

**MINUTES OF THE BOARD OF ALDERMEN
TOWN OF KERNERSVILLE, N.C.
BRIEFING SESSION NOVEMBER 26, 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, Mayor Pro Tem Dana Caudill Jones, Aldermen Keith Hooker, Irving Neal, Tracey Shifflette, Neal Stockton, Aldermen Elect Kenny Crews and Joe Pinnix.

Absent: None.

Staff Present: Curtis L. Swisher, Town Manager; Jayne Danner, Deputy Town Clerk; John Wolfe, Town Attorney; Jeff Hatling, Community Development Director, Scott Cunningham, Police Chief; Terry Crouse, Fire Rescue Chief; Doran Maltba, Public Services Director; Ernie Pages, Parks & Recreation Director; Adam Hutchins, Systems Administrator; Franz Ader, Finance Director and Crystal Tanner, Human Resources Manager.

Call to order and invocation.

Mayor Dawn Morgan called the meeting to order at 6:35 p.m. and Mayor Pro Tem Dana Caudill Jones delivered the invocation.

1. Consideration of Amending the 2013 Board of Aldermen Meeting Schedule to add a Regular Board Meeting on Tuesday December 10, 2013 at 7 p.m.

Alderman Tracey Shifflette made a **Motion** to amend the 2013 Board of Aldermen Meeting Schedule to add a Regular Board meeting on December 10, 2013. Mayor Pro Tem Dana Caudill Jones seconded the motion and the vote was all for and motion carried.

2. Briefing on the December 3 and December 10, 2013 Meeting Agendas.

Briefing on the December 3, 2013 Organizational Meeting:

Mayor Morgan gave an overview of the procedures for the organizational meeting. She presented the order of seating for the board members.

Item # 1 Approval of Minutes for:

**October 1, 2013 Regular Session
October 30, 2013 Briefing Session
November 12, 2013 Regular Session
November 12, 2013 Closed Session**

Item # 2 The Oaths of Office will be administered to newly elected officials by the Honorable Forsyth County Superior Court Judge Ronald E. Spivey

Mayor-Elect: Dawn H. Morgan

**Aldermen-Elect: Kenneth R. Crews
Keith R. Hooker
J. Irving Neal
Joe L. Pinnix Jr.
Tracey H. Shifflette**

Mr. John Wolfe, Town Attorney reminded the Board members that he was still in need of their bios. He also advised the Board members that they would need to repeat the Oath as administered.

Item # 3 Consideration of a Resolution of Appreciation and Presentation of Gift to:

**Mayor Pro Tem Dana Caudill Jones
Alderman Neal Stockton**

Item # 4 Acceptance of the Forsyth County Board of Elections Official Results for the Municipal Election November 5, 2013.

Mayor Dawn Morgan stated that official acceptance of the election results incorporates the results into the Town minutes for future reference.

Item # 5 Election of the Mayor Pro Tem as required by the Town Charter.

Mayor Morgan stated that the Town Charter requires that a Mayor Pro Tem is elected each December. She added that the Board chooses who the Mayor Pro Tem will be, which typically it has been based on the highest votes received in the election. She suggested that the Board members discuss this prior to the organizational meeting. She further added that the Mayor Pro Tem will stand in for the Mayor and have authority to sign official documents of the Town when the Mayor is unavailable. She stated that the Mayor Pro Tem will also attend events on behalf of the Town as can all Board members if they are available.

Mayor Pro Tem Jones reiterated that typically the highest vote getter is chosen to serve as Mayor Pro Tem, however in the last election Alderman Neal Stockton, the highest vote getter, made a motion to nominate her due to her many years of service.

Item # 6 Consideration of Appointments to Standing Committees as recommended by Mayor:

Mayor Morgan stated that she has spoken with some of the Aldermen about making appointments to these various committees. She asked the Board members to contact her if they have a particular interest in an area.

