



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

Tuesday, November 1, 2011  
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. Lewis Drive Drainage – Engineering Report *Page 6*
  - 2. Street Assessment/Condition Survey – Engineering Report
  - 3. Contentnea Creek Bridge Waterline Replacement – Engineering Report
  - 4. Sewer Rehabilitation Project – Engineering Update
  - 5. Planning Board Appointment Request – Resolution No. 2011-04 *Page 16*
  - 6. Flexible Benefits Plan – Resolution No. 2011-05 *Page 17*
  - 7. Town Hall Façade Update *Page 19*
  - 8. Hodges Ball Field Lights Replacement Fund – Resolution No. 2011-06 *Page 22*
  - 9. Employee Christmas Gifts *Page 23*
  - 10. Designations of Applicant’s Agent – Resolution No. 2011-07 *Page 24*
- E. Commissioner’s Comments
- F. Adjourn.



November 1, 2011

## **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: Lewis Drive Drainage – Engineering Report**

Our engineering firm, the Wooten Company, has completed a preliminary assessment of the Lewis Drive drainage problem. Engineers will be present to explain their findings, go over options, and present estimated costs.

### **Item D-2: Street Assessment/Condition Survey – Engineering Report**

As you will recall, at the 2011 Board Retreat, the street system was discussed in detail. From that discussion, the Board agreed that an assessment and condition survey needed to be completed. The Board felt that this would be a useful tool in determining if future projects were warranted and if those projects could be put before the voters in the form of a bond referendum. The study is complete and engineers from the Wooten Company will present their findings and recommendations.

### **Item D-3: Contentnea Creek Bridge Waterline Replacement – Engineering Report**

Also discussed at this year's Board Retreat was the need to relocate the waterline that is currently under the Contentnea Creek Bridge abutment. The engineering is complete and the Board will receive information on the next steps of this project.

**Item D-4: Sewer Rehabilitation Project – Engineering Update**

Yet another item that was discussed at this year's Board Retreat was the upcoming \$1.7 million Sewer Rehab Project and the need to upgrade several of our sewer lift stations. The Preliminary Engineering Report has been successfully modified to include the upgrade of at least three sewer lift stations. Our engineers will update the Board on the progress of this project.

**Item D-5: 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 considered for approval via the consent agenda during the Board's next regular meeting.

**Item D-6: 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 exceptions 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 considered for approval via the consent agenda during the Board's next regular meeting.

**Item D-7: Town Hall Façade Update**

We have received two bids for the upgrades to the Town Hall Façade. I will have a third before the workshop meeting. One of the bidders has proposed a stucco façade as an option. I have attached the quotes.

**Item D-8: 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 during the Board's next meeting.

**Item D-9: 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 at the Board's regular meeting in November.

**Item D-10: 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. If the Board agrees, I will place this item on the consent agenda of the next regular meeting.