

**MINUTES OF THE BOARD OF ALDERMEN  
TOWN OF KERNERSVILLE, N.C.  
BRIEFING SESSION MARCH 23, 2011**

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, Mayor Pro Tem Kevin Bugg, Alderman Tracey Shifflette, Aldermen Dana Caudill Jones, and Alderman Keith Mason.

**Absent:** Alderman Bob Prescott.

**Staff Present:** Curtis L. Swisher, Town Manager; John G. Wolfe III, Town Attorney; Dale F. Martin, Town Clerk; Jeff Hatling, Community Development Director; Doran Maltba, Public Services Director; Ken Gamble, Police Chief; Walt Summerville, Fire Chief; Russell Radford, Engineering Director; Gray Cassell, Information Systems Director; Ray Smith, Human Resources Director and Franz Ader, Finance Director.

**Call to order and invocation.**

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

**1. Annual Budget Retreat.**

Town Manager Curtis Swisher stated that the brief departmental presentations will include goals and objectives and departmental needs for next fiscal year.

**Fire Department** – Fire Chief Walt Summerville presented the Fire Department’s goals and objectives for next fiscal year. He also highlighted the department’s needs for next year.

**Public Services** - Public Services Director Doran Maltba presented goals and objectives for all Public Service divisions. He then presented the budgetary needs for each division for next fiscal year. He explained the consolidation of General Services budget for the maintenance of all town facilities.

**Police Department** – Police Chief Ken Gamble presented the overall goals of the Police Department and included the needs for that department as well.

**Parks & Recreation Department** – Ernie Pages, Director of Parks & Recreation also presented the goals of the Parks & Recreation Department for next year. He highlighted the needs included in this year’s budget request.

**Community Development** – Jeff Hatling, Community Development Director presented goals for both the Planning & Zoning Division and the Permit and Enforcement Division. He highlighted the budget requests for 2011-2012 fiscal year.

Mayor Morgan called a recess at 5:18 pm. The meeting was reconvened at 5:35 PM

**Engineering Department** - Russell Radford, Engineering Director presented goals and objectives for the newly established Engineering Department that was separated from Public Services. He also explained the future needs for the Engineering Department.

**Finance Department** – Finance Director Franz Ader highlighted the goals and objectives for the Finance Department and then pointed out the needs of the department for FY 2011-12.

**Information Systems** – Gray Cassell, Information Systems Director presented his department’s goals and objectives and then pointed out the needs for this department.

**Human Resources Department** – Ray Smith, Director of Human Resources highlighted the department’s goals and objectives and the departmental needs for next year.

**Governing Body/Administration** – Dale Martin, Town Clerk presented goals and objective first for Governing Body and then Administration. She highlighted the needs for both departments.

Mayor Morgan asked Mr. Swisher for his time frame in putting the budget together. Mr. Swisher stated that the Board will hear the remaining non-profit presentations at the April meeting. He stated that he is holding meetings with each department head to discuss their request. He noted that we have received the first estimate of our revenues from the Forsyth County tax office; however we will continue to receive updates. He projected to have the budget to the Board by the 1<sup>st</sup> of May. We will hold a public hearing at the June meeting and the Board can adopt the budget at any point after the public hearing.

## **2. Consideration of Removing a “Negative Access Easement” along Carlisle Park in Kensington Village.**

Jeff Hatling explained the Staff's request to remove the negative access easement along Carlisle Park Drive. He noted the "Minor Staff Change" previously granted changing this project from duplex units to single family units along Carlisle Park.

Bruce Hubbard, Developer stated that they are trying to satisfy a niche in the housing market by providing single floor units with a garage. He requested approval of the Staff's recommendation and then made himself available for questions.

Alderman Keith Mason made a **Motion** to remove the Negative Access Easement along Carlisle Park Drive in the Kensington Village subdivision. Mayor Pro Tem Kevin Bugg seconded the motion and the vote was all for and motion carried.

### **3. Briefing on the April 5<sup>th</sup>, Regular Meeting Agenda.**

- PRESENTATION OF PROCLAMATION FOR RECOGNIZING TELECOMMUNICATORS

Police Chief Ken Gamble reported that this proclamation will highlight and recognize our Telecommunicators for the excellent jobs they do every day.

