

**MEETING MINUTES**  
Regular Meeting of the  
**WENTWORTH TOWN COUNCIL**  
June 7, 2016  
7:00 pm  
Wentworth Town Hall

The regular monthly meeting of the Wentworth Town Council was held on Tuesday, June 7, 2016, at the Wentworth Town Hall at 7:00 p.m.

**Council Members Present:** Mayor Pro Tem Evelyn Conner, Cheryl Moore, Dennis Paschal III, Iris Powell

**Council Members Absent:** Mayor Dennis Paschal, Jr.

A quorum was present.

**Staff Present:** George Murphy, Town Administrator  
Yvonne Russell, Clerk/Finance Officer

**Others Present:** Patrick Kane, Attorney – Smith Moore Leatherwood  
Kellie Meador – Wentworth Appearance Committee  
John & Peggy Bowman – 2341 Ashley Loop Rd.  
John & Dorothy Woodall – 258 Roberson Ln.

**Article I. CALL TO ORDER**

Mayor Pro Tem Evelyn Conner called the meeting to order.

**Article II. INVOCATION**

Councilmember Dennis Paschal III gave the invocation.

**Article III. APPROVAL OF TOWN COUNCIL AGENDA**

- A. Requests and Petitions of Citizens
- B. Approve/ Amend Agenda

Mayor Pro Tem Conner made a MOTION, “We accept the agenda as written”.

Councilmember Iris Powell seconded the motion. All voted in favor and the motion carried.

**Article IV. APPROVAL OF MINUTES**

- A. Town Council Meeting – May 3, 2016

Councilmember Powell made a MOTION, “We accept the minutes as written”.

Mayor Pro Tem Conner seconded the motion. All voted in favor and the motion carried.

**Article V. PUBLIC HEARING**

**A. Submission/Adoption of Budget Ordinance for Fiscal Year 2016-2017**

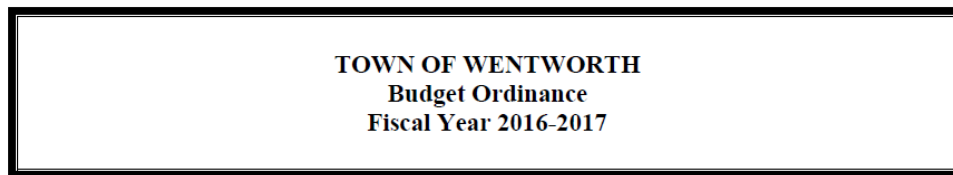
**Mayor Pro Tem Conner** called the Public Hearing to order. She announced that the proposed budget has been available for review at the Wentworth Town Hall for the past month.

There were no questions or comments regarding the budget ordinance.

**Mayor Pro Tem Conner** made a MOTION, "To adopt the Budget Ordinance for Fiscal Year 2016-2017".

**Councilmember Paschal III** seconded the motion. All voted in favor and the motion carried.

*(Note: The FY 2016-2017 Budget Ordinance is herein incorporated and made a part of these minutes.)*



**BE IT ORDAINED** by the Town Council for the Town of Wentworth, North Carolina:

The following anticipated amounts are hereby appropriated in the General Fund for the operation of the Town of Wentworth and its activities for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

**SECTION 1 – General Fund**

**General Fund Revenues:**

Sales and Use Tax	500,000
Utility Franchise Tax	110,000
Alcoholic Beverage Tax	13,000
Interest on Investments	1,000
Other Revenue	0
Rent	14,610
From Fund Balance	0
<b>Total Estimated General Fund Revenues</b>	<b>638,610</b>

**General Fund Expenditures:**

General Government	447,379
Public Safety	116,951
Cultural and Recreational	33,280
Contingency Reserve Appropriation	20,000
Economic Development	1,000
Transfer to Capital Reserve Fund for Recreation	
Grounds/ Facilities	20,000
<b>Total Estimated General Fund Expenditures</b>	<b>638,610</b>

**TOWN OF WENTWORTH  
Budget Ordinance  
Fiscal Year 2016-2017**

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The following anticipated amounts are hereby appropriated in the Capital Reserve Fund for Recreation Grounds/ Facilities for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

