



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

Tuesday, November 13, 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 (October Workshop and Regular Meeting) *Page 5*
- 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. SPECIAL PRESENTATION
 - 1. Fiscal Year 2012 Audit Presentation – Dean Horne, Pittard Perry Crone *Enclosed*
- F. CONSENT AGENDA
 - 1. Employee Christmas Gifts *Page 9*
 - 2. Lease Finance of two (2) Dodge Charger Police Vehicles – Resolution No. 2012-11 *Page 10*
 - 3. Purchase Pick-up Truck – Utilities Department *Page 13*
 - 4. Streets Improvement Project – Special Meeting *Page 15*
- G. ACTION ITEMS
 - 1. Sewer Rehabilitation Project – Revenue Bond Order *Page 16*
 - 2. Issuance of Revenue Bond Anticipation Note – Resolution No. 2012-12 *Page 39*
- H. Commissioner's Comments
- I. Adjourn.



November 13, 2012

MEMORANDUM

TO: Mayor and Commissioners

FROM: Joe Albright, Manager

SUBJECT: Manager's Comments for November Regular Meeting

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

Item F-1: Employee Christmas Gifts

Based on the previous year's formula of \$150 plus one day's pay for full-time employees and \$50 for part-time employees, the total cost to the Town would be \$4,101 (see attached). There are sufficient funds in each departmental budget to cover the cost of the gift. I recommend approving this item via the Consent Agenda.

Item F-2: Lease Finance of Two Dodge Charger Police Vehicles – Resolution No. 2012-11

As you will recall, at the 2012 Board Retreat, the Board discussed and agreed that the Police Department needed to replace two of the police cruisers. The cost for the vehicles on State Contract is 22,283 apiece. Subsequently, the necessary funds for the first of three annual installments were budgeted for the current year. Thus, I have secured financing proposals from First Citizens Bank and BB&T. First Citizens has offered an interest rate of 2.79% with a loan fee of \$200. BB&T has offered an interest rate of 1.91% with no loan fee. I recommend approving Resolution No. 2012-11 via the consent agenda.

Item F-3: Purchase Pick-up Truck – Utilities Department

As I informed the Board at last month's meeting, I am recommending that we use a portion of the monies budgeted for a dump truck to be spent replacing the sewer department pick-up truck. After further conversations with the employees that use that truck, it is agreed that a replacement truck would not need the box body with all of the bins and departments. A regular pick-up truck body will suffice. Thus, I have searched and found, on State Contract, an F250 for \$17,829. I recommend approving the purchase via the consent agenda.

Item F-4: Streets Improvement Project – Special Meeting

We have completed the analysis of the Options Survey that was mailed to the residents of Grifton. It is my recommendation that we have a special meeting on Tuesday, November 20, 2012, to discuss the results and actions moving forward.

Item G-1: Sewer Rehabilitation Project – Bond Order

This Bond Order would authorize the issuance of the necessary Revenue Bonds to secure funding for the Sewer Rehabilitation Project. While the Order is a lengthy document; it legally lays out the obligations of the Town in issuing the Revenue Bonds. Besides the customary legal jargon, the Order does hold some important specifics that the Board needs to be aware of. This Order stipulates that the Town will charge rates necessary to pay the debt obligations. This document establishes revenue and debt service funds to handle the accounting aspects of the funds as well as guidelines for the expenditures for the project. The bond order is a typical and necessary part of receiving funding of this type. I recommend approval.

Item G-2: Issuance of Revenue Bond Anticipation Note – Resolution No. 2012-12

In simple terms, a Revenue Bond Anticipation Note is like a construction loan. This Note will provide interim financing during construction and will be paid back within twelve

months with the proceeds of the Revenue Bond sales. The interim financing will be provided by Branch Bank and Trust (BB&T) at an interest rate of 1.81%. The request for proposals for the interim financing was prepared and handled on our behalf by the Local Government Commission. The resolution was drafted by our Bond Counsel, Parker Poe. As with the previous agenda item, this is a typical and necessary action. Thus, I recommend approval of Resolution No. 2012-12, providing for the issuance of a \$573,000 Revenue Bond Anticipation Note.

Included in the agenda packet are the monthly reports from the Library and the Police and Utilities Departments.