

**TOWN OF GRIFTON  
BOARD OF COMMISSIONERS  
WORKSHOP MEETING  
May 1, 2018**

**Present:** Mayor B.R. Jackson; Commissioners Will Barnes, Mary Grace Bright, Johnny Craft, Claude Kennedy, Raymond Oakes; Manager Joe Johnson

**Absent:** None

Mayor Jackson called the meeting to order.

Mayor Jackson led the Board of Commissioners in the Pledge of Allegiance to the Flag of the United States of America.

**Recognition of Persons to be Heard:**

Krystal Harper and Anthony Harper of 3675 Poplar Tree Drive Grifton came before the Board as operators of New Beginnings Daycare located at 6905 Pitt Street in Grifton. Mrs. Harper stated that in the month of April they received a bill for \$1300.00 for excessive water usage. In the month of May they received a bill for \$83.00 which is a normal bill for her daycare. She commented that all toilets were replaced back in January and they have cameras installed outside so they do not believe any water was stolen. They are here to ask the Board for help. Mayor Jackson and Commissioner Kennedy asked Utilities Supervisor Billy Raynor if the meter has been checked. Mr. Raynor stated that the meter has been tested and is 98% accurate but is an old meter and is read manually. He verified that the meter was also read correctly when it was read.

Mayor Jackson stated that since the meter was an old meter to replace the meter and for Manager Johnson to have a conversation with the Harpers concerning the bill.

**Discussion/Action Items**

Mayor Jackson added Kevin Smith, principal of Grifton School to Discussion items.

1. Kevin Smith and Chief Silva came before the Board with concerns for child safety on Dawson Road. He asked that traffic calming measures such as lowering the speed limit or speed bumps and signage be put on Dawson Road. He also asked if Commercial vehicles could be restricted on that road.

Mayor Jackson stated that Dawson Road is a state maintained road and DOT would have to be contacted about these issues.

Commissioner Bright suggested that they contact Jeff Cabaniss with DOT concerning these issues.

Mayor Jackson and the Commissioners thanked Mr. Smith for his enthusiasm.

2. Budget Amendment:

\*Add \$20,937.08 to Revenue 10.3350.0700 Hurricane Matthew FEMA Refund

- \*Add \$14,937.08 to Expenditures 10.5000.7200 Parks;
- \*Add \$800 to Expenditures 10.5000.7101 Landscaping;
- \*Add \$2500 to Expenditures 10.5000.7100 Building Maintenance;
- \*Add \$1800 to Expenditures 10.5650.2800 Heavy Equipment Repair;
- \*Add \$600 to Expenditures 10.5610.2100 Street Repairs;
- \*Add \$300 to Expenditures 10.5610.3700 Infrastructure.

Manager Johnson explained that this is the last of the FEMA funds and it is for the Trailer at the RV Park. He explained how the funds would be used to finish up the work on setting up the Bath House and other repairs associated with the RV Park.

The Board directed Manager Johnson to put this item on the consent agenda at next week's meeting.

### 3. Personnel Policy

Manager Johnson asked for questions on the draft personnel policy. He commented that there were a few minor things that need to be changed. He went through the minor changes that will need to be made concerning Retirement, Sick Leave Payout, and Purchasing. He also stated that he has had the attorney and the clerk look over this policy and make changes.

Commissioner Bright asked for the differences in the current policy and the proposed policy.

Manager Johnson responded that there are additional benefits to the employees but a lot of it is exactly the same. He continued to say that this policy updates the Town's form of Government.

He stated that some of the following items are different from the old policy to the new policy;

- \*The responsibilities of the Town Manager
- \*The Code of Ethics is included which is required by law
- \*Position Classification plans and how they are handled as well as the pay plan
- \*Merit Increases
- \*Longevity Bonus'

Commissioner Bright questioned the word demotions and stated that this needs more clarification.

Commissioner Barnes questioned the reclassification pay.

Manager Johnson discussed the Standby/Call back time.

The Board asked Manager Johnson for a comparison of the Standby/Call back time with the current policy and the proposed policy. They gave him a scenario of 11 hours for each person.

Mayor Jackson stated that we must be good stewards of the Town's money as well as paying the employees' for their worth.

Manager Johnson stated that the Christmas bonuses changed from hourly based to service based calculations. He commented that this would double the current Christmas bonus amount but it has already been added into the proposed 18/19 budget. He stated that this is comparable to most Towns.

