

MINUTES
VILLAGE OF LAKEPARK COUNCIL MEETING
3801 LAKE PARK ROAD, LAKE PARK, NC
REGULAR SESSION

7:00 P.M.

JULY 8, 2014

ATTENDING: Mayor David Cleveland
Council Members: Sandy Coughlin, Mark Phillips, Fabian Szarko and Pam Jack.
Village Administrator Cheri Clark
Finance Officer Cheryl Bennett
Attorney Ken Swain

CALL TO ORDER: Mayor David Cleveland called the Village of Lake Park Regular Session July Council Meeting to order.

PLEDGE OF ALLEGIANCE: Mayor David Cleveland led the Pledge of Allegiance.

APPROVAL OF MINUTES: Sandy Coughlin made the motion to approve the June 10, 2014 Budget Public Hearing and Regular Session June 10, 2014 Council Meeting Minutes as presented. Fabian Szarko seconded the motion. Vote – Unanimous. Mark Phillips made the motion to approve the June 10, 2014 Closed Session Minutes. Pam Jack seconded the motion. Vote – Unanimous.

PUBLIC COMMENT: Harris Cohen – 6508 Courtland Street – expressed his concerns about neighbors shooting fireworks and requested that Council consider a designated area such as Founders Park. Mr. Cohen called 911 and was told that Union County was overwhelmed with calls.

David Cleveland shared that he had spoken with Deputy Brett on the Fourth and the main concern in Lake Park was for safety and the ability for emergency vehicles to be able to reach all residents.

CHANGES TO THE AGENDA: Sandy Coughlin made the motion to adopt the agenda as presented. Fabian Szarko seconded the motion. Vote – Unanimous.

SECURITY REPORT: Deputy Haywood stated that there were 182 calls for service during the month of June. 56 calls were officer-initiated and 126 calls were made by residents. There were 37 – 911 hang-ups, 11 alarm calls, 2 burglary vehicle, 5 improperly parked vehicles, 5 juvenile complaints, 6 property damage vandalism mischief and 4 traffic stops.

SECURITY CAMERAS: Mark Phillips presented to the Parks and Recreation Commission (P&R) last month information concerning security cameras. P&R requested additional guidance from Council. Mark Phillips has looked at three different systems:

Quantum Security - Rob Bowland

- One (1) Digimerge eight channel NVR
- Four (4) Digimerge exterior 2.1 mega pixel 1080P IP cameras
- One (1) Ascendance short range wireless integrated Ap/client system
- Two (2) Inaxsys 8 port POE Switches

\$5524 \$3124 for equipment
 \$1200 - \$2400 installation

The cost of equipment is \$3124. As I told you, the installation cost are what I am having difficulty is calculating. We have never installed a system like this, so I really do not know how to price out the amount of time required. I do not see it being less than 16 hours and any more than 32 hours. Our labor rate is \$75 per hour. At a minimum, it will be an additional \$1200 and at a maximum, it will be \$2400. As we talked about, if you can do some of the programming, it will save some money. I know this does not help in presenting the bid to the Council, but I do not know how much time is going to be required with the wireless transmission equipment.

Advantages

- 2 mile range (line of sight)
- Can add bi-directional antenna for Clock Tower

Q-Star FlashCam

Pole mounted, infrared motion detection camera system. Solar powered, bullet resistant. Images wirelessly downloaded to laptop

\$7000 for 880SX
\$7650 for 880SX, plus decoy with 7 quick change brackets

Advantages

- Place & forget
- No power supply needed

Disadvantages:

- Mount on 16' pole

Zmodo 8CH DVR Outdoor 600TVL Home CCTV Surveillance Security Camera System

- (1) ZMD-DD-SAN8 DVR 8 Channel Security DVR
- (1) 1TB Hard Drive Pre-installed in the DVR
- (8) ZMD-CCH-BCS13NM Hi-Reso Outdoor Security Cameras
- (8) 59ft Video + Power All-in-one Cable for Security Cameras
- (2) 12V/1500mA Power Supply for Cameras
- (2) 1-4 Splitter Cable for Cameras
- (1) Power Supply for DVR
- (1) IR Remote Control & Mouse

\$450 plus installation

Mount system in pool house, run CAT5 cable to office, install fan & thermostat for outside cooling.

