

VILLAGE OF WESLEY CHAPEL  
COUNCIL MEETING MINUTES  
WESLEY CHAPEL UNITED METHODIST CHURCH  
120 Potter Road, Wesley Chapel, NC 28110  
April 9, 2012 – 7:00 P. M.

The Village Council of Wesley Chapel, North Carolina, met in the Fellowship Hall of Wesley Chapel United Methodist Church at 120 Potter Road South, Wesley Chapel, North Carolina.

**Present:** Mayor Horvath, Mayor Pro Tem Ormiston, Council Members Plyler and Rosoff

**Absent:** Council Member Brotton

**Others Present:**

Clerk/Finance Officer Cheryl Bennett; Planning/Zoning Admin. Joshua Langen; Attorney George Sistrunk

**Citizens:** Carol Mullis, Steven McLendon, Josh Whitener

The meeting was called to order at 7:00 PM and a quorum was present.

1. PLEDGE OF ALLEGIANCE / INVOCATION

Mayor Horvath led the Pledge of Allegiance and Mayor Pro-tem Ormiston said the invocation.

2. INFORMAL PUBLIC COMMENTS - none

3. ADDITIONS, DELETIONS, AND / OR ADOPTION OF AGENDA

Item 6 “SAFETY UPDATE – OFFICER MAINERO” was deleted since the Officer was busy and could not attend, and Item 6 became “UPDATE ON VILLAGE FILES AND BACK-UP”; and Item 5.d. “Attorney Update on JDH Land” was added. Plyler made a motion to approve the agenda with those changes; Rosoff seconded the motion.

The motion passed unanimously.

4. APPROVE MINUTES FOR ADVANCE MARCH 9 AND 10, 2012; COUNCIL MEETINGS MARCH 12, 2012 AND MARCH 20, 2012

Changes were made to the Advance minutes on page 45 that the gift cards were given to the chair persons and to add that the County did not express interest in stationing an ambulance at the fire house when approached twice before the station was built; to the March 12 minutes on page 58 to show the clerk is also the finance officer and administrator; and to the March 20 minutes on page 63 of the March 20 minutes to show the position will report to the administrator and have direct communication with the committee chairs or deputy. Rosoff made a motion to approve the March 9 and 10, 2012; March 12, 2012 and March 20, 2012 minutes with these changes; Ormiston seconded the motion.

The motion passed unanimously.

5. STAFF REPORTS

- a. Review and approve the Village Financial Reports dated March 31, 2012, submitted by Cheryl Bennett, Finance Officer.

Bennett presented the March 2012 financial reports. This month Council was given a transaction detail report to provide more information on the expenditures by account. Council found it useful, so it will be provided monthly. The good weather has caused a small decline in the amount of piped natural gas and electric franchise taxes. Plyler noted that the amount paid to her for mileage was for two days of meetings she attended in Charlotte, and Rosoff rode with her. Bennett noted that she had written a check for the planner's APA dues for \$360; it will fall in next year's budget. She also made a budget transfer of \$350 from Parks and Rec Maintenance /Grounds and moved \$100 to Food and Provisions and \$200 to Utilities and \$50 to Other Supplies and Materials. Bennett reported the cost for a contract deputy is going up from \$72,203 this year to \$77,387 next year. Plyler asked if there were funds to attend meetings. COG pays for members to attend their board meetings only. Mayor Horvath said Council can do so if the meeting is appropriate and if funds are available. Ormiston noted there is a line item for seminars and for travel, and you just need to check to see if funds are available there. A question had come up on a webinar about volunteers that involved a fee to participate; Plyler thought a Parks and Rec member should attend, and not the Village Clerk. The Mayor noted it also involves liabilities, and someone on council/staff should attend. Ormiston added that we also have volunteers for other areas such as safety, so it would be beneficial for a staff member to attend to be able to share that knowledge with all committees. As Council members and members of the Parks and Rec Committee could not attend, no one from Wesley Chapel attended.

