

**Town of Angier
Board of Commissioners
Tuesday, February 6, 2024, 6:30 P.M.
Angier Municipal Building
28 North Raleigh Street
Minutes**

The Town of Angier convened during a regularly scheduled Board of Commissioners meeting on Tuesday, February 6, 2024, in the Board Room inside the Municipal Building at 28 North Raleigh Street.

Members Present: Mayor Bob Jusnes
Mayor Pro-tem Sheveil Harmon
Commissioner Jim Kazakavage
Commissioner Loru Hawley
Commissioner Ashley Strickland

Members Excused:

Staff Present: Town Manager Elizabeth Krige
Town Clerk Veronica Hardaway
Public Works Director Jimmy Cook
Chief of Police Lee Thompson
Parks & Recreation Director Derek McLean
Finance Director Samantha Sleeter
Town Attorney Dan Hartzog Jr.

Others Present:

Call to Order: Mayor Jusnes presided, calling the Board of Commissioners meeting to order at 6:30 p.m.

Pledge of Allegiance: Students from Harnett Central Middle School led the pledge of allegiance.

Robbie Jusnes	Jason Gilliam
Alex Pavon-Rojas	Kenadi Busfield
Allison Alunan	

Invocation: Debbie Cann offered the invocation.

Approval of the February 6, 2024 meeting agenda: The Town Board unanimously approved the agenda with the addition of discussion with the Town Attorney pursuant to NCGS 143-318.11 (a)(3).

Board Action: The Town Board unanimously voted to approve the agenda as amended.

Motion: Mayor Pro-tem Harmon

Vote: 4-0; unanimous

Presentations

Mayor Jusnes presented Officer Angelika Winters a Life Saving Award and Proclamation for her life saving efforts on January 14, 2024.

Public Comment

Tom Taylor, 871 N. Benton St., thanked the Board and the Town of Angier for their support during the passing of his wife. He also extended his appreciation for being appointed to the ABC Board.

Consent Agenda

1. Approval of Minutes

- a. January 4, 2024 – Board Mini Retreat
- b. January 10, 2024 – Regular
- c. January 16, 2024 - Workshop

Board Action: The Town Board unanimously voted to approve the consent agenda as presented.

Motion: Commissioner Kazakavage

Vote: 4-0; unanimous

Old Business

1. Resolution #R002-2024 – Fixing a Date for Annexation Public Hearing submitted by Triangle Land Partners, LLC

Town Clerk Veronica Hardaway stated staff has received a voluntary annexation petition submitted by Triangle Land Partners, LLC for approximately 18.68 acres located on Kennebec Road, Angier, NC (Harnett County PIN: 0674-77-2556.000; Wake PINs: 0674773944 & 0674782603). The Town Clerk has investigated the sufficiency of the annexation petition, and the next step is for the Board to set a date for the Public Hearing as March 5, 2024.

Board Action: The Town Board voted unanimously to approve Resolution #R002-2024 Fixing a Date for Annexation Public Hearing submitted by Triangle Land Partners, LLC for March 5, 2024.

Motion: Mayor Pro-tem Harmon

Vote: 4-0; unanimous

2. Infrastructure Update

Public Works Director Jimmy Cook updated the Board on several on-going projects.

Willow, Junny and West Lillington Sidewalk Extension – LAPP (EB-6020)

The ROW Plans have been approved by NCDOT and therefore we can proceed with ROW acquisition. We have approximately 30 parcels that will require a combination of ROW, temporary construction easements and permanent drainage easements. The RFLOI was approved by NCDOT and we advertised the work. Submittals are due Thursday, February 15, 2024. We hope to have a fee agreement at the March BOC meeting; however, we will need NCDOT concurrence of the selection and that might push us to April.

