

**MINUTES OF THE BOARD OF ALDERMEN
TOWN OF KERNERSVILLE, N.C.
BRIEFING SESSION JANUARY 2, 2013**

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; Terry Crouse, Fire Rescue Chief; Doran Maltba, Public Services Director; Russell Radford, Engineering Director; Ernie Pages, Parks & Recreation Director, Gray Cassell, Chief Information Officer 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. Briefing on the January 8, Regular Meeting Agenda.

Mr. Swisher noted several of the ceremonial items on the Agenda including the 2012 Employee of the Year recipient; Mark Holt.

Ernie Pages, Parks & Recreation Director highlighted the requirements that had to be met in order to obtain the CAPRA award that the Town will be acknowledged for receiving during the Ceremonial Items on Tuesday evening.

Item #1 PUBLIC HEARING: Curtis Swisher, Agent for Town of Kernersville for properties located at 1815 Teague Lane, being all of PIN# 6874-71-1596 containing a total of 5.463 acres more or less. Petitioner requests a General Use rezoning from Forsyth County AG (Agriculture) to Kernersville IP (Institution Public). Zoning Docket K-717

Mr. Curtis Swisher, Town Manager briefed the Board on this proposed rezoning request of Town owned property for a future fire station location.

Item # 2 PUBLIC HEARING: Curtis Swisher, Town Manager, for consideration of an amendment to the Kernersville Development Plan to amend the Parks and Recreation Master Plan. Docket KDP-37.

Mr. Ernie Pages Parks & Recreation Director briefed the Board on this proposed amendment to the Kernersville Development Plan. He noted that this amendment will incorporate the scheduled 10 year update to the Master Parks and Recreation plan.

Item # 4 Presentation by Darrell Walker, Winston-Salem Forsyth County Schools

Mr. Swisher stated that Mr. Walker will talk about the SRO Program and answer any questions the Board may have.

Item # 5 Update on School Safety Procedures and SRO Program

Mr. Swisher stated that the Kernersville Police Departments SRO Supervisor will update the Board on these procedures at the meeting on Tuesday night.

Item # 6 Presentation of Annual Audit by Dixon Hughes

Mr. Swisher stated that a representative from Dixon Hughes would give this presentation at the meeting on Tuesday. He added that the Town did receive a clean audit and a clean report.

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

Mr. Swisher stated that a representative from the Chamber of Commerce would give an overview of this report at the meeting on Tuesday as required in the agreement between the Town and the Chamber.

Item # 8 Consideration of an Ordinance Amending the Kernersville Code of Ordinance Book:

Chapter 4, Building and Building Regulations

Mr. John Wolfe, Town Attorney briefed the Board on the proposed minor changes to Chapter 4 of the Kernersville Code of Ordinances, as part of the process to update the entire Code Book.

Item # 9 Consideration of Language to be included in Agreements for the Brookford Road Sewer Project

Mr. Swisher briefed the Board on the draft utility extension agreement for this project. He stated that with the Board's approval of the language in the agreement it is hoped that if the Town offered sewer access and waived the special privilege fee to properties in the vicinity of the hospital along Kernersville Medical Parkway, that the property owners in turn would submit a petition for voluntary annexation into the Town.

Item # 10 Consideration of Bids for the Business 40/S. Main Street Landscape Enhancement Project

Mr. Swisher briefed the Board on the bids received for this project. He stated that the low bidder did not follow bid instructions and was disqualified by NCDOT, the grantor of the funds;

therefore at this time Staff has to recommend the second lowest bid from Staniel Key Landscaping of \$146,487.00. He further stated that he didn't believe it would be wise to re-advertise for bids as it is unlikely we will receive any bids lower than the Staniel Key Landscaping bid.

Mr. Wolfe, Town Attorney reiterated Mr. Swisher's remarks. He advised the Board that since these are Federal funds being administered by the State the Town's hands are tied.

Item # 11 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 November 28, 2012 Briefing Session
Approval of Minutes for November 28, 2012 Closed Session
Approval of Minutes for December 4, 2012 Closed Session**
- C-2 Forsyth County Tax Refunds**
- C-3 Request for Refund of Stormwater and Recycling Fees**
- C-4 Consideration of a Budget Amendment No. 2 for expenses related to
Landscape Enhancements at Bus-40/S. Main Street interchange as approved
by the Board at the December 4th 2012 regular meeting**

Mr. Swisher highlighted the Consent Agenda items. He advised that Item C-3 was due to the fact that Forsyth County Tax office had billed a church that is not actually inside the Town limits.

Mayor Morgan distributed the 2012 Triad ABC Annual Report and gave an overview of the ABC meeting and tour that she had recently attended. She advised the Board that the North Carolina ABC stores are operated differently than all other states and that a percentage of the revenues generated at the Kernersville store comes back to Kernersville. She stated that it is in the Town's best interest to have a good representative from Kernersville on the ABC Board.

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

Mr. Swisher advised the Board that the contract with CGI Communications has expired. He noted that CGI is a good company to work with and the previous videos they created for the Town website are very informative. He reminded the Board that although the videos are free to the Town, CGI will contact businesses in the area to sponsor the videos in return for placing their business logo in the video. Mr. Swisher also informed the Board that CGI has added a new feature to highlight area non-profits also at no charge. It was the consensus of the Board that the Town renews the contract with CGI Communications for the Town website videos.

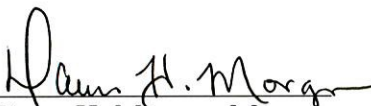
Alderman Neal Stockton made a **Motion** to go into Closed Session at 7:10 p.m. to discuss certain matters about which our Town Attorney needs to advise us and that fall within the Attorney

Client Privilege as permitted by NCGS 143-318.11(a) (2). Alderman Tracey Shifflette seconded the motion and the vote was all for and motion carried. The Board returned to Open Session at 7:24 p.m.

3. Adjournment.

Alderman Tracey Shifflette made a **Motion** to adjourn the meeting at 7:25 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 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 January 2, 2013.

This the 12th day of February, 2013.


Jayne Danner CMC, NCCMC Deputy Clerk