- PRESENTATION OF PROCLAMATION FOR CALL 811 FOR SAFE DIGGING MONTH

Mayor Morgan highlighted the activities surrounding this issue.

- PRESENTATION OF PROCLAMATION FOR MULTIPLE SCLEROSIS AWARENESS MONTH

Mayor Morgan and Ernie Pages noted the MS Walk that will be held at the 4<sup>th</sup> of July Park on April 16, 2011.

**ITEM #3. 2011 Annual Reports and Budget Requests:  
Kernersville Chamber of Commerce  
Kernersville Senior Enrichment Center  
Kernersville Downtown Preservation & Development Council**

Mr. Swisher stated that this will wrap up the non-profit presentations and budget requests for this year.

**ITEM #4. Request by KDPDC for the Banner Program.**

Mr. Swisher stated that the KDPDC wants to install banners displaying the new Kernersville logo. In order to hang these banners on the Duke Energy poles they need to work through the Town. He stated that it is cheaper for them to go through the Town than it is do their own lease. There are issues that must be worked out with Duke Energy regarding size and placement of the banners.

Mayor Morgan asked if they are requesting sponsors of these flags as they did in the previous flag program. Mr. Swisher stated that he doesn't think they are getting sponsors this time. The Board asked Staff to follow up on these issues and to find out if the flags have already been ordered.

**ITEM #5.      Presentation by Duke Energy on the New 100,000 volt (100kV) Tap Line.**

Mr. Swisher updated the Board on the proposed routes to service the Caterpillar plant. He reminded the Board of the adopted resolution opposing two of the routes, which was sent to Duke Energy. They have agreed to look at the routes again and will come talk to the Board about their selection process and the factors that are considered. Mr. Swisher mentioned new findings by the Town Engineer which may affect their selection. These findings will be presented at the meeting.

**ITEM #6.      Presentation and Consideration of Final Route Selection of Kerners Mill Creek Greenway.**

Mr. Swisher stated that the Engineering Department is ready to seek final approval of a route for the greenway from Oakhurst Street to Kilburn Way. We will bring the other portions of the route to the Board at a later time. He stated that they have discussed this with Mr. Loflin, the property owner adjacent to the connector for the greenway. We are asking the Board to approve the route up to that connection.

The Board continued to discuss the route alternatives and the public access adjacent to Phil Loflin's property. Alderman Jones asked that a current map be sent to the Board ahead of time. Mr. Radford stated that a map can be prepared and sent out to the Board. Mr. Swisher stated that we will send the map for Phase I where it terminates. After further discussion, it was recommended that verbiage be included on the map that Phase I is being considered by the Board and that Phase II will be considered at a later date.

Phil Loflin pointed out that if the greenway stays within the easement, the Town will have to build a bridge, if you get outside the easement, you will be on my property. He added that he has received copies of our maps and using overlays has put together a map of what is proposed. Mr. Radford stated that they can produce this map and will send it to the Board. Mr. Swisher stated that the request for Tuesday night is to approve the route up to this point and then Staff will go back and review all alternatives working with Mr. Loflin and bring the connection back to the Board at a later time.

**ITEM #7. CONSENT AGENDA:**

**C-1 Approval of Minutes for February 23, Briefing Session  
Approval of Minutes for March 1, Regular Session**

Mayor Morgan briefed the Board on the Consent Agenda items.

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

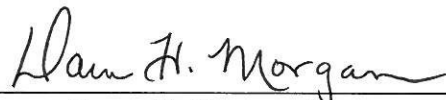
None presented.

**5. Adjournment.**

Alderman Keith Mason made a **Motion** to go into Closed Session to discuss personnel matters at 7:02 PM. Alderman Dana Caudill Jones seconded the motion and the vote was all for and motion carried.

Alderman Tracey Shifflette made a **Motion** to adjourn the meeting at 7:19 PM immediately following the Closed Session. Alderman 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

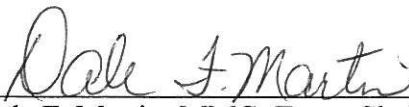
Attest:



Dale F. Martin, Town Clerk

I, Dale F. Martin, Town 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 March 23, 2011.

This the 5 day of May, 2011.



Dale F. Martin, MMC, Town Clerk