

**Minutes
Town of Benson
Benson Conference Center
Board of Commissioners
Regular Meeting
Tuesday, December 10, 2019
7:00 PM**

A Regular Meeting of the Board of Commissioners of the Town of Benson was held on Tuesday, December 10, 2019 in the Benson Conference Center at 7:00p.m. Jerry M. Medlin, Mayor presided over the meeting.

Also present at the meeting were:

**Casandra P. Stack, Mayor Pro Tem
Commissioner Jim Johnson
Commissioner William Neighbors
Fred Nelson, Interim Town Manager
Tim Robbins, Public Works Director
Erin Joseph, Planning Director
R. Isaac Parker, Town Attorney**

**Commissioner Max Raynor
Commissioner Maxine Holley
Commissioner Dean McLamb
Kimberly Pickett, Assistant Town Manager
Matt Smith, Parks and Recreation Director
Derrick Barefoot, Cultural Arts Director**

- I. **Call Meeting to Order** (*Mayor Medlin*)
- II. **Pledge of Allegiance** (*Mayor Medlin*)
- III. **Approval of the Agenda**

ACTION:

Commissioner Holley made a motion to approve the agenda.

VOTE: Approved 6-0

IV. **Oaths of Office**

V. **Consent Agenda** (*Mayor Medlin*)

- A. Consider November 12, 2019 Meeting Minutes
- B. Consider November 26, 2019 Meeting Minutes

ACTION:

Commissioner Neighbors made a motion to approve the consent agenda.

VOTE: Approved 6-0

VI. **Nomination and Election of Mayor Pro Tempore**

Commissioner Max Raynor nominated Cassandra Stack to serve as Mayor Pro Tempore.

ACTION:

Commissioner Holley made a motion to approve Cassandra Stack as Mayor Pro Tempore for 2020.

VOTE: Approved 6-0

VII. Public Comment (*Mayor Medlin*)

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

No comments.

B. Introduction of New Hires (*Scott Tart*)

1. Chris Brigman, WWTP
2. LuAnn Strickland, Library
3. Becky Occhipinti, Library
4. Jamie Wicker, Auxiliary Police Officer

VIII. Department Reports

A. Written Reports

1. Police Department
2. Planning Department
3. Electric Department
4. Fire Department
5. Cultural Arts Department

IX. Public Hearing (*Mayor Medlin*)

A. SUP-2019-07

Request for a Special Use Permit for placement of manufactured home at 2299 Woodall Dairy Road within the Town of Benson extraterritorial jurisdiction. Owners of 1.08 acre parcel ID 01E08016R are Wayne and Debbie LeBlanc. The property is bound by properties primarily zoned RA/Residential Agricultural and property uses in immediate area are single family residential. Improvements to the property shall be in conformance with all local, state and federal regulations. Manufactured homes on individual parcels are required to be underpinned with masonry units and having the towing apparatus removed from the frame. Staff recommends approval with the condition that all work be done in accordance with the Town of Benson Unified Development Ordinance and the NC Department of Insurance Manufactured Home Division. The Planning Board recommends approval by unanimous vote.

Those in favor of SUP-2019-07

Deborah LeBlanc of 2267 Woodall Dairy Road purchased the adjoining property and additional acres a number of years ago and would like to give an acre to their son for him and his family to put a manufactured home on the site in order for the family to be close together.

Those opposed of SUP-2019-07

No comments.

Public Hearing closed.

ACTION:

Mayor Medlin made a motion to enter the packet to the agenda.

VOTE: Approved 6-0

ACTION:

Commissioner Neighbors made a motion to approve the Special Use Permit request based upon the findings of fact, allowing the placement of a manufactured home at 2299 Woodall Dairy Road.

VOTE: Approved 6-0

X. Old Business (*Mayor Medlin*)

A. Consider approval of Stick & Leaf Collection Contract (*Tim Robbins*)

This item came forward at the last Board of Commissioners meeting. Request for bids was put out for sticks and leaves collection. Only one contractor placed a bid for two different options. Equipment Option A – the contractor would use his own equipment for a bid of \$62,000 a year and Equipment Option B – the contractor would use Town of Benson equipment for a bid of \$47,000 a year. Tim Robbins is asking the Board of Commissioners how they would like to move forward. With or without a contractor and do we continue this service? We would need to add additional staff to handle the workload if we keep this in house and would need to consider adding to the fleet to keep up with town services.