- a. **Transportation Advisory Committee**
- b. **Forsyth County Emergency Management Council**
- c. **Piedmont Triad Council of Governments**
- d. **Fireman's Relief Fund Board**
- e. **East Forsyth Citizens for Human Services Board**
- f. **Kernersville Downtown Committee of the Kernersville Chamber of Commerce and the KDPDC**
- g. **Board of Aldermen Nominations Committee**
- h. **Heart of the Triad Strategic Planning Committee**
- i. **YMCA Board of Managers**
YMCA Program/Facilities Committee
- j. **Economic Development Advisory Committee (EDAC)**

Item # 7 Consideration of Resolutions setting policies for the organization and operation of the Board of Aldermen.

Mr. John Wolfe, Town Attorney stated that it is customary for the Board to adopt these standard Resolutions establishing policies and procedures as the first order of business after each election. He advised the Board members to read through the Resolutions and to contact him prior to the organizational meeting if they had any questions. He recommended that the Board adopt the Resolutions as presented.

- a. **Resolution Concerning Board Of Aldermen Meeting Procedures**
- b. **Resolution establishing the official Travel Policy for the Mayor and Board of Aldermen.**
- c. **Resolution regarding appointments to Town Boards and Commissions.**
- d. **Resolution authorizing the Town Manager to enter into options for the purchase of real property.**
- e. **Resolution providing for procedures regarding videos and photographs during meetings of public bodies.**
- f. **Resolution establishing a policy regarding Public Input at Meetings.**
- g. **Resolution establishing a Code of Ethics for the Board of Aldermen.**
- h. **Consideration of an Electronic Communications Policy.**

Mayor Morgan stated that after the meeting there will be a small reception for family and friends of the Board members.

Briefing on the December 10, 2013 Regular Meeting:

Mayor Morgan stated that prior to the business meeting Mr. Bruce Boyer, President & CEO of the Kernersville Chamber of Commerce will be recognized for his 10 years of service to the community.

Item # 1 PUBLIC HEARING: Van Smith, Agent for Tradition Homes, for those undeveloped properties located directly north and south of Lambeth Farm Lane and Lake Way being all of PIN(s) # 6876-93-8444, 6876-93-8333, 6876-93-9315, and 6876-93-6687 containing a total of 9.26 acres more or less. Petitioner requests a Special Use District rezoning from RSQ-S (Residential Single-Family Quadraplex – Special Use District) to RM12-S (Residential Multifamily, twelve units/acre - Special Use District). Zoning Docket K-567.A2

Jeff Hatling, Community Development Director briefed the Board on this rezoning request for the last phase of the McConnell subdivision. He noted that this is a site plan amendment to change from previously approved quad homes to town homes. He stated that Planning Board and Staff recommend approval as presented. He added that no opposition was received.

Mayor Morgan asked Attorney Wolfe to explain the Public Hearing and voting procedures.

Mr. Wolfe gave an overview of the public hearing procedures outlined in the Town Code of Ordinances and the North Carolina General Statutes. He noted that it has been the practice to hold public hearings prior to conducting other business matters. He advised that a motion sheet will be prepared for the Board's use for motions for rezoning's. He also gave a brief overview on the rules for majority votes and super majority votes, adding that at the appropriate time he will provide additional information as necessary on these voting procedures.

Item # 2 PUBLIC HEARING: Daniel Hayworth, Agent for Nelson Properties, LLC, for properties located at 118 Burke Street and 313 East Bodenhamer Street being part of PIN # 6886-44-5499 and all of PIN # 6886-44-5265 containing a total of 3.74 acres more or less. Petitioner requests a General Use District rezoning from GI (General Industrial) to GB (General Business). Zoning Docket K-722

Jeff Hatling, Community Development Director briefed the Board on this rezoning request. He stated that Planning Board and Staff recommend approval as presented. He added that no opposition was received.

Mayor Morgan asked Mr. Hatling to explain the special and general use rezoning procedure.

Mr. Hatling advised that he is meeting with Aldermen Elect Crews and Pinnix after thanksgiving to explain this procedure.

Mayor Morgan gave an overview of the Public Session procedures and the Speakers from the Floor procedures.

Item # 4 Land Use Plan Area Study Update (Eastern Portion Old Winston Road, Southern Portion of South Cherry, Southern Street)

Jeff Hatling, Community Development Director briefed the Board on this land use study. He stated that an open house was held and based on the feedback received recommendations of uses for this area will be discussed at the meeting on Tuesday. He added that there is the potential that a rezoning request maybe received for the Sally Greenfield property. He further added that a second open house will more than likely be held in January or February.