Junny Rd. 0.50 MG Elevated Tank and Tippet Rd. Booster Pump Station

We are waiting on a driveway permit and right-of-way encroachment permit from NCDOT. Applications were made back in November 2023. All other approvals are in hand and we will be authorized by the Division of Water Infrastructure to advertise the project upon receipt of the NCDOT permits. Below is our current project schedule:

Bid and Design Package Submittal:	November 1, 2023
Bid and Design Package Approval:	March 1, 2024
Adv., Bid, Submit Bid Info., ATA:	May 1, 2024
Execute Construction Contract:	June 1, 2024
Final Certification and Closeout:	December 1, 2025

The most recent engineer's estimate for the elevated tank and booster pump station has been increased to \$4,386,193 as presented in the permit application package to DWI. A detailed breakdown has not yet been received. We are submitting a Request for Funding Form to the Division of Water Infrastructure for this project in the amount of \$2,000,000 to account for the estimated shortfall. The Town was appropriated \$9,000,000 in S.L. 2023-134. We are currently funded through previous State appropriations at \$2,456,250.

Old Core Water Distribution System Replacement Project

The survey location work being provided by Crescent Moon Land Surveying and should be completed by the end of March 2024. Below is our current estimated project schedule:

Bid and Design Package Submittal:	June 1, 2024
Bid and Design Package Approval:	October 1, 2024
Adv., Bid, Submit Bid Info., ATA:	December 1, 2025
Execute Construction Contract:	December 30, 2025
Final Certification and Closeout:	July 1, 2026

The project is currently funded at \$4,250,000 through previous State appropriations. We are submitting a Request for Funding Form for this project in the amount of \$1,000,000 to account for the estimated shortfall. The Town was appropriated \$9,000,000 in S.L. 2023-134.

Project Budget

The pre-design project budget is as follows:

TOWN OF ANGIER WATER DISTRIBUTION CORE SYSTEM REPLACEMENT		
A.	Approximately 43,400 linear feet of new 6" and 4" waterline, 450 gate valves, 40 fire hydrants, 372 water services, site work, etc.	\$4,406,650
Construction Contingency (10%):		\$440,665
Surveying, Engineering Design & Permitting:		\$260,000
Construction Contract Admin. & Observation:		\$140,000
Permitting Fees:		\$2,500
TOTAL PROJECT:		\$5,249,815

Southwest Drainage Basin Mitigation Measure #3 (MM#3)

The design phase of this project was on hold for several months while the Town worked to acquire needed right-of-way. The acquisition was complicated due to the issue of land ownership as it was formally CSX property. The survey is being completed and final acquisition will take place shortly after the recombination survey is approved and recorded. The design phase is back on track and staff has requested an updated project schedule so we can revise our milestone dates with the Division of Water Infrastructure.

Wastewater Treatment Additional Capacity Purchase – Supplemental Funding

Harnett Regional Water has advised that the pre-construction meeting will take place in late February and construction will begin in March or April of 2024. The current pro-rata share of the project cost for the Town's 1.25 MGD of additional wastewater treatment capacity is \$15,468,889 based on the low bid. The Town is currently funded at \$6,118,750 through previous State appropriations. We will be submitting a Request for Funding Form in the amount of \$6,000,000 which will place our State appropriations for this project at \$12,118,750. The \$6,000,000 is part of the \$9,000,000 appropriated through S.L. 2023-134.

TIP# BL-0090 McIver and Wilma Sidewalk Extension LAPP

The Town was notified by CAMPO that the "Angier Elementary School Sidewalk Connection" project has been funded. The CAMPO cost is \$878,400 and the Town match is \$219,600. The Agreement between the Town and NCDOT has been executed and we are in the process of preparing the RFLOI for the design phase of the project. We anticipate submittal of the RFLOI to NCDOT for review and approval by February 16, 2024.

3. Parks & Recreation Advisory Board

Town Clerk Veronica Hardaway informed the Board that the application process has been extended to February 20th. For interested parties please submit your applications to vhardaway@angier.org, stop by Town Hall, or call 919-331-6703.

