**MINUTES OF THE REGULAR MEETING**

**OF THE REIDSVILLE CITY COUNCIL**

**HELD WEDNESDAY, SEPTEMBER 10, 2014 AT 3 P.M.**

**COUNCIL CHAMBERS, CITY HALL**

**CITY COUNCIL MEMBERS PRESENT:** Mayor John M. “Jay” Donecker

Mayor Pro Tem Harry L. Brown

Councilman Tom Balsley

Councilman Donald L. Gorham

Councilman William Hairston

Councilman Clark Turner

Councilwoman Sherri G. Walker

**COUNCIL MEMBERS ABSENT:** NONE

**CITY STAFF PRESENT:** Michael J. Pearce, City Manager

Angela G. Stadler, CMC, City Clerk

William F. McLeod Jr., City Attorney

Kevin Eason, Public Works Director

Tom Wiggins, Assistant City Manager, Community Services

Donna Setliff, Community Development Manager

Mayor Donecker called the meeting to order.

**INVOCATION.**

Pastor Randy Hester of Community Baptist Church in Reidsville, provided the invocation.

**PLEDGE OF ALLEGIANCE.**

Council members then led in reciting the Pledge of Allegiance.

**PROCLAMATIONS:**

**RECOGNIZING NCDOT’S FALL LITTER SWEEP CAMPAIGN SEPT. 20-OCT. 4, 2014.**

The Mayor noted that September 20-October 4, 2014 is the NC Department of Transportation’s Litter Sweep Campaign and that the proclamation will be sent to NCDOT. (A COPY OF THE PROCLAMATION IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.)

**RECOGNIZING SEPTEMBER AS “HUNGER ACTION MONTH.”**

Mayor Donecker read aloud a proclamation recognizing September as “Hunger Action Month.” (A PROCLAMATION IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.) He presented the proclamation to Ada Wells of the Red Cross, who was representing her agency, one of the recipients of the Second Harvest Food Bank’s food contributions. Ms. Wells thanked everyone for their support, noting her organization serves 600-700 families per month. She said there is a huge need out there and that the Red Cross is always looking for volunteers. People just need to call 349-3434, she said.

**APPROVAL OF THE AUGUST 11, 2014 REGULAR MEETING MINUTES.**

**Councilman Turner made the motion, seconded by Councilman Gorham and unanimously approved by Council in a 7-0 vote, to approve the August 11, 2014 Regular Meeting Minutes.**

**PUBLIC HEARINGS:**

**CONSIDERATION OF THE REZONING OF PROPERTY AT THE NORTHWEST CORNER OF MAPLE AVENUE AND WEST HARRISON STREET (FORMERLY 414 MAPLE AVENUE) FROM RESIDENTIAL-6 TO OFFICE & INSTITUTIONAL (Z2014-2).**

In making the staff report, Community Development Manager Donna Setliff noted that the applicant is seeking to rezone property on the northwest corner of Maple Avenue and West Harrison Street from Residential-6 to Office & Institutional (O&I). Areas to the north, east and immediate south are Residential-6 while land to the west, southwest and southeast are zoned Office & Institutional, she said. The property is located in the Old Post Road Historic District. As with any rezoning in a Historic District, a recommendation is requested from the Historic Preservation Commission. The HPC unanimously recommended approval, she said.

This property is within the City’s Central Growth Area, Setliff explained. This rezoning is consistent with the Development Objective to continue to expand this area as a retail, office and employment center. It is also consistent with the following implementation strategies: Strategy 4-7: Develop a strong small business environment in Reidsville; Strategy 7-8: Use land use ordinances to direct, control and promote orderly growth in and round the City.

West Harrison Street, Setliff noted, has had properties gradually rezoned from residential to commercial zones, specifically between South Main Street and just west of Gardner Street where the properties have been rezoned O&I. Therefore, this rezoning is not setting any new precedents, she said.

The City needs undeveloped O&I zoned land since most of the O&I properties are developed and occupied, Setliff added. O&I is a good transitional zone between residential and other commercial zones. O&I also permits residential structures and is good for low key, quiet commercial uses, she said.

Setliff also noted that the Planning Board had unanimously recommended that the property be rezoned and in its motion, stated that the rezoning was reasonable, in the public’s interest and consistent with the City’s Comprehensive Plan. The staff report was adopted as the consistency statement, she added.

The Community Development Director referred Council members to a suggested motion that was included in their agenda packets if the Council decided to go forward with a positive recommendation.

Councilman Balsley asked whether there was any planned business for the property? Setliff said any O&I use could go in there.

Mayor Donecker opened the public hearing at 3:12 p.m. He asked if there was anyone who wished to speak in favor of the rezoning?

Stan Harper of 270 Christmas Place, Greensboro, came forward on behalf of the applicants, Trish Gwyn, Shirley Barber and the Trust of Julius J. Gwyn. He noted that the property is located at a very busy corner with lots of traffic there. The chance of using it as a residence is slim so the applicants would like to see it redeveloped, perhaps as a medical office.

Councilman Gorham noted that there had been no issues raised at the Planning Board meeting.

The Mayor asked if there was anyone who wished to speak against the rezoning? With no one coming forward, the public hearing was closed at 3:13 p.m.

**Councilman Turner then made the following motion: Based on the information provided in the staff report and verbal evidence presented during the public hearing, this request is reasonable, in the public interest and consistent with the City’s Comprehensive Plan and other adopted land use plans. Therefore, I make the motion that the rezoning be approved. The motion was seconded by Councilman Gorham and unanimously approved in a 7-0 vote.**

**CONSIDERATION OF THE REZONING OF PROPERTY AT 2311 FREEWAY DRIVE FROM LIGHT INDUSTRIAL TO HIGHWAY BUSINESS (Z2014-3).**

In making the staff report, Community Development Manager Donna Setliff noted that the applicant (Brian L. Washburn of 971 Butter Road, Reidsville) is requesting that 2311 Freeway Drive, a former veterinary office, be rezoned from Light Industrial to Highway Business (HB). Adjoining properties are also zoned HB except where it abuts the Village Oaks Subdivision, which is zoned Residential RS-12 (not RA-12 as listed on memo), she said.

Looking at Building Permit records from the 1970s, Setliff said she thinks the property was originally zoned Highway Business, becoming a veterinarian office in 1977. The property is within the Suburban Growth Area per the Growth Management section of the City’s Comprehensive Plan. The rezoning is consistent with the following implementation strategies: Strategy 4-7: Develop a strong small business environment in Reidsville; Strategy 4-23: Encourage the adaptive reuse of vacant structures; and Strategy 7-8: Use land use ordinances to direct, control and promote orderly growth in and round the City.

Setliff said that as a planner, she feels that this rezoning corrects a possible spot zoning issue. Based on the staff report and analysis, staff recommends this rezoning be approved, she said.

The Planning Board unanimously recommended that the property be rezoned and adopted Staff’s Report as its consistency statement, she added. Setliff also noted that she had included a possible motion for Council if they see fit to approve the rezoning request.

Mayor Donecker opened the public hearing at 3:16 p.m. There was no one to speak in favor or against the rezoning request. The public hearing was closed at 3:17 p.m.

**Councilman Hairston then made the following motion:** **Based on the information provided in the staff report and verbal evidence presented during the public hearing, this request is reasonable, in the public interest and consistent with the City’s Comprehensive Plan and other adopted land use plans. Therefore, I make the motion that the rezoning be approved. The motion was seconded by Councilwoman Walker and unanimously approved in a 7-0 vote.**

**CONSIDERATION OF THE REZONING OF A PORTION OF PROPERTY AT 786 NORTHEAST MARKET STREET FROM RESIDENTIAL AGRICULTURAL-20 TO LIGHT INDUSTRIAL (Z2014-4).**

In making the staff report, Community Development Manager Donna Setliff stated that the applicant is requesting a portion of 786 NE Market Street be rezoned from Residential Agricultural-20 to Light Industrial. This property is currently split zoned with two-thirds of the property already Light Industrial. The property is currently being used for industrial purposes, she added. In the Rural Growth Area per the Growth Management Section of the City’s Comprehensive Plan, the rezoning is compatible with the following three implementation strategies: Strategy 4-6 Target industries of a variety of sizes for recruitment efforts.; Strategy 4-16 Develop a strong small business environment in Reidsville; and Strategy 4-30 Examine the need for additional industrially zoned land, and if needed, pursue rezoning of appropriate areas.

Setliff said that while the area to the north is residential, she doesn’t think the property will be developed residential because the railroad parallels the property on the west side. Also, the NCDOT right of way has a steep embankment, she added. The surrounding area is not suitable for residential but is more suited for industrial, Setliff said.

The Planning Board unanimously recommended the property be rezoned, stating in its motion that the rezoning was reasonable, in the public interest and consistent with the City’s Comprehensive Plan. The staff report was adopted as their consistency statement. Setliff noted that she had included a suggested motion in the agenda packets.

Mayor Donecker opened the public hearing at 3:20 p.m. and asked if there was anyone who wished to speak in favor of the rezoning?

The applicant, Matt Thompson of 786 NE Market Street (business address), Reidsville, came forward. He said he is trying to clean up the property and said it will never be residential.

The Mayor asked if anyone wished to speak against the rezoning? There being none, the rezoning was closed at 3:21 p.m.

**Councilwoman Walker then made the following motion: Based on the information provided in the staff report and verbal evidence presented during the public hearing, this request is reasonable, in the public interest and consistent with the City’s Comprehensive Plan and other adopted land use plans. Therefore, I make a motion that the rezoning be approved. The motion was seconded by Mayor Pro Tem Brown and unanimously approved by Council in a 7-0 vote.**

**- End of Public Hearings -**

**CONSIDERATION OF A FATS, OILS & GREASE ORDINANCE, ENFORCEMENT RESPONSE PLAN AND BEST MANAGEMENT PRACTICES.**

Public Works Director Kevin Eason introduced Cathey Justice, the City’s pre-treatment, backflow and FOG specialist for the City, noting her job experience as well as the certifications she has attained. She has been working on the City’s FOG and backflow programs since 2010.

