



Town of Micro
Board of Commissioners Meeting AGENDA
Tuesday - November 12, 2024
7:00 p.m.
Micro Town Hall

1. CALL TO ORDER

- Call to Order
- Pledge of Allegiance
- Invocation

2. PUBLIC COMMENT

3. ADJUSTMENT/ADOPTION OF THE AGENDA

- a. Adjustments to the Agenda
- b. Adoption of the Agenda

POTENTIAL ACTION:

Adoption of Agenda

4. CONSENT AGENDA

(Items on the consent agenda are considered routine in nature or have been thoroughly discussed at previous meetings. Any member of the Board may request to have an item removed from the consent agenda for further discussion.)

- a. Draft Minutes
 - *October 8, 2024*

POTENTIAL ACTION:

Adoption of Consent Agenda as Presented

5. SPECIAL PRESENTATION/INTRODUCTIONS

6. FINANCIAL REPORT

7. PLANNING BOARD REPORT

- a. Planning Board/BOA Report
Presenter: Garrett Mitchell, Planning Board Chair

There was no Planning Board/BOA meeting held in October; therefore, no report is being provided.

8. POLICE REPORT

9. OLD BUSINESS

10. PUBLIC HEARINGS

- a. 2024- 33-ANX – 4570 US Highway 301
Presenter: Kimberly Moffett, Interim Town Clerk
 - *Application*
 - *Newspaper Notice*
 - *Ordinance*

POTENTIAL ACTION:

Adoption of Ordinance #2024-11-01

11. NEW BUSINESS

- a. Resolution – Compliance with NCGS 143-805
Presenter: Kimberly Moffett, Interim Town Clerk
- *Resolution*

POTENTIAL ACTION: Adoption of Resolution # 2024-07

- b. Resolution – Policy Prohibiting Viewing of Pornography on All Micro Networks & Devices
Presenter: Kimberly Moffett, Interim Town Clerk
- *Policy*
 - *Resolution*

POTENTIAL ACTION: Adoption of Resolution # 2024-08

- c. Resolution – Updating Utility Billing Policy
Presenter: Kimberly Moffett, Interim Town Clerk
- *Red Line Policy*
 - *Updated Policy*
 - *Co-Signer Lease Agreement*
 - *Resolution*

POTENTIAL ACTION: Adoption of Resolution #2024-09

- d. Solid Waste/Trash/Yard Debris Policy Discussion
Presenter: Jason Banks, Public Works Director

POTENTIAL ACTION: Direct Staff to Draft Policy

- e. Resolution – Creating Billing Adjustment Policy
Presenter: Kimberly Moffett, Interim Town Clerk
- *Policy*
 - *Resolution*

POTENTIAL ACTION: Adoption of Resolution #2024-10

- f. Water/Sewer Current Rate & Calculation
Presenter: Marty Parnell, Mayor

- *Current Rates & Fees*

POTENTIAL ACTION: Discussion

- g. Sewer Line Discussion – Kenly to Selma
Presenter: Marty Parnell, Mayor

POTENTIAL ACTION: Consensus to Continue Discussion with Selma

12. COMMISSIONER REPORTS

- a. Special Events Report
Presenter: Katy Garcia, Commissioner

13. CLOSED SESSION

14. ADJOURNMENT

- a. Adjourn the Meeting

POTENTIAL ACTION:

Motion to Adjourn



TOWN OF MICRO
PO Box 9
450 US Highway 301 N
Micro NC 27555
919-284-2572

PETITION FOR VOLUNTARY ANNEXATION

VOLUNTARY ANNEXATION: Upon receipt of a valid petition signed by all the owners of real property in the area described therein, the Town may annex an area either contiguous or not contiguous to its primary corporate limits when the area meets the standards set out under North Carolina General Statutes 160A-31 and 160A-58.1.

Applications are accepted on a rolling basis and can be submitted to the Town of Micro Planning Department.

APPLICATION FEE: \$100 Plus Cost of Advertising for Public Hearing

PROCESS:

Review : Staff and/or The Planning Board will review the annexation submission. Comments will be sent to the applicant.

Annexation Plat Submission: After the map and legal description are deemed sufficient by the Town, the applicant is required to submit two (2) Mylar annexation plats.

Board of Commissioners Meeting #1: The Board of Commissioners will pass a resolution directing the Town Clerk to investigate the annexation petition.

Board of Commissioners Meeting #2: The Town Clerk will present to the Town Council a Certificate of Sufficiency indicating that the annexation petition is complete. A resolution setting the date of the public hearing is then approved.

Legal Advertisement: A legal advertisement will be published no more than 25 days and no less than 10 days prior to the date of the public hearing.

Public Hearing/Board of Commissioners Meeting: The Board of Commissioners will either adopt or deny an ordinance to extend the corporate limits of the Town of Micro.

Recordation: If the annexation is approved by the Board of Commissioners, the Annexation Plats shall be recorded at the appropriate County Register of Deeds.

Petition for Voluntary Annexation Application:

- 1. **Application Type:** Individual Corporation LLC Partnership
- 2. **The proposed annexation will be:** Contiguous Annexation Non-Contiguous Annexation
- 3. **Does the proposed annexed parcel(s) need to be rezoned?** Yes No

Property Information:

To the Board of Commissioners of the Town of Micro, North Carolina:

- 1. I/We the undersigned owner(s)* of real property respectfully request that the area described in Paragraph 2 below be annexed to the Town of Micro, North Carolina.

**If the owner of real property is a corporation or religious entity, attach a copy of the articles of incorporation describing who is/are authorized to sign the petition.*

- 2. The area to be annexed is () contiguous OR () non-contiguous to the Town of Micro, North Carolina and the boundaries of such territory are as provided in the boundary plat which is attached to this application.
- 3. If contiguous, this annexation will include all intervening rights-of-way for streets, railroads, and other areas as stated in G.S. 160A-31(f), unless otherwise stated in the annexation amendment.
- 4. Attached is a statement of the schedule for full development of the property to be annexed, which includes the type, number, and estimated value of planned improvements, if applicable.

