



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

Tuesday, November 3, 2009  
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. Disposal of Personal Property – Surplus Vehicles *Page 7*
  - 2. Employee Christmas Gifts *Page 11*
  - 3. Plaque Honoring Commissioner Bill Smith *Page 13*
  - 4. James Spivey Memorial – Plaque and Tree *Page 14*
  - 5. NC Department of Emergency Management  
-Resolution Designating Applicants Agent *Page 15*
  - 6. Grease Reduction Ordinance – Public Education Program *Page 16*
  - 7. Mashie Drive Drainage *Page 22*
  - 8. Street Resurfacing – Chebistal Drive
  - 9. Utilities Storage Shed Construction Project – Budget Amendment
  - 10. Police Department Overtime Pay *Page 25*
  - 11. Police Chief Search *Provided Separately*
- E. Commissioner’s Comments.
- F. Adjourn.



November 3, 2009

## **MEMORANDUM**

TO: Mayor and Commissioners

FROM: Joe Albright, Interim Manager

SUBJECT: Manager's Comments for October Workshop

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

### **Item D-1: Disposal of Personal Property – Surplus Vehicles**

We have two Ford Crown Victoria Police Cruisers that we need to dispose of. In order to do so, we need to take action to declare these vehicles surplus and then decide on the method of disposal. The North Carolina General Statutes provide five methods for disposal (see attached). I understand that in the past we have typically used the “sealed bid” method for disposal. This method is definitely the quickest and easiest. However, it is also the method that usually garners the lowest price. I would like to explore our options for disposing of these vehicles.

### **Item D-2: Employee Christmas Gifts**

Based on the previous year's formula of \$150 plus one day's pay for full-time employees and \$75 for part-time employees, the total cost to the town would be \$4,430 (see attached). While the funding is not available in each individual departmental budget, there are excess funds sufficient to cover this expense in the Building and Grounds salary line item (see attached).

Therefore, I recommend that this item be considered as a consent agenda item at the regular meeting in November.

**Item D-3: Plaque Honoring Commissioner Bill Smith**

On December 21, 2008, the Town of Grifton suffered a great loss in the passing of Commissioner Bill Smith. Based on past tradition and out of respect for his service, the Board agreed to have a plaque made honoring Commissioner Smith. Because this has not been done to date, I would like to proceed with this action. I would also like to recommend that this plaque be presented to his wife, Lorraine at the regular December meeting of the Board.

**Item D-4: James Spivey Memorial – Plaque and Tree**

As noted in my Manager's Update dated October 22, 2009, the Town did in fact agree to plant a tree and place a plaque on the Overlook Park property in memory of James Spivey as a condition of the property being donated to the Town. Therefore, I need direction from the Board on how best to complete this task and close this matter. More specifically, I need direction on what kind of tree to plant and what kind of plaque to get, including how much to spend on this memorial.

**Item D-5: NC Department of Emergency Management – Resolution Designating Applicants Agent**

NCDEM is the State agency that is handling our Group Home Buyout Grant. Since I have replaced Shawn and am now responsible for the completion of this grant project, all of the necessary paperwork, the Board must adopt the attached resolution designating me as the Town's Agent. I recommend that you consider this under the consent agenda at the November regular meeting of the Board.

**Item D-6: Grease Reduction Ordinance – Public Education Program**

In my September 25, 2009, Manager's Update, I informed the Board of a "Notice of Violation" that we had received from the North Carolina Department of Environment and Natural Resources (NCDENR). The violation was for not developing and implementing a public education program targeted at reducing the amount of fats, oils, and grease deposited in our sewer system. I have crafted a resolution that will serve as a policy statement and strategy for meeting the requirements of our Wastewater Collections System Permit. I recommend this resolution be considered as a consent agenda item at the November regular meeting of the Board.

**Item D-7: Mashie Drive Drainage**

I have been working with Mike Gaskins to develop a project budget for upgrading the tile crossing at Mashie Drive. During significant rain events, water leaves the ponds and crosses Mashie Drive flooding the adjacent properties. As a part of this process, we had to solicit the services of an engineer to determine the proper tile size to install. Currently, this drainage feature connects ponds 3 and 4 in the Country Club neighborhood with a single 42" concrete pipe. The next downstream crossing at Fairway Drive, before entering the main ditch and flowing to Pitt Street, is two 36" tiles. The engineering report (see attached) indicates that both crossings need to be upgraded. More specifically, the crossing at Mashie needs two additional 42" tiles installed beside the existing tile. The upgrade at the Fairway crossing would consist of removing the 36" tiles and installing three 48" tiles. As illustrated by the attached proposal from Mr. Gaskins, the budget for this project will need to be approximately \$65,000 (\$30,000 for the Mashie crossing and \$35,000 for the Fairway crossing). Granted, the actual competitive bids from contractors for this work would probably be less than \$65,000. However, the overall project cost would still be close to this number because of the added cost to relocate an existing

power pole. I will be prepared to discuss funding options with you during the workshop meeting.

**Item D-8: Street Resurfacing – Chebistal Drive**

According to the Town’s Street Resurfacing Priority List, Chebistal Drive is the next street scheduled for paving. With your approval, I will begin assembling the pieces of the puzzle necessary to bring a project budget back to the Board in coming months.

**Item D-9: Utilities Storage Shed Construction Project – Budget Amendment**

The total cost of this project will be approximately \$103,000 and should be completed by November 10<sup>th</sup>. In order to provide proper financial accounting for this project, the Board needs to amend the current operating budget. I will provide that budget amendment to the Board as a consent agenda item at the November regular meeting.

**Item D-10: Police Department Overtime Pay**

I have reviewed the budget as it relates to paying the officers for their accumulated overtime. Because of the timing and uncertainty of filling the vacant positions, a budget amendment may not be necessary. Therefore, it is my recommendation that the officers be paid immediately. We can evaluate the salary line item near the end of the budget year to determine the need and possible amount of funds necessary to cover this cost. I recommend this be considered as a consent agenda item during the regular November meeting of the Board.

**Item D-11: Police Chief Search**

I have attached, in a separate sealed envelope, the resumes of the top three candidates for the position of Police Chief. *Commissioner Craft, for obvious reasons, will not receive these resumes.*

## **Other Items of Interest**

- Civic Center Mold: I contracted with Allied Environmental Services to test the air in the Civic Center. This was done based on concerns from a Board member. Those test results revealed no mold problems in the building.
- Museum Ceiling: Commissioner Craft investigated and then repaired the ceiling in the Museum. The cost of the materials was less than \$10. I would like to thank him for volunteering his time. While this ceiling will eventually need further attention, Commissioner Craft's efforts have definitely bought us enough time to better plan for that eventuality.
- Fire Department Consolidation – Fire Protection Services: I will be meeting on Wednesday, November 4, 2009, with Chief Hudson and his officers to discuss the proposed contract.
- Mid East Commission Annual Report: Tim Ware, with the Mid East Commission will be present at our regular meeting in November to present the annual report for the Commission.