



BOARD OF ALDERMAN

Monday, May 12, 2025 at 6:00 PM

Landis Board Room

MINUTES

PLEASE SILENCE ALL CELL PHONES

Present: Mayor Meredith B. Smith, Mayor Pro-Tem Ashley Stewart, Alderman Tony Corriher, Alderman Ryan Nelms, Alderman Darrell Overcash

Staff Present: Town Manager Michael Ambrose, HR Director/Town Clerk Madison Stegall, Deputy Town Clerk Maddalyn Shuffler, Town Attorney Rick Locklear, Police Chief Matthew Geelen, Fire Chief Jason Smith, Parks And Rec Director Jessica St. Martin

1. INTRODUCTION:

1.1 Call Meeting to Order

Mayor Smith called the meeting to order at 6:00 PM.

1.2 Welcome

Mayor Smith welcomed those in attendance.

1.3 Moment of Silence and Pledge of Allegiance

Mayor Smith led those in attendance in a moment of silence and the Pledge of Allegiance.

1.4 Proclamation Honoring Police Officer Appreciation Week May 11-17, 2025

Mayor Smith read a proclamation honoring Police Officers and designating May 11 through May 17, 2025, as Police Officer Appreciation Week in the Town of Landis.

1.5 Proclamation Honoring Public Works Week May 18-24, 2025

Mayor Smith read a proclamation honoring Public Works and designating May 18 through May 24, 2025, as Public Works Week in the Town of Landis.

1.6 Adoption of Agenda

ACTION: A MOTION WAS MADE TO ADOPT THE AGENDA AS PRESENTED

Moved By: Ashley Stewart, seconded by Tony Corriher

Motion Passed: (4-0)

Voting For: Ashley Stewart, Ryan Nelms, Tony Corriher, Darrell Overcash

2. CONSENT AGENDA:

All items below are considered to be routine by the Board of Aldermen and will be enacted by one motion. There will be no separate discussion on these items unless an Aldermen member so requests, in which event, the item will be removed from the Consent Agenda and placed in the appropriate corresponding Agenda Section to then be considered.

ACTION: A MOTION WAS MADE TO APPROVE THE CONSENT AGENDA AS PRESENTED

Moved By: Ashley Stewart, seconded by Ryan Nelms

Motion Passed: (4-0)

Voting For: Ashley Stewart, Ryan Nelms, Tony Corriher, Darrell Overcash

2.1 Consider Approval of Work Session Meeting Minutes from April 10, 2025, Regular Scheduled Meeting Minutes from April 14, 2025, and Budget Retreat #2 Meeting Minutes from April 16, 2025

2.2 Consider Approval of Hosting OneBlood Blood Drive June 12, 2025, for the Community and Additionally Consider Employee Incentive of 4-Vacation Hours for Donating

3. CITIZEN COMMENTS:

All citizen comments are limited to 3 minutes.

3.1 Citizens' Comments

- **Phil Austin – 103 Jefferson Ave.** – Mr. Austin reported ongoing issues with his neighboring property at 1055 Woodfield Drive, which began after the owner started clearing the land and preparing for construction. He explained that the clearing has caused water runoff onto his property, resulting in water backup and standing water. Mr. Austin mentioned he previously attempted to resolve the issue directly with the neighboring property owner but was unsuccessful. About a year ago, he brought the matter to the Town's attention, speaking with both Town Manager Michael Ambrose and Police Chief Matthew Geelen. Mr. Austin expressed his frustration and asked when the issue would be addressed.
Mayor Smith asked Mr. Austin several questions to clarify the situation and better inform the Board, including questions about the location of the properties and utility services. Town Manager Ambrose confirmed that the neighboring property is within Town limits and is connected to Town water and sewer services.
Manager Ambrose further explained that he had visited the site with two different engineers. The Town is currently working with the property owner to ensure proper procedures are being followed through the Planning and Zoning Department and is also coordinating with Rowan County for the necessary permits.
Mayor Smith noted that addressing stormwater issues in this area is particularly challenging due to the jurisdictional split—one property lies within Town limits, while the other is under County jurisdiction. She emphasized the Town's reliance on contracted engineers to guide next steps and acknowledged that progress can be slow as they await engineering reports.
The matter was discussed further among Mr. Austin, Town Manager Ambrose, and Mayor Smith.

