

**MINUTES OF THE BOARD OF ALDERMEN
TOWN OF KERNERSVILLE, N.C.
BRIEFING SESSION JULY 30, 2014**

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: Aldermen Kenny Crews, Keith Hooker, Irving Neal and Tracey Shifflette.

Absent: Mayor Dawn Morgan and Mayor Pro Tem Joe Pinnix.

Staff Present: Curtis L. Swisher, Town Manager; Jayne Danner, Deputy Town Clerk; John Wolfe, Town Attorney; Jeff Hatling, Community Development Director; Debi Grant, GIS Analyst; Scott Cunningham, Police Chief; Terry Crouse, Fire Rescue Chief; Doran Maltba, Public Services Director; Ernie Pages, Parks and Recreation Director; Gray Cassell, Chief Information Officer; Franz Ader, Finance Director and Ray Smith, Human Resources Director.

Town Attorney John Wolfe stated that due to the absence of the Mayor and Mayor Pro Tem the Board of Aldermen would need to nominate someone to preside over the meeting. The Board members unanimously nominated Alderman Tracey Shifflette to preside over the meeting,

Call to order and invocation.

Alderman Tracey Shifflette called the meeting to order.

Alderman Keith Hooker made a **Motion** appointing Alderman Tracey Shifflette to preside over the meeting. Aldermen Kenny Crews seconded the motion and the vote was all for and the motion carried. Alderman Tracey Shifflette delivered the invocation.

1. Presentation of National Night Out Proclamation to the Kernersville Police Department.

Alderman Tracey Shifflette presented a proclamation to Police Chief Scott Cunningham in recognition of the 31st Annual National Night Out to be hosted by the Kernersville Police Department on Tuesday August 5th 2014.

Chief Cunningham thanked the Board for their continued support of this community event. He noted that there would be vendors present this year promoting safer communities and offering services to the citizen, including free shredding of personal documents up to 75lb per person. He invited everyone to attend.

2. Consideration of a Resolution to provide Senior Transit Services. (Tabled from June 24th)

Mr. Curtis Swisher, Town Manager stated that this item was tabled from the June 24th Meeting to obtain clarification of the terms of the grant. He added that originally the grant was for two years of funding beginning in 2013 to 2015; however, due to staff transitions the grant deadline was not met so the first year of funding has expired. He added that the grant would now only be for one year effective July 1, 2014 – June 30, 2015 with Senior Transit Services beginning on August 1, 2014. He noted that the route is fixed, however, unlike the previous senior transit services operated by PART and WSTA, Triad Transportation Inc. are willing to adjust the route to meet the needs of the riders. He further noted that as previously approved by the Board the Town is responsible for the 10% grant match funds.

Alderman Irving Neal asked what the plans are for continuing the service when the one year of grant funding expires and would the route be expanded to include seniors who still live at home.

Debi Grant, GIS Analyst stated that she has already applied for additional grant funding.

Mr. Swisher noted that the service is not just for people in assisted living or nursing home facilities, that there are other stops, and that some adjustments can be made to the route.

Alderman Shifflette asked if TAC funding would be available.

Mr. Hatling responded that MPO funds would be available next year.

Alderman Kenny Crews noted that he has received a lot of calls about this matter and suggested that we ask churches and other organizations to help transport citizens who still live in their homes to the designated bus stops.

Alderman Keith Hooker agreed. He suggested that some of the designated stops be at churches so that the church members could help to get their members who use the service to the church bus stops.

Alderman Irving Neal made a **Motion** to approve the following Resolution to provide Senior Transit Services. Alderman Tracey Shifflette seconded the motion and the vote was all for and the motion carried.

RESOLUTION R-2014-18

**RESOLUTION AUTHORIZING ENTERING A CONTRACT
FOR TRANSIT SERVICE FOR SENIORS AND
INDIVIDUALS WITH DISABILITIES**

WHEREAS, the Town of Kernersville, North Carolina, issued a Request for Proposal (RFP) Transit Service for Seniors, and Individuals with Disabilities, on May 1, 2014, together with

an amendment to the same on June 9, 2014, actively soliciting proposals for a qualified Service Provider to manage, oversee, and operate, with its own vehicles and employees, a circular route of transportation service planned for the special transportation needs of seniors and individuals with disabilities within the Town of Kernersville, with an anticipated start date of August 1, 2014; and

WHEREAS, the selected Service Provider will utilize its own fleet of vehicles to operate this public transit service, and will provide the personnel, maintenance, materials, supplies, training, and supervision necessary for safe, courteous, and reliable transportation of passengers; and

WHEREAS, funding for the subject service is derived from the Federal Transit Administration (FTA) Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Grant, with the Town of Kernersville providing the required local match of ten percent (10%); and

WHEREAS, the Town received three (3) proposals from: (1) P.A.R.T., (2) Triad Transportation, Inc., and (3) Big Wheel Transportation, Inc. Triad Transportation, Inc., assuring to provide quality service, and meeting all aspects of the qualifications set forth in the Request for Proposal (RFP), was the lowest bidder at \$27,986.40 for a two-day per week service equal to 468 annual revenue hours.

