

**MINUTES OF MIDWAY TOWN COUNCIL REGULAR MEETING HELD ON NOVEMBER 3, 2014 AT 7:00 P.M. AT TOWN HALL, 125 GUMTREE ROAD IN MIDWAY, NORTH CAROLINA**

**CALL TO ORDER**

Mayor Norman Wilkes called the meeting to order and welcomed everyone present.

Mayor Wilkes gave the invocation and led in the Pledge of Allegiance prior to the opening gavel.

Councilors present were: Mike McAlpine, John Byrum, Keith Leonard, Robin Moon and Todd Nifong. Absent: None. Town Manager Ryan Ross, Town Attorney Jim Lanik, and Town Clerk Linda Hunt were present.

Each Councilor had been furnished an agenda prior to the meeting.

No members of press were in attendance.

**APPROVAL OF MINUTES**

On motion by Councilor Byrum, seconded by Mayor Pro Tem Mike McAlpine, Council voted unanimously to approve the minutes of the October 6, 2014 Town Council Regular meeting as presented.

**PUBLIC ADDRESS**

There were none.

**ADOPT AGENDA**

Town Manager Ryan Ross asked the agenda to be amended as follows:

Under **VIII. REGULAR BUSINESS:**

**ADD** Sewer Tap for Zeno Marshall as Item 2 and the remaining items will remain in the same order.

Under **IX. TOWN MANAGER'S REPORTS:**

**ADD** Item 2. Distribution of Copies of Audit Report.

On motion by Mayor Pro Tem Mike Alpine, seconded by Councilor Todd Nifong, Council voted unanimously to adopt the agenda as amended.

**OPENING REMARKS BY MAYOR**

Mayor Norman Wilkes told the Council members he appreciated their thoughts and prayers during his recent illness and surgery. Mayor Wilkes said he was feeling stronger now and his voice has strengthened as well.

Mayor Wilkes also encouraged everyone to get out and vote in tomorrow's mid-term election.

**PRESENTATION**

**PRESENTATION BY FRANK THOMAS – RENOVATION OF HOUSE ON TOWN PROPERTY**

Councilor Todd Nifong, Chairman of the House Renovation Committee, reviewed the process that the Committee followed leading up to this point. Others serving on the Committee with Councilor Nifong were: Tim Brooks, Jackie Edwards, James W. Smith, Sue Stephens, and Bonnie Wishnietsky. Once the Council had made the decision to purchase the 38-acres tract of land on Gumtree Road, several options were discussed about what to do with the house located on the property, one of which was the possibility

of renovating the house to be used as town hall. After much discussion, Council determined it would be worthwhile to check into the feasibility of converting the house to use as town hall. With that in mind, Council appointed the seven-member House Renovation Committee with Councilor Nifong to serve as Chair of the Committee. The Committee was charged with investigating the viability of the project and to report back its findings to the Town Council.

Three contractors were contacted about the feasibility of renovating the house and the estimated costs to do so. Out of the three, Mr. Frank Thomas of Griffith & Thomas Construction Company, LLC was the only contractor who fully responded to the Town's request for proposals.

Councilor Nifong then called on Mr. Frank Thomas to present his company's proposal for renovating the house and converting its use to a town hall. Mr. Eric W. Morrison, PA joined Mr. Thomas in the presentation.

Mr. Frank Thomas, Member/Manager of Griffith & Thomas Construction Company, LLC, presented Council with an overview of the firm's conceptual drawings/plans to renovate the existing residential structure at 426 Gumtree Road, Winston-Salem, NC for use as a new Town Hall for Midway. Mr. Thomas stated the renovations will be done according to the current North Carolina Building Codes and in a professional and workman like manner. He said the new work will be warranted for a period of one year from the date of completion. Renovations include:

