

**Town of Benson
Benson Conference Center
Board of Commissioners
Regular Meeting
Tuesday, December 13, 2016
7:00 PM**

A G E N D A

- I. **Call Meeting to Order** (*Mayor Massengill*)
- II. **Pledge of Allegiance**
- III. **Approval of the Agenda**
- IV. **Proclamation and recognition ceremony** (*Mayor Massengill*)
 - A. Awarded to Constance M. Sorrell for her 22 years of dedicated service.
- V. **Oath of Office**
 - A. Swearing in of Terry Hobgood as Town Clerk.
- VI. **Consent Agenda** (*Mayor Massengill*)
 - A. Consider minutes for approval for:
 1. BOC Meeting on October 27, 2017
 2. BOC Meeting on November 29, 2016
- VII. **Public Comment** (*Mayor Massengill*)
 - A. Individuals wishing to address the Board are asked to provide their name and address for the record.
- VIII. **Department Reports**
 - A. Written Reports
- IX. **Old Business** (*Mayor Massengill*)
 - A. Consider the approval of a longterm lease with Verizon Wireless to locate an antenna on the Mann Street Water Tower (*Matt Zapp*)
 1. Lease term of \$27,600 per year with a 2% annual escalator.
 2. Co-location of additional wireless companies are permitted.
- X. **New Business** (*Mayor Massengill*)
 - A. Consider authorization for the Town Manager to contract with MRA to perform an H & H Study on the south side of Benson (*Matt Zapp*)
 1. FEMA has required the completion of a storm water H & H study on the south side of Benson, in advance of expected repairs caused by Hurricane Matthew.
 2. The proposed engineering amount and contract will be made available at the Board meeting on Tuesday December 13, 2016.
 - B. Consider a Budget Amendment related to Hurricane Matthew revenues and expenses (*Kim Pickett*).
 - C. Consider a recommendation to remove and replace the roof at the Mary Duncan Public Library at a cost not to exceed \$35,000 (*Matt Zapp*)
 1. The repair was authorized and compensated via an insurance claim related to Hurricane Matthew.
 - D. Consider the purchase of a 2017 Chevrolet Tahoe for the Benson Fire Department to be used as the Fire Chief Vehicle (*Chief Alan Johnson*).
 1. The purchase request is accounted for at \$32,161 and included in the FY16/17 Budget.

2. The purchase price of \$34,633 is secured via the state bid contract.
 3. Revenue generated from the surplus of the current Fire Chief vehicle will provide sufficient revenue to balance the Fund 11 budget.
- E. Consider the purchase of a 2017 F-150 truck for the Benson Police Department. (*Chief Edwards*)
1. The purchase request is accounted for at \$30,000 and included in the FY 2016/2017 budget.
 2. The purchase price of \$29,786.35 is secured via the state bid contract.
- F. Consider Closure of Capital Projects and Special Revenue Accounts (*Kim Pickett*)
- G. Consider Amendment #2 to the Capital Project Ordinance for Community Development Project (*Kim Pickett*)
- H. Consider a recommendation by the Finance Officer to engage Wright Express to serve as the vehicular fuel card tracking system for the Town of Benson (*Kim Pickett*).
1. Wright Express power point explanation
 2. Wright Express Application data
- I. Consider a recommendation by the Finance Officer to update the Town of Benson Customer Service policy manual. (*Kim Pickett*)
1. Establishment of a lower deposit fee program, based upon credit and utility payment history.
 - a. Rental Customer Deposit Fee Structure: 1. Red Level (\$610); Yellow Level (\$330); Green (\$100).
 - b. No deposit for residential property owners (no change in policy)
 2. Lowering the late penalty percentage from 10% to a proposed 1.5% to reflect Duke Energy Progress.
 3. Recommended date of implementation is January 1, 2017
- J. Consider authorization for the Finance Officer to engage Online Utility Exchange to perform background credit checks for Town of Benson utility applicants. (*Kim Pickett*)
- XI. Town Manager Report** (*Matt Zapp*)
- A. Town Hall Closed for Christmas Thursday, December 22, & Friday, December 23 and Monday, December 26, 2016
 - B. Town Hall closed for New Year's Monday, January 2, 2016
 - C. Next Board of Commissioners Meeting Tuesday, January 10, 2017
 - D. Leaf Collection ends Tuesday, January 31, 2017
- XII. Town Attorney** (*Isaac Parker*)
- XIII. Board of Commissioners Report** (*Commissioners*)
- XIV. Mayor Report** (*Mayor Massengill*)
- XV. Information Only**
- A. Town of Benson Meeting dates for 2017
- XVI. Adjourn the Meeting** (*Mayor Massengill*)