

# TOWN OF LA GRANGE, NORTH CAROLINA

## TOWN COUNCIL AGENDA



**October 3, 2011  
6:00 PM**



# TOWN OF LA GRANGE

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## TOWN COUNCIL AGENDA October 3, 2011

1. **Call to Order** **Mayor Gurley**
2. **Moment of Silence**
3. **Welcome**
4. **Public Hearings - None** **Mayor Gurley**
5. **Board of Adjustments – No Cases To be Heard**
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; September 12, 2011.
9. **New Business & Presentations**
  - a. Drainage System Project – Circle Drive, Woodard Lane, Lake Pines Areas
10. **Unfinished Business & Informational Items**
  - a. PARTF Grant Application – Recreation Master Plan & 2012 Application Process
  - b. Update on Rail Crossing Signalization & Crossing Project and the Charles Street & Railroad Street Traffic Pattern.
  - c. Hurricane Irene Update.
11. **Closed Session**
12. **Adjournment**



## **PUBLIC HEARINGS**

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### **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.



## BOARD OF ADJUSTMENTS

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### AGENDA ITEM # 5

There are no Board of Adjustments cases to be heard.

**RECOMMENDATION:** N/A



## PUBLIC COMMENT PERIOD

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### 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

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### 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

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### 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; September 12, 2011

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



## APPROVAL OF MINUTES

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### 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; September 12, 2011

**RECOMMENDATION:** Approval of Minutes as submitted as part of Consent Agenda.

## REGULAR MEETING

The Town Council of the Town of La Grange, North Carolina met in Regular Session at the Town Hall on September 12, 2011, at 6 p.m. with the following present:

Mayor Pro Tem Bobby Wooten; Council Members Larry Gladney, David S. Holmes, Clifton Harrison, Greg Rouse, and Veronica Lee; Town Manager, John P. Craft; Town Attorney, George Jenkins, Jr.; Town Clerk, Kyle J. DeHaven.

Absent: Mayor Woodard Gurley

Guest: 8

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

Mayor Pro Tempore Wooten called the meeting to order and asked for a moment of silence. Mayor Pro Tempore Wooten gave a warm welcome to the visitors and citizens in attendance.

### **ITEM 4A: ADOPTION OF MULTI-JURISDICTION HAZARD MITIGATION PLAN**

Manager Craft explained that La Grange has been a part of a multi-jurisdictional hazard mitigation plan for many years. He went on to explain that Planner Heith Harrison has been attending meetings on behalf of the Town of La Grange during the review process. Planner Harrison has attended a Public Hearing and Information session on behalf of the Town of La Grange, already. FEMA requires a second hearing, and that is the purpose of tonight's hearing.

Manager Craft then introduced Justin Tilghman, the Lenoir County Emergency Management Planner.

Planner Tilghman explained that a Hazard Mitigation Plan is required by FEMA to receive funding for damages incurred during disasters. He went on to explain that no notable changes were made to the current plan, except the goals and strategies section.

Tilghman explained that plans and goals needed to be in place so when FEMA sends money, it is accounted for and used towards the goals of that section, and its not just money in our bank.

He then asked if there were any questions.

Mayor Pro Temp Wooten asked if a HAZMAT section was included in this document, to which Tilghman answered yes.

Motion to close the Public Hearing was made by Council Member Gladney, Seconded by Council Member Holmes. The Motion carried unanimously, 6-0.

With no comment, a Motion to approve the Hazard Mitigation Plan was made by Council Member Gladney, and Seconded by Council Member Harrison. Motion carried unanimously, 6-0.

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

None

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

None

#### **ITEM 7: APPROVAL OF THE AGENDA**

Manager Craft recommended the approval of the agenda with two additions.

**Agenda Item 9E:** Award of bid to purchase dump truck chassis

**Agenda Item 9F:** Declare old fire department tanker as surplus property and authorize and instruct the Town Manager to dispose of the surplus property on Gov. Deals.