Total Acreage to be annexed: 1 ac. Existing Housing Units: 1

Population of acreage to be annexed: 3 Fire District: Mirco Fire District

Existing Zoning District*: Mirco Proposed Town Zoning District*: Mirco

County Recorded Plat Book and Page #: 203506-49-7816 4570 US Hwy 301

Reason for petitioner to annex: Receive Town Services Other (please specify): _____

- 5. I/We acknowledge that any zoning vested rights acquired pursuant to G.S. 160A-385.1 or G.S. 153A-344.1 must be declared and identified on this petition. I/We further acknowledge that failure to declare such rights on this petition shall result in the termination of vested rights previously acquired for the property. (If zoning vested rights are claimed, indicate on the following page, and attach proof.)

FOR OFFICE USE ONLY

DATE RECEIVED: 09/20/24 AMOUNT PAID: \$100.00 PETITION NUMBER: 2024-33-ANX

Patrice.martinez@icloud.com

Voluntary Annexation Plat Checklist

#	Required Plat Items
1.	Fully dimensioned by metes and bounds, and the location of intersecting boundary lines of the existing town limits, labeled and distinctly marked. Include full right-of-way if the area on both sides is or will be in the corporate limits.
2.	Any utility easements with metes and bounds.
3.	Accurate locations and descriptions of all monuments, markers and control points.
4.	Ultimate right-of-way widths on all streets.
5.	Entitle "ANNEXATION MAP FOR THE TOWN OF MICRO" OR "SATELLITE ANNEXATION MAP FOR THE TOWN OF MICRO," as appropriate.
6.	Name of property owner(s).
7.	Name, seal, and registration of Professionally Licensed Surveyor (PLS).
8.	Date of the survey and map preparation; a north arrow indicating whether the index is true magnetic North Carolina grid (NAD 83 of NAD 27) or deed; graphic scale; and declination.
9.	Names of the township, county, and state.
10.	A detailed vicinity map.
11.	Include address of property if assigned.
12.	Show all contiguous or non-contiguous town limits.
13.	Leave 2-inch by 2-inch space for the County Register of Deeds stamp on the plat. All final plats must be stamped and signed before they can be accepted by the Town.

#919-607-3576
605-4557

This page must be notarized prior to submitting to the Town for review

Complete ONLY if applying for an individual annexation and if property is owned by an individual:

Patrice Martin
Please Print
Donald Martin
Please Print

Patrice Martin
Signature
Donald Martin
Signature

Complete ONLY if applying for a Corporation Annexation:

In witness whereof, said corporation has caused this instrument to be executed by its President and attested by its Secretary by order of its Board of Directors, this _____ day of __, 20__.

SEAL
Corporate Name: _____
By: _____
(Signature)
Attest: _____
Secretary (Signature)

Complete ONLY if applying for a Limited Liability Company Annexation:

In witness whereof, _____ a limited liability company, caused this instrument to be executed in its name by a member/manager pursuant to authority duly given, this _ day of _____, 20__.

Name of Limited Liability Company: _____
By: _____
Signature of Member/Manager

Complete ONLY if applying for a Partnership Annexation:

In witness whereof, _____ a partnership, caused this instrument to be executed in its name by a member/manager pursuant to authority duly given, this _____ day of __, 20__.

Name of Partnership: _____
By: _____
Signature of General Partner
By: _____
Signature of General Partner

STATE OF NORTH CAROLINA COUNTY OF JOHNSTON

Sworn and subscribed before me, Lisa Lee, a Notary Public for the above State and County, this 20 day of September, 2024.

SEAL
LISA LEE
NOTARY PUBLIC
Johnston County
North Carolina
My Commission Expires September 1, 2027

Lisa Lee
Notary Public

My Commission Expires: September 1, 2027

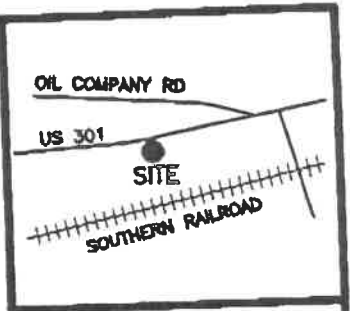
NOTES:

- 1) ALL DISTANCES SHOWN ARE HORIZONTAL GROUND DISTANCES
- 2) AREAS COMPUTED BY COORDINATE METHOD
- 3) PROPERTY SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD
- 4) NO HORIZONTAL CONTROL FOUND WITHIN 2000 FEET OF SURVEY
- 5) BOUNDARY PREDICATED ON EXISTING MONUMENTATION FOUND IN THE FIELD
- 6) NO DETERMINATION HAS BEEN MADE AS TO THE EXISTENCE OF FEMA FLOOD HAZARD AREAS ON THIS PARCEL

MINIMUM BUILDING SETBACKS
ZONING: AR

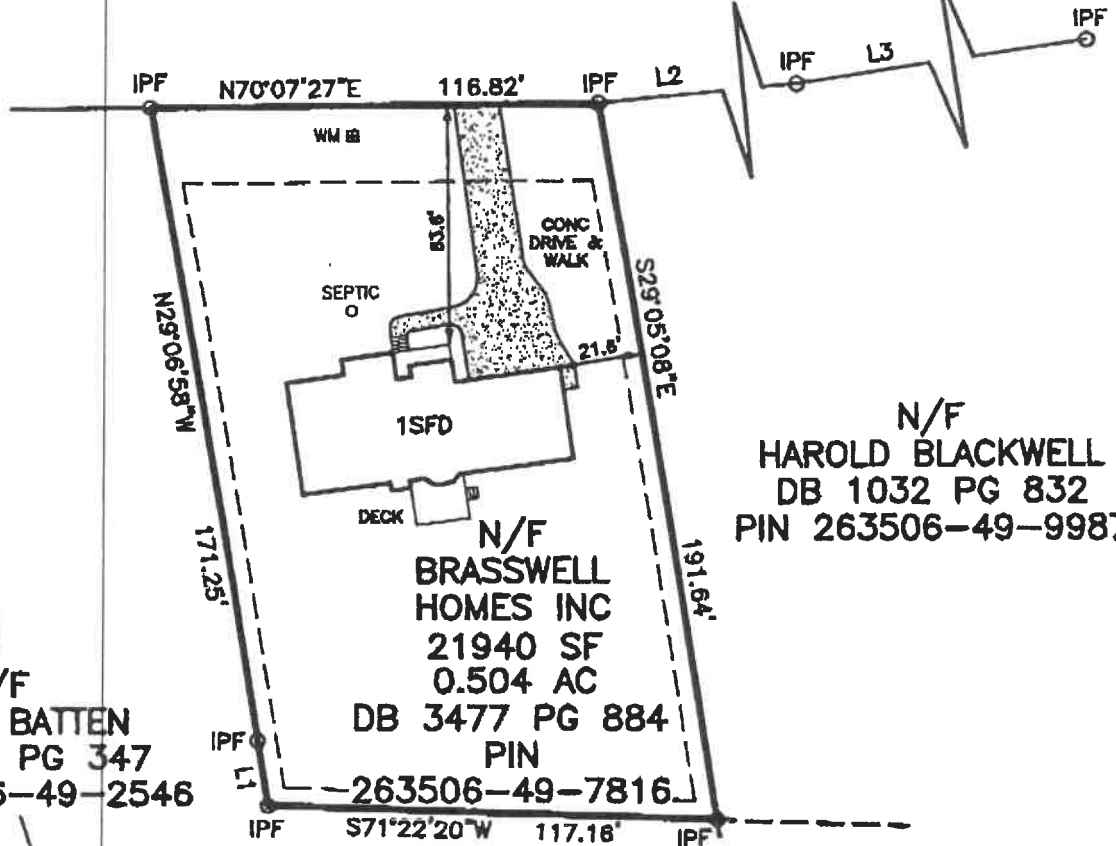
FRONT.....20 FEET
 SIDE.....5 FEET
 REAR.....5 FEET