Budgeted \$36,000 in 2019 for weekly stick and leaf collection. It is a very expensive operation and it is becoming more difficult to provide the service with our current staff and vehicles.

ACTION:

Commissioner Neighbors made a motion to table this item until the town receives information on the sticker program in Johnston County. Will revisit in January 2020.

VOTE: Approved 6-0

B. Consider approval of NAPA Project Contract (*Tim Robbins*)

This project consists of removing 35” of storm line and installing a precast culvert located at the former NAPA Site, 315 N. Wall Street, Benson, NC 27504. Seven bids were received with the lowest bid from ELJ, Inc. in the amount of \$361,116. Funding from Golden Leaf has been approved in totality for this project.

ACTION:

Commissioner Neighbors made a motion to approve the NAPA Project bid to ELJ, Inc. in the amount of \$361,116.

VOTE: Approved 6-0

XI. New Business (*Mayor Medlin*)

A. Consider approval of Advisory Board Appointments (*Mayor Medlin*)

1. Planning advisory board (3 Resident Openings & 1 ETJ Opening)

a. Residential Applications

Appointed:
Raymond Adams
Danny Holland
Decauris Ingram

b. ETJ Applications

Appointed:
Cody Peedin

ACTION:

Commissioner Neighbors made a motion to appoint Raymond Adams, Danny Holland, Decauris Ingram and Cody Peedin to the Planning Advisory Board.

VOTE: Approved 6-0

B. Hannah Creek DO Assessment (*Tim Robbins*)

DEQ contacted the town regarding the condition of Hannah Creek and the poor rating that it received due to high phosphorous levels and told the town that we have to do something with this section of Hannah Creek before it gets any worse. This request has been mandated by the DEQ through the EPA. There were a few different options that were presented to the town:

The first option is to impose a limit on how much phosphorous can be discharged into Hannah Creek. This would be a very stringent and almost impossible goal to achieve. The other options offered were a 4B demonstration plan. This is where the town would identify a plan on how we would improve the stream. The 5R is an action plan that is designed for the town to identify how we would improve discharge to the stream but the stream would still be classified as an impaired stream. The 4B plan would allow for the stream to be taken off of the EPA 'hit' list. This would be a 20 year stream mitigation plan. While the stream is on the list, the town would not be able to expand the WWTP because the EPA will not allow municipalities to expand facilities with streams on the impaired list.

Commissioner Neighbors asked if this can be placed on the Board of Commissioners Retreat agenda at the end of January to discuss further.

DEQ will want to know our course of action some time in 2020.

C. Consider approval of 2019 On Call Concrete bids (*Tim Robbins*)

This contract is for the on-call construction of various concrete items inside of roadway and other municipal facilities within the Town of Benson. Received three bids with Denning Contracting having the lowest bid at \$58,350.

ACTION:

**Commissioner Holley made a motion to award the 2019 On Call Concrete bid to Denning Contracting in the amount of \$58,350.
VOTE: Approved 6-0**

- D. Consider approval of 2019 Mowing & Landscaping Maintenance Contract (*Tim Robbins*)

This contract is for mowing and associated landscaping maintenance at various facilities and rights of way within the Town of Benson. Four bids were submitted with the lowest bid being from Lane Lawn Care in the amount of \$77,493.39.

ACTION:

Commissioner Holley made a motion to award the 2019 Mowing and Landscaping Maintenance bid to Lane Lawn Care in the amount of \$77,493.39.

VOTE: Approved 6-0

- E. Discussion on Deaf Child Sign at Willa Chase (*Tim Robbins*)

Tim Robbins researched this request and there is no guidance on where you would install this sign in the neighborhood. The decision would rest with the Board on whether or not to install the sign and where the sign should be erected. The sign would cost a couple hundred dollars for two signs.

Commissioner McLamb asked that if we do erect the sign, that we are made aware of when the sign is no longer needed so the Town of Benson can take the sign down.

ACTION:

Commissioner Holley made a motion for the Town of Benson to install a Deaf Child sign in the Willa Chase subdivision.

VOTE: Approved 6-0

- F. Consider approval of Stormwater Contract with Johnston County (*Tim Robbins & Erin Joseph*)

ACTION:

Commissioner Neighbors made a motion to approve the Stormwater Contract with Johnston County.

