



Settled 1752
JAMESTOWN
NORTH CAROLINA

Regular Meeting of the Town Council
March 19, 2024
6:00 pm in the Civic Center
Agenda

- I. **Call to Order-**
 - A. Roll Call
 - B. Pledge of Allegiance
 - C. Moment of Silence
 - D. Approval of Agenda
- II. **Consent Agenda-**
 - A. Approval of minutes from the February 13th Regular Town Council Meeting
 - B. Analysis of the Financial Position of the Town of Jamestown
 - C. Budget Amendment #14
 - D. Resolution declaring March 22nd as Arbor Day in the Town of Jamestown
 - E. Proclamation declaring April as Parkinson's Awareness Month and April 11th as Parkinson's Awareness Day
- III. **Public Comment**
- IV. Presentation of audit report summary FY 2022/2023 by Nick Wicker, Strickland Hardee, PLLC Representative- Faith Wilson, Finance Director
- V. Presentation by Duke Energy Local Government and Community Relations Manager, Hank Henning- Matthew Johnson, Town Manager
- VI. Presentation of Overview of Guilford County Animal Control Services by Jorge Ortega, Animal Services Director- Matthew Johnson, Town Manager
- VII. **Old Business-**
 - A. Consideration of approval of amendment to the contract to audit accounts with Strickland Hardee, PLLC- Faith Wilson, Finance Director
- VIII. **New Business-**
 - A. Consideration of approval of rate changes at the Jamestown Park & Golf Course- Marcy Newton, Golf Pro
 - B. Consideration of appointment of a full-time Parks and Recreation Member- Katie M. Weiner, Assistant Town Manager/Town Clerk
 - C. Request to set a public hearing date for the consideration of adoption of the revised Water Shortage Response Plan- Paul Blanchard, Public Services Director
- IX. **Manager/Committee Reports-**
 - A. Manager Report
 - B. Council Member Committee Reports
- X. **Public Comment**
- XI. **Adjournment**

Working Agenda for the March 19th Regular Town Council Meeting

Tentative Time Line	Agenda Item	Responsible Party	Action required by the Town Council
6:00 pm	I. Call to Order	Mayor Montgomery	Mayor Montgomery to call the meeting to order.
6:00 pm	A. Roll Call	K. Weiner	Weiner to take roll call.
6:00 pm	B. Pledge of Allegiance	Mayor Montgomery	Mayor Montgomery to lead everyone in the Pledge of Allegiance.
6:00 pm	C. Moment of Silence	Mayor Montgomery	Mayor Montgomery to call for a moment of silence
6:00 pm	D. Approval of Agenda	Mayor Montgomery	Mayor Montgomery to ask Council if there are any items that need to be added or deleted.
6:05 pm	II. Consent Agenda		
6:05 pm	A. Approval of minutes from the February 13 th Regular Town Council Meeting B. Analysis of the Financial Position of the Town of Jamestown C. Budget Amendment #14 D. Resolution declaring March 22 nd as Arbor Day in the Town of Jamestown E. Proclamation declaring April as Parkinson's Awareness Month and April 11 th as Parkinson's Awareness Day		Council Member makes a motion to approve the consent agenda. Council Member makes a second to the motion. Then vote.
6:05 pm	III. Public Comment		Please state your name and address and adhere to the 3 minute time limit
6:20 pm	IV. Presentation of audit report summary FY 2022/2023 by Nick Wicker, Strickland Hardee, PLLC Representative	Call on F. Wilson	Wilson to introduce Wicker. Wicker to present the audit report summary FY 2022/2023 to Council.
6:30 pm	V. Presentation by Duke Energy Local Government and Community Relations Manager, Hank Henning	Call on M. Johnson	Johnson to introduce Henning. Henning to present information regarding Duke Energy to Council.
6:40 pm	VI. Presentation of Overview of Guilford County Animal Control Services by Jorge Ortega, Animal Services Director	Call on M. Johnson	Johnson to introduce Ortega. Ortega to present information on the services provided by Guilford County Animal Control to Council.
6:50 pm	VII. Old Business		
6:50 pm	A. Consideration of approval of amendment to the contract to audit accounts with Strickland Hardee, PLLC	Call on F. Wilson	Wilson to present information regarding the amendment to the contract to audit accounts with Strickland Hardee, PLLC. Wilson to request that Council approve the amended contract to audit accounts. Council Member makes a motion to approve/deny the amendment to the contract to audit accounts with Strickland Hardee, PLLC. Council Member makes a second to the motion. Then vote.
6:55 pm	VIII. New Business		
6:55 pm	A. Consideration of approval of rate changes at the Jamestown Park & Golf Course	Call on M. Newton	Newton to present information on proposed rate changes at the Jamestown Park & Golf Course. Newton to request that Council approve the rate changes as presented. Council Member makes a motion to approve/deny the proposed rate changes at the Jamestown Park & Golf Course as presented. Council Member makes a second to the motion. Then vote.
7:05 pm	B. Consideration of appointment of a full-time Parks and Recreation Member	Call on K. Weiner	Weiner to request that Council appoint an applicant to serve as a full-time Member on the Parks and Recreation Committee. Council Member makes a motion to appoint _____ to serve as a full-time Member on the Parks and Recreation Committee. Council Member makes a second to the motion. Then vote.
7:10 pm	C. Request to set a public hearing date for the consideration of adoption of the revised Water Shortage Response Plan	Call on P. Blanchard	Blanchard to request that Council set a public hearing date for the consideration of the adoption of the revised Water Shortage Response Plan for the April 16 th Regular Town Council meeting at 6:00 pm in the Civic Center. Council Member makes a motion to set a public hearing date for the consideration of the adoption of the revised Water Shortage Response Plan for the April 16 th Regular Town Council Meeting at 6:00 pm in the Civic Center. Council Member makes a second to the motion. Then vote.
7:15 pm	IX. Manager/Committee Reports		
7:15 pm	A. Manager Report	Call on M. Johnson	Johnson to present his monthly Manager's Report to Town Council.
7:20 pm	B. Council Member Committee Reports	Mayor Montgomery	Mayor Montgomery to request that Council Members give reports for any Committees that they serve on.
7:25 pm	X. Public Comment		Please state your name and address and adhere to the 3 minute time limit
7:40 pm	XI. Other Business		

7:45 pm	XII. Adjournment	Council Member makes a motion to adjourn. Council Member makes a second to the motion. Then vote.
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Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Rebecca Mann Rayborn, Mayor Pro Tem
Martha Stafford Wolfe
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Approval of minutes from the February 13th Reg. TC Meeting

AGENDA ITEM #: II-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: March 19, 2024

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Asst. Mgr./Town Clerk

SUMMARY:

Minutes from the February 13th Regular Town Council meeting

ATTACHMENTS: Minutes from the February 13th Regular Town Council meeting

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council approve the consent agenda.

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Council Member makes a motion to approve/amend the consent agenda.

FOLLOW UP ACTION NEEDED: Minutes will be posted to the Town's website

DRAFT

Regular Meeting of the Town Council
February 13, 2024
6:00 pm in the Civic Center
Minutes & General Account

Council Members Present – Mayor Montgomery, Council Member Rayborn, Wolfe, Burgess and Glanville

Council Member Absent –

Staff Members Present – Town Manager Matthew Johnson, Director of Public Services Paul Blanchard, Finance Officer Faith Wilson, Deputy Finance Officer Heather Lunsford, Head Golf Pro Marcy Newton, Interim Town Clerk Nancy Avery

Visitors Present – Zaira Bullins, Joanne Miller, Kerry Miller, Deputy J. Chappell, Robert Frederick

Town Attorney Beth Koonce was in attendance.

Call to Order – Mayor Montgomery called the meeting to order at 6:00 pm.

Roll Call – Interim Clerk Avery called the roll as follows:

- Council Member Wolfe – present
- Council Member Burgess – present
- Council Member Rayborn – present
- Council Member Glanville – present
- Mayor Montgomery – present

Interim Clerk Avery stated that a quorum was present.

Pledge of Allegiance - Council Member Wolfe led the Pledge of Allegiance

Moment of silence – Mayor Montgomery called for a moment of silence.

Approval of Agenda – Mayor Montgomery asked if anyone had any changes to make to the agenda.

Council Member Rayborn made a motion to remove items IX-B resignation Parks & Recreation and VI Dnke Energy presentation and add item V Presentation of Resolution honoring Nancy Avery, Interim Town Clerk and adopt the agenda with these amendments. Council Member Wolfe made a second to the motion. The motion passed by a unanimous vote.

