

**MINUTES OF THE BOARD OF ALDERMEN
TOWN OF KERNERSVILLE, N.C.
BRIEFING SESSION JUNE 23, 2010**

The Board of Aldermen of the Town of Kernersville met in a briefing session at 6:30 P.M. on the above date in the Town Hall Executive Conference Room at the Municipal Building at 134 East Mountain Street.

Present: Mayor Dawn Morgan, Aldermen Dana Caudill Jones, Mayor Pro Tem Kevin Bugg and Alderman Keith Mason.

Absent: Alderman Tracey Shifflette and Alderman Bob Prescott

Staff Present: Curtis L. Swisher, Town Manager; John G. Wolfe III, Town Attorney; Jayne Danner, Deputy Clerk; Sharon Richmond, Senior Planner; Doran Maltba, Acting Public Works Director; Franz Ader, Finance Director; Ray Smith, Human Resources Director; Walt Summerville, Fire Chief; Lt. Tim Leonard, Police Dept. and Ernie Pages, Parks & Recreation Director.

Call to Order and Invocation

Mayor Dawn Morgan called the meeting to order and Alderman Dana Caudill Jones delivered the invocation.

1. Consideration of Budget Amendment No. 3 to Fiscal Year 2009-2010 Budget.

Mr. Curtis Swisher, Town Manager presented Budget Amendment No. 3 for FY 2009-2010.

General Fund – Expenditures

1. To increase the Governing Body Department expenditures in the amount of \$15,000 to cover costs associated with legal expenses.
2. To decrease the Inspections Department expenditures in the amount of \$6,239 to reflect transfers to the Planning Department.
3. To increase the Planning and Zoning Department expenditures in the amount of \$6,239 to cover costs relating to group insurance.
4. To increase the Police Department expenditures in the amount of \$35,643 to cover costs relating to personnel (retirement incentives and salaries/wages) and departmental supplies.
5. To increase the Fire Department expenditures in the amount of \$31,367 to cover costs relating to personnel (retirement incentives) and equipment.

6. To increase the Parks and Recreation Department expenditures in the amount of \$54,295 to cover costs relating to personnel (retirement incentives and temp/part-time) and capital outlay-building and equipment (Farmers Market and Parks/Rec. Facility).
7. To decrease Special Appropriations in the amount of \$78,397 to cover offset personnel expenses (developmental pay expenses and early retirement incentives).
8. To increase the General Services Department in the amount of \$11,700 to cover the costs primarily associated with utilities expenses.
9. To increase the Central Maintenance Department expenditures in the amount of \$47,822 to cover costs relating to personnel (retirement incentives), gasoline, and diesel fuel.

General Fund – Revenues

1. To increase the Unrestricted Intergovernmental revenues in the amount of \$2,840 to reflect the Governor’s Crime Commission (HYDRA II) Grant.
2. To increase the Functionally Related revenues in the amount of \$113,164 to reflect additional revenues received in solid waste, off-duty police officers fees, zoning fees, and building inspection fees.
3. To increase the revenues in the amount to \$1,426 to reflect a transfer from the Traffic Enforcement Team fund equity.

Traffic Enforcement Team Grant Fund – Expenditures

To increase the expenditures of the Traffic Enforcement Team Grant Fund in the amount of \$1,426 to close fund.

Traffic Enforcement Team Grant Fund – Revenues

To increase the revenue fund balance of the Traffic Enforcement Team Grant Fund appropriated in the amount of \$1,426 to offset expenditures in the same amount.

Workman’s Comp Self-Insurance Fund – Expenditures

To decrease the expenditures in the amount of \$4,410 to reflect reduced expenditures for claims.

Workman’s Comp Self-Insurance Fund – Revenues

To decrease the revenues in the amount of \$4,410 to offset expenditures of the same amount.