Justice explained that the FOG program was established in 2010 to better educate the food establishments on the proper disposal of cooking grease. She discussed the negative effect grease has on the City’s sewer system, including the sewer stoppages it can create when it gets into the roots of trees. She distributed pictures showing the impact and promotional items she gives out to residents when she makes presentations in the community. Such cleanups are very expensive for businesses and the City, she said, adding that such spills are considered illegal discharges, which can open the City up to fines and enforcement action. Justice said she attends at least 25 events a year to educate citizens, including Community Watch meetings, downtown festivals, events with youth at the YMCA, at churches, etc. She said she also sets up displays at local grocery stores during Thanksgiving and Christmas. She noted that she also canvasses residential areas and distributes promotional items.

Justice noted that she visits food service establishments twice a year. The City has 84 such establishments, including the schools, nursing homes and hospital. Fifty-one have grease traps and 33 do not, Justice stated. She said she has gone over the FOG Ordinance, Best Practices and Enforcement Action Plan with restaurant employees. It was stressed that the commercial side needs to be backed up by enforcement due to the negative effect on the environment and property damage and fines imposed by regulatory agencies. Justice said that one restaurant would not clean out its trap for six months, and the City had to go to the County for enforcement. Another one is underserved but the owner lives in New York and the tenant doesn’t have the money to do the cleaning, she said.

City Manager Michael Pearce stressed that this ordinance is not just a good idea but is mandated by our Sewer Permit. Sewer overflows were discussed. Justice said most of the sewer overflows are residential although we have a few who are commercial. She said she was also trying to educate the apartment complexes.

Mayor Donecker questioned whether people would have to upgrade or add traps? Justice said no unless they have repeated problems. They are asked to pump their traps quarterly although some need it monthly, she said. We are very lenient, she said, because it costs a lot of money to pump the traps. This ordinance would help with enforcement, the Mayor noted.

City Manager Pearce said this will be one piece of the enforcement mechanism in our toolbox. He noted that the City of Eden is having real problems, which is causing users of the sewer system a lot of problems. With our sewer vac truck, we clean our lines out four times a year although we are only mandated to do it once a year, and we have a planned replacement of our sewer lines, he said. That was part of our comprehensive plan to keep our overflows down to a minimum and this is part of it, Pearce said. Any potential costs to the City would be passed on to the users, which is what we are trying to avoid, he noted.

Public Works Director Eason stated that most of the issues related to fats, oils and grease originate on the residential side, which is why they are trying to educate residents about not dumping such down the sewer system. On the enforcement side, he said we “need more teeth to it.” He added that it is easier to identify where the problems originate on the commercial side than which house on the residential side. Some people are willing to work with us and some are not, he said. For enforcement, we have had to go through the County, Eason noted. It will be good to let people know that Reidsville now has a FOG Ordinance. It was also added that a container at the City’s Recycling Center accepts grease, etc.

Councilwoman Walker asked Justice that of the 33 that don’t have traps, have they been good working with you? Justice answered in the affirmative. If they have problems, they may have to install a grease trap, Justice said, adding that there are restaurants that don’t have a lot of grease, just like there are schools that don’t have a lot of grease.

Councilman Gorham said Justice does a fantastic job, saying he has seen her on the job educating those at the Community Watch meetings, including bringing a “gift” or two. Justice talked of the importance of educating the kids and getting them to take it home with them.

**Councilman Hairston made the motion, seconded by Councilman Gorham and unanimously approved by Council in a 7-0 vote, to adopt the ordinance for discharge control of fats, oils and grease.**

The approved ordinance and accompanying documents are as follows:

**Code of Ordinances City of Reidsville, North Carolina**

*Part 2 Code of Ordinances*

*Chapter 10 Municipal Utilities and Services*

*Article 2 Water and Sewers*

*Division 5 Discharge Control of Fats, Oils and* Grease into Sanitary Sewer System

**Section 10-150 AUTHORITY and CONTROL**

**Section 10-151 FOG ORDINANCE DEFINITIONS**

**Section 10-152 APPLICABILITY**

**Section 10-153 GREASE RETENTION UNIT CONSTRUCTION STANDARDS**

**Section 10-154 GENERAL REQUIREMENTS**

**Section 10-155 ENFORCEMENT**

**Section 10-156 EMERGENCY ACTIONS and PROCEDURES**

**Section 10-157 APPEALS**

**Section 10-150 AUTHORITY and CONTROL**

1. The City of Reidsville Sewer Use and Pretreatment Ordinance [Section Sec. 10-52.] - Grease trap interceptors and [Sec. 10-63. 2. B. 2.N] - General discharge prohibitions. Contains the following:

*Article II – General Sewer Use Regulations Discharge Requirements, Standards and Prohibitions*

*Section 1 – Prohibited Discharge Standards*

1. *General Prohibitions. No property owner and/or FSE owner shall discharge or cause to be discharged into the POTW any pollutant or wastewater which causes pass through or interference.*
2. *Specific Federal Prohibitions. No property owner and/or FSE owner shall discharge or cause to be discharged into the POTW the following pollutants, substances, or wastewater: Solid or viscous pollutants in amounts which will cause obstruction to the flow in the POTW resulting in interference*
3. It is the duty and responsibility of the City of Reidsville Public Works Department to prevent the excessive introduction of oil and grease into the sanitary sewer system and the wastewater treatment plant.

(c) This Ordinance is designed to outline, implement and enforce oil and grease discharge rules and to have an educational program for both residential and commercial property owner and/or FSE owner.

(d) The intent of this Ordinance is to ensure compliance with the City of Reidsville Sewer Use and Pretreatment Ordinance; ensure compliance with the rules and regulations of the United States Environmental Protection Agency and the State of North Carolina Department of Environment and Natural Resources (as relates to Fats, Oil and Grease [FOG]), ensure compliance with City of Reidsville Permit Number WQCS00049 (Wastewater Collection System Permit); and to protect the City’s infrastructure as it relates to the sanitary sewer collection and treatment system.

(e) The authorization for the program is found in the City’s Wastewater Collection System Permit Number WQCS00049 issued to the City of Reidsville by the North Carolina Department of Environment and Natural Resources which includes the following Performance Measure:

*“The Permittee shall maintain an educational and enforcement program that requires the proper operation and maintenance of all grease traps and septic tanks connected to the wastewater collection system. The educational program should target both residential and commercial property owner and/or FSE owners.”*

(f) The accumulation of grease within sanitary sewer lines increases the potential to create sewer blockages. Sanitary sewer blockages can result in sanitary sewer overflows (SSOs), which may reach the surface waters of North Carolina. Blockages may also cause wastewater to back up into business establishments, or homes and can result extensive damage.

(g) Food Service Establishments discharging wastewater that contains grease to the City of Reidsville sanitary sewer system must install and maintain a grease trap or grease interceptor. All grease trap and grease interceptors shall be maintained for continuous, satisfactory and effective operation by the property owner and/or FSE owner, leaseholder or operator at his expense. “Enforceable Best Management Practices” for the control of Fats, Oil and Grease [as published by the City of Reidsville] shall also be implemented by all Food Service Establishments.

(h)The Director reserves the right to make determination of grease retention unit adequacy and need, based on review of all relevant information regarding grease retention performance, maintenance, and facility site and building plan review to require repairs to, modification, or replacement of such retention units.