Rosoff made a motion to approve the March 2012 financial reports. Ormiston seconded the motion.

The motion passed unanimously.

**March 31, 2012 Balance Sheet**

**ASSETS**

**Current Assets**

**Checking/Savings**

<b>Fifth Third Bank Checking</b>	41,674.82
<b>Fifth Third Bank Money Market</b>	802,912.57
<b>Citizens South CD Bldg 07.03.12</b>	248,999.67
<b>BB&amp;T Money Market</b>	823,667.43
<b>Petty Cash Fund</b>	50.00

**Total Checking/Savings** 1,917,304.49

**Misc. Fees Receivable** 125.00

**Other Current Assets**

<b>Prepaid Exp.</b>	1,210.00
<b>Property Tax Rec.</b>	3,476.00
<b>Allow. for Doubtful Accounts</b>	-1,034.00
<b>Sales Taxes to be Received</b>	872.06

**Total Other Current Assets** 4,524.06

<b>Total Current Assets</b>	1,921,953.55
<b>Fixed Assets</b>	
Dogwood Park CIP	17,309.40
Town Hall- CIP	4,144.27
Land	717,634.40
House at Dogwood Park	411,169.00
Office Equipment	7,620.98
Accumulated Deprec.	<u>-5,333.98</u>
<b>Total Fixed Assets</b>	<u>1,152,544.07</u>
<b>TOTAL ASSETS</b>	<u><b>3,074,497.62</b></u>
<b>LIABILITIES &amp; FUND BALANCE</b>	
<b>Liabilities</b>	
<b>Other Current Liabilities</b>	
Escrow from Developers	45,076.00
Deferred Revenue	2,442.20
<b>Total Liabilities</b>	<u>47,518.20</u>
<b>Fund Balance</b>	
Fund Balance Assigned for NNO	174.20
Fund Bal. non-spendable	45,926.00
Fund Bal. inv. in Fixed Assets	1,152,544.07
Fund Bal. Committed for CIP	1,323,077.62
Fund Balance	-798,011.64
Excess of Rev. over Exp.	<u>1,303,269.17</u>
<b>Total Fund Balance</b>	<u>3,026,979.42</u>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<u><b>3,074,497.62</b></u>

**Budget Report – March 2012**

	<u>Mar 12</u>	<u>Jul '11 - Mar 12</u>	<u>Budget</u>	<u>% of Budget</u>
<b>General fund</b>				
<b>Revenues</b>				
<b>Appropriated Fund Balance</b>	0.00	437,686.00	437,686.00	100.0%
<b>Fees and Licenses</b>				
<b>Newsletter/Deputy Sponsor</b>	0.00	10,000.00	12,000.00	83.33%
<b>National Night Out-raffle,cont</b>	0.00	366.00	500.00	73.2%
<b>Contribution for parks and rec</b>	0.00	0.00	0.00	0.0%

