

# TOWN OF LA GRANGE, NORTH CAROLINA

## TOWN COUNCIL AGENDA



**May 3, 2010  
6:00 PM**



# TOWN OF LA GRANGE

---

---

## TOWN COUNCIL AGENDA May 3, 2010

1. Call to Order Mayor Gurley
2. Moment of Silence
3. Welcome
4. Public Hearings - None Mayor Gurley
5. Board of Adjustments - None
6. Public Comment Period Mayor Gurley
7. Amendments to and Approval of the Agenda Town Manager
8. Consent Agenda
  - a. Approval of Minutes
    - i. Regular Session Minutes; April 5, 2010
    - ii. Special Session Minutes; April 15, 2010
  - b. Approval of FY2010-2011 Fire Department Budget
9. New Business.
  - a. Guidance Related to FY 2010-2011 Budget Item Inclusions/Omissions.
10. Unfinished Business & Informational Items
  - a. Demolition of 108 West Railroad Street
  - b. PARTF Grant Application & Spray Ground
  - c. Sale of Surplus Real Property; 217 East Washington Street
  - d. Holiday Work Schedule – Memorial Day
  - e. Reminder of Special June Council Meetings
11. Closed Session
12. Adjournment



## **PUBLIC HEARINGS**

---

---

### **AGENDA ITEM # 4**

#### **Public Hearings**

As established by the Town Council during the February 25, 2006 Work Session, a Public Hearing period has been established and incorporated into the Regular Meeting Agenda.

There are no public hearings scheduled for this evening.



## BOARD OF ADJUSTMENTS

---

---

### AGENDA ITEM # 5

There are no cases to be heard by the Board of Adjustments this evening.

**RECOMMENDATION:** N/A



## PUBLIC COMMENT PERIOD

---

---

### AGENDA ITEM # 6

#### Public Comment Period

As established by Council Action, the public has a designated time period during the Town Council's Regular Council meeting each month to address the council regarding items not included on the printed agenda.

All comments are subject to the "Public Comment Policy". The Council allotted time for up to five (5) citizens to address the council for up to 3 minutes each. Citizens **are required** to sign in with the Town Clerk between 5:45 and 6:00 on the night of the council's regularly scheduled meeting. A response from the Council or Town staff is **not** required during the Council Meeting.

**RECOMMENDATION:** None.



## AMENDMENTS TO AND/OR APPROVAL OF AGENDA

---

### AGENDA ITEM # 7

At this time, the Town Manager will recommend that the agenda be approved as submitted or he may recommend the addition of item(s) or deletion of item(s) from the printed agenda to be addressed during the Council Meeting.

**RECOMMENDATION:** Approval of Agenda as Recommended by Town Manager during the meeting.



## CONSENT AGENDA

---

---

### AGENDA ITEM # 8

Attached for your review and consideration are items submitted for the consent agenda. These items, if the agenda is approved, will be handled with a single action of the Council. If for any reason, a member of the council wishes to move an item from the consent agenda to the Items for Discussion and Approval, it is an automatic process that places that item(s) at the end of the printed agenda to allow for a more detailed discussion of the item.

#### **ITEMS SUBMITTED FOR CONSENT:**

##### **8. Consent Agenda**

- a. Approval of Minutes
  - i. Regular Session Minutes; April 5, 2010
  - ii. Special Session Minutes; April 15, 2010
- b. Approval of FY 2010-2011 Fire Department Budget

**RECOMMENDATION:** Approval of Items submitted for Consent.



## APPROVAL OF MINUTES

---

---

### CONSENT AGENDA ITEM # 8A

#### APPROVAL OF MINUTES

Attached for your consideration and approval are the minutes for the meetings since the last regularly scheduled Council Meeting.

