

TOWN OF SILER CITY  
BOARD OF COMMISSIONERS  
MARCH 6, 2023, MINUTES  
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**TOWN OF SILER CITY**

The Siler City Board of Commissioners met in Regular Session on **Monday, March 6, 2023**, at 6:30pm in the City Hall Courtroom with Mayor Price presiding. Commissioner Alston gave the invocation. Boy Scout Troop 922 did the Color Guard Presentation with the recitation of the Pledge of Allegiance following. Commissioner Boone recited the Town of Siler City Mission Statement and Commissioner Fadely recited the Town of Siler City Vision Statement.

**ELECTED TOWN OFFICIALS PRESENT:** Albert Alston, Cindy Bray, Norma Boone, Curtis Brown, Lewis Fadely, Bill Haiges, and Thomas "Chip" Price, and James Underwood

**TOWN STAFF PRESENT:** Town Manager Hank Raper, Community Development Director Jack Meadows, Finance Director Mandy Cartrette, Town Attorney William Morgan, Public Works Director Cal Pettiford, Public Utilities Director Chris McCorquodale, Human Resource Director, Nancy Darden, Police Chief Mike Wagner, Police Officer Isa Vallejo, Budget Manager Jenifer Johnson, and Town Clerk Kimberly Pickard.

**AGENDA ADJUSTMENTS/APPROVAL OF AGENDA**

Town Manager Hank Raper asked to add Closed Session §143-318.11(a)(3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

*A motion to approve the agenda amendment was made by Commissioner Brown, seconded by Commissioner Fadely, and unanimously approved.*

*A motion to approve the agenda as amended was made by Mayor Pro Tem Haiges seconded by Commissioner Boone, and unanimously approved.*

**CONSENT AGENDA**

*A motion to approve the consent agenda which included the February 20, 2023, Minutes (Incorporation by reference as if fully set forth herein Schedule A), Town of Siler City Personnel Policy Amendment (Incorporation by reference as if fully set forth herein as Schedule B), and Funding and Offer Acceptance of State of NC Departmental Quality Division of Water Infrastructure (Water Treatment Plant Sludge Improvements Project (Incorporation by reference as if fully set fourth herein as Schedule C) was made by Commissioner Fadely, seconded Commissioner Boone, and unanimously approved.*

**PUBLIC COMMENT**

none

**PRESENTATIONS**

Chief of Police Mike Wagner introduced Police Officer Isa Vallejo to the Board of Commissioners.

**OLD BUSINESS**

none

**NEW BUSINESS**

Watershed Protection Ordinance (transfer from Chatham County)

Community Development Director Jack Meadows shared the following information with the Board of Commissioners:

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CE Group presented this opportunity (proposed 10-70 Watershed Transfer from Chatham County to Siler City) to the Town.

Town of Siler City Special Intensity Allocation (SIA):

1. Current allocation = 180.62 acres
2. Proposed allocation = 286.263 acres

Town of Siler City SIA Remaining Balance:

1. Current balance = 0.24 acres
2. Proposed balance = 105.643 acres

***A motion to approve the 10-70 Watershed Transfer from Chatham County to the Town of Siler City was made by Commissioner Fadely, seconded by Commissioner Brown, and unanimously approved.***

Certification Pay Plan for Public Works

Town Manager Hank Raper shared the following information with the Board of Commissioners.

Public Works Certification Pay Plan 2023

Street Maintenance Worker, Meter Reader, and Utility Location Technician - Class C Driver's License

Level-I - Equipment usage – jackhammers, tampers, pipe threading machines, tapping machines, pipe locating equipment, trenchers, air compressors, zero-turn lawn mower, miscellaneous tractors, jet rod machine, and skid steer. Training– 3 North Carolina Local Technical Assistance (NCLTAP) Classes: Flagger training, Road Safety, and Basic Work Zone Installer.

- Certifications - Flagger Certification
- Level -II
- Equipment usage – Excavator, Backhoe, Non-CDL Leaf machine
- Training – 3 NCLTAP Classes: Basic Drainage/Roadway Maintenance, Maintenance and repair of Utility Cuts, and Excavation Safety.
- Certifications – Ornamental Pesticide License
- Level -III
- Training– 1 NCLTAP Class: Snow and Ice Control
- Certifications - Signs & Pavement Marking Technician Level I, Grade I Collections Operator, and C Distribution

Equipment Operator - Class B Driver's License

Level-I Equipment usage – jackhammers, tampers, pipe threading machines, tapping machines, pipe locating equipment, trenchers, air compressors, zero-turn lawn mower, miscellaneous tractors, jet rod machine, skid steer, hook lift truck, truck and trailer to exceed Class C license.