- **Susan Shirley – 1015 Woodfield Dr.** – Mrs. Shirley addressed the Board to express her support for her neighbor, Mr. Phil Austin. She mentioned that she had previously heard a stop-work order had been issued for the neighboring property on Woodfield Drive and inquired whether it was still in effect.

Town Manager Michael Ambrose responded that the stop-work order had been lifted, and construction on the property had resumed.

Mrs. Shirley went on to comment on the water drainage issue affecting Mr. Austin's property. She recalled that there was once a drainage ditch that extended beyond Jefferson Avenue, running past Mr. Austin's property and several others along Woodfield Drive, ultimately draining into a basin located near the corner of West A Street. She noted that the ditch has since been leveled, and as a result, her own yard now floods during rain events due to the lack of a functioning drainage system.

A discussion followed between Mrs. Shirley and several Board Members.

Alderman Overcash requested guidance from Town Attorney Richard Locklear regarding how to proceed. Attorney Locklear stated that he has already been informed of the situation by Town Manager Ambrose and is aware that several engineers are currently investigating the matter. He advised that the engineers would be the appropriate experts to determine the next steps.

Mayor Smith added that Mr. Austin is welcome to schedule a meeting with herself, Town Manager Ambrose, and Town Attorney Locklear, to further discuss the issue if he wishes.

4. PRESENTATIONS:

4.1 Consider Presentation of FY26 Budget

Town Manager Michael Ambrose presented the proposed Fiscal Year 2025-2026 (FY26) budget to the Board, noting that it is revenue neutral, meaning there is no proposed increase in property taxes. The recommended property tax rate will remain at 49 cents per \$100 of assessed valuation. The budget includes a proposed 4% Cost of Living Adjustment (COLA), and a 2% merit increase for all Town personnel. Within the Police Department, the budget allocates funds for one additional police vehicle and an increase to the training budget. The Fire Department is requesting the addition of one part-time staff member to assist with truck staffing for 12 hours a day, four days per week.

For the Streets Department, the budget proposes increased funding for beautification and additional Town improvement projects. Due to rising collection costs, trash fees are proposed to increase by \$1 for all customers. The Parks and Recreation Department has included plans for several upgrades to Town parks and the swimming pool. Water and sewer rates are proposed to rise by 7% for residents outside of the Town limits, in response to a 3.5% cost increase from SRU. Stormwater fees will remain unchanged for FY26, as the Town continues an ongoing Equivalent Residential Unit (ERU) study. Electric rates will continue to follow rate recommendations provided by Electricities. The total proposed budget for FY26 is \$23,789,543.00.

ACTION: A MOTION WAS MADE TO APPROVE SETTING A PUBLIC HEARING ON JUNE 9, 2025, FOR THE PROPOSED FY26 BUDGET

Moved By: Darrell Overcash, seconded by Tony Corriher

Motion Passed: (4-0)

Voting For: Ashley Stewart, Ryan Nelms, Tony Corriher, Darrell Overcash

5. ORDINANCES/RESOLUTIONS:

5.1 Consider Approval of Resolution #2025-05-12 to Adopt the Iredell-Rowan Hazard Mitigation Plan

Town Manager Michael Ambrose clarified that this plan is the same one presented by Allyson Summitt during the Board of Alderman Work Session held the previous week.

ACTION: A MOTION WAS MADE TO ADOPT RESOLUTION #2025-05-12 TO ADOPT THE IREDELL-ROWAN HAZARD MITIGATION PLAN

Moved By: Ashley Stewart, seconded by Tony Corriher

Motion Passed: (4-0)

Voting For: Ashley Stewart, Ryan Nelms, Tony Corriher, Darrell Overcash

6. CONSIDERATIONS:

6.1 Consider Approval of Awarding the Town Hall and Fire Department Roof Washing Bid (Project 25-58)

Town Manager Michael Ambrose explained that the Town solicited informal bids for the Town Hall roof washing project and received three responses—from Scott's Pressure Wash and Painting, Port City Pressure Washing, and Sloops Pressure Washing. Based on experience, Town staff recommend awarding the project to Sloops Pressure Washing.

