



**TOWN OF GRIFTON
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, June 14, 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 (May Workshop and Regular Meeting) *Page 4*
- 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. Fiscal Year 2011-2012 Budget - Ordinance No. 2011-01 *Page10*
 - 2. 2011 Contract for Auditing Services *Page13*
 - 3. Contentnea Creek Bridge Waterline Relocation – Engineers Estimate *Page16*
 - 4. Mashie & Fairway Drive Drainage Upgrade – Engineering Contract *Page17*
 - 5. Doubtful Utility Accounts – Write-off *Page22*
 - 6. Budget Amendments *Page32*
- F. Commissioner’s Comments.
- G. Adjourn.



June 14, 2011

MEMORANDUM

TO: Mayor and Commissioners

FROM: Joe Albright, Manager

SUBJECT: Manager's Comments for June Meeting

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

Item E-1: Fiscal Year 2011-2012 Budget – Ordinance No. 2011-01

A balanced budget has been presented to the Board. The required public hearing has been held. I recommend that the Board adopt Ordinance No. 2011-01 via the Consent Agenda.

Item E-2: 2011 Contract for Auditing Services

It is necessary yearly to approve the contract for auditing services. Pittard, Perry & Crone, Inc. has performed our auditing for many years. I believe this firm does excellent work and is reasonably priced. Therefore, I recommend that the contract for auditing services in the amount of \$13,000 be adopted via the Consent Agenda.

Item E-3: Contentnea Creek Bridge Waterline Replacement – Engineers Estimate

The need to relocate the waterline at the Contentnea Creek Bridge on Highland Avenue was discussed at the most recent Retreat of the Board of Commissioners. Based on that conversation, I have budgeted sufficient funds in the upcoming FY 2011-2012 Budget to

complete the project. I have attached the engineer's estimate to complete the project. I recommend that the Board, as a consent agenda item, authorize me to proceed with securing the engineering services and proceed to bid this project.

Item E-4: Mashie and Fairway Drive Drainage Upgrade – Engineering Contract

The need to upgrade the drainage tile of the main canal system in the Country Club subdivision was discussed at the most recent Board of Commissioners Retreat. It has also been discussed in previous years. I have budgeted funds in the upcoming FY 2011-2012 Budget to complete this project. I recommend approval of the attached engineering contract for services via the consent agenda. Approving this contract will allow the engineering to proceed and provide us with sufficient plans and documents from which to properly bid the project.

Item E-5: Doubtful Utility Accounts Write-off

As a desirable accounting procedure, it is necessary for the Board of Commissioners to take action to officially write-off certain utility accounts with outstanding balances owed to the Town. These are accounts for water and sewer services that are more than ten years in the past and basically uncollectable. It is necessary to take this action to make our receivables account more reliable and realistic. Leaving these balances can unintentionally inflate the amount shown as receivables in the annual audit. I recommend that the attached list of doubtful accounts for the years prior to 2001 be written off via the consent agenda.

Item E-6: Budget Amendments

The Town Clerk has submitted budget amendments for the Board's consideration. These are the final amendments to the FY 2010-2011 Budget. I recommend approval via the consent agenda.