**Section 10-151 FOG ORDINANCE DEFINITIONS**

1. **City** - City of Reidsville, North Carolina
2. **Cost Recovery** - Those costs associated with the clean-up and/or decontamination of a site after discharge of substances into the sanitary sewer, storm sewer and/or to the environment that caused interference, pass-through or a sanitary sewer blockage. This includes clean up and decontamination of all structures/areas including residential, commercial, surface waters and the environment.
3. **Enforceable Best Management Practices (E-BMPs)** - Methods, tools, and techniques that have been determined to be the most effective and practical means of preventing or reducing pollution, including documentation of employee training, documentation of grease interceptor/grease trap cleaning, removal and disposal of grease.
4. **Fats, Oils, and Greases (FOG)** - Organic polar compounds derived from animal and/or plant sources that contain multiple carbon chain triglyceride molecules. Substances that solidify or become viscous at temperatures between thirty-two (32) degrees Fahrenheit and one hundred fifty (150) degrees Fahrenheit (0 degrees-65 degrees Celsius) be referred to as FOG. Commonly these substances are byproducts generated by the practice of cooking or preparing food. They are also found in such food substances as salad dressings, sauces and marinades, and baking oils and butter products.
5. **F.O.G. Coordinator** - The Public Works Enforcement Official designated by the Director of the Public Works Department to implement the Fats, Oils and Grease Control Ordinance.
6. **FOG Enforcement Response Plan –** The plan that contains detailed procedures indicating how the City will investigate and respond to instances of noncompliance with the FOG Control Ordinance.
7. **Food Service Establishments(FSE)** - Those establishments primarily engaged in activities of preparing, serving, or otherwise making available for consumption food items and that use one or more of the following preparation activities: cooking by frying (all methods), baking (all methods), grilling, sautéing, rotisserie cooking, broiling (all methods), boiling, blanching, roasting, toasting, or poaching. Also included are infrared heating, searing, barbecuing, and any other food preparation activity that produces a hot, non-drinkable food product in or on a receptacle that requires washing. Those establishments that engage in the preparation of precooked and frozen food materials and meat cutting preparation and applicable to all “Food Service Establishments” that discharge wastewater containing grease to the City of Reidsville Sanitary Sewer System including but not limited to the following: restaurants, grocery stores, meat markets, hotels, factory and office building cafeterias, public and private schools, hospitals, nursing homes, commercial day care centers, churches, and catering services.
8. **Grease Retention Unit** - A device utilized to affect the separation of grease and oils in wastewater effluent from a Food Preparation Establishment prior to the wastewater entering the sanitary sewer collection and treatment system.
9. **Grease Interceptor** - Interceptors are grease retention units of the outdoor or underground type and normally consist of a 1,000-gallon capacity or more.
10. **Grease Trap** - Traps are typically in- floor recessed grease retention units, which are normally less than 100 gallons capacity. Some older existing traps may be an under the sink or above-floor design.
11. **Interference** - A discharge, which alone or in conjunction with a discharge or discharges from other sources, both: inhibits or disrupts the POTW, its treatment processes or operations, or its sludge processes, use or disposal, and therefore is a cause or contributes to, a violation of any requirement of the POTW’s NPDES permit and/or the City Wastewater Collection System Permit (including an increase in the magnitude or duration of a violation) or any criteria, guidelines or regulations developed pursuant to the Solid Waste Disposal Act (SWDA), the Clean Air Act, 40 CFR Part 503 [Standards for the Use of Disposal of Sewage Sludge], the Toxic Substances Control Act, or more stringent state criteria (including those contained in any State sludge management plan prepared pursuant to Title IV of SWDA) applicable to the method of sludge disposal employed by the POTW. [City of Reidsville Sewer Use and Pretreatment Ordinance Definition]
12. **Property owner and/or FSE owner** - Property owner and/or FSE owner shall mean individual, firm, company, corporation, or group upon whose property the building or structure is located or will be constructed.
13. **Pass Through** - A discharge which exits the POTW into waters of the United States in quantities or concentrations which, alone or in conjunction with discharges from other sources, is a cause of a violation of any requirement of the City of Reidsville NPDES permit, including an increase in the magnitude or duration of a violation. [City of Reidsville Sewer Use and Pretreatment Ordinance Definition]
14. **Ordinance** - The City of Reidsville Fats, Oils and Grease Control Ordinance
15. **POTW** - Publicly Owned Treatment Works as defined by Section 212 of the Act. (33 U.S.C. 1292) which is owned by the City of Reidsville. This definition includes any devices or system used in the collection, storage, treatment, recycling and reclamation of municipal sewage (wastewater) or industrial wastes of a liquid or solid nature. It also includes sewers, pipes and other conveyances only if they convey wastewater to a POTW treatment plant. For the purpose of this Ordinance, POTW shall also include any sewers that convey wastewater to the POTW from persons/property owner and/or FSE owner s outside the City who are by contract, or agreement with the City or in any other way property owner and/or FSE owner s of the POTW.
16. **Sanitary Sewer** - A Public Sewer controlled by a governmental agency or entity including The City of Reidsville that carries liquid and waterborne Waste from residences, commercial buildings, industrial plants or institutions; together with minor quantities of ground or surface waters that are not intentionally admitted.
17. **Sewer** - A pipe or conduit for carrying Wastewater.
18. **Storm Sewer or Storm Drain** - A sewer or drain designed, constructed and intended to carry storm and surface waters and drainage, but NOT wastewater.
19. **Surface Waters** - Creeks, streams, lakes or other bodies of water.
20. **Property owner and/or FSE Operator** - Any person, business, or organization, including those located outside of the jurisdictional limits of the City, who contributes, causes, or permits the contribution or discharge of wastewater into the POTW.
21. **Variance for Cause Request** - Submittal provided by a Food Service Establishment to provide site-specific technical information to demonstrate why a grease interceptor is not feasible, practicable, and/or necessary for a particular use, activity and/or structure.
22. **Waste** - Shall mean the liquid and water-carried domestic or industrial wastes from dwellings, commercial establishments, industrial facilities and institutions, whether treated or untreated. The term’s "sewage" and "wastewater" shall be deemed as waste by definition.

**Section 10-152 APPLICABILITY**

This Ordinance is applicable to all “Food Service Establishments” that discharge wastewater containing fats, oils and grease to the City of Reidsville Sanitary Sewer System including but not limited to the following: restaurants, grocery stores, meat markets, hotels, factory and office building cafeterias, public and private schools, hospitals, nursing homes, commercial day care centers, churches, and catering services.

**Section 10-153 GREASE RETENTION UNIT CONSTRUCTION STANDARDS**

All new grease interceptors shall be designed and constructed in accordance with the requirements of the City of Reidsville but in no case may be less stringent than the North Carolina State Plumbing Code.

1. General Design Requirements for all Food Service Establishments
   1. The City of Reidsville Community Development Department must approve grease retention unit design prior to installation by the Food Service Establishment.
   2. All grease retention units, whether singular or two tanks in series, must have each chamber directly accessible from the surface to provide means for servicing and maintaining the retention unit in efficient working and operating condition.
   3. All grease retention units shall be designed and installed to allow for complete access for inspection and maintenance of the inner chamber(s) and viewing and sampling of the effluent wastewater discharged to the sanitary sewer system.
   4. A basket, screen, or other intercepting device shall prevent passage into the drainage system of solids ½ inch or larger in size. The basket or device shall be placed in all food preparation sinks and must be removable for cleaning purposes.
   5. Drainage systems conveying sanitary waste (toilets, lavatories, etc.) shall not be connected to the influent side of the grease retention unit.
   6. Where food waste grinders are installed, the waste from those units shall discharge directly into the building drainage system without passing through a grease interceptor. All other fixtures and drains receiving kitchen or food preparation wastewater shall pass through a grease retention unit.
   7. Dishwashers equipped with booster heaters and/or using water in excess of 140° F shall not pass through any grease retention unit with lesser than a 1000-gallon capacity.
2. New Food Service Establishments in New Buildings
3. All new Food Service Establishments shall be required to install grease interceptor, unless granted a Variance for Cause by the City of Reidsville. Any Food Service Establishment wishing to seek a Variance for Cause must submit a Variance for Cause Request to the FOG Coordinator.
4. Grease Retention Units shall be sized in accordance with the Community Development Department criteria.
5. No new Food Service Establishments will be allowed to initiate operations until a grease retention unit is installed and approved by the Community and Development department.
6. Site plans must be submitted for all new Food Service Establishments to Community Development Department. Site plans must be signed and sealed by a North Carolina licensed professional engineer to certify the plan meets all requirements of this Ordinance.
7. New Buildings (Strip Centers) with the Potential for Food Service Establishments
8. All new buildings or strip centers containing sections designated for commercial enterprise of the strip center are encouraged to provide a stub-out for a separate waste line for future grease interceptor installation.
9. The property owner and/or FSE owner of a new strip center shall consider suitable physical property space and sewer gradient that will be conducive for the installation of an exterior, in ground grease interceptor(s) for any flex space contained within the strip center.
10. Existing Food Service Establishments with a Grease Retention Unit
11. All existing Food Service Establishments with a grease retention unit shall operate and maintain such units in compliance with this Ordinance and shall comply with the Enforceable Best Management Practices.
12. In the event an existing Food Preparation Establishment’s grease retention unit is either under-designed or substandard in accordance with this Ordinance, the property owner and/or FSE will be notified in writing of the deficiencies and required improvements and given a compliance deadline not to exceed one year to conform to the requirements of this Ordinance. For cases in which “outdoor” type grease interceptors are infeasible to install, existing Food Service Establishments will be required to install adequate and approved inside grease traps for use on individual fixtures including sinks and other potentially grease containing drains pending prior approval from the Community Development Department..
13. Site plans must be submitted for additions and renovations made to existing facilities. Site plans for additions must be signed and sealed by a North Carolina professional engineer. Site plans for renovations must be signed and sealed by a North Carolina professional architect to ensure the plan meets all requirements of this Ordinance. Improvements made to existing facilities will be evaluated to determine their impact on the grease retention unit. Establishments will be required to install a larger sized unit if the potential daily grease production is significantly increased.
14. Existing Food Service Establishments without a Grease Retention Unit
15. Food Service Establishments without a grease retention unit in place on the effective date of this Ordinance shall comply with the Enforceable Best Management Practices.
16. If excessive grease buildup is noted in the collection system and/or excessive collection system maintenance is required in the collection system and/or sanitary sewer blockages occur in the sanitary sewer system below a Food Service Establishment without a Grease Retention Unit the City of Reidsville reserves the right to require the Food Service Establishment to install a Grease Retention Unit.
17. New Food Service Establishments in Existing Buildings
18. Where practical, Food Service Establishments locating in existing buildings will be required to comply with the requirements applicable to new construction
19. Where it is physically impossible to install “outdoor” interceptors, inside grease traps may be allowed provided prior approval of unit type, size, location, etc. is obtained from the FOG Coordinator.
20. Construction Standards Exceptions
21. Under certain circumstances, the grease retention unit size and location may necessitate special exceptions to this Ordinance.
22. If the City determines that an exception to this Ordinance is necessary, the Property owner and/or FSE owner must first demonstrate that the proposed size and location will not result in noncompliance with the intent and discharge requirements of the Fats, Oils, and Grease Control Ordinance.
23. The facility shall then submit appropriate site plans for any additions or renovations.