**SECTION 2 – Capital Reserve Fund for Recreation Grounds/ Facilities**

**Capital Reserve Fund for Recreation Grounds/ Facilities**

**Revenue:**

Transfer from General Fund	20,000
<b>Total Estimated Capital Reserve Fund for Recreation Grounds/ Facilities Revenues</b>	<b>20,000</b>

**Capital Reserve Fund for Recreation Grounds/ Facilities**

**Appropriations:**

Transfer to Capital Project Fund	0
<b>Total Estimated Capital Reserve Fund For Recreation Grounds/ Facilities Appropriations</b>	<b>0</b>

**SECTION 3 - Taxes**

The Town of Wentworth will levy no taxes in Fiscal Year 2016-2017.

**SECTION 4 – Special Authorizations and Restrictions**

- A. The Budget/Finance Officer may not transfer any amounts between Departments, except as approved by the Town Council in the Budget Ordinance as amended.
- B. The Budget/Finance Officer may not make any change to salaries without approval by the Town Council.
- C. The utilization of any contingency appropriation, in any amount, shall be expended only with authorization from the Town Council.

**TOWN OF WENTWORTH  
Budget Ordinance  
Fiscal Year 2016-2017**

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**SECTION 5 – Budget Amendments**

The North Carolina Local Government Budget and Fiscal Control Act allows the Town Council to amend the budget ordinance any time during the fiscal year, so long as it complies with the North Carolina General Statutes (159.8 and 159.13). The Town Council must approve all budget amendments.

**SECTION 6 – Utilization of Budget and Budget Ordinance**

This ordinance and the budget documents shall be the basis for the financial plan of the Town of Wentworth during the Fiscal Year 2016-2017. The Budget Officer shall administer the budget. The accounting system shall establish records that are in consonance with this budget and this ordinance and the appropriate statutes of the State of North Carolina (GS159.26).

**SECTION 7 – Documentation**

Copies of this ordinance will be kept on file at the Town Hall and shall be furnished to the Town Clerk and the Town Council to provide direction in the collection of revenues and disbursement of funds for the Town of Wentworth.

**Adopted this 7<sup>th</sup> day of June, 2016.**

\_\_\_\_\_  
**R. Dennis Paschal, Jr.**  
**Mayor**

**Attest:**

\_\_\_\_\_  
**Yvonne Russell, NCCMC**  
**Town Clerk / Budget-Finance Officer**

**Article V. Public Hearing continued...**

**Mayor Pro Tem Conner** made a MOTION, *"The public hearing be closed"*.

**Councilmember Paschal III** seconded the motion. All voted in favor and the motion carried.

**Article VI. OLD BUSINESS**

There was no old business.

**Article VII. NEW BUSINESS**

A. Consideration of FY 2015-2016 Audit Contract - \$8,765.00 – Rouse, Rouse, Penn & Rouse, LLC

**Town Clerk/Finance Officer, Yvonne Russell** noted that the audit contract includes a 5% increase from the previous year's contract. She stated that staff has been very satisfied working with Rouse over the past several years.

**Councilmember Paschal III** asked if a 5% increase is pretty common, outside of the Rouse, Rouse, Penn & Rouse firm.

**Ms. Russell** said she did not know if it is common outside of this firm; however, she said the Town sees a 5% increase each audit year due to increased filing requirements by the Local Government Commission.

**Councilmember Paschal III** made a MOTION, *"We adopt the contract with Rouse, Rouse, Penn & Rouse for audit year 2015-2016"*.

**Councilmember Powell** seconded the motion. All voted in favor and the motion carried.

**Article VII. NEW BUSINESS**

B. Consideration of Budget Amendment No. 1 for FY 2015-2016

**Town Clerk/Finance Officer, Yvonne Russell** reviewed Budget Amendment No. 1 for FY 2015-2016.

**Mayor Pro Tem Conner** made a MOTION, *"To approve Budget Amendment No. 1 for FY 2015-2016"*.

**Councilmember Paschal III** seconded the motion. All voted in favor and the motion carried.

(Note: Budget Amendment No. 1 is herein incorporated and made a part of these minutes.)

