



**REGULAR WORK SESSION MEETING**  
**TUESDAY NOVEMBER 24, 2015 @ 6:00 PM**  
**CHERRYVILLE FIRE DEPARTMENT**  
**411 E. CHURCH ST. CHERRYVILLE, N.C. 28021**

The Honorable Mayor H.L. Beam called the meeting to order at 6:00 pm. Councilmember's David Kiser, Jill Puett, Malcolm Parker and Brian Dalton were present. City Manager Ben Blackburn, City Clerk Paige Green, City Attorney Palmer Huffstetler Jr., Finance Director Dixie Wall, Fire Chief Jeff Cash, Police Chief Chad Hawkins, Public Works Director Brandon Abernathy and EDC Director Richard Randall were also present.

**ITEMS FOR DISCUSSION OR ACTION**

Mr. Andy West, Chairman of the Cherryville Main Street Program attended the work session and had a presentation on the former BB&T building. Mr. West shared the agenda and a brief history on the building. Mr. West gave Mayor Beam and the Council three different options to consider for the BB&T building. Option 1: Sell the Property, Option 2: Retain & Develop and Option 3: Public Private Partnership. Mr. West gave a vision for each option and listed the pros and cons of each option. Finally, Mr. West gave a summary of the options and an overall look of what the building could be for our city. Mayor Beam and the Council thanked Mr. West for taking the time to put together the information.

**RECOGNITION OF CHERRYVILLE FIREFIGHTERS, CHIEF JEFF CASH:**

Fire Chief Jeff Cash asked City Council to recognize Captain Trent Carpenter for receiving his NCAFC 80 Hour Executive Development Program Certificate, Captain Chris Cash for receiving his NCAFC 80 Hour Executive Development Program Certificate and volunteer firefighter Quentin Cash for receiving his NCSFA Advance Firefighter Certificate. The recognition will take place at the December 14, 2015 City Council meeting.

**CONSIDERATION OF CUSTOMER SERVICE POLICY RE: UTILITY DEPOSITS, FINANCE DIRECTOR DIXIE WALL:**

City Manager Ben Blackburn shared a section of the Customer Service Policy where a two-month average for utility deposits can apply to certain customers. The policy will be enforced

when needed. Mr. Blackburn and Mrs. Wall wanted Mayor Beam and the Council to be aware of this section in the event they receive any calls.

**DISCUSSION OF GASTON COUNTY CAROMONT HEALTH LEASE PROCEEDS, CITY MANAGER BEN BLACKBURN:**

Mr. Blackburn shared that the Gaston County Board of Commissioners (BOC) has established the Township Grant Program as a means of allocating a portion of the CaroMont Lease proceeds to Gaston County Townships. Each Township is to receive an allocation of \$500,000 with the exception of Gastonia which is to receive two allocations of \$500,000. The full BOC will ultimately decide which projects receive the allocations. Applications should be submitted to the County Manager’s Office and electronic submissions are acceptable. Essential information for the cover sheet includes the following:

- **Project/Program Name**
- **Sponsoring Commissioner**
- **Applicant Organization, Contact Information and Contact Person**
- **Township Name**
- **Amount Requested**
- **Program/Project Description**
- **Estimated Duration of the Project or Program**

In order to be eligible for the program, the applicant must be a legal entity in Gaston County, North Carolina and projects must serve a clearly identifiable public purpose. The following criteria will help evaluators to more clearly define the public benefit of the proposals for the use of Township Grant funds and improve the objectivity of the process.

**Evaluation Matrix**

<b>Criteria</b>	<b>Weight</b>	<b>Score</b>
<b>1. Impact:</b> Percentage of the population of the township or county as a whole served by the program and the significance of the benefit received.	1 – 5	
<b>2. Sustainability:</b> The extent to which the program or capital improvement can be sustained without additional county financial support.	1 – 5	
<b>3. Match/Leverage:</b> Other resources are available to fund a portion of the project. (Outside support of 50% or more results in a maximum score of 5 for this criterion.)	1 – 5	
<b>4. Job Creation/Economic Development:</b> The program or improvement results in or fosters job creation and/or economic development.	1 - 5	
<b>5. Education:</b> Significant gains in primary, secondary or higher education are associated with the program or project.	1 – 5	

<b>6. Quality of Life/Health/Safety:</b> The project or program yields significant benefits in one or more of these areas for Gaston County residents.	1 – 5	
<b>Total</b>	6 – 30	