**Section 10-154 GENERAL REQUIREMENTS**

1. Right of Entry
2. The FOG Coordinator or their designee, upon presentation of proper credentials shall have right-of-entry subject to this Ordinance for the purpose of inspection, determination of compliance, or other enforcement action. The FOG Coordinator or their designee shall be provided ready access to all parts of the premises for the purposes of inspection, monitoring, sampling, ability to establish limits, inventory, records examination and copying, and the performance of any other duties which the FOG Coordinator reasonably deems necessary to determine compliance with this Ordinance.
3. Where security measures are in place which require proper identification and clearance before entry into the premises, the property owner and/ or FSE owner shall make necessary arrangements with its security guards so that, upon presentation of proper credentials, the FOG Coordinator or their designee will be permitted to enter without delay for the purposes of inspecting the site and investigating any complaints or alleged violations of this Ordinance.
4. The FOG Coordinator or their designee shall have the right to set up on the property such devices as are necessary to conduct sampling and/or metering and shall have the power to require written statements, certificates, certifications, or the filing of reports relating to complaints or alleged violations of this Ordinance.
5. All grease retention units shall be easily accessible and shall not be obstructed by landscaping, parked cars, or other obstructions. Any temporary or permanent obstruction to safe and easy access to the areas to be inspected and/or monitored shall be removed promptly by the responsible party at the written or verbal request of the FOG Coordinator or their designee. The costs of clearing such access shall be borne by the responsible party.
6. The FOG Coordinator also may monitor and inspect any business using or selling cooking oil, any person removing and transporting commercial cooking oil waste or commercial FOG waste and any recycling facility converting commercial cooking oil waste or commercial FOG waste into a marketable product.
7. Best Management Practices
8. Fats, oils and grease can be managed effectively in the food service industry to minimize the discharge to the sewer system and decrease the required maintenance of grease retention units. Best Management Practices are kitchen cleaning and grease-handling techniques used throughout the industry, and have proven effective when implemented properly and consistently.
9. All Food Service Establishments shall maintain a copy of the “City of Reidsville Best Management Practices” and shall implement the BMPs through the proper training of all employees.
10. Documentation of BMP employee training shall be maintained on-site and readily available upon request.
11. Use of Enzymes, Emulsifiers or Other Biological Additives
12. The use of any enzymes, grease solvents, thermal sources, emulsifiers, etc. are not considered acceptable grease trap/interceptor maintenance practices and shall not be used as an alternative to the pumping of a grease retention unit, nor as the sole source of grease retention unit maintenance.
13. Inside Grease Trap Cleaning and Maintenance Requirements
14. Grease traps (in floor or under sink) shall be cleaned at least twice per month. This required maintenance cleaning frequency can be changed by the FOG Coordinator upon written notification to the property owner and/or FSE.
15. Cleaning of grease traps by property owner and/or FSE owner and/or operators are permissible under the following guidelines:
    1. All property owner(s) and/or FSE owners are recommended to obtain a septage permit yearly from the State of North Carolina in order to maintain their own inside traps. [As per North Carolina General Statute 130A-290(32)].
    2. All property owners and/or FSE owners shall maintain grease trap cleaning records that include: date and time grease trap was cleaned, initials of person who performed the cleaning.
    3. Cleaning records shall be maintained on-site for a period of three continuous years.
16. Outside Grease Interceptor Cleaning and Maintenance Requirements
17. All outdoor grease interceptor units shall be cleaned/pumped at least quarterly by a North Carolina licensed grease hauler or recycler [as per NCGS 130A-291]. This required maintenance cleaning frequency can be changed by the FOG Coordinator upon written notification to the property owner and/or FSE.
18. Cleaning/pumping shall include the complete removal of all contents, including floatable materials, wastewater, sludge and solids. Separation, decanting or back flushing of the grease interceptor or its wastes is prohibited.
19. The property owner and/or FSE shall be responsible for ensuring that no waste or wastewater pumped from the grease retention unit is reintroduced back into the collection system, into the environment, or is otherwise improperly disposed of.
20. All outdoor grease interceptors shall be maintained in efficient operation at all times by the property owner and/or FSE at the property owner and/or FSE’s expense.
21. All property owner and/or FSE shall maintain cleaning/pumping receipt records that include: date and time grease interceptor was cleaned, quantity of grease/materials removal, company or qualified agent providing services.
    1. Cleaning records shall be maintained on-site for a continuous period of three years and copies of cleaning records shall be submitted quarterly to the City of Reidsville FOG Coordinator.
    2. Reports shall be due by the 15th day of January, April, July and October for the previous 3 calendar month period. The submittal can be by fax or US mail.
22. Prohibitions and Violations
23. No property owner and/or FSE shall contribute or cause to be contributed into the sanitary sewer system the following:
    1. Hot water running continuously through a grease retention unit define by PH range
    2. Discharge of concentrated alkaline or acidic solutions into a grease retention unit
    3. Discharge of concentrated detergents into a grease retention unit
    4. Discharge of oils and grease into the sanitary sewer system
24. It shall be a violation of this Ordinance and the City of Reidsville Sewer Use and Pretreatment Ordinance for any person or Property owner and/or FSE owner to:
    1. Modify a grease retention unit structure without consent from the Community Development Department approval.
    2. Provide falsified data and/or information to the City of Reidsville, including but not limited to grease retention unit maintenance and/or cleaning records.
    3. Violate or fail to comply with any applicable section or provision of this Fats, Oils and Grease Control Ordinance.
25. Notification of Change in Property ownership or Closure of a Food Service Establishment
26. A change in property ownership and/or FSE ownership shall be reported to the FOG Coordinator in writing within thirty (30) days of the property ownership and/or FSE change.
27. Any Food Service Establishment that goes out of business shall report such closure to the FOG Coordinator in writing within thirty (30) days of closure and shall ensure that any grease trap and/or interceptor shall be cleaned / pumped before the building is vacated.

**Section 10-154 COMPLIANCE**

1. All Food Service Establishments who are implementing and documenting the BMPs [including employee training and kitchen procedures] and performing and documenting grease retention unit cleaning at the required frequency will be considered to be in full compliance with this Ordinance.
2. When an obstruction and/or Sanitary Sewer Overflow occurs, the records of all Food Service Establishments that discharge to the affected sanitary sewer line may be reviewed in order to determine the responsible party. Any Food Service Establishment found to be in noncompliance with the required grease retention unit cleaning frequency shall be deemed a “responsible party” for cost recovery. Payment of cost recovery does not preclude further enforcement actions for noncompliance as per the FOG Control Ordinance and Enforcement Response Plan.

**Section 10-155 ENFORCEMENT**

1. Enforcement Response Plan
2. Enforcement of the Fats, Oils and Grease Control Ordinance shall be in accordance with the provisions of the City of Reidsville FOG Enforcement Response Plan. Failure to comply with any provision of the Ordinance may be grounds for civil penalty imposition and/or discontinuance of sanitary sewer service.
3. The FOG Coordinator shall develop and implement an Enforcement Response Plan for the City of Reidsville Fats, Oils and Grease Control Ordinance. The plan shall contain detailed procedures indicating how the FOG Coordinator will investigate and respond to instances of non-compliance with this Ordinance.
4. The Enforcement Response Plan is a statement of policy by the City of Reidsville. It is not a regulation, code or statute and the Public Works Director or his designee has the authority to amend the Policy at any time in order to more effectively implement the FOG Control Ordinance.
5. No enforcement procedure is contingent upon the completion of any “lesser” activity.
6. Nothing in the Enforcement Response Plan shall limit the authority of the FOG Coordinator to take any action, including severance of sanitary sewer service without first issuing a Notice of Violation or other less severe action.
7. Administrative Enforcement Activities

The City of Reidsville is authorized to take the following actions in response to noncompliance with the Fats, Oils and Grease Ordinance and/or the Sewer Use and Pretreatment Ordinance:

1. Written Notice to Correct [NTC]
2. Written Notice of Deficiency [NOD]
3. Enforcement Meeting
4. Initiation of Self-Monitoring
5. Employee Training Requirement
6. Notice of Violation [NOV]
7. Civil Penalty [from $1-$10,000]
8. Consent Order (may contain Schedule of Compliance [SOC])
9. Administrative Order [AO]
10. Payment of Remediation/Clean-Up Costs and/or Cost Recovery
11. Termination of (Sewer and/or Water) Service [TOS]

**Section 10-156 EMERGENCY ACTIONS and PROCEDURES**

1. The FOG Coordinator is authorized to take all necessary actions to immediately and effectively halt or prevent any fats, oils and grease discharge to the sanitary sewer system, storm water drains and on the ground.
2. Any property owner and/or FSE owner with grease retention unit maintenance problems or other situations resulting in the discharge of fats, oils, and grease to surface waters must halt discharge immediately. Immediately is defined as within 15 minutes of becoming aware of the problem. Any repairs to the system must be completed within 48 hours, at the expense of the Food Service Establishment, property owner or leaseholder.

**Section 10-157 APPEALS**

1. Reconsideration Petition
2. Any property owner and/or FSE owner may petition the FOG Coordinator to reconsider the terms of any enforcement action within thirty (30) calendar days of issuance.
3. Failure to submit a timely petition for review shall be deemed to be a waiver of the administrative appeal process
4. The petition shall indicate the terms objected to, the reasons for the objection and any additional information that should be considered.
5. If the FOG coordinator fails to act within fifteen (15) days of receipt, the request for reconsideration is deemed to be denied.
6. Initial Appeal to Public Works Director
7. Any property owner and/or FSE owner whose Reconsideration Petition to the FOG Coordinator has been denied shall have the right to a hearing before the Public Works Director upon making written demand to the Public Works Director within thirty (30) days of receipt of the denial. The written demand shall identify the specific enforcement action issues to be contested and any additional information that should be considered.
8. Unless such written demand is made within the time specified herein, the action shall be final and binding.
9. The Public Works Director shall conduct the hearing and make a final decision on the enforcement action within fifteen (15) days of the hearing. The property owner and/or FSE owner shall be notified of the decision by certified mail.

(c) Final Appeal Hearing with City Manager

1. Any property owner and/or FSE owner whose Initial Appeal to the Public Works Director has been denied shall have the right to a final hearing before the City Manager upon making written demand to the City Manager within thirty (30) days of receipt of the Initial Appeal denial. The written demand shall identify the specific enforcement action issues to be contested and any additional information that should be considered.
2. Unless such written demand is made within the time specified herein, the action of the City Manager shall be final and binding.
3. The City Manager shall conduct the hearing and make a final decision on the enforcement action within fifteen (15) days of the hearing. The property owner and/or FSE owner shall be notified of the decision by certified mail.
4. The decision of the City Manager shall be considered the final administrative action for purposes of judicial review.

This the 10th day of September, 2014.