New Business

1. Resolution #R003-2024 Supporting the US 401 Corridor Study Recommendations

Town Manager Elizabeth Krige stated that at the January 10th Board of Commissioners meeting, CAMPO provided a presentation of the draft recommendations for transportation improvements throughout the US 401 Corridor in southern Wake and northern Harnett Counties. The Corridor Study focused on improving existing US 401 and exploring alternative alignments for a Future US 401 to improve the region's transportation network in this corridor area, particularly the need for north-south bound improvements. Significant technical analysis and public feedback analysis has been conducted over two years. The study is now in the Recommendations and Preferred Alternative Phase. CAMPO is requesting the Town's support of recommendations associated with the US 401 Corridor Study.

Board Action: The Town Board voted unanimously to approve Resolution #R003-2024 in Supporting the US 401 Corridor Study Recommendations provided by CAMPO.

Motion: Commissioner Strickland

Vote: 4-0; unanimous

2. Building Inspections Proposal

Ms. Krige stated that Angier, like many municipalities, contracts with Harnett County to provide building inspection services. The contract we are currently under was negotiated in 2021 at a yearly cost of \$88,288. The contract expires June 30, 2024.

Due to the number of inspections, about 6,000 per year, the County indicated they cannot continue to serve the Town of Angier in this capacity. At the January 16th workshop meeting, the Board requested information on creating an inspections department.

The proposal will add three positions, with the need to hire 3 employees. Proposed positions: Chief Building Inspection, Level 1 Inspector, Building Inspector Trainee and Code Enforcement Officer. Shannon Hodges, who currently serves as Code Enforcement Officer would be re-classified to Building Inspector Trainee, leaving his position vacant.

The cost for personnel (salary & benefits) is \$371,689. The equipment cost for fiscal year 2025 is \$148,843 the Town needs to purchase permitting software, but we have not received quotes as of yet. Per NCGS 160-414 c, all fees collected for inspections must be used for the administration of that department. FY 24 revenue collected is \$329,380. We are projecting to earn an additional \$250,000. If the Town wants to start its own inspections department for FY 25, it will cost approximately \$520,532, plus the cost of permitting software.

The Board requested the Town Manager to bring back a more refined proposal to the March 5th meeting.

3. RFQ for On-Call Services

Ms. Krige stated the Town has discussed the need for an updated comprehensive land use plan as well as a parks system wide plan. Due to the cost of these plans, a competitive process is necessary to make sure the Town is following procurement guidelines. Instead of having staff write two separate RFQs for separate services, the Town can receive Statements of Qualifications from multiple planning and engineering firms.

The benefit of having several firms as “on-call” is there’s one RFQ process to meet state procurement guidelines. It saves staff time and saves time when there is an immediate need for a service, rather than having to wait 30-60 days to complete the RFQ/RFP process. Many towns in our region have on-call agreements including Dunn and Lillington. Once firms are selected, they can be on-call for three years with an opportunity of two 1-year extensions. If there is a project the Town specifically wants to RFQ or RFP, having firms on-call does not eliminate this option. There is no cost to have one or more on-call firms, each time work needs to be performed, a task order will be submitted and a pricing proposal will be returned.

Board Action: The Town Board voted unanimously to approve the RFQ for on-call services.

Motion: Commissioner Strickland

Vote: 4-0; unanimous

4. Guidelines for Governing

Ms. Krige stated a Mini Retreat was conducted by Leamon Brice January 4th where the Board explored ways to move forward as a body to lead the Town of Angier. During this discussion, the Board identified practices and guidelines to help them govern in a fair efficient manner.

Board Action: The Town Board voted to approve the Guidelines for Governing established at the Mini Retreat January 4, 2024.

Motion: Commissioner Kazakavage

Opposed: Commissioner Hawley

Vote: 3-1; motion carried

5. Police Station RFQ

Ms. Krige stated the Board of Commissioners approved an RFQ for the future Police Department on June 20, 2023. After release of the RFQ, USDA-Rural Development noted several issues with the document, including that it was not properly published in a newspaper. With the guidance of Rural Development, the RFQ has been amended to meet all necessary requirements.

Changes to the document include requesting a two-story building based on the lot size, elimination of a sally-port, addition of Build America Buy America language and a point system for the interview portion of the selection process.