NUMBER	DIRECTION	DISTANCE
L1	N29°06'58"W	17.83'
L2	N65°11'49"E	116.85'
L3	N62°06'30"E	401.48'



VICINITY MAP
(not to scale)

US HWY 301 80' R/W (PUBLIC)



N/F
 HAROLD BLACKWELL
 DB 1032 PG 832
 PIN 263506-49-9987

N/F
 LELAND BATTEN
 DB 1744 PG 347
 PIN 263506-49-2546

N/F
 BRASSWELL
 HOMES INC
 21940 SF
 0.504 AC
 DB 3477 PG 884
 PIN
 263506-49-7816

N/F
 JESSE PITTMAN
 DB 2469 PG 816
 PIN
 263506-49-9787

SCALE: 1" = 50'



4570
 US 301 HWY

- LEGEND
- IPF IRON PIPE FOUND
 - IPS IRON PIN SET
 - RRSF RAILROAD SPIKE
 - PKNF PARKER-KALON
 - NAIL FOUND
 - WV WATER VALVE

PRELIMINARY PLAN

PHYSICAL SURVEY
 FOR
DONALD E. MARTIN
 AND

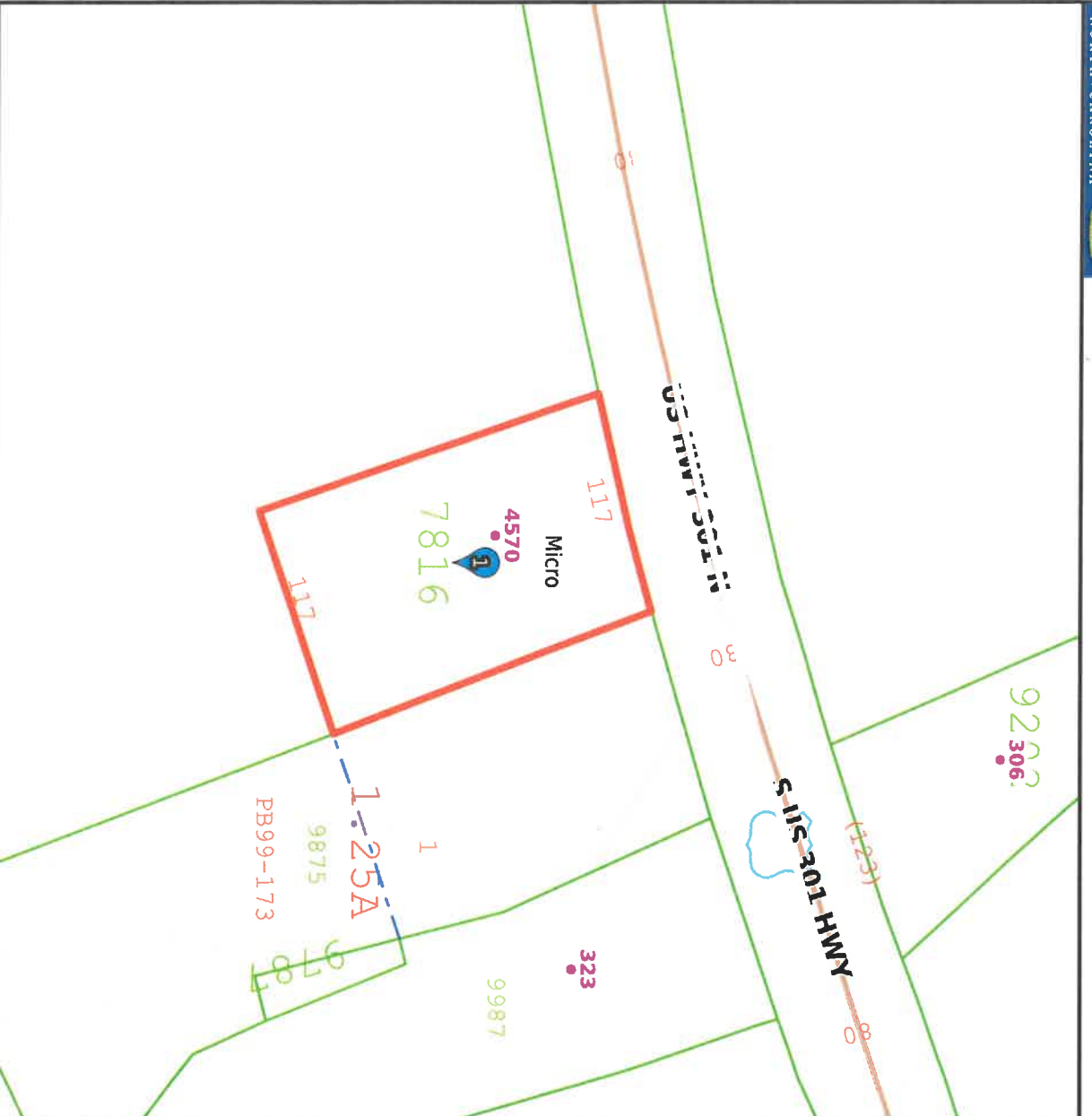


*** DISCLAIMER ***

Johnston County assumes no legal responsibility for the information represented here.