Consent Agenda – The consent agenda included the following items:

- Approval of minutes January 9th Special Meeting
- Approval and sealing of minutes from the January 9th Closed Session
- Approval of minutes from the January 23rd CIP Budget Retreat work session
- Budget Amendment # 13
- Proclamation declaring week of March 3-9, 2024, as Dental Assistants Recognition Week
- Proclamation declaring week of March 3-9, 2024, as Women in Construction Week

DRAFT

Council Member Glanville provided the following corrections to minutes:

- January 16th – Roll Call – add ‘present’ fore Council Member Rayborn
- January 23rd :
 - Page 12 (packet) at the end of where Manager Johnson says ‘it is not a money maker and there are health department regulations, add ‘if we do free food that is not repackaged then there are health department regulations.
 - Page 5 where it says ‘are we doing anything for the upcoming 50th anniversary of the Town’, it should be ‘golf course’, not ‘Town’.

Council Member Rayborn made a motion to approve the Consent Agenda with the changes to the referenced minutes. Council Member Glanville made a second to the motion. The motion passed by a unanimous vote.

(Budget Amendment # 13, Proclamations)

Public Comment - none

Presentation of Resolution of Appreciation to Kerry Miller, Planning Board Member
Council Member Glanville read and presented the resolution to Mr. Miller.

(Resolution Miller)

Presentation of Resolution Honoring Nancy Avery, Interim Town Clerk – Mayor
Montgomery read and presented the resolution to Ms. Avery.

(Resolution Avery)

Consideration of Jamestown Elementary PTA 5k race request – PTA President Zaira Bullins stated the same race was put on last year and it was so successful that we really would like to do it again. We raised close to \$10,000 in fundraising profit, which is way more than we have ever done with anything else. One of the reasons we would like to do this is to get away from the idea that fundraising is kids selling items. While that may be somewhat profitable, it is not memorable. With the 5k race last year we were able to have parents come out with their children and run the race with grandparents cheering them on. It is something that was so much fun for all of us. It is \$25 per individual to enter the race and you get a tee shirt. We also have a fun run option which is free to our students. They can obtain monetary donations if they choose.

Council Member Wolfe asked if this is the same route as last year. Her main concern is safety of the kids on the roads, but it looks like you are using volunteers like you did last year.

Ms. Bullins said we have a lot of parent and student teacher volunteers. We had them at each intersection to make sure everybody was safe along the route. We also send out a letter to the residents along the route to make sure they are aware that this is happening, so there is no confusion as to why we have all these people on the street.

Council Member Glanville stated she attended last year and this was an incredibly well-run race, especially for the first year.

Council Member Rayborn said she also attended last year and it was fantastic. You have a great formula. She made a motion to approve the Jamestown Elementary PTA 5k race on April 27, 2024. Council Member Burgess made a second to the motion. The motion passed by a unanimous vote.

Presentation of Annual Fire Department Report – Chief Carson stated one of the highlights from 2023 was our department was reinspected as part of the Insurance Services Office (ISO). We retained our ISO level two, which is exciting for us to be able to retain for the Town. That means lower insurance rates to the commercial and residential property owners in Jamestown. Other highlights include:

- Daily staffing is one Captain and two firefighters
- Twenty-four (24) fire prevention and public education programs were delivered utilizing thirty-nine (39) staff hours
- Total staff training hours was 13,000
- 2023 responses for Jamestown Station 46 were 731 calls
- Engine turnout time is 1:54 minutes and travel time is 4:01 minutes
- Call type breakdown
 - Medical incidents – 393
 - Fire Incidents – 53
 - Fire Alarms – 103
 - Motor Vehicle Accidents – 47
 - Service/Good Intent/False Alarms – 135

Presentation of Annual Sheriff Department Report – Lieutenant Cox introduced herself saying she was recently assigned to District Three and was in Internal Affairs before that. She started in Jamestown back in 2009. We have specific cars that work out of our Jamestown office. We have one on each squad with twenty-four (24) hour coverage and a total of six officers working on any given shift with one specifically for Jamestown and then others assigned to the other zones between the Forsyth County line up around Sandy Bridge Road all the way down to Pleasant Garden. Our highest call volume month was May. We had 106 calls in Jamestown during that month. Our lowest months were October and November. We had a total of 918 calls in Jamestown in 2023. One of the most significant calls were burglar alarms. We had 53 Check Welfare Family Assistance calls, 50 disorderly conduct and 21 domestic disputes. We did have 32 larcenies. That is larceny, shoplifting, people taking from our stores. We had 51 law assistance calls. This is a catch all type category for us. And we had about 71 Suspicious Activity calls in the area. So that is a breakdown of our Jamestown statistics.

New Business

Jamestown Park and Golf course quarterly report – Head Golf Pro Marcy Newton stated it was a typical fourth quarter at the golf course. The only thing different was, we had nine holes closed when they were repairing the dam which took right at six weeks. But despite that, the golf rounds were still up 5% for that quarter compared to 2022. We redid that driving range tee and that reopened in October of 2022. But from the same quarter in 2022, we were up this past quarter by 50%. So the driving range is still a very popular place to come and hit range balls. We had five outings in the last quarter, mainly in October, because that is when a lot of people do their

fundraisers. We did have five room rentals in the quarter. We implemented a credit card policy in November to reserve tee times. That has gone really, really well. It was a slight adjustment for the staff to start taking a credit card. But it has definitely served its purpose and made the golfers more accountable for managing their tee time, not just make it and then not show. It is pretty much winter at the golf course. We are excited for this year with the 50th anniversary of the golf course.

Consideration of Interlocal Agreement with Guilford County

Finance Officer Wilson stated Guilford County provides the tax collection for the town. We have received an amended agreement extending the interlocal agreement on tax collection. Currently the tax collection rate is set at .62%. But with this amended agreement, it will increase .75%, which is a 13% increase from what we have been paying, but staff does recommend that Council approve the amended interlocal agreement with Guilford County and to authorize the manager and finance director to execute all documents.

Council Member Wolfe made a motion to authorize the Town Manager, the Town Clerk, the Finance Officer and Town Attorney to sign and authorize the amended interlocal agreement. Council Member Rayborn made a second to the motion. The motion passed by a unanimous vote.

Manager Report – Manager Johnson stated the maintenance building received a Certificate of Occupancy. The staff have been moving into the building over the last few weeks or so. This will be the last update on the project. That concludes the Council Strategic Plan goal number 5.6. The same for our golf course bathrooms. We are happy to say that final inspections have been completed and we have received our Certificate of Occupancy. They are open for public use and I believe Marcy (Head Golf Pro Newton) has said they have gotten rave reviews. This also completes Council's Strategic Plan goal 5.10. Loose leaf collection which began on Monday, October 23rd, will be concluding on February the 23rd. That's a Friday. We do ask folks to have the leaves out by the 21st so that we can make sure that we make full complete rounds through town and make sure everything is cleaned up by the 23rd. After the 23rd folks can either use the optional bins, or they can purchase a bin from the Town for loose leaf collection or they can use the heavy-duty craft paper bag type containers that you can get at any hardware store. Early voting will begin for March 5th. As you can see, there are a couple of things in here for preparing for that. The Town does not control the voting precincts and information on voting can be obtained through the Guilford County Board of Elections. They have all the information about when the sites are open on their website. I wanted to extend congratulations to our Planning Director Anna Hawryluk for securing our 16th consecutive Tree City USA designation. Elizabeth Grayson would like me to remind everybody that the litter sweep will be conducted in April the 20th. If you have questions or would like to participate in that, you can simply reach out to Elizabeth here at Town Hall. Thank you to both Lieutenant Cox and Chief Carson. And I want to extend a very big thank you to Nancy (Interim clerk). Nancy has been instrumental in keeping us on track the last few months as Katie (Town Clerk) has been on maternity leave. So we really wanted to thank you very much for all that you have done to help us.

Council Member Wolfe Since asked about getting a report from Guilford County Animal Control.

DRAFT

Manager Johnson said he would follow up on that.

Council Member Committee Reports

Council Member Burgess reported that she attended the Planning Board meeting last evening, February the 12th. Ed Stafford was elected Chair and Russ Walker was elected Vice Chair. Planning Director Hawryluk reviewed the Planning Board general duties and the zoning guidelines for everyone. That is helpful for the new members. The 2024 Planning Board meeting schedule is in place with just one adjustment of the November 11th date changed to November 4th. That schedule should also be updated on the Town's website for everyone.

