

**TOWN OF SILER CITY**

The Siler City Town Board of Commissioners met in budget workshop session on **Thursday, February 13, 2020** at 6:30 p.m. in the Courtroom with Mayor John Grimes presiding. Mayor Pro Tem Cheek gave the invocation with the recitation of the Pledge of Allegiance following.

**ELECTED OFFICIALS PRESENT:** Cindy Bray, Larry Cheek, John Grimes, Lewis Fadely, Bill Haiges, Chip Price and Tony Siler.

**TOWN STAFF PRESENT:** Town Manager Roy Lynch, Finance Director Tina Stroupe, Human Resources Director Nancy Darden, Major James Underwood, Lieutenant Andrew Freeman, Parks and Recreation Director Jack Clelland, Tony Lackey, Edgar Melgar, Joey Smith, Charlie Siler, Ryan Robinson, David Macedo, Robert Tobar and Town Clerk Jenifer Johnson.

**AGENDA ADJUSTMENTS/ APPROVAL OF AGENDA**

***A motion to approve the agenda as presented was made by Commissioner Siler, seconded by Commissioner Haiges and unanimously approved.***

**OLD BUSINESS**

**Current Vehicle List**

Lynch stated during the Saturday, January 11, 2020 Budget Retreat, the Board of Commissioners asked for an inventory of all Town Vehicles. Lynch stated before the requests are approved by the Town Manager, Staff is looking for any additional direction from the Board of Commissioners.

Lynch shared an inventory by department, which includes drive home request made by Department Heads for 30 Town Employees at an expense of \$16,063 for fuel only.

The Board of Commissioners discussed the expense break down. Lynch stated under 5 miles there are 5 requests, between 5-10 miles there are 8 requests, between 11-15 miles there are 2 requests, between 15-20 miles there are 2 requests, between 20-25 miles there are 2 request and 25+miles there are 11 requests.

Bray asked if everyone, outside the Police Department, that are driving vehicles home, are they on call? Lynch stated most are at some point. Bray asked if they are on call every day. Lynch stated no. Bray stated then why they are driving vehicles home if they're not on call.

The Board of Commissioners asked if Chatham County allows all the employees to drive vehicles home. Lynch stated that he doesn't know what that policy is, but they normally utilize fleet vehicles. Darden stated that she spoke with Chatham County HR and they do not allow vehicles to be driven home unless the person is on-call that day.

Bray asked how many days employees take vehicles home when there not on call. Lynch stated currently we do have employees that are driving vehicles home that may not be on call for that week and that there is a rotating shift for on call. McCorquodale stated that everybody that takes a vehicle home has the potential to come back at any time whether they're on call or not. Bray asked how often that happens. McCorquodale stated quite a bit. Bray asked how many times. McCorquodale stated

maybe 2 to 3 times a week, sometimes less, sometimes more. Commissioner Siler stated that he sees the Public Works guys out there all the time when a waterline is busted.

Fadely stated that the \$16,000 was a drop in the bucket in the budget and the Department Heads are in the best position to determine who needs a vehicle, why they need it, and when they need it. Fadely stated he understands the need for policies as we get bigger, but I felt like we're making a mountain out of a mole hill. Fadely stated at some point in time, were going to be big and were going to need stuff but right now if we utilize common sense and allow our Department Heads lead us, they can determine who needs it and why.

Lynch clarified that the \$16,063 does not include the maintenance cost, just fuel. Lynch also shared an example of the vehicle use request forms which are being compiled and reviewed as per the following policy adopted by the Board of Commissioners on January 21, 2020:

Vehicles Owned by The Town Policy: Any employee required as part of the essential functions of his or her job to be able to operate a town-owned vehicle must possess a valid NC driver's license that meets the requirement for the vehicle. Use of a town-owned vehicle by an employee is not a right but a privilege and a trust conferred to facilitate necessary performance of duties. Town-owned vehicles shall be assigned and used only in the performance of official duty and not for any personal use. Vehicle assignments, as well as vehicles allowed to be driven home by employees due to job necessity, must be prior approved by the Town Manager and proper documentation completed with Human Resources prior to take-home use. Any revision must be approved by the Town Manager and documentation updated with Human Resources prior to the change taking place.