**8. Approval of Minutes**

- a. Approval of Minutes
  - i. Regular Session Minutes; April 5, 2010
  - ii. Special Session Minutes; April 15, 2010

**RECOMMENDATION:** Approval of Minutes as submitted.

## **REGULAR MEETING**

The Town Council of the Town of La Grange, North Carolina met in Regular Session at the Town Hall on April 5, 2010, at 6 p.m. with the following present:

Mayor Woodard H. Gurley; Mayor Pro Tem Bobby Wooten; Council Members Larry Gladney, Clifton Harrison, David S. Holmes, Veronica Lee and Gregory Rouse; Town Manager, John P. Craft; Town Attorney, George Jenkins, Jr.; Town Clerk, Nelda H. Johnson, CMC.

Manager Craft introduced the Council to Wayne Daniels. Mr. Daniels was recently employed with the Town within the Electric Department, having worked several years for Progress Energy and Mastek.

Absent: None

Guest: 4

### **ITEMS 1, 2, 3: CALL TO ORDER, MOMENT OF SILENCE, WELCOME**

Mayor Gurley called the meeting to order and asked for a moment of silence. Mayor Gurley welcomed the guest.

### **ITEM 4: PUBLIC HEARINGS**

None

### **ITEM 5: BOARD OF ADJUSTMENTS**

None

### **ITEM 6: PUBLIC COMMENT PERIOD**

None

### **ITEM 7: AMENDMENT(S) TO AND APPROVAL OF THE AGENDA**

Manager Craft recommended approval of the printed agenda as submitted. Motion was made by Council Member Harrison, seconded by Mayor Pro Tem Wooten to approve the printed agenda. Motion carried 6-0 in favor of motion.

### **ITEM 8: CONSENT AGENDA**

At this time, Manager Craft extended a special welcome to Major Rickie A. Pearson, Sr. with the Lenoir County Sheriff's Department; and, Edward Moore, who is being recommended to

serve as an Advisory Board Member on the Planning Board. Mr. Moore is the Assistant Chief of our Fire Department has been a resident of La Grange for many years.

- A. Approval of Minutes
  - 1. March 1, 2010 Regular Session
  - 2. March 15, 2010 Special Session
- B. Approval of Audit Contract, Pittard Perry & Crone. Copy on file in the Clerk's office.
- C. Approval of Resolution Declaring Surplus Property. Copy of Resolution No. 2010-04-346 hereto attached and filed in Resolution Book IV.
- D. Approval of Appointment to Planning Board, Edward Moore. Copy hereto attached.

Motion was made by Council Member Holmes, seconded by Council Member Rouse to approve the consent agenda. Motion carried 6-0 in favor of motion.

## **ITEM 9: NEW BUSINESS**

### **ITEM 9A: APPROVAL OF PURCHASE OF SERVICE BUCKET**

Manager Craft reported to the Council that the revised Equipment Replacement Plan did allow for the purchase of a Service Bucket for the Electric Department in the next fiscal year. The expenditures for the construction of the Electric System in Sutton Acres were significantly less than anticipated and sufficient funds remain in the current budget in the Electric Fund to purchase the Service Bucket at this time. The purchase of a truck now would reduce pressure on next year's budget and there would be no impact to Fund Balance. Manager Craft cited several advantages to purchasing the Service Bucket: enables two different crews to work on Electric System simultaneously and work on difficult poles from two bucket trucks to expedite major repairs or maintenance type issues; cheaper to replace than full-sized bucket truck; more maneuverable and can work in yards for area light causing less damage to yards; cheaper to operate; can do 95% of the Town's work from a Service Bucket.

Manager Craft stated that he had investigated a particular truck, but had not visibly inspected the truck, a 2006 Ford F550 with approximately 59,000 miles and is an Altec Model 37G.

After discussion, motion was made by Mayor Pro Tem Wooten, seconded by Council Member Gladney to authorize the purchase of a Service Bucket utilizing funds remaining in the FY 2009-2010 Electric Department Budget prior to the end of the fiscal year with an anticipated purchase cost of \$45,000. Motion carried 6-0 in favor of motion.

### **ITEM 9B: APPROVAL OF DISPOSAL OF SURPLUS REAL PROPERTY – 217 EAST**

#### **WASHINGTON STREET**

Manager Craft stated that at the March 15, 2010, Special Session, he was authorized and directed to negotiate the sale of 217 East Washington Street. Manager Craft reported that he has negotiated a sale and has reached a tentative agreement to sell 217 East Washington

Street to John Hood for a negotiated private sale price of \$12,000, as part of Lenoir County's scattered site CDBG project, contingent on Council approval.