The selection committee consists of the Police Chief, Project Manager and Town Manager. The selection committee will meet on March 14, 2024 from 1-4pm to select the top 3 firms. The interviews with the top 3 firms will be held March 21st from 10-12 and 1-4:15.

Board Action: The Town Board voted unanimously to approve the proposed changes to the RFQ for Angier Police Department and authorize the Project Manager and Town Clerk to advertise this RFQ in the Daily Record, the News & Observer and the Town website.

Motion: Commissioner Kazakavage

Vote: 4-0; unanimous

Mayor Pro-tem Harmon and Commissioner Kazakavage volunteered to assist staff and serve on the Selection Committee.

Manager's Report

Ms. Krige updated the Board on various items:

The year is off to a busy start with many projects moving forward. The Police Station RFQ process is moving forward with the advertisement and release of the RFQ. Jimmy Cook is the dedicated Project Manager for this project as well as the Junny Road Elevated Water Tank.

Community Forum

The Town will hold a Community Forum on February 20th as part of the strategic planning process. This will be an opportunity for citizens to engage with Department Directors and learn more about the services provided by the town. Those attending will have a chance to select the projects and priorities they want to see the town focus on over the next two years.

Economic Development and Marketing

Staff will begin working on an inventory of commercial properties and raw land, that with the permission of the property owner, the town can market to business owners and investors.

Renovations at Town Hall Annex

Servpro completed their work and Matrix certified the air quality last week. Angier Paint & Wallpaper began repair of drywall, painting and floor installation on January 29th. Conterra and Harnett County IT will be installing fiber for internet service in the next few weeks. The tentative move-in date for Planning and Community Development is the first week of March.

Mayor & Town Board Reports

Mayor Jusnes shared the following updates:

- Ribbon Cutting for Betty & Jane Boutique February 14, 2024 at 3pm
- \$50,000 grant procured in last budget cycle from Sen. Jim Burgin
- Still accepting applications for the Parks & Recreation Advisory Board until February 20th
- Community Forum is scheduled February 20th in lieu of the Board of Commissioners Workshop, open to the public and will be held at the Depot at 6:30pm
 - As part of our strategic planning process, each department will have an area set up to display what their department does for the Town.
 - At the end, the community will be offered a brief survey about what things are most important to them
- Board of Adjustment Meeting scheduled for February 27, 2024
- Town Hall closed February 19th in observance of Presidents Day

Board Action: The Town Board voted to go into Closed Session pursuant to NCGS 143-318.11 (a)(3); (5); & (6) to consult with the Town Attorney, to discuss possible property acquisition and personnel at approximately 7:23pm.

Motion: Commissioner Kazakavage

Vote: 4-0; unanimous

Board Action: The Town Board voted to reconvene in open session at approximately 8:49pm.

Motion: Mayor Pro-tem Harmon

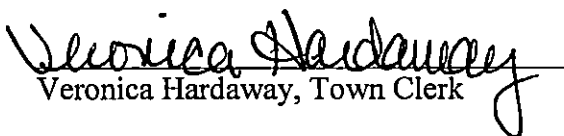
Vote: 4-0; unanimous

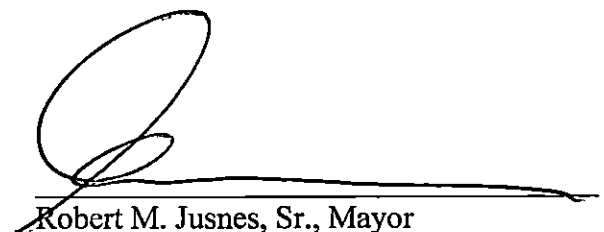
Adjournment: Being no further business, the Town Board voted unanimously to adjourn the meeting at 8:49pm.

Motion: Mayor Pro-tem Harmon

Vote: 4-0; unanimous

Attest:


Veronica Hardaway, Town Clerk


Robert M. Jusnes, Sr., Mayor