Council Member Glanville said unfortunately the Guilford County School Board meeting days and times are the exact same as our meeting. But luckily, because of this month's change in our schedule, she was able to attend this month's school board meeting. She did watch the school board meeting that they held in January. Gary Gonzalez of Jamestown Middle School was named Employee of the Month for Guilford County Schools. He is a student success coordinator there. He has worked for Jamestown Middle School for, she believes, twenty-three (23) years. She reached out to the principal of Jamestown Middle School, mostly because her kids go there. She is meeting with him on Thursday to just talk about any community engagement projects we can assist with, or they might want to participate maybe in the litter sweep and those kinds of things and see how we can collaborate in that way. She also reached out to the two school board members who represent schools within Jamestown town limits, and hopefully she will hear from them soon and meet them personally next week.

Public Comment - None

Adjournment

Council Member Rayborn made a motion to adjourn the meeting. Council Member Glanville made a second to the motion. The motion passed by a unanimous vote. The meeting ended at 6:37 pm.

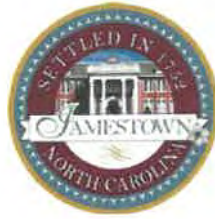
Lynn Montgomery, Mayor

ATTEST _____
Katie Weiner, Town Clerk

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Rebecca Mann Rayborn, Mayor Pro Tem
Martha Stafford Wolfe
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Financial Analysis for February 2024

AGENDA ITEM #: II.B



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: March 19, 2024

ESTIMATED TIME FOR DISCUSSION:

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson

SUMMARY:

Summary schedule of cash & deposits, debt balances, total revenues collected to date and expenditures to date is provided as of 02-29-2024

During the month of February debt service payment on the knuckleboom, golf clubhouse and water sewer facility was made. A construction payment on the golf recreation maintenance building was also made. Investment earnings are still earning strong.

There was 1722 rounds of golf played in February 2024 compared to 1,918 rounds played in February 2023. February 2023 had 6 bad weather days and February 2024 had 6 bad weather days. There were no closed days in February 2023 and no closed days in February 2024.

ATTACHMENTS: Summary of financial analysis

RECOMMENDATION/ACTION NEEDED: none

BUDGETARY IMPACT: none

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: none



**Town of Jamestown
FINANCIAL SUMMARY REPORT
FOR PERIOD OF 07/01/2023 - 2/29/2024**

GENERAL FUND

	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	FYE 06/30/23
					PRIOR YEAR ACTUAL TO DATE
REVENUES (FUND 10)					
PROPERTY TAXES	\$ 3,494,930	\$ 3,411,408	\$ 83,522	97.61%	\$ 3,050,224
MOTOR VEHICLE FEES	114,000	29,384	84,616	25.78%	\$ -
SALES TAXES/HOLD HARMLESS	1,050,000	441,061	608,939	42.01%	1,055,284
UTILITIES SALES TAXES	295,290	85,891	209,399	29.09%	311,875
GRANTS FROM GUILFORD COUNTY	55,500	55,500	-	100.00%	55,500
GARBAGE & RECYCLING FEES	245,000	167,702	77,298	68.45%	206,071
POWELL BILL	115,000	119,978	(4,978)	104.33%	107,489
STORMWATER FEES	50,000	42,460	7,540	84.92%	-
GOLF COURSE FEES	1,064,300	732,569	331,731	68.83%	1,210,484
RECREATION FEES	22,000	20,015	1,985	90.98%	24,475
INVESTMENT EARNINGS	210,000	155,018	54,982	73.82%	155,215
ISSURANCE OF INSTALLMENT PURCHASE FINANCING	344,000	183,402	160,598	53.31%	-
OTHER REVENUES	201,840	167,009	34,831	82.74%	1,693,641
TRANSFER FROM GENERAL CAPITAL RESERVE FUND	75,000	72,108	2,892	96.14%	74,931
BALANCING APPROPRIATION	727,944	-	727,944	0.00%	-
	\$ 8,064,804	\$ 5,682,505	\$ 2,381,298	70.47%	\$ 7,945,189

CAPITAL RESERVE FUND (FUND 11)					
REVENUE					
INTEREST	\$ 100	\$ 250	\$ (150)	250.00%	\$ 67
TRANSFER FROM GENERAL FUND	125,000	140,548	(15,548)	112.44%	124,921
	\$ 125,100	\$ 140,799	\$ (15,699)	112.55%	\$ 124,987

	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	FYE 06/30/23
						PRIOR YEAR ACTUAL TO DATE
EXPENDITURES & ENCUMBRANCES (FUND 10)						
GOVERNING BODY	\$ 142,640	\$ 42,892	\$ 52,621	\$ 47,128	66.96%	\$ 124,716
ADMINISTRATION	1,113,113	635,821	37,751	439,541	60.51%	831,960
PLANNING	256,279	144,358	20,774	91,147	64.43%	224,233
BUILDINGS & GROUNDS	386,003	257,567	19,207	109,229	71.70%	383,952
PUBLIC SAFETY	524,100	236,652	12,289	275,159	47.50%	439,450
FIRE	873,000	648,394	8,128	216,478	75.20%	873,896
STREET	419,894	157,102	37,218	225,574	46.28%	274,381
POWELL BILL	-	-	-	-	0.00%	280,051
STORMWATER	58,400	25,591	31,839	971	98.34%	-
SANITATION	540,650	284,439	68,024	188,187	65.19%	1,486,759
RECREATION	606,893	387,763	30,198	188,932	68.87%	488,375
GOLF COURSE MAINTENANCE	1,876,871	811,194	315,857	749,820	60.05%	1,094,468
GOLF SHOP	734,719	381,047	77,482	266,190	63.77%	774,312
DEBT SERVICE	341,072	197,379	-	143,693	57.87%	350,224
OTHER FINANCE USES	191,170	196,048	-	(4,878)	102.55%	176,839
	\$ 8,064,804	\$ 4,416,246	\$ 711,387	\$ 2,937,170	63.58%	\$ 7,813,635

EXPENDITURES & ENCUMBRANCES (FUND 11)

TRANSFERS TO OTHER FUNDS	\$ 75,000	\$ 72,108	\$ -	\$ 2,892	96.14%	\$ 74,931
RESERVE FOR FUTURE EXPENDITURES	50,100	-	-	50,100	0.00%	-
	<u>\$ 125,100</u>	<u>\$ 72,108</u>	<u>\$ -</u>	<u>\$ 52,992</u>	<u>57.64%</u>	<u>\$ 74,931</u>

WATER & SEWER FUND

	CURRENT BUDGET	ACTUAL TO DATE	UNCOLLECTED TO DATE	Y-T-D % COLLECTED	FYE 06/30/23 PRIOR YEAR ACTUAL TO DATE
REVENUES (FUND 30)					
WATER CHARGES	\$ 990,000	\$ 681,283	\$ 308,717	68.82%	\$ 955,863
SEWER CHARGES	3,000,000	2,311,385	688,615	77.05%	2,876,362
INVESTMENT EARNINGS	300,000	323,708	(23,708)	107.90%	294,448
OTHER REVENUES	56,100	54,318	1,782	96.82%	207,648
TRANSFER FROM RANDLEMAN CAPITAL RESERVE FUND	118,400	118,376	24	99.98%	118,376
TRANSFER FROM WATER SEWER CAPITAL RESERVE	-	-	-	0.00%	-
BALANCING APPROPRIATION	2,694,080	-	2,694,080	0.00%	-
	<u>\$ 7,158,580</u>	<u>\$ 3,489,070</u>	<u>\$ 3,669,510</u>	<u>48.74%</u>	<u>\$ 4,334,322</u>

RANDLEMAN RESERVOIR CAPITAL RESERVE FUND (FUND 60)

REVENUE

INVESTMENT EARNINGS	\$ 8,000	\$ 15,813	\$ (7,813)	197.67%	\$ 18,954
TRANSFER FROM ENTERPRISE FUNDS	17,000	32,100	-	188.82%	32,100
APPROPRIATED NET ASSETS	93,400	-	93,400	0.00%	-
	<u>\$ 118,400</u>	<u>\$ 47,913</u>	<u>\$ 85,587</u>	<u>40.47%</u>	<u>\$ 51,054</u>

WATER AND SEWER CAPITAL RESERVE FUND (FUND 61)