/s/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

John M. “Jay” Donecker, Mayor, City of Reidsville

ATTEST:

/s/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Angela G. Stadler, CMC/NCCMC, City Clerk

**CITY OF REIDSVILLE FATS, OILS, AND GREASE ENFORCEMENT RESPONSE PLAN**

**Section 1- Introduction**

This Fats, Oils, and Grease Enforcement Response Plan [FOG ERP] document is a statement of policy by the City of Reidsville. It is NOT a regulation, code or statute and the City has the authority to amend this policy at any time in order to more effectively implement the City of Reidsville Sewer Use and Pretreatment Ordinance regarding Fats, Oils and Grease Control. This plan has been developed for guidance and is not intended to create legal rights or obligations, or to limit the enforcement discretion of the FOG Coordinator or the City of Reidsville.

This FOG Enforcement Response Plan is an effective way to ensure that the City of Reidsville takes fair, consistent and equitable enforcement actions against food service establishments (FSE) for violations of the City of Reidsville Sewer User and Pretreatment Ordinance. It should be noted that, even with an FOG ERP, judgment and flexibility will be needed at times in response to unusual instances of noncompliance. Some violations may require a response that deviates from the ERP depending on the particulars of the situation.

The enforcement philosophy of the City of Reidsville is progressive, in that problems are addressed at the lowest level and with the least formality possible consistent with the specific violation. However, no enforcement procedure is contingent upon the completion of any “lesser” activity.

In general, enforcement actions against the food service establishment (FSE) will be taken in accordance with this Enforcement Response Plan, however, the enforcement actions listed here are not exclusive and the City of Reidsville reserves the right to implement other enforcement responses available to it under the Sewer User and Pretreatment Ordinance and North Carolina law, separately or in combination with these responses.

**Section 2 - Enforcement Actions Available For Fats, Oils and Grease Control**

The City of Reidsville is empowered by North Carolina General Statutes (NCGS) 143-215.6A and the City of Reidsville Sewer Use and Pretreatment Ordinance to take a wide variety of enforcement actions. The following is a list of those actions.

1. **Informal Enforcement Notification / Actions**
2. **Notice of Deficiency [NOD] and/or Notice to Correct [NTC]**

Written notice that a violation/deficiency has occurred and should be corrected. In general, NTCs are used for minor isolated violations or as an initial step leading to an escalated enforcement response. NODs/NTCs are documented and kept on file.

1. **Enforcement Meeting**

An informal meeting used to gather information concerning noncompliance, discuss steps to alleviate noncompliance and determine the commitment level of the food service establishment.

1. **Initiation of Self- Monitoring**

Notice to the property owner or FSE owner to begin self-monitoring the effluent from the food preparation process discharge from the facility.

1. **Employee Training Requirement**

When the FOG coordinator feels that a violation has been caused by a food service establishment employee training may be required to obtain knowledge concerning FOG Ordinance/SUO requirements.

1. **Formal Enforcement Notification / Actions**
2. **Notice of Violation [NOV]**

A NOV is a written notice to the noncompliant property owner or FSE owner that a violation has occurred. A NOV includes a statement detailing the legal authority under which the City issued the NOV, a description of the violation(s) and the date(s) the violation(s) occurred. A NOV may require a response from the property owner or FSE owner that details the causes of the violation(s), and the correction action taken to correct the violation and prevent similar violations from occurring. In general a NOV is considered to be a more serious enforcement action than a NOD/NTC.

1. **Civil Penalties**

Administrative penalty issued to a property owner or FSE owner who fails to comply with any provision of the FOG Ordinance and/or any applicable provision

of the SUO. The City of Reidsville Sewer Use and Pretreatment Ordinance authorizes penalties of up to ten thousand dollars ($10,000.00) per day per violation.

1. **Consent Orders [CO]**

A voluntary agreement with a non-compliant property owner or FSE owner that includes specific acts to be taken by the discharger to correct the noncompliance within a time period also specified in the order. COs may incorporate schedules of compliance (SOC), administrative penalties and/or termination of sanitary sewer service. Such documents shall have the same force and effect as administrative orders and shall be judicially enforceable.

1. **Administrative Order [AO]**

Administrative Orders [AOs] are enforcement documents that direct food service establishments to undertake and/or to cease specified activities by specified deadlines. The terms of an AO may or may not be negotiated with food service establishments. AOs may incorporate compliance schedules, administrative penalties and/or termination of sanitary sewer service.

1. **Payment of Remediation/Clean- Up Costs and/or Cost Recovery**

Notice to pay to the City of Reidsville costs associated with the clean-up or decontamination of a site after the discharge of substances into the sanitary sewer, , surface waters and/or to the environment that cause interference, pass-through or sanitary sewer blockage. This Includes clean up and decontamination of all structures/areas including residential, commercial, surface waters and the environment.

1. **Termination of (Sewer) Service [TOS]**

Termination of Service [TOS] is the revocation of a food service establishment’s privilege to discharge wastewater from food preparation processes into the sanitary sewer system. TOS is used when the discharge from a FSE presents imminent endangerment to the health or welfare of persons, or the environment or threatens to interfere with the operation of the POTW collection system. TOS is also used as an escalating enforcement action when a noncompliant food service establishment fails to respond adequately to previous enforcement actions. TOS may be accomplished by physical severance of the FSE’s connection to the sanitary sewer system, issuance

of an AO [Cease and Desist], which compels the FSE to immediately terminate its discharge, or a court ruling.

The Public Works Director reserves the right to assess the maximum penalty for any violation.

**Section 3 - Personnel Responsible for Enforcement Actions**

The City of Reidsville FOG Coordinator is responsible for all enforcement actions. The Public Works Director may be requested to review escalated penalties prior to issuance.

**Section 4 - Enforcement Considerations**

In determining which enforcement measure(s) to use and the amount of any civil penalties, the FOG Coordinator may consider the following:

1. The degree and extent of the impact/harm to the natural resources of the State, the public health, the POTW or public or private property as a result of the violation including effect on sanitary sewer , storm water sewer or surface water.
2. The duration and magnitude of the violation;
3. The cost of repairing the damage to the POTW collection system, public or private property and/or the natural resources of the State;
4. Whether the violation was committed negligently, grossly negligently, recklessly negligently, willfully or intentionally;
5. The amount of money saved, if any, by noncompliance, including the cost of continuing to discharge in noncompliance instead of stopping operations;
6. Cost incurred by the FSE in correcting the problem and FSE cooperation and good faith effort to resolve noncompliance.
7. The prior record of the FSE in complying or failing to comply with the requirements of the Sewer Use and Pretreatment Ordinance, or other applicable law or regulation;
8. The cost to the City [including legal fees, sampling/analytical costs, engineering/consulting fees, etc.] required, in the opinion of the City, to take necessary investigative/enforcement action, determine the nature and extent of damage, prevent further damage and repair any damage.
9. The cost to the City for any civil penalties, fines, legal costs and/or other costs associated with any enforcement action or legal action taken against the City of Reidsville for Wastewater Collection System Permit violations, NPDES violations or other violations caused by the FSE violation(s).
10. Violation(s) resulting from vandalism or the action of third-party entities
11. Deficiencies or violations occurring as a result of circumstances beyond the FSE’s control as determined by the FOG Coordinator

**Section 5 - Investigation of Noncompliance**

The FOG Coordinator will investigate compliance with the FOG Ordinance in the following ways:

1. On-site inspections of Food Service Establishments, including scheduled and unscheduled visits;
2. Review of documentation of required cleaning/maintenance of grease retention units;
3. Review of records/activities required to be documented and maintained by the User;
4. Review of procedures and implementation of Enforceable Best Management Practices
5. Investigation of sanitary sewer overflows and spill and illegal discharges

**Section 6 - ENFORCEMENT TIER LEVELS:**

**ENFORCEMENT TIER LEVELS/ACTIONS**

**TIER I** Notice of Deficiency/Notice to Correct – No Civil Penalty Assessed

**TIER II** Notice of Violation – Civil Penalty of $0 - $50 Assessed

**TIER III** Notice of Violation – Civil Penalty of $75 - $100 Assessed

**TIER IV** Notice of Violation – Civil Penalty of $150 - $500 Assessed

**TIER V** Notice of Violation – Civil Penalty of $500 - $1000 Assessed

**TIER VI** Notice of Violation - Civil Penalty of $1000 - $10,000 Assessed (Possible Consent Order or Administrative Order)

**TIER VII** Consent Order/Administrative Order with Stipulated Penalties

**TIER VIII** C/O/A/O with Stipulated Penalties and Termination of [Sewer] Service (TOS)

*Note that Reimbursements Costs are in addition to any civil penalties assessed.*

**Section 7 – Types of Violations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Violation** | **1st**  **Occurrence** | **2nd**  **Occurrence** | **3rd**  **Occurrence** | **4th or more**  **Occurrences** |
| Failure to maintain on site records | TIER I | TIER III-TIER V |  |  |
| Failure to pump grease trap/Interceptor | TIER IV | TIER V | TIER V | TIER V |
| Failure to maintain necessary equipment (T’s, grease trap / interceptor not watertight, baffles) | TIER II | TIER IV | TIER VI | TIER VII |
| Source of sewer blockage | TIER I | TIER II-IV | TIER VI | TIER VI |
| Source of blockage causing sanitary sewer overflow | TIER I | TIER II-IV | TIER VI | TIER VI |
| Falsification of maintenance records | TIER I | TIER V | TIER V | TIER VI |

This the 10th day of September, 2014.

/s/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

John M. “Jay” Donecker, Mayor

ATTEST:

/s/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Angela. G. Stadler, CMC/NCCMC, City Clerk

**CITY OF REIDSVILLE**

**BEST MANAGEMENT PRACTICES**

**FOR ALL FOOD SERVICE ESTABLISHMENTS**

**[REQUIRED BY THE FATS, OILS AND GREASE CONTROL ORDINANCE]**

Fats, oils and grease (FOG) can be managed effectively by food service establishments to minimize the discharge of FOG to the sanitary sewer system and decrease the required maintenance of grease retention units. The following Best Management Practices have proven effective when implemented properly and consistently.