Motion to approve the agenda as submitted, with the addition of Agenda Item 9E: Award of bid to purchase dump truck chassis and Agenda Item 9F: Declare old fire department tanker as surplus property and authorize and instruct the Town Manager to dispose of the surplus property on Gov. Deals was made by Council Member Harrison, seconded by Council Member Lee. Motion carried unanimously, 6-0.

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

Manager Craft recommended the approval of the consent agenda, which included the August 1, 2011 Regular Session minutes and the annual Settlement of taxes Collected for FY 2010-2011 with Lenoir County.

Motion to approve the consent agenda, which included the August 1, 2011 Regular Session minutes and the annual Settlement of taxes Collected for FY 2010-2011 with Lenoir County was made by Council Member Gladney, and seconded by Council Member Holmes. Motion carried unanimously, 6-0.

#### **ITEM 9A: HURRICANE IRENE UPDATE**

Manager Craft described in detail the events of Hurricane Irene. He explained that La Grange experienced wind gusts of 65MPH and we received around 7.5” of rain over two days. This caused many trees being down, many broken utility poles, and many downed primary lines, including the primary transmission line from Progress Energy.

Manager Craft explained that the Town had requested crews in advance from T&D Electrical. They assured there would be crews assigned, but they were never provided. Manager Craft

then requested assistance through Electricities. The City of Monroe provided two bucket trucks, a line truck, and six linemen to assist in restoration efforts.

Manager Craft went on to explain that by 11:00pm, the Town's Electric system was 80% repaired, but due to the Progress Energy transmission outage, power could not be restored. Progress repaired their line at 3:30pm Sunday, and 98% of the Town's system was energized by 4:00pm that same day. The remaining 2% was restored by 10:30pm Sunday evening.

Manager Craft then explained that during the outage, Town Hall operated on a 10KW portable generator which would only power a small portion of Town Hall. As of current, all poles were replaced that were broken or damaged during the Hurricane. The complete repair was delayed due to the fact that we dispatched one bucket truck and two men to Kinston to help restore power to their customers. The crew assisted from Tuesday – Saturday.

Manager Craft went on to talk about tree and debris removal. He mentioned that many trees were down, blocking streets and roads. He explained that chainsaw crews were dispatched as soon as winds were low enough to do so. He credited, Wesley Sutton and the WWTP staff, Public Works Staff, and members of the Fire Department.

Manager Craft mentioned that a contract with Unified was in place to remove the large limbs and debris, while the Town was responsible for the small limbs and vegetation. Public Services Director Morgan is meeting with Unified about the stump removal process which will need to be completed because of all the downed trees.

Manager Craft then talked about the Water and Sewer issues facing the town because of the power failure. He mentioned that 100% of the lines that powered the two town wells were out, and a 125KW generator was used to power Well #4 while not in use to power down the lift stations. He mentioned that Lake Pines and Crouse Hinds lift station were powered by emergency generators because the power was out, and there were no overflows to report from the sanitary sewer system.

Manager Craft went on to explain the cost implications the Town was facing due to, and following the hurricane. Although not yet determined, estimates were \$75,000 - \$100,000 to the electrical system. Debris removal is estimated at \$100,000 which includes tipping fees. Fire Department roof repair was estimated at \$10,000, with a \$1,000 deductible. \$6,000 of damage was reported at the Library which also has a \$1,000 deductible. The WWTP building damage is also estimated at \$2,000, with a \$1,000 deductible. Damage to the roofs at two wells was estimated at \$300 each with a \$1,000 deductible. Damage to the battery backup and computer system at Town Hall has not been determined. Numerous Street signs were down, and banners destroyed.

Manager Craft explained that FEMA usually covers 75% of the cost to recover, less insurance deductibles. The State has formally announced that it will cover the remaining 25% of cost to recover, less deductibles. Thanks to FEMA and the state, there will be little to no impact to our budget, due to their reimbursements.

Manager Craft communicated to the Council that many things were done right during this disaster. He explained that communication was done at the best of our ability. Streets were cleared quickly for emergency response vehicles. Good decision were made concerning the electric restoration efforts. The town worked as a single unit and strong team.

