



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

Tuesday, November 6, 2012  
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. Employee Christmas Gifts *Page 4*
  - 2. Purchase and Lease Finance of two (2) Dodge Charger Police Vehicles  
– Resolution No. 2012-11 *Page 5*
  - 3. Purchase Pick-up Truck – Utilities Department *Page 8*
  - 4. Veterans Day – Employee Holiday
  - 5. Streets Improvement Project – Special Meeting
- E. Commissioner’s Comments
- F. Adjourn.



November 6, 2012

## **MEMORANDUM**

TO: Mayor and Commissioners

FROM: Joe Albright, Manager

SUBJECT: Manager's Comments for November Workshop

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

### **Item D-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 strongly recommend approval at the Board's regular meeting in November.

### **Item D-2: Purchase and Lease Finance of two (2) 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 placing the item on the consent agenda for our next regular meeting.

**Item D-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 also provided Leo Venters Ford, in Ayden, an opportunity to bid. His price was not competitive (see attached). I recommend approving the purchase via the consent agenda during the next regular meeting.

**Item D-4: Veterans Day – Employee Holiday**

I have been approached by several employees requesting that the Board of Commissioners add Veterans Day to the list of employee holidays as outlined in our Personnel Policy. Based on research provided by the North Carolina League of Municipalities, it appears that most municipalities observe Veterans Day. Also, because of the closing of the banks and post office, the daily duties of the office staff are greatly hindered. Because of these existing closings, many citizens and other governmental institutions assume we are closed anyway, and thus do not even attempt to interact or conduct business. Furthermore, and most importantly, not observing this holiday, greatly limits the ability of our staff to attend Veterans Day ceremonies and pay the proper respect to those that have and continue to serve our Country. I would respectfully recommend that the Board strongly consider granting this request.

**Item D-5: 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 later in the November to discuss the results and actions moving forward.