

Town of Fairview



**Town of Fairview
Regular Town Council Meeting
February 13, 2024 @ 6:30 pm**

Meeting will be in the Fairview Town Hall Meeting Room

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

The following Council members were present: Mayor Gary Wilfong, Patricia Kindley, David Link and Kerry Price. Absent: John Biggers

Others present: Darrell Baucom, Financial Officer; Ed Humphries, Land Use Administrator; Teresa Gregorius, Town Clerk and Spencer Cox, Administrative Assistant

2. Invocation

3. Pledge of Allegiance

4. Agenda Changes/Approval of Agenda

Patricia Kindley made a motion to approve the agenda as submitted. David Link seconded the motion. Council members Kindley, Link and Price voted yes (3-0).

5. Approval of Consent Agenda:

- 5.A. Financial and Tax Reports--- *Report Accepted as Information*
- 5.B. Land Use Report---*Report Accepted as Information*
- 5.C. Fund Balance Worksheet 2023-2024 --- *Report Accepted as Information*
- 5.D. Fairview Park Event January Draft Minutes (*Minutes Accepted as Information*)
- 5.E. Fairview Park Facility January Draft Minutes (*No January Meeting*)
- 5.F. Planning Board January Draft Minutes (*No January Meeting*)
- 5.G. Approve Council Minutes for January 9, 2024

- 5.H. Approve Council Retreat Minutes for January 27, 2024
- 5.I. Approve/Renew order granting Temporary Permit # TP 14-037 for six months (new permit will expire July 2024) in the name of Gregory Morgan- 6508 Morgan's Cove Road, Monroe, NC 28110. The permit would allow Morgan to add a manufactured home to his property (Parcel #08192012) for the purpose of caring for a relative—under Section 179 of the Fairview Land use Ordinance.

Patricia Kindley made a motion to approve the consent agenda. Kerry Price seconded the motion. Council members Kindley, Link and Price voted yes (3-0).

6. Public Comments: None

7. Presentations: None

8. Items of Business:

8.A. Approve Remote Participation Policy for Meetings of Town of Fairview

Mayor Wilfong presented the Remote Participation Policy drawn up by the town attorney (See Appendix A). The Council discussed.

Patricia Kindley made a motion to approve the Remote Participation Policy for Meetings. David Link seconded the motion. Council members Kindley, Link and Price voted yes (3-0).

8.B. Discuss/Approve Hiring new part-time Park/Town Maintenance Technician

Mayor Wilfong discussed the need to hire a new part-time Park/Town Maintenance technician (See Appendix B – Duties). The Council discussed.

Patricia Kindley made a motion to authorize Mayor Wilfong and Ed Humphries to finalize duties/salary/hours and post job. David Link seconded the motion. Council members Kindley, Link and Price voted yes (3-0).

8.C. Approve J.B. Watson & Co., PLLC Audit Contract

Darrell Baucom presented the audit contract (for the year ended June 30, 2024) for J.B. Watson & Co., PLLC. The Council discussed.

Kerry Price made a motion to approve the contract as presented. Patricia Kindley seconded the motion. Council members Kindley, Link and Price voted yes (3-0).

8.D. Approve Duke Energy Lighting Service Agreement for Town Hall

Ed Humphries presented a service agreement from Duke Energy for lighting fixtures to be added to existing light poles in the parking area at the back of town hall. The Council discussed.

David Link made a motion to approve the Duke Energy Lighting Service Agreement and authorize Mayor Wilfong to sign the agreement. Patricia Kindley seconded the motion. Council members Kindley, Link and Price voted yes (3-0).

9. Council Comments:

Patricia Kindley reported that the Storywalk site at the park has been selected.

Darrell Baucom reminded the Council that the Scope of Work for the money from the State grant needs to be completed soon.

Spencer Cox reported that the Fairview PTO would like to partner with the town during the Music in the Park for an End of School Bash.

10. Adjournment

Patricia Kindley made a motion to adjourn. Kerry Price seconded the motion. Council members Kindley, Link and Price voted yes (3-0).

