

**MINUTES OF THE BOARD OF ALDERMEN
TOWN OF KERNERSVILLE, N.C.
BRIEFING SESSION AUGUST 31, 2011**

The Board of Aldermen of the Town of Kernersville met in a briefing session at 8:15 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 Tracey Shifflette, Alderman Keith Mason Aldermen Dana Caudill Jones, Mayor Pro Tem Kevin Bugg and Alderman Bob Prescott.

Absent: None

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

Call to order and invocation.

Mayor Dawn Morgan called the meeting to order and Alderman Keith Mason delivered the invocation.

1. Presentation by Winston-Salem Transit Authority (WSTA) on Potential Shuttle Service.

Mayor Dawn Morgan recognized Mr. Art Barnes, General Manager of WSTA which presented updated cost figures and route information for the proposed Senior Shopping Shuttle.

Days/Routes/Times: Tuesday and Saturday between 9:00 AM and 4:00 PM.

Stopping at: Bradford Village, Mountain View Senior Apartments, Robinwood Retirement Center, Arbor Ridge Assisted Living, Gateway Place Senior Apartments and Koerner Place.

Mr. Barnes explained that the project would be funded by an annual allocation of “Rural General Public Program Funds” from the NC Dept. of Transportation. He added that 90% of the operating costs would be underwritten by NCDOT and 10% by the local recipient (Forsyth County). He explained that Forsyth County does not fund transportation projects within municipalities and the 10% local match would be Kernersville’s responsibility.

Operating Expenses:

Cost per hour: \$19.68
Cost per mile: 78 cents

Number of Days: 104

Cost per hour X No. of hours = Hourly Expense
\$19.68 832 \$16,373.76

Cost per mile X Annual miles = Mileage Expense

78 cents X 10,317 = \$8,047.26

Operating Expense = \$24,421.02
Kernersville Expense \$2,442.10 (10%)

Capital Cost (vehicle): \$16,000(refurbished vehicle) \$3,200 (20% local share)
Operating Cost (Local share) \$2,442.10
Total Project Cost (Local share) \$5,642.10

Annual cost for subsequent years will be limited to operating expense. An annual 2% inflation factor is assumed. Kernersville share would remain at 10% of total.

Year 2 \$24,909.44 \$2,409.94
Year 3 \$25,407.62 \$2,540.76

Alderman Tracey Shifflette asked if this vehicle would be exclusively used for Kernersville, Mr. Barnes stated that it would be exclusively for Kernersville.

Town Manager Curtis Swisher asked if citizens other than seniors would be allowed to ride on the bus if they come to one of the bus stops. Mr. Barnes stated that the service would be free and available to anyone at the bus stops.

Alderman Dana Caudill Jones asked if the Senior Center could be added as it is located in downtown. Mr. Barnes stated that it may be possible; his Staff will have to do some planning to add the stop.

The Board briefly discussed the route and stops being proposed and their desire to ensure that this will meet the needs of our seniors.

Alderman Jones added that she has heard from our seniors regarding transportation needs around town. This is an opportunity for us to reach out to those and see if this will work. Mr. Barnes explained that a survey was conducted and that the routes and stops were based on results from that survey.

Mr. Swisher stated that he does not know very much about buses but did not believe we could run this program any cheaper than what's proposed.

Mayor Pro Tem Bugg asked if at some point, would they survey the ridership to see if this is meeting their needs. Mr. Barnes stated that they would conduct surveys at some point.

Mr. Swisher asked if they need a commitment for all three years. Mr. Barnes stated that they need a commitment for 3 years but it would need to be voted on each year.

Mayor Morgan thanked Mr. Barnes for his presentation. She asked if this grant is for seniors that are disabled. Mr. Barnes stated that the grant is technically for seniors outside of the City of Winston-Salem in the rural areas. He added that all buses will accommodate handicapped riders.

Town Attorney recommended that the Board add this to the agenda and vote on it Tuesday night.

