

**Town of Benson  
Benson Conference Center  
Board of Commissioners  
Regular Meeting  
Tuesday, December 11, 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. Approval of BOC Expenditures
  - B. Approval of November 13, 2018 BOC Meeting Minutes
- V. **Public Comment** (*Mayor Medlin*)
  - A. Introduction of new team members
    1. Garrett Johnson, Electric Department Groundsman (Glenn Core)
    2. Stephen Walker, Administrative Intern (*Kim Pickett*)
  - B. Town of Benson Line Clearing Presentation (*Tim Robbins and Glenn Core*)
  - C. Individuals wishing to address the Board are asked to provide their name and address for the record.
- VI. **Department Reports**
- VII. **Old Business** (*Mayor Medlin*)
- VIII. **New Business** (*Mayor Medlin*)
  - A. Kick-Off Presentation for Comprehensive Transportation Plan (*Jay McInnis, Ramey, Kemp & Associates*)
    1. Public meeting handout example
    2. Public Meeting CTP survey document
  - B. Consider The Wooten Company to conduct utility replacement design and consultation services for Main Street Benson (*Matt Zapp*)
    1. Supporting documentation to be made available on 12/11/18 by staff
  - C. Consider Town Board of Commissioners Regular Meeting Schedule for 2019 (*Mayor Medlin*)
  - D. Consider Advisory Board Appointments (*Mayor Medlin*)
    1. Planning Board
      - a. Tracy Johnson - Resident
      - b. Tawanda Shepard - Resident
      - c. Sherry Lockamy - ETJ
      - d. Josh Hefner - ETJ
    2. Police Advisory Commission
      - a. John Bonner - District II
    3. Library Board
      - a. Meredith Blalock
      - b. Marchelle Harris

- c. Linda Peacock
- 4. Museum Board
  - a. Myron Massengill
  - b. W.C. Lee
  - c. Bob Johnson
  - d. Amy Adams
  - e. Linda Peacock
- 5. Parks and Recreation Board
  - a. John Bonner - Resident
  - b. Brandon Edwards - Resident
  - c. Elgin Alford - Resident
  - d. Sterling Holmes - Resident
- 6. Historic Preservation Commission
  - a. Brian Whitman - Resident
- E. Consider a 12-month contract with Johnston County to fund a School Resource Officer for Benson Elementary and Benson Middle Schools. (*Ike Parker*)
  - 1. 12-month contact document
  - 2. SRO Guidelines
- F. Consider Facade Improvement Grant for improvements to property located at 101 W. Main St. Applicant: Allen Faircloth, Cornerstone Cafe and Coffee (*Tyler Douglas*)
  - 1. Total reimbursement request of \$1,500
- G. Consider Facade Improvement Grant for improvements to property located at 108-110 W.. Main St. Applicant: Mike Dart, Four Oaks-Benson News & Review (*Tyler Douglas*)
  - 1. Total reimbursement request of \$1,500
- H. Consider request to modify the traffic flow on the 100 block of S.W. Railroad St from northbound to southbound. (*Matt Zapp*)
- I. Consider a contract extension with N-Focus to supply technical support to the Planning Department. (*Matt Zapp*)
  - 1. 12-hours per week through June 30, 2019.
- J. Consider approval of Emergency Water Shortage Response Plan Resolution (*Tim Robbins*)
  - 1. Supporting documentation to be made available on 12/11/18 by staff
- K. Consider approval of Lee Street Complex Bid (*Kim Pickett & Matt Smith*)
  - 1. The gym floor was damaged due to Hurricane Florence, insurance monies have been received for the replacement of the roof and the flooring
  - 2. First set of bids were sent on Friday, November 9, 2018 and were due back Tuesday, November 27, 2018 @ 2:00pm
    - a. There were only 1 responsive bidder-must go out for re-bid
  - 3. Second set of bids were sent on Friday, November 30, 2018 and were due back Friday, December 7, 2018 @ 12pm
    - a. There were 2 responsive bidders and Staff is bringing forth a recommendation to approve Royalwood Associates, Inc to perform the work
- L. Consider approval of the October 2018 Financials (*Kim Pickett*)
- M. Consider Approval of Purchase Orders over \$10,000 (*Matt Zapp*)

1. Electric Department: 2019 Ford F150 Crew Cab 4x4 at a cost of \$29,581.23.
2. Emergency bypass pump for the WWTP at a cost not to exceed \$45,000

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

A. Mule Days 2018 Report

1. 2018 Report
2. 2017 Report

B. Town related events and meeting reminders:

1. December 13 -- Town Christmas Party 6 PM
2. December 24 - 26 -- All Non-Emergency Town Facilities Closed for Christmas
3. January 1 -- All Non-Emergency Town Facilities Closed for New Year's Day
4. January 8 -- BOC Regular Meeting 7 PM
5. January 21 -- All Non-Emergency Town Facilities Closed for MLK Holiday

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

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

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

XIII. **Information Only**

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