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Kernersville, North Carolina, that the Town Manager, with review by the Town Attorney, is directed to enter an Agreement with **TRIAD TRANSPORTATION, INC.** to provide public transportation services to meet the special transportation needs of seniors and individuals with disabilities in Kernersville per the Request for Proposal (RFP) of May 1, 2014 (amended June 9, 2014) providing the same with a community circulator transportation service to commence on August 1, 2014; and, said agreement is to be reviewed annually.

This Resolution is effective upon its adoption this the 30th day of July, 2014.

3. Briefing on the August 5 Regular Meeting Agenda.

Alderman Shifflette noted that there are two ceremonial items on the Agenda; a Proclamation for the 39th Honeybee Festival and a Special Recognition.

Item #1 PUBLIC HEARING: Curtis Swisher, Agent for the Town of Kernersville for consideration of an amendment to the Kernersville Development Plan to amend the Land Use Plan from Low Density Residential to Commercial for property located at the eastern terminus of Arbor Hill Road, being all of PIN # 6876-90-6166 containing 1.859 acres more or less. Plan Docket KDP-42

Item # 2 PUBLIC HEARING: PBA Consultants, Inc., for property located at the eastern terminus of Arbor Hill Road, being all of PIN # 6876-90-6166 containing 1.859 acres more or less. Petitioner requests a single phase rezoning from RS-12 (Residential Single-Family)

to HB-S (Highway Business – Special Use District). Requested Use(s): Storage Service, Retail; Signs, off premises. Zoning Docket K-727

Mr. Jeff Hatling, Community Development Director briefed the Board on this amendment to the Land Use Plan and rezoning request. He added that the Planning Board recommends approval of the amendment to the land use plan, site plan, rezoning request and conditions as presented by Staff and that no opposition was received.

Item #3 PUBLIC HEARING: Curtis Swisher, Agent for the Town of Kernersville - Petition to add Kernersville Medical Parkway to the existing Kernersville Zoning Overlay Districts as a Highway Corridor Overlay District as denoted in Chapter B, Article II, 2-1.6, Overlay and Special Purposes Zoning Districts–Purpose Statements and Regulations. K-560.A1

Item #4 PUBLIC HEARING: Curtis Swisher, Agent for the Town of Kernersville for consideration of an amendment to Chapter B, Article II, Section 2-1.6 of the Unified Development Ordinance by adding Kernersville Medical Parkway to the existing Kernersville Zoning Overlay Districts as a Highway Corridor Overlay District. KT-213

Mr. Hatling briefed the Board on Staff's recommendation to add Kernersville Medical Parkway to the Kernersville Zoning Overlay Districts as a Highway Corridor Overlay District and amend the Town's UDO. He added that the Planning Board recommends approval as presented by Staff and that no opposition was received.

Item # 6 Discussion by Harvey Pulliam Regarding Tree Trimming.

Mr. Swisher stated that Mr. Harvey Pulliam has requested to be on the Board's Agenda to address the Board about issues with Asplundh, the company that trims trees in town on behalf of Duke Energy.

Item # 7 Presentation of Semi-annual Report by the Chamber of Commerce for In-kind Services.

Mr. Swisher stated that Sunni Lauten, Chamber Board Chair and Janel Jernigan, Downtown Marketing Coordinator will present the semi-annual report and an update on happenings downtown at the meeting on Tuesday evening.

Item # 8 First Reading of the Taxi Franchise Ordinance Renewal for Oak Ridge Cab Operated by John H. Pegram.

Mr. Swisher stated that this will be the first of two readings for the Oak Ridge Taxi Franchise. He added that there are no changes to the current franchise ordinance. He noted that Kernersville Taxi closed so Oak Ridge Cab is the only taxi franchise in Kernersville.

Item # 9 Resolution of Support to NCDOT Reclassifying State Roads in Town Limits for Snow and Ice Removal.