Fall Festival	0.00	7,730.00	11,000.00	70.27%
Cable Franchise (from Time Warn	0.00	9,343.00	12,000.00	77.86%
Engineering Fees Reimbursement	217.50	4,758.75	8,000.00	59.48%
Zoning Permit	500.00	7,310.00	6,000.00	121.83%
Privilege Licenses	157.50	26,359.41	25,000.00	105.44%
Annexation Exp Reimbursed	0.00	150.00	300.00	50.0%
Misc. Fees	140.00	7,092.56	200.00	3,546.28%
<b>Total Fees and Licenses</b>	<b>1,015.00</b>	<b>73,109.72</b>	<b>75,000.00</b>	<b>97.48%</b>
<b>Interest Earned</b>	<b>206.50</b>	<b>4,404.57</b>	<b>5,000.00</b>	<b>88.09%</b>
<b>Property Tax Income</b>				
<b>Current Year Property Tax</b>	<b>1,444.94</b>	<b>141,108.40</b>	<b>137,413.00</b>	<b>102.69%</b>
<b>Delinquent Taxes</b>	<b>219.99</b>	<b>498.89</b>	<b>1,800.00</b>	<b>27.72%</b>
<b>Interest/Ad Fee on Taxes</b>	<b>162.19</b>	<b>288.82</b>	<b>400.00</b>	<b>72.21%</b>
<b>Utility Ad Valorem</b>	<b>0.00</b>	<b>1,947.59</b>	<b>1,000.00</b>	<b>194.76%</b>
<b>Vehicle Registration</b>	<b>738.46</b>	<b>6,728.98</b>	<b>8,375.00</b>	<b>80.35%</b>
<b>Total Property Tax Income</b>	<b>2,565.58</b>	<b>150,572.68</b>	<b>148,988.00</b>	<b>101.06%</b>
<b>Revenue Sharing</b>				
<b>Alcoholic Beverage Tax</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>0.0%</b>
<b>Video Programming(State Cable)</b>	<b>24,424.22</b>	<b>54,395.31</b>	<b>82,000.00</b>	<b>66.34%</b>
<b>Excise Tax (Piped Natural Gas)</b>	<b>3,888.00</b>	<b>5,394.00</b>	<b>14,000.00</b>	<b>38.53%</b>
<b>Franchise Tax (Electric Power)</b>	<b>36,904.00</b>	<b>103,168.00</b>	<b>152,000.00</b>	<b>67.87%</b>
<b>Sales &amp; Use Taxes</b>	<b>3,665.03</b>	<b>19,164.69</b>	<b>32,000.00</b>	<b>59.89%</b>
<b>Telecommunications Tax</b>	<b>2,861.00</b>	<b>6,595.00</b>	<b>11,000.00</b>	<b>59.96%</b>
<b>Total Revenue Sharing</b>	<b>71,742.25</b>	<b>188,717.00</b>	<b>316,000.00</b>	<b>59.72%</b>
<b>Total Revenues</b>	<b>75,529.33</b>	<b>854,489.97</b>	<b>982,674.00</b>	<b>86.96%</b>
<b>Expense</b>				
<b>Transfer to CIP</b>	<b>0.00</b>	<b>625,000.00</b>	<b>625,000.00</b>	<b>100.0%</b>
<b>Operating Expenditures</b>				
<b>Contingency</b>	<b>0.00</b>	<b>0.00</b>	<b>2,070.00</b>	<b>0.0%</b>
<b>Advertising - Clerk</b>	<b>79.78</b>	<b>79.78</b>	<b>500.00</b>	<b>15.96%</b>
<b>Annexation Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>400.00</b>	<b>0.0%</b>
<b>Annual Retreat</b>	<b>917.40</b>	<b>917.40</b>	<b>1,800.00</b>	<b>50.97%</b>
<b>Bank Charges</b>	<b>22.66</b>	<b>293.16</b>	<b>600.00</b>	<b>48.86%</b>
<b>Books &amp; Literature</b>	<b>198.00</b>	<b>228.00</b>	<b>300.00</b>	<b>76.0%</b>
<b>Contributions</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.0%</b>
<b>Dues and Subscriptions</b>	<b>0.00</b>	<b>7,890.00</b>	<b>11,800.00</b>	<b>66.86%</b>
<b>Election Expense</b>	<b>0.00</b>	<b>6,743.83</b>	<b>7,400.00</b>	<b>91.13%</b>
<b>Electronic Commun (Tele/RR)</b>	<b>269.28</b>	<b>2,599.20</b>	<b>3,600.00</b>	<b>72.2%</b>