ACTION: A MOTION WAS MADE TO AWARD THE TOWN HALL AND FIRE DEPARTMENT ROOF WASHING BID TO SLOOPS PRESSURE WASHING IN THE AMOUNT OF \$4,987

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (4-0)

Voting For: Ashley Stewart, Ryan Nelms, Tony Corriher, Darrell Overcash

6.2 Consider Approval of the Electric Substation Material Bid (Project 25-62)

Town Manager Michael Ambrose reported that the Town solicited bids for the electrical materials needed for the construction of the new Public Works Substation. The bids were opened at Town Hall on April 3, 2025, at 2:00 PM. A total of fifteen suppliers submitted proposals, and each item was evaluated based on specifications, cost, and delivery schedule. The materials were divided into seven separate schedules; each was bid on independently. Schedule I covers the 115KV Transmission Pole; Schedule II, the Substation Structure; Schedule III, the Circuit Switcher; Schedule IV, the Power Transformer; Schedule V, the 15KV Circuit Breakers; Schedule VI, the Equipment House; and Schedule VII, the Relay and Control Board. Bids were received from WESCO, Substation Enterprises, NTS/Siemens, Modular Connections, Utility Packaging, MVA Power, Nucor, Virginia Trans. Corp, WEG, Howard Industrial, OTC Services, CO7 Tech, VFP Inc, Birmingham Control, and SEL. After careful review, Town staff recommends awarding Schedule I to WESCO for \$14,177.00; Schedule II to Substation Enterprises for \$372,426.00; Schedule III to WESCO for \$100,901.00; Schedule IV to Howard Industrial for \$1,721,558.00; Schedule V to NTS/Siemens for \$103,428.00; Schedule VI to Modular Connections for \$138,021.00; and Schedule VII to Utility Packaging for \$64,808.00.

ACTION: A MOTION WAS MADE TO AWARD THE ELECTRIC SUBSTATION MATERIAL BID SCHEDULES I-VII IN THE FOLLOWING ORDER: SCHEDULE I TO WESCO FOR \$14,177.00; SCHEDULE II TO SUBSTATION ENTERPRISES FOR \$372,426.00; SCHEDULE III TO WESCO FOR \$100,901.00; SCHEDULE IV TO HOWARD INDUSTRIAL FOR \$1,721,558.00; SCHEDULE V TO NTS/SIEMENS FOR \$103,428.00; SCHEDULE VI TO MODULAR CONNECTIONS FOR \$138,021.00; AND SCHEDULE VII TO UTILITY PACKAGING FOR \$64,808.00

Moved By: Ashley Stewart, seconded by Tony Corriher

Motion Passed: (4-0)

Voting For: Ashley Stewart, Ryan Nelms, Tony Corriher, Darrell Overcash

6.3 Consider Approval to Award the Bull-Wheel Tensioner Bid to Sherman & Reilly in the Amount of \$63,295 (Project 25-114)

Town Manager Michael Ambrose explained that Town staff issued a formal Request for Proposals (RFP) to notify vendors of the Town's intent to purchase the equipment, allowing for the submission of sealed bids. This process was conducted twice, as the initial posting did not yield the required minimum of three bids. The second deadline for sealed bids was set for April 17, 2025, at 2:00 PM. On that date, Town staff held a public bid opening and received three qualifying bids for the equipment. Manager Ambrose noted that this item is already included in the proposed FY26 budget as a necessary purchase, so no budget amendment will be required.

ACTION: A MOTION WAS MADE TO AWARD THE BULL WHEEL TENSIONER BID TO SHERMAN & REILLY IN THE AMOUNT OF \$63,295

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (4-0)

Voting For: Ashley Stewart, Ryan Nelms, Tony Corriher, Darrell Overcash

6.4 Consider Approval of Awarding the Four-Drum Puller Bid to Sherman & Reilly in the Amount of \$169,166 (Project 25-113)

Town Manager Michael Ambrose explained that this piece of equipment would be used by the Electric Department for reconducting projects. He added that funding for this purchase is already allocated in the budget, so a budget amendment will not be necessary.