The property is known as parcel number 3566-06-276724, record number 17112 and North Carolina General Statute 160A-267 authorizes a negotiated private sale. Prior to completing the transaction, the Town is required to advertise the terms of the sale, and wait 10 days. If after 10 days, and no upset bid is received, the Town can then transfer the property to Mr. Hood.

Manager Craft stated that he recommends approval of the Resolution, which authorizes and directs the Mayor, Town Manager, Town Clerk, and Town Attorney to proceed with the process to sell 217 East Washington Street to Mr. John Hood after the 10 day period expires without an upset bid.

Motion was made by Council Member Harrison, seconded by Council Member Holmes to accept the Manager's recommendation and approve RESOLUTION TO DECLARE SURPLUS PROPERTY OF THE TOWN OF LA GRANGE and to proceed with the sale of 217 East Washington Street through the upset bid process. Copy of Resolution 2010-04-347 hereto attached and filed in Resolution Book IV.

#### **ITEM 9C: AWARD OF BIDS FOR RE-USE PROJECT, WWTP HEADWORKS IMPROVEMENTS AND GENERATOR INSTALLATION**

Manager Craft reviewed the grant awards from the Clean Water Management Trust Fund, Lower Neuse Basin Association and the NC Rural Center for several significant improvements to the Waste Water Treatment Plant.

- **Re- Use Project**
  - Construction of pump station & piping to transport reuse water to park property
  - Spray Re-Use water on 120+ acres of land
- **Headwork's Improvements**
  - Replacement of Grit Removal System & Bar Screen
  - Replacement of Control Systems
  - Raw Sewage Pump Work
  - Addition of 4<sup>th</sup> Clarifier
  - Construction of a Drying Bed
- **Generator Installation**
  - Crouse Hinds Lift Station
  - Lake Pines Lift Station

Manager Craft stated that a pre-bid conference was held and then on March 16, 2010, the bid opening was held. Eight (8) companies bid on the project, one of which did not have the proper license to complete work within the WWTP and one withdrew their bid after determining that there was an error made on their bid tabulation of unit prices, therefore; there were six responsive responsible bidders.

The lowest responsive responsible bidder was Peters & White of Roanoke, Virginia with a bid amount of \$1,443,361.72. All bids have been verified and certified by Mark Drake, Engineer with The Wooten Company.

Manager Craft recommended approval of the bid award to Peters & White.

Motion was made by Mayor Pro Tem Wooten, Seconded by Council Member Harrison for approval of the RESOLUTION AWARDDING A BID FOR CONSTRUCTION OF REUSE SYSTEM AND HEADWORK'S IMPROVEMENTS AT THE TOWN WASTEWATER TREATMENT PLANT to Peters & White and authorize and direct the Mayor, Town Manager, Town Clerk, and Town Attorney to enter into a contract with Peters & White and execute the necessary documents to complete the project. Motion carried 6-0 in favor of motion. Copy of Resolution No. 2010-04-348 hereto attached and filed in Resolution Book IV.

## **ITEM 10: UNFINISHED BUSINESS AND INFORMATIONAL ITEMS**

### **ITEM 10A: DEMOLITION OF 108 WEST RAILROAD STREET**

Manager Craft gave the Council an update on the status of the Resolution of Demolition of the structure located at 108 West Railroad Street. Manager Craft stated that the owner, Nicholas Picciotti, was not present at the meeting tonight.

Manager Craft reported that Mr. Picciotti has worked almost every day on the house since the Council's meeting last month. Code Enforcement Officer, Heith Harrison, was directed to pursue demolition permits and air quality permits. The air quality permit has been approved and is on hand. If the Council desires to proceed with the demolition, the Town is ready.

Manager Craft asked the Council to consider two issues (1) Is the Council satisfied with the work efforts that Mr. Picciotti is making to 108 West Railroad Street? (2) Does the Council wish to extend the time period until the next meeting or proceed with the demolition?