Mr. Swisher stated that there has also been an increase of \$5,000 in Administration Department expenditures to offset wages. He added that this Budget Amendment did not require the transfer of any monies from the Fund Balance. He further added that a Budget Amendment may be required at a later date to cover the expenses for the concession stand upgrades at Beeson Park.

Alderman Dana Caudill Jones made a **Motion** to approve the following Ordinance for Budget Amendment No. 3 to FY 09-10 Budget. Alderman Keith Mason seconded the motion and the vote was all for and motion carried.

ORDINANCE NO. O-2010-21
TOWN OF KERNERSVILLE
BUDGET AMENDMENT # 3

Be it hereby ordained by the Board of Aldermen of the Town of Kernersville that the following amendment be made to the Budget Ordinance adopted on the 24th day of June, 2009 as follows:

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

General Fund - Expenditures	<u>Decrease</u>	<u>Increase</u>	<u>New Approp.</u>
Governing Body		15,000	402,458
Administration Department		5,000	269,413
Inspections Department	6,239		448,108
Planning Department		6,239	388,251
Police Department		35,643	6,935,919
Fire Department		31,367	5,080,962
Recreation Department		54,295	1,189,405
General Services Department		11,700	352,471
Special Appropriations Department	78,397		340,771
PW Central Maintenance Department		47,822	2,076,912
Total	84,636	207,066	

This will result in a net increase of \$122,430 in the expenditures of the General Fund. The above changes in expenditures will require an adjustment to revenues as follows:

General Fund - Revenues	<u>Decrease</u>	<u>Increase</u>	<u>New Approp.</u>
Misc Revenue Solid Waste		26,900	59,525
Miscellaneous Revenue		5,000	40,000
Gov. Crime Commission Grant- Hydra II		2,840	4,192
Off Duty Police Officers Fees		31,264	86,264
Building Inspection Fees		33,000	133,000
Zoning Fees		22,000	32,000
Transfer fr TET Fund Equity		1,426	1,426
Total		122,430	

Section 2. To amend the Local Law Enforcement Forfeiture -Federal Justice Fund, the revenues are to be changed as follows:

L L E F-Fed. Justice Fund-Revenues	<u>Decrease</u>	<u>Increase</u>	<u>New Approp.</u>
Forfeiture Funds- Federal Justice		51,746	59,295
Fund Balance Approp.	51,746		177,321
Total	51,746	51,746	

Section 3. To amend the Local Law Enforce. Forfeiture- State & Local Fund, the revenues are to be changed as follows:

L L E F-State & Local	<u>Decrease</u>	<u>Increase</u>	<u>New Approp.</u>
Forfeitures State/Local		1,819	1,819
State Unauthorized Substance Tax		6,583	6,583
Fund Balance Approp.	8,402		120,948
Total	8,402	8,402	

Section 4. To amend the Workers' Compensation Self-Insurance Fund, the expenditures are to be changed as follows:

Workers' Comp. Self-Insurance Fund Expenditures	<u>Decrease</u>	<u>Increase</u>	<u>New Approp.</u>
Workers' Comp. Claims	4,410		95,590
Total	4,410		

This will result in a net increase of \$4,410 in the expenditures of the Workers' Comp. Self-Insurance Fund. The above changes in expenditures will require an adjustment to revenues as follows:

Workers' Comp. Self-Insurance Fund Revenues	<u>Decrease</u>	<u>Increase</u>	<u>New Approp.</u>
Charges for Services	4,410		127,590
Total	4,410		

Section 5. To amend the Traffic Enforcement Team-Grant Fund, the expenditures are to be changed as follows:

T.E.T. Grant Fund Expenditures	<u>Decrease</u>	<u>Increase</u>	<u>New Approp.</u>
Transfer to GF- Fund Equity	1,426		1,426
Total	1,426		

This will result in a net increase of \$1,426 in the expenditures of the Traffic Enforcement Team-Grant Fund. The above changes in expenditures will require an adjustment to revenues as follows:

T.E.T.-Grant Fund Revenues	<u>Decrease</u>	<u>Increase</u>	<u>New Approp.</u>
Fund Balance Approp.	1,426		1,426
Total	1,426		

Section 6. Copies of the budget amendment shall be furnished by the Town Clerk of the Board of

Aldermen, the Budget Officer, and Finance Director for their directions.

