

**MINUTES OF THE BOARD OF ALDERMEN
TOWN OF KERNERSVILLE, N.C.
REGULAR MEETING 7:00 P.M. MARCH 4, 2014**

The Board of Aldermen of the Town of Kernersville met in regular session at 7:00 p.m. on the above date in the Municipal Council Chambers at the Municipal Building at 134 East Mountain Street.

Present: Mayor Dawn H. Morgan; Mayor Pro Tem Joe Pinnix, Jr., Aldermen Keith Hooker, Tracey Shifflette, Irving Neal, and Kenny Crews.

Absent: None

Staff Present: Curtis L. Swisher, Town Manager; John G. Wolfe, Town Attorney; Dale F. Martin, Town Clerk; Jeff Hatling, Community Development Director; Police Chief Scott Cunningham; Fire Chief Terry Crouse; Doran Maltba, Public Services Director; Gray Cassell, Chief Information Officer; Ernie Pages, Parks & Recreation Director, Franz Ader, Finance Director and Ray Smith, Human Resources Director, and Mike Horney, Public Services Operations Manager.

- CALL TO ORDER
- INVOCATION BY REVEREND CLARK VINCENT, FIRST PRESBYTERIAN CHURCH
- PLEDGE OF ALLEGIANCE

Mayor Dawn Morgan called the meeting to order at 7:06 PM. The invocation was delivered by Reverend Clark Vincent of the First Presbyterian Church and was followed by the Pledge of Allegiance.

- PRESENTATION OF PROCLAMATION DESIGNATING MARCH AS AMERICAN RED CROSS MONTH

Mayor Morgan presented a proclamation designating the month of March as American Red Cross Month to Jeff McPherson.

Mr. Jeff McPherson stated that the Red Cross mission is to alleviate suffering. He noted that 97% of their workforce is volunteers which provide whatever it takes to get citizens back on their feet. He thanked the Board for this recognition and support of the American Red Cross.

- PRESENTATION OF PROCLAMATION DESIGNATING MARCH 3 – 9 AS MULTIPLE SCLEROSIS AWARENESS WEEK

Mayor Morgan presented a proclamation to Derek Huff, a local resident and a Representative from the Multiple Sclerosis Local Chapter in Greensboro.

Mr. Derek Huff stated that there are many residents in Kernersville with MS. He noted their fund raising efforts and asked for everyone's support.

- **PRESENTATION OF ARBOR DAY PROCLAMATION AND TREE CITY USA AWARD**

Mayor Morgan presented a proclamation in honor of Arbor Day and the Town's Tree City USA Award. Mr. Ernie Pages, Parks & Recreation Director thanked the Board for this recognition and support of the Tree Commission's efforts. He invited everyone to come out for the Arbor Day Celebration on Friday March 21st at Harmon Park.

PUBLIC SESSION

1. SPEAKERS FROM THE FLOOR.

Louis Thibodeaux, 280 Post Oak Road, Kernersville, NC – stated that he has spent a good amount of time at Board meetings and supported an earlier start time. He believes this would encourage more questions and a longer time allowed for speakers.

Bonnie McMichael, 202 King Street, Kernersville, NC – expressed her concern for the parking situation on King St. She stated that her mother is 89 years old and handicapped and that due to parking issues caused by the Recreation Center, she can't park on the street near her house and has difficulty getting her mother in and out of the car. She noted the trash and other problems they have with people that park along this street. She asked that the Town do something to help this situation.

Mr. Curtis Swisher stated that he has received calls and emails about this situation. He stated that snow piled in the overflow parking lot compounded the problem recently. He noted that Ms. McMichael was provided with cones to block off parking spaces however, that hasn't stopped some from parking there. He stated that he would confer with the Town Attorney to see what the Town could do.

Town Attorney John Wolfe stated that he would like time to review the situation but added that whatever measures are taken would have to apply to the whole street.

Alderman Shifflette noted that some places have a permit only parking areas and suggested he look at that option.