**All Food Service Establishments (FSE) must comply with the following Best Management Practices to minimize the discharge of FOG to the Reidsville Sanitary Sewer System. Failure to comply with any of these requirements is a violation of the City of Reidsville Fats, Oils and Grease Ordinance.**

**I. EMPLOYEE TRAINING**

**All Food Service Establishment employees shall be properly trained and instructed to use the Best Management Practices:**

A. Train all employees in Best Management Practices and other methods to reduce the volume of fats, oils and grease discharged to the sanitary sewer system. Train employees to be aware of problems created by grease in the sanitary sewer system, possible violations and fines and the cost of cleaning clogged pipes. Even a small amount of grease on each pot, pan or plate can be substantial when you serve hundreds of meals per day.

B. All training shall be documented in writing and shall include the names of the instructor and employee as well as the date of the training. Records of Employee Training shall be maintained by the FSE for a period of three (3) continuous years and shall be available to the FOG coordinator upon request.

C. Employee Training shall including information on the following:

1. **Dry Wipe Pots, Pans and Dishware Prior to Dishwashing:**

Foods, fats, cooking oil and grease remaining in pots and pans should be dry wiped or scraped out into the trash prior to washing. This can substantially reduce FOG discharged to the grease interceptors. After wiping, pots, pans or dishware that contained grease should be washed in sinks that flow to grease retention devices attached to the sanitary sewer system.

2. **Cleaning Hoods:**

Clean hood filters on a monthly basis. Remove the hood filters and wipe or scrape off as much grease as possible and dispose of by recycling or placing in the garbage can. Wash hood filters with hot water (less than 140 degrees) in sinks that flow to grease retention devices attached to the sanitary sewer.

3. **Sweep Up Food debris on the floor:**

Using the water hose as a broom and washing debris from the floor into the floor drains is strictly prohibited. This causes grease, food, detergents and other chemicals to enter the sanitary sewer system. Train staff to sweep up floor debris and put in the trashcans.

4. **Proper Disposal of Grease**

Pouring grease down any drain, hot flushing grease down any drain or pouring grease into any grease retention unit is strictly prohibited. All waste grease should be placed in a grease disposal container for pick-up by a grease recycling or disposal company.

**II. POST “NO GREASE” SIGNS**

**Post a sign indicating “No Grease” above all kitchen sinks, on dishwashers and near other grease discharge outlets to serve as a constant reminder to employees to properly dispose of grease**.

**III. EMPLOYEE TRAINING REQUIRED FOR FOOD SERVICE**

**ESTABLISHMENTS WITH “INSIDE GREASE TRAPS”**

A. Employee training shall include information on the following:

1. Location, purpose and function of grease trap

2. Proper cleaning of grease trap

3. Inspection of grease trap filter, baffles and tee [if applicable]

4. Proper disposal of grease from grease trap

5. If grease traps are more than 50% full when cleaned, the cleaning frequency

needs to be increased.

6. Proper written documentation of grease trap cleaning

**IV. FOR FOOD SERVICE ESTABLISHMENTS WITH “OUTSIDE”GREASE**

**INTERCEPTORS**

If possible, have a manager or supervisor witness and/or verify grease interceptor cleaning/maintenance activities by the private service contractor to ensure the devices are being maintained and operating properly.

This the 10th day of September, 2014.

/s/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

John M. “Jay” Donecker, Mayor

ATTEST:

/s/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Angela G. Stadler, CMC/NCCMC, City Clerk

**CONSIDERATION OF AN AMENDED INTERLOCAL AGREEMENT TO PROVIDE CONSOLIDATED 911 SERVICE WITHIN ROCKINGHAM COUNTY.**

In making the staff report, City Manager Pearce gave some background on the consolidated 911 center. In the Spring of 2011, municipalities learned that the State was going to put more requirements on 911 emergency call centers. At that time, the County, Eden and Reidsville each operated their own centers. The new State requirements were designed to create redundancy and would double the costs for those maintaining their own centers. In short order, the local municipalities got together and talked about consolidating to a countywide call center. Through this mutual working together, we were able to get a $7.86 million grant from the 911 Commission to build a new PSAP in Wentworth, which will be operational very soon, he said. The original agreement was done very quickly, Pearce noted, adding that the Governance Board has been meeting since June of 2011 and has uncovered some items in the agreement we’d like to correct.

The City Manager explained that the Governance Board is an advisory board. The 911 Center will be operated by employees of the County, supervised by the County Manager. The Governance Board will advise the County and County Commissioners on different issues, most importantly, funding issues. Taxpayers provided monies for this center, he said, and the consolidation. Originally, the agreement stated that for the first three years, Eden and Reidsville would pay $38,000 each, then a formula was established for the payments, in excess of the initial amount that the County was paying for operations. Again, this has been a positive experience working together on this, Pearce said, and the County has agreed that this should be a Countywide system. Since it is paid for from taxes by Rockingham County residents, municipalities shouldn’t have to pay anything extra. This amendment clarifies that the 911 Center is paid for by County tax dollars. This will save the City money, Pearce noted, and he is in favor of this amended agreement.

Pearce asked if there were any questions? Mayor Donecker asked on page 4, what does “CAD” stand for? The City Manager talked of how this deals with the need for interconnectivity of information on the ground and all the computer systems.

Pearce added that on the Governance Board, our Police Chief will serve, along with another City representative, to make sure all of the equipment we put in our police cars will work with this system. The Mayor added that the board is advisory in everything except this. When the board is in their area of expertise, they will take precedence, which is important, he said.

Councilman Gorham asked when the 911 facility opens, does that mean we won’t have anyone in place at the Police Department after 5:30 p.m.? Pearce said there is usually someone over there, such as an administrative officer, but for the most part, no, there won’t be. He said we are making provisions to create a safe harbor for citizens there in case of an emergency. The City Manager said that is something we are working on.

Pearce said there may be some delays sending Reidsville’s calls out there, but he stressed that we won’t transfer calls until we are 100% sure that everything out there will be functional. He reminded Council members that during their budget work sessions, he said we could be delayed beyond the September 30th date.

Councilman Gorham said he wants assurances that we will have something in place for women and children, especially with the amount of domestic violence cases we have. Mayor Donecker suggested utilizing fire stations as well since there is a City employee there at all times. It was noted that citizens will need to be educated about that. It was not known how many cases we have of people coming to the police department at night. Councilman Gorham said even if there hasn’t been one in the past two years, there is the possibility of one. Mayor Donecker agreed that if there is one tragic event, that is one too many. He said we should let citizens know about the Fire Departments. The City Manager said the lobby would be open but could be locked behind them. Councilman Gorham said there will have to be a lot of education out in the community. The Mayor agreed, but again, said nothing happens in a vacuum.

Following more discussion on this topic, Pearce added that he had spoken with Police Chief Hassell just yesterday about these types of things. Staff needs to know this, he said.

Councilman Balsley asked if the 911 center would be operational by the first of the year? Pearce said it could be as late as March of 2015. He said the problem is the communication between the center and the equipment in our police vehicles. Pearce said we are not going to put our officers in that position if everything isn’t ready to go. We need to be able to provide the services our officers and our citizens need, he asserted.

**Councilman Gorham made the motion, seconded by Councilman Hairston and unanimously approved in a 7-0 vote, to approve the amended interlocal agreement to provide consolidated 911 service in Rockingham County.**

The amended agreement as approved follows:

**ROCKINGHAM COUNTY**

**NORTH CAROLINA**

**AMENDED INTERLOCAL AGREEMENT TO PROVIDE**

**CONSOLIDATED 911 SERVICE WITHIN ROCKINGHAM COUNTY**

**WITNESSETH:**

**WHEREAS**, on or about June 21, 2011, the County and the Municipalities within Rockingham Countyentered into an agreement titled  **INTERLOCAL AGREEMENT FOR THE CONSOLIDATION OF 911 SERVICE AND THE CREATION OF A JOINT AGENCY PURSUANT TO NORTH CAROLINA GENERAL STATUTE § 160A‑462 TO PROVIDE EMERGENCY PUBLIC SAFETY COMMUNICATIONS SERVICES WITHIN ROCKINGHAM COUNTY;** and

**WHEREAS**, any modifications to the 2011 Interlocal Agreement require written amendments which are approved and adopted by all parties to the original agreement; and

**WHEREAS**, the 2011 Interlocal Agreement established a joint agency with a Governance Board to oversee and manage the consolidated 911 system; and

**WHEREAS**, the 2011 Interlocal Agreement established funding obligations on the part of the County and the Municipalities for support of the joint agency and operation of the consolidated 911 system; and

**WHEREAS**, the County and the Municipalities now desire to modify the funding obligations and to transition oversight of the joint agency and consolidated system to the County, with advisory support from the previously created governance board; and

**WHEREAS**, theCounty and the Municipalitiesdesire to amend the Interlocal Agreement as set forth hereafter.

**NOW THEREFORE**, in consideration of the mutual terms, covenants and conditions set forth herein, the **COUNTY** and the **MUNICIPALITIES** hereby agree that the following sections of the existing Interlocal Agreement shall be modified, replaced, or added as follows:

**EFFECTIVE IMMEDIATELY:**

**H. Funding.** Rockingham County Emergency Communications is intended to be a self-sufficient entity financed by 911 fees, grants, and local government funds**.** Starting with the **Operational Date**, any 911 fees collected by the State of North Carolina and sent separately to the **MUNICIPALITIES** and the **COUNTY** will be combined and deposited in a special revenue fund established by the Rockingham County Finance Office for Rockingham County Emergency Communications operations. The **Operational Date** shall be the date that the combined communication center is open for operations. It is agreed that the **COUNTY** shall appropriate an amount it deems necessary to carry out the annual costs of personnel, maintenance, operation, repair and capital costs of the Rockingham County Emergency Communications.