Respectfully submitted,

Teresa Gregorius
Town Clerk

Gary Wilfong
Mayor

Approved this 12th day of March 2024

Appendix A

Remote Participation Policy for Meetings of Town of Fairview

1. Remote participation may only be used in limited circumstances. A member of the Town Council desiring to participate in a meeting remotely should give as much notice as possible to members of council and the Town Clerk, but in no event shall notice be given less than 24 hours prior to the meeting. A reason must be given for being physically unable to attend the meeting and the reasons are limited to:
 - a. Out of Town – at least one hour away
 - b. *Personal illness or disability*
 - c. *Emergency situations*
2. Remote participation may only be allowed during open meetings when a quorum of the Board is physically present at the meeting and the Council member participating remotely is not necessary to establish a quorum.
3. Remote participation shall not be allowed for the following situations:
 - a. Quasi-judicial hearings;
 - b. Closed Sessions
 - c. Any other official meeting in which the subject matter to be discussed is subject to privilege or is considered confidential, such as attorney/client communications or personnel matters.
4. Once the meeting is opened, the Mayor or Mayor Pro Tem if the Mayor is absent, shall announce that a Council Member is participating remotely. The Council Member will then identify him/herself and inform Council of his/her location. If the Mayor is participating remotely, then the Mayor Pro Tem shall preside over the meeting.
5. The Council Member participating remotely shall not make motions and shall not cast the deciding vote on any matters.
6. The Council Member participating remotely must ensure that he/she can be fully heard by the other members of Council and other individuals in attendance at the meeting and the Clerk. If the technology is not working or if the audio is not audible, the Council may vote to disallow participation.

Council Approved the Policy on February 13, 2024

Appendix B

PARKS/TOWN HALL MAINTENANCE TECHNICIAN

GENERAL STATEMENT OF DUTIES

Performs routine unskilled and semi-skilled work in the maintenance, landscape and care of Town grounds, rights-of-way, parks facilities and related Town property. This position requires work outside of a normal workday schedule to include nights, weekends, and holidays. Employee must be conscious of safety methods to avoid injury to others and self. Employee is subject to hazards in grounds maintenance work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as noise, moving mechanical parts, chemicals, dusts, atmospheric conditions, and oils. Work is performed under supervision of Mayor.

ESSENTIAL DUTIES AND TASKS

- Open and close park daily
- Works as a member of a grounds maintenance crew responsible for maintaining assigned Town grounds by mulching, weeding and other landscape and grounds maintenance activities as needed.
- Operates a variety of hand tools and power equipment including, but not limited to, riding and push mowers, hedge trimmers, loppers, weed eaters, blowers, chain saws, pole saws, shovels, rakes, and other light equipment for landscaping and tree maintenance activities.
- Performs leaf removal and leaf blowing on Town grounds.
- Shovels and removes snow and ice; spreads sand over icy sidewalks and walkways.
- Picks up trash in common areas, parking lots and nature trail; cleans culverts and other drainage structures; blows and sweeps sidewalks.
- Operates small, motorized equipment safely and efficiently.
- Performs equipment inspection to ensure proper operation; ensures cleanliness and proper storage of tools and equipment after use.
- Inspects playground equipment to ensure items are hazard free and operating safely.
- Attends Town events and preparatory meetings to provide logistical support for set-up, tear down, and event related maintenance or custodial needs.
- Performs all aspects of tree and shrub maintenance including hedge and tree trimming; pruning; removing fallen limbs and trash; and raking leaves.
- Plants shrubbery, flowers, and grass; waters, weeds, fertilizes, and mulches plants.
- Assists in the repair and maintenance of basic plumbing fixtures, minor electrical and heating, ventilation and air conditioning work.
- Performs general maintenance duties including painting objects, buildings etc.
- Backup custodian as necessary -- Perform general custodial duties; sweeps and mops facilities; cleans restrooms; picks up and removes trash and litter.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of the tools, equipment, and materials used in grounds maintenance.
- Working knowledge of the hazards of the work and related safety precautions.
- Skill in operation of assigned equipment.
- Ability to understand and carry out oral and written instructions.
- Ability to use hand tools.
- Specific knowledge of the hazards of the work
- Ability to maintain effective working relationships with other employees and the general public.

PHYSICAL REQUIREMENTS

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and performing repetitive motions.
- Must be able to perform heavy work exerting up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently; and/or up to 20 pounds of force constantly to move objects.
- Must possess the visual acuity to operate mechanical equipment such as mowers and chain saws in a safe manner and to inspect work quality.

DESIRABLE EDUCATION AND EXPERIENCE

- Graduation from high school and experience in grounds maintenance work; or an equivalent combination of education and experience.

SPECIAL REQUIREMENT

- NC driver's license.
- Weekend work may be required

2024 Town Events

- ❖ *June – Music in the Park*
- ❖ *June – STEM (Science/Technology/Engineering/Math) class for kids*
- ❖ *July -- STEM class for kids*
- ❖ *August – Dedication for nature trail and fishing Day in memory of Jerry Clontz*
- ❖ *October – Fall Festival*
- ❖ *December – Winter Festival*