2. Continued Discussion by the Residents of Manorwood Drive.

Don Morton, 1025 Manorwood Drive, Kernersville, NC – stated that this is the third meeting the residents have attended and noted that it has been 90 days since this process started. It is as loud today as it was then. He noted that Deere-Hitachi has helped with the lights but not the noise. He stated that last night was extremely bad and Sunday night was bad. He stated that they have been in meetings with Deere-Hitachi and a lot of things are in the works but nothing has been approved. Deere-Hitachi has indicated they plan to talk with the neighborhoods once

something has been approved. Hopefully money will be approved this week so they can get started on making some changes.

Mr. Morton stated that it has been disheartening that he has not received a single phone call or email from Board members to ask how things are. He added that we deserve a quiet peaceful sleep just like everyone else.

John Barrow, 518 Bent Creek Trail, Kernersville, NC – asked what the Board is going to do about this situation. We have spent time talking about this but nothing is getting done.

Mr. Swisher reported that he spoke with Tony Smits today and was told that they are looking at several options. There will be a meeting this month and an option will be chosen. He explained that they will then meet with the neighbors to inform them of which option was selected. Mr. Smits plans to go with Don to deliver the invitations to the residents. He noted that the Town realizes that it's been 90 days; however, that is not a lot of time to put a solution into place. It took 1 ½ years to plan this building. Whatever is done will not be cheap and so they have to make sure the plan will work. He expected the residents to know what option will be implemented before the Town knows.

John Wolfe addressed the statement “what is the Town going to do.” He pointed out that the Town has attempted to facilitate this process between Deere-Hitachi and the residents however, the Town is not required to something about it. He stated the Town has been diligent in working with both groups to remedy the situation.

Alderman Keith Hooker stated that he did call Don last night. He added that hopefully Mr. Smits will get a call to go ahead with their plans next week.

Mr. Morton stated that March 15th is the projected date for handing out invitations to the residents; however, if no money has been approved then there will be no reason to have a meeting. He is expecting to meet with Tony on Friday and hopes to know what was approved.

Mr. Morton stated that he considers the Board members as friends and would have followed up with them in this situation. He stated that hopefully we can work this out successfully. He noted that they all had his contact information and he would be happy to update them at any time.

Alderman Irving Neal stated that he is reluctant to push Deere-Hitachi for fear that it will hurt the residents. The Board has laid the groundwork and now we need to let you work this out.

Mr. Morton asked if they come back and say that the Deere-Hitachi Board voted this down, what is going to happen then. Alderman Neal stated that he truly did not think that would happen.

Mr. Swisher reminded Mr. Morton that the Town is talking to Deere-Hitachi every week and just because they haven't called the residents doesn't mean they are not working on this. He added that he informs the Board members each week on progress being made.

Don Morton stated that Mr. Smits has told him to call him at any time and so he called him at 5 AM to let him hear the loud music. When he asked the workers to turn the music down, the workers broke down laughing and told him to go back to sleep. He stated that he knows that all

employees are not like that but emphasized the need for them all to work together to resolve these issues.

John Barrow stated that he appreciates what the Town is doing but stated that he needs to hear it from the Board members.

3. 2014 Annual Reports and Budget Requests:

Harvey Pulliam, 415 Holt Street, Kernersville, NC – expressed his concern with the Ciener Garden request for increased funding of \$25,000. He questioned that the Garden brings in that much more revenue to warrant an increase in funds from the Town.

Mr. Swisher explained that these funds come from Occupancy Tax funds and not from the general fund. He stated that we generally have excess funds in that account.

Mr. Pulliam stated that he understands how the Occupancy tax fund works, but expressed a concern for their salary expenditures. He suggested the Board look at this closely before increasing their funds.

Mr. Pulliam then commended the Sanitation Department on the excellent job of getting up the limbs and debris from the recent storms.

Alderman Shifflette and Alderman Neal expressed their support of the Gardens and the tourism they bring to the Town.

Alderman Hooker noted that salaries are always a big part of the budget.