Advantages

- Inexpensive
- Better than average camera system

Council needs to answer the question of what does the VOLP want to record? How does Council want to use the system? Sandy Coughlin stated that besides concerns about the image quality and the maintenance of the system, views are rarely useful to identify individuals, and even less valuable as prosecuting evidence. Deputy Haywood stated that the cameras could be subject to potential vandalism.

Laurie McBroom stated that if the cameras were installed and recorded one incident, then the system has more than paid for itself.

Attorney Ken Swain suggested that a policy be established that would mandate the length of time the recordings would be kept – 30 days. The 30 day loop retention is in the state policy. In the judicial system, cameras can only be used to corroborate testimony. The Village would also need to establish who could access the information. Attorney Ken Swain will also look into potential liability issues if the cameras were not recording an area that was posted for surveillance.

Mark Phillips stated that the Town of Matthews has addressed some of the issues discussed tonight and they may be a good place to start.

FINANCE OFFICER’S REPORT: Cheryl Bennett shared that June is the last month of the fiscal year. The following budget transfers have been made: \$470 was moved into the Pool Management Account, \$170 was moved into Street Signs and \$260 was moved into Payroll - \$900 was moved out of Pond Maintenance. Revenues to date are \$962,174 and estimated revenues for the year \$1,018,000. Our expenses for the year should be about \$970,000 before funding the reserves of \$48,000 therefore we should be ahead about \$18,000 without using the appropriated Fund Balance.

	<u>Jun 14</u>	<u>Jul '13 - Jun 14</u>	<u>Budget</u>	<u>% of Budget</u>
General fund				
Income				
Property Taxes				
Ad valorem current year	1,650.40	536,681.46	535,510.00	100%
Utility ad valorem	0.00	7,035.88	7,800.00	90%
Motor vehicle tax	0.00	68,933.59	53,878.00	128%
Ad valorem prior years	128.09	1,069.66	2,000.00	53%
Prior years motor vehicle tax	0.00	5,321.17	0.00	100%
Penalties and interest	65.54	2,628.68	1,202.00	219%
Late List Fees	0.00	0.00	0.00	0%
Total Property Taxes	<u>1,844.03</u>	<u>621,670.44</u>	<u>600,390.00</u>	<u>104%</u>
Other Taxes				
Stormwater Fees- current year	30.00	43,345.00	43,130.00	100%
Stormwater fees - prior years	0.00	60.00	0.00	100%
Cable franchise-from Time Warner	<u>0.00</u>	<u>2,613.00</u>	<u>2,800.00</u>	<u>93%</u>

Total Other Taxes	30.00	46,018.00	45,930.00	100%
State Shared Revenues				
Sales and use tax	14,211.09	120,411.41	150,000.00	80%
Telecom. Franchise	575.00	1,915.00	2,400.00	80%
Elec. franchise tax	13,288.68	48,396.48	70,000.00	69%
Video Prog. (Cable from State)	5,187.64	15,650.90	20,850.00	75%
Piped Gas	6,667.00	11,073.00	8,500.00	130%
Solid Waste Disposal Tax	<u>0.00</u>	<u>1,957.07</u>	<u>2,400.00</u>	<u>82%</u>
Total State Shared Revenues	39,929.41	199,403.86	254,150.00	78%
Parks & Recreation Revenue				
Program Fees	42.00	1,407.25	1,700.00	83%
Facility Rentals	295.00	5,431.00	3,000.00	181%
Daily swim fees	3,277.93	9,964.93	8,000.00	125%
Season pass pool fees	<u>4,337.00</u>	<u>48,355.00</u>	<u>48,000.00</u>	<u>101%</u>
Total Parks & Recreation Revenue	7,951.93	65,158.18	60,700.00	107%
Other revenues				
Zoning Permits	0.00	0.00	0.00	0%
Approp. Fund Bal. Stormwater	0.00	0.00	7,000.00	0%
Commercial Waste Coll. Extras	0.00	900.00	1,800.00	50%
Approp. Fund Balance	0.00	0.00	92,461.00	0%
Civil Penalties	0.00	180.00	600.00	30%
Investment revenue	26,945.98	27,584.28	9,000.00	306%
Miscellaneous	<u>50.00</u>	<u>1,259.60</u>	<u>1,000.00</u>	<u>126%</u>
Total Other revenues	<u>26,995.98</u>	<u>29,923.88</u>	<u>111,861.00</u>	<u>27%</u>
Total Income	<u>76,751.35</u>	<u>962,174.36</u>	<u>1,073,031.00</u>	<u>90%</u>
Expense				
Office Expense	0.00	0.00		
General Government				
Other Expenditures				
Economic Development	3,617.02	4,848.96	5,000.00	97%
Contingency	0.00	0.00	5,000.00	0%
Stormwater Expense				
Advertising	0.00	0.00	100.00	0%
Dues and Permits	0.00	175.00	1,100.00	16%
Prof. Fees - Engineering	141.25	1,605.00	2,000.00	80%
Repairs & Maint. Services	0.00	41,017.69	44,930.00	91%
Cap.Outlay- Pet Waste Stations	<u>0.00</u>	<u>1,789.00</u>	<u>2,000.00</u>	<u>89%</u>
Total Stormwater Expense	<u>141.25</u>	<u>44,586.69</u>	<u>50,130.00</u>	<u>89%</u>