REVENUE

TRANSFER FROM W/S-SYSTEM DEVELOPMENT FEES	\$ -	\$ -	\$ -	0.00%	\$ 18,500
INVESTMENT EARNINGS	1,000	2,786	(1,786)	278.65%	1,248
TRANSFER FROM ENTERPRISE FUNDS	500,000	-	500,000	0.00%	430,516
	<u>\$ 501,000</u>	<u>\$ 2,786</u>	<u>\$ 498,214</u>	<u>0.56%</u>	<u>\$ 450,264</u>

EXPENDITURES & ENCUMBRANCES (FUND 30)

	CURRENT BUDGET	EXPENDITURES TO DATE	ENCUMBRANCES TO DATE	UNSPENT TO DATE	Y-T-D % SPENT	FYE 06/30/23 PRIOR YEAR ACTUAL TO DATE
PERSONNEL	\$ 1,272,200	\$ 796,524	\$ 46	\$ 475,630	62.61%	\$ 1,074,930
WATER PURCHASES	420,000	181,314	227,204	11,482	97.27%	338,938
SEWER TREATMENT	769,500	375,616	-	393,884	48.81%	614,910
DEBT SERVICE	250,686	219,146	2,000	29,540	88.22%	244,322
CONTRACT SERVICES & MAINTENANCE	406,330	234,707	119,713	51,910	87.22%	512,755
CAPITAL	2,950,300	158,105	100,423	2,691,772	8.76%	1,534,142
TRANSFER TO OTHER FUNDS	517,000	32,100	-	484,900	6.21%	481,116
OTHER OPERATING EXPENDITURES	572,564	199,289	117,356	255,919	55.30%	313,971
	<u>\$ 7,158,580</u>	<u>\$ 2,196,800</u>	<u>\$ 566,742</u>	<u>\$ 4,395,037</u>	<u>38.60%</u>	<u>\$ 5,113,082</u>

RANDLEMAN RESERVOIR CAPITAL RESERVE FUND (FUND 60)

TRANSFER TO OTHER FUNDS	\$ 118,400	\$ 118,376	\$ -	\$ 24	99.98%	\$ 118,376
	<u>\$ 118,400</u>	<u>\$ 118,376</u>	<u>\$ -</u>	<u>\$ 24</u>	<u>99.98%</u>	<u>\$ 118,376</u>

WATER AND SEWER CAPITAL RESERVE FUND (FUND 61)

RESERVE FOR FUTURE EXPENDITURES	\$ 501,000	\$ -	\$ -	\$ 501,000	0.00%	\$ -
	<u>\$ 501,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 501,000</u>	<u>0.00%</u>	<u>\$ -</u>



Town of Jamestown
FINANCIAL SUMMARY REPORT
 As of February 29, 2024

CAPITAL PROJECTS

	<u>Fund (#18)</u>	<u>Fund (#20)</u>	<u>Fund (#21)</u>	<u>Fund (#23)</u>	<u>Fund (#24)</u>
	Oakdale Sidewalk Ph 3 Capital Project	Recreational Maint Facility Capital Project	Oakdale Sidewalk Ph 2 Capital Project	Penny Road Sidewalk Capital Project	Sidewalk Project Guilford County ARPA Capital Project
Life to Date Revenues & Other Financin % of budget received	218,953 32%	1,079,310 100%	79,589 40%	51,000 4%	2,294,795 100%
Life to Date Expenditures % of budget expended	103,987 15%	943,265 87%	49,486 25%	- 0%	4,000 0%
	<u>Fund (#25)</u>	<u>Fund (#26)</u>	<u>Fund (#27)</u>		
	Stormwater Project Guilford County ARPA Capital Project	Parks and Rec PARTF Guilford County ARPA Capital Project	Parks and Rec AFP Guilford County ARPA Capital Project		
Life to Date Revenues & Other Financin % of budget received	265,500 100%	430,410 100%	600,000 100%		
Life to Date Expenditures % of budget expended	235,895 89%	- 0%	- 0%		



Town of Jamestown
FINANCIAL SUMMARY REPORT
 As of February 29, 2024

DEBT SERVICE

Installment Purchase Debt:	Balance at 1/31/2023	Final Payment Date	Final Payment Fiscal Year
GENERAL FUND:			
Sanitation truck, financed in 2017	\$ 1	12/1/2023	2023/2024
Leaf truck, financed in 2017	(1)	12/1/2023	2023/2024
Knuckleboom truck, financed in 202	45,367	5/7/2025	2024/2025
Golf Clubhouse Renovation	<u>250,024</u>	11/3/2027	2027/2028
	<u>\$ 295,391</u>		
WATER & SEWER FUND:			
Water & Sewer Maintenance Facility Construction	<u>\$ 187,469</u>	11/3/2027	2027/2028



**Town of Jamestown
Financial Summary Report
as of February 29, 2024**

CASH BALANCES

Petty Cash	\$	1,350
Operating Cash		3,573,558
Certificates of Deposit		3,029,939
Money Market Accounts - First Bank		991,462
North Carolina Capital Management Trust		10,579,380
	\$	<u>18,175,688</u>

Reservations of cash:

Cash reserved for Randleman Reservoir	\$	390,351
Cash reserved by Powell Bill for street improvements		462,238
General Capital Reserve Fund		120,974
Oakdale Sidewalk Phase 3		114,367
Oakdale Sidewalk Phase 2		30,103
Penny Road Sidewalk Capital Project		51,000
Recreational Maintenance Facility Capital Project		64,655
Water Sewer Capital Reserve Fund		1,320,531
	\$	<u>2,554,220</u>

Cash by Fund:

General	\$	5,733,835
General Capital Reserve Fund		120,974
Oakdale Sidewalk Phase 3		114,367
Oakdale Sidewalk Phase 2		30,103
Penny Road Sidewalk Capital Project		51,000
Recreational Maintenance Facility Capital Project		64,655
Water/Sewer		10,349,872
Randleman Reservoir		390,351
Water/Sewer Capital Reserve Fund		1,320,531
	\$	<u>18,175,688</u>

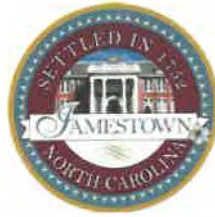
Cash by Bank:

NCCMT	\$	10,579,380
Pinnacle Bank		5,600,994
First Bank		1,993,965
	\$	<u>18,174,338</u>

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Rebecca Mann Rayborn, Mayor Pro Tem
Martha Stafford Wolfe
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Budget Amendment #14

AGENDA ITEM #: II.C



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: March 19, 2024

ESTIMATED TIME FOR DISCUSSION:

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson

SUMMARY:

Budget amendment is necessary to comply with GASB 87, Leases and GASB96, Subscriptions. This budget amendment also includes replacing a irrigation pump at the golf course, insurance claim recoveries on the garbage truck and salary related expenses for the Recreation Director position.

ATTACHMENTS: Budget Amendment #14

RECOMMENDATION/ACTION NEEDED: Approve Budget Amendment #14

BUDGETARY IMPACT: none - entries should offset each other

SUGGESTED MOTION: Approve Budget Amendment #14

FOLLOW UP ACTION NEEDED: N/A

FYE 6/30/24
BUDGET AMENDMENT #14

Fund 10:

		Debit	Credit
a.	Lease Principal Payments	10-8000-7101	9,146.00
	Lease Interest	10-8000-7201	166.00
	Copier leases	10-4200-4300	423.00
	Recreation equipment leased	10-6200-4300	1,851.00
	Golf Equipment leased	10-6300-4300	1,552.00
	Golf Equipment	10-6301-4300	158.00
	Golf Equipment	10-6301-4310	5,328.00
	To adjust budgets for GASB87 leases/principal & interest		
b.	Subscription Principal	10-8000-7102	1,850.00
	Subscription Interest	10-8000-7202	31.00
	Data Processing Services	10-4200-3800	838.00
	Data Processing Services	10-4900-3800	403.00
	Data Processing Services	10-6200-3800	13.00
	Data Processing Services	10-6300-3800	34.00
	Data Processing Services	10-6301-3800	392.00
	Data Processing Services	10-4100-3800	1.00
	To adjust budgets for GASB96 subscriptions/principal & interest		
c.	Irrigation Supplies	10-6300-2143	6,100.00
	Reserve for Future Expenditures	10-9600-9800	6,100.00
	Replace irrigation pump at golf course		
d.	Repairs and Maintenance	10-5800-3500	6,430.00
	Insurance Recoveries	10-3910	6,430.00
	Insurance claim on garbage truck		
e.	Salaries and Wages	10-6200-1000	3,800.00
	Longevity Pay	10-6200-1003	494.00
	FICA Expense	10-6200-1009	1,492.00
	Retirement Expense	10-6200-1010	2,630.00
	401K Expense	10-6200-1017	1,071.00
	Longevity Pay	10-6301-1003	31.00
	FICA Expense	10-6301-1009	50.00
	Retirement Expense	10-6301-1010	2,355.00
	401K Expense	10-6301-1017	505.00
	Salaries and Wages	10-8301-1000	2,941.00
	Salaries and Wages	10-6300-1000	3,800.00
	Longevity Pay	10-6300-1000	494.00
	FICA Expense	10-6300-1000	1,492.00
	Retirement Expense	10-6300-1010	2,630.00
	401K Expense	10-6300-1017	1,071.00
	New Recreation Director position		