- Basement Area
  - Remove existing door to existing steps and fill in opening with block.
  - Cut new opening in back basement wall, install new exterior door, land area outside and steps up to ground level.
  - Build 8" block reinforced retaining wall at new steps with a drain in the landing floor connected to a sump pump.
  - Install 1 ½ inch power coated metal handrail and guard rails around the steps.
  - Install 15 column footings 18" x 18" x 8" thick and install 15 4" standard steel basement posts.
  - Install 2 new beams.
  - Install elevator shaft for the left from the first floor.
  - Install area of rescue with a 1 hour fire rated door.
  - Install fire wall rating ceiling.
  - Remove existing HVAC system including all duct work.
- First Floor – Interior
  - Conference Room #2
    - ❑ Remove existing chimney and fireplace.
    - ❑ Construct walls as needed to close in conference room space.
    - ❑ Walls will be 5/8 fire code rated sheetrock
    - ❑ Install beam across ceiling to replace the load bearing wall in center of conference room.
    - ❑ Install a 5/8 fire code rated sheet rock on all disturbed openings.
    - ❑ Reverse the door swing on exterior door #2.
    - ❑ Install carpeting per allowance.
    - ❑ Walls will be painted with one coat of primer and one coat of flat paint in neutral color.
    - ❑ Room will be trimmed as needed and trim will be painted with one primer coat and one finish coat of white semi-gloss paint.
  - Hall & Men's Restroom
    - ❑ Remove walls as needed.
    - ❑ Install new stud walls as needed to create men's restroom and back hall entrance area.
    - ❑ Restroom will have handicapped accessible toilet with grab bars and a wall hung lavatory.
    - ❑ Restroom will get sheet vinyl flooring.

- New opening will be cut in existing wall 4 feet wide to allow for ramp into Conference Room #1.
- A Hi/Lo water cooler will be installed in the hall area.
- Conference Room #1
  - Close in existing carport space.
  - A ramp will be constructed from back hall into Conference Room #1.
  - Ramp will have covered in carpeting and have a landing area at the bottom covered in sheet vinyl.
  - Front of Conference Room #1 will be store front glass.
  - Floor will be covered in carpet.
- Office Area #1
  - Office will have two closets.
  - Repair termite damaged hardwood flooring as needed and then refinish floor.
- Office Corridor/Elevator Area
  - Relocate walls as needed to create new office corridor and elevator area.
  - Floor will be covered in carpet
  - Install elevator lift from the basement to the main level.
- Office #2 and #3
  - Walls will be spackled as needed and painted.
  - Existing floors will be refinished as needed.
- Ladies Room
  - Handicapped accessible toiler with grab bars.
  - Wall hung lavatory
  - Floor covered in sheet vinyl.
- Kitchen/Breakroom
  - Remove cabinet and lower sink by 2 inches to allow for handicapped access.
  - Floor will have new sheet vinyl.
  - No new appliances will be installed.
- General – Interior
  - Install new HVAC according to plans and specifications
  - Change current electric meter location and install a new 400 amp panel in breakroom/storage area tied to the existing 200 amp panel in basement.
  - Install exit signs and emergency lighting
  - Install an intercom to area of rescue in basement
  - Lighting will be installed as specified by electrical contractor. Alternate lighting plan offered.
  - Electrical will be installed as per plans and specifications
  - All texture on existing ceilings will be removed and left smooth.
- Exterior
  - Conference Room #1
    - Install new store front door and glass on front of Conference Room #1.
    - Openings in rear wall will be bricked up as needed at new handicapped ramp.
  - Entrance
    - Install a new entrance way with columns and a handicapped ramp on the front of the building.
    - Railings will be powder coated for front porch and ramp.
  - Windows
    - Install new vinyl replacements windows.
  - Roof
    - Install new architectural shingles on entire structure.
    - New barrel arches will get colored metal roof coverings.
    - New gutters and downspouts will be installed.

- ❑ Ceiling will be insulated with R-38 fiberglass insulation.
- Exterior Trim
  - ❑ Existing vinyl trim and soffit will be removed and replaced with new white vinyl to match new structures.
- Septic System
  - ❑ Install new septic system per health department permit
- Water Connection
  - ❑ Install new water tap and water line
- Exclusions
  - ❑ No landscaping is included in proposal.
  - ❑ No parking lot or walkways included in this proposal.

Mr. Thomas pointed out the structure of the house is very strong and in excellent condition and the proposed plans meet fire code ratings and building codes for governmental buildings. All entrances and exits will be lit up.

Mr. Thomas told Council the renovation would take about four months from start of construction, depending on weather conditions.

Council thanked Mr. Thomas for his hard work on the renovation project and for his presentation.