**TOWN OF WENTWORTH  
WENTWORTH, NORTH CAROLINA  
BUDGET AMENDMENT NO. 1  
FISCAL YEAR JULY 1, 2015 – JUNE 30, 2016**

**6/7/16**

**MEMORANDUM**

**To: Mayor and Town Council**  
**From: Yvonne Russell, Clerk / Budget-Finance Officer**  
**Date: May 31, 2016**  
**RE: Budget Amendment No. 1**

The first Budget Amendment for the year will reflect adjustments in General Fund Revenues and Expenditures necessary to reflect a more accurate Budget for FY 2015-2016.

In the attached Budget Amendment, adjustments are highlighted in green. Total General Fund Revenues shows an overall *increase* of \$2,863.00. Total General Fund Expenditures shows an *increase* of \$2,863.00 in 'Other Operating Costs'.

**AMENDED General Fund Total Budget Dollars — \$609,848.00**

Recommended by:

\_\_\_\_\_  
George T. Murphy Sr, Town Administrator

\_\_\_\_\_  
Yvonne Russell, Clerk & Budget-Finance Officer

Attachment: Details of Budget Amendment No. 1, FY 2015-2016

**TOWN OF WENTWORTH  
BUDGET AMENDMENT No. 1  
FISCAL YEAR 2015-2016**

	Budget 2015-2016	Budget Amendment as of 6/7/16	6/7/16 Amended Budget
<b>REVENUES</b>			
Sales & Use Tax	475,000.00	No Change	475,000.00
Utility Franchise Tax	105,000.00	+ 5,000.00	110,000.00
Alcoholic Beverage Tax	13,000.00	- 802.00	12,198.00
Interest on Investments	225.00	+ 1,135.00	1,360.00
Other Revenue	0.00	No Change	0.00
Rent	13,760.00	- 2,470.00	11,290.00
Fund Balance Appropriated	0.00	No Change	0.00
<b>Total Estimated Revenues:</b>	<b>606,985.00</b>	<b>+2,863.00</b>	<b>609,848.00</b>
<b>EXPENDITURES</b>			
<b>Capital Outlay</b>			
Debt Service	35,000.00	No Change	35,000.00
Office Equipment/Furniture	1,000.00	No Change	1,000.00
Land/Property Improvements	20,000.00	No Change	20,000.00
<b>Total Capital Outlay:</b>	<b>56,000.00</b>	<b>No Change</b>	<b>56,000.00</b>
<b>Personnel Costs</b>			
<b>Total Personnel Costs:</b>	<b>130,740.00</b>	<b>No Change</b>	<b>130,740.00</b>
<i>Salaries – Employer Taxes – Payroll Services – Medical, Disability, Bond &amp; Workman’s Comp Insurance – Retirement</i>			
<b>Total Travel Costs:</b>	<b>10,000.00</b>	<b>No Change</b>	<b>10,000.00</b>
<i>Registration &amp; Fees for Seminars, Schools &amp; Conferences – Meals, Lodging &amp; Mileage</i>			
<b>Other Operating Costs</b>			
<b>Total Other Operating Costs:</b>	<b>247,424.00</b>	<b>+ 2,863.00</b>	<b>250,287.00</b>
<b>Total General Government:</b>	<b>444,164.00</b>	<b>+ 2,863.00</b>	<b>447,027.00</b>
<b>Public Safety</b>			
Animal Control	10,000.00	No Change	10,000.00
Law Enforcement	63,916.00	No Change	63,916.00
Patrol Car & Equipment	0.00	No Change	0.00
Miscellaneous Public Safety	14,905.00	No Change	14,905.00
<b>Total Public Safety:</b>	<b>88,821.00</b>	<b>No Change</b>	<b>88,821.00</b>
<b>Cultural &amp; Recreational</b>			
<b>Total Cultural &amp; Recreational:</b>	<b>33,000.00</b>	<b>No Change</b>	<b>33,000.00</b>
<b>Contingency Reserve</b>			
<b>Total Contingency Reserve:</b>	<b>20,000.00</b>	<b>No Change</b>	<b>20,000.00</b>
<b>Economic Development</b>			
<b>Total Economic Development:</b>	<b>1,000.00</b>	<b>No Change</b>	<b>1,000.00</b>
<b>Transfer to Capital Reserve Fund - Recreation</b>	<b>20,000.00</b>	<b>No Change</b>	<b>20,000.00</b>
<b>Total Estimated Expenditures:</b>	<b>606,985.00</b>	<b>+ 2,863.00</b>	<b>609,848.00</b>