**Additional Notes and Instructions**

- The deadline for applications is December 31, 2015 and it is expected that review will begin in January 2016. It is anticipated that awards will be made approximately sixty (60) days thereafter.
- Narratives (program/project descriptions) should not exceed 3 single-spaced pages. The narrative should address the evaluation criteria specifically and describe the proposed use of funds clearly.
- Although the proposal will be evaluated on the basis of the criteria presented above, it is not anticipated that all proposals will be highly ranked on each of the six criteria. In addition, the BOC reserves the right to make awards for any project that they agree provides a clear public benefit and is consistent with their established priorities.
- Applicants must be established legal entities in the Gaston County, North Carolina including units of local government and non-profit organizations. Please include tax ID numbers, mailing address, telephone number and email address as appropriate.
- If the organization has received county funding previously, it would be desirable that an accounting of the use of those funds be provided as an addendum to the application. County funds received under the Township Grant Program may not be comingled with other organizational funds that are dedicated to other purposes. Moreover, a report after the completion of the project or one-year into the life of a funded program will be required. Gaston County financial management policies require the following:
  - Proof of accounting records sufficient for an internal or external audit with the right to randomly require or perform an audit or review of financial statements.
  - Separate cost accounting of County funds prohibit comingling of County grant funds with personal funds; require a separate business entity checking account and/or cost center that tracks only County funds.
  - Improved program accountability – a statement of purpose for the use of County funds and report on the effectiveness in achieving the stated purpose including cost per unit or service delivered.

**Submission Information:**

Applications should be submitted to the County Manager’s Office prior to December 31, 2015.

Mr. Blackburn asked the Mayor and Council to think about areas where this money could be used meeting the criteria. Mr. Blackburn will have a meeting with department heads about where the money would benefit all citizens. This item will be placed on the December 14 agenda.

**CONSIDERATION OF APPOINTMENTS, CITY MANAGER BEN BLACKBURN:**

Mr. Blackburn shared that at the December meeting appointments will need to be assigned to the following committees:

**CITY COMMITTEE APPOINTMENTS**

**2014 - Approved**

<b><u>Appointment</u></b>	<b><u>Current Appointee</u></b>
Mayor Pro-Tem	Council Brian Dalton
ABC Board Liaison	Council Malcolm Parker
Appearance Committee	Council Jill Parker-Puett
Audit Committee	Mayor H L Beam, III Council Brian Dalton Robert D. Austell
Centralina Council of Government	Mayor H L Beam, III Council Brian Dalton (Alt)
Cemetery Committee Liaison	Council David Kiser
Chamber of Commerce Liaison	Council David Kiser
Depot Museum Liaison	Council Jill Parker-Puett
ElectriCities Board	Mayor H L Beam, III Council Brian Dalton (Alt)
ElectriCities Rate Committee	Council Brian Dalton Council Jill Parker-Puett (Alt)
Fire Department Relief Fund Board	Council David Kiser Council Malcolm Parker
Gaston-Cleveland - Lincoln Transportation Advisory Committee (TAC)	Mayor H L Beam, III Council Jill Parker-Puett (Alt)
Recreation Advisory Committee Liaison	Council Brian Dalton

YMCA Liaison

Council Brian Dalton

Small Town Main Street

Council Jill Parker-Puett

This will be on the December 14 agenda.

**CONSIDERATION OF OATHS, CITY MANAGER BEN BLACKBURN:**

Mayor Beam and the Council agreed that the City Clerk would administer the oaths of office at the December 14 meeting.

**CONSIDERATION TO CLOSE CITY HALL ON FRIDAY DECEMBER 18, 2015 FOR EMPLOYEES CHRISTMAS LUNCHEON, CITY MANAGER BEN BLACKBURN:**

Mayor Beam and the Council agreed to closed City Hall on Friday December 18 for the employees Christmas luncheon.

**OTHER BUSINESS:**

City Clerk Paige Green shared that Greene & Son will have a price increase for the opening and closings of graves in the cemetery effective January 1, 2016. Mrs. Green gave Mayor Beam and the Council a copy of the increases so that Council would have the opportunity to change cemetery fees if needed. This will be placed on the December 14 agenda.

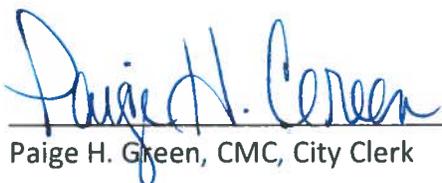
City Manager Ben Blackburn asked Mayor Beam and Council about a December work session. This will be placed on the December 14 agenda.

**ADJOURNMENT:**

Councilmember Parker made a motion to adjourn the meeting. Councilmember Dalton seconded the motion and the vote was unanimous. The meeting adjourned at 7:35 pm.

Adopted the 14 day of December 2015.

  
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H.L. Beam, Mayor

  
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Paige H. Green, CMC, City Clerk

