



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

Tuesday, February 2, 2010

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. SWEARING IN CEREMONY – Police Chief, Bryan Cauley
- E. DISCUSSION ITEMS
 - 1. Grifton Volunteer Fire Department *Page 5*
 - Slate of Officers
 - Consolidation
 - 2. CMSD Board Member Appointment *Page 23*
 - 3. Municipal Management and Innovation Initiative *Page 24*
 - 4. Board Retreat
- E. Commissioner's Comments.
- F. Closed Session – Personnel Matter
 - As permitted under NCGS Chapter 143-318.11(a)(6)
- G. Adjourn.



February 2, 2010

MEMORANDUM

TO: Mayor and Commissioners

FROM: Joe Albright, Manager

SUBJECT: Manager's Comments for February Workshop

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

Item E-1: Grifton Volunteer Fire Department – Slate of Officers and Consolidation

This matter was tabled in December. It was further tabled in January to allow me the opportunity to investigate the potential liability for the Town of approving a slate of officers that was elected by the Fire Department not in accordance with the Department's By Laws. I have investigated, by speaking with officials from the State Department of Emergency Management and the County Director of Emergency Management. Based on those conversations I do not believe there is eminent liability for the Town. Therefore, I recommend placing this item on our next Consent Agenda for approval.

As for consolidation, I have gathered information related to the Rural Department's operations. This information is attached and includes the Fire Roster, County Contract with Rural Department, Rural Budget, Fire Tax Rate Analysis, Audit letter, and budget justification. Based on this information, I am leaning toward recommending that the Town's Fire Department

be absorbed by the Rural Department. With that, we would contract with the Rural Department to provide fire protection service to our citizens. However, I would only recommend this with strong contractual language giving the Town some control and oversight of the operations of the new department and complete transparency of how our funds are spent. I have some ideas about how to accomplish this and look forward to discussing those ideas with the Board.

Item E-2: CMSD Board Member Appointment

As you are aware, the CMSD Board is made up of two members from each town, with an at-large appointment that rotates every three years between the towns. So, currently, Grifton is represented on that Board by Mayor Jackson, former Commissioner Craft, and me. Grifton has had that third seat for the last three years and it is now going to rotate to the Town of Ayden. That seat has been held by me. Former Commissioner Craft's term has also expired. The Board of Commissioners needs to make an appointment to that seat. There are three options. One, the Board can reappoint Mr. Craft to that seat. Two, the Board can appoint me to serve in that seat. Three, the Board can appoint another individual to fill that seat.

Because of my position with the Town and my many years experience in dealing with and overseeing wastewater treatment operations, I recommend that the Board appoint me to that seat on the CMSD Board. If the Board concurs, I will place the item on our next Consent Agenda.

Item E-3: Municipal Management and Innovation Initiative

In October, Dr. Ed Bright, Dr. Bill Raspberry and I met with Wanda Yuhas, Executive Director of the Pitt County Development Commission. The purpose of the meeting was to discuss a potential opportunity to be involved in a program that would provide the Town management assistance. The Program is being offered through the Community and Regional Development office at East Carolina University. Since then, I have been in contact with the Director of the Community and Regional Development Program at ECU. From this contact, we

have received a Letter of Engagement, which is the “official invitation” to participate in the Municipal Management and Innovation Initiative. I will be meeting in February with the Director to further discuss what our needs are and what we hope to accomplish with this opportunity. I would like to discuss this with the Board and get your input on this process.

Item E-4: Board Retreat

It is my understanding that the Board usually holds annual retreats in February of each year with the purpose of receiving departmental updates, discussing capital spending, and the upcoming budget. I recommend we discuss this further and determine a course of action.