**TOWN OF WENTWORTH**  
**Budget Amendment No. 1**  
**Fiscal Year 2015 – 2016**

6/7/16

General Fund Revenues:	Budget FY 2015-2016	Amendment No. 1	Amended Budget FY 2015-2016
Sales and Use Tax	\$ 475,000	No Change	\$ 475,000
Utility Franchise Tax	105,000	+ 5,000	110,000
Alcoholic Beverage Tax	13,000	- 802	12,198
Interest on Investments	225	+ 1,135	1,360
Other Revenue	0	No Change	0
Rent	13,760	- 2,470	11,290
Fund Balance Appropriated	0	No Change	0
<b>Total Estimated General Fund Revenues</b>	<b>606,985</b>	<b>\$ 2,863</b>	<b>\$ 609,848</b>

**SECTION 1 – General Fund**

General Fund Expenditures:	Budget 2015 - 2016	Amendment No. 1	Amended Budget FY 2015-2016
<b>General Government</b>	<b>\$ 444,164</b>	<b>+ 2,863</b>	<b>\$447,027</b>
<b>Public Safety</b>			
Law Enforcement	63,916	No Change	63,916
Patrol Car & Equipment	0	No Change	0
Miscellaneous Public Safety	14,905	No Change	14,905
<b>Public Safety Total:</b>	<b>88,821</b>	<b>No Change</b>	<b>88,821</b>
<b>Cultural &amp; Recreational</b>	<b>33,000</b>	<b>No Change</b>	<b>33,000</b>
<b>Contingency Reserve</b>	<b>20,000</b>	<b>No Change</b>	<b>20,000</b>
<b>Economic Development</b>	<b>1,000</b>	<b>No Change</b>	<b>1,000</b>
<b>Total Estimated General Fund Expenditures</b>	<b>\$ 606,985</b>	<b>+ 2,863</b>	<b>\$609,848</b>

Approved by Council this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Dennis Paschal Jr., Mayor

Attest: \_\_\_\_\_  
Yvonne Russell, Town Clerk



**Article VII. NEW BUSINESS**

**C. Consideration of Appearance Awards**

1. John and Peggy Doman – 2341 Ashley Loop Road
2. John and Dorothy Woodall – 258 Roberson Lane

**Appearance Committee member, Kellie Meador** presented the Appearance Award recipients with a certificate and a gift/prize.

**Article VII. NEW BUSINESS**

**D. Consideration of Review of Formalized Cash Management Policy: Section 1-B(7) – Review of Authorized Check Signers**

**Town Clerk/Finance Officer, Yvonne Russell** explained that the Town's Cash Management Policy states that Council will annually review and approve the list of check signers for the Town's checking account. She noted that the current list of check signers includes Mayor Dennis Paschal Jr., Mayor Pro Tem Evelyn Conner, Yvonne Russell, and George T. Murphy Sr.

**Councilmember Paschal III** made a MOTION, *"We accept the list of check signers"*.

**Councilmember Cheryl Moore** seconded the motion. All voted in favor and the motion carried.

**Article VII. New Business**

**E. Annual Employee Evaluations**

1. George Murphy
2. Yvonne Russell

**Mayor Pro Tem Conner** reviewed a memo regarding George Murphy's employee evaluation which states that the Personnel Committee recommends a 2.5% increase in Mr. Murphy's annual salary, retroactive to May 16, 2016.

**Councilmember Paschal III** made a MOTION, *"We accept the employee evaluation from the Personnel Committee, including the 2.5% increase for Mr. Murphy"*.

**Councilmember Powell** and **Councilmember Moore** seconded the motion. All voted in favor and the motion carried.

(Note: The Personnel Committee memo regarding Mr. Murphy's employee evaluation is herein incorporated and made a part of these minutes.)

