

MINUTES OF THE TOWN OF STEDMAN BOARD OF COMMISSIONERS

November 1, 2018-----7PM

REGULAR MEETING

MEMBERS PRESENT

Mayor Martin L. Jones, Commissioner Jeremy George, Commissioner Peggy Raymes and Commissioner Wayne Mosley

STAFF PRESENT

Town Clerk Christy Horne, Attorney Tim Smith and Police Chief Mike King

INVOCATION AND PLEDGE OF ALLEGIANCE

Commissioner Peggy Raymes led the Invocation and the Pledge of Allegiance.

ADOPTION OF AGENDA

Commissioner Peggy Raymes made a motion to accept the agenda which was seconded by Commissioner George and carried unanimously by the Board.

CONSENT AGENDA

Commissioner Raymes made a motion to accept the minutes from the October 4, 2018 meeting as well as the minutes from the October 12, 2018 Emergency meeting. The motion was seconded by Commissioner George and carried unanimously by the Board.

PRESENTATIONS – None

PUBLIC FORUM – None

OLD BUSINESS

- a. Consider Variance of 20 Foot Easement for 526 Rosewood Court -The discussion and vote were tabled due to not having enough Commissioners present for a vote. There will be a special meeting on Monday, November 5, 2018 at 6:00pm to vote on the variance for the property at 526 Rosewood Court.

- b. Consider Design Proposal from Fleming and Associates – Commissioner George presented the proposal contract from Fleming and Associates for the drainage improvements the Town is considering. The desired improvements/upgrades include drainage upgrades to Front Street, installation of storm pipe at the Park, drainage issues on Euclid Street at Front Street, Euclid Street headwall replacement and First Street headwall replacement. The proposal fee is \$15,000 which includes work from M.A.P.S. for survey work, services from United Sewer Services and design work from Fleming to include topographic survey, findings and recommendations, estimate of professional services fees for design and estimated construction budget. Commissioner George stated the total fee for this contract may be less than the \$15,000 contract price when this initial work is complete and the invoice would be adjusted to the actual cost of the work. After discussion of the proposal, Commissioner Mosley made a motion to accept the contract which was seconded by Commissioner Raymes and carried unanimously by the Board.

NEW BUSINESS - None

STAFF REPORTS/BOARD OF COMMISSIONERS

- a. Town Clerks Report – The Town Clerk reported that Stedman Elementary second graders toured the Town Hall and other facilities on 10/24 and left letters for the Mayor. There were between 85-90 students and they were full of enthusiasm and asked questions about the meetings and the police officer. The town clerk will attend a debt set off training session on 10/30 in Raleigh and a Capital Management Seminar on 12/11 in Fayetteville. Also, our FEMA representative will be here on Monday at 1:30 to finalize our ongoing claim for the PWC charges related to Hurricane Florence.
- b. Chief of Police Report – Chief King reported 247 calls for the month of October that included 1 larceny at the Dollar General. None of the other calls were serious. The chief and Doug Nunnery are working on coordinating the installation of additional speedbumps in the Town.
- c. Stedman Fire Department – None
- d. Planners Report – None
- e. Mayor and Board of Commissioners – Commissioner Mosley brought up the condition of the streets in the Rosewood subdivision being in need of repair. Commissioner George will make contact with Highland, Barnhill and Diamond for quotes for street repaving. Commissioner Raymes made a suggestion about a future possible clean up day for Sandy Creek. Mayor Jones advised the Board that he has a Mayors Coalition meeting tomorrow in Spring Lake regarding future tax plans for the County. He also has upcoming meetings with the County Parks and Rec Department regarding plans for the Rec Center and park in Stedman. The Mayor and the Board were also advised that the Interlocal Agreement with the County to enforce housing codes and standards within the Town of Stedman limits was passed by the Cumberland County Board of Commissioners during their October meeting.

ADJOURNMENT

A motion was made by Commissioner George and seconded by Commissioner Mosley to adjourn the November 1, 2018 meeting at 7:45pm.