Fund 30:

a.	Lease Principal Payments	30-8000-7101	403.00
	Lease Interest	30-8000-7201	21.00
	Copier leases	30-7100-4300	424.00
	To adjust budgets for GASB87 leases/principal & interest		
b.	Subscription Interest	30-7100-7202	15.00
	Data Processing Services	30-7100-3800	15.00
	To adjust budgets for GASB96 subscriptions/principal & interest		

Mayor
Lynn Montgomery

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Matthew Johnson

Town Attorney
Beth Koonce



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Sarah Glenville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Proclamation declaring March 22nd as Arbor Day in Jamestown

AGENDA ITEM #: II-D

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: March 19, 2024

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Asst. Mgr./Town Clerk

SUMMARY:

Arbor Day was celebrated for the first time in 1872. It is a day that encourages the planting of trees in order to increase environmental resources. It also recognizes the many positive ways that trees impact society. The Town of Jamestown will celebrate Arbor day on March 22nd.

ATTACHMENTS: Proclamation declaring March 22nd as Arbor Day in the Town of Jamestown

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council approve the consent agenda.

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Council Member makes a motion to approve/amend the consent agenda.

FOLLOW UP ACTION NEEDED: N/A



PROCLAMATION DECLARING MARCH 22nd AS ARBOR DAY IN THE TOWN OF JAMESTOWN

WHEREAS, the Town of Jamestown recognizes a need to promote tree preservation efforts; and

WHEREAS, in 1872, J. Sterlin Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and beautify our community; and

WHEREAS, trees in our Town increase property values, enhance the economic vitality of business areas; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW, THEREFORE, I, Lynn Montgomery, Mayor of the Town of Jamestown, do hereby proclaim March 22nd as **ARBOR DAY** in the Town of Jamestown, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands.

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Adopted this the 19th day of March, 2024.

Mayor S. Lynn Montgomery

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Rebecca Mann Rayborn, Mayor Pro Tem
Martha Stafford Wolfe
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Proclamation declaring April 11th as Parkinson's Awareness Day

AGENDA ITEM #: II-E

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: March 19, 2024

ESTIMATED TIME FOR DISCUSSION: 0 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Asst. Mgr./Town Clerk

SUMMARY:

The Parkinson's Foundation of the Carolinas has been encouraging the mayors in the triad area to proclaim April 11th as Parkinson's Awareness Day in honor of the birthday of James Parkinson. Nearly one million people in the U.S. are living with Parkinson's disease, and somebody new is diagnosed every six minutes. Mayor Montgomery has proclaimed that April 11th will be Parkinson's Awareness Day in the Town of Jamestown.

ATTACHMENTS: Proclamation declaring April 11th as Parkinson's Day in the Town of Jamestown

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council approve the consent agenda.

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Council Member makes a motion to approve/amend the consent agenda.

FOLLOW UP ACTION NEEDED: N/A



PROCLAMATION DECLARING APRIL 11TH AS PARKINSON'S DAY IN THE TOWN OF JAMESTOWN

WHEREAS, Parkinson's disease is a chronic, progressive, neurological disease and is the second most common neurodegenerative disease in the United States; and

WHEREAS, Parkinson's disease is estimated to affect approximately one million people in the United States and the prevalence will rise to 1.2 million by 2030; and

WHEREAS, 90,000 new people are diagnosed each year in the United States with Parkinson's disease; and

WHEREAS, complications from Parkinson's disease is the 14th leading cause of death in the United States according to the Centers for Disease Control and Prevention; and

WHEREAS, there are an estimated 30,000 people living with Parkinson's disease in the State of North Carolina; and

WHEREAS, it is estimated that the economic burden of Parkinson's disease is at least \$52 billion annually in the United States, including direct and indirect costs, treatment, and lost income, to patients and family members; and

WHEREAS, research suggests the cause of Parkinson's disease is a combination of genetic and environmental factors, but the exact cause and progression of the disease is still unknown; and

WHEREAS, there is no objective test for Parkinson's disease, and there is no cure or drug to slow or halt the progression of the disease; and

WHEREAS, the symptoms of Parkinson's disease vary from person to person and can include tremors, slowness of movement, rigidity, difficulty with balance, swallowing, chewing, speaking, cognitive impairment, dementia, mood disorders, and a variety of other non-motor symptoms; and

WHEREAS, volunteers, researchers, caregivers, and medical professionals are working to improve the quality of life of persons living with Parkinson's disease and their families; and

WHEREAS, increased research, education, and community support services are needed to find more effective treatments and to provide access to quality care to those living with the disease today.

NOW, THEREFORE, I, Lynn Montgomery, Mayor of the Town of Jamestown, do hereby proclaim April 11th as **PARKINSON'S DAY** in the Town of Jamestown.

Adopted this the 19th day of March, 2024.

Mayor S. Lynn Montgomery



Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
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Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Presentation of Annual Comprehensive Financial Report (Audit)

AGENDA ITEM#: IV.

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: March 19, 2024

ESTIMATED TIME FOR DISCUSSION: 10 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson

SUMMARY:

Nick Wicker, Strickland Hardee, PLLC will present the Annual Comprehensive Financial Report (audit) for fiscal year ended 6-30-23.

ATTACHMENTS: None

RECOMMENDATION/ACTION NEEDED: none

BUDGETARY IMPACT: none

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: none

Mayor
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Beth Koonce



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TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Introduction of Hank Henning - Duke Energy

AGENDA ITEM #: V



CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: March 19, 2024

ESTIMATED TIME FOR DISCUSSION: 10 min

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Town Manager

SUMMARY:

Mr. Hank Henning, Local Government and Community Relations Manager, with Duke Energy will introduce himself to the Board and share a little bit of information about his role as a liaison between the Town and Duke Energy.

ATTACHMENTS: N/A

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A

Mayor
Lynn Montgomery

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Town Attorney
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TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Introduction of Jorge Ortega - GC Animal Control

AGENDA ITEM #: VI



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: March 19, 2024

ESTIMATED TIME FOR DISCUSSION: 5 min

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Town Manager

SUMMARY:

Jorge Ortega, Animal Services Director, with the Guilford County Animal Control Office will be joining the Town Council during their regularly scheduled meeting to provide information about the services that they provide to the Town and to the greater community.

ATTACHMENTS: N/A

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A

Mayor
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Town Attorney
Beth Koonce



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TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Amended Audit Contract

AGENDA ITEM #: VII-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: March 19, 2024

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Finance

CONTACT PERSON: Faith Wilson

SUMMARY:

This amended contract for FY23 audit is required by the Local Government Commission due to audit being completed after March 1. The date is the only item that has changed on the contract.

ATTACHMENTS: Amended Audit Contract FY 2023

RECOMMENDATION/ACTION NEEDED: Approve Amended Audit Contract FY 23

BUDGETARY IMPACT:

SUGGESTED MOTION: Approve Amended Audit Contract for FY23

FOLLOW UP ACTION NEEDED: Mayor Montgomery to sign audit contract

Whereas	Primary Government Unit TOWN OF JAMESTOWN
and	Discretely Presented Component Unit (DPCU) (if applicable) N/A
and	Auditor STRICKLAND HARDEE PLLC

entered into a contract in which the Auditor agreed to audit the accounts of the Primary Government Unit and DPCU (if applicable)

for	Fiscal Year Ending 06/30/23	and originally to be submitted to the LGC on	Date 10/31/23
-----	--------------------------------	--	------------------

hereby agree that it is now necessary that the contract be modified as follows.

