



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

Tuesday, November 8, 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 (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. CONSENT AGENDA
 - 1. Planning Board Appointment Request – Resolution No. 2011-04 *Page 8*
 - 2. Flexible Benefits Plan – Resolution No. 2011-05 *Page 9*
 - 3. Town Hall Façade – Bid Award *Page 11*
 - 4. Hodges Ball Field Lights Replacement Fund – Resolution No. 2011-06 *Page 13*
 - 5. Employee Christmas Gifts *Page 14*
 - 6. Designations of Applicant’s Agent – Resolution No. 2011-07 *Page 15*
- F. Commissioner’s Comments.
- G. Adjourn.



November 8, 2011

MEMORANDUM

TO: Mayor and Commissioners

FROM: Joe Albright, Manager

SUBJECT: Manager's Comments for the November Meeting

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

Item E-1: Planning Board Appointment Request – Resolution No. 2011-04

In March of this year, the Board took action by motion and vote to recommend that ETJ resident Darryl Rodgers be appointed by the Lenoir County Board of Commissioners to serve on our Planning Board. Lenoir County has requested that our recommendation be relayed in the form of a resolution. Thus, I have prepared a resolution of recommendation. I recommend this item be approved via the consent agenda.

Item E-2: Flexible Benefits Plan – Resolution No. 2011-05

Currently, the Town offers health insurance to employees. The employee has options for other coverage, such as dental, bridge and supplemental, and life insurance at the employees' expense. However, all of the employee cost for these plans is paid after taxes are withheld from the employees' paycheck. By adopting a Flexible Benefit Plan, otherwise known as the Cafeteria Plan, employees, as well as the Town will save money by reducing taxable wages through the pre-tax deductions of benefits such as bridge, dental, and medical insurance. It is called a

Cafeteria Plan in that it allows eligible employees to choose from a menu of different benefits to be deducted from weekly wages before taxes to reduce the total taxable amount. By decreasing taxable wages, both federal and FICA taxes will be reduced thus increasing savings for the employee and the Town.

All full-time employees are qualified for this plan and will have the opportunity to meet with plan representatives during the open enrollment period to discuss specific details pertaining to their current benefits packages, as well as other benefits offered. Once the open enrollment is finished, employees subscribing to this plan will not be able to make changes to their elected benefits throughout the year. Some exception do exist for employees whose status changes, such as those who get married, become pregnant, or experience the loss of a dependant. This plan will greatly benefit employees with dependant coverage and those who have additional benefit packages, however all full time employees will see monetary savings. I recommend this item be approved via the consent agenda.

Item E-3: Town Hall Façade – Bid Award

We have received three bids for the upgrades to the Town Hall Façade. I recommend approval of the proposal from C.A. Lewis, Inc. in the amount of \$21,300 be approved via the consent agenda.

Item E-4: Hodges Ball Field Lights Replacement Fund – Resolution No. 2011-06

As has been discussed on several occasions recently, the lights at Hodges Field are in desperate need of replacement. As this need is recognized by the Town and many of its citizens, it is recommended that a fund dedicated to collecting donations, grants, and other monies earmarked for this purpose be established.

Even though he lived a short life, resident Ed Coley spent countless hours involved in the maintenance, upkeep, and operation of Hodges Field. After his passing and at his family's request, donations were made in Mr. Coley's name to the Town of Grifton. Those donations were to be specifically spent on new lights at Hodges Field. Thus, it would be desirable to establish a dedicated Town Fund to properly accept those and future donations. I have crafted a resolution establishing such a fund and recommend adoption of this resolution via the consent agenda.

Item E-5: 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 \$4,174.81 (see attached). There are sufficient funds in each departmental budget to cover the cost of the gift. I strongly recommend approval via the consent agenda.

Item E-6: Designation of Applicants Agent – Resolution No. 2011-07

In order to receive the State share of the disaster relief funding from Hurricane Irene, we must designate applicant's agents. This resolution specifies who is responsible for filling out paperwork and other duties necessary to receive State reimbursement. I recommend that I be designated as the primary agent and that Town Clerk, Angel Hudson be designated as secondary agent. I recommend approval via the consent agenda.

Also included are the monthly reports from the Police Department, the Utilities Department, and the Library.