Result

id: 10007003B
Tag: 10007003B
NCPin: 263506-49-7816
Mapsheet No: 263506
Owner Name 1: MARTIN, DONALD E
Owner Name 2: MARTIN, PATRICE L
Mail Address 1: 4570 US HWY 301 N
Mail Address 2:
Mail Address 3: SELMA, NC 27576-0000
Site Address 1: 4570 US HWY 301
Site Address 2: SELMA, NC 27576-
Book: 03532
Page: 0832
Market Value: 156520
Assessed Acreage: 1.000
Calc. Acreage: 0.488
Sales Price: 137000
Sale Date: 2008-04-22



Scale: 1:1125 - 1 in. = 93.76 feet

(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no page scaling.)

AFFIDAVIT OF PUBLICATION

State of Pennsylvania, County of Lancaster, ss:

Rachel Cozart, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC, duly authorized agent of Johnstonian News - (Johnston County), a newspaper printed and published in the City of Smithfield, County of Johnston, State of North Carolina, and that this affidavit is Page 1 of 1 with the full text of the sworn-to notice set forth on the pages that follow, and the hereto attached:

PUBLICATION DATES:

Oct. 30, 2024

NOTICE ID: doT6i5Mz0GM6f2PC4Z6J

NOTICE NAME: 2024-33-ANX

Publication Fee: 74.30

I declare under penalty of perjury under the laws of North Carolina that the foregoing is true and correct.

Rachel Cozart

(Signed) _____

VERIFICATION

State of Pennsylvania
County of Lancaster

Commonwealth of Pennsylvania - Notary Seal
Nicole Burkholder, Notary Public
Lancaster County
My commission expires March 30, 2027
Commission Number 1342120

Subscribed in my presence and sworn to before me on this: 10/30/2024

Nicole Burkholder

Notary Public

Notarized remotely online using communication technology via Proof.

PUBLIC HEARING

The Micro Board of Commissioners has called a public hearing at 7:00 p.m. on Tuesday, November 12, 2024, 2023 at Micro Public Works Building, 450 US Highway 301 N, on the question of of annexing the following described contiguous area, requested by annexation petition #2024-33-ANX, 4570 US Highway 301 , filed pursuant to NCGS 160A-31.

The area proposed for annexation is described as the following: Lying and being in Micro Township, Johnston County, North Carolina and being more particularly described as follows:

Beginning at an iron pipe on the southern right of way of US 301 Hwy, a common corner with the Leland Eugene Batten Jr. property, runs thence N 70°07'27" E a distance of 116.82' to an iron pipe found, a common corner with the Hunter Blackwell property; thence with the Hunter Blackwell line S 29°05'08" E a distance of 191.64' to an iron pipe found; thence S 71°22'20" W a distance of 117.16' to an iron pipe found; thence N 29°06'58" W a distance of 17.83' to an iron pipe found; thence continuing with the same line N 29°06'58" W a distance of 171.25' to the point and place of beginning and containing a total area of 21940 SF and 0.504 acres.

This is an open meeting, and the public is invited to attend.

The Johnstonian
October 30, 2024

Return to:

Town of Micro– Town Clerk
PO Box 9
Micro, NC 27555

Annexation Petition #2024-33-ANX
4570 US Highway 301
Owners: Donald & Patrice Martin
Contiguous; 1.00 acre (+/-)

**TOWN OF MICRO
ORDINANCE TO EXTEND THE CORPORATE LIMITS**

WHEREAS, the Micro Board of Commissioners has been petitioned under NC GS 160A-31 to annex the area described below; and

WHEREAS, the Micro Board of Commissioners has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at Town of Micro Public Works Building, 450 US 301 Highway North, on Tuesday – November 12, 2024 after due notice by publication in the Johnstonian on October 30, 2024 and

WHEREAS, the Micro Board of Commissioners finds that the petition meets the requirements of NC GS 160A-31;

NOW THEREFORE, BE IT ORDAINED by the Board of Commissioners, Micro, North Carolina that:

SECTION 1 By virtue of the authority granted by NC GS 160A-31, the following described territory is hereby annexed and made part of the Town of Micro as of November 12, 2024:

Beginning at an iron pipe on the southern right of way of US 301 Hwy, a common corner with the Leland Eugene Batten Jr. property, runs thence N 70°07'27" E a distance of 116.82' to an iron pipe found, a common corner with the Hunter Blackwell property; thence with the Hunter Blackwell line S 29°05'08" E a distance of 191.64' to an iron pipe found; thence S 71°22'20" W a distance of 117.16' to an iron pipe found; thence N 29°06'58" W a distance of 17.83' to an iron pipe found; thence continuing with the same line N 29°06'58" W a distance of 171.25' to the point and place of beginning and containing a total area of 21940 SF and 0.504 acres.

SECTION 2 Upon and after November 12, 2024, the above-described territory and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the Town of Micro and shall be entitled to the same privileges and benefits as other parts of the Town of Micro. Said territory shall be subject to municipal taxes according to NC GS 160A-58.10.

SECTION 3 The Mayor of the Town of Micro shall cause to be recorded in the office of the Register of Deeds of Johnston County and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in **SECTION 1** above, together with a duly certified copy of the ordinance. Such a map shall also be delivered to the County Board of Elections, as required by NC GS 163-288.1.

Duly adopted this the 12th day of November 2024.

Marty Parnell
Mayor

ATTEST:

APPROVED AS TO FORM:

Kimberly A. Moffett, CMC, NCCMC
Interim Town Clerk

Chip Hewett
Town Attorney

**NORTH CAROLINA
JOHNSTON COUNTY**

This the _____ day of _____, 2024 personally appeared before me, Kimberly A. Moffett, Interim Town Clerk of the Town of Micro, who, being duly sworn by me, says that know the common seal for the Town of Micro and is acquainted with Marty Parnell, who is the Mayor and presiding member of said municipal corporation; and that she saw the Mayor sign the foregoing instrument and saw the said common seal of said municipal corporation affixed to said instrument and that she, the said Kimberly A. Moffett, signed her name in attestation of said instrument in the presence of said Mayor.

