

**Town of Benson  
Benson Conference Center  
Board of Commissioners  
Regular Meeting  
Tuesday, August 14, 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 July 10, 2018 BOC Minutes
  - B. Proclamation 128-2018 Jimmy Capps Month - May 2019
  - C. Consider signature card change
- V. **Public Comment** (*Mayor Medlin*)
  - A. Individuals wishing to address the Board are asked to provide their name and address for the record.
  - B. Electricities Customer Service Survey Results (*Andy Fusco, Electricities*)
- VI. **Department Reports**
  - A. Written Reports
  - 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 to occur June - August of 2018
      - d. **Project is at 80% completion**
    2. \$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 was included in the 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.
      - e. **Project is at 90% completion**
    3. \$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).
      - b. Immediate and emergency repairs are underway throughout the town.
    4. \$960,000 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.
      - d. On 7/31/18 FEMA and NC Emergency Services release Benson to continue work at the plant up to \$960,000
    5. Golden Leaf Grant application of \$565,187 to repair storm water failures during

Hurricane Matthew

- a. Application approved 10/5/17
  - 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.
6. Golden Leaf Grant application of \$500,000 to replace the Public Works department building
- a. Application approved 10/5/17
  - b. The roof replacement is nearly complete.
  - c. Benson should select a General Contractor and commence additional work in Q3/4 of 2018.

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

- A. SD-2018-01 (Copper Creek South): Subdivision preliminary plat consisting of 66.8 acres divided into 85 lots located on Tarheel Road (SR 1168) approximately  $\frac{3}{4}$  of a mile west of its intersection with NC 242 Hwy North in the Benson Extraterritorial Jurisdiction. (*Braston Newton*)
- B. Consider approval of East Parrish Dr. Storm Drain Repair (*Tim Robbins*)
1. This project is being funded by Golden Leaf for Stormwater Rehab
  2. Original bids were sent out on May 31, 2018 with no responses
  3. A second set of bids were sent out on June 25, 2018 with 2 responsive bidders but had incomplete packets
  4. The final set of bids were sent out on July 16, 2018 with 5 responsive bidders

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

- A. Consider approval of On-Call Concrete contract (*Tim Robbins*)
1. Original bids were sent out on June 20, 2018 with only 2 responsive bidders
  2. A second set of bids were sent out July 23, 2018 with 4 responsive bidders
  3. Denning Concrete Co. is the lowest and best bidder at \$58,350
- B. Consider approval of North Hall Street trench repair (*Tim Robbins*)
1. Original bids were sent out July 20, 2018 with 4 responsive bidders
  2. TLC Works is the lowest and best bidder at \$32,165
- C. Consider a temporary mowing contract for the WWTP and 11 pump station sites (*Matt Zapp*)
1. Purpose of subcontracted mowing at the WWTP is to free up staff time to make additional mechanical repairs
  2. Mowing period of August 15 through December 15, 2018
  3. Bids to be opened on Monday August 13, 2018 at 3:00 PM
    - a. Information and bid tabs to be made available to the BOC on August 14, 2018
- D. Consider approval of WWTP Fencing (*Paul Allen*)
1. This project is being funded by FEMA for damages done during Hurricane Matthew
  2. Original bids were sent out on May 18, 2018 with no responsive bidders
  3. A second set of bids were sent out on July 24, 2018
- E. Consider approval of Purchase Orders over \$10,000

1. In-Car Police Radios from Communications International at a cost of \$22,857.81  
(*Chief Edwards*)
  2. Mini-Excavator for Water/Sewer Department at a cost of \$77,059.95 (*Tim Robbins*)
    - a. Capital Outlay is budgeted at \$75,000 but we just received \$22,874.75 from a surplus auction to cover the difference in cost
- F. Approval of Ramey, Kemp, and Associates to complete a Comprehensive Transportation Plan for the Town of Benson. (*Braston Newton*)
1. The FY 18/19 Budget accounts for the execution of a transportation study
  2. Tim Robbins will serve as the lead staff member regarding the Transportation Study
  3. The estimated cost for the study is \$45,000
- G. Consider Request from Willa Chase Subdivision to accept dedication of common areas  
(*Braston Newton*)
- H. Consider Contract with N-Focus to provide services as Interim Planning Director for 16 weeks. (*Matt Zapp*)
1. PROPOSAL- Contract with a professional planning firm August 15 - December 5, 2018
    - a. The Interim Planner will be on site Monday (8hrs), Wednesday (4hrs) and Friday (8hrs).
    - b. The Interim Planner will be accessible via phone on Tuesday and Thursday
    - c. The Interim Planner will attend the Sept, Oct, Nov and Dec Planning Board Meetings
  2. Estimated cost for the 16-week period is \$22,000.00
  3. No termination fee
  4. REQUEST- Authorize the Town Manager to enter into an agreement with N-Focus to provide temporary professional planning services to the Town of Benson.
- IX. Town Manager Report** (*Matt Zapp*)
- A. Town related events and meeting reminders:
1. August 17 -- Movie Night at the Grove
  2. August 24 -- Friday Night Hoops 8 PM
  3. September 3 -- All Non-Emergency Town Facilities Closed for Labor Day
  4. September 11 -- BOC Regular Meeting 7 PM
- B. Chamber of Commerce Sponsored Events
1. August 16 -- Sundown in Downtown (Liquid Pleasure)
  2. September 20 - 23 -- Mule Days
- X. Town Attorney** (*Isaac Parker*)
- XI. Board of Commissioners Report** (*Commissioners*)
- XII. Mayor Report** (*Mayor Medlin*)
- XIII. Closed Session**
- A. GS 143-318.11 (a) (6): to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an

open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.

**XIV. Information Only**

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