

**MINUTES OF THE BOARD OF ALDERMEN  
TOWN OF KERNERSVILLE, N.C.  
BRIEFING SESSION OCTOBER 24, 2012**

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, Alderman Keith Hooker, Mayor Pro Tem Dana Caudill Jones, Alderman Irving Neal, Alderman Tracey Shifflette and Alderman Neal Stockton.

**Absent:** None.

**Staff Present:** Curtis L. Swisher, Town Manager; Jayne Danner, Deputy Clerk; John Wolfe, Town Attorney; Jeff Hatling, Community Development Director; Ken Gamble, Police Chief; Walt Summerville, Fire Rescue Chief; Doran Maltba, Public Services Director; Russell Radford, Engineering Director; Brian Ulrich, Transportation Manager; Ernie Pages, Parks & Recreation Director, Franz Ader, Finance Director and Ray Smith, Human Resources Director.

**Call to order and invocation.**

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

**1. Discussion of Winston Salem Transit Authority (WSTA) Senior Shuttle Service.**

Mayor Dawn Morgan thanked Alderman Tracey Shifflette and Mr. Brian Ulrich for their research on this matter. She asked Alderman Shifflette to provide an overview of the history of the establishment of the senior shuttle.

Aldermen Shifflette stated that this service began in August 2011. She noted that Winston Salem Transit Authority was able to offer this service to the Town's residents due to their receiving a grant; the Town was responsible for a 10% match and a percentage towards the capital fund for the purchase of the bus. Alderman Shifflette stated that in August 2012 riders were notified by the bus driver that the service would end in November as the WSTA grant was not renewed and that several riders sent letters to the Board of Aldermen requesting that the Town continue to fund the service.

Alderman Shifflette stated that she has contacted each of the managers at the senior residences that the shuttle serves to find out what the ridership has been. This information indicated that on average 12-14 seniors rode the shuttle on Tuesday but in some instances the ridership was zero on Saturdays. She also noted that some senior residences were unaware of the service and some riders would like to make changes to the route and add more stops. She added that riders said they would be content with even reducing the days so long as it continued and they were informed of the new schedule. She further added that Mr. Art Barnes, representative with WSTA

said WSTA could provide a bus and driver if the Town could fund 100% of the service. Alderman Shifflette suggested that the Board continue the service until the end of the year as for many seniors this is their only form of transportation or way to get out and socialize. She further suggested that Staff look at funding sources and for the matter to be placed on the December Agenda at which time a decision could be made to fund or discontinue the shuttle service. She expressed concern that if the service was discontinued it may be more difficult to restart.

Mr. Brian Ulrich, Transportation Manager used a power point presentation to illustrate the senior shuttle existing routes. He presented the ridership's statistics provided by WSTA of 117 trips (riders) for the month of September, an average of 14.6 trips per day. He stated that the cost per trip (one-way) is \$19, compared to a Trans Aid (Medical use only) trip at a cost of \$20 per trip and a fixed route full-service bus at \$2.84 per trip. He confirmed that WSTA was discontinuing the senior shuttle service on October 31<sup>st</sup> due to loss of grant funding. He stated that he rode the shuttle to gather feedback from riders and several riders did ask for additional stops. He noted that for the Town to continue the shuttle service using the WSTA bus and driver the total cost would be \$14k for a one day service per year or \$27k for a two day service, in comparison to the Town providing the shuttle service independently at a cost of \$22,922 one day per week or \$35,642 for 2 days per week. He stated that there may be the potential for funding or the Town could approach WSTA and request allocation of transit funds to Kernersville based on population, as does Raleigh/Cary; High Point/Guilford County. He offered to research funding options if it was the Board's desire. He presented 2 cost options received from WSTA to continue the shuttle service on Tuesday's only until December 31, 2012 @ \$2,050 or continue service through June 30, 2013 @ \$8,020.

Mr. Swisher noted that if the Town received grant funding more than likely the service would need to be made available to all riders and not just seniors.

Alderman Irving Neal stated that he is in favor of helping the elderly and children however due to the Town's current budget situation and the necessity to cut and freeze positions the past several years, he could not support funding this service at a cost of \$19 per person for a one-way trip to Wal-Mart, unless the owners of the senior residences or stores the shuttle served participated in the funding. He stated he would be in favor of continuing the service to the end of December while funding options were researched, however he did not think the Town should be looking at starting a transit service.

