

**MINUTES**  
**OCTOBER 8, 2012**

**REGULAR MEETING**  
**7:00PM**

Mayor and all Council Members present.

Mayor Swaim called the meeting to order and led the invocation and led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Council Member Moore made the motion to approve the Minutes from September 10, 2012 and Council Member Green, seconded the motion, unanimous 5-0.

**PUBLIC FORUM**

Tina McManaway and a group of citizens addressed the Board concerning high water bills. They don't understand why they have to buy their own trash cans and have to pay a \$100.00 non-refundable processing fee to turn water on.

**QUARTERLY UPDATE – ARLINGTON FIRE AND RESCUE**

Arlington Fire Chief Kevin Macemore could not make the meeting tonight, but left a fire and rescue report for viewing. He will plan on being at next month's meeting. Mr. Macemore and other members of the Fire Department plan to have their new aerial platform truck at the Town Hall prior to the meeting for the Town to view.

**ARCHITECTURAL PROPOSAL – FIRE STATION CONVERSION**

Mr. Tim Sherman of Mullins – Sherman Architects has submitted a proposal to develop preliminary floor plan, site plan and exterior elevation drawings to convert the Fire Station into a location for the Police Department. These drawings would be used to plan the overall layout of the building. The proposed fee for this service is not to exceed \$3,000. Mr. Sherman has prior experience in renovating and converting public buildings.

Council Member Lewis made the motion to table this decision and to obtain other quotes for the project for the next meeting and Council Member Pardue, seconded the motion, unanimous 5-0.

## **TAX RELEASE**

Mr. Michael Durham dba Durham's Engine Service was billed for business personal property tax in the amount of \$69.52. Mr. Durham relocated his business from 560 Winston Road to Wilkes County on August 31, 2011. Therefore this billing was in error and the taxes should be released.

Council Member Moore made the motion to approve the tax release and Council Member Lewis, seconded the motion, unanimous 5-0.

## **PUBLIC RECORDS RETENTION AND DISPOSITION SCHEDULE**

All units of government in North Carolina are required to maintain certain public records. These range from minutes of Town Council meetings to work orders to paid invoices to letters and memos and the list goes on and on. Virtually every written document that the Town generates or receives is considered a public record and must be maintained for some period of time. Obviously, some records are confidential in nature and may be kept from public view.

The N C Department of Cultural Resources publishes a schedule for records retention and disposal for units of government in the state. The latest version of this schedule was published earlier this year. We need to adopt the latest schedule in order to stay in compliance with state law. We have included a copy of the agreement with the State and the applicable State Statutes in your agenda packet. The entire schedule is nearly 200 pages. A copy of the manual is located in the Town Hall for your viewing.

Council Member Moore made the motion to approve the revised records retention schedule and Council Member Lewis, seconded the motion, unanimous 5-0.

## **DEPARTMENTAL REPORTS**

The departmental reports are included in your agenda packet. The department heads will be at the meeting to answer any questions, but will not be asked to provide an oral report. The Council will need to make a motion to approve the monthly finance report.

Council Member Moore made the motion to approve the financial reports and Council Member Pardue, seconded the motion, unanimous 5-0.

## **CLOSED SESSION – PROPERTY ACQUISITION**

Council Member Green made the motion to go into close session and it was seconded by Council Member Moore, unanimous 5-0.

Upon returning to the regular meeting from the closed session Council Member Pardue made the motion to adjourn and it was seconded by Council Member Green, unanimous 5-0.

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Mayor, Lindbergh Swaim

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Town Clerk, Lynn Trivette