Mayor Pro Tem Joe Pinnix also expressed his support for the Gardens and noted the amount of people they bring in from out of town for weddings and other events.

Mr. Swisher further explained that we don't know how much the Town will receive in Occupancy tax funds each year. We project how much we expect based on previous years and budget expenditures based on that. We took in more last year than what we anticipated. We can't carry a large balance in that fund. He noted that anyone receiving these funds can only use a small portion for salaries.

Korner's Folly

Ms. Dale Pennington, Executive Director – thanked the Board for the on-going support of Korner's Folly and for the generous level of funding. She recognized members of their Board of Directors in attendance. She then highlighted the events and activities of the Folly over the past year. She noted the cooperation efforts with downtown merchants and the chamber to market Kernersville as a destination. The Folly launched a new website this year. She reported on a lower number of visitors; however the Folly plans to increase the number of events and programs offered. Ms. Pennington reported on the new Attractions sign to be located on Bus.-40 along with the sign for the Gardens. She noted the increase in funding to help finance four DOT attraction signs.

Ms. Pennington stated that 2014 promises to be an exciting year from a renovation standpoint as we expect to begin interior restorations this year. She again thanked the Board for their continued support of the Folly.

Mayor Morgan commended Ms. Pennington on their efforts: special theater productions, the puppet shows, folk stories, and Oktoberfest.

Alderman Hooker asked for the cost of the new signage along Bus. 40. Ms. Pennington stated that the signs will cost \$1,200 to install and a projected \$1,200 for maintenance every year.

Sister City Commission

Mr. Yates Thomas, Chairman of the Sister City Commission – recognized the Commission Board members in attendance. He thanked the Board for their past support. He presented highlights of the annual banquet held recently. He described the multi-cultural summer camp, field trips, golf tournament and other activities sponsored by the Commission/Association. He stated that the Commission will be working with Forsyth Tech to continue fostering a Sister City Relationship with Furtwagen, Germany. He noted that the Commission will be working to grow the membership of the Association and to solidify the foreign relationships that we have. He thanked the Board for their continued support of the Sister City Commission.

Alderman Shifflette stated that she was not able to attend the banquet this year but is looking forward to attending next year.

Mayor Morgan commended everyone involved in organizing the banquet.

Mayor Pro Tem Pinnix agreed that it was a wonderful event, the food and entertainment was excellent.

Tree Commission

Ernie Pages, Parks & Recreation Director thanked the Board for their past support of the Tree Commission. He stated that this year the Commission is not asking for any funding. He noted that in the past matching grants have been available but not this year. He stated that the Commission will continue to focus on public education and on the tree canopy of Kernersville through the elementary school program. He encouraged everyone to attend the Arbor Day celebration and to participate in a photo contest. He stated that the Commission will participate in the Town's Earth Day program this year.

Mr. Pages explained changes in the meeting schedule to quarterly meetings however, it does not change our mission. He noted activities of planting new trees, removing hazardous trees, and listed the Commission's goals for next year.

Paul J. Ciener Botanical Gardens

John Wishnant, Executive Director – thanked the Board for this opportunity to speak on behalf of the Gardens. He stated that he is the new Executive Director, but not new to Kernersville. He stated that the Gardens are a significant part of the new landscape of Kernersville with a mission

to draw citizens to Town. Mr. Wishnant highlighted the various events, trade shows, tour groups and educational seminars held at the Gardens last year. He stated that not all visitors are documented because many visit the gardens when the staff is not there but records are kept on visitors when open. He noted the Toast of the Tulips Gala held in April and encouraged everyone to attend. The weather has caused some of the Garden's events to be cancelled this year. He explained that they have a great list of volunteers which helps with all of the events and activities hosted by the Gardens. He presented the 2014 wish list and then made himself available for questions.

Mayor Morgan reminded everyone of the WXII Celebrate Kernersville event planned for Wednesday March 19th.

Mayor Morgan called a recess at 8:35 PM. The meeting was reconvened at 8:46 PM.