Alderman Keith Hooker agreed with Alderman Neal that the stores served should be asked to share the costs of the shuttle service. He added that the research may determine that we need to expand the route so it would be available to more riders.

Alderman Neal Stockton asked if the costs for the Town to operate the shuttle service included liability costs. He stated that he agreed with Alderman Neal and didn't see how the Town could fund this service with the pending outlook of the FY13-14 Budget.

Mr. Ulrich stated that the costs quoted were operational only costs and did not include any kind of insurance or liability costs.

Mayor Pro Tem Dana Caudill Jones expressed concern that this shuttle only served a small portion of our seniors, that there are able bodied seniors who still live in their homes who are also housebound that could use this service. She added that she did vote in favor of the shuttle, however she did not feel she would be in favor of continuing to fund it long term without funding partnerships. She added she would consider voting in favor of extending the service to the end of December.

Alderman Stockton stated that he agreed with Mayor Pro Tem Jones to temporarily continue funding until December but not long term if no funding through partnerships.

Mr. Russell Radford, Engineering Director stated that he did feel staff would be able to present some potential funding options by December.

Mayor Pro Tem Dana Caudill Jones made a **Motion** to approve WSTA option to extend the senior shuttle service until December 31, 2012 at a cost of \$2,050. Alderman Neal Stockton seconded the motion and the vote was all for and motion carried.

Mr. Swisher asked the Board to let Staff know what recommended changes they were considering to the current route and stops for the senior shuttle so that Staff could present this information to WSTA to get a more accurate cost quote for continuing the service. He informed the Board that any route would need to be a fixed route, unlike the Trans Aid service, in order for the cost to remain the same. He suggested that a stop on the north end of town close to several of the senior residences would be a good idea.

Mayor Morgan invited the Board members to join her at a meeting with Brian Ulrich on Thursday October 25<sup>th</sup> at 9 a.m. to discuss potential changes to the shuttle service to be presented to WSTA.

Alderman Hooker stated that he would like to see the route expanded to neighborhoods.

Alderman Neal stated that he would like to know the statistics of riders as to how many were able bodied and how many are not.

Alderman Stockton asked if there was a limit to the number of stops the shuttle could make.

Mr. Ulrich stated that he would find out this information from WSTA. In addition he would find out the cost difference between an on-call shopping shuttle versus a fixed route; or a fixed route with occasional additional pick-ups; and how long it might take to reinstate the shuttle if the Town discontinued it in December but wanted to re-start it at a later date.

## **2. Briefing on the October 30, November Regular Meeting Agenda.**

### **Item # 2 Consideration of entering into a New Lease with Allegacy Federal Credit Union.**

Mr. Wolfe, Town Attorney briefed the Board on this new lease with Allegacy Federal Credit Union. He noted that the term of the new lease is for 5 years with an option for an additional 5 years; at a rate of \$12.50 p/sq. ft. with a 3% p/yr. escalation rate.

**Item # 3 Discussion and Consideration of Scope of Work for the Proposed Mountain Bike Park.**

Mr. Swisher briefed the Board on this proposed mountain bike park. He stated that after the Town's initial investment of approximately \$2,000, it would require minimal maintenance and that the Kernersville Cycling Club is proposing an agreement with the Town for the use of the Town's property on Smith Edwards Road for this park, similar to the Agreement that the Kernersville Soccer Association has with the Town for the use of soccer fields at Beeson Park.

**Item # 4 Consideration of Designating a Portion of North Park Drive as a Public Right-of-way.**

Mr. Swisher briefed the Board on this designation of public right-of-way. He noted several requirements that would need to be met, including Norfolk Southern designating the railroad crossing as publicly owned and maintained, prior to Staff recommending that the Town accept maintenance of North Park Drive.

Alderman Shifflette requested that a map be provided to assist them with this matter.