Total Other Expenditures	3,758.27	49,435.65	60,130.00	82%
Planning and Zoning				
Zoning Admin. Services	833.32	9,999.96	10,000.00	100%
Code Enforcement Services	0.00	0.00	9,200.00	0%
Consulting Fees	0.00	727.50	2,000.00	36%
Legal Services	0.00	0.00	3,500.00	0%
Advertising	0.00	79.60	200.00	40%
Postage	147.00	185.87	300.00	62%
Supplies	0.00	427.62	1,000.00	43%
Training	125.00	241.53	500.00	48%
Total Planning and Zoning	1,105.32	11,662.08	26,700.00	44%
Gen. Govt. Personal Services				
Adm Assistant	0.00	430.00	500.00	86%
Clerk/Tax Collector	4,850.00	58,200.00	58,200.00	100%
Council	3,750.77	11,916.60	11,950.00	100%
Finance Officer	1,256.67	15,080.04	15,080.00	100%
Mayor	0.00	3,255.00	4,340.00	75%
Payroll Expenses	854.17	7,884.64	7,895.00	100%
Total Gen. Govt. Personal Services	10,711.61	96,766.28	97,965.00	99%
Professional Fees				
Engineering Fees	0.00	0.00	0.00	0%
Auditing Services	0.00	5,000.00	5,000.00	100%
Legal Services	3,315.86	19,458.82	20,000.00	97%
Total Professional Fees	3,315.86	24,458.82	25,000.00	98%
Supplies and Materials				
Office	160.12	2,590.83	3,300.00	79%
Total Supplies and Materials	160.12	2,590.83	3,300.00	79%
Services				
Advertising	32.34	248.75	350.00	71%
Membership and dues	0.00	3,886.00	4,036.00	96%
Bank charges	0.00	726.70	800.00	91%
Elections	0.00	2,506.32	2,710.00	92%
Insurance/bonds	0.00	7,641.74	7,650.00	100%
Miscellaneous oper. exp.	65.00	305.00	400.00	76%
Newsletter/website/flyers	125.00	549.26	750.00	73%
Printing & Delivery Newsletter	255.45	1,988.48	2,600.00	76%
Postage	246.19	288.55	500.00	58%

Tax collection	0.00	2,428.67	2,658.00	91%
Telephone	262.50	2,950.49	3,000.00	98%
Training	0.00	434.00	800.00	54%
Travel	84.40	1,078.89	1,200.00	90%
Total Services	1,070.88	25,032.85	27,454.00	91%
Capital Outlay				
Reserve for Capital Replacement	0.00	0.00	10,000.00	0%
Total Capital Outlay	0.00	0.00	10,000.00	0%
Total General Government	20,122.06	209,946.51	250,549.00	84%
Parks & Recreation				
Parks/Rec. Supplies & Materials				
Flags	0.00	2,250.00	2,250.00	100%
Janitorial /Cleaning Supplies	0.00	148.76	500.00	30%
Food/Provisions - events	64.77	1,512.54	2,260.00	67%
NNO Food/Supplies	0.00	0.00	0.00	0%
Pool Supplies	108.15	558.15	3,000.00	19%
Park Materials & Supplies	0.00	0.00	0.00	0%
Benches, Tables, Etc.	0.00	0.00	0.00	0%
Total Parks/Rec. Supplies & Materials	172.92	4,469.45	8,010.00	56%
Parks/Rec Services				
Pool Attendant Salaries	474.75	474.75	750.00	63%
Water/Sewer	1,402.03	4,127.62	4,400.00	94%
Natural Gas	27.32	839.50	1,000.00	84%
Comm. center maintenance	527.54	9,004.89	12,400.00	73%
Pool management fee	12,277.50	48,975.00	49,040.00	100%
Pool Operations	2,043.17	10,443.85	11,100.00	94%
Seasonal Decorations	5.68	11,565.28	11,900.00	97%
Events Services	0.00	440.00	440.00	100%
Total Parks/Rec Services	16,757.99	85,870.89	91,030.00	94%
Maintenance of Common Areas				
Landscaping	10,850.00	139,115.00	140,700.00	99%
Park maintenance	5,690.00	31,489.71	35,250.00	89%
Pond maintenance	22,501.31	28,736.31	40,230.00	71%
Electric Maintenance	406.00	4,941.99	5,500.00	90%
Repairs of Common Areas	177.00	1,880.82	2,000.00	94%
Total Maintenance of Common Areas	39,624.31	206,163.83	223,680.00	92%