Insurance - Liability	0.00	9,567.77	9,570.00	99.98%
Insurance - Workmen's Comp	0.00	500.00	525.00	95.24%
Land Maintenance	0.00	0.00	0.00	0.0%
Town office Maint.	0.00	623.13	1,000.00	62.31%
Misc town office	19.06	211.87	500.00	42.37%
Newsletter	0.00	1,581.77	3,000.00	52.73%
Office Equipment	0.00	1,127.98	1,200.00	94.0%
Office Expense	539.27	1,398.82	2,200.00	63.58%
Postage and Delivery	0.00	247.87	2,100.00	11.8%
Rent	1,400.00	12,600.00	17,000.00	74.12%
Seminars	0.00	65.00	1,500.00	4.33%
Tax Collection Fee	34.44	2,246.44	2,400.00	93.6%
Travel & Entertainment	150.97	1,175.80	2,500.00	47.03%
Utilities- Temp. Town Hall	139.90	1,707.55	2,200.00	77.62%
Youth Council Committee	0.00	0.00	250.00	0.0%
<b>Total Operating Expenditures</b>	<b>3,870.76</b>	<b>51,905.37</b>	<b>74,515.00</b>	<b>69.66%</b>
<b>Gen. Govt. Salaries</b>				
Admin. Assistant	775.50	2,900.50	4,705.00	61.65%
Allowance for Salary Adjustment	0.00	0.00	211.00	0.0%
Mayor	1,200.00	3,600.00	4,800.00	75.0%
Mayor Protem	750.00	2,250.00	3,000.00	75.0%
Council Salary	1,698.00	5,400.00	7,200.00	75.0%
Clerk Salary	3,445.32	33,855.67	49,219.00	68.79%
Finance Officer Salary	848.08	8,026.48	11,025.00	72.8%
Payroll Taxes	972.85	7,349.36	10,920.00	67.3%
Payroll exp - Unemployment	0.00	0.00	1,000.00	0.0%
Fringe Benefits - Insurance	1,292.24	11,630.16	15,514.00	74.97%
Fringe Benefits - Retirement	575.56	5,847.34	7,796.00	75.0%
<b>Total Gen. Govt. Salaries</b>	<b>11,557.55</b>	<b>80,859.51</b>	<b>115,390.00</b>	<b>70.08%</b>
<b>Planning &amp; Zoning</b>				
P/Z Admin. Salary	4,000.00	39,075.00	52,075.00	75.04%
Planning & Zoning Board Salary	0.00	1,470.00	4,032.00	36.46%
Advertising	94.52	248.74	500.00	49.75%
P/Z Office Expense	0.00	107.87	500.00	21.57%
P/Z Seminars	0.00	199.00	400.00	49.75%
P/Z Travel	97.13	512.18	1,200.00	42.68%
P/Z Dues,Subscriptions	0.00	360.00	360.00	100.0%
<b>Total Planning &amp; Zoning</b>	<b>4,191.65</b>	<b>41,972.79</b>	<b>59,067.00</b>	<b>71.06%</b>
<b>Professional Fees</b>				