# Memorandum

FROM THE MAYOR  
TOWN OF WENTWORTH

**To:** Wentworth Town Council  
**From:** Personnel Committee  
**Date:** June 1, 2016  
**Re:** Employee Performance Evaluation for  
Town Administrator

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Based on the recent annual performance evaluation for **George Murphy, Town Administrator**, the Personnel Committee has approved a **2.5%** merit increase in his annual salary, *retroactive to May 16, 2016*.

On the basis of the professional criteria evaluated, the employee was rated as having exceeded job requirements in all major areas.

A 2.5% *merit* increase *is included* in the current 2015-2016 Fiscal Year Budget.

Current Salary:	\$ 45,008.90 /year
New Salary:	\$ 46,134.12 /year

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**Mayor Pro Tem Evelyn Conner**  
Personnel Committee

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**Mayor Dennis Paschal**  
Personnel Committee

**Article VII. New Business**

**E. Annual Employee Evaluations continued...**

**Mayor Pro Tem Conner** reviewed the memo regarding Yvonne Russell’s employee evaluation which states that the Personnel Committee recommends a 2.5% merit increase in Ms. Russell’s annual salary, retroactive to her anniversary date of September 16, 2015.

**Councilmember Powell** made a MOTION, “We accept it”.

**Councilmember Moore** seconded the motion. All voted in favor and the motion carried.

(Note: The memo regarding Ms. Russell’s employee evaluation is herein incorporated and made a part of these minutes.)

# Memorandum

**FROM THE MAYOR  
TOWN OF WENTWORTH**

**To: Wentworth Town Council**  
**From: Personnel Committee**  
**Date: June 1, 2016**  
**Re: Employee Performance Evaluation for  
Clerk/Finance Officer**

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Based on the recent annual performance evaluation for **Yvonne Russell, Clerk/Finance Officer**, the Personnel Committee has approved a **2.5%** merit increase in her annual salary, *retroactive* to her anniversary date of September 16, 2015.

On the basis of the professional criteria evaluated, the employee was rated as having exceeded job requirements in all major areas.

A 2.5% merit increase *is included* in the current 2015-2016 Fiscal Year Budget.

Current Salary:	\$ 44,293.29 /year
New Salary:	\$ 45,400.62 /year

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**Mayor Pro Tem Evelyn Conner**  
**Personnel Committee**

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**Mayor Dennis Paschal**  
**Personnel Committee**

**Article VII. New Business**

F. Recognition of Deputy Bob Terry for Years of Service to the Town of Wentworth

**Mayor Pro Tem Conner** presented Deputy Bob Terry with a plaque recognizing his years of service to the Town of Wentworth. (Note: A copy of the inscription on the plaque is herein incorporated and made a part of these minutes.)

**IN HONOR AND APPRECIATION OF  
DEPUTY BOB TERRY**

**Having served with the  
Rockingham County Sheriff's Department,  
and as our "Town Deputy",**

**THE TOWN OF WENTWORTH**

**appreciates your loyalty and service**

**to the Sheriff's Department**

**and to the citizens of**

**Wentworth, North Carolina.**

**GRATEFULLY,**

**WENTWORTH TOWN COUNCIL & STAFF**

**Presented this 7<sup>th</sup> day of June, 2016**

**Article VIII. PUBLIC COMMENTS**

No one signed the speaker register.

**Article IX. ANNOUNCEMENTS**

**Mayor Pro Tem Conner** made the following announcements:

- The next regular meeting of the **Wentworth Planning Board** is **June 21, 2016, at 7:00 pm** in the Town Hall Council Chambers.
- The next regular meeting of the Wentworth Town Council will be held on **Tuesday, July 5, 2016, at 7:00 pm** in the Town Hall Council Chambers.
- Following tonight's meeting, there will be a retirement reception for Deputy Bob Terry.

**Article X. ADJOURN**

**Mayor Pro Tem Conner** made a MOTION, "*We adjourn*".

**Councilmember Powell** seconded the motion. All voted in favor and the meeting adjourned.

Respectfully Submitted by: \_\_\_\_\_  
Yvonne Russell, NCCCM  
Town Clerk

Approved by: \_\_\_\_\_  
Robert Dennis Paschal, Jr.  
Mayor