Manager Craft then mentioned that there were shortcomings which included a need for better communication to the council when phone lines, internet and cell service is down. Logistics caused a problem for food and lodging since most things around Town were closed for days during and following the storm. Power to the Town Hall was an issue too.

In the future, Manager Craft explained that 2 Pre-storm meetings would take place to inform of the anticipated impact, and then of the actual impact. Finance Director DeHaven will also be responsible for the Logistics of food supplies and lodging before, during and after the storm. Commitment of generators for the Public Works building, Well #4, and for the lift stations are needed for better efficiency.

#### **ITEM 9B: PURCHASE OF GENERATOR FOR TOWN HALL**

Manager Craft explained that the recent storm proved the need for a fully functional Town Hall during Bad weather. The generator will also be utilized for load management periods to help recover the cost of installation and lower monthly demand charges.

Manager Craft then requested that the Council authorize the Town Manager to determine the actual size of the generator to power the building, and enter in to a contract to install the generator and transfer switch at a cost not to exceed \$40,000.

Motion to allow Town Manager to purchase a generator to power Town Hall, as well as install it and a transfer, but not to exceed \$40,000 was made by Council Member Gladney, and seconded by Council Member Holmes. Motion carried unanimously, 6-0.

#### **ITEM 9C: TOWN HALL IMPROVEMENTS – DRIVE THRU**

Manager Craft explained that the need for a pneumatic tube system is apparent. Finance Director DeHaven made contact with a company in Texas that can provide this piece of equipment for around \$17,808.83. The traffic pattern around Town Hall would need to be reversed, but that is not too large of a problem. The Drop box would be the major complication as it is buried in 2 yards of concrete.

Manager Craft went on to explain that the necessary funds exist in the budget, so no additional funds would be required. He also mentioned that this would act as a third drawer that could assist in taking payments during the very busy days.

Manager Craft recommends authorizing the Town Manager to enter into a contract to complete the work necessary to install a third station and pneumatic tube system. Motion to authorize the Town Manager to enter into a contract to complete the work necessary to install a third collection station and pneumatic tube system was made by Council

Member Gladney, and seconded by Council Member Rouse. The motion carried 5-1, with Council Member Harrison voting against.

#### **ITEM 9D: CONSIDER MODIFICATION OF CREDIT CARD PAYMENT GUIDELINES**

Manager Craft spoke of the modification of Credit Card payment guidelines. He explained that the fee for having credit cards is \$0.85 per transaction, and 1% of the transaction amount. With the implementation of Easypay, low dollar value payments are becoming more and more common.

Manager Craft spoke of a customer who had made 39 transactions in a 30 day period, 27 of which were credit card payments. These low value payments cost the town \$25.58. If one payment had been made, total fees incurred would have totaled \$4.56.

Manager Craft recommends that the Council set the minimum credit card payment of \$25 or higher be set to reduce the impact of higher fees.

Motion to set a minimum credit card payment amount of \$25 or higher was made by Council Member Harrison, and seconded by Council Member Holmes. Motion carried unanimously, 6-0.

#### **ITEM 9E: AWARD OF BID FOR DUMP TRUCK CHASSES**

Manager Craft explained that in the FY 11-12 budget, fund to purchase a new dump truck were approved. Manager Craft explained how he mailed bid packets to all vendors listed on the state contract list and received only a single bid from White's International Truck in Greensboro in the amount of \$58,891. The chassis would be delivered and the body taken off our old dump truck and mounted on the new chassis, just as was done last year.

Motion to approve the bid from White's International Truck in Greensboro in the amount of \$59,891, and to mount the body from the old dump truck onto the new, was made by Council Member Harrison, seconded by Council Member Holmes. Motion carried 5-1, with Council Member Gladney against.

#### **ITEM 9F: APPROVAL OF RESOLUTION DECLARING SURPLUS PROPERTY**

Manager Craft explained that with the addition of a new tanker, the old truck needed to be declared surplus. He explained that a resolution had been prepared and proved to the Council. Approval of the resolution would declare the truck as surplus and instruct the Manager to dispose of the truck by Auction on Gov Deals.

