

**TOWN OF MCADENVILLE COUNCIL AGENDA  
TUESDAY, APRIL 9, 2024 @ 6:00 PM  
163 MAIN STREET, MCADENVILLE, NC**

- 1. CALL TO ORDER, PLEDGE OF ALLEGIANCE & INVOCATION**
- 2. ADJUSTMENT & APPROVAL OF THE APRIL AGENDA:** Items will only be added or removed upon approval of the Mayor and Town Council.
- 3. CONSENT AGENDA:** The items of the “Consent Agenda” are adopted on a single motion and vote, unless the Mayor or Council wishes to withdraw an item for separate vote and/or discussion:
  - a) Approval of Minutes: Regular Meeting & Closed Session of March 12, 2024.
  - b) Approval of Contract for review and update of the Town’s Personnel Policy by the MAPS Group. The cost of the agreement is \$5,000 / budgeted in FY2024-2025.
  - c) Set Special Meeting for the purpose of a budget work session for Tuesday, April 23, 2024 at 5:00 PM in the Town Hall conference room located at 163 Main Street, McAdenville.
- 4. POLICE DEPARTMENT REPORT:** A representative from the Cramerton Police Department will be present to report on police activity for the month of March and address any concerns of the Town Council.
- 5. STAFF REPORT:** Lesley Dellinger will provide updates on town business & open projects and answer questions from the Town Council.
- 6. OPPORTUNITY FOR PUBLIC COMMENT:** This is an opportunity for members of the public to address items to the Mayor and Council. Speakers are asked to stand, state their name and address for the record, and limit comments to no more than five minutes.
- 7. COUNCIL GENERAL DISCUSSION:** This is an opportunity for the Mayor and Council to ask questions for clarification, provide information to staff, or place a matter on a future agenda.

**ADJOURN**

**TOWN OF MCADENVILLE MINUTES  
MARCH 12, 2024**

The McAdenville Town Council met in regular session on Tuesday, March 12, 2024, at 6:00 PM in the Council Chambers of Town Hall located at 163 Main Street, McAdenville N.C.

**PRESENT:**

Mayor Jim Robinette; Council Members: Carrie Bailey, Jay McCosh, Greg Richardson, and Joe Rankin. Also in attendance: Attorney Chris Whelchel, Police Sergeant Berry, and Town Administrator/Clerk Lesley Dellinger. Mayor Pro-Tem Reid Washam was absent.

**CALL TO ORDER:**

Mayor Robinette called the meeting to order at 6:02 PM and led in the Pledge of Allegiance. Pastor Walter Griggs, McAdenville Baptist Church, opened the meeting with prayer.

**ADJUSTMENT & APPROVAL OF AGENDA:**

The March Agenda was approved as submitted by motion of Carrie Bailey, second by Greg Richardson and unanimous vote.

**APPROVAL OF MINUTES:**

The regular meeting and closed session minutes of February 13, 2024, were approved as submitted by motion of Greg Richardson, second by Joe Rankin and unanimous vote.

**BUDGET AMENDMENT FOR FY2023-2024:**

Lesley Dellinger presented Ordinance No. 2024-001 for Council consideration amending the budget for FY2023-2024. She stated that the amendment would increase the net appropriations for the General Fund in the amount of \$48,650. The increase is due to higher revenues than projected in property tax collection and interest on investments. She added that the amendment would also increase the net appropriations for the Water & Sewer Fund in the amount of \$80,000. This increase is required to cover the actual expense for metered sewer charges. Staff noted adequate revenues were not available to cover the increase therefore fund balance reserves were necessary to maintain a balanced budget.

Following discussion, a motion to approve Ordinance No. 2024-001 amending the budget for FY2023-2024 was made by Jay McCosh, seconded by Carrie Bailey, and passed unanimously.

**POLICE DEPARTMENT REPORT:**

Sergeant Berry attended the meeting as the CPD representative. He reported the electronic radar sign located at McAdenville Elementary School was temporarily out of service but that the needed

battery had been ordered. He added that patrols along Hickory Grove Road were a focus in February resulting in increased traffic citations. Sergeant Berry then offered to answer any questions related to the monthly report or address any concerns of the board. Carrie Bailey stated that the traffic cones near the fire station were left over from the Christmas Town event and needed to be collected. She added that speeding in the traffic circle during pick up/drop off times at the elementary school had not improved and asked for increased patrols. Sergeant Berry replied that the cones at the fire station would be collected, and he could request the handheld radar be used to encourage safer speeds in the traffic circle.