After Council discussion, motion was made by Council Member Harrison, seconded by Council Member Gladney to delay action until the May 2010 meeting. Motion carried 6-0 in favor of motion.

### **ITEM 10B: PARTF GRANT APPLICATION & SPRAY GROUND**

The engineer's plans on the spray ground have been delivered to the Lenoir County Health Department and the Health Department has made their first review. There were some informational items (level of chlorine, height of strainers, artificial lighting, and bathroom facilities) that they needed clarifying by the engineer and those updated plans were anticipated by the end of the week. Equipment to be installed is ready and no other problems are anticipated. The completed project is still on schedule for May.

The PARTF Grant application has been submitted and the Town anticipates learning in late May if a grant has been awarded to the Town.

**ITEM 10C: FINAL APPROVAL OF MAIN STREET SOLUTION GRANT APPLICATION SUBMISSION**

Manager Craft reported that he and Heith Harrison had met with George Foss about two weeks ago. Mr. Foss owns the building at the corner of West Railroad Street and South Caswell Street. After a tour of the building, it was apparent that the building was in horrible condition. Manager Craft stated that he told Mr. Foss that whether or not he participated in the Main Street Grant, something would have to be done about the condition of his building. The estimated repair was in excess of \$650,000. George Foss would not commit to participate in the Main Street Solutions Fund Grant.

Worrell Contracting would not commit to the Main Street Solutions Fund Grant

Grace Barber College would not commit to the Main Street Solutions Fund Grant.

Due to no commitments from George Foss, Worrell Contracting and Grace Barber College Manager Craft recommended the following for the Main Street Solutions Application:

- Street Façade Improvements (Streetscaping ): \$12,500 grant with matching funds required of \$12,500
- Town/LCC for Harvey Building: \$87,500 grant with matching funds of \$87,500 required. (This does not include renovation of the upstairs.) The lease contract from Lenoir Community College would be on hand before the April 15<sup>th</sup> submission deadline.

Motion was made by Council Member Gladney, seconded by Council Member Lee to approve the RESOLUTION BY THE TOWN COUNCIL OF THE TOWN OF LA GRANGE AUTHORIZING NC MAIN STREET SOLUTIONS FUND APPLICATION AND DESIGNATING AUTHORIZED AGENT. Motion carried 6-0 in favor of motion. Copy of Resolution No. 2010-04-349 hereto attached and filed in Resolution Book IV.

**ITEM 11: CLOSED SESSION**

Motion was made by Mayor Pro Tem Wooten, seconded by Council Member Harrison to go into Closed Session as authorized by North Carolina General Statue 143-318.11 (a) (8). Motion carried 6-0 in favor of motion.

Motion was made by Mayor Pro Tem Wooten, seconded by Council Member Harrison to return to Regular Session. Motion carried 6-0 in favor of motion.

**ITEM 12: ADJOURNMENT**

Motion was made by Mayor Pro Tem Wooten, seconded by Council Member Lee to adjourn. Motion carried 6-0 in favor of motion.

---

Nelda H. Johnson, CMC, Town Clerk

---

Woodard H. Gurley, Mayor

## **SPECIAL MEETING**

The Town Council of the Town of La Grange, North Carolina held a Special Meeting at the Town Hall on April 15, 2010, at 6 p.m. with the following present:

Mayor Woodard H. Gurley; Mayor Pro Tem Bobby Wooten; Council Members Larry Gladney, Clifton Harrison, David S. Holmes, Veronica Lee and Gregory Rouse; (NOTE: Council Member Gregory Rouse participated by telephone conference); Town Clerk, Nelda H. Johnson, CMC.

Absent: John P. Craft, Town Manager (NOTE: Town Manager was asked not to attend) George Jenkins, Jr., Town Attorney (NOTE: Attorney Jenkins was attending a mandatory conference in Raleigh with the State Bar Association.)

Guest: None

### **ITEMS 1, 2, 3: CALL TO ORDER, WELCOME, MOMENT OF SILENCE**

Mayor Gurley called the meeting to order and thanked the Council Members for their attendance. Mayor Gurley then called for a moment of silence.

