



**TOWN OF GRIFTON
BOARD OF COMMISSIONERS
BOARD WORKSHOP**

Tuesday, December 6, 2011
7:00 PM

AGENDA

- A. Meeting Called to Order.
- B. Pledge of Allegiance to the Flag of the United States of America.
- C. Recognition of Persons to Be Heard (**NOTE: Comments are limited to 5 minutes per person. Everyone addressing the Board shall first state their name and their residential physical address**).
- D. DISCUSSION ITEMS
 - 1. Law Enforcement Mutual Aid – Resolution No. 2011-08 *Page 4*
 - 2. Police Vehicle Installment Purchase Agreement – Resolution No. 2011-09 *Page 6*
 - 3. Depot Roof Repair – Resolution No. 2011-10 *Page 11*
 - 4. Queen / Prince Street Drainage – Resolution No. 2011-11 *Page 15*
- E. Commissioner's Comments
- F. Adjourn.



December 6, 2011

MEMORANDUM

TO: Mayor and Commissioners

FROM: Joe Albright, Manager

SUBJECT: Manager's Comments for December Workshop

Below I have attempted to summarize and provide explanation for each agenda item.

Item D-1: Law Enforcement Mutual Aid – Resolution No. 2011-08

The North Carolina Department of Justice has recommended that local governments update and/or adopt a resolution authorizing our Police Department to enter into mutual aid agreements with other agencies. This is standard procedure and I recommend placing the item on the consent agenda for our next regular meeting.

Item D-2: Police Vehicle Installment Purchase Agreement - Resolution No. 2011-09

As you will recall, at the 2011 Board Retreat, the Board discussed and agreed that the Police Department needed to replace on the police cruisers. Subsequently, the necessary funds for the first annual installment were budgeted for the current year. Thus, I have secured a proposal from our local bank for the financing of the purchase. I recommend placing the item on the consent agenda for our next regular meeting.

Item D-3: Depot Roof Repair – Resolution No. 2011-10

As you know, the rolled tin roof on the Depot sustained damage as a result of Hurricane Irene. Since then, I have been trying to secure bids for repair. An insurance claim was filed, adjusted, and paid in the amount of \$11,647.59. However, because of the limited number of contractors that deal with rolled tin coupled with the explosion of roofing repair work available because of the Hurricane, I was unable to secure more than one bid. I have attached a spreadsheet listing the contacts made seeking bids. Because of these factors and given the fact that the one bid received is less than the adjudicated insurance claim, I am requesting authority to proceed with the roof repairs. I recommend placing this item on the consent agenda for our next regular meeting.

Item D-4: Queen / Prince Street Drainage – Resolution No. 2011-11

As a result of Hurricane Irene, approximately 120 linear feet of concrete drain tile located near the intersection of Queen and Prince Streets was damaged and rendered ineffective. FEMA will be reimbursing the Town in the amount of \$5,200 for repairs to this tile. I am requesting the authority to proceed with bidding the project, selecting the contractor, and seeing in the repairs completed. I recommend placing this item on the consent agenda for our next regular meeting.