### **STAFF REPORT:**

Town Administrator, Lesley Dellinger, reported on the following:

#### Old Business

- a) Flood Map Revisions - Jena Goodman, Flood Plain Administrator-Gaston County, has submitted an appeal on behalf of the residential homes on Church Street that have been moved into the Special Flood Hazard Area (SFHA) on the proposed Flood Insurance Rate Maps (FIRMS). Homeowners with Construction Elevation Certificates above the new base flood elevation (BFE) of 587 may be exempt from the Federal law requiring flood insurance for mortgaged properties. The appeal was provided for Council review.
- b) Court in McAdenville – Roxann Rakin has confirmed that McAdenville Town Hall will be used May 10, 2024, from 9:30 AM to 1:00 PM for Gaston County Superior Court proceedings. This is part of a promotional campaign to make the judicial process more accessible to the people in Gaston County and will be open to the public.

#### Water & Sewer

- a) Debt Write-Off – Staff requested Council’s approval to write off bad debts in the water/sewer fund totaling \$709.11. It was noted that accounts with uncollected balances of less than \$50 are not eligible for submittal to the NC Debt Set-Off program. A list of accounts being submitted for write-off consideration was presented for review. Following discussion, motion to approve staff’s request to write-off \$709.11 in uncollected water/sewer utility bills was made by Carrie Bailey, second by Greg Richardson and unanimous vote.
- b) Contract Consideration – A contract for the Citizens Portal Service Agreement with PAYA was presented for Council consideration. Staff explained that PAYA is the third-party provider for electronic bill payment services with Black Mountain Software. PAYA will offer real time bill lookup and card payment option for McAdenville water/sewer customers. A convenience fee of 3.5% with a \$2.00 minimum charge will be added to each transaction. The town will be responsible for the monthly PCI compliance billing (\$9.95/mth) and purchase of the card reader terminal (\$421) for Town Hall. Following

discussion, motion to approve the Citizens Portal Service Agreement with PAYA was made by Joe Rankin, second by Jay McCosh and unanimous vote.

### Parks & Recreation

- a) Funding update: Staff reported that the following grant application for construction of the River Link trail are being prepared by WithersRavenel:
  - Congestion Mitigation & Air Quality (CMAQ)- Request for \$1.3 million – application due 4/5/2024. Available funding - \$1.7 million in FY25 & FY26.
  - Great Trails State grant program – Request for \$500,000 – application due 9/3/2024. Funding available in March 2025.
  
- b) Greenway Repair: Quote from Blue Ridge Trail Works, Inc. for pier repair and installation of boardwalk on the river trail section of the McAdenville Greenway was provided for Council review. The estimated cost for repair of the existing pier damaged during the recent flood event is \$3,000. Staff noted that the existing pier is at the end of its lifespan and repairs would be a temporary fix till new boardwalk could be built. She added that the quoted price for removal of the existing pier is \$4-\$5,000. New construction of a 10' x 72' boardwalk was quoted for \$24,500. Greg Richardson requested more detailed specifications on how the new pier will be anchored to the concrete. Jay McCosh asked that the quote be expanded to include a TREX or fiberglass material option.

### **OPPORTUNITY FOR PUBLIC COMMENT:**

David Smith, 7 Hillcrest Drive, stated that he had not received any updates or additional information from the Town regarding his request for extension of water/sewer services or the possibility of deannexation presented during public comment at the February 13, 2024 meeting. Attorney Chris Whelchel stated that he would receive a letter from his office in the following weeks.

### **COUNCIL GENERAL DISCUSSION:**

Jay McCosh stated that he attended a recent CCOG Executive Board meeting at which Linda Miller, Director of Centralina Area Agency on Aging, spoke about new trends for adult playground concepts and a revolving State grant program that assist fixed income residents with home repairs and improvements to foster aging in place. He asked staff to coordinate with Ms. Miller for a similar presentation at a future McAdenville Town Council meeting.

### **CLOSED SESSION:**

A Closed Session was held as allowed under **GS 143-318.11(a)(3)** to consult with the Town Attorney on administrative procedure and **GS143-318.11(6)** to discuss a personnel matter. Motion to enter closed session was made by Joe Rankin and seconded by Carrie Bailey at 6:32 PM.

Upon return from Closed Session at 6:52 PM, Mayor Robinette reported that the Board discussed personnel matters with the Attorney. No action was taken.

**ADJOURN:**

There being no further business to come before the board, the meeting adjourned at 6:53 PM upon motion of Joe Rankin, second by Greg Richardson and unanimous vote.

