



**BELVILLE BOARD OF COMMISSIONERS
BUDGET WORKSHOP MINUTES**

April 17, 2010

Board of Commissioners Present:

Jack Batson, Mayor
Mike Allen, Mayor Pro Tem
Sharon Collins, Commissioner
Charles Bost, Commissioner
Donna Schardien, Commissioner

Board of Commissioners Absent:

None

Staff Present:

Chris Sammons, Finance Director
Athina Williams, Interim Town Manager

Others Present to Address the Board:

Chief John Grimes, Leland Fire and Rescue Department

ITEM # 1 - CALL TO ORDER

Mayor Jack Batson called the meeting to order at 9:00 a.m.

ITEM #2 - APPROVAL OF AGENDA

ACTION – Commissioner Charles Bost **MADE THE MOTION** to approve the agenda.
VOTE WAS UNANIMOUS.

ITEM #3 – APPROVAL OF MINUTES

ACTION – Commissioner Charles Bost **MADE THE MOTION** to approve the February 22, 2010 Regular Meeting Minutes. **VOTE WAS UNANIMOUS.**

ITEM # 4 – APPROVAL OF MARCH FINANCE REPORT/QUARTERLY REPORT

ACTION – Mayor Pro Tem Mike Allen **MADE THE MOTION** to approve the March Finance Report and the Quarterly Report for the third quarter of the 2009-2010 Fiscal Year. **VOTE WAS UNANIMOUS.**



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ITEM #5 – 2010 SUMMER CONCERT SERIES

Interim Town Manager Athina Williams provided an update on the request from Mr. Bert Exum, Developer, inviting the Town to become a stakeholder in the 2010 Summer Concert Series.

ITEM #6 – 2009/2010 FISCAL YEAR BUDGET AMENDMENT

Finance Director Chris Sammons introduced the proposed budget amendment for the 2009/2010 Fiscal Year Budget.

The budget amendment is as follows:

The following Budget Amendment is to account for the costs associated with the increased hours and duties for the Street Maintenance position due to understaffing. Also, this amendment takes the allocation for Grants 20/80 for next year's budget into this year.

Expenditures

Account #	Account Name	Original	Amended	Change
10-4120-0122	Salaries - Overtime	\$ 1,000	\$ -	(1,000)
10-4120-0260	Office Supplies	15,000	10,000	(5,000)
10-4120-0323	Cell Phone Service	1,500	745	(755)
10-4120-0325	Postage	2,000	750	(1,250)
10-4120-0331	Electricity	3,500	2,750	(750)
10-4120-0491	Subscriptions & Professional Dues	4,000	2,000	(2,000)
10-4380-0650	Animal Control	1,500	750	(750)
10-4390-0199	Contracted Services	2,000	700	(1,300)
10-4510-0126	Salaries Pat-time	9,212	22,500	13,288
10-4510-0181	Fica/Medicare	691	1,750	1,059
10-4510-0185	Employment Security Commission	111	197	86
10-4910-0181	Fica/Medicare	2,190	-	(2,190)
10-4910-0182	Retirement Contributions	1,588	-	(1,588)
10-4910-0183	Insurance Contributions	5,000	-	(5,000)
10-4910-0185	Employment Security Commission	350	-	(350)
10-8110-0520	Computers	2,500	-	(2,500)
10-8110-600	Grants 20/80	-	10,000	10,000

ACTION – Commissioner Donna Schardien MADE THE MOTION to adopt a budget amendment to the 2009/2010 Fiscal Year Budget. VOTE WAS UNANIMOUS.

ITEM #7 – PROPOSED AMENDMENT TO TOWN OF BELVILLE BUSINESS POLICY AND PROCEDURES MANUAL

Finance Director Chris Sammons introduced the proposed amendment to the Town of Belville Business Policy and Procedures Manual.



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ACTION – Commissioner Sharon Collins **MADE THE MOTION** to amend the Town of Belville Business Policy and Procedures Manual, increasing the amount of the Town’s total monies which shall be placed with a single financial institution from 50% to 65%. **VOTE WAS UNANIMOUS.**

ITEM #8 – 2010/2011 FISCAL YEAR DRAFT BUDGET DISCUSSION

Finance Director Chris Sammons presented the draft budget for the 2010-2011 Fiscal Year.

Chief John Grimes, of the Leland Volunteer Fire and Rescue Department, provided an update on the fire department’s budget requests and the status of its operations.

A discussion ensued among staff, the Mayor and the Commissioners regarding the draft budget and the following topics were highlighted during the discussion:

- Contributions to the Leland Volunteer Rescue and Fire, Communities In Schools, Brunswick Family Assistance, the 2010 Waterford Summer Concert Series, local schools and other community organizations.
- Contracts for legal services, debris management, tax collection services, engineering services, and public transit.
- Capital Improvement Plan, recodification of ordinances, grants and revenue streams
- Zoning permit fees and building inspection services
- COLA, merit, the North Carolina (NC) Local Government Pension Fund and the NC 401k contribution
- Drainage Issues
- Sales Tax Revenue, Property Tax Revenue and ABC Revenue
- Human resources, policies and procedures, form of government
- Planner/Zoning Code Administrator Position and Street Maintenance Technician Position
- Commissioners’ projects, annual Town celebration, funds for travel/training
- Computer Replacement/Upgrades
- Police Protection, Public Safety, Law Enforcement, and Traffic Concerns

After a brief recess, the meeting reconvened.

ACTION – Commissioner Charles Bost **MADE THE MOTION** to freeze the Planner/Zoning Code Administrator position until Fiscal Year 2011/2012. **VOTE WAS UNANIMOUS.**

ACTION – Commissioner Charles Bost **MADE THE MOTION** to enter into a contract with Coastline Engineering for the 2010/2011 Fiscal Year, for professional engineering services not to exceed \$18, 000. **VOTE WAS UNANIMOUS.**



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ACTION – Mayor Pro Tem Mike Allen **MADE THE MOTION** to adopt R10-07 – Resolution By The Belville Board Of Commissioners Authorizing A Contract With Brunswick County For The Provision Of Property Tax Information And Full Service Billing And Collection Of Ad Valorem Taxes. **VOTE WAS UNANIMOUS.**

ACTION - Commissioner Charles Bost **MADE THE MOTION** to enter into said contract with Brunswick County for the 2010/2011 Fiscal Year, for a fee of 1.5% of the amount of taxes collected. **VOTE WAS UNANIMOUS.**

ACTION – Commissioner Charles Bost **MADE THE MOTION** to conduct a special meeting to discuss the 2010/2011 Fiscal Year Budget at Town Hall on Thursday, May 20, 2010 at 7 pm. **VOTE WAS UNANIMOUS.**

ITEM #9 – ADJOURNMENT

ACTION – Commissioner Charles Bost **MADE THE MOTION** to adjourn the meeting. **VOTE WAS UNANIMOUS.**

Minutes compiled by Athina D. Williams

SIGNED:

Jack Batson, Mayor

ATTEST:

Athina D. Williams, Town Clerk