<input checked="" type="checkbox"/> Modification to date submitted to LGC <input type="checkbox"/> Modification to fee	Original date 10/31/23	Modified date 03/31/24
	Original fee	Modified fee

Reason(s) for Contract Amendment

Primary (choose 1) Other (choose 0-2)

- Change in scope
- Issue with unit staff/turnover/workload
- Issue with auditor staff/turnover/workload
- Third-party financial statements not prepared by agreed-upon date
- Unit did not have bank reconciliations complete for the audit period
- Unit did not have reconciliations between subsidiary ledgers and general ledger complete
- Unit did not post previous years adjusting journal entries resulting in incorrect beginning balances in the general ledger
- Unit did not have information required for audit complete by the agreed-upon time
- Delay in component unit reports
- Software - implementation issue
- Software - system failure
- Software - ransomware/cyberattack
- Natural or other disaster
- Other (please explain)

Plan to Prevent Future Late Submissions

If the amendment is submitted to modify the date the audit will be submitted to the LGC, please indicate the steps the unit and auditor will take to prevent late filing of audits in subsequent years. Audits are due to the LGC four months after fiscal year end. Indicate NA if this is an amendment due to a change in cost only.

This is an initial audit and has taken longer to complete than originally planned. The auditor and the Town do not anticipate any delays in submitting future audits by the original due date.

Additional Information

Please provide any additional explanation or details regarding the contract modification.

None.

By their signatures on the following pages, the Auditor, the Primary Government Unit, and the DPCU (if applicable), agree to these modified terms.

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* STRICKLAND HARDEE PLLC	
Authorized Firm Representative* (typed or printed) Nicholas Wicker	Signature* <i>Nick Wicker</i>
Date* 03/11/24	Email Address nick@shcpa.cpa

GOVERNMENTAL UNIT

Governmental Unit* TOWN OF JAMESTOWN	
Date Primary Government Unit Governing Board Approved Amended Audit Contract* (If required by governing board policy)	
Mayor/Chairperson* (typed or printed)	Signature*
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT

(Pre-audit certificate not required for hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

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

Primary Governmental Unit Finance Officer*	Signature*
Date of Pre-Audit Certificate*	Email Address*

**SIGNATURE PAGE – DPCU
(complete only if applicable)**

DISCRETELY PRESENTED COMPONENT UNIT

DPCU N/A	
Date DPCU Governing Board Approved Amended Audit Contract (if required by governing board policy)	
DPCU Chairperson (typed or printed)	Signature
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE

ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT

(Pre-audit certificate not required for hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

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

DPCU Finance Officer (typed or printed)	Signature
Date of Pre-Audit Certificate	Email Address

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Rebecca Mann Rayborn, Mayor Pro Tem
Martha Stafford Wolfe
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Golf Course rate increase

AGENDA ITEM #: VIII-A

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: 3/19/2024

ESTIMATED TIME FOR DISCUSSION: 5 Min

DEPARTMENT: Recreation

CONTACT PERSON: Marcy Newton / Scott Coakley

SUMMARY:

Marcy and Scott will discuss proposing an increase to the rates at the golf course. The rate change will increase the cart fee by \$2 per person, and the greens fee by no more than \$3 per person. There is a Proposed Rate Summary attached, along with projected revenues based on rounds played in 2023.

ATTACHMENTS: Proposed Rate Summary

RECOMMENDATION/ACTION NEEDED: Discuss and approve or deny the rate increase

BUDGETARY IMPACT: Increased revenues of approximately \$270,996

SUGGESTED MOTION: Town staff recommends to approve the rate increase

FOLLOW UP ACTION NEEDED:



**JAMESTOWN
PARK**

Proposed Rates - April 2024

Red = Current Rate Black = Proposed Rate

WEEKDAY RATES

Weekdays (18 holes)		
	Walk 18	Ride 18
Regular	23 26	36 40
Sr, Lady, Jr	18 20	28 32
Twilight		30 30
Resident Regular	18 18	31 31
Resident Sr, Lady, Jr	16 16	26 26

Weekdays (9 holes)		
	Walk 9	Ride 9
Regular	15 17	24 26
Sr, Lady, Jr	12 14	19 21
Resident Regular	12 12	21 21
Resident Sr, Lady, Jr	10 10	19 19

WEEKEND RATES

Weekends (18 holes)		
	Walk 18*	Ride 18
Regular	32 35	45 50
Jr	18 21	
Twilight		37 40
Resident Regular	22 22	35 35

* Walk after 2pm

Weekends (9 holes)		
	Walk 9*	Ride 9
Regular	18 20	27 29
Jr.	12 14	
Resident Regular	14 14	23 23

* Walk after 2pm



**JAMESTOWN
PARK**

Rounds Played - April 2024

Red = Current Rate Black = Proposed Rate

WEEKDAY

Weekdays (18 holes)		
	Walk 18	Ride 18
Regular	170	3636
Sr, Lady, Jr	365	7854
Twilight	0	649
Resident Regular	0	24
Resident Sr, Lady, Jr	36	307
	571	12470

Weekdays (9 holes)		
	Walk 9	Ride 9
Regular	1019	2836
Sr, Lady, Jr	869	1358
Resident Regular	0	21
Resident Sr, Lady, Jr	121	
	2009	4215

WEEKEND

Weekends (18 holes)		
	Walk 18*	Ride 18
Regular	264	5378
Jr	69	0
Twilight	0	618
Resident Regular	0	60
	333	6056

Weekends (9 holes)		
	Walk 9*	Ride 9
Regular	255	1187
Jr.	72	0
Resident Regular	0	13
	327	1200

* Walk after 2pm

Walkers	3,240	12%
Non walkers	23,941	88%



**JAMESTOWN
PARK**

Revenue Increase Estimate - April 2024

Red = Current Rate Black = Proposed Rate

WEEKDAY

Weekdays (18 holes)				
	Walk 18		Ride 18	
Regular	\$ 3,910	\$ 4,420	\$ 130,896	\$ 145,440
Sr, Lady, Jr	\$ 8,570	\$ 7,300	\$ 219,912	\$ 251,328
Twilight	\$ -	\$ -	\$ 19,470	\$ 19,470
Resident Regular	\$ -	\$ -	\$ 744	\$ 744
Resident Sr, Lady, Jr	\$ 576	\$ 576	\$ 7,982	\$ 7,982
Total Revenue Increase of:	\$ 47,200			

Weekdays (9 holes)				
	Walk 9		Ride 9	
Regular	\$ 15,285	\$ 17,323	\$ 88,064	\$ 73,736
Sr, Lady, Jr	\$ 10,428	\$ 12,166	\$ 25,802	\$ 28,518
Resident Regular	\$ -	\$ -	\$ 441	\$ 441
Resident Sr, Lady, Jr	\$ 1,210	\$ 1,210	\$ -	\$ -
Total Revenue Increase	\$ 12,164			

WEEKEND

Weekends (18 holes)				
	Walk 18*		Ride 18	
Regular	\$ 8,448	\$ 188,230	\$ 242,010	\$ 268,900
Jr	\$ 1,242	\$ -	\$ -	\$ -
Twilight	\$ -	\$ -	\$ 22,866	\$ 24,720
Resident Regular	\$ -	\$ 1,320	\$ 2,100	\$ 2,100
Total Revenue Increase of:	\$ 208,604			

* Walk after 2pm

Weekends (9 holes)				
	Walk 9*		Ride 9	
Regular	\$ 4,590.00	\$ 5,100.00	\$ 32,049.00	\$ 34,423.00
Jr.	\$ 864.00	\$ 1,008.00	\$ -	\$ -
Resident Regular	\$ -	\$ -	\$ 299.00	\$ 299.00
Total Revenue Increase	\$ 3,028			

* Walk after 2pm

ESTIMATED REVENUE INCREASE FROM RATE CHANGES: \$ 270,996

*Does not include Pennyburn, Driving Range, GolfNow

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Rebecca Mann Rayborn, Mayor Pro Tem
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Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Consideration of appointment of a full-time Parks and Rec Member AGENDA ITEM #: VIII-B

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: March 19, 2024

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Administration

CONTACT PERSON: Katie Weiner, Asst. Mgr./Town Clerk

SUMMARY:

There is currently a vacancy on the Parks and Recreation Committee for a full-time Member. Maria Ashburn and Duane Willis have submitted applications for Council's consideration for appointment. They are both currently serving as Alternates on the Committee. Ashburn was appointed in March 2023 and Willis was appointed in October 2023.

Staff recommends that Council appoint an applicant to serve as a full-time Member on the Parks and Recreation Committee.

ATTACHMENTS: None

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council appoint an applicant to serve on the Parks & Rec. Committee

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Council Member makes a motion to appoint _____ to serve as a full-time Member on the Parks and Recreation Committee.