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Jim Robinette, Mayor

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Lesley Dellinger, Town Clerk

DRAFT



434 Fayetteville Street  
Suite 1900  
Raleigh, NC 27601  
919-715-4000  
nclm.org

March 22, 2024

Lesley Dellinger  
Town Administrator  
Town of McAdenville  
PO Box 9  
McAdenville, NC 28101

Dear Lesley,

We are pleased to be able to offer the enclosed Memorandum of Agreement to the Town of McAdenville to perform the specified personnel services as described herein.

This contract will be performed through an agreement between the North Carolina League of Municipalities and the MAPS Group. This private consulting firm consists of former and current practicing personnel professionals in the public sector who specialize in human resources and general management. They are, or have been, employed in human resources departments at the state and municipal level of government and undertake consulting assignments for the North Carolina League of Municipalities.

I will have overall responsibility for this project to determine that all contractual obligations of this study are successfully met.

If you have any questions or need clarification on any item contained within our Memorandum of Agreement, please contact me at the League Office.

Sincerely,

*Lou Bunch*

Lou Bunch  
Senior Municipal Human Resources Consultant

Enclosures

cc: The MAPS Group

MEMORANDUM OF AGREEMENT

PERSONNEL SERVICE

TOWN OF MCADENVILLE

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2024 by and between the North Carolina League of Municipalities, an unincorporated association, hereinafter called "League", and the Town of McAdenville, an incorporated municipality hereinafter called "Town."

WITNESSETH

In consideration of the amounts of money hereinafter agreed to be paid, and in consideration of the other conditions hereinafter agreed to by the Town of McAdenville, the League offers to perform the following services:

Scope of Services. The League agrees to provide through its subcontractor The MAPS Group the services described and set forth in Attachment "A", Scope of Services, which is incorporated into and made a part of the Memorandum of Agreement by reference.

Time for Performance. The time for performance will be approximately three (3) months. The contract can begin in August 2024 or at a time mutually agreed upon between The MAPS Group and the town.

Cost. The fee for the proposed work is \$5,000.00. In addition, the town will be billed for actual itemized expenses for mileage, meals, lodging, printing and supplies (estimated at around \$500.00) and actual travel time at \$25.00 per hour.

In consideration of the services performed by the League, the Town agrees to abide by and perform the following:

The MAPS Group will bill the Town for one payment of \$2,500.00 at the beginning of the project, and a final payment of the same amount plus actual itemized expenses and travel time when the project is completed. The Town agrees to remit payment to The MAPS Group upon receipt of each of the statements referred to above.

Execution. If this Memorandum of Agreement is not executed and returned to the League Office within thirty (30) days from the submission date, the time frame for performance may have to be renegotiated.

E-verify. The MAPS Group certifies that it currently complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.



Iran Divestment Act Certification. As of the date of this Agreement, The MAPS Group certifies that it is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 147-86.58 and that The MAPS Group will not utilize any subcontractor found on the State Treasurer's Final Divestment List.

Governing Law. This Agreement shall be construed and interpreted in accordance with the laws of the State of North Carolina. Venue shall lie in Wake County.

If the terms of this contract are acceptable, please sign two (2) copies and return one to the League office.

SUBMITTED BY:

ACCEPTED BY:

NORTH CAROLINA LEAGUE OF  
MUNICIPALITIES

TOWN OF MCADENVILLE

Lou Bunch

Lou Bunch  
Senior Municipal Human Resources Consultant

\_\_\_\_\_

Name

3/22/2024  
Submission Date

\_\_\_\_\_

Title

\_\_\_\_\_

Date

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
(Signature of Finance Officer)





**ATTACHMENT "A"**

**SCOPE OF SERVICES**

**PERSONNEL POLICY REVISION**

## SCOPE OF SERVICES

### Objectives of Study

The primary purpose of the study is to conduct a comprehensive review of the Town's current personnel policy. The MAPS Group will review and make recommendations for updating the Town's personnel policy to be consistent with modern and effective human resource management and current laws and regulations.

The personnel policy will be reviewed for policy versus procedural language and is recommended to meet a balance of providing guidance without including unnecessarily restrictive or detailed procedures. If needed, a new policy will be provided.

### Communication with the town

During the study, MAPS principals will be available to Town management to clarify any questions or concerns about personnel policy recommendations, or other issues related to the study by phone or email. A draft of the policy will be sent to management for review and MAPS will discuss management reactions to the study prior to finalizing it. After the draft review, the MAPS Group will make a presentation to the town Council/Board of Commissioners, if requested. Any additional trips will require additional fees.

### Results of the Study

The study will result in the publication and delivery to the Town of the required number of personnel policies for management and the Board/Council. The MAPS representative will formally present the study to the Town Council/Board and be available to respond to questions.

### Project Staff

The project team will be lead by Erika Phillips and additional team members will be subject to approval by the Town.