



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

Tuesday, January 11, 2011

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 (November Workshop and Regular Meeting) *Page 4*
- 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. State Recognized Shad Festival Designation – Resolution No. 2011-01 *Page 9*
 - 2. Town Commons Shelter Construction – Bid Award *Page 10*
 - 3. Police Department Overtime Pay Request *Page 14*
- F. Commissioner's Comments
- G. Adjourn



January 11, 2011

MEMORANDUM

TO: Mayor and Commissioners

FROM: Joe Albright, Manager

SUBJECT: Manager's Comments for January Regular Meeting

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

Item E-1: State Recognized Shad Festival Designation –Resolution No. 2011-01

Based on a request from Commissioner Whitehurst and consensus from the remaining Board members, I have drafted a resolution to be forwarded to our state legislative delegation requesting that the Grifton Shad Festival be designated as the official Shad Festival of North Carolina. I recommend that this item be approved via the Consent Agenda.

Item E-2: Town Commons Shelter Construction – Bid Award

The STEP Committee, as a part of the Streetscape Improvements portion of our NC STEP Grant would like to construct a shelter on the rear portion of the Town Commons property. This shelter would replace the two existing aluminum carport type structures that are currently present and used only during the Shad Festival. The Committee feels that a new larger structure would be a valuable asset to the Town and the Shad Festival as it could be used year round for various private and public activities and functions. I have sought and received three (3) bids for the construction of a 22'x56' wooden shelter (attached). The lowest responsible bidder is T.A. Bright Construction Company, Inc. in the amount of \$22,458. This amount is within our STEP

grant budget and would not require Town funds to construct. The Committee, with member Tim Bright being excused from discussion and voting on the matter, unanimously recommends award of the construction contract to the lowest responsible bidder. Therefore, I recommend approval the construction bid from T.A. Bright Company, Inc. in the amount of \$22,458 via the Consent Agenda.

Item E-3: Police Department Overtime Pay Request

Because of staffing shortages of the Department in the summer months, two of our police officers have accumulated overtime. This overtime has lingered and has been unable to be paid as compensatory time off due to these shortages. Therefore, Police Chief, Bryan Cauley has requested that the Town pay two officers for their accumulated overtime. The total amount of the pay-out including taxes and other fringes is \$2057.82. There are sufficient funds available in the Police Department Salary budget, due to the fewer number of officers on the payroll during the summer months. I recommend approval of the request via the Consent Agenda.

I have attached the monthly reports from Police, Utilities, and the Library.