A copy of the set of plans was left with the Town Manager.

Presentation only. No action taken.

### **REGULAR BUSINESS**

#### **MIDWAY FIRE AND RESCUE DEPARTMENT – REQUEST FOR FUNDS FOR CONCRETE PAVEMENT OF ADDITIONAL PARKING AREA AT REAR OF STATION TO ACCOMMODATE NEW TRAINING STRUCTURE**

The Midway Fire and Rescue Department has submitted a grant application requesting financial support in the amount of \$38,950 for a new project the department is undertaking to construct a facility to provide additional training for its personnel. This facility will allow the recreation of a variety of scenarios that its firefighters could encounter as they serve the community. The structure will consist of eight containers designed with six connected into a multi-story structure layout with multiples rooms to replicate residential and commercial structures with a detached burn chamber consisting of two containers to teach fire behavior. Some of the training that can be offered are ventilation, search and rescue, salvage and overhaul, forcible entry, building construction, ladders, and self-escape, all of which keep the its firefighters safe and in turn, enable the department to be able to react in a moment's notice to emergencies to protect the public. Having this facility will enable the department to keep its firefighters on site without taking personnel and equipment out of the community where it is needed the most. Building this facility not only keeps the firefighters "sharp", but it provides needed ISO points that keeps insurance rates low.

Specifically, the grant request for the Town's financial assistance is to fund the cost of paving the additional parking space and the drive to access the training facility with the department's apparatus. With all the activities and events at the station, this would double its parking capacity and allow for more maneuverability on site for multiple events at one time. This would not only increase space but would help prevent injuries by providing a surface that is level and stable in all weather conditions around the facility.

Town Manager Ryan Ross reported that \$5,000 was allocated for grants in the current year's budget; however, that amount could be increased by a budget amendment if the Council agrees on a certain amount.

Following discussion, it was the consensus of Council to award the amount of \$10,000 of the grant amount requested. An amendment to the budget must be adopted prior to final approval of the grant by the Town Council.

This item is to be placed on agenda for the December 1, 2014 Town Council regular meeting for action.

**SEWER TAP – MIDWAY TOWN CENTER**

This item was added to the agenda.

Town Manager Ryan Ross reported that Mr. Zeno Marshall, Jr. of Marshall Land and Properties LLC has submitted a request for a sewer tap for the Midway Town Center. Mr. Marshall has advised the Town that he has acquired an adjacent property beside the Midway Town Center and a sewer line can be run from his current system to the main sewer line much easier if his tap is installed on this parcel of property. There is no pavement and no public entrance where the tap would be installed. Mr. Marshall also included a map indicating the location for the proposed tap.

The capital recovery fees have been paid for the Midway Town Center. Because the tap will be serving a commercial site, the size of the pipe will have to be increased from 4" to 6".

For information only.

**PERSONNEL POLICY/SECRETARIAL POSITION**

Mayor Pro Tem Mike McAlpine explained that in order to avoid a long delay in hiring a part-time secretary, a personnel policy needs to be developed and adopted by the Council. Mr. McAlpine suggested that a Personnel Policy Committee be formed to draft a personnel policy for Council to review stressing the importance of moving forward as quickly as possible.

On motion by Mayor Pro Tem Mike McAlpine, seconded by Councilor John Byrum, Council voted unanimously to appoint Councilor Keith Leonard, Jackie Edwards, Town Clerk Linda Hunt, and Town Manager Ryan Ross to the Personnel Policy Committee to be chaired by Mayor Pro Tem Mike McAlpine.

The first meeting of the Personnel Policy Committee will be held on Tuesday, November 4, 2014 at 3:00 p.m. at Town Hall.

**AMEND 2014 TOWN COUNCIL REGULAR MEETING SCHEDULE TO CHANGE LOCATION OF MEETING FROM THE MIDWAY FIRE AND RESCUE DEPARTMENT TO TOWN HALL FOR THE DECEMBER 1, 2014 TOWN COUNCIL REGULAR MEETING**

Town Manager Ryan Ross stated he has been notified by the Midway Fire and Rescue Department that the firefighting training being held in the meeting room at the department will continue through early December and, therefore, the Town Council will need to change the location for its December regular meeting.