4. Consideration of a Resolution Demolishing a Dilapidated Building on North Main Street.

John Wolfe, Town Attorney reported on the deteriorated condition of the building located at 703 N. Main Street owned by Triangle Machine & Electronic Co. He explained the attempts made to work things out with the current owner however, those attempts failed. He stated that now the property is a serious safety hazard. The Courts have issued an order to demolish the building and the costs for such would be a lien against the property. The owners had promised to take it down however, it has not happened. The Town has received 3 bids for demolishing the property and before the Board tonight is a Resolution to authorize the demolition.

1. The Outdoorsman Co. - \$11,800
2. Page & Associates, Inc. - \$10,962.35
3. EL Smith & Son - \$14,000

Alderman Kenny Crews spoke of the owner's family health problems and offered to work with the family one more time to see if they can demolish the building. He suggested the Board table the matter to allow him time to resolve the issue; if it's not resolved then we should move forward with the demotion.

After a brief discussion it was recommended that we allow the family an additional two weeks or 14 days to demolish the building. The Town Attorney recommended that a #4 be added to the resolution: This Resolution is delayed for 14 days minimum giving owner the opportunity to demolish the building itself and the Town of Kernersville will pursue a contract with this Resolution thereafter if said building has not been demolished by the owner.

Alderman Tracey Shifflette made a **Motion** to approve the following resolution authorizing the demolition of the building located at 703 N. Main Street and to award the bid to Page & Associates, Inc. The property owner was given 14 days to complete the work after which the Town will proceed with the demolition if the work is not been started. Alderman Keith Hooker seconded the motion and the vote was all for and motion carried.

RESOLUTION NO. R-2014-02
RESOLUTION APPROVING DEMOLITION OF
DILAPIDATED BUILDING

WHEREAS, the Board of Aldermen of the Town of Kernersville approved litigation against Triangle Machine & Electronic Co. to seek an Order allowing the Town to demolish a substandard structure located at 703 North Main Street; and

WHEREAS, a Court Order by the presiding District Court Judge was entered in February, 2013 to allow the Town to demolish the dilapidated building with any costs incurred by the Town to be a lien against the property as a money judgment; and

WHEREAS, the Town procured cost estimates for the demolition and gave them to the purported owner of Triangle Machine & Electronic Co. who requested time to undertake the removal of the dilapidated structure on his own; and

WHEREAS, despite being given additional time, the Owner has neither removed the dilapidated property nor given any indication that there has been any activity undertaken to comply with the Orders of the Town and the Court requiring the demolition and removal of this structure; and

WHEREAS, removal of the structure by the Town will require the Town to pay the removal costs and then seek repayment of the costs through judgment and lien enforcement; and

WHEREAS, said dilapidated structure remains unsafe and dangerous and the Board desires to have it removed and to pursue repayment of all of the costs of removal from Triangle Machine & Electronic Co.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Aldermen of the Town of Kernersville that:

- 1) The Town Inspections Department procure informal bids for the demolition and removal of the dilapidated structure located at 703 North Main Street.
- 2) The Town contract with the lowest responsible bidder for the prompt removal of the dilapidated structure and advance of the costs of the demolition if the owner remains unwilling to do so.
- 3) Town officials take all necessary actions upon completion of the demolition to ensure that a lien is placed on the property in the amount of the costs advanced by the Town and that all efforts are made to collect any amounts expended by the Town for the removal of the structure.
- 4) This Resolution is delayed for 14 days minimum giving owner the opportunity to demolish the building itself and the Town of Kernersville will pursue a contract with this Resolution thereafter if said building has not been demolished by the owner.

This the 4th day of March, 2014.

5. Consideration of Budget Amendment No. 2 to Fiscal Year 2013-14.

Mr. Swisher presented the proposed budget amendment.