Principals: Stephen Fleming, PE, RRC ▪ J. Ben Rogers, PE ▪ Sarah Duncan, PE ▪ John L. Kells, PE, SE

October 31, 2018

Town of Stedman
5110 Front Street
Stedman, NC 28391

Attn: Commissioner Jeremy George

Re: Town of Stedman Storm Drainage Improvements – Phase I
Stedman, North Carolina
Our Job #18-104

Dear Mr. George,

As requested by you Fleming & Associates, PA has prepared this proposal for Phase I Professional Engineering consulting services for upgrades to the Town of Stedman storm drainage. The following projects identified by you as the highest priority and to be evaluated at this time are as follows:

- Town Hall drainage on Front Street
- Installation of storm pipe at park
- Euclid Street at Front street drainage issue
- Euclid Street headwall replacement
- First Street headwall replacement

These projects are referenced from a memo sent to our office dated June 1, 2018 and enclosed with this proposal. At the conclusion of Phase I, a fee structure will be submitted by our office to provide engineering Construction Documents and Construction Administration services to the Town of Stedman to complete the aforementioned storm drainage repairs.

Design Team Members

- Fleming & Associates, PA – Team lead, primary point of contact & structural/civil engineer
- M.A.P.S. Surveying, Inc. - Surveyor
- United Sewer and Drain Services - Storm drain cleaning and camera inspection

Scope of Work

- I. Study of existing conditions
 - A. Perform and submit topographic survey of the above referenced sites, to include property owner/deed research for possible easements.
 - B. Clean existing storm drains at Euclid Street headwall, First Street headwall, and Front Street and camera the existing pipes to determine their current condition.
 - C. Perform a preliminary engineering study of the above referenced sites using the topographic survey to evaluate the best methods for improving storm drainage and repairing/replacing the existing deteriorated headwalls.
 - D. Determine preliminary cost estimates for construction of the storm drainage improvements.

- ii. Report.
- A. Compile all data and studies and submit a Phase I Preliminary Engineering Report to include:
- a. Topographic survey.
 - b. Preliminary findings and recommendations
 - c. Estimate of professional services fees for design
 - d. Estimated construction budget.

Fees

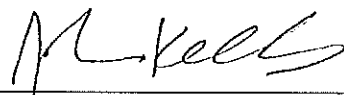
The total fee for our included services is \$15,000.00 Lump Sum, net (30) terms.

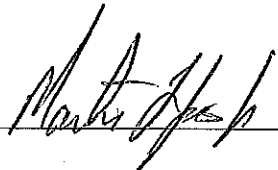
Our proposed lump-sum fee is inclusive of the following sub-consultant fees:

- M.A.P.S. Surveying, Inc. - \$3,800 (see enclosed).
- United Sewer Services, Inc. - \$4,000 (see enclosed).

If you have any questions or need additional information please let me know.

FLEMING & ASSOCIATES, P. A.

Offered By: 
John Kells, PE, SE, Principal

Accepted By: 

Date: 10/31/2018

Date: 11-1-18

MEMO RECEIVED FROM TOWN OF STEDMAN

June 1, 2018

Subject: Storm Drainage Repairs and Estimates

Mr. Flemming,

As per our meeting on May 13, 2018, we discussed a variety of projects within the Town of Stedman (TOS) that need to be addressed and what we would like to see done with each. Herein we have provided descriptions of each job and we leave it to your staff to figure out the best course of action to accomplish these projects pending the TOS's approval. As per our discussion we have requested that your office provide all engineering, design, project estimates, survey work, bid documents, execution of contracts, project management and As-built's for these project. These projects are intended to be turn-key jobs for the Town of Stedman. The town will handle the payment applications pending the quantities have been verified through your office.

The projects are as follows:

Euclid Street Headwall Replacement: This job will involve removal and replacement of the existing headwalls. As discussed, it will be your responsibility to determine whether or not a concrete headwall or sheet pile will be sufficient. Our maintenance staff could not determine the condition of the existing pipe and will need it evaluated. This road has the 12" water main that feeds the water tower, so it is imperative that the main stay in service during construction.

Town Hall Drainage on Front Street: This job will involve the installation of a catch basin and pipe to drain the storm runoff in the town hall parking lot. As discussed, it seems the easiest route of drainage would be to discharge it across the street to the open ditch. What needs to be looked at is if you can install it deep enough to catch the runoff from the intersection of Euclid St. at Front St.

E. First Street Headwall Replacement: This job will involve removal and replacement of the existing headwalls. As discussed, it will be your responsibility to determine whether or not a concrete headwall or sheet pile will be sufficient. Our maintenance staff could not determine the condition of the existing pipe and will need it evaluated.

Installation of Storm Pipe at Park and Backfilling: This job will involve the installation of storm pipe and drop inlets from Euclid Street to Hillsboro Street on Front Street. It is the towns intent to backfill this area, so that it is accessible to pedestrians from Front Street. There will be a need to determine the condition of the existing pipe under Euclid Street.

