

**NAVASSA RECESS COUNCIL MEETING**

May 27, 2010

6:00 P.M.

**MEMBERS PRESENT**

Mayor Eulis Willis  
Councilman Michael Ballard  
Councilman Antonio Burgess

Councilman Jerry Merrick  
Councilman Milton Burns  
Councilman Craig Suggs

**STAFF PRESENT**

Claudia Bray, Town Administrator  
Charlena Alston, Town Clerk

Michelyn Alston, Admin. Assistant  
Steve Pagley, Public Work Supervisor

**VISITORS**

Joe McKemey of McDavid Associates

Ronald Sparks of Sparks Engineering

Mayor called the meeting to order.

COUNCILMAN BALLARD MADE A MOTION SECONDED BY COUNCILMAN BURNS TO RESUME THE TOWN COUNCIL MEETING. ALL VOTED IN FAVOR.

Public Works Supervisor made the following request:

- To have the town enter into contract to rent two dumpsters that will be used to clean the maintenance area.
- To have the town hire two temp workers from a temporary agency for an undetermined amount of time to help in the maintenance department.

COUNCILMAN BALLARD MADE A MOTION SECONDED BY COUNCILMAN BURNS TO ENTER INTO CONTRACT FOR TWO DUMPSTER AND HIRE TWO TEMP WORKERS. ALL VOTED IN FAVOR.

Joe McKemey from McDavid Associates presented to Council a change order the work in the contract as follows:

1. Adds new storm drainage pipe across Church Street. The existing storm drainage pipe inhibits the flow of water from the south side of the street to the north side of the street.
2. Deletes two proposed 18" storm drainage pipes across M Brown Lane. The pipes are nice to have but are not necessary.
3. Deletes the widening and resurfacing of a portion of Pine Valley Drive.
4. Changes the method used to cross the existing storm drainage ditch with the 6" water line.
5. Deletes the fire hydrant wrench from the project. The overall change order is a decrease in the amount of \$15,315.50, for a revised contract amount of \$225,080.10

Councilman Burns expressed concern about what type of asphalt would be used. Stating that in the past inexpensive material has been used causing ongoing maintenance cost.

COUNCILMAN BALLARD MADE A MOTION SECONDED BY COUNCILMAN BURGESS TO APPROVE CONTRACT NUMBER 1-CHANGE ORDER NUMBER 1. ALL VOTED IN FAVOR.

Joe McKemey informed the board about the following:

- Executed contract documents should be delivered to my office by Friday May 28. I will turn them around the same day to the Town for execution.
- The existing storm drainage pipe that crosses Church Street near the intersection of Dove Court and Church Street flows in the wrong direction. Change Order Number 1 corrects this problem by installing a new 18” Storm Drainage Pipe across Church Street.
- Work includes the relocation of four existing Progress Energy power poles located along Pine Valley Drive and M. Brown Lane. Claudia Bray informed me on May 5<sup>th</sup> that payment has been made by the Town to Progress Energy. An existing telephone pedestal along M. Brown Lane will also require relocation. AT&T contacted me today. They are supposed to complete the telephone pedestal relocation work today.

Ronald Sparks distributed the bid tabulation sheet for the Multipurpose Building/Senior Resource Center. Baldwin Construction won the bid.

Ascent Construction	\$2,056,000.00
Baldwin Construction	\$1,890,000.00
Constructive Building Solutions, LLC	\$2,094,502.00
CSI Construction Systems, Inc	\$2,034,717.00
WECC	\$2,189,264.00

Sparks informed the board about small changes made in order to reduce cost such as using painted blocks instead of bricks and using a simple glass door. He also, informed the board that the building would be used for a hurricane shelter and a switch was installed in back of building for FEMA to hook up a generator during a hurricane. Sparks will do art work design so council can see the building with the changes.

COUNCILMAN BALLARD MADE A MOTION SECONDED BY COUNCILMAN BURNS FOR THE TOWN TO PROVIDE THE NECESSARY FUNDS NEED FOR THE MULTIPURPOSE BUILDING AND TO AWARD BID TO BALDWIN CONSTRUCTION THE LOW BIDDER. THE VOTE WAS 4-YEA, 1-NAY.

YEAS

Councilman Ballard  
Councilman Burns  
Councilman Suggs  
Councilman Burgess

NAY

Councilman Merrick

The board was given the Planning Board Bylaws to study before reappointing the planning board members and terms.

Councilman Burns discussed the feedback received pertaining to the credit cards and an email received from Town Administrator. Also, asked the Town Clerk to explain the procedure regarding the gas cards.

The Public Works Supervisor and Town Clerk will work on a better procedure regarding the gas cards.

Councilman Suggs ask for follow-up report regarding a check from Brunswick County. Also, stressed the finances need to be actual since the town is moving forward with the Multipurpose Building.

COUNCILMAN SUGGS MADE A MOTION SECONDED BY COUNCILMAN MERRICK TO ALLOW THE ADMINISTRATOR TO DO THE DAILY FUNCTIONS AND THE MAYOR DOES HIS DAILY FUNCTIONS. ALL VOTED IN FAVOR BY A SHOW OF HANDS.

The Mayor made a request that his duties be outlined and given to him and the clerk asks that the board allow her to do her duties as well.

COUNCILMAN SUGGS MADE A MOTION SECONDED BY COUNCILMAN BURNS TO CLOSE THE MEETING. ALL VOTED IN FAVOR.

Approval Date: **June 17, 2010**