, Kindley and Wilfong voted yes (3-0).

CLOSED SESSION

Gary Wilfong made a motion to come out of closed session. Patricia Kindley seconded the motion. Council members Clontz, Kindley and Wilfong voted yes (3-0).

Jerry Clontz made a motion to adjourn. Gary Wilfong seconded the motion. Council members Clontz, Kindley and Wilfong voted yes (3-0).

Respectfully submitted,

Teresa Gregorius
Town Clerk

Phil Thomas
Mayor

Approved this _____ day of _____, 2020



**Town of Fairview
Special Council Meeting
September 22, 2020**

The following Council members were present: Mayor Phil Thomas, Jerry Clontz, Patricia Kindley, and Gary Wilfong. John Biggers was absent.

Others present: Ed Humphries, Land Use Administrator / Deputy Clerk; Michael Sandy, and Mike Shalati, Carolina Development Services, LLC; Marc Van Dine and Eddie Moore, McAdams Co.; 2 representatives from the septic system manufacturer; 2 representatives from the soil scientist consultant

Presentation

Michael Sandy, Carolina Development Services, LLC, Mike Shalati, Carolina Development Services, LLC, Marc Van Dine, McAdams Co. and Eddie Moore, McAdams Co. presented an update on their Fairview project request for conditional zoning for properties listed below:

- Parcel #0819001A
- Parcel #08186006
- Parcel #08225015
- Parcel #08192001

Mayor Thomas adjourned the meeting.

Respectfully submitted,

Teresa Gregorius
Town Clerk

Phil Thomas
Mayor

Approved this _____ day of _____ 2020