### **INFORMATIONAL ITEM**

Mayor Gurley stated that in reference to the Special Extensions granted by the Council in February, only 10 extensions had not been paid and those utility accounts were due for disconnect tomorrow, April 16, 2010.

### **ITEM 4: CLOSED SESSION**

Motion was made by Council Member Harrison, seconded by Council Member Holmes to go into Closed Session as authorized by N.C.G.S. 143-318.11(a)(6). Motion carried 6-0 in favor of motion.

At this time, the Town Clerk, Nelda H. Johnson, requested the Council's permission to be excused and permission was granted.

No action was taken during closed session.

Motion was made by Council Member Gladney, seconded by Council Member Lee to return to the Special Meeting. Motion carried 6-0 in favor of motion.

Motion was made by Council Member Gladney, seconded by Council Member Holmes that in addition to the automatic salary increase due May 1, 2010 as per John Craft's current employment contract, his annual salary would be increased to Step 30, Grade 8 in the amount of \$86,910 as per the Town of La Grange's Salary Schedule for 2009 – 2010 in order to have the Manager's salary in line with the average towns of Ayden, Farmville and Winterville.

Manager Craft's new employment contract and salary would be effective May 1, 2010 and be for a period of five (5) years. Manager Craft's travel allowance would remain at \$6,000 per year. Motion carried 5-0 in favor of motion. (NOTE: Council Member Rouse was not available for the vote.)

Motion was made by Council Member Gladney, seconded by Council Member Holmes to give the Town Manager, John P. Craft a bonus in the amount of Five Thousand Dollars (\$5,000) to be paid before July 1, 2010, reflecting the Fiscal Year 2009-2010. Motion carried 6-0 in favor of motion.

**ITEM 12: ADJOURNMENT**

Mayor Gurley declared the meeting adjourned.

---

Nelda H. Johnson, CMC, Town Clerk

---

Woodard H. Gurley, Mayor



## **APPROVAL OF FY 2010-2011 FIRE DEPARTMENT BUDGET**

---

---

### **CONSENT AGENDA ITEM # 8B**

Attached for your review and consideration is the proposed FY 2010-2011 Budget for the Fire Department. In your capacity as the Board of Directors for the Fire Department, you need to review, and adopt a budget as proposed by the Fire Chief.

The Fire Department Budget is prepared and considered before the Municipal Budget process because it must be submitted to Lenoir and Wayne County Board of Commissioners for funding approval as the Fire Department obtains General Fund Appropriations and Fire Tax Funds from Lenoir County and Wayne County.

In his capacity as Fire Chief, David Holmes is requesting \$35,000 in funding from the Town of La Grange, which is the same amount as requested in FY 2009-2010. I have reviewed Chief Holmes' request and recommend the approval of the Fire Department Budget as submitted as part of the Consent Agenda.

**RECOMMENDATION:** Approval of the Consent Agenda will approve the FY 2010-2011 Fire Department Budget.



## **GUIDANCE ON ITEMS FOR INCLUSION IN FY 2010-2011 BUDGET**

---

---

### **AGENDA ITEM # 9A**

As I begin the process of preparing the FY 2010-2011 Budget, I need guidance from the Council as to some specific inclusions or exclusions from the Budget to save time in preparing multiple budget scenarios.

During the meeting, I would like to discuss the following items, as a minimum, but to include additional items as I work to prepare the budget prior to the Meeting on Monday evening:

