

**TOWN OF LIBERTY**

239 S. Fayetteville Street | PO Box 1006 | Liberty, NC 27298

Office (336) 622-4276 | Fax (336) 622-2665

[www.Liberty-NC.com](http://www.Liberty-NC.com)

**A G E N D A**

**Town Council Council Meeting**

**December 4, 2023 – 5:30 P. M.**

- 1. Call to Order**
  - 1.1. Pledge of Allegiance
  - 1.2. Invocation / Moment of Silence
- 2. Adoption of Agenda**
- 3. Swearing in of Mayor and Council Members**
- 4. Old Business**
  
- 5. New Business**
  - 5.1 Temporary Turn on application
  - 5.2 Amended Fee Schedule (temporary turn on)
  - 5.3 Letter to LGC in response to Audit
  
- 6. Administrative Reports**
  - 6.1 Manager's Report
- 7. Committee Reports**
- 8. Citizen Comments**
- 9. Council Comments**
- 10. Mayor Comments**
  
- 11. Adjourn**

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**Agenda Item Cover Sheet**

Meeting Date:	December 4, 2023
Item:	<b>Swearing in of New Members</b>

Attachment:	No
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**Brief Description:**

The Town Clerk will swear in Mayor Filmore York for a two year term ending in 2025. Council Member Don Herndon will be serving another four year term ending in 2026 and new Council Member Greg Carpenter will be stepping in for Council Member JR Beard who is stepping down with a four year term ending in 2026.

**Staff Recommendation:**

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**Agenda Item Cover Sheet**

Meeting Date:	December 4, 2023
Item:	<b>Temporary Turn on application</b>

Attachment:	Yes
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Brief Description:

This is a proposed temporary turn on application for landlords, homeowners, and realtors.

Staff Recommendation:

Review and discuss if needed.



Utility Department

Utility Temporary Service Application  
(Landlords, Homeowners & Realtors)

**Office Use Only**

Proof of Ownership: Y or N  
How many days: \_\_\_\_\_  
Total Cost: \_\_\_\_\_

Turn On Date: \_\_\_\_\_

Turn Off Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Service Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address (If different from above) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Other ID# (Please specify) \_\_\_\_\_

A Utility Temporary Turn On/Off application must be submitted with proof of ownership and valid identification. Proof of ownership is documentation such as a Tax Bill, Settlement Statement, or Contract of Purchase and valid identification is Driver's License, State Picture ID or Passport. Applications must be submitted before 2:30pm for the temporary service to be turned on the same day.

Temporary Turn On's Rates:

1 day to 7 days = \$35.00

1 day to 14 days = \$70.00

1 day to 21 days = \$105.00

1 day to 30 days = \$140.00

The Town's office is located at 126 S Fayetteville St and the hours of operation are Monday thru Friday 9:00am to 5:00pm.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Utility Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Agenda Item Cover Sheet**

Meeting Date:	December 4, 2023
Item:	<b>Amended Fee Schedule (temporary turn on)</b>

Attachment:	Yes
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Brief Description:

This is a fee for a temporary turn on of water service (7 days) 35.00.

Staff Recommendation:

Review and approve.

<b>Utility Deposits:</b>	
In Town Owner or Renter*	<b>\$ 65.00</b>
Out of Town	<b>\$ 130.00</b>
<p>A deposit is required for initial service and may be transferred to another residence during continued service within the service area. If service is disrupted, a separate deposit shall be made. If service is discontinued, the deposit shall be applied to the final bill. If any of the deposit is remaining, it will be returned to the account holder.</p> <p>*Renters must show a lease agreement in order to begin service</p>	

Meter Testing Fee	<b>\$ 30.00 Paid if results are within +/- 2.5% accuracy</b>
Temporary Water Turn On (7 day)	<b>\$35.00</b>

**BILLING CYCLE:**

**IMPORTANT COVID-19 NOTE REGARDING LATE FEES AND FEES FOR NONPAYMENT - Executive Order 124 prohibits discontinuing service or penalizing residential utility users for nonpayment. The Liberty Town Council has extended this protection to all classes of utility customers. While EO 124 is in effect, you will not receive penalty fees or be disconnected from service for nonpayment. All other fees are in effect. In addition, EO 124 does not waive payments for service. YOU WILL STILL HAVE TO PAY YOUR BILL; however, you may arrange a payment plan with the Finance Director after the expiration of EO 124 protection.**

Bills are mailed on or about the 20th of each month.

**Payment is due by 5:00 PM on the 15th of month following the month bills were issued.**

**If the 15<sup>th</sup> falls on a weekend, payment is due by 5:00 PM the following Monday. If the payment is received after the due date, a late fee of \$7.00 will be assessed.**

**If the payment is not received by close of business the 5<sup>th</sup> day of the month following the due date, water will be cut off and a \$45.00 fee for non-payment will be assessed.**

For Example: The bill for water usage in April and May is mailed to consumers on May 20th. If payment in full is not received by June 15th (or the following Monday if June 15th is on a weekend), a \$7.00 late fee will be assessed and added to the bill. If the full payment, including the \$7.00 late fee is not then paid by July 5th, service will be discontinued to the customer, or cut off, and a \$45.00 fee for non-payment will be assessed. In order to have service restored, the customer must now pay the usage amount, the late fee and the fee for non-payment.

We encourage consumers to use our online bill pay service that can be found on [www.Liberty-NC.com](http://www.Liberty-NC.com).

**WE NOW ACCEPT CREDIT CARD PAYMENTS AND WILL SOON ACCEPT BANK DRAFT**

There will be a processing fee associated with the credit card payments; however, those may be avoided by paying at town hall or mailing your payment to the address on your bill.

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**Agenda Item Cover Sheet**

Meeting Date:	December 4, 2023
Item:	<b>Letter to the LGC in response to Audit</b>

Attachment:	No
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**Brief Description:**

This is a letter to the LGC (Local Government Commission) with corrective action plans for each deficiency from the 2022 audit to be approved and signed by Council.

**Staff Recommendation:**

Review and approve at Council Meeting.

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**Agenda Item Cover Sheet**

Meeting Date:	December 4, 2023
Item:	<b>Manager's Report</b>

Attachment:	No
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**Brief Description:**

<ul style="list-style-type: none"><li>- Proposed Budget Retreat dates: March 5th 2024, March 12th and 13th 2024</li><li>- Town Employee Christmas Lunch Thursday December 14, 2023 Noon Liberty Event Center (all Council invited to attend as well)</li></ul>
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**Staff Recommendation:**

Receive Report and Discuss
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