Item # 5 Update on Road Projects.

Jeff Hatling, Community Development Director stated that he will give a status update on the major road projects going on in Town at the meeting on Tuesday evening.

Mayor Morgan asked about the delay in the opening of the Kernersville Medical Parkway.

Mr. Wolfe and Mr. Hatling advised that they would be getting in touch with Mr. Hank Perkins to inquire about the status and what Novant's intentions are for opening the road to the public after the ribbon cutting.

Item # 6 Consideration of a Capital Improvement Plan (CIP) for FY2014-15 through FY2018-19.

Mr. Swisher briefed the Board on the recommended Capital Improvement Plan (CIP) that is required to be adopted every year, for fiscal years 2014 through 2019. He explained the process to prioritize the needs throughout the Town for equipment, vehicles and infrastructure. He stated that in order to budget all the needs it would cost approximately \$650,000 per year which is the equivalent of a 2.5 cent tax increase each year over a five year period, or retire some debt and have huge economic growth. He further stated that items in the CIP will be included in the budget for approval to purchase as funds appear to be available. He offered to answer questions now or any time prior to the meeting.

Mayor Morgan asked what the delivery date is for the new fire ladder truck.

Fire Rescue Department Chief Terry Crouse advised around December 3, 2013.

Alderman Irving Neal recommended that the Board members familiarize themselves in order to get a better understanding of the condition of some of the equipment that the Town depends on.

Mr. Swisher stated that the vehicle maintenance division does a great job of keeping up the fleet. He added that unfortunately the Town is coming to a point where maintenance costs on some equipment and vehicles is greater than their replacement cost.

Item # 7 Consideration of the 2014 Board of Aldermen Meeting Schedule.

Mayor Morgan stated that a meeting schedule has been prepared for the Board's consideration based on past meeting schedules. She noted typical changes due to holidays or elections. She asked the Board members to review the calendar and look for any potential date conflicts or suggest recommended changes prior to the meeting on Tuesday.

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 Consideration of a Fire Protection Agreement between the Town of Kernersville and Colfax Volunteer Fire Department Inc.

C-2 Consideration of Forsyth County Tax Refund

Mayor Morgan highlighted the procedures for Consent Agenda items. She added that an item would need to be removed from the Consent Agenda by a motion from the Board if a Board member or citizen wanted to discuss a matter.

Mr. Swisher briefed the Board on the request to extend an agreement with Colfax Volunteer Fire Department to provide fire protection for Kernersville residents in the eastern part of Town at a cost of \$12,500. He noted that the Town has a good working relationship with Colfax Volunteer Fire Department and that Staff is recommending approval as presented.

Mr. Wolfe advised that he is and has been legal counsel for the Colfax Fire Department for decades. He added that there have not been any conflicts; however he has advised both entities that should a conflict arise they each would need to get their own legal counsel.

Mr. Swisher advised that he may have a matter regarding the sewer line service in the Talley's crossing area for the Board's consideration at the December 10th meeting.

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

Mayor Morgan gave an overview of the Closed Session procedures. She also advised the Board that they didn't have to wait until the monthly meeting to bring up concerns or items for discussion or placement on the Agenda.

Alderman Irving Neal asked for a detailed presentation with more in depth discussion including pictures of equipment and vehicles recommended in the CIP for the next 3 years in January, February or March when the Agenda is light.

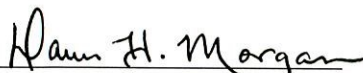
Mr. Swisher advised that the Police Department communications center console is also going to need replacing in the next several years at an estimated cost of \$2.3 million.

Alderman Keith Hooker asked that this presentation also include equipment and vehicles that have the highest maintenance costs and has greatest impact on efficiency of operations.

4. Adjournment.

Alderman Tracey Shifflette made a **Motion** to adjourn the meeting at 7:28 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 November 26, 2013.

This the 9th day of January, 201~~3~~⁴


Jayne Danner, CMC, NCCMC Deputy Clerk