Euclid Street at Front St Drainage Issue: This job will involve the installation of a catch basin and pipe to drain the storm runoff in the town street and away from existing private property. As discussed, it may be too low to get the runoff across the street to the open ditch, but it may be possible to bring the storm down to the proposed crossing at the town hall parking lot.

M.A.P.S. Surveying, Inc. C-2589

1401 Morganton Road
Fayetteville, NC 28305
Phone (910)-484-6432
mapssurveying@nc.rr.com

TO: Fleming & Associates
ATTN: John Kells, PE, SE

October 18, 2018

Bid Proposal

PWC Improvements
Front St-Stedman
E 1st St-Stedman
Euclid St-Stedman

Scope of Survey Work To Be Performed

- Boundary survey of existing properties along ditches to be improved.
- Locate all improvements (ditches, pavement, drives, etc) with elevations
- Locate all visible utilities with invert information if applicable.
- Tie all surveys to NC Grid.
- Create physical survey drawing showing all features
- Supply client with copies of survey for design purposes

Total=\$3800

Time Frame

- Total estimated time to complete:
(weather permitting)

4 business days

(2days field / 2days office)

- Earliest date to begin: November 12

THIS IS AN ESTIMATE AND SHOULD BE TREATED AS SUCH. This estimate is based on our personal experience as Land Surveyors. ADDITIONAL SURVEYING ABOVE AND BEYOND THE SCOPE OF SERVICES DUE TO UNEXPECTED CIRCUMSTANCES BEYOND OUR CONTROL OR ABILITY TO PREDICT, SUCH AS MISSING PROPERTY CORNERS, DEED DISPUTES PER EXISTING PROPERTY CORNERS, ENCROACHMENTS, RIGHTS OF WAY DISCREPANCIES AND UNFORSEEN LAND CONDITIONS ARE BILLED AS FOLLOWS:

Initial _____

- 2 man crew - \$125 an hour
- 3 man crew - \$140 an hour
- GPS locations/control - \$180 an hour
- Office work/computations - \$120 an hour

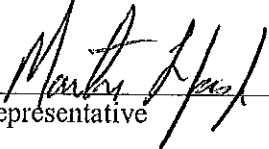

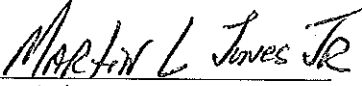
-Certificates of Insurance are available upon request. (Will be sent directly from insurance company)

We appreciate the opportunity to serve you. We will make every effort to provide our services to you for the above described project in a timely and cost efficient manner. If you have any questions with the items in this bid or need clarification of any part of it, please don't hesitate to call us at (910)-484-6432.

We look forward to working with you.

This bid has been reviewed and approved by Michael J. Adams, PLS L-4491, CFS NC-075 on this, the 18th day of October, 2018.

This bid has been accepted this the 1 day of November, 2018 and I/we do hereby authorize M.A.P.S. Surveying, Inc. to proceed with the items described in the above "Scope of Survey Work".

Signature-Agent/Representative _____ Print Name _____

Signature-Agent/Representative _____ Print Name _____



United Sewer Services, Inc.
Proposal to:
THE TOWN OF STEDMAN, NC
Project: Town of Stedman, NC - Oct 2018

SCOPE OF WORK: United Sewer Services, Inc. is to provide labor, equipment, and materials and supervision to perform the work required to complete the items listed below. Others are to provide permits, nearest source of water for cleaning (including meter if required), dump site for materials removed from line, drawings & plans, right of way permission to access manholes & properties, and bypass pumping if necessary.

The quantities listed below and total extended pricing are estimated for proposal purposes only and are not the actual amounts (the price per unit is the actual charge that will be assessed). The unit pricing below does not include tuberculation removal (an additional fee will be necessary)

2018 STORM WATER SEWER CLEANING AND VIDEO INSPECTION FOR THE TOWN OF STEDMAN, NC					
Item No.	Item Description	Approx Quantity	Unit	Unit Price	Total Price
Cleaning & CCTV Inspection Services					
1	Mobilization (Waived if scheduled during existing Fayetteville area work orders)	1	LS	\$2,000.00	
2	Daily Rate for Cleaning & CCTV Services	1	Day	\$4,000.00	\$4,000.00
Total					\$4,000.00