<b>Audit Fees</b>	0.00	3,900.00	4,000.00	97.5%
<b>Engr. Consulting</b>	990.00	3,540.00	12,000.00	29.5%
<b>Legal Fees</b>	935.00	10,650.92	16,000.00	66.57%
<b>Total Professional Fees</b>	1,925.00	18,090.92	32,000.00	56.53%
<b>Parks &amp; Recreation</b>				
<b>Events</b>	0.00	7,204.00	11,000.00	65.49%
<b>Dues &amp; Subscriptions</b>	0.00	0.00	500.00	0.0%
<b>Food and Provisions</b>	82.04	82.04	100.00	82.04%
<b>Other Supplies and Materials</b>	30.37	30.37	50.00	60.74%
<b>Insurance</b>	0.00	1,864.00	1,865.00	99.95%
<b>Maintenance/Grounds</b>	0.00	3,196.13	10,885.00	29.36%
<b>Office Expense</b>	0.00	8.90	1,000.00	0.89%
<b>Security</b>	0.00	0.00	1,000.00	0.0%
<b>Telephone</b>	0.00	0.00	600.00	0.0%
<b>Utilities</b>	62.97	1,774.19	2,000.00	88.71%
<b>Total Parks &amp; Recreation</b>	175.38	14,159.63	29,000.00	48.83%
<b>Public Safety</b>	18,050.75	42,310.20	42,702.00	99.08%
<b>Capital Outlay</b>	0.00	0.00	5,000.00	0.0%
<b>Total Expense</b>	39,771.09	874,298.42	982,674.00	88.97%
<b>Net General Fund</b>	35,758.24	-19,808.45	0.00	100.0%
<b>CIP</b>				
<b>CIP Income</b>				
<b>PARTF Grant</b>	0.00	319,415.50	500,000.00	63.88%
<b>Water Based Resource Grant-Park</b>	0.00	95,079.21	100,000.00	95.08%
<b>Transfer from General Fund</b>				
<b>Appropriated for Dogwood Park</b>	0.00	1,000,000.00	1,000,000.00	100.0%
<b>Appropriated for Town Hall</b>	0.00	1,100,000.00	1,100,000.00	100.0%
<b>Total Transfer from General Fund</b>	0.00	2,100,000.00	2,100,000.00	100.0%
<b>Total CIP Income</b>	0.00	2,514,494.71	2,700,000.00	93.13%
<b>CIP Expense</b>				
<b>Capital Projects</b>				
<b>Dogwood Park Capital Outlay</b>				
<b>Land Acquisition</b>	3,375.00	673,271.00	680,000.00	99.01%
<b>House</b>	0.00	411,419.00	412,000.00	99.86%
<b>Site preparation</b>	0.00	0.00	35,000.00	0.0%
<b>Utilities</b>	0.00	0.00	15,000.00	0.0%

Preliminary Planning	0.00	15,526.67	15,527.00	100.0%
Design/Constr Mgt,etc.	2,676.86	24,236.74	60,800.00	39.86%
Grassing	0.00	0.00	5,850.00	0.0%
Parking lot & drive	0.00	0.00	87,170.00	0.0%
Rest room renovation	0.00	0.00	30,000.00	0.0%
Site Furnishings-gate,signs,etc	0.00	277.77	7,000.00	3.97%
Boardwalk	0.00	0.00	31,000.00	0.0%
Accessible routes	0.00	0.00	21,000.00	0.0%
Paved Walking Trail	0.00	0.00	54,000.00	0.0%
Unpaved trail	2,204.03	2,204.03	9,210.00	23.93%
Multipurpose Field	0.00	0.00	30,000.00	0.0%
Amphitheater/Stage/Outdoor Clas	0.00	0.00	35,000.00	0.0%
Fishing Pier	0.00	0.00	25,000.00	0.0%
Other Expense	0.00	0.00	27,181.00	0.0%
Contingency	0.00	0.00	19,262.00	0.0%
Other Water Resources Grant Exp	0.00	0.00	0.00	0.0%
Dogwood Park Capital Outlay - Other	0.00	0.00	0.00	0.0%
<b>Total Dogwood Park Capital Outlay</b>	<b>8,255.89</b>	<b>1,126,935.21</b>	<b>1,600,000.00</b>	<b>70.43%</b>
<b>Town Hall Capital Outlay</b>	<b>735.00</b>	<b>64,481.88</b>	<b>1,100,000.00</b>	<b>5.86%</b>
<b>Total Capital Projects</b>	<b>8,990.89</b>	<b>1,191,417.09</b>	<b>2,700,000.00</b>	<b>44.13%</b>
<b>Total CIP Expense</b>	<b>8,990.89</b>	<b>1,191,417.09</b>	<b>2,700,000.00</b>	<b>44.13%</b>
<b>Net CIP</b>	<b>-8,990.89</b>	<b>1,323,077.62</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Excess of Rev. over Exp.</b>	<b>26,767.35</b>	<b>1,303,269.17</b>	<b>0.00</b>	<b>100.0%</b>

The proposed changes to the purchasing policy were reviewed. Council directed that the sentence on Council approving expenditures by motion should be moved to a separate paragraph, and we will clarify that only engineering fees not related to a capital project are an exception. The policy will come back to Council at the next meeting.