**EFFECTIVE JANUARY 1, 2016:**

**C. Organizational Objectives**. The organizational objectives of the consolidated public safety communications system established under this interlocal agreement are as follows:

1. To effectively receive calls for routine and emergency assistance, based on established structured call intake protocols, and to coordinate response resources to those calls for service based on the needs of the caller and the direction of field response agencies;

2. To provide participating agencies with a single contact point for the receipt of emergency assistance requests and to provide for the control of coordinated dispatch and radio communications services for law enforcement, fire, EMS, rescue forestry, emergency management and animal control;

3. To maintain an operational emergency center at a new facility located on the grounds of the County Judicial Center Complex;

4. To provide the public and field response agencies with trained, certified and/or credentialed 911 communications personnel;

5. To provide funding for the provision of public service communication services by establishing a funding mechanism and defining the budget process for the system;

6. To provide personnel, oversight and management of the system and the consolidated communication center by the County, with advisory input from a Governance Advisory Board representing the participating entities and agencies. The input of the Governance Advisory Board shall be considered advisory in all respects, except that the County agrees to follow the decisions of the Governance Advisory Board as to radio talk group assignments and CAD/RMS upgrades;

7. To facilitate coordination and responsiveness to the field response agencies by creating User Committees if deemed helpful by Rockingham County 911 Director or the Governance Advisory Board; and,

8. To provide a mechanism for the addition or withdrawal of parties to this interlocal agreement.

**D. Governance Advisory Board**. The Rockingham County Emergency Communications Governance Advisory Board (hereinafter referred to as “**Governance Advisory Board**”) shall consist of the following representatives who shall be selected by the agency he or she represents to serve on the **Governance Advisory Board** subject to approval by the Rockingham County Board of Commissioners.

The **Governance Advisory Board** members will develop such amendments to their Bylaws as are necessary to reflect the provisions of the Amended Interlocal Agreement, and shall present such amended Bylaws to the Rockingham County Board of Commissioners for approval. The Bylaws shall maintain staggered expiration terms for advisory board members, except for the Rockingham County 911 Director and the Rockingham County IT Director/designee, who will serve ex-officio non-expiring terms on the advisory board as non-voting members.

The **Governance Advisory Board** shall include the following voting members:

1. Two Police Chief representatives elected by majority vote from among a group consisting of one Police Chief from each municipality participating in this interlocal agreement (or his or her designee) and a representative appointed by the governing board of any participating municipality not served by a Police Chief;

2. The Rockingham County Sheriff, or his designee;

3. A representative of the Rockingham County Fire Chiefs’ Council which represents all County Fire Chiefs (paid and volunteer);

4. A representative of Rockingham County EMS/Rescue (which represents the Rockingham County EMS, the Reidsville Rescue Squad, the Eden Rescue Squad, and the Madison Rescue Squad);

5. One citizen representative selected from persons nominated by municipalities participating in this interlocal agreement; and,

6. One citizen representative selected by the Rockingham County Commissioners.

The **Governance Advisory Board** shall include the following non-voting members:

1. The Rockingham County IT Director, appointed by the Rockingham County Manager, or his designee; and,

2. The Rockingham County 911 Director, appointed by the Rockingham County Manager.

**E.** **User Committees.**  The **Governance Advisory Board,** working with the Rockingham County 911 Director, may create or designate Fire, EMS, and Law Enforcement User Committees to facilitate coordination and responsiveness. It would be the responsibility of the user committees to make recommendations in the development of dispatch protocols, procedures, policies, and systems related to service delivery and to make recommendations regarding general operating guidelines as well as service levels and performance standards.

**F. Rockingham County 911 Director.** The Rockingham County Emergency Communications joint agency shall be managed, operated, and supervised by the Rockingham County 911 Director, who shall be an employee of Rockingham County appointed and supervised by the Rockingham County Manager or his designee and subject to the rules and regulations of Rockingham County. The Rockingham County 911 Director shall make every effort to work closely with the recommendations and advisement of the **Governance Advisory Board**.

The responsibilities and authority of the Rockingham County 911 Director shall include the following:

1. The Rockingham County 911 Director (hereinafter the “**Director**”) shall be responsible for the overall operation of the Rockingham County Emergency Communications system and center and shall develop long-range plans, including strategic capital improvements, staffing and other matters.

2. The **Director** shall be the administrative head of Rockingham County Emergency Communications and shall be responsible for administration, budget, and personnel matters. Such budget shall be based on established service levels and performance standards. The Director may, in his or her discretion, seek input from the **Governance Advisory Board** in developing the budget request to the County.

3. The **Director** shall be responsible for oversight of call answering, dispatching, records maintenance, communications, security and other Rockingham County Emergency Communications functions and activities.

4. The **Director** shall establish performance standards and comply with personnel and operational policies. The **Director** shall actively and continuously consider and evaluate all means and opportunities toward the enhancement of operational effectiveness of emergency services to the participating agencies and city and county citizens.

5. The **Director** shall be responsible for supervising Rockingham County Emergency Communications personnel consistently with applicable personnel policies and procedures.

6. The **Director** shall review and evaluate any proposals from the User Committees or the **Governance Advisory Board** for changes to service levels, performance standards, and/or procedures for implementation costs, benefits and liabilities, or other matters, and prepare a written report of findings and recommendations, as necessary, to the **Governance Advisory Board** and appropriate authorities for review and implementation.

7. The **Director** shall discharge other duties as assigned by the Rockingham County Manager.

Notwithstanding the aforementioned duties, the **Director** shall follow all policies and directives established by the **Governance Advisory Board** pertaining to radio talk group assignments or reassignments and CAD/RMS upgrades.

**G. Budget Process and Finances.** The **Director** shall develop the annual operating budget for Rockingham County Emergency Communications joint agency on a fiscal year basis, beginning on the first day of July and ending on the thirtieth day of June, in accordance with policies established by the Rockingham County Finance Office. The proposed budget shall be subject to final approval by the Rockingham County Board of Commissioners in its annual budget.

The Rockingham County Finance Officer shall be the Finance Officer for Rockingham County Emergency Communications and all financial operations (including purchasing) shall be conducted by or under the supervision of the Rockingham County Finance Officer in accordance with procedures established by the Rockingham County Finance Office and with applicable laws and regulations.

**K. Personnel.** All employees of Rockingham County Emergency Communications shall be employees of the **COUNTY** subject to its administrative, personnel and legal requirements and managed and supervised by the Director.

**Effective Date.** This Amended Interlocal Agreement shall only become effective upon execution by all of the parties to the underlying interlocal agreement.

This \_\_\_\_ day of \_\_\_\_\_\_\_\_\_, 2014.

**ROCKINGHAM COUNTY**

(SEAL)

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C. Zane Cardwell

Chairman, Board of Commissioners

**ATTEST**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pamela M. McLain, MMC, NCCCC

Clerk to the Board of Commissioners

***(Clerk’s Note: All of the signature pages are not included in the minutes.)***

Mayor Donecker commended Eden Mayor Wayne Tuggle on his efforts to get this agreement amended.

**PUBLIC COMMENTS.**

**Mr. Doug Astin compliments Clam Jam.**

Mr. Doug Astin of 512 Merrick Street, Reidsville, talked about the fantastic Clam Jam event, which had great food, great music and a great crowd. He talked of those who had helped and said he was glad to be a professional volunteer.

**Sherwood Drive Traffic Discussed.**

Mr. Phil Gardner of 1112 Sherwood Drive, Reidsville, came forward to discuss the speeding on his street. He said he did appreciate Captain Ellison helping with the traffic device. Even though the speed limit is 35 mph, people don’t pay attention to the signs and the amount of traffic is ridiculous with people from the Irvin Farm Road area cutting through Sherwood to get to school, Mr. Gardner said. He stated they would like to see that traffic reduced. He said he realized we can’t tell people they can’t come through there, and officers can’t be there all the time. He added that he knows the City has a speed bump moratorium. Mr. Gardner said he was fine with lowering the speed limit further, but if the problem persists, something needs to be done about it.

Mayor Donecker talked of needing to keep track of the traffic. City Manager Pearce explained that a traffic study was done a few weeks ago. This is an unposted area so he changed the speed limit to 20 mph. Public Works doesn’t like speed bumps because they cause problems with the scraping of the streets, etc. in bad weather. Mr. Gardner suggested temporary speed bumps. He agreed that the speed bump on Crescent Drive is huge and at 50 mph, it will damage your car. He said either the street needs to be widened or traffic needs to be on Freeway Drive where it belongs.

Pearce said another traffic study was started on Monday since school is now in session. He said he will provide Council with that information. The Mayor asked Mr. Gardner to keep in touch. Councilwoman Walker asked whether we had any figures on the footage of Sherwood from Richardson to Belmont. Pearce said he didn’t know the footage, but it is probably about 300 feet. The problem with making the street wider, the City Manager pointed out, is that we would need to take some people’s property. We assume they don’t want that, he added.

**CITY MANAGER’S REPORT.**

In making his Manager’s Report (A COPY OF THE WRITTEN REPORT IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES), Pearce said he is excited about the rehab work being done at the Rec Center. He said the new $100,000 state-of-the-art fitness center equipment is being installed. The grand re-opening is October 2nd, the day before Cycle NC. The center will be open in the afternoon for employees, then at 5 p.m. for the general public with speakers. He said Council would be getting an invitation for it.

Pearce said the proposed Senior Center has a hit a snag. We had hoped to have bids out Council to award at the October 7th meeting, but there have been some additional hurdles to jump through for the USDA requirements. Everybody has been working hard on this, but we want to get a positive bid so we want to make sure to give contractors enough time to get good numbers down. We probably won’t be able to award bids until the November meeting, then we can have a groundbreaking in November, he added. He said we are so close, but he’d hate to do anything too quickly and mess it up.

Pearce also commented that the City is working with Sparks Oil about a sinkhole behind their property on Jackson Street. Normally we wouldn’t share the cost of repairs for something on private property, but it is impacting our sewer line so it is in our best interest that it is corrected and done right, he said. Sparks will be doing the work with our assistance so that we can protect the sanitary sewer line there, he added.