Motion to declare the 1984 GMC Tanker surplus was made by Council Member Holmes, and seconded by Council Member Lee. Motion carried 5-1, with Council Member Gladney against.

#### **ITEM 10A: UPDATE ON PARTF**

Manager Craft explained that the PARTF grant was not funded in either funding cycle last year, and had not been funded in the first cycle of this year. Manager Craft went on to explain that a Master Plan for the Town's athletic complexes was needed to be successful.

Manager Craft explained that an error in price had been presented to the council at the prior meeting and the grant application can be completed for \$2500 and the Master Plan can be prepared for \$10,750.

Manager Craft recommends utilizing the East Carolina Council to prepare the Master Plan and Application for the 2012 funding cycle, using the \$20,000 budgeted in the current year's budget.

Motion to utilize the East Carolina Council to prepare a Master Plan and Application for the 2012 funding cycle made by Council Member Gladney, Seconded by Council Member Rouse. The motion carried unanimously, 6-0.

#### **ITEM 10B: UPDATE ON RAIL CROSSING SIGNALIZATION AND CLOSING**

Manager Craft updated the Council on the Rail Crossing Signalization. The repaving is 100% complete. Signalization has been completed on Wooten St. and is expected to begin soon on Charles St. Curb and Guttering has been completed on North Railroad St., and South Railroad St. is complete except for a small amount of grading that remains. Striping of parking spaces and installation for parking bumpers are both 100% complete.

#### **ITEM 10C: UPDATE PERTAINING TO CHARLES ST. & RAILROAD ST. TRAFFIC PATTERN**

Manager Craft updated the Council on the traffic pattern at Charles and Railroad St. He spoke of a conversation with Dwayne Alligood of NCDOT regarding the count and recommendation. Mr. Alligood agreed to a "limited" count. Manager Craft stated he would tell of the results and NCDOT's recommendation when it becomes available.

Manager Craft then recommended that the Council go into Closed Session as authorized by General Statute 143-318.11 (a) (6) (7) (8).

Motion to go into Closed Session at 7:19pm was made by Council Member Harrison, seconded by Council Member Lee. Motion carried unanimously 6-0.

#### **ITEM 11A: CLOSED SESSION**

#### **ITEM 12: ADJOURNMENT**

Motion to adjourn the September 12, 2011 7:46 meeting was made by Council Member Harrison, seconded by Council Member Holmes. Motion carried unanimously 6-0.

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Kyle J. DeHaven, Town Clerk

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Woodard H. Gurley, Mayor



## APPROVAL OF DRAINAGE SYSTEM PROJECT CIRCLE DRIVE, WOODARD LANE, & LAKE PINES AREAS

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### AGENDA ITEM # 9A

As you all know, winds from Hurricane Irene cause a tremendous amount of trees to fall throughout the town. Our outfall lines for the sewer lines and drainage systems were not spared trees falling on them either.

One particular area of concern is the main drainage canal from La Grange Street west and south of the hill on Caswell Street. There is a large canal that runs from Caswell Street on the south side of the properties on Circle Drive under Woodard Lane, and to the ditch that runs into Lake Pines from Caswell Street. This ditch has several trees down in the ditch and is blocking water flows through the ditch. This is causing large amounts of water to stand continuously in the ditch immediately adjacent to the residential properties. This standing water is an issue not only for moving storm water out of the town, but also poses health risks as these areas holding water continuously are the breeding ground for mosquitoes.

I have discussed the issue with Tyrone Morgan, Public Works Director, and FEMA representatives during our most recent meeting with them. They have tentatively approved funding the removal of the debris from the right of way and ditches. We have obtained two quotes for the project, which would include removal of debris and cleaning out the drainage ditches through the properties adjacent to Woodard Lane and from Caswell Street to the tile that feeds into Lake Pines. To date, I have received two bids. One is from Charles Hughes Construction and Ammex Paving Company. A third bid is expected prior to Monday night's meeting.