Fadely stated that the form was nice, but if the employee has a valid driver's license and the Department Head goes to Roy and says this guy needs to drive, then let him drive. Lynch stated that the form is for tracking purposes, so that we can keep up with the vehicles, this does not limit the availability for the Department Head to provide their input. Mayor Pro Tem Cheek stated that if the Department Head recommends who drives home to Roy and Roy approves it, he does not have a problem.

Commissioner Bray stated that she has been on the Board 10 or 12 years and she has people ask her why are so many people taking their vehicles home when they live in Ramseur and Sanford and why is Siler City allowing them to do this and they are not happy with that. I've asked what we charge each person, which is the taxes on \$30 per month. I don't mind people taking their vehicles home, but we still have people that don't like that they are driving out of town and they don't feel like they're on call. The supervisors are saying you can take one home because you might have to come back, that's what I'm getting from people in town. Bray stated that we need to take a closer look at who is driving these vehicles home and why. Lynch stated that I think that's why this form was developed and states on the form the input from the Department Heads. Bray stated if you're a supervisor or on call I understand, but if you're just a worker and you're taking a vehicle home because you may or may not be called back. Bray stated, but not the Police Department, she understands that, but why everything else. McCorquodale asked Commissioner Bray, you said not the Police Department, but how many of them come back. Bray stated that the Police Department has the responsible of showing the vehicles at certain places that make people feel safe. McCorquodale stated that we have vehicles in Graham, Sanford and Staley, all those are outside of town.

Fadely stated that the Board is not in the best position to determine who needs that vehicle. Bray stated that it's the Board responsibility to make that decision.

Commissioner Price asked where do we stand on having full employment in the departments. Fadely asked if we were still down in public works. Lynch stated that we're short 1 or 2. Darden stated that we were down 1 new position that was posted in July and 1 who's last day was yesterday. Commissioner Price stated that if the employment was short then we would have to pull people in more.

Commissioner Haiges stated outside of the Police Department, we're talking about 11 people and he believes that we must have a policy, acknowledge, and enforcement of it and he thinks the Department Heads are in the best position and the forms need to be kept. Commissioner Fadely stated that he would like to avoid a paperwork nightmare, but as we grow, we need policies in place and we can keep track of forms, but I would like to see it kept as simply as possible and as streamlined as possible. Commissioner Price asked about how often the form is required. Lynch stated only at the time that the vehicle is assigned and for those who drive multiple vehicles a list is attached. Commissioner Fadely stated that the Department Heads should be maintaining their own vehicle list and that Roy should get with each of them.

Commissioner Fadely asked about the DMV checks and the Board of Commissioners discussed the process for driver's license checks. Mayor Pro Tem Cheek stated what he was understanding is that it's the Department Head's responsibility to keep up with everything. Darden asked a clarifying question about the policy that was approved at the last board meeting, is the Board still good with that? The Board of Commissioners agreed that the policy was fine.

Commissioner Price asked about the three Police spare vehicles. Underwood stated that those were for when someone had a car that was being worked on or for the reserve and part time officers. Commissioner Price stated if we're not getting any value for them and are keeping the insurance and maintenance, then we should get rid of them. Underwood stated that when an officer's car goes into the shop, that's what they must drive until we get our fleet back up, but we will be glad to give them up.

#### Call-back and Stand-by Pay Policy

Lynch stated that during the January 21, 2020 Board of Commissioners meeting, Human Resources Director Nancy Darden presented a proposed revision to the current Call-back and Stand-by Pay policy. This was a clarification of the current policy.