Adopted this the 23rd day of June, 2010.

2. Consideration of a Resolution Authorizing the release of the Badge and Revolver to Douglas L. Kiger, Retiring Police Captain in accordance with the NCGS.

Mr. Swisher stated that it is customary for a law enforcement officer to be presented with his revolver and badge upon retirement as authorized in the North Carolina General Statutes.

Mayor Pro Tem Kevin Bugg made a **Motion** to approve the following Resolution authorizing release of the Badge and Revolver to Douglas L. Kiger, Retiring Police Captain in accordance with the NCGS. Alderman Keith Mason seconded the motion and the vote was all for and motion carried.

RESOLUTION NO. R-2010-17

RESOLUTION DECLARING PROPERTY SURPLUS AND
AUTHORIZING DISPOSAL

WHEREAS, Douglas L. Kiger retired from the Town of Kernersville Police Department on June 30, 2010; and

WHEREAS, in accordance with N. C. G. S. 20-187.2, Douglas L. Kiger has requested his service badge; and

WHEREAS, in accordance with N. C. G. S. 20-187.2, Douglas L. Kiger has requested his service revolver, a Glock, 40 caliber, Model 22, SN: FRW728; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Kernersville that the service revolver, is hereby declared surplus to the Town and that the Town Manager is authorized to present said badge and revolver to Douglas L. Kiger.

Adopted this the 23rd day of June, 2010.

3. Consideration of a JAG Grant award in the amount of \$14,555 for the purchase of OSSI Quartermaster Software and a new Ted E. Bear suit.

Mr. Swisher stated that the Police Department has been awarded a \$14,555 Justice Assistance Grant. He added that the terms of the Grant require approval of any expenditure by the Board of Aldermen. He further added that this purchase will not require any match funds.

Alderman Dana Caudill Jones made a **Motion** to authorize the use of JAG Grant funds to purchase OSSI Quartermaster Software and a new Ted E. Bear suit for the Police Department. Mayor Pro Tem Kevin Bugg seconded the motion and the vote was all for and motion carried.

4. Consideration of a Partnership with the Winston-Salem/Forsyth County School System and the Forsyth County Sheriff's Department for Digital Camera Upgrades for South East Middle School.

Mr. Swisher stated that this partnership will allow for potential upgrades to the camera system at Southeast Middle School. He added that the cost of the equipment is \$61,382 and requires a 50% match of \$30,691; however the Town will only be responsible for \$7,500. He further added that Forfeiture State & Local Funds will be used for this purchase.

Alderman Keith Mason made a **Motion** to authorize Police Department to Partner with the Winston-Salem/Forsyth County School System and the Forsyth County Sheriff's Department for Digital Camera Upgrades for South East Middle School. Alderman Dana Caudill Jones seconded the motion and the vote was all for and motion carried.

5. Briefing on the July 6, Regular Meeting Agenda.

Mayor Morgan stated that prior to the Public Hearings there will be a Presentation of the Badge and Service Revolver to Retiring Police Captain Doug Kiger.

Item # 1 PUBLIC HEARING: PM Development, LLC, for property located approximately 1,500 feet north of Ogden School Road, Petition is to process a correction to previous rezoning case K-641.A3, which inadvertently omitted the PIN# from the legal description. Zoning Docket K-641.A5 (Two Phase)

Ms. Sharon Richmond, Senior Planner briefed the Board on this rezoning request.

Item # 2 PUBLIC HEARING: Vincent Townsend, for property located at 606 Nelson Street, containing .44 acres more or less. Zoning Docket K-702

Ms. Sharon Richmond, Senior Planner briefed the Board on this rezoning request.