Mayor Jackson stated that he feels the way we currently do Christmas bonuses is fine.

Commissioner Kennedy stated that comparisons should be done apples for apples not apples and oranges.

Manager Johnson stated that he feels the new Christmas bonus formula is fairer to employees that have given their loyal service to the Town for a number of years versus someone that has been here less time.

Commissioner Bright agreed with this statement.

Another addition to this policy was education bonuses, conditions of employment and adverse weather conditions.

The Board stated that there needs to be more clarification concerning the pay for adverse weather.

Commissioner Bright asked why FMLA is in the policy when it does not apply.

Manager Johnson stated that the attorney advised him to put it in the policy.

Commissioner Bright wants to know the reasoning why. She feels if it is in there it is implied.

Manager Johnson stated that travel expenses have been increased in the new policy.

Commissioner Bright asked if there is provision in the policy about how the Town Clerk is hired, evaluated or disciplined.

Manager Johnson stated that it is addressed under other in the position classification plan because she appointed by the Board.

### **Commissioner Comments**

Commissioner Barnes commented that someone had approached him about another entity that has a system in which water leaks could be detected immediately.

Billy Raynor explained how this system works.

Manager Johnson commented that he has checked into this system and it would cost the Town \$400,000 to \$500,000 to install.

Mayor Jackson commented that we could not afford that and there needed to be no more talk about it and to move on.

Commissioner Oakes asked if there is something wrong with the mowers because he noticed that the area around the sign on 118 and the ballfield has not been cut in a while.

Mayor Jackson asked Billy Raynor to have correspondence with the League to find out what areas they want cut at the ballfield.

Mayor Jackson also asked when they are picking up leaves to not gouge the yards as bad.

Commissioner Oakes stated that he has received a complaint about water backing up when it rains on Tucker Street.

Commissioner Kennedy stated that he was approached by a lady that lives on Tucker Street about a ditch that has not been cleaned and when it overflows it does so in her and the neighbor's yard. He verified that when you turn off of Highland it is on the left. He asked Billy Raynor to check this ditch.

Commissioner Kennedy stated that the ceiling is falling down at the Creekside shelter.

Manager Johnson stated that he has taken a look at this and it has come unsnapped and needs to be pushed back up.

Commissioner Kennedy stated that the pole at the Depot has been knocked over and it has no globe.

Manager Johnson stated that a request for repair has been sent.

Commissioner Kennedy expressed his concern about the mop bucket being left in plain view at the Depot.

Commissioner Kennedy asked about the mulch at the Depot.

Manager Johnson stated that they are working on that.

Billy Raynor stated that it would be done tomorrow.

Mayor Jackson stated that the Tucker Street problem is a drainage problem not a mowing issue. All ditches need to be checked on a weekly basis for limbs and debris.

Commissioner Bright commented that this should be a priority due to it being the beginning of hurricane season.

Commissioner Bright stated that she attended a meeting a PCC that was the Southwest Bypass land use plan meeting that was hosted by Pitt County and several other entities. She commented that she had a conversation with James Rhodes about Grifton not being part of the land use plan. She received no satisfactory answers but he explained that those municipalities were in municipal planning areas and Grifton was in an extended area. Mr. Rhodes told Commissioner Bright that we need to be talking to Bryant Buck with Mideast about an RPO. She feels anytime anybody is talking about land use plans with the Southwest Bypass we need to be present.

Manager Johnston stated that he had planned to bring that to the next meeting because he knew this one would be lengthy. Then have sent him a plan concerning the Hwy that will go from Ayden to Dupont. We are invited and any responses we have concerning this need to be done by June 1<sup>st</sup>.

Mayor Jackson thanked all that attended the meeting.

Commissioner Bright made a motion to enter into closed session as authorized by G.S. 143-318.11 (a)(6) to discuss a personnel matter. The motion was seconded by Commissioner Craft. The motion carried unanimously.

Commissioner Barnes made a motion exit the closed session. The motion was seconded by Commissioner Craft. The motion carried unanimously.

There being no further business Commissioner Barnes made a motion to adjourn. The motion was seconded by Commissioner Oakes. The motion carried unanimously.

Respectfully Submitted  
Angel Hudson  
Town Clerk