On motion by Mayor Pro Tem Mike McAlpine, seconded by Councilor Todd Nifong, Council voted unanimously to amend the 2014 Town Council Meeting Schedule to change the location for the December 1, 2014 Town Council regular meeting to Town Hall. Meeting time will remain the same.

**2014 MIDWAY TOWN COUNCIL MEETING SCHEDULE**

**Amended November 3, 2014**

**(Amended August 4, 2014)**

To Change Town Council Meeting Location  
for December 1, 2014  
from the Midway Fire and Rescue Department to Town Hall.  
Meeting Time Will Remain the Same.

Meetings of the Midway Town Council are generally held on the 1<sup>st</sup> Monday of each month, unless otherwise listed, at 7:00 p.m., in the meeting room at the Midway Fire and Rescue Department located at 228 Midway School Road in Midway, North Carolina.

January 6

February 3

March 3

April 7

May 5

June 2

July 21\*

August 4

September 2 (Tuesday)\*\* at Town Hall

October 6 at Town Hall

November 3 at Town Hall

**December 1 at Town Hall**

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\*To avoid conflicts with summer vacations, the meeting in July will be held on the third Monday.

\*\*Labor Day Holiday falls on Monday.

**ADOPT 2015 TOWN COUNCIL REGULAR MEETING SCHEDULE**

On motion by Councilor John Byrum, seconded by Councilor Keith Leonard, Council voted unanimously to adopt the 2015 Town Council Regular Meeting Schedule as presented.

**2015 MIDWAY TOWN COUNCIL MEETING SCHEDULE**

Meetings of the Midway Town Council are generally held on the 1<sup>st</sup> Monday of each month, unless otherwise listed, at 7:00 p.m., in the meeting room at the Midway Fire and Rescue Department located at 228 Midway School Road in Midway, North Carolina.

January 5

February 2

March 2

April 6

May 4	June 1
July 20*	August 3
September 8 (Tuesday)**	October 5
November 2	December 7

\*To avoid conflicts with summer vacations, the July regular meeting will be held on the third Monday of the month.

\*\*To observe the Labor Day Holiday, the September regular meeting will be held on first Tuesday of the month.

**ADOPT 2015 TOWN OF MIDWAY HOLIDAY SCHEDULE**

On motion by Councilor Robin Moon, seconded by Councilor Todd Nifong, Council voted unanimously to adopt the 2015 Town of Midway Holiday Schedule as presented.

**2015 TOWN OF MIDWAY HOLIDAY SCHEDULE**

New Year's Day	Thursday, January 1
Martin Luther King, Jr. Day	Monday, January 19
Good Friday	Friday, April 3
Memorial Day	Monday, May 25
Independence Day	Friday, July 3
Labor Day	Monday, September 7
Veteran's Day	Wednesday, November 11
Thanksgiving	Thursday, November 26 Friday, November 27
Christmas	Thursday, December 24 Friday, December 25

**TOWN MANAGER'S REPORTS**

**VETERANS DAY HOLIDAY – TUESDAY, NOVEMBER 11, 2014 – TOWN HALL CLOSED**

Town Manager Ryan Ross reminded Council that Town Hall will be closed on Tuesday, November 11, 2014 in observance of Veterans Day.

For information only.

**AUDIT REPORT**

This item was added to the agenda.

Town Manager Ryan Ross distributed copies of the Audit Report for year ended June 30, 2014 prepared by Eddie Carrick CPA, PC for review by Town Council prior to the formal presentation of the audit at the December 2, 2014 Town Council regular meeting.

For information only.

**RECESS TO CLOSED SESSION**

On motion by Mayor Pro Tem Mike McAlpine, seconded by Councilor Todd Nifong, Council voted unanimously to recess to Closed Session in accordance with N.C.G.S. 143-318.11(c)(3) and (5) pertaining to attorney-client privilege and real property matters.

**RECONVENE TO OPEN SESSION**

On motion by Councilor John Byrum, seconded by Councilor Robin Moon, Council voted unanimously to reconvene to open session.

**ADJOURNMENT**

On motion by Councilor John Byrum, seconded by Mayor Pro Tem Mike McAlpine, Council voted unanimously to adjourn the meeting.

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Norman L. Wilkes, Mayor

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Linda A. Hunt, Town Clerk