The City Manager then distributed two budget ordinance amendments. Budget Ordinance Amendment No. 5 allows us to receive funding from Sparks Oil and pay the bills for the project, he explained.

**Councilman Turner made the motion, seconded by Councilwoman Walker and unanimously approved by Council in a 7-0 vote, to approve Budget Ordinance Amendment No. 5.**

**BUDGET ORDINANCE AMENDMENT NO. 5**

**WHEREAS,** the Mayor and City Council of the City of Reidsville adopted a budget ordinance on June 4, 2014 which established revenues and authorized expenditures for fiscal year 2014-2015; and

**WHEREAS,** since the time of the adoption of said ordinance, it has become necessary to make certain changes in the City's budget to recognize revenue and to appropriate related funds in relation to repairs in Jackson Street;

**NOW, THEREFORE, BE IT ORDAINED,** by the Mayor and City Council of the City of Reidsville that the budget ordinance as adopted on June 4, 2014 is hereby amended as follows;

**Section 1.**  That revenue account number 10-3985-6100, Street Assessments, be increased by $21,100.00.

**Section 2.** That expense account number 10-4510-5810, Street Repairs, be increased by $21,100.00.

This the 10th day of September, 2014.

/s/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

John M. “Jay” Donecker

Mayor

ATTEST:

/s/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Angela G. Stadler, CMC/NCCMC

City Clerk

Pearce then referenced Budget Ordinance Amendment No. 4. Assistant City Manager/Finance Director Chris Phillips lets him know from time to time when we need to establish a place on our revenues side for funds received. This one deals with a $100,000 grant from the Kate B Reynolds Foundation for the new fitness equipment, some forfeiture funds from the State that can be used at the Police Department and funds from the Bee Penn Moore, who left the City $250,000 after her death in 2002 for improvements to the Penn House. Those funds have been used for the front porch, parking lot, and the heating and cooling systems at the Penn House, he noted. He said $9,000 is left, and the Penn House would like to buy some new chairs. Phillips said we can recognize all of those revenues at one time, which is what this budget ordinance amendment does, Pearce concluded.

**Councilman Gorham made the motion, seconded by Mayor Pro Tem Brown and unanimously approved by Council in a 7-0 vote, to approve Budget Ordinance Amendment No. 4.**

**BUDGET ORDINANCE AMENDMENT NO. 4**

**WHEREAS,** the Mayor and City Council of the City of Reidsville adopted a budget ordinance on June 4, 2014 which established revenues and authorized expenditures for fiscal year 2014-2015; and

**WHEREAS,** since the time of the adoption of said ordinance, it has become necessary to make certain changes in the City's budget to recognize revenues and to appropriate related funds for gym equipment, police equipment/supplies and equipment/supplies at the Penn House;

**NOW, THEREFORE, BE IT ORDAINED,** by the Mayor and City Council of the City of Reidsville that the budget ordinance as adopted on June 4, 2014 is hereby amended as follows;

**Section 1.**  That revenue account number 11-3612-2000, Grant Proceeds, be increased by $100,000.00; that revenue account number 10-3413-2000, Unauthorized Substance Tax, be increased by $5,400.00; that revenue account number 10-3834-7100, B. Penn Moore Estate Distribution, be increased by $9,552.00.

**Section 2.** That expense account number 11-6123-5400, Athletics Capital Improvements, be increased by $100,000.00; that expense account number 10-4310-2606, Supplies from Forfeiture Funds, be increased by $5,400.00; that expense account number 10-6140-2600, Penn House Supplies, be increased by $2,552.00; that expense account number 10-6140-5800, Penn House Equipment, be increased by $7,000.00.

This the 10th day of September, 2014.

/s/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

John M. “Jay” Donecker

Mayor

ATTEST:

/s/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Angela G. Stadler, CMC/NCCMC

City Clerk

Pearce concluded his Manager’s Report by noting that the Fire Department would hold a short ceremony for the 9/11 Remembrance at 7:45 a.m. that day at Market Square.

**BOARD & COMMISSION APPOINTMENTS:**

City Manager Pearce distributed the ballots for the Board & Commission appointments.

**COUNCIL MEMBERS’ REPORTS.**

**Mayor Pro Tem Brown** – The Mayor Pro Tem said he had received a lot of positive response to the skat bus service. He also said hats off to the Parks & Recreation staff, which has had a busy summer. He also noted that First Christian Church will hold a 9/11 ceremony tomorrow from 6-7 p.m.

**Councilman Balsley** – The Councilman had no report, but he recognized Diane Sawyer of the Chamber. She reminded everyone of Cycle NC on September 29. Volunteers are needed at the hospitality tent and at the shuttle stations around lunch time and during the evening, she said. She also reminded everyone of the upcoming Business Showcase, the October 2nd coffee at Avante at 8 a.m. and the Kaboom playground project, which needs some 200 volunteers.

**Councilman Hairston** – The Councilman said he would piggyback on comments about the skat bus system. He said the number of participants had been more than expected, and it was doing great, creating a buzz around town. He said he attended Police Chief Hassell’s swearing-in ceremony. The Councilman added that Interim Chief Ronnie Ellison did a fantastic job, and he said hats off to the entire Police Department. He talked of how excited he is about the things that are going to happen in the department and how the Community Watch meetings are getting stronger and working together in a positive way. He said he is very glad to see that in light of everything that is happening in Ferguson, Missouri, that it is a “real plus.”

**Councilman Gorham** – The Councilman said it has been a busy month for him. He attended the Planning Board meeting, three back to school celebrations at McLaurin Funeral Home, First Christian and Galilee Church, Clam Jam, the skat bus ribbon cutting, including taking a ride that day. He said it was a very comfortable ride, and the drivers seemed very capable and do a fantastic job. He said he attended Chief Hassell’s swearing in and would give any support from District A. He echoed what a good job Ellison did in the interim. He said he has also attended the Downtown Corporation meeting, and the CW meetings for McLaurin, Ann Ruston and Washington Street.

**Councilman Turner** – No report.

**Councilwoman Walker** – The Councilwoman, on a personal note, thanked everyone during the loss of her mother. She then noted that she attended the County Commissioners’ meeting held at Reidsville Middle School, along with Mayor Pro Tem Brown. She said it was good to see what’s going on with our County government. She also said she got to ride at the skat bus kickoff, but she would like to do a full ride. The Appearance Commission, she noted, is sending out a lot of notices to people about grass clippings. Community Development Manager Setliff, who is the staff liaison to the RAC, said notices have been sent out to 200 property owners. She outlined the three step process for those who may be making illicit discharges into our sewer system. Education is stressed first, it was noted. The Councilwoman thanked Setliff and the Public Works Department for their work. At the last ABC Commission meeting, they went over the audit, found the store to be in good shape and that it is one of the top five in the State of North Carolina, Councilwoman Walker noted. She talked of going to the last Mayor/Council Hours with Mayor Donecker and encouraged others to take advantage of this time. She said she attended two Community Watch meetings with Councilmen Hairston and Gorham, including one where Louise Parker was recognized for turning 100 years old. Detective Stan Allison gave a presentation on scams and identity theft at one meeting, which was very informative, she said.

**Mayor Donecker** – The Mayor said he wanted to give a “shout out” to Interim Chief Ellison for the excellent job he did during the transition, setting the ground right for Chief Hassell and increasing the level of engagement in the community. He also complimented Judy Yarbrough for her work with the Clam Jam and Public Works Director Kevin Eason for bringing the manager of Albaad to the last Council meeting. He noted the need to do more for the industries that are here and help them to expand.

The Mayor asked if the skat bus needed to go deeper into the Cambridge neighborhood? City Manager Pearce said the route will be a fluid thing. The Mayor apologized for telling more than one person that the Senior Center groundbreaking would be in October. He said he hadn’t realized how many hoops we’d have to go through with the USDA. It is still going to happen, just not in October, he said. He said he would hold Mayor/Council Hours on September 17th (instead of the previously announced September 16) and September 30. City Chat will be at 6:30 p.m. on September 11 on Channel 5, he noted.

**ANNOUNCEMENT OF BOARD & COMMISSION APPOINTMENTS.**

City Clerk Angela Stadler announced that Ms. Daphne Roach of 902 Piedmont Street, Reidsville, was unanimously re-appointed to the Human Relations Commission. (THE BALLOTS ARE HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.)

**Film Incentives Letter.**

Mayor Donecker passed out a letter which he would like to send to legislators in association with the other municipalities. This would be to reinstate the incentives to the film industry, he said. He pointed out that even in films are made elsewhere in the County, they help to benefit us and the entire County.

**Councilman Turner made the motion, seconded by Councilwoman Walker and unanimously approved by Council in a 7-0 vote, to send the letter to elected officials to reinstate the film incentives.** (A COPY OF THE LETTER IS HEREIN INCORPORATED AND MADE A PART OF THESE MINUTES.)

The Mayor then asked for a motion to go into closed session under General Statute 143-318.11(a)(4) to discuss economic development.

**Councilman Gorham made the motion, seconded by Councilman Hairston and unanimously approved by Council in a 7-0 vote, to go into closed session.**

The Mayor then called for a 10-minute recess before going into closed session in the adjacent conference room.

**Change of Meeting Date to October 7, 2014.**

Upon return to open session, Mayor Donecker noted the need to have the October meeting a week earlier than scheduled – at 6 p.m. on Tuesday, October 7, 2014.

**Councilman Gorham made the motion, seconded by Councilman Hairston and unanimously approved by Council in a 7-0 vote, to approve the meeting change.**

**Councilman Turner then made the motion, seconded by Councilwoman Walker and unanimously approved by Council in a 7-0 vote, to adjourn at approximately 4:55 p.m.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

John M. “Jay” Donecker, Mayor

ATTEST:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Angela G. Stadler, CMC/NCCMC, City Clerk