ACTION: A MOTION WAS MADE TO AWARD THE FOUR-DRUM PULLER BID TO SHERMAN & REILLY IN THE AMOUNT OF \$169,166

Moved By: Ashley Stewart, seconded by Ryan Nelms

Motion Passed: (4-0)

Voting For: Ashley Stewart, Ryan Nelms, Tony Corriher, Darrell Overcash

6.5 Consider Approval to Award the Transformers Bid to Sunbelt Solomon in the Amount of \$35,400 (Project 25-112)

Town Manager Michael Ambrose explained that these transformers would be used for 12kV stock conversion.

ACTION: A MOTION WAS MADE TO AWARD THE TRANSFORMERS BID TO SUNBELT SOLOMON IN THE AMOUNT OF \$35,400

Moved By: Ashley Stewart, seconded by Darrell Overcash

Motion Passed: (4-0)

Voting For: Ashley Stewart, Ryan Nelms, Tony Corriher, Darrell Overcash

6.6 Consider Approval of Replacing the Belson Outdoors Waldorf Bench with the SiteScapes Westport Bench for the DC & Frances Linn Community Park

Parks and Recreation Director Jessica St. Martin explained that the original bench selected by the committee and approved by the Board included a conflicting center armrest design, which interfered with the placement of the memorial plaque. She noted that the SiteScapes Westport bench offers an identical overall design but features a shorter center armrest. This modification allows the memorial plaque to be properly centered on the bench. Director St. Martin added that the proposed Westport bench is a more cost-effective option at \$2,070.38 whereas the previous approved Waldorf bench was listed at \$2,765.15.

ACTION: A MOTION WAS MADE TO APPROVE THE SITESCAPES WESTPORT BENCH IN THE AMOUNT OF \$2,070.38 FOR THE DC & FRANCES LINN COMMUNITY PARK

Moved By: Darrell Overcash, seconded by Ryan Nelms

Motion Passed: (4-0)

Voting For: Ashley Stewart, Ryan Nelms, Tony Corriher, Darrell Overcash

6.7 Consider Discussion of Board Member Appointment to DC & Frances Linn Committee

Aldermen Tony Corriher has expressed interest in being a part of the DC and Frances Linn Community Park Committee. If appointed, he would replace Mayor Pro Tem Ashley Stewart's position on the committee.

ACTION: A MOTION WAS MADE TO APPOINT ALDERMAN TONY CORRIHER TO THE DC & FRANCES LINN PARK COMMITTEE

Moved By: Darrell Overcash, seconded by Ashley Stewart

Motion Passed: (4-0)

Voting For: Ashley Stewart, Ryan Nelms, Tony Corriher, Darrell Overcash

7. REPORTS:

7.1 Departmental Reports (Included in the Board Packet)

7.2 Financial Report (Included in the Board packet)

7.3 Town Manager Report (Included in the Board packet)

8. UPCOMING EVENTS:

8.1 Upcoming Events (Included in the Board Packet)

- May 12th – Board of Aldermen Meeting at 6:00 PM
- May 19th – Special Called DC & Frances Linn Park Committee Meeting at 6:00 PM
- May 20th – Planning Board Meeting at 6:00 PM
- May 26th – Town Offices Closed in Observance of Memorial Day
- June 4th – Senior Luncheon and Bingo at 12:00 PM at Trinity Lutheran Church
- June 5th – Board of Alderman Work Session at 5:30 PM
- June 6th – Downtown Cruise In from 5:00-9:00 PM on Central Ave
- June 9th – Board of Aldermen Meeting at 6:00 PM
- June 17th – Planning Board Meeting at 6:00 PM
- June 23rd – DC & Frances Linn Park Committee Meeting at 6:00 PM

9. CLOSING:

9.1 Board Comments

Alderman Corriher praised the Town's Department Heads and administration for their hard work and dedication over the past few months. He acknowledged the many ongoing initiatives within the Town and expressed his satisfaction with the positive direction in which the Town is headed. Mayor Smith echoed his sentiments, expressing her deep appreciation for Town staff and the effort they put into the Town's events and projects.

9.2 Motion to Adjourn

ACTION: A MOTION WAS MADE TO ADJOURN AT 6:45 PM

Moved By: Ashley Stewart, seconded by Tony Corriher

Motion Passed: (4-0)

Voting For: Ashley Stewart, Ryan Nelms, Tony Corriher, Darrell Overcash

Respectfully Submitted,

Madison T. Stegall, Town Clerk