Lynch stated at the meeting Darden stated that the new policy would be renamed On-call and Call-back Status. Darden stated that the policy under The Pay Plan in the Town of Siler City Personnel Policy. The proposed policy is to maximize our salary dollars for time worked in departments where On-call and Call-back situations are required by employees due to their position and scope of work.

Lynch stated that he Board of Commissioners asked Darden to discuss the proposed policy changes with the Department Heads and a recommendation be brought back to the Board of Commissioners. Lynch stated that Darden has met with Department Heads.

Darden shared an over-all summary with a breakdown on what each Department Head's thoughts were on-call and call-back and overtime vs. comp time. Darden explained the current policy and the current practice of administering the policy and practice. The Board of Commissioners asked questions about what each department does currently and ask if each employee or department head could choose whether they wanted overtime or comp. Darden stated that she would like every employee to have the same policy. Mayor Pro Tem Cheek expressed his concern about Public Works being out at 2am when it's very cold and that it's difficult to have the same policy as other departments.

Commissioner Siler stated that he understand why they would like to get paid overtime. The Board of Commissioners stated that they would like to look at it for each department where they could choose what they want, but it needs to be a simple policy.

Stroupe stated that she just wanted to make the Board of Commissioners aware as we look at the budget that the overtime budget will go up. Lynch added that Staff did have this discussion about paying out overtime in case the Board went in that direction, this will reduce those departments other expenses and request. The Board of Commissioners agreed that it would take away from the department request and that's included in what they must spend within the bottom-line budget. The Board of Commissioners agreed that it would be reviewed every three years.

Lynch asked about call back minimum vs. on call. Commissioner Haiges stated that the way he understood it, it is part of the overtime policy. Lynch asked is it going to be stated in the policy that it's at the time that they leave their home or when they reach where the site. Commissioner Haiges stated that should be a part of the overtime policy. Commissioner Fadely stated he did like what Chief Wagner stated at the last meeting, that you have your 8 hours of base pay because of the inconvenience of being on call, then it should be from the time that they get the call at their home. The Board of Commissioners agreed it should be at the time they get the call. Commissioner Fadely stated that the nuances can be looked at as part of the overtime policy. Commissioner Haiges agreed and said that definition had to be part of the policy and be consistent. The Board of Commissioners asked the Staff bring back a policy that they can look at.

#### **NEW BUSINESS**

##### Chatham County Water Purchase Agreement

Lynch stated that the Town of Siler City and Chatham County entered into a water purchase agreement in November 2003 and on or about the 1<sup>st</sup> day of June 2009, a revised contract was signed. As a part of Chatham County connectivity, the County has held a capacity of 1 million gallons per day for the Town of Siler City which has been tied to a contract between Chatham County and the City of Sanford. Chatham County paid for the capacity storage on behalf of the Town as a good faith effort to help sustain the loss of revenue and industry in Siler City while continuing to purchase water from the Town of Siler City at an agreed upon amount. Now that Siler City has started to recover with the additional water and sewer revenues, Chatham County is requesting the capacity allocation be passed along to Siler City.

Lynch stated that in July 2019, the eastside meters along Highway 64 West were reversed and the Town of Siler City started to intake water from Chatham County. The reversal optimizes water capacity for industrial growth and sustainability along with a contiguous line of supply in the event of an emergency

and or water shortage in Siler City. Recommended reciprocal unit rates have been built into the contract based upon sophisticated models including a pass thru wholesale rate from the City of Sanford.


Lynch stated that the Town Attorney has reviewed the agreement.

Lynch shared the following documents with the Board of Commissioners:  
Proposed 2020 Town of Siler City and Chatham County Agreement  
2009 Town of Siler City and Chatham County Agreement  
2017 City of Sanford and Chatham County Agreement

The Board of Commissioners discussed the agreement and the expense and asked the Town Manager to add the contract to the consent agenda for Monday's regular meeting.

**ADJOURNMENT**

With no further business, the Board of Commissioners adjourned at 7:46pm.

  
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John F Grimes, Mayor

ATTEST:

  
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Jenifer K Johnson, Town Clerk