General Fund – Expenditures

1. To increase the Governing Body expenditures in the amount of \$3,950 to cover expenditures associated with advertising and computer equipment.
2. To increase the Engineering expenditures in the amount of \$22,156 to cover expenditures associated with a retirement payout.
3. To increase the Street expenditures in the total amount of \$355,000 of which \$350,000 covers street resurfacing expenditures as approved by the Board of Aldermen on November 12, 2013 and \$5,000 covers personnel overtime associated with leaf collection.
4. To increase the Solid Waste expenditures in the amount of \$5,000 to cover personnel overtime associated with leaf collection.
5. To increase the Parks and Recreation expenditures in the amount of \$21,082 to cover expenditures associated with chemical disposal, park maintenance, an ice machine and the ACC and NCGSAA Cross Country events.
6. To increase the General Services expenditures in the amount of \$36,000 to cover expenditures associated with roof repairs at #141 South Main Street, remodeling of #117 South Main Street, an air conditioner unit at #115 South Main Street and HVAC units at #125 South Main Street and #720 McKaughan Street.

General Fund – Revenues

1. To increase the Sales Tax Hold Harmless revenues in the amount of \$330,717 to reflect revenues received from the extension of funding by the State.
2. To increase the CCUC/Brookford Road Sanitary Sewer Study revenues in the amount of \$130,000 to reflect the anticipated reimbursement.
3. To decrease Fund Balance Appropriated in the amount of \$17, 529 to balance expenditures with revenues.

Alderman Tracey Shifflette made a **Motion** to approve the following Budget Amendment No. 2 to FY 2013-14 as presented. Alderman Irving Neal seconded the motion and the vote was all for and motion carried.

ORDINANCE NO. O-2014-05
TOWN OF KERNERSVILLE
BUDGET AMENDMENT #2

Be it hereby ordained by the Board of Aldermen of the Town of Kernersville that the following amendment be made to the Budget Ordinance adopted on the 25th day of June, 2013 as follows:

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

General Fund - Expenditures	<u>Decrease</u>	<u>Increase</u>	<u>New Approp.</u>
Governing Body Department		3,950	486,651
Engineering Department		22,156	919,175
Street Department		355,000	1,952,434
Solid Waste		5,000	1,831,823
Recreation Department		21,082	1,261,084
General Services Department		36,000	509,021
Total	0	443,188	

This will result in a net increase of \$443,188. in the expenditures of the General Fund. The above changes in expenditures will require an adjustment to revenues as follows:

General Fund - Revenues	<u>Decrease</u>	<u>Increase</u>	<u>New Approp.</u>
Sales Tax Hold Harmless		330,717	330,717
Due/Fr CCUC-Brookford Rd Sanitary Sewer Study -SS002		130,000	671,000
Fund Balance Approp.	17,529		696,782
Total	17,529	460,717	

Section 2. Copies of the budget amendment shall be furnished by the Town Clerk of the Board of Aldermen, the Budget Officer, and Finance Director for their directions.

Adopted this the 4th day of March, 2014.

6. Consideration of amendments to the Kernersville Finance Policy in accordance with State Law.

Mr. Swisher explained that State law was changed to increase the amount required for formal bidding for repairs or construction contracts from \$300,000 to \$500,000. The proposed amendment will bring the Town's finance policy into compliance with State law.

Alderman Irving Neal made a **Motion** to approve the following resolution amending the Kernersville Finance Policy. Alderman Keith Hooker seconded the motion and the vote was all for and motion carried.

RESOLUTION NO. R-2014-03

RESOLUTION APPROVING MODIFICATION OF
TOWN OF KERNERSVILLE FINANCE POLICY

WHEREAS, the Board of Aldermen of the Town of Kernersville adopted a Finance Policy in 2006 to establish fiscal operating procedures for the Town and said policy was amended in 2007; and

WHEREAS, the Finance Policy incorporates both Town policies and certain legal requirements regarding financial matters incorporated within the North Carolina General Statutes; and

WHEREAS, the General Assembly has raised the threshold amount at which municipalities are required to utilize formal rather than informal bidding procedures for repair or construction contracts; and

WHEREAS, the Board of Aldermen wishes to increase the threshold amount at which it will require the Town staff to utilize formal bidding procedures for repair or construction contracts to the higher level now permitted by the North Carolina General Statutes.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Aldermen of the Town of Kernersville that Section IX, Paragraph H of the Finance Policy entitled “Competitive bidding process” is hereby amended to increase to the bid amount for the requirement of formal bidding from the current \$300,000 to \$500,000, the amount now authorized by North Carolina General Statute §143-129(a).