Item # 4 Annual presentation by the Kernersville Soccer Association. (Continued from June 1st meeting)

Mr. Swisher stated that a representative from Kernersville Soccer Association (KSA) will give a brief presentation at the July 6th Board Meeting. He added that some changes to the current terms of the agreement are being recommended. He further added that KSA is aware of these recommendations and that they are in favor of them.

Item # 5 Discussion on Tax Collection Policies.

Mr. Swisher stated that this item may be withdrawn from the July 6th Agenda. He added that a citizen had requested to address the Board about a problem he was having with Tax Collection Policies. Mr. Swisher further added that he had explained to the citizen that the Board was not involved in the Policies of the Forsyth County Tax Office, which is who he should address the matter with.

Item # 6 Presentation of Semi-annual Report by the Chamber of Commerce for In-kind Services.

Mr. Swisher stated that a representative of the Chamber of Commerce would present this semi-annual report on July 6th.

Item # 7 Consideration of a Governor's Highway Safety Equipment Grant for the purchase of a Digital Radar System.

Mr. Swisher stated that Board approval is required prior to applying for this grant. He added that this grant will be used for a new digital radar system. He further added that this grant will require a 25% match of \$1,100, and that Forfeiture State & Local funds will be used for this purpose.

Item # 8 Consideration of Adding the Farmer's Market Shelter to the List of Facilities Rented by the Parks and Recreation Department.

Mr. Swisher stated that the Town has received a request to rent the Farmer's Market Shelter, however at this time it is not listed as a facility for this purpose. He added that Staff is recommending adding this to the list of Town facilities for rent with a fee of \$110. He further added that standard rules and regulations used for other Town rental facilities will apply.

Item # 9 CONSENT AGENDA:

**C-1 Approval of Minutes for May 26, 2010, Briefing Meeting
Approval of Minutes for June 1, 2010, Regular Meeting
Approval of Minutes for June 8, 2010, Special Meeting
Approval of Minutes for June 15, 2010, Special Meeting**

C-2 Consideration of a Resolution setting the Public Hearing date for a voluntary annexation petition by Stock Building Supply, LLC for property located at 5599 Kerwin Circle, 17.59 acres more or less.

C-3 Consideration of a Resolution Declaring Certain Property Surplus and Authorizing Its Disposal.

Mr. Swisher briefed the Board on the voluntary annexation petition and Surplus Property request.

Item # 12 TOWN MANAGER'S REPORT AND MISCELLANEOUS.

Mr. Swisher stated that he will present two separate Resolutions of Support for the Board's consideration at the July 6th meeting during his report. He added that one pertains to the Macy Grove Road Interchange at Business 40. The other pertains to the Veteran's Administration Outpatient Clinic in Kernersville.

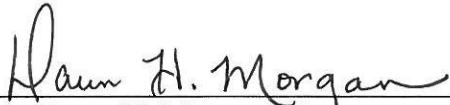
Item # 13 MATTERS TO BE PRESENTED BY THE MAYOR, BOARD OF ALDERMEN AND TOWN ATTORNEY.

Mayor Morgan read two letters she had recently received; a letter of thanks from farmer Terry Motsinger regarding the Farmers Market and a letter of thanks from TECO for the Boards recent Resolution of Support.

6. Adjournment.

Being no further business to come before the Board, Alderman Dana Caudill Jones made a **Motion** to adjourn the meeting. Alderman Keith Mason seconded the motion and the vote was all for and motion carried.

Meeting adjourned at 7:02 pm.



Dawn H. Morgan, Mayor

Attest: 

Jayne Danner, CMC, Deputy Clerk

I, Jayne Danner, CMC, Deputy Clerk of the Town of Kernersville, North Carolina, do hereby certify that this is a true and correct copy of the minutes of the meeting duly held on June 23, 2010.

This the 9th day of August, 2010.



Jayne Danner, CMC, Deputy Clerk