Although I expect at this point that FEMA will fund the project, I would recommend that the project be awarded to the lowest bidder and that the project go forward and utilize funds on hand to cover the cost of the project if by some chance FEMA opts not to pay. All indications are that FEMA will cover the cost of the project.

I welcome the opportunity to take members of the Council out to examine the ditch and see firsthand the condition of the ditch and the number of trees that are down blocking the flow of water and causing water to stand in the area.

**RECOMMENDATION:** Award of Bid to Clear right of way and drainage ditches mentioned above.



## UPDATE ON STATUS OF PARTF GRANT APPLICATION

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### AGENDA ITEM # 10A

As you are aware, we have been unsuccessful in obtaining a PARTF Grant after two failed applications. Due to the current state of the economy, the funding available for award has been significantly reduced; thereby causing the Parks and Recreation Trust Fund to reduce the number of projects that are funded annually, as a result, the application process is much more competitive making the scoring of individual project more important.

Based on these facts, the Council previously approved contracting with the East Carolina Council to develop a Master Recreation Plan for the Town and to complete and prepare the application for 2012.

I met with Judy Hills, who is preparing the plan and grant application on Tuesday to discuss the application, and to provide information and a tour of the Town and its current facilities and lands previously designated for recreational uses. We have also mailed a new community survey to all of our utility customers and placed a link on the Town's website (or directly available at <http://www.surveymonkey.com/s/LaGrangeParkRecreation>) to give our citizens an opportunity to give their opinion as to what recreational opportunities they would like to see offered here in La Grange. Public input is essential to the success of the application. We need the public to take a few moments to complete the online application or the printed version mailed to them, or available at Town Hall. We really need a high percentage of our citizens to respond. To that end, I will provide copies to members of the Council and ask you to distribute them and encourage that they be filled out and returned.

I will also provide details as to the feedback I received from Ms. Hills during our meeting. The primary message she seemed to try to relay was that the PARTF would not likely fund a \$500,000 application, and encouraged us to consider other smaller possibility to enhance the possibility that our application would be funded.

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



**UPDATE:  
RAIL CROSSING CLOSURES,  
SIGNALIZATION, AND RAILROAD &  
CHARLES STREETS TRAFFIC  
PATTERN**

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**AGENDA ITEM # 10B**

As you will remember, representatives of the North Carolina Railroad (NCR) have requested that you consider a change to the traffic pattern at the intersection of Charles & Railroad Streets. Currently, traffic flows freely on Railroad Streets with traffic on Charles stopping at the intersection of both North and South Railroad Streets.

NCR is requesting that you consider changing the pattern to free flowing on Charles Street, and stopping the Railroad Streets Traffic; which would make the traffic flow just like it is at Railroad and Charles.

I think that there are advantages to their pattern, but I am not certain which would be the best pattern for the area. I spoke with Lieutenant Jerry Davis, who thinks that the proposed pattern would be better than the current plan, as it would eliminate the possibility of stalled vehicles on the tracks.

At your November 2010 Council Meeting, you instructed me to ask for a traffic count and NC DOT's recommendation relative to the request and report back to the Council. I did ask NCDOT for a recommendation, and a traffic count, and DOT is planning a "limited count" of the traffic at that intersection during periods of "peak" traffic, which I requested to include 7-9 am and from 2-4 pm in order to determine the traffic flows while school is taking in and dismissing. I can't advise a firm timeline for that count, and pending recommendation from NCDOT at this time.

**RECOMMENDATION:** No Action Required – Informational Only.



## **HURRICANE IRENE UPDATE**

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### **AGENDA ITEM # 10C**

The Council will be provided an update on the status of the Town's recovery efforts following Hurricane Irene.

**RECOMMENDATION:** No Action Required – Informational Only.



## CLOSED SESSION

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## AGENDA ITEM # 11

I am requesting a closed session pursuant to N.C.G.S. 143-318.11 (a) (5) (6) (7) (8).

### RECOMMENDATION: