



**TOWN OF GRIFTON
BOARD OF COMMISSIONERS
REGULAR MEETING**

Tuesday, February 14, 2012
7:00 PM

AGENDA

- A. Meeting Called to Order.
- B. Pledge of Allegiance to the Flag of the United States of America.
- C. Approval of Minutes (January Workshop and Regular Meeting) *Page 7*
- D. 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**).
- E. CONSENT AGENDA
 - 1. Sewer Rehab Project Plans and Specifications Approval – Resolution: 2012-02 *Page 11*
 - 2. Contentnea Creek Bridge Water Line Relocation – Bid Rejection *Page 12*
 - 3. Mower Replacement *Page 15*
 - 4. Hodges Field – Light Replacement *Page 16*
 - 5. Appointment – Eastern Carolina Council *Page 17*
- F. DISCUSSION / ACTION ITEMS
 - 1. Façade Grant Application – Grifton Auto Parts *Page 19*
 - 2. Land Sale Offer *Page 34*
- G. Commissioner’s Comments.
- H. Adjourn.



February 14, 2012

MEMORANDUM

TO: Mayor and Commissioners

FROM: Joe Albright, Manager

SUBJECT: Manager's Comments for the February Meeting

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

Item E-1: Sewer Rehab Project Plans and Specifications Approval – Resolution No. 2012-02

The proposed project, for which we have already received funding, will involve the rehabilitation and replacement of deteriorated 8-inch gravity sewer lines, three (3) sewer pump stations, as well as the replacement of brick-and-mortar manholes, sewer service laterals, and several point repairs. Sanitary sewer system rehabilitation and replacement is proposed for the following areas: Church Street, Cannon Boulevard, Gordon Street, Martin Luther King Drive, Dawson Road, and Tucker Street. The three (3) submersible, duplex pump stations to be rehabilitated are located on Lewis Drive, Pitt Street, and Queen Street. The scope of work for the sanitary sewer rehabilitation project would generally involve the construction of the following components:

- Rehabilitation of approximately 6,650 LF of 8-inch gravity sewer line;
- Replacement of approximately 6,300 LF of 8-inch gravity sewer line;
- Rehabilitation of three (3) sewer pump stations – Pitt St., Queen St., Lewis Dr.;
- 54 manhole replacements;
- Replacement of 164 4-inch sewer service laterals to the road right-of-ways

Plans and Specification documents have been provided. Also, Derrick Smith, with the Wooten Company has been before the Board and answered questions concerning the plans and specifications. I recommend adopting Resolution No. 2012-02 via the Consent Agenda.

Item E-2: Contentnea Creek Bridge Water Line Relocation

The engineers have received quotes from three contractors to perform the water line relocation at the Contentnea Creek Bridge on South Highland. The low quote came from James Cayton Utilities, Inc. out of New Bern to install new HDPE (plastic) water line by directional drilling. Cayton Utilities' quote of \$29,275 is approximately \$7,000 higher than originally estimated. The common theme from the contractors was their concern for the amount of risk involved with this project because of the wetlands. Based on the discussion from the Board Workshop, it is my recommendation that the Board reject all bids and rebid the project during a more suitable and dry season.

Item E-3: Mower Repair/Replacement

In 2008, the Town hired two employees (Benny Cox and Billy Brit) as grounds maintenance workers. These two individuals were tasked with two main jobs: pick up yard-waste and mow all of the Town owned and maintained properties and rights-of-ways. To do this mowing, the Town purchased two riding, Grass Hopper, mowers. One of the mowers is a larger model with a 60-inch mowing deck and is used for larger jobs in the more open lots and properties. The second mower is smaller with a 48-inch deck and is used in tighter areas and is tasked with more demanding terrain.

These mowers receive routine maintenance throughout the mowing season and then are more thoroughly serviced and repaired once during the off-season. During this year's annual service, I was asked to review the smaller mower and discovered that the mowing deck was

virtually “worn out” and non-repairable. I also learned that the mower has had 1,600 hours of use. I then spoke with Ken Snow, of Snow Tractor and Equipment concerning the cost to replace the mowing deck. Based on my conversation with Mr. Snow, I have concluded that it would be in our best interest to trade in the smaller mower for a new one.

I base my conclusion on the following information. To replace the mowing deck alone would cost \$1,600. This cost would be in addition to the \$400 necessary to provide the annual maintenance to the motor, bearings, clutch, etc. Thus, we would be spending \$2,000 on a mower with approximately 1,600 hours of operation. Because of this expense, I asked Mr. Snow to provide a price for a new mower, including the “trade-in” value of our current mower. I was pleasantly surprised to say the least to learn that we would receive \$4,500 in trade value and replace our current mower with a brand new model the same size for less than half of the retail cost. I have included a price quote from Snow Tractor offering the Town a new mower for \$6,000. It is my belief that I can find the necessary funds to make this purchase in the Buildings and Grounds Departmental Budget. Thus, I recommend approving this transaction via the Consent Agenda.

Item E-4: Hodges Field – Light Replacement

As you aware, one of the light poles and the fixtures on that pole were destroyed during Hurricane Irene. Our property insurance carrier paid to the Town the cost of replacing the pole and the fixtures (\$12,240). However, we also now know that the pole that fell was rotten as are at least two of the other poles (according to the electrical company that gave us the quote to replace the pole). Therefore, I do not believe it would be a wise use of the insurance proceeds to simply replace the fallen pole and fixtures, knowing that the remaining poles and fixtures are also in disrepair and in need of replacement.

I would recommend that we use the insurance proceeds as a down payment on putting a new lighting system at Hodges Field. We know, based on previous estimates that the cost for new lighting would be in the \$40,000 to \$50,000 range. The project cost could be paid for through a lease-purchase financing plan with the bank for five or more years.

As you will recall, we were given nearly \$1,000 to put toward the light replacement fund in honor and memory of Ed Coley. The Board of Commissioners could also put some fund raising requirements on the current users of the facilities for future contributions toward the debt service on the new lights if the Board members were so inclined. Ultimately, I simply feel that this is a great opportunity to take on this much needed and long overdue project.

Item E-5: Appointment – Eastern Carolina Council

It is time once again to make the annual appointment to the Eastern Carolina Council. Commissioner Whitehurst was Grifton's representative in 2011. He is eligible to serve another term.

Item F-1: Façade Grant Application – Grifton Auto Parts

As you have probably noticed, owner Don Sauls has improved the façade of his business, Grifton Auto Parts. Even though he has ordered and is still awaiting the installation of an awning, he has applied for funds from our Façade Grant Program. The Auto Parts business actually encompasses two legally distinguishable parcels of property (parcels 09186 and 08888). Thus, Mr. Sauls has applied for two Façade Grants at \$2,000 apiece for a total award of \$4,000. The Community Development Committee (formerly STEP) has reviewed and unanimously recommended approval of the maximum amount of funding for this applicant. Therefore, I recommend that the Board award Mr. Sauls two façade grants for his properties identified by parcel numbers 09186 and 08888 in the total amount of \$4,000.

Item F-2: Land Sale Offer

Ms. Jacqueline Suggs has offered her property for sale to the Town of Grifton. Ms. Suggs owns two adjoining parcels of property located at 6958 Gordon Street (parcels 14758 and 27081). Ms. Sugg is offering these properties to the Town for an amount equal to the current tax value, which totals \$26,845 for both parcels.

From a purely long-term perspective, this property does have some appeal to the Town. It is bordered on the North and the East by Grifton “buy-out” properties and on the south by the property we just obtained from Russ and Barbara Houston. However, I would recommend against the purchase at this time due to financial constraints.

Also included are the monthly reports from the Police Department, the Utilities Department, and the Library.