

MEMORANDUM

TO: Mayor and Board of Commissioners

FROM: Bryan Gruesbeck, Town Manager

SUBJECT: Designation of Authorized Signatories for Community Development Block Grant Requisition Forms for the Hillsboro Transmission Line Replacement Project

DATE: December 10, 2012

Background: The attached resolution would designate three authorized signatories for requisition forms related to the Community Development Block Grant (CDBG) for the Hillsboro Transmission Line Replacement Project.

The Town of Pittsboro was awarded a \$750,000 CDBG grant plus \$100,000 in additional funding for the Hillsboro Transmission Line Replacement Project. The NC Department of Commerce requires that two people be named as authorized signatories for CDBG grant requisitions related to this project. Initially, the Board of Commissioners adopted a resolution that stated that Mayor Randolph Voller, Town Manager William Terry and Finance Officer Amanda Cartrette be named as the three Town officials who had signature authority. However, since the retirement of Town Manager William Terry and the hiring of new Town Manager Bryan Gruesbeck, it has become necessary to pass a new resolution. Town staff believes that it would be more prudent to name the positions that are authorized to sign grant documents instead of designating specific people to sign those documents.

We recommend that the following three Town positions be authorized to sign CDBG requisition forms for the Hillsboro Transmission Line Replacement Project.

1. Mayor
2. Town Manager
3. Finance Officer

Action Requested: That the Board of Commissioners adopt the attached resolution designating three Town of Pittsboro officials as authorized signatories of requisition forms related to the CDBG for the Hillsboro Transmission Line Replacement Project.

A RESOLUTION DESIGNATING THREE TOWN OF PITTSBORO OFFICIALS AS AUTHORIZED SIGNATORIES OF CDBG REQUISITION FORMS FOR THE HILLSBORO TRANSMISSION LINE REPLACEMENT PROJECT

WHEREAS, The Town of Pittsboro was awarded a \$750,000 CDBG grant plus \$100,000 in additional funding for the Hillsboro Transmission Line Replacement Project; and

WHEREAS, the North Carolina Department of Commerce requires that the Town designate at least two authorized signatories of requisition forms related to the CDBG for the Hillsboro Transmission Line Replacement Project; and

WHEREAS, the Town Manager has recommended that the following three officials be authorized to sign requisition forms related to the CDBG for the Hillsboro Transmission Line Replacement Project:

1. Mayor
2. Town Manager
3. Finance Officer

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Pittsboro that the positions of Mayor, Town Manager and Finance Officer are hereby authorized to sign requisition forms related to the CDBG for the Hillsboro Transmission Line Replacement Project on behalf of the Town of Pittsboro; and

BE IT FURTHER RESOLVED that the Town Manager is directed to complete three copies of the required "Signatory Form and Certification" card and submit those cards to the CDBG administrator at the North Carolina Department of Commerce.

Adopted this the 10th day of December, 2012.

Randolph Voller, Mayor

Attest:

Alice F. Lloyd, CMC, Town Clerk