Alderman Dana Caudill Jones made a **Motion** to add this to the Agenda for Tuesday, September 6th in accordance with Town policy. Alderman Tracey Shifflette seconded the motion and the vote was all for and motion carried.

Mayor Morgan recognized Lisa Miller, Executive Director of the Senior Center. Mrs. Miller spoke of the need for transportation for our seniors and that this service will help in that regard. She added that it could take some of the load off of the Senior Center. She stated that she was not sure of the ridership on Saturday as the Senior Center is not open.

2. Consideration of a Request by NCDOT for the Town's Participation in the Maintenance and Electricity Costs for Lighting at Macy Grove Road Interchange.

Mr. Curtis Swisher, Town Manager explained that Pat Ivey, Division Engineer for NCDOT has presented a request for the Town's participation in the lighting of the Macy Grove Road and Hwy 66 interchanges. The maintenance and electricity cost are approximately \$7,116/year. The DOT Lighting Committee meets next week and needs a decision by this Board tonight.

Mayor Pro Tem Kevin Bugg made a **Motion** to authorize the Town's participation in the Maintenance and Electricity Costs for lighting at Macy Grove Road and Hwy. 66 interchanges. Alderman Keith Mason seconded the motion and the vote was all for and motion carried.

3. Briefing on the September 6, Regular Meeting Agenda.

Mayor Morgan noted the ceremonial events to be held at Tuesday's meeting.

Item # 1 a. PUBLIC HEARING: on a request by L. E. Pope Building, Co., Inc. to close a portion of the street known as South Park Drive.

Mr. Hatling briefed the Board on this request by Pope Companies regarding the closing of a portion of S. Park Drive. He added that Staff recommends approval of this request.

ITEM #3. Consideration of a Resolution Ratifying and Authorizing Execution of a Memorandum of Understanding by and Among Forsyth County, its Municipalities and the WS/FC Board of Education to Encourage Cooperation in the Selection of School Sites.

Mr. Swisher stated that we plan to request some changes to the language in this agreement and may request that this item be pulled from the agenda on Tuesday night. Mr. Swisher explained that this is similar to what Kernersville did with Caleb's Creek. He stated that the Town of Rural Hall has done the same thing as well. He explained that the municipalities have worked with the WSFC School System on getting sites available and infrastructure in place. He stated that this has been spurred by the County Manager and is being considered by all municipalities in Forsyth County. He stated that if we can get this cleaned up in time for the meeting we will consider it Tuesday night. If not, we will need to pull it from the agenda.

Mr. Wolfe explained the minor changes requested to this agreement and added that we hope to have this cleaned up by Tuesday for the Board to consider. If not, we will need to pull it from the agenda.

Mayor Morgan asked if other municipalities have approved this agreement. Mr. Swisher stated that he is pretty sure that Rural Hall has approved it and that all municipalities will consider it.

ITEM #4. Second Reading of the Taxi Franchise Ordinance Renewal for Kernersville Taxi Operated by Patrick Michael Gilliland.

Mayor Morgan stated that this is the second reading of the taxi franchise request as required by the NCGS.

ITEM #5. Second Reading of the Taxi Franchise Ordinance Renewal for Oak Ridge Cab Operated by John H. Pegram.

Mayor Morgan stated that this is also a second reading of the taxi franchise request as required by the NCGS.

ITEM #6. Kernersville Exchange Club request to use Town Parking Lot area for Event on October 15, 2011.

Mr. Swisher briefed the Board on this request by the Kernersville Exchange Club to hold an event on October 15th from 4-6 PM in the Town Hall parking lot and for use of the Farmer's Market shelter. He noted that trash and recycle containers would be provided by the town however, no street closings would be required.

ITEM #7. Update on PART Bus Stop.

Mr. Swisher briefed the Board on the request for a bus stop by PART and the staff's recommendation.