Witness my hand and notarial seal, this the day and year as first written above.

Notary Public - Signature
(NOTARY SEAL)

Notary Public - Printed Name

Commission Expires: _____

County of Commission: _____

**RESOLUTION
PROHIBITING VIEWING OF PORNOGRAPHY
ON TOWN NETWORKS AND DEVICES**

WHEREAS, N.C.G.S. § 143-805, effective October 1, 2024, states that a public agency shall not permit the viewing of pornography by its employees on a network of that public agency, and no public agency shall permit an employee, elected official, or appointee of that public agency to view pornography on a device owned, leased, maintained, or otherwise controlled by that public agency; and

WHEREAS, N.C.G.S. § 143-805 requires public agencies to adopt a policy governing the use of its network and devices owned, leased, maintained, or otherwise controlled by that public agency.

NOW, THEREFORE, BE IT RESOLVED that the following policy shall apply in the Town of Micro;

1. No employee of the Town shall view pornography on any computer network owned, leased, maintained, or otherwise controlled by the Town, whether on a device controlled by the Town or on a privately owned, leased, maintained, or otherwise controlled device.
2. No employee, elected official, or appointee of the Town shall view pornography on a device owned, leased, maintained, or otherwise controlled by the Town.
3. Any employee, elected official, or appointee of the Town who has saved pornography to a device owned, leased, maintained, or otherwise controlled by the Town shall remove, delete, or uninstall the pornography no later than January 1, 2025.
4. Paragraphs 1, 2, and 3 shall not apply to an official or employee if the use falls under the provisions of N.C.G.S. § 143-805(d), but this use shall follow the recommendations for appropriate viewing of pornography issued by the State Chief Information Officer for the purposes under N.C.G.S. § 143- 805(d).
5. The terms used herein shall be defined as set forth in N.C.G.S. § 143-805(g).
6. Starting annually in 2025, no later than August 1, and in the format required by the State Chief Information Officer, the Town Clerk shall report information to the State Chief Information Officer on the number of incidences of unauthorized viewing or attempted viewing of pornography on the Town's network.

7. Any employee of the Town who becomes aware of a violation of any provision of this policy shall report the violation to the Mayor or Mayor Pro Tem.
8. Any employee of the Town who violates any provision of this policy shall be subject to disciplinary action to include; written warning, written warning with conditions of continued employment, suspension, demotion and/or dismissal .
9. Any appointee of the Town who violates any provision of this policy shall be subject to removal by the Board of Commissioners.

This resolution shall be in full force and effect upon its passage.

Duly adopted this the 12th day of November, 2024 while in regular session.

Marty Parnell
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Interim Town Clerk

TOWN OF MICRO



POLICY PROHIBITING VIEWING OF PORNOGRAPHY ON ANY AND ALL TOWN OF MICRO NETWORKS AND DEVICES

The Town of Micro has implemented a policy regarding prohibition of viewing of pornography on any and all Town of Micro Networks and/or Devices.

This policy relates to all elected officials, employees and appointees of the town.

A copy of this policy will be provided to all elected officials, employees and appointees of the town and must be read, executed and returned.

Should you have any questions or concerns about this policy, please do not hesitate to contact the Town Clerk and/or the mayor.

-
1. No employee of the Town shall view pornography on any computer network owned, leased, maintained, or otherwise controlled by the Town, whether on a device controlled by the Town or on a privately owned, leased, maintained, or otherwise controlled device.
 2. No employee, elected official, or appointee of the Town shall view pornography on a device owned, leased, maintained, or otherwise controlled by the Town.
 3. Any employee, elected official, or appointee of the Town who has saved pornography to a device owned, leased, maintained, or otherwise controlled by the Town shall remove, delete, or uninstall the pornography no later than January 1, 2025.
 4. Paragraphs 1, 2, and 3 shall not apply to an official or employee if the use falls under the provisions of N.C.G.S. § 143-805(d), but this use shall follow the recommendations for appropriate viewing of pornography issued by the State Chief Information Officer for the purposes under N.C.G.S. § 143- 805(d).
 5. The terms used herein shall be defined as set forth in N.C.G.S. § 143-805(g).
 6. Starting annually in 2025, no later than August 1, and in the format required by the State Chief Information Officer, the Town Clerk shall report information to the State Chief Information Officer on the number of incidences of unauthorized viewing or attempted viewing of pornography on the Town's network.
 7. Any employee of the Town who becomes aware of a violation of any provision of this policy shall report the violation to the Mayor or Mayor Pro Tem.

8. Any employee of the Town who violates any provision of this policy shall be subject to disciplinary action to include written warning, written warning with conditions of continued employment, suspension, demotion and/or dismissal .
9. Any appointee of the Town who violates any provision of this policy shall be subject to removal by the Board of Commissioners.

I hereby acknowledge receipt of this policy and by affixing my signature affirms that I understand and will comply with this policy.

Print Name

Signature

Title (Elected Official/Employee/Appointee)

**TOWN OF MICRO
PROHIBITION OF VIEWING PORNOGRAPHY ON ALL
TOWN OF MICRO NETWORKS & DEVICES**

WHEREAS, it is the desire of the Town of Micro Board of Commissioners to ensure the town is in compliance with NCGS 143-805; and

WHEREAS, having a policy in place related to Prohibition of Viewing Pornography on all Town of Micro Networks & Devices is a requirement of NCGS 143-805; and

WHEREAS, this policy will outline all requirements for all employees, elected officials and appointees of the Town of Micro to be in compliance with NCGS 143-805.

NOW THEREFORE, this Prohibition of Viewing Pornography Policy will become effective immediately upon adoption this 12th day of November, 2024 while in regular session.

Marty Parnell
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Interim Town Clerk

TOWN OF MICRO



UTILITY BILL PAYMENT POLICY

Billing Dates/Information:

Utility bills are generated between the 18th and 20th of each month and mailed at that time. If a customer does not receive a bill, it is the responsibility of the customer to ensure that the bill is paid on time. If the customer does not have the bill by the first of the month, they should contact the office at 919-284-2572. The bills are due on the 15th of the month **BEFORE** 5:00 p.m.