**Item # 5 Consideration of a HGAC (Houston-Galveston Area Council) Cooperative Purchasing Contract to assist with the Acquisition of an Aerial Apparatus.**

Mr. Swisher briefed the Board on this cooperative purchasing contract, he noted the similarity to the piggy-back purchase process the Town uses. He stated that Staff is recommending approval of this contract and to utilize it for the purchase of a new ladder truck approved in the FY12-13 Budget for the fire department.

**Item # 6 Presentation of Annual Report for Public Services Division.**

Mr. Swisher stated that Mr. Doran Maltba, Public Services Director would present this report to the Board at the meeting on Tuesday.

**Item # 7 Consideration of an Ordinance Ordering the Repair or Demolition of a Dwelling Unfit for Human Habitation.**

Mr. Wolfe, Town Attorney briefed the Board on this order for repair or demolition for the Justice House. He gave a brief overview of the history of events noting that due to these events and the lack of the property owner's response the property now has 20 violations of the minimum housing code. He stated that with the adoption of this ordinance if the property owner fails to bring the property up to human habitation within one year then the property can be demolished from date of ordinance adoption.

**Item # 8 CONSENT AGENDA: All of the following matters are considered to be routine by the Board of Aldermen and will be enacted by one motion. There will be no separate discussion unless a Board member or citizen so requests, in which event the matter will be removed from the Consent Agenda and considered under the following item.**

- C-1 Approval of Minutes for September 4, 2012 Closed Session  
Approval of Minutes for September 26, 2012 Briefing Session  
Approval of Minutes for October 2, 2012 Regular Session**
- C-2 Consideration of a Resolution Authorizing NCDOT's participation in the S. Main Street improvement project.**
- C-3 Consideration of Re-adoption of the 2012 Records Retention and Disposition Schedule.**

Mr. Brian Ulrich highlighted Consent Agenda Item C-2. He noted that NCDOT standard requirements are that a Resolution is approved by the Board prior to spending any monies on an NCDOT project.

Mr. John Wolfe stated that Consent Agenda Item C-3 is a Resolution required by North Carolina Department of Cultural Resources for the adoption of the revised Records Retention Schedule.

### **3. Matters to be presented by the Town Manager and Town Attorney.**

Mr. Doran Maltba, Public Services Director informed the Board that the new 95 gallon automated recycling containers would be delivered to citizens beginning November 12, 2012, but the program would not begin until January 2013.

Mayor Morgan expressed concern about the early delivery of containers and asked if letters would be sent explaining this to residents.

Mr. Maltba advised that letters would be sent, that information was already available on the Town website and that stickers would also be on the containers when delivered.

Alderman Keith Hooker made a **Motion** to go into Closed Session at 8:09 PM to discuss certain matters about which our Town Attorney needs to advise us and that fall within the Attorney Client Privilege as permitted by NCGS 143-318.11. Alderman Neal Stockton seconded the motion and the vote was all for and motion carried.

The Board returned to Open Session at 8:20 p.m.

Mr. Swisher advised the Board of the discussion at the North Carolina League of Municipalities (NCLM) Conference in Charlotte on Monday regarding Hold Harmless funds. He stated that the NCLM staff has now made this a priority for 2013 due to the impact the loss of \$25 million would have on many municipalities both large and small. He advised that the City of High and other municipalities that have been impacted have passed a Resolution; he further advised that

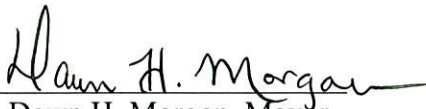
Staff would prepare a Resolution for the Board of Aldermen's consideration on Tuesday evening.

Mayor Pro Tem Jones noted that Bruce Boyer, Chamber of Commerce Director had informed her that Chambers' of Commerce were also collaborating to lobby on this matter.

**4. Adjournment.**

Alderman Tracey Shifflette made a **Motion** to adjourn the meeting at 8:34 PM. Mayor Pro Tem Dana Caudill Jones seconded the motion and the vote was all for and motion carried.

Being no further business to come before the Board, the meeting was adjourned.

  
Dawn H. Morgan, Mayor

Attest:

  
Jayne Danner CMC, NCCMC Deputy Clerk

I, Jayne Danner, 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 October 24, 2012.

This the 6<sup>th</sup> day of December, 2012.

  
Jayne Danner CMC, NCCMC Deputy Clerk