b. Monthly planning report and violations report, submitted by Joshua Langen, Planning and Zoning Administrator

Langen reported there were twenty six permits, including seven residential zoning permits and one upfit for the YMCA annex. Two text amendments are pending Planning Board recommendation. Langen said he sent a letter to the wrong address on the zoning violation on Weddington Road and will send a new one to the correct address this week. Ormiston asked Langen about senior living – he said Charlotte zoning may not be comparable; per the list serv you can't restrict by age. Senior living generates one fourth the normal peak hour trips.

c. Update on interview process for admin. assistant / grant writer position

Ormiston noted we have had five interviews and had eight more applicants today. Bennett asked the attorney if she should be sworn in as an interim privilege license tax collector, he said the

finance officer could not also be tax collector, so Langen was assigned the duty in the interim and sworn in.

d. Attorney Update on JDH Land

Sistrunk said he will talk to their attorney and try to get this done before the next Council meeting in May.

6. UPDATE ON VILLAGE FILES AND BACKUP

Bennett gave sealed envelopes to the Mayor and Mayor Pro-tem containing passwords for all the Village computers and programs.

7. DISCUSSION AND POSSIBLE DECISION ON WESLEY CHAPEL VOLUNTEER FIRE DEPARTMENT STAFFING REQUEST

Steven McLendon, Chief of the Wesley Chapel Fire Department addressed Council regarding their request for the Village to contribute toward funding their proposed staffing model. They appropriate \$380,000 annually to fund their staffing models; of this \$73,000 funds their volunteer duty schedule (VDS), with four slots at \$25 per slot for the 5 pm to midnight shift and four slots at \$25 per slot for the midnight to 7 am shift. They are proposing to transition from a day shift of 7 am to 5 pm to a shift of 6 am to 6 pm. They are also proposing to transition from “on call” to “at station” for the VDS, and transition the shifts from 6 pm to 6 am. They requested additional funding from the County, but per the County Manager they are not increasing the funding for staff. They are trying to set up meetings with other municipalities and ask each to contribute \$40,000. Emergency incidents are up 8-10% over last year. The pay rate will be minimum wage or \$7.25, and with the change they are allocating \$5,000 toward payroll tax. Workers comp is not based on their payroll. It won't change their insurance rating; it should increase their response time. Their 2011-2012 budget is on the County website.

Mayor Horvath noted the town faces other potential costs including the Dogwood bathrooms and house repairs, potential use of the two acre parcel, the town hall access road and audio visual improvements, Village welcome signs, and a second deputy. Rosoff noted we are providing citizens with a new town hall and park, we might possibly raise taxes. Plyler said there is a deputy presence at the fire station, and we already pay through County taxes for deputy services. Ormiston said we support the fire department idea, but have to be prudent, and we should look at our 2012-13 budget as well as seeing the impact of the new police hub. Rosoff said the fire department can tell the next town we expressed a strong interest in this.

8. PARKS AND REC COMMITTEE UPDATE

a. Volunteer Days

Langen said the ordinance requires new subdivisions to pay us either land or funds, and we should look at the ordinance to see if that needs clarification. The funds we have gotten in the past were allocated to the park land.

Rosoff reported on the volunteer days we got a lot done, despite some rain and the Easter holiday weekend. She appreciated the firemen helping. The geotextile fabric is down, and we should meet the April 20, 2012 AAT deadline.

b. Temporary Bathroom Discussion

Ormiston obtained a price from Fuller for \$6,300 to design the bathrooms, but it does not include site drawings. Wirth proposed \$8,250 including site drawings. We can either a) do nothing; b) build a slab and bring in sewer – Wirth can't do this without site drawings, or c) do the design at \$8,250 and bid it out and then make a decision. Ormiston made a motion to contract with Gary Wirth to design the bathrooms at \$8,250 and fund it by moving that amount from other expenses to the design line item. Rosoff seconded the motion.