Parks/Rec Capital Outlay				
Council chambers video system	29.15	1,128.61	4,000.00	28%
Reserve for pool re-plastering	0.00	0.00	20,000.00	0%
Benches, Tables etc.	239.00	2,794.82	4,000.00	70%
Flags and Banners	0.00	0.00	0.00	0%
Security System/Camera System	0.00	0.00	4,000.00	0%
Total Parks/Rec Capital Outlay	<u>268.15</u>	<u>3,923.43</u>	<u>32,000.00</u>	<u>12%</u>
Total Parks & Recreation	56,823.37	300,427.60	354,720.00	85%
Public Services/Safety				
Electric bills	8,559.19	96,411.97	103,000.00	94%
Street Signs	1,050.00	2,161.52	2,170.00	100%
Waste Collection	30,175.68	200,219.52	203,000.00	99%
Law enforcement	0.00	159,592.00	159,592.00	100%
Total Public Services/Safety	<u>39,784.87</u>	<u>458,385.01</u>	<u>467,762.00</u>	<u>98%</u>
Total Expense	<u>116,730.30</u>	<u>968,759.12</u>	<u>1,073,031.00</u>	<u>90%</u>
Net General Fund	-39,978.95	-6,584.76	0.00	100%
Powell Bill				
 PB Income				
Interest - Powell Funds	0.00	291.07	100.00	291%
Powell Bill Revenue	0.00	95,533.79	90,000.00	106%
Total Other Income	0.00	95,824.86	90,100.00	106%
 PB Expense				
Street Exp. - Powell Bill	0.00	13,422.00	90,100.00	15%
Total Other Expense	0.00	13,422.00	90,100.00	15%
Net Powell Bill	0.00	82,402.86	0.00	100%
Net Excess of Rev. over Exp.	<u>-39,978.95</u>	<u>75,818.10</u>	<u>0.00</u>	<u>100%</u>

PLANNING BOARD: Mark Phillips shared that Planning Board would like to recommend to Council Greg Crosby for one of the open seats on the Planning Board. Mark Phillips made the motion to nominate Greg Crosby to the Planning Board for a three year term of office. Sandy Coughlin seconded the motion. Vote Unanimous.

Planning Board would also like to recommend to Council the proposed Benchmark Contract for the next year. There are no changes to the proposed contract for the 2014 -2015 fiscal year. Cheryl Bennett asked if there was an e-verify clause in the new contract. Mark Phillips made the motion to approve the Benchmark Contract including an e-verify clause. Pam Jack seconded the motion. Vote – Unanimous.

TAX COLLECTION REPORT: Cheri Clark shared that the 2013 taxes were 99.3% collected for the fiscal year ending June 30, 2014. Delinquent taxes outstanding for 2013 \$3,067.02. The resolution to authorize the collection of property taxes for 2014 was presented to Council for approval. Sandy Coughlin made the motion to authorize Cheri Clark to collect the Village of Lake Park 2014 taxes. Mark Phillips seconded the motion. Vote – Unanimous.

PARK AND RECREATION BUSINESS: Mayor David Cleveland shared that Lowes Home Improvement installed new carpeting in the Community Center Meeting Room on June 17th.

Byrum Pressure Cleaning completed pressure washing the Russell Park playground equipment and sidewalks around the Community Center, Clock Tower, and Gazebo area.

The pond identification signs have been installed by Banner Signs. The signs indicate whether or not fishing is allowed in the ponds and that permits are required. Banner Signs also installed a Town Hall sign in front of the Community Center.