FOLLOW UP ACTION NEEDED:

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Rebecca Mann Rayborn, Mayor Pro Tem
Martha Stafford Wolfe
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Request to set a P.H. date for Water Shortage Response Plan

AGENDA ITEM #: VIII-C



CONSENT AGENDA ITEM



ACTION ITEM

INFORMATION ONLY

MEETING DATE: March 19, 2024

ESTIMATED TIME FOR DISCUSSION: 10

DEPARTMENT: Public Services

CONTACT PERSON: Paul Blanchard

SUMMARY:

The Public Services Department would like to present proposed changes to the Town of Jamestown Water Shortage Response Plan. The document needs to be updated every 5 years.

Staff requests the Council set a public hearing date for the consideration of changes to the Town of Jamestown Water Shortage Response Plan for the April 16, 2024 Regular Meeting at 6:00 pm in the Civic Center.

ATTACHMENTS: Water Shortage Response Plan

RECOMMENDATION/ACTION NEEDED: Staff recommends that Council set P.H. date for the April 16th Reg. TC Meeting at 6:00 pm

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Council Member makes a motion to set a the public hearing date for the April 16th Regular Town Council meeting at 6:00 pm in the Civic Center.

FOLLOW UP ACTION NEEDED: Town Clerk will advertise the public hearing in accordance with NC General Statutes



TOWN OF JAMESTOWN

WATER SHORTAGE RESPONSE PLAN

Adopted November 21, 2005
Revised and Adopted July 21, 2009
Revised and Adopted February 16, 2010
Revised and Adopted December 18, 2018
Revised May 31, 2023

I. PURPOSE

The procedures herein are written to reduce potable water demand and supplement existing drinking water supplies whenever they are in danger of being inadequate to meet customer needs.

II. WATER SYSTEM SUMMARY

The Town of Jamestown operates and maintains a purchase water system. All of the drinking water is supplied by the Piedmont Triad Regional Water Authority (PTRWA), the City of Greensboro, and the City of High Point. PTRWA draws its water from the Randleman Regional Reservoir. The City of High Point's sources are Oak Hollow Lake and Arnold J. Koonce, Jr. City Lake. The City of Greensboro draws its water from Lake Townsend, Lake Higgins, and Lake Brandt. The water purchased from the two municipal systems are not interconnected. The Town of Jamestown currently has contracts which guarantee water delivery from PTRWA and both municipalities, though the majority of the water supply is from PTRWA. The water system was installed in the early 1950's in the original section of the Town.

III. AUTHORITY

When the water level at the reservoirs reach a critical level and Jamestown is notified by PTRWA, Greensboro, and High Point authorities that a water shortage exists, the Town Manager shall implement temporary emergency procedures. Should other emergency situations occur such as line breaks, contamination, mechanical failures, or similar emergencies, the Town Manager shall also consider implementing temporary emergency procedures.

The Town of Jamestown Town Manager is authorized to enact water shortage response provisions whenever the trigger conditions outlined in Section IV are met. In his or her absence, the Director of Public Services will assume this role.

Mr. Matthew L. Johnson	Mr. Paul Blanchard
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Town Manager Phone: 336-454-1138 E-mail: mjohnson@jamestown-nc.gov	Public Services Director Phone: 336-454-1138 E-mail: pblanchard@jamestown-nc.gov
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Emergency water use regulations and restrictions shall remain in force and effect until the Town Manager determines conditions requiring their necessity no longer exist.

The Water Shortage Response Plan considers the water level of the PTRWA Randleman Regional Reservoir for triggering implementation. However, the Town does maintain the right to implement the plan before being notified of an emergency situation by either PTRWA, High Point, or Greensboro if deemed necessary.

IV. NOTIFICATION

The following notification methods will be used to inform water system employees and customers of a water shortage declaration: employee and citizen e-mail announcements, notices at municipal buildings, notices in water bills, and notices on the Town of Jamestown website homepage. Required water shortage response measures and declaration of emergency water restrictions will be communicated through *The Jamestown News*, PSA announcements released to local radio and cable stations, and on the Town of Jamestown website as appropriate.

V. LEVELS OF RESPONSE

Three levels of water shortage response are outlined in the table below. The three levels of water shortage response are: voluntary reductions, mandatory reductions, and emergency reductions. A detailed description of each response level and corresponding water reduction measures follow below.

Stage	Response	Description
1	Voluntary Reductions	Water users are encouraged to reduce their water use and improve water use efficiency; however, no penalties apply for noncompliance. Water supply conditions indicate a potential for shortage.
2	Mandatory Reductions	Water users must abide by required water use reduction and efficiency measures; penalties apply for noncompliance. Water supply conditions are significantly lower than the seasonal norm and water shortage conditions are expected to persist.
3	Emergency Reductions	Water supply conditions are substantially diminished and pose an imminent threat to human health or environmental integrity.

Stage I – Voluntary Reductions: The goal for Stage I will be a 5% reduction in water demand. Stage I will be initiated when PTRWA authorities notify Jamestown when the

Randleman Regional Reservoir water level drops to 677 AMSL (5 feet below full). The following should be encouraged under a Stage I Response:

- 1) A publicity and educational campaign will be initiated using public media and other methods to inform the public of the voluntary water restrictions.
- 2) Residential customers will be encouraged to practice the following conservation measures:
 - a) Use shower for bathing rather than a bathtub whenever possible. Try and limit the time to 5 minutes.
 - b) Do not leave water running while shaving or washing dishes.
 - c) Run dishwashers and clothes washers only when fully loaded whenever possible.
 - d) Do not use sprinklers just to cool off or for play.
 - e) Delay new landscaping and seeding until a later date whenever possible.
 - f) Limit existing lawn watering to that necessary for plants to survive.
 - g) Water shrubbery the minimum required, reusing household water when possible.
 - h) Limit car washing to a minimum or utilize a car wash which practices recycling.
 - i) Limit washing down of outside areas such as sidewalks, patios, siding, etc.
 - j) Install water saving devices in shower heads whenever possible.
 - k) Install water saving devices in toilets such as water filled plastic jugs or commercially available units.
 - l) Use disposable dishes and utensils when possible.
 - m) Limit hours of operation of water cooled air conditioners.
 - n) No water will be sold for filling of pools, however, a minimal amount of water may be added to maintain continued operation of an existing pool.
 - o) We request that contractors and street sweeping water usage be reduced where possible or reclaimed water be used instead.

Stage II - Mandatory Reductions: The goal for Stage II will be a 10% reduction in water demand. This is the second stage of drought conditions. This will be initiated when PTRWA authorities notify Jamestown when the Randleman Regional Reservoir water level drops to 672 AMSL (10 feet below full). If the trigger conditions for a Stage II reduction are met, the following mandatory restrictions would be added in addition to the voluntary water recommendations from a Stage I drought:

1. Contractors are asked to reduce water usage to essential needs.
2. The Director of Public Services will be empowered to negotiate with all industrial and commercial accounts to ensure that all reasonable conservation measures are implemented. Any failure to implement such measures will be grounds to terminate services.
3. The immediate removal of service for any violation of the plan after the third offense.

It shall be unlawful to:

1. Water lawns, grass, shrubbery, trees, and flower and vegetable gardens except as follows:
 - a) Such watering may only be done between the hours of 8 pm and 8 am.
 - b) Watering by a sprinkler system is limited to a rate of ½ inch per week; or customers may water by hand-held hose, with a container, or with a drip irrigation system. Provided, however, that any person regularly engaged in the sale of plants shall be permitted to use a minimal amount of water at any time to keep plants living.
2. Introduce water into any ornamental fountain pool or pond or make similar use of water except to keep fish alive in an existing pond.
3. Wash automobiles, trucks, trailers, boats, campers, airplanes, or any other type of mobile equipment, including commercial washing establishments unless 75% of the water is recycled. The equipment may be washed if it cannot be safely operated unless cleaned.
4. Operate water-cooled air conditioners or other equipment that does not recycle cooling water, except when health and safety are adversely affected.
5. Fill newly constructed swimming and/or wading pools, or refill existing swimming and/or wading pools which have been drained. A minimal amount of water may be added to maintain continued operation of an existing pool.
6. Wash down outside areas such as streets, driveways, service station aprons, parking lots, office buildings, exteriors of existing or newly constructed homes or apartments, sidewalks or patios, or use water for other similar purposes unless done so for public safety, sanitation, or by Public Services staff.
7. Use water from public or private fire hydrants for any purpose other than fire suppression or other public emergency or by Public Services staff.
8. Use water for dust control or compaction.
9. Use potable water for fire department training or equipment testing unless required by State or Federal regulations.
10. Use water for any unnecessary purpose or intentionally waste water.
11. Refuse to repair water leaks on property or facilities of Town of Jamestown customers within ten (10) days of discovery and notification by the Town.