The motion passed unanimously.

c. RFP Readiness

Ormiston noted the trail came in slightly under budget, and expressed thanks to John Lepke and Cheryl Bennett for their work on it and in obtaining donations.

The RFP is about 50% done; with the bathroom decision we can move forward.

d. Review of Park Budget / Next PARTF Reimbursement

We submitted a PARTF reimbursement request for \$64,436, it might come in a little less since we maxed out on design costs. Because we came in under on land, they said we can get reimbursed at 100%.

e. Discussion of Use of House

We will wait on more discussion of the use of the house until we get the park bids back. Rosoff said for now we can pour water in each sink and toilet to prevent problems. She asked the attorney if we could rent the house to a private person; Sistrunk said we could probably do that legally. She said volunteers can't use the house or bathrooms, but a private person could let them do that; however it was noted that construction will be going on. Ormiston said one suggestion was to bring in porta-johns temporarily, but there are only two more volunteer days, and people were willing to go elsewhere to use restrooms. It was suggested to open an account with Lowes Home Improvements, however there was concerns with who would use the card; the clerk will check with other towns on the list serv and with the insurance.

9. TOWN HALL BUILDING COMMITTEE UPDATE

- a. Status of Access Road Agreement with Aston Properties
- b. Timeline for next steps

No one was present from the Committee; Mayor Horvath noted a draft of the agreement went from Aston to Brotton to the Committee.

10. FESTIVAL COMMITTEE UPDATE / VOLUNTEERS STATUS

Rosoff tried to reach a potential volunteer but did not receive a response. We will put it out on the email list again. Ormiston said we need to brainstorm on it; perhaps it should be a part time position or a stipend. We also could wait until spring.

11. REVIEW OF COUNCIL PROTOCOL ON DECISIONS / ACTIONS / COMMUNICATION

Mayor Horvath noted on the opening for an administrative assistant, we had a qualified applicant express interest after the council meeting, but reminded that once we make a decision in a Council meeting we should follow it unless we hold a special meeting to change the decision.

12. REMINDER ON 2012-2013 BUDGET ITEMS

Mayor Horvath reminded that budget requests are due from the committees by April 17, 2012. Plyler asked if there could be a line item for Council travel; Rosoff asked if they can pay for it

personally, they can. Mayor Horvath said if it has a value to our residents because it is related to our town, then it makes sense to attend. Discussion was held on our accounts and CIP budget; Ormiston said we should review the CIP budget each year.

13. APPOINTMENT TO YOUTH COUNCIL COMMITTEE

Mayor Horvath appointed Connor Hickey to the Youth Council Committee.

14. AGENDA ITEMS FOR NEXT MEETING

a. Committee

b. Discussion / decision on administrative assistant / grant writer position

Mayor Horvath noted the Committee Charter re-writes should be coming in. We have more interviews Thursday morning on the position opening; Plyler asked if we have information on what we asked each person; Mayor Horvath said we don't have a form but we have been consistent in what was discussed and questions also depend on the applicant's experience. Plyler asked about the position hours; it is budgeted at six hours for privilege licenses and six to eight for grants. Mayor Horvath said you can say twelve hours per week, and duties can shift from privilege licenses to grants depending on the time of year.

The ordinance prioritization list will be on the next agenda; Planning Board wanted priorities and a little more background info on each item.

Ormiston asked if we can assign priority numbers to the priority list from the Advance. Rosoff asked Plyler if she would help regarding the festival committee when Rosoff is out of town.

15. OTHER BUSINESS

Ormiston said she sent a list to DOT of roads to clean up – they were major roads. Mayor Horvath noted DOT replied to the request to review the speed limit on Wesley Chapel Road, they declined to lower the speed limit.

16. COUNCIL COMMENTS - none

17. ADJOURNMENT

Ormiston made a motion to adjourn; Rosoff seconded the motion.

The motion passed unanimously.

Respectfully submitted,

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Cheryl Bennett, Clerk

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Mayor Brad Horvath