This the 4th day of March, 2014.

7. Consideration of a Professional Services contract with Raftelis Financial Services for a Long Range Strategic Plan for Stormwater.

Mr. Swisher stated that this service contract is to develop a 10 year strategic plan for stormwater in the amount of \$54,500.

Alderman Neal asked if this plan is mandatory. Mr. Swisher explained that the Town is mandated to manage stormwater but a strategic plan is not mandated. The Town does not have the expertise necessary to prepare such a plan and therefore Staff recommends entering into a contract with Raftelis. The contract will be paid for from the stormwater enterprise fund and not from the general fund.

After a brief discuss it was recommended this item be tabled until April for further review and discussion.

Alderman Keith Hooker made a **Motion** to table this matter to the April 1st meeting. Alderman Tracey Shifflette seconded the motion and the vote was all for and motion carried.

8. Public Services Presentations:
a. Vehicle Use Analysis

Public Services Director Doran Maltba presented the following analysis on certain Town vehicles.

		Option 1		
Item	14-15	15-16	16-17	3yr Total
Auto Leaf Vac Trk	\$190,000	\$200,000		
Flatbed Dump Trk			\$150,000	
Swap Trk & Water Tnk			\$135,000	
Single Axle Dump Trk			\$95,000	
Single Axle Dump Trk			\$95,000	
	\$190,000	\$200,000	\$475,000	\$865,000

		Option 2		
Item	14-15	15-16	16-17	3yr Total
Swap Trk w/Vacuum	\$185,000	\$185,000		
Dump Bed Attach		\$5,500	\$5,500	
Water Tank Attach			\$12,000	
Snow Plow Kit		\$25,000	\$25,000	
Flat Bed Attach			\$5,500	
	\$185,000	\$215,500	\$48,000	\$448,500

Savings to the Town of \$416,500

The Board then discussed the specifications used when purchasing Town equipment. Mr. Maltba explained the process his Staff follows when establishing specs for various equipment. Mr. Maltba assured the Board that Staff conducts a thorough review when pricing equipment to get the best price and piece of equipment possible.

The Board discussed purchasing a swapbody vehicle with various attachments in this fiscal year's budget. In order to receive the truck and leaf vacuum by leaf season, it must be ordered within the next couple of months. The Board discussed all the attachments listed in the analysis and the benefits for purchasing each one.

Alderman Irving Neal made a **Motion** authorizing \$240,00 for the purchase of a swapbody truck and accessories. Mayor Pro Tem Joe Pinnix seconded the motion and the vote was all for and motion carried.

b. New Mobile Application Demonstration

Mr. Maltba introduced Mike Horney, Operation Manager to present the new mobile application available to Kernersville citizens.

Mr. Mike Horney illustrated the new public services work order system that can now be accessed by our citizens. He explained that citizens can enter a request for service that will go straight to Public Services. He added that Staff has been using this technology for 5 years and it is now being made available to the public. Staff plans to begin promoting the service tomorrow after this demonstration tonight. He then made himself available for questions.

Mr. Maltba agreed that we will start marketing the new app tomorrow with an article in the *Kernersville News*. He stated that our younger audience will use the new app; however we will continue to accept requests by phone and email as we have in the past.

c. Snow Removal Routes Priorities and Process

Mr. Maltba then presented a map showing the Town's snow removal routes and designated priority streets and secondary streets. He stated that it has been a while since we've had such a snowy winter. While we have had some complaints, we did not receive as many as expected. He noted that priority streets or bare pavement streets are cleared first then secondary routes if needed.