- Training – 3 NCLTAP Classes: Flagger training, Road Safety, and Basic Work One Installer.
- Certification - Flagger Certification
- Level-II
- Equipment usage – Backhoe/front end loader, Excavator, Knuckle Boom, CDL leaf machine
- Training– 3 NCLTAP Classes: Basic Drainage/Roadway Maintenance, Maintenance and Repair of Utility Cuts, and Excavation Safety.
- Certification – Ornamental Pesticide License

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**Level-III**

- Equipment usage – Motor Grader
- Training – 1 NCLTAP Class: Snow and Ice Control
- Certification – Signs & Pavement Marking Technician Level I, Grade I Collections Operator, and C Distribution

**Fleet Maintenance Mechanic****Level-I**

- Equipment usage – zero-turn lawn mower, miscellaneous tractors, jet rod machine, skid steer, hook lift truck, truck and trailer to exceed Class C license.
- Training – ASE Study Guide and online training
- Certification – Emissions and Inspections

**Level-II**

- Equipment usage – backhoe/front end loader, excavator, knuckle boom, CDL leaf machine
- Training – ASE Study Guide and online training
- Certification – ASE Light

**Level-III**

- Equipment usage – motor grader
- Training – ASE Study Guide and online training
- Certification – ASE Series Med/Heavy

**Supervisor- Class B Driver's License****Level-I**

- Equipment usage – Must have completed all Maintenance Worker and Equipment Operator levels
- Training – 3 North Carolina Local Technical Assistance (NCLTAP) Classes: Plan Reading for Transportation, Basic Concepts of Supervision, and 10-Hour OSHA.
- Certifications - Grade II Collections Operator, and B Distribution

**Level-II**

- Training – 3 NCLTAP Classes: Managing Conflict with the Public and Employees, Roadside Safety Fundamentals, and Asphalt Pavement Maintenance.
- Certifications – Grade III Collections Operator and Grade IV Collections Operator

**Level III**

- Training – 1 NCLTAP Class: Basic Computer Skills, Reports and Presentations
- Certifications - Distribution- A

**Certification Pay Plan Increases**

\$1000 for successful completion of each Street Maintenance and Equipment Operator level.

\$2000 for successful completion of each Street Supervisor level.

**Notes**

Town employees are still required to operate all equipment identified in their job description. The training and certification process certification pay plan will be used to enhance operators' abilities and educational resources. Town Employees must be off probationary status before advancing being able to advance to

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any level in the training and certification series. A supervisor will conduct an equipment abilities test to evaluate the employee's equipment usage through each level and the Public Works Director must sign off of the abilities test. A scoring metric will be used to document the employee's readiness. Upon approval, the Public Works Director will send the supporting documentation to the Town Manager and Human Resources Director requesting the associated pay increase.

All earned certifications and licenses required to advance to each level must be maintained with no lapse during the course of employment to maintain each level's certification pay. Failure to do so will result in the rescinding of certification pay for the associated level.

Commissioner Fadely asked that separate line items for the certifications be listed on the budget to they can be tracked. Commissioner Brown asked that confined space certifications be looked into and added to the schedule if not already allowed for.

***A motion to approved the Certification Pay Plan for Public Works was made by Commissioner Fadely , seconded by Commissioner Brown, and unanimously approved.***

#### MANAGER'S REPORT

Town Manager Hank Raper shared the following with the Board of Commissioners:

- Waiting on Carter Bank & Trust to see Offer to Purchase has been accepted.
- Meeting in District One, the district of Albert Alston had a great turn out at the First Missionary Baptist Church.

#### CLOSED SESSION

***A motion to go into Closed Session §143-318.11(a)(3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged at 6:58pm was made by Commissioner Fadely, seconded by Mayor Pro Tem Haiges, and unanimously approved.***

***A motion to come out of closed session at 7:11pm was made by Commissioner Fadely, seconded by Commissioner Brown, and unanimously approved.***

***A motion to go into Closed Session §143-318.11(a)(3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged at 7:10pm was made by Commissioner Fadely, seconded by Commissioner Brown, and unanimously approved.***

***A motion to come out of closed session at 7:46pm was made by Mayor Pro Tem Haiges, seconded by Commissioner Fadely, and unanimously approved.***

#### STUFF HANK TALKED ABOUT AT END

- Financial update has been turned into auditors and the contractor is working on the bank reconciliations.

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*A motion was made by Mayor Pro Tem Haiges to enter offer with Nexsen Pruet to provide government affairs and lobbying representation for the Town of Siler City, NC to obtain funding for an expansion of the Town's wastewater treatment facility capacity seconded by Commissioner Fadely and all were in favor.*

ADJOURNMENT

With no further business the Board of Commissioners adjourned at 7:54pm

*Thomas K Price III*  
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Thomas K. Price, III, Mayor

ATTEST:

*Kimberly D Pickard*  
\_\_\_\_\_  
Kimberly D Pickard, Town Clerk