1. Cost of Living/Merit Increases for Town Employees
  - a. Each year, I review the Consumer Price Index prior to consideration and preparation of the budget. The consumer price index (CPI) is a measure estimating the average price of consumer goods and services purchased by households. A consumer price index measures a price change for a constant market basket of goods and services from one period to the next within the same area. It is a price index determined by measuring the price of a standard group of goods meant to represent the typical market basket of a typical urban consumer. I have found that the US Department of Labor's Bureau of Labor Statistics has indicated that the Consumer Price Index released on April 14, 2010 (which is for March 2010) indicated that the consumer price index increased by 2.3% over the preceding 12 months. The CPI is a normal consideration when determining what a cost of living adjustment might be. In this case, a 2.3% cost of living adjustment (COLA) should mean that the employees standard of living would not change from 1 year ago, as the cost of goods that they buy increased by 2.3%, a 2.3% COLA would theoretically equal the increased cost of goods over the past year. A cost of living adjustment can be more, less, or nothing at all. COLA is an across the board adjustment that applies to all employees; although, COLA's can be scaled, according to salary ranges.
  - b. Merit increases recognize employees who do their jobs exceptionally well, employees who, in their supervisor's opinion, go above and beyond the call of duty. Unlike a Cost of Living adjustment (COLA), merit increases are only awarded to key employees, ensuring that you retain your best employees.
  - c. In a perfect world, you would have both a COLA and merit increases available to your employees to ensure that we maintain fair and competitive salaries and don't lose employees to other employers because of low compensation, while recognizing those who put forth extra effort.
2. Building for Electric Department
3. Enhancements to the Town Council Chamber audio visual system.

- a. Although the sound system is a significant improvement to the old method of recording the Town Council Meetings, we continue to have some trouble hearing some Council members. I would recommend that lapel mics be purchased for each Council Member and the Town Manager to ensure that the proceedings be adequately documented for record keeping purposes and to aid the Town Clerk in preparing the minutes for the meeting. Although better, wireless solution capable of handling 8 channels, would exceed \$5,000; a wired solution would cost \$1,200. Due to the significant cost difference, I would recommend the wired solution, but this will obviously mean that you are literally connected to the podium, and will have to contend with a wire. I would be more than happy for you to listen to a previous recording to illustrate the need for the improvement.
- b. Although the visuals provided during the Town Council Meetings are displayed on the television screens, some Council Members are having some difficulty in seeing the information that is displayed. Although we endeavor to provide adequate information in the printed agenda, supplemental and additional information that is not available at the time the agenda is prepared and delivered becomes available and is included in the Power Point Presentation that is displayed during the meeting. I would recommend that screens or laptops be purchased and installed to enable the Town Council members to see the information that is provided clearly in front of them. The installation of 10" screens would cost \$2,400 while 14" screens would cost \$4,500.
- c. Install a small podium to enable the Town Manager to make presentations standing at his desk to enable him to see the Public and Council simultaneously.

**RECOMMENDATION:** Provide direction to Town Manager relative to inclusions or exclusions from the FY 2010-2011 Budget.



**APPROVAL OF RESOLUTION  
ORDERING THE DEMOLITION OF  
108 WEST RAILROAD STREET**

---

---

**AGENDA ITEM # 10A**

Staff will provide an update on the status of the demolition of the structure located at 108 West Railroad Street as ordered by the Town Council.