Example: January bill is generated January 19 and is due the 15th of February.

Failure to receive a bill is not an excuse for non-payment of the bill.

Late Fees:

A \$50.00 penalty will be added to all accounts that have not been paid as of 5:00 p.m. on the 15th of the month. In the event the 15th of the month falls on a weekend or holiday, the customer shall have until 5:00p.m. on the next business day to make the payment without penalty.

Example: January 15th falls on a Saturday, the customer would have until 5:00 p.m. on the following Monday to make the payment.

Disconnection:

Accounts are subject to disconnect if not paid by the 16th of the month. The town will no longer accept partial payments. When paying a bill online, the total amount due should be paid. *Be sure to include account number (put this in the email line) when paying online.

Disconnections will take place on the 22nd of the month at 9:00 a.m.

There will be NO SECOND NOTICE. Any account that is not current on the 22nd will be disconnected.

At the time of disconnection, a \$50.00 reconnection fee will be added.

The total bill must be paid in full before the service can be reconnected.

Extension(s):

The town understands there may be times when paying your bill is difficult and can offer an extension. This extension can only be granted once every six months. Please contact the office for additional information.

Returned Payments:

Any check returned for Nonsufficient Funds (NSF) will be charged \$35.00. There will be a 5-day grace period for repayment of the check. *

Repayment for NSF's must be cash, money order or credit/debit card only and check writing privileges will be restricted for one year.

**This does not extend the time for a late fee charge.*

Reconnection Fees:

1st – 3rd Reconnection	\$ 50.00 per
4th – 7th Reconnection	\$ 75.00 per
8th & Above Reconnection	\$100.00 per

Account Set Up Requirements:

Owners: Proof of ownership

Renters: Lease Agreement ~~OR notarized letter from the landlord~~ [AND executed Co-Signer Lease Agreement](#)

AND

Owners & Renters must provide the following at time of application:

- A Valid driver’s license OR official ID (passport, official government issued ID)
- Social Security OR TIN

Note to Landlords: Landlords will be considered a co-signer on the account. If a tenant moves from the property and has an outstanding bill, landlords may be held responsible for that bill. As a town, we do our best to collect the bill by applying tenants deposit to their final bill.

Account Deposits:

Renters:	\$175.00 + Administrative Fee*
Owners:	\$100.00 + Administrative Fee*
Administrative Fee:	\$ 50.00 (Both Renters & Owners)

Please note that all fees may be updated via the Town of Micro Comprehensive List of Fees & Charges. Staff does its best to ensure that all fees listed in this policy and all applications are current.

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Account Number _____



Town of Micro

Application for Water & Sewer

Date: _____

Deposit: _____

Connect Date: _____

Administration Fee: _____

Customer Name: _____

Mailing Address: _____

*Service Address: _____

Phone Number: _____ Social Security Number: _____

Driver's License Number & State of Issue: _____

Employer's Name: _____

Employer's Address: _____

Employer's Phone Number: _____

Previous Employer: _____

Name/Address & Phone Number of a Relative: _____

Landlord's Name & Phone Number: _____

If I live in the Town of Micro, I am entitled to receive a trash and recycle container. I am required to contact the Town if either container gets damaged. If I or any occupant of my household damages or removes the containers from the property, I will be billed \$75.00 per container. These containers are to be placed curbside the night before scheduled pickup and removed from the curbside within 24 hours of pickup. There will be a fee of \$35.00 charged for any check that is returned for any reason. The Town of Micro participates in the Debt Setoff for any outstanding debts.

This is to certify that all the above information is true to the best of my knowledge and ability, and I understand that providing false information could result in termination of my services.

➔ Signature: _____

Date: _____

Additional Information:

All applicants must have a serviceable address before service will be connected. If a bill is returned to the town as undeliverable, your services will be discontinued without notification.

Please initial and sign below to acknowledge the following:

- I have read and understand this agreement.
- I understand that I will not receive a second notice.
- I understand that the bill is due by 5:00 p.m. on the 15th of the month.
- I understand that if I do not receive a bill by the first of the month, I will call the office for the balance of my bill.
- I understand I am responsible for the bill, whether I receive it or not>
- I understand that if I put bulk trash out, I may be charged an additional fee for pickup and removal.



Applicant Signature

Date

The Federal Government requires us to collect the following demographic information:

<u>Ethnicity:</u>	
Hispanic or Latino	()
Not Hispanic or Latino	()
<u>Race:</u>	
American Indian/Alaskan Native	()
White	()
Pacific Islander	()
Black or African American	()
Asian	()
Other	()
<u>Gender:</u>	
Female	()
Male	()

TOWN OF MICRO



UTILITY BILL PAYMENT POLICY

Billing Dates/Information:

Utility bills are generated between the 18th and 20th of each month and mailed at that time. If a customer does not receive a bill, it is the responsibility of the customer to ensure that the bill is paid on time. If the customer does not have the bill by the first of the month, they should contact the office at 919-284-2572. The bills are due on the 15th of the month **BEFORE** 5:00 p.m.

Example: January bill is generated January 19 and is due the 15th of February.

Failure to receive a bill is not an excuse for non-payment of the bill.

Late Fees:

A \$50.00 penalty will be added to all accounts that have not been paid as of 5:00 p.m. on the 15th of the month. In the event the 15th of the month falls on a weekend or holiday, the customer shall have until 5:00p.m. on the next business day to make the payment without penalty.

Example: January 15th falls on a Saturday, the customer would have until 5:00 p.m. on the following Monday to make the payment.

Disconnection:

Accounts are subject to disconnect if not paid by the 16th of the month. The town will no longer accept partial payments. When paying a bill online, the total amount due should be paid. *Be sure to include account number (put this in the email line) when paying online.

Disconnections will take place on the 22nd of the month at 9:00 a.m.

There will be NO SECOND NOTICE. Any account that is not current on the 22nd will be disconnected.

At the time of disconnection, a \$50.00 reconnection fee will be added.

The total bill must be paid in full before the service can be reconnected.

Extension(s):

The town understands there may be times when paying your bill is difficult and can offer an extension. This extension can only be granted once every six months. Please contact the office for additional information.

Returned Payments:

Any check returned for Nonsufficient Funds (NSF) will be charged \$35.00. There will be a 5-day grace period for repayment of the check. *

Repayment for NSF's must be cash, money order or credit/debit card only and check writing privileges will be restricted for one year.