The two lighted aerator/fountains for Russell Park pond and a replacement aerator/fountain for Connie's Pond were installed by Lucas Landscaping.

Hoods Masonry completed repairs to pavers and brick work at the Clock Tower, Gazebo Park and Founders Park. The Park & Recreation Commission would like to request approval for \$1200 to have Hoods Masonry repair the pier caps and brick work at the Queens and Hoover common area. These funds would come out of Park Maintenance. Sandy Coughlin made the motion to approve the brick repair work. Pam Jack seconded the motion. Under discussion, Council decided to increase the expenditure to \$1,500. Vote Unanimous.

The ponds were treated for algae and vegetation on June 26th by Aquatic Resources. P&R would like to request approval for \$4500 for the next three monthly treatments. These funds would come out of Pond Maintenance. Fabian Szarko made the motion to approve \$4,500 for pond treatments. Pam Jack seconded the motion. Vote – Unanimous.

Fabian Szarko thanked the Parks and Recreation Commission and volunteers for helping to make the Fourth of July celebration in Lake Park a success. The July 4th celebration was held in Russell Park from 11:00 AM to 2:00 PM with approximately 250 people in attendance. Common Heart kicked off the day's events with 10K, 5K and 1K races. The Home Town Heroes were announced: Shannon, Ashley and Kayla Dance. We would like to thank all of the volunteers who made this fun event a great success. Three hundred hotdogs were sold and the VOLP spent \$254 hosting the event. Fabian Szarko thanked the Food Lion on Independence Blvd and Faith Church Road for their support and help with the food.

National Night Out will be held Tuesday, August 5th from 6:30 PM to 9:00 PM. We would like to request approval to close Meeting Street from 5:30 PM to 9:30 PM on that evening. Fabian Szarko made the motion to close Meeting Street between Creft and Creft on August 5th. Sandy Coughlin seconded the motion. Vote – Unanimous.

E-NOTIFICATION: Pam Jack provided Council with a copy of the GS_132-1.13 Electronic lists of subscribers open for inspection but not available for copying. After speaking with the School of Government, Pam Jack shared that there is a broad spectrum of interpretation concerning the statute. The Village could provide the ability for someone to sign-up directly on the webpage and provide a disclaimer that the list is subject to public viewing. Attorney Ken Swain shared that as long as a disclaimer was posted on the website informing the public of the potential of a public viewing and a viewing policy established; the Village should be in compliance with the statute.

Pam Jack shared that gov office.com site e-notification is free if the website runs on the gov office software. Both Stallings and Matthews use the gov office software. Sandy Coughlin asked if anyone can unsubscribe to the e-notification system. Sean Lowther asked how the system handles Spam. Mayor David Cleveland suggested that Pam Jack, Mark Phillips and he get together to discuss the website and the needs of the Village. The three of them will meet on Monday, July 14th at 2 pm.

PUBLIC SERVICES (Waste Collection & Street Lighting): Sandy Coughlin stated that the Village efforts to educate the public have included several articles in the newsletter and on the Village website concerning bulk waste. Starting July 17th, Waste Pro will not be picking up any bulk waste in the Village except on the second Thursday of each month. The Village is in the process of working with Waste Pro on a hang tag informing a resident as to why the bulk waste is not being picked up. Sandy Coughlin and Cheri Clark will be meeting to discuss the Covenant Waste performance bond and the Waste Pro emergency plan amendment to the contract.

ECONOMIC DEVELOPMENT: Sandy Coughlin shared that the planters have been installed at the Town Center. Creation Café closed after Memorial Day. There is a new restaurant business that has applied for Zoning Application. Their plan is to open in mid-August.

COMMUNICATION: The deadline for articles and information for the July newsletter is Friday, July 11, 2014 at 5 p.m. Topics to be included: National Night Out, Hometown Heroes, Security tip, Fourth of July, Planning Board appointment and open position, Swim Team and Bulk waste information .

COUNCIL COMMENTS: Sandy Coughlin shared complimented the planners and volunteers for a wonderful time at the Fourth of July event; everyone seemed to be having a good time.

Mayor David Cleveland thanked Fabian Szarko, Ashley Dance, Wayne Daniels, Kris Kirwan, Ed George and all the volunteers for helping to make the Fourth of July a success.

ADJOURN: Sandy Coughlin made the motion to adjourn the meeting. Fabian Szarko seconded the motion. Vote – Unanimous.

Respectfully submitted,

Mayor David Cleveland

Village Clerk, Cheri Clark