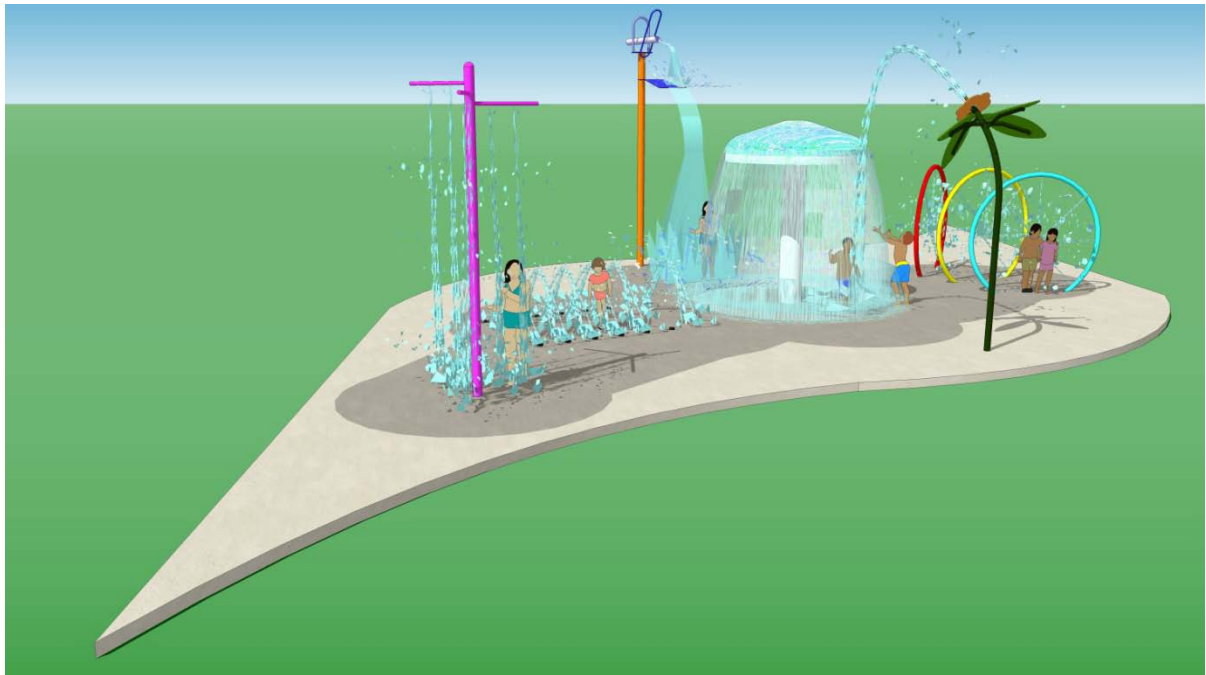
**RECOMMENDATION:** Informational Item – No Action is Required.



## UPDATE ON THE PARTF GRANT APPLICATION AND SPRAYGROUND

### AGENDA ITEM # 10B

I will update you on the progress of PARTF Grant Application and the Sprayground construction project during the Council Meeting.



**RECOMMENDATION:** Informational Item – No Action is Required.



**SALE OF SURPLUS REAL PROPERTY  
217 EAST WASHINGTON STREET**

---

---

**AGENDA ITEM # 10C**

As you will remember, the Council authorized and instructed the Manager to negotiate the sale of the parcel of land known as Lenoir County Parcel Number 3566-06-276724, record number 17112, and 217 East Washington Street, formally owned by Nan Dawson and acquired by the Town through foreclosure. The Manager negotiated a sale price of \$12,000 for the property to John Hood, who signed an offer to purchase, and the terms of the sale had to be approved by the Town Council. The Manager presented the proposal to the Council who approved the sale, after which North Carolina General Statutes required that the bid be advertised, giving the public an opportunity to upset the bid, if they desired. The bid was open for upset bid for a period of ten (10) days, or until April 26, 2010. No upset bids or inquiries were received during that ten day period. In accordance with North Carolina General Statutes, the sale of the property can now take place, and will upon payment in the amount of \$12,000. It is anticipated that the transfer of this property will occur within the next ten days.

**RECOMMENDATION:** No Action is Required – Informational only.



## HOLIDAY WORK SCHEDULE MEMORIAL DAY

---

---

### AGENDA ITEM # 10D

In accordance with the Town's Personnel Policy, the Town offices will be closed on Monday, May 31, 2010 in observance of the Memorial Day Holiday.

**RECOMMENDATION:** No Action is Required – Informational only.



## **SPECIAL TOWN COUNCIL MEETINGS BUDGET WORKSHOP & PUBLIC HEARING**

---

---

### **AGENDA ITEM # 10E**

As established by the Town Council, the Town Council will have two special meetings in June. It has established Tuesday June 15<sup>th</sup> as a special Town Council Meeting for the purposes of reviewing the Municipal Budget, and Wednesday June 16<sup>th</sup> as a Public Hearing and adoption of Municipal Budget.

**RECOMMENDATION:** No Action is Required – Informational only.



## CLOSED SESSION

---

---

### AGENDA ITEM # 11

I am requesting a closed session pursuant to N.C.G.S. 143-318.11 (a) (8) for a discussion related to a personnel matter.

**RECOMMENDATION:** Informational Item – No Action is Required.