Stage III – Emergency Reductions: The Goal for Stage III will be a 25% reduction in water demand. This will be initiated when PTRWA authorities notify Jamestown when the Randleman Regional Reservoir water level drops to 662 AMSL (20 feet below full). In addition to the restrictions set forth in Stages I-II the following restrictions shall be imposed:

1. Double the water rate cost for above 10 units per month.
2. The immediate removal of service for any violation of the plan after the third offense.
3. The Director of Public Services will have the authority to implement additional conservation measures on commercial and industrial customers including, but not limited to, percentage reductions of consumption, cutting off specific water consumption units, etc.

4. Large industrial customers are asked to delay projects consuming large quantities of water where possible.
5. A list of the names and addresses of those charged with violations of the Water Shortage Response Plan will be available for public inspection at Town Hall.
6. Limit vegetable garden irrigation to two days per week between 6 pm to 8 am. To determine your watering days, use your street address. If your address ends in an odd number your watering days are Tuesday and Friday. If your address ends in an even number your watering days are Monday and Thursday.

It shall be unlawful to:

1. Use water outside a structure for any use other than an emergency, a fire, for public safety, or use by Public Services staff to maintain the system. This includes car washes unless 100% of the water is recycled, any watering of lawns and shrubs, and outside use by a contractor unless to finish a portion of a job.
2. Operate an evaporative air conditioning unit that does not recycle water except during the operating hours of the business. An exception is made when health and safety are adversely affected.
3. Refuse to repair water leaks within 10 days of notification. Large leaks will be immediately shut off from service.
4. Irrigate landscape (including golf course greens, school grounds, residential lawns)
5. Use water for recreational purposes. Recreational use includes but is not limited to residential swimming pools and water recreation toys that require the use of water (for example a slip-n-slide).
6. Add any water from the Town of Jamestown water supply to an ornamental pond.

VI. TRIGGERS

Stage I	PTRWA authorities notify Jamestown when the Randleman Regional Reservoir water level drops to 677 feet AMSL (5 feet below full).
Stage II	PTRWA authorities notify Jamestown when the Randleman Regional Reservoir water level drops to 672 feet AMSL (10 feet below full).
Stage III	PTRWA authorities notify Jamestown when the Randleman Regional Reservoir water level drops to 662 feet AMSL (20 feet below full).

VII. ENFORCEMENT

The provisions of the Water Shortage Response Plan will be enforced by the Town of Jamestown Public Services Department. Violators may be reported by either calling Town Hall at 336-454-1138 or by e-mail contact listed on the Town of Jamestown website. Citations are assessed according to the following schedule depending on the number of prior violations and current level of water shortage.

Water Shortage Level	First Violation	Second Violation	Third Violation
Voluntary Reductions	N/A	N/A	N/A
Mandatory Reductions	Warning and possible \$50 fine	\$100 fine	\$250 fine
Emergency Reductions	\$100 fine	\$350 fine	Discontinuation of water service.

VIII. PUBLIC COMMENT

Customers will have multiple opportunities to comment on the provisions of the Water Shortage Response Plan. First, a draft plan will be published either in *The Jamestown News* or on the Town of Jamestown website. A public hearing will be scheduled at the Regular Town Council Meeting so that comments may be made. All subsequent revisions to the draft plan will be published at least 30 days prior to an adoption vote by Town Council.

IX. VARIANCE PROTOCOLS

Written requests for water use variance may be submitted to the Town Manager at 301 East Main St. All written requests will be reviewed by the Town Manager and/or Director of Public Services. A decision to approve or deny individual variance requests will be determined within two weeks of submittal after careful consideration of the following criteria: impact on water demand, expected duration, alternative source options, social and economic importance, job retention, purpose (i.e. necessary use of drinking water) and the prevention of structural damage.

X. RETURN TO NORMAL CONDITIONS

Should significant rainfall be received by the PTRWA Randleman Regional Reservoir to safely provide sufficient water to meet demand and stated trigger points (see Section VI) are exceeded, the Town Manager shall issue a public notice pursuant to Section IV declaring the water shortage resolved and the termination of water restrictions.

XI. EFFECTIVENESS

The effectiveness of the Town of Jamestown Water Shortage Response Plan will be determined by comparing the stated water conservation goals with observed water use reduction data. The following factors will also be considered to determine effectiveness: frequency of plan activation, any problem periods without activation, total number of violation citations, desired reductions attained, and evaluation of demand reductions compared to the previous year’s seasonal data.

XII. REVISION

The Water Shortage Response Plan will be reviewed and revised as needed to adapt to new circumstances affecting water supply and demand, following implementation of emergency restrictions, and at a minimum of every five years, as required by the provisions of G.S. 143-355 (l). The Town of Jamestown Director of Public Services is responsible for initiating all subsequent revisions.

Mayor
Lynn Montgomery

Town Manager
Matthew Johnson

Town Attorney
Beth Koonce



Council Members
Rebecca Mann Rayborn, Mayor Pro Tem
Martha Stafford Wolfe
Pam Burgess
Sarah Glanville

TOWN OF JAMESTOWN AGENDA ITEM

ITEM ABSTRACT: Manager's Report

AGENDA ITEM #: IX-A



CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

MEETING DATE: March 19, 2024

ESTIMATED TIME FOR DISCUSSION: 5 min

DEPARTMENT: Administration

CONTACT PERSON: Matthew Johnson, Town Manager

SUMMARY:

Manager's Report is attached.

ATTACHMENTS: N/A

RECOMMENDATION/ACTION NEEDED: N/A

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: N/A

FOLLOW UP ACTION NEEDED: N/A

- I. The Town has been fortunate to receive grant funding for several major projects. This will be an ongoing process to keep the Council and public updated on their progress:
 - A. PARTF/AFP Grants –
 - Work to replace a septic tank, which is the first priority, will begin the week of March 18th.
 - Patrons will see town staff engaging in demolition shortly after and bids for equipment for playgrounds will be going out shortly.
 - B. Main Street Waterline Replacement –
 - Paul Blanchard, Public Services Dir., is anticipating a bid package going public in April with a possible bid award date of May 16, 2024.
 - C. Dam repairs at JPGC – Complete
 - D. Oakdale Sidewalks -
 - Final plans addressing NCDOT comments should be done the week of March 22, 2024.
 - ROW/Easements are still being acquired.
 - E. Penny Road Waterline Project –
 - Anticipating a RFQ for a qualified designer to be advertised before the end of March.
 - F. Oakdale Cotton Mill Aerial Replacement –
 - Paul Blanchard, Public Services Dir, is anticipating an award at the May 16, 2024, Council meeting.
 - G. Crosswalks –
 - Jason Pegram, Assistant Public Services Dir., is identifying specific crosswalks for refurbishment/repainting before June 2024.
 - H. ARPA Sidewalk Project
 - Paul Blanchard, Public Services Dir., is anticipating a bid award on the E. Main sidewalk be awarded at the May 16, 2024, Council meeting.
 - Smaller sidewalk projects included in ARPA funding are nearing design completion and bids will be sought ASAP.
- II. Music in the Park for 2024 will begin on Friday, May 3rd with the Alek Ottaway Band! We have posted this year's lineup and we will begin posting event information with details on food and beverage vendors on the Town's Facebook site as soon as they arrangements are

complete.

- III. Litter Sweep will take place on April 20th from 9 AM – 11 AM. Crews will meet at the Jamestown Food Lion Parking Lot. Call Elizabeth Greeson at Town Hall at 336-454-1138 to RSVP!
- IV. The Jamestown Park Golf Course is celebrating its 50th year and celebrations, special events, clinics, and special pricing opportunities will be announced on their social media site at: <https://www.facebook.com/JamestownParkGolfCourse>. Follow them to be in the know on these exciting events!
- V. The Town would like to extend its congratulations to Mecie Simmons at Pinecroft-Sedgefield Fire Dept. for her 32 years of service and upcoming retirement!

Key Dates:

March 29th – Town offices closed in observance of Good Friday

April 4th – Bulky Item pickup

April 8th – Planning Board meeting – 6 PM – Civic Center Chambers

April 16th – Town Council meeting – 6 PM – Civic Center Chambers

April 19th – Town Council Budget retreat III – 9 AM – Civic Center Chambers