**This does not extend the time for a late fee charge.*

Reconnection Fees:

1 st – 3 rd Reconnection	\$ 50.00 per
4 th – 7 th Reconnection	\$ 75.00 per
8 th & Above Reconnection	\$100.00 per

Account Set Up Requirements:

Owners: Proof of ownership

Renters: Lease Agreement AND Executed Co-Signer Lease Agreement

AND

Owners & Renters must provide the following at time of application:

- A Valid driver's license OR official ID (passport, official government issued ID)
- Social Security OR TIN

Note to Landlords: Landlords will be considered a co-signer on the account. If a tenant moves from the property and has an outstanding bill, landlords may be held responsible for that bill. As a town, we do our best to collect the bill by applying tenants deposit to their final bill.

Account Deposits:

Renters:	\$175.00 + Administrative Fee*
Owners:	\$100.00 + Administrative Fee*
Administrative Fee:	\$ 50.00 (Both Renters & Owners)

Please note that all fees may be updated via the Town of Micro Comprehensive List of Fees & Charges. Staff does its best to ensure that all fees listed in this policy and all applications are current.

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Account Number _____



Town of Micro

Application for Water & Sewer

Date: _____

Deposit: _____

Connect Date: _____

Administration Fee: _____

Customer Name: _____

Mailing Address: _____

*Service Address: _____

Phone Number: _____ Social Security Number: _____

Driver's License Number & State of Issue: _____

Employer's Name: _____

Employer's Address: _____

Employer's Phone Number: _____

Previous Employer: _____

Name/Address & Phone Number of a Relative: _____

Landlord's Name & Phone Number: _____

If I live in the Town of Micro, I am entitled to receive a trash and recycle container. I am required to contact the Town if either container gets damaged. If I or any occupant of my household damages or removes the containers from the property, I will be billed \$75.00 per container. These containers are to be placed curbside the night before scheduled pickup and removed from the curbside within 24 hours of pickup. There will be a fee of \$35.00 charged for any check that is returned for any reason. The Town of Micro participates in the Debt Setoff for any outstanding debts.

This is to certify that all the above information is true to the best of my knowledge and ability, and I understand that providing false information could result in termination of my services.

➔ Signature: _____

Date: _____

Additional Information:

All applicants must have a serviceable address before service will be connected. If a bill is returned to the town as undeliverable, your services will be discontinued without notification.

Please initial and sign below to acknowledge the following:

- I have read and understand this agreement.
- I understand that I will not receive a second notice.
- I understand that the bill is due by 5:00 p.m. on the 15th of the month.
- I understand that if I do not receive a bill by the first of the month, I will call the office for the balance of my bill.
- I understand I am responsible for the bill, whether I receive it or not>
- I understand that if I put bulk trash out, I may be charged an additional fee for pickup and removal.



Applicant Signature

Date

The Federal Government requires us to collect the following demographic information:

<u>Ethnicity:</u>	
Hispanic or Latino	()
Not Hispanic or Latino	()
<u>Race:</u>	
American Indian/Alaskan Native	()
White	()
Pacific Islander	()
Black or African American	()
Asian	()
Other	()
<u>Gender:</u>	
Female	()
Male	()



Town of Micro
Co-signer Agreement for
Utility Services

This agreement acknowledges that both the TENANT (utility applicant) and CO-SIGNER (property owner/landlord) acknowledge they have read and understand the following:

The TENANT is responsible for the monthly utility bill (water, sewer, trash) for premises located at _____, effective _____.

The CO-SIGNER understands they may be held liable for any and all delinquent payments and fees related to the premises located at _____, effective _____.

The CO-SIGNER acknowledges they have read and understand the Town of Micro Billing/Utility policy and agrees to accept full responsibility for any outstanding bill should the TENANT move from the above property.

The CO-SIGNER can request to be notified of any delinquent account.

TENANT Name

TENANT Signature & Date

CO-SIGNER (Property Owner/Landlord) INFORMATION:

CO-SIGNER (Property Owner/Landlord) Name

CO-SIGNER (Property Owner/Landlord) Signature & Date

NOTARY:

STATE OF _____ COUNTY OF _____

Sworn to and subscribed before me _____, a Notary Public for the above State and County, this the _____ day of _____, 20__.

SEAL

Notary Public Signature

My Commission Expires:

**TOWN OF MICRO
UTILITY BILLING POLICY AMENDMENT**

WHEREAS, it is the recommendation and desire of the Town of Micro Board of Commissioners that an amendment be made to Utility Billing Adjustment Policy; and

WHEREAS, having a policy in place related to Utility Billing that outlines procedures is the best practice in local governments; and

WHEREAS, this amendment to the policy now requires that both renter and property owner be co-signers on application for utility services.

NOW THEREFORE, this Utility Billing Policy amendment will become effective immediately upon adoption this 12th day of November, 2024 while in regular session.

Marty Parnell
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Interim Town Clerk

TOWN OF MICRO



BILLING ADJUSTMENT REQUEST POLICY

UTILITY BILL ADJUSTMENT FOR WATER LEAKS

Adjustments will be made ONLY on the sewer charges for leaks which do not cause water to go into the sewer lines. Adjustments will be applicable only when the customer provides proof (such as a plumber's bill or an invoice for repair and parts) for a repairable and unavoidable water leak.

Additionally, all leaks should be reported as soon as possible. No consideration can be given to a long-term issue.

In order to request a billing adjustment, a request form must be completed and approved by the Micro Board of Commissioners . All requests will be submitted and considered on a weekly basis.

If approved, the method for calculating an adjustment will be as follows:

- The average usage is computed by averaging six months' usage prior to the leak.
- The sewer consumption is adjusted down to the average usage.
- Customer pays for adjusted sewer usage at applicable rate.

Note: Customers may receive only one adjustment in any six-month period.



TOWN OF MICRO
PO Box 9
450 US Highway 301 N
Micro NC 27555
919-284-2572

UTILITY BILL ADJUSTMENT REQUEST

Date: _____

Name: _____

Street Address: _____

Cell/Mobile Number: _____ Other: _____

Account # _____

Please describe the problem:

Has the problem been repaired? If so, by whom?