Alderman Neal asked about the use of brine and if that is cheaper than scraping streets. Mr. Maltba explained that it is cheaper to spread brine than to scrape however, we only have one tank in which to spread brine. Another attachment would cost approximately \$12,000 to \$13,000.

Alderman Irving Neal made a Motion to authorize the purchase of tank attachment. Alderman Kenny Crews seconded the motion and the vote was all for and motion carried.

Alderman Neal commended the Public Services for the good job clearing our streets in the recent snow storms.

Alderman Hooker asked how soon would Staff update the maps with priority streets based on a second truck. Mr. Maltba stated that he has that in the budget for next year.

9. **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 January 7, 2014 Regular Session
Approval of Minutes for February 4, 2014 Regular Session**

C-2 Consideration of a Request by the Chamber of Commerce to hold various events in the Town Hall Courtyard.

Recycle Event:	April 12, 2014	9 AM to 1 PM
Music at Twilight	May 29, June 26, July 24 & August 14	

C-3 Consideration of a Resolution establishing dates for the Spring Folly.

RESOLUTION NO. R-2014-04

RESOLUTION SETTING FORTH THE DATES

FOR THE 2014 KERNERSVILLE SPRING FOLLY

In accordance with the provisions of the Town of Kernersville Ordinance governing the Annual Spring Folly:

Be It Hereby Resolved that for the year 2014, such event shall commence at 6:00 P.M., Friday, May 2nd, 2014, and shall terminate at 6:00 P.M., Sunday, May 4th, 2014.

Adopted this the 4th day of March, 2014.

C-4 Consideration of an Amendment to the Municipal Records Retention & Disposition Schedule.

**Municipal
Records Retention Schedule Amendment**

Amending the Municipal Records Retention and Disposition Schedule published September 10, 2012.

STANDARD 4. BUDGET, FISCAL AND PAYROLL RECORDS

Amending Item 32 Escheat and Unclaimed Property File as shown on substitute page 29.

STANDARD 12. PERSONNEL RECORDS

Adding Item 1-A Accreditation Records as shown on substitute page 101.

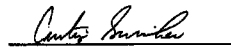
Amending Item 19 Employee Eligibility Records as shown on substitute page 105.

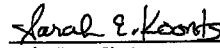
Amending Items 36 Family Medical Leave Act (FMLA) Records, 42 Leave File, and 43 Leave Without Pay File as shown on substitute pages 110-111.

APPROVAL RECOMMENDED

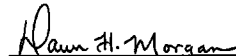

City/Town Clerk

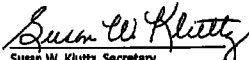



Chief Administrative Officer/
City Manager

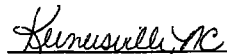

Sarah E. Koonts, Director
Division of Archives and Records

APPROVED


Mayor


Susan W. Klutts, Secretary
Department of Cultural Resources

August 29, 2013


Municipality

C-5 Resolution of Intent to Close a Portion of Arbor Hill Road.

**RESOLUTION NO. R-2014-05
RESOLUTION OF INTENT TO CLOSE A STREET/ROAD AND SETTING
DATE AND TIME OF PUBLIC HEARING TO
CONSIDER CLOSING ALL OF THAT 0.536 ACRE TRACT OF LAND
BEING THE MOST EASTERLY PORTION OF
ARBOR HILL ROAD ADJOINING PBA CONSULTANTS, INC. AND
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
RIGHT OF WAY OF BUSINESS 40**

WHEREAS, a request has been made, and sufficient and good cause has been shown, unto the Board of Aldermen of the Town of Kernersville that it is for the betterment of the Town that all of that 0.536 acre tract of land being the most easterly portion of Arbor Hill Road which is located within the Town of Kernersville, Forsyth County, North Carolina, and bounded on one

side by lands owned by PBA Consultants, Inc., and the other side by the North Carolina Department of Transportation Right of Way for Business 40, be closed: and

