

**Town of Benson  
Benson Conference Center  
Board of Commissioners  
Regular Meeting  
Tuesday, March 13, 2018  
7:00 PM**

**A G E N D A**

- I. Call Meeting to Order** (*Mayor Medlin*)
- II. Pledge of Allegiance** (*Mayor Medlin*)
- III. Approval of the Agenda**
- IV. Consent Agenda** (*Mayor Medlin*)
  - A. Consider February 13, 2018 BOC Meeting Minutes
  - B. Consider February 23, 2018 BOC Retreat Minutes
  - C. Consider February 24, 2018 BOC Retreat Minutes
  - D. Consider BOC Retreat expenses
  - E. Consider DOT Encroachment agreement
    1. This will enable TOB to install a transponder on the DOT rest area poles to get communication for smartgrid meters.
- V. Public Comment** (*Mayor Medlin*)
  - A. Individuals wishing to address the Board are asked to provide their name and address for the record.
- VI. Department Reports**
  - A. Willa Chase Water Flushing Policy Update (*Tim Robbins*)
  - B. Large Project Status Updates (*Matt Zapp*)
    1. \$80,000 NC Emergency repair grant (backflow check valve project)
      - a. Project scope and bid documents are in progress with area contractors
      - b. The project was awarded to ELJ, Inc. at the BOC meeting on Nov 14, 2017.
      - c. Construction will begin during Q1 of 2018
    2. \$3.1 million USDA Pump Station and sanitary sewer line upgrades
      - a. Construction officially began on Sept 20, 2017 with a total construction period of 240-days
      - b. The Hampton Inn pump station milestone is 120-days from Sept 20, 2017
    3. \$150,000 AIA sanitary sewer system assessment grant
      - a. Council action was taken on 10/26/17 approving The Wooten Company to administer the grant.
      - b. A local match of \$22,500 is included in the current FY 17/18 Water & Sewer budget
      - c. Total project cost is \$172,500
      - d. Work has begun; expected deliverable should be in hand July-Aug 2018.
    4. \$875,000 NC 16 Funds to perform sanitary sewer I & I repairs
      - a. Work can begin upon the completion of the AIA study (summer 2018).
    5. \$750,000 FEMA funding for the WWTP repairs
      - a. Construction work is being bid and will begin with Council approval(s).

- b. The WWTP concrete apron replacement of \$37,000 is complete.
- c. The WWTP asphalt roadway replacement is complete.
- 6. Golden Leaf Grant application of \$565,187 to repair storm water failures during Hurricane Matthew
  - a. Application approved 10/5/17; awaiting formal announcement of funding.
  - b. Hood lot, NAPA, Bostic Property, etc.
  - c. Easements are being secured
  - d. MRA was approved on 11/30/17 to design repairs at the Hood lot; design is underway.
- 7. Golden Leaf Grant application of \$500,000 to replace the Public Works department building
  - a. Application approved 10/5/17; working on contract details and funding now.
- 8. Golden Leaf Funding of \$422,158 toward the Fire Truck Replacement purchase
  - a. Application approved 10/5/17; working on contract details and funding now.
  - b. Check was received March 6, 2018 from Golden Leaf. Project is closed.

C. Written Reports

VII. **Old Business** (*Mayor Medlin*)

- A. Consider Advisory Board Appointment/Reappointment Proposal (*Mayor Medlin*)
- B. Consider approval of Exceleron as the prepay vendor (*Kim Pickett*)
- C. Consider Purchase Outlay of \$102,500 from the Town of Benson to Dale Parker for 4.953 acres of vacant land with a \$122,500 donation from Dale Parker (*Matt Smith*)
- D. Consider Naming Rights Proposal for land donated by Dale Parker (*Matt Smith*)
- E. Consider approval of Budget Amendment #9 (*Kim Pickett*)

VIII. **New Business** (*Mayor Medlin*)

- A. Consider approval of January 2018 financials (*Kim Pickett*)
- B. Consider the creation of a Social Media Coordinator role (*Matt Zapp*)
  - 1. Salary Grade 13 (\$31,430-\$47,145)
- C. Consider Resolution 185-2018 Accepting State Grant for Sewer Check Valve Installation (*Matt Zapp*)
- D. Consider Downtown Benson New Business Start-Up Incentive Grant -- Chris Davis of Salvaged Heirlooms, 103 W. Main St. (*Erin King-Joseph*)
- E. Consider Downtown Benson Electric Utility Assistance Grant -- Chris Davis of Salvaged Heirlooms, 103 W. Main St. (*Erin King-Joseph*)
- F. Consider Downtown Benson New Business Rental Assistance Grant -- Chris Davis of Salvaged Heirlooms, 103 W. Main St. (*Erin King-Joseph*)
- G. Consider Facade Improvement Grant for Max Miller -- 120 & 122 W. Main St. (*Erin Joseph*)
- H. Consider Equipment Purchase for Video and Audio Equipment to record Town Board Meetings (*Terry Hobgood*)
- I. Consider Rules of Procedure for Public Comment Periods (*Ike Parker*)
- J. Consider Benson Police Department Pay Study and Salary Proposal (*Chief Edwards and Matt Zapp*)
  - 1. Information to made available at the meeting.
  - 2. No action is requested on March 13, 2018

K. Consider approval of Purchase Orders over \$10,000

1. Request for security cameras at Town Hall, The Grove and Main St (*Kim Pickett*)

a. There is approximately \$14,543 left in the Insurance Proceeds project. I propose that the Town Hall and Main St cameras be funded out of the project. The cost of the Grove cameras can be funded from the General Fund.

L. Consider a request by Junior Johnson Inc. to waive the requirements for curb and gutter, and sidewalks for a proposed 20+ lot residential subdivision on NC 50 S. (*Braston Newton*)

M. Consider a recommendation from Staff to engage Rich and Associates to perform a parking study of the Downtown Business District. (*Braston Newton*)

**IX. Town Manager Report** (*Matt Zapp*)

A. Town related events and meeting reminders:

1. March 22 -- BOC Budget Focused Meeting 7 PM

2. March 24 -- Easter Eggstravaganza at the Civic Center 2 PM

3. March 30 -- All Non-Emergency Town facilities closed for Good Friday

4. April 8 -14 -- National Library Week

5. April 10 -- BOC Regular Meeting 7 PM

6. April 21 -- Keep Benson Beautiful 8:30 AM

7. April 26 -- BOC Budget Focused Meeting 7 PM

**X. Town Attorney** (*Isaac Parker*)

**XI. Board of Commissioners Report** (*Commissioners*)

**XII. Mayor Report** (*Mayor Medlin*)

**XIII. Adjourn the Meeting** (*Mayor Medlin*)