Mr. Swisher stated that Mayor Morgan has requested that this matter be placed on the Agenda at a previous briefing meeting due to issues with some State roads in Kernersville this past winter. He noted that a Resolution was prepared by Staff asking NCDOT to analyze and review the priority of roads in Kernersville during their annual review. He added that the Resolution has been sent to the Mayor for review and will be sent out to the Board and posted to the Town website once it is received back from the Mayor.

Item # 10 Consideration of a Resolution to begin condemnation proceedings on certain property along the Greenway.

Mr. John Wolfe, Town Attorney briefed the Board on this matter. He stated that Staff has on numerous occasions attempted to negotiate and acquire this property from Mr. Casper. He used a map to illustrate the location of the property. Unfortunately since all attempts were unsuccessful, in order to move forward with the Greenway project, it will now require the Board to approve a Resolution to begin condemnation proceedings.

Item # 11 Update on potential guardrail on Hopkins Road.

Mr. Swisher stated that as requested previously by the Board a Resolution was sent to NCDOT requesting that they consider installation of a guardrail at the intersection of Timberwood Trail and Hopkins Road. He added that NCDOT has responded to the request stating that traffic and crash data collected by NCDOT does not warrant a guardrail at this intersection. However, NCDOT has granted permission for the Town to fund and install a guardrail. He further added that the data NCDOT collected did reflect a pattern of rear end and angle crashes and that NCDOT may install a left turn lane at this intersection. Mr. Swisher suggested that the Board discuss and direct Staff how to proceed with this matter at the meeting on Tuesday.

Item # 12 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 June 3, 2014 Regular Session
Approval of Minutes for June 3, 2014 Closed Session
Approval of Minutes for June 18, 2014 Briefing Session
Approval of Minutes for June 24, 2014 Regular Session**

- C-2 Consideration of an Authorizing The Town Manager to Sign an Intergovernmental Agreement with Guilford County, Forsyth County, City of Winston, and City of Greensboro for the Feasibility Study for the Piedmont Greenway-Triad Park Reedy Fork Creek Section.**

C-3 Consideration of a NCDOT Landscape Agreement for Dobson Street Roundabout.

C-4 Consideration of Declaring Property in the Police Departments Surplus.

Alderman Shifflette noted the Consent Agenda items.

Mr. Swisher stated that Consent Agenda item C-4 may be pulled.

4. Matters to be presented by the Town Manager and Town Attorney.

John Wolfe stated that FedEx through a company known as the SunCap Property Group LLC has submitted a rezoning request, and a voluntary annexation petition has also been received from the owners of the 25 acres of property for a proposed rezoning on Old Greensboro Road on the Forsyth and Guilford County line. He added that if the Board desires to hold Public Hearings on these matters at their September 2, 2014 meeting, a Resolution Setting the date for the Public Hearing would need to be approved by the Board at their August 5, 2014 meeting. He therefore recommended that the Board amend the August 5, 2014 Agenda by adding as

- *Item # 12: “Consideration of a Resolution setting the Public Hearing date for a voluntary annexation petition by Terry Lynn Ballard and Betty Idol Holcomb, John T. Ballard and Terry L. Ballard, Betty Idol Holcomb, and the Estate of Charlotte R. Brookshire by Mark H. Brookshire, Executor, for property located on Old Greensboro Road near the Forsyth/Guilford County Line, containing 25.033 acres more or less”.*

Alderman Irving Neal made a **Motion** to amend the August 5, 2014 Agenda to add as Item # 12 Consideration of a Resolution setting the Public Hearing date for a voluntary annexation petition for property located on Old Greensboro Road and the Consent Agenda as Item # 13. Alderman Kenny Crews seconded the motion and the vote was all for and motion carried.

Alderman Keith Hooker made a **Motion** to go into Closed Session at 7:12 p.m. to discuss certain matters which fall within the Attorney Client privilege as permitted by NCGS 143-318.11(a)(3). Alderman Irving Neal seconded the motion and the vote was all for and motion carried.

The Board returned to Open Session at 7:31 p.m.

5. Adjournment

Alderman Irving Neal made a **Motion** to adjourn the meeting at 7:31 p.m. Alderman Keith Hooker seconded the motion and the vote was all for and motion carried.

Being no further business to come before the Board, the meeting adjourned immediately following the closed session.


Tracey H. Shifflette, Alderman

Attest:


Jayne Danner, MMC, 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 July 30, 2014.

This the 8th day of September, 2014.


Jayne Danner, MMC, NCCMC Deputy Clerk