ITEM #8. Consideration of an Interlocal Agreement with the City of Winston Salem for the South Main Street Transportation Study. (Full Agreement available on Town website)

Mr. Swisher briefed the Board on this Interlocal Agreement with the City of Winston-Salem.

ITEM #9. Consideration of a Draft Jordan Lake Stormwater Program Plan and Ordinance for New Development.

Mr. Russell Radford briefed the Board on this draft storm water program plan and ordinance.

ITEM #10. Presentation by Public Services on Public Services Operations building redesign.

Mr. Doran Maltba briefed the Board on this update on the Public Services building redesign.

ITEM #11. Consideration of an Ordinance amending various Traffic Schedules within the Town's Code of Ordinances to concur with NCDOT.

Mr. Maltba briefed the Board on these concurrent ordinance changes requested by NCDOT.

ITEM #12. Consideration of Various Financial Matters:

- a) Budget Amendment No. 1 for Fiscal Year 2011-2012.
- b) Consideration of a Resolution Authoring Procurement of Architectural, Engineering, Surveying and Construction Management at Risk Services.
- c) Consideration of a Resolution Authorizing the Execution of an Installment Financing Contract for Equipment Purchases and the Consideration of Declaration of Notice of Intent to Reimburse for Equipment Purchases.
- d) Piggy Back Purchase Authorization and Resolution for the Purchase of E-911 Equipment.
- e) Piggy Back Purchase Authorization and Resolution for the Purchase of a Front end Loader Refuse Truck.
- f) Consideration of Awarding Bid for the purchase of a Container Set Truck.

Mr. Swisher briefed the Board on each Finance Department item.

ITEM #13. Consideration of Forsyth County Tax Refunds.

Mr. Swisher briefed the Board on the two tax refunds requested by Forsyth County Tax Office.

ITEM #14. Consideration of an Ordinance amending the Code of Ordinances Section 4-3, Address Display Type of Numerals.

Mr. Jeff Hatling, Community Development Director briefed the Board on this request to bring our requirements in line with the building code.

ITEM #15. CONSENT AGENDA:

- C-1 Approval of Minutes for July 27, 2011 Briefing Session
Approval of Minutes for July 27, 2011 Closed Session
Approval of Minutes for August 2, 2011 Regular Session
- C-2 Consideration of an NCDOT Municipal Agreement for a Sidewalk Construction along N. Cherry Street from Piney Grove Rd. to Bodenhamer St. (Full Agreement available on Town website)
- C-3 Consideration of an NCDOT Municipal Agreement for Improvements to Union Cross Road. (Full Agreement available on Town website)
- C-4 Consideration of an NCDOT Municipal Agreement for Landscape Improvements at the S. Main Street and US 421 Interchange. (Full Agreement available on Town website)

Mayor Morgan briefed the Board on each of the Consent Agenda items.

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

Mr. Swisher reported that he may have a Fire Dept Grant for the purchase of breathing apparatus for the Board to consider Tuesday night.

The Town Manager recognized Radford Russell. Mr. Radford stated that we have a sidewalk grant for sidewalk improvements on School Street. The grant amount is for \$100,000. Preliminary estimates came in at \$128,000; however Staff is requesting the authorization to spend up to \$140,000 if necessary. He then explained the need to get started on this project right away.

Mayor Morgan stated that this project has been discussed at length by the Board and the adjoining property owners are also aware of the project.

Mayor Pro Tem Kevin Bugg made a **Motion** to proceed with the sidewalk project on School Street and authorized an expenditure of up to \$140,000. Alderman Dana Caudill Jones seconded the motion and the vote was all for and motion carried.

5. Adjournment.

Alderman Tracey Shifflette Made a **Motion** to adjourn the meeting at 9:11 PM. 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
Dawn H. Morgan, Mayor

Attest:

Dale F. Martin
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 August 31, 2011.

This the 7 day of October, 2011.

Dale F. Martin
Dale F. Martin, MMC, Town Clerk