WHEREAS, the Board of Aldermen, after considering the matter at its March 4, 2014 Board of Aldermen Meeting for purposes of considering this Resolution does hereby adopt the following Resolution:

BE IT HEREBY RESOLVED BY THE BOARD OF ALDERMEN OF THE TOWN OF KERNERSVILLE:

(1) That conditioned upon the North Carolina Department of Transportation approving closing the same, it is the intent of the Board of Aldermen of the Town of Kernersville to close the aforementioned 0.536 acre tract of land being the most easterly portion of Arbor Hill Road bounded on one side by lands owned by PBA Consultants, Inc., and the other side by the North Carolina Department of Transportation Right of Way for Business 40, as shown on the map and Plat attached and designated as Exhibit A; and

(2) That the date and time of Public Hearing on this matter is hereby set to be held on the 1st day of April, 2014, at 7:00 P.M. in the Council Chambers/District Courtroom, Town Hall, Kernersville, Forsyth County, North Carolina of the Town of Kernersville, North Carolina; and

(3) That notice of said Public Hearing shall be posted in two appropriate places along the said Arbor Hill Road; and

(4) That Notice of the said Public Hearing also be sent by certified mail to all adjoining land owners of Arbor Hill Road adjoining the road property proposed to be closed including the North Carolina Department of Transportation; and

(5) That Notice be published once a week for four successive weeks prior to the date of said Public Hearing in a newspaper having general circulation within the Town of Kernersville; and

This the 4th day of March, 2014.

C-6 Forsyth County Tax Refunds

Sizemore, Jennifer Dawn	\$60.92	Davidson County
Sizemore, Jennifer Dawn	\$53.36	Davidson County

C-7 Renewal of the Agreement with the North Carolina High School Athletic Association for the use of the Cross Country Course at Ivey Redmon Park.

Alderman Tracey Shifflette made a **Motion** to approve the Consent Agenda items as presented. Alderman Keith Hooker seconded the motion and the vote was all for and motion carried.

10. ITEMS REMOVED FROM CONSENT AGENDA.

None presented.

11. SPEAKERS FROM THE FLOOR.

Mr. Harvey Pulliam wanted to correct a statement he made earlier regarding Occupancy Tax funds. It was Rene Plante that was responsible for getting more funds for Kernersville.

12. TOWN MANAGER'S REPORT AND MISCELLANEOUS.

Mr. Swisher stated that the earlier issue the Board had with their iPads is because of updates that are needed. He asked that each Board member bring their iPads to Town Hall and IT will install the updates.

13. MATTERS TO BE PRESENTED BY THE TOWN ATTORNEY.

The Town Attorney requested a closed session.

14. MATTERS TO BE PRESENTED BY THE MAYOR AND BOARD OF ALDERMEN.

Alderman Keith Hooker reported that a policy is being developed by the YMCA to better handle situations when there are restrictions on town residents/non-members using some facilities and not others.

Alderman Irving Neal requested Staff look into a better way of responding to medical calls than with a fire truck. He stated that he receives more complaints about this than anything else.

Mr. Swisher reminded the Board that this can't be done without additional personnel in addition to the necessary vehicles and equipment. Chief Crouse stated that we need to look at the response times in providing fire and medical response. He encouraged the Board to look long term at the situation. Mr. Swisher stated that Staff will revisit the issue and report back to the Board.

Mayor Morgan reminded everyone of the Arbor Day celebration on March 21st.

Alderman Tracey Shifflette made a **Motion** to go into Closed Session for the purpose of discussing certain matters about which our Town Hall needs to advise us, and which fall within the Attorney-Client privilege for discussion in Closed Session. Alderman Keith Hooker seconded the motion and the vote was all for and motion carried.

15. ADJOURNMENT.

Alderman Keith Hooker made a **Motion** to adjourn the meeting immediately following the Closed Session. Alderman Tracey Shifflette 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 at 10:11 PM.


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 4, 2014.

This the 4 day of April, 2014.


Dale F. Martin, MMC, Town Clerk