I am requesting an adjustment on the sewer charges of my utility bill from the Town of Micro. Before considering an adjustment request, proof that the problem has been repaired is required in either a receipt or a plumber invoice, describing the issue and completed repair. All adjustment requests will be submitted to the Board of Commissioners on a weekly basis for the approval. I further understand that the decision of the Board of Commissioners is final. If approved, the method to calculate an adjustment will be as follows:

- The average usage is computed by averaging six months' usage prior to the leak.
- The sewer consumption is adjusted down to the average usage.
- Customer pays for adjusted sewer usage at applicable rate.

Note: Customers may receive only one adjustment in any six-month period.

Signature of Applicant: _____ Date: _____

**TOWN OF MICRO
BILLING ADJUSTMENT POLICY**

WHEREAS, it is the recommendation and desire of the Town of Micro Board of Commissioners that a Utility Billing Adjustment Policy related to the Town of Micro be adopted; and

WHEREAS, having a policy in place related to Utility Billing Adjustment procedures is the best practice in local governments; and

WHEREAS, this policy outlines procedures for requesting and granting an adjustment on resident bills.

NOW THEREFORE, this Utility Billing Adjustment Policy amendment will become effective immediately upon adoption this 12th day of November, 2024 while in regular session.

Marty Parnell
Mayor

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Interim Town Clerk



TOWN OF MICRO
 COMPREHENSIVE LIST OF FEES & CHARGES

EFFECTIVE DATE JULY 1, 2024

Administration – Water/Sewer/Trash Account Set Up & Late Fees	
Water Deposit – Renter	\$175.00
Water Deposit – Owner	\$100.00
New Customer Account (Administrative Fee)	\$75.00
Extra Trash Can	\$11.00
Extra Recycling Can	\$6.00
Late Fee	\$50.00
Reconnection Fee	\$50.00
Weekday After Hours Reconnection Fee (after 4:30 p.m.)	\$125.00
<u>Water Rates – In Town:</u>	
Base Rate (up to 2,000 gallons)	\$30.16
2,002 – 5,000 gallons	\$.00822 per gallon
5,001 – 7,500 gallons	\$.01069 per gallon
7,501 and higher	\$.01526 per gallon
<i>Example:</i>	
Usage of 4,500 gallons = \$50.71	
(Base Rate \$30.16 & \$20.55 (2,500 add'l gallons @ .00822 per)	
<u>Water Rates – Out of Town:</u>	
Base Rate (up to 2,000 gallons)	\$47.21
<u>Sewer Rates – In Town:</u>	
Base Rate (Residential)	\$25.77
Base Rate (Commercial & Institutional)	\$26.81
<u>Sewer Rates – Out of Town:</u>	
Base Rate (Residential)	\$41.86
Base Rate (Commercial & Institutional)	\$43.45
Trash Pick Up	\$22.00 monthly
Administration – Permits/Applications & Misc. Fees	
Residential Zoning Permit	\$75.00 Flat Fee PLUS following based on square footage of home: 1-1200 SF - \$25.00 1201-1900 SF - \$50.00 1901-1999 SF - \$75.00 2000 – 2999 SF - \$100.00 3000 SF and over - \$150.00



TOWN OF MICRO

COMPREHENSIVE LIST OF FEES & CHARGES

EFFECTIVE DATE JULY 1, 2024

Decks, Storage Buildings Permit	\$30.00
Duplex Permit	\$150.00
Commercial Permit	\$400.00
Signage Permit	\$50.00
Fence Permit	\$30.00
Rezoning Application	\$275.00 PLUS Following based on acreage as listed below: Up to 2 acres - \$25.00 2.1 - 4 acres - \$50.00 4.1 - 7 acres - \$75.00 7.1 - 12 acres - \$100.00 12 acres and above - \$200 PLUS \$25.00 per acre over 12
Special Use Permit Application	\$250.00 PLUS any required Rezoning/Zoning Fees
Major & Minor Subdivision Application(s)	Major - \$200.00 PLUS \$10.00 per lot Minor - \$150.00
Peddler/Solicitor Permit	\$25.00/monthly vendor permit PLUS Zoning Permit Fee of \$25.00 for homeowner
Zoning Verification Letter	\$75.00
Annexation Application	\$175.00 PLUS cost of Newspaper Advertisement as required by NCGS
Recombination/Map Review Signature Fees	\$75.00
Right of Way/Encroachment Application	\$300.00
Copies (8.5x11)	
Black & White	\$.25 per page
Color	\$1.00 per page
Fax	\$3.00
Variance Application	\$250.00
Notary Fee	\$10.00 per NCGS
Nonsufficient Funds Check Fee	\$35.00

TAP FEES * *lines owned by Town*



TOWN OF MICRO

COMPREHENSIVE LIST OF FEES & CHARGES

EFFECTIVE DATE JULY 1, 2024

Water Tap – Inside & Outside Town Limits:	
ALL TAPS <i>*All tap installations must be inspected by Town of Micro Public Works.</i>	Applicant must hire their own contractor. A preferred list is available from the Town of Micro.*
Sewer Tap Inside & Outside Town Limits:	
ALL TAPS <i>*All tap installations must be inspected by Town of Micro Public Works.</i>	Applicant must hire their own contractor. A preferred list is available from the Town of Micro.*
Water Meter Charges & Tap Installation Inspection Fees	
Meter Charge (In & Out of Town)	\$350.00
Inspection Fee – In Town	\$600.00
Inspection Fee – Out of Town	\$1,000.00
Sewer Tap Installation Inspection Fees	
Inspection Fee – In Town	\$600.00
Inspection Fee – Out of Town	\$1,000.00
Bulk Pick-Up Fees	Call for Estimate
Rental Fees	
Park/Shelter	\$25.00 for 2-hr. increments <i>Example:</i> 2 hours = \$25.00 / 4 hours = \$50.00
Community Building	
<ul style="list-style-type: none"> • Monday – Thursday 	\$75.00 per hour with 2 hour minimum* PLUS Refundable Security Deposit of \$150
<ul style="list-style-type: none"> • Friday or Sunday 	\$90 per hour with 3 hour minimum* PLUS Refundable Security Deposit of \$150
<ul style="list-style-type: none"> • Saturday 	\$100 per hour with 4 hour minimum* PLUS Refundable Security Deposit of \$150
*Includes use of kitchen	