

**Town of Benson
Benson Conference Center
Board of Commissioners
Regular Meeting
Tuesday, December 8, 2015
7:00 PM**

A G E N D A

I. Call Meeting Order (*Mayor Massengill*)

A. ELECTION/SWEARING IN TO OFFICE AND REFRESHMENTS

1. William W. Massengill, Jr. Oath to Office as Mayor
2. Casandra P. Stack Oath of Office for District I
3. R. Max Raynor Oath of Office for District III
4. Oath of Office is not official yet for District II

II. Consent Agenda (*Mayor Massengill*)

- A. Consider renewal of the NexGrid Software License Agreements.
- B. Consider renewal of Nexgrid Professional Services and Support Agreement
- C. Proclamation #-2015 Appreciation for Sir Walter Sanders/Retiring 01/01/2016
- D. Consider Minutes for 11-10-2015
- E. Insurance transition premium award.

III. Public Comment (*Mayor Massengill*)

- A. Individuals wishing to address the Board are asked to provide their name and address for the record.

IV. Department Reports

- A. *Written reports*

V. Old Business (*Mayor Massengill*)

- A. *None*

VI. New Business (*Mayor Massengill*)

- A. Elect Mayor Pro-Tem
- B. Consider appointing delegate and alternate delegate for the Triangle J Council of Government
- C. Consider appointing Matt Zapp as the primary delegate and Braston Newton as the alternate delegate for the NC Eastern Municipal Power Agency (*Matt Zapp, Town Manager*).
- D. Consideration of the October 2015 Financial report (*Kim Pickett*)
- E. Consider a temporary 8-week engagement with the engineering firm of Morris & Ritchie Associates (MRA) to serve in the capacity as Interim Public Utilities Director (*Matt Zapp, Town Manager*)
 1. 8-week interim appointment; total cost not to exceed \$12,160.
- F. Consider approving updated Fee Schedule. (*Kimberly Pickett*)
 1. The proposed fee schedule includes all available fees currently charged by the Town of Benson.
 2. The only changes in fees are for water and sewer connections (taps).
 - a. The new fees reflect the Johnston County price minimums and allow for the Town to charge "actual costs" to a developer.

- G. Consider Bakery Facade Grant award of \$1,500 to Joseph Parker (*Karissa Bergene*)
- H. Consider Petition to Dedicate Streets in Brooklee Subdivision. (*Braston Newton*)
- I. Consider adopting Load Management Project Ordinance #02 (*Kimberly Pickett*)
- J. Consider Budget Amendment #04 2015-2016 Restroom Project (*Kimberly Pickett*)
- K. Consider Budget Amendment 05-2015-2016 for the repair of the elevator at Town Hall (*Kimberly Pickett*)
- L. Presentation related to the utility billing cycles for 2016 (*Kim Pickett, Int. Finance Director*)

VII. Closed Session: NC GS 143-318.11 (a) (5)

- A. Closed Session: NC GS 143-318.11 (a) (5) To establish or instruct staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

VIII. Town Manager Report (*Matt Zapp*)

- A. Sir Walter Sanders is retiring from the Public Works Department (effective December 31, 2015).
 - 1. Recommendation: Contract with CLS to collect leaves 2-3 days per week from December 9, 2015 through January 29, 2016.
- B. Complete 540 Initiative
 - 1. Public meetings Dec 7-9, 2015
 - 2. Public comments accepted until January 8, 2016.
 - 3. QUESTION: Does the Town of Benson desire to assemble and submit comments on the 540 project?
- C. Discussion related to a new Partnership for Children lease at the Lee Street Complex
 - 1. Relocation of the PFC from its current location to the Elm Street building formerly occupied by The Shooting Star Bread Company.
 - 2. Potential move in date of February 1, 2016
 - 3. The heating and cooling systems needs major work/replacement. Town staff is securing pricing quotes at this time.
 - 4. REQUEST: Create a team consisting of the Mayor, one commissioner, and Matt Zapp to discuss the short and long term needs of the space. Involve Dwight Morris of the PFC in crafting the lease. The team would bring forward a recommendation at the January 12, 2016 meeting.
- D. Discussion related to the repair and replacement of the roof at the Benson Parks and Recreation Building located on North Johnson Street.
 - 1. REQUEST: Create a team consisting of two commissioners, Matt Smith, Braston Newton and Matt Zapp to research the options and bring forward a recommendation on January 12, 2016 to the Board.
- E. Town related events and meeting reminders:
 - 1. Thursday December 10, 2015 Town Christmas Party 5:30pm at Benson Baptist Church
 - 2. December 11, 2015 Senior Center Luncheon at Noon at the Benson Parks and Recreation Civic Center
 - 3. Town Hall Closed for Christmas December 23, 24, 25, and January 1 for New Years.
 - 4. Town Board of Commissioners Meeting 7p.m. Tuesday, January 12, 2016

IX. Town Attorney (*Isaac Parker*)

X. Board of Commissioners Report (*Commissioners*)

XI. Mayor Report (*Mayor Massengill*)

XII. Information Only

XIII. Adjourn the Meeting (*Mayor Massengill*)