VOTE: Approved 6-0

- G. Consider repair on Museum roof damaged by Micro Burst (*Tim Robbins*)

In late summer 2019 the Museum roof was damaged by a micro burst. Insurance adjustment sent the Town of Benson a check for damages in the amount of \$23,180. Baker Roofing was contacted to repair the damaged portion of the roof and they suggested three options:

- Option 1 – reroof the entire building at a cost of \$30,084
- Option 2 – replace the entire roof with less expensive material at a cost of \$24,933

- Option 3 – repair the damaged half of the roof with similar product that is on the other half of the roof

Kim Pickett said that there is \$29,000 in the Reserve Museum Maintenance fund that can be used to offset the cost of a new roof.

ACTION:

Commissioner Neighbors made a motion to approve Option 1 – reroofing the entire museum roof at a cost of \$30,080.

VOTE: Approved 6-0

- H. Consider approval of October 2019 Financials (*Kim Pickett*)

ACTION:

Commissioner Holley made a motion to approve the October 2019 Financials.

VOTE: Approved 6-0

- I. Consider Budget Amendment #1 (*Kim Pickett*)

Kim Pickett explained that this is a “clean up” amendment. The auditor’s asked that we put the Insurance Proceeds in a separate account.

ACTION:

Commissioner Holley made a motion to approve Budget Amendment #1.

VOTE: Approved 6-0

- J. Consider Lease with Altec Capital for Large Bucket Truck (*Kim Pickett*)

Request from the Electric Department for a new large bucket truck. The current truck is 19 years old and was in the repair shop for maintenance issues a couple of times this past year due to the bucket not working. The hoses are starting to leak which will cost approximately \$10,000 to repair. This is a lease to own contract for \$207,000 and the first payment will not be due until the next fiscal year.

ACTION:

Commissioner Holley made a motion lease a new large bucket truck from Altec Capital for \$207,000.

VOTE: Approved 6-0

- K. Consider approval of FY 2019-2020 Fee Schedule (*Kim Pickett*)

This pertains to the new rental rates and fees regarding the newly renovated and updated Lee Street gymnasium.

Rental fees include a staff member to be at the gym during the hours of rental.

Hours of rental are Monday – Saturday from 8AM – 10PM and Sundays from 1PM – 10PM.

Deposit - \$100

Rates - \$50.00/hour or \$250/day for tournaments with a maximum time of 6 hours.

Open gym fees (to be determined based on scheduling) - \$5.00/per person

ACTION:

Commissioner Raynor made a motion to approve the FY2019-2020 Fee Schedule.

VOTE: Approved 6-0

L. Consider Town Manager Contract for Fred Nelson (*Isaac Parker*)

ACTION:

Commissioner Johnson made a motion to approve the contract for Fred Nelson.

VOTE: Approved 6-0

M. 2020 Board of Commissioners Planning/Budget Retreat Discussion

1. Proposed Dates: January 31-February 1; February 7-8; February 28-29
The Board of Commissioners selected January 31, 2020 from 6PM - ? and Saturday, February 1, 2020 beginning at 9AM. The retreat will be held in the Town of Benson Conference Center and Scott Tart, Human Resources Associate will serve as the moderator. Staff will work with the Board of Commissioners to determine topics and will send them to Scott for finalization.
2. Location: Town of Benson Conference Center
3. Topics to be discussed

XII. **Town Manager Report** (*Fred Nelson*)

A. Town related events and meeting reminders:

1. December 12 - Town Christmas Party 6:30PM
2. December 14 - Toy Drive Distribution at Benson Fire Department 9AM-12PM
3. December 24, 25, 26 - All Non-Emergency Town Facilities Closed for Christmas
4. January 1 - All Non-Emergency Town Facilities Closed for New Year's
5. January 20 - All Non-Emergency Town Facilities Closed for Dr. Martin Luther King Day

B. Chamber of Commerce Sponsored Events

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

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

Maxine Holley would like the town to consider inviting the advisory board members to the Christmas Party next year.

Cassandra Stack thanked Derrick Barefoot for holding down the library while he was shorthanded with staff.

Dean McLamb spoke about how pretty Main Street was during the Christmas parade.

XV. **Mayor Report** (*Mayor Medlin*)

XVI. **Information Only**

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

ACTION:

Commissioner Holley made a motion to adjourn the meeting at 8:58PM.

VOTE: Approved 6-0

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