

**TOWN OF SELMA
WORK SESSION
JERNIGAN BUILDING
110 EAST ANDERSON STREET
FEBRUARY 23, 2015**

MEMBERS PRESENT:

Mayor Cheryl Oliver, Mayor Pro-tem Jackie Lacy, Councilmembers Eric Sellers, and William Overby, Town Manager Jon Barlow, and Deputy Clerk Brenda Thorne.

Councilmember Holmes was not in attendance.

CALL MEETING TO ORDER:

Mayor Oliver called the meeting to order at 6:00 p.m. and declared a quorum was present.

**CONTINUATION OF SALARY
AND COMPENSATION
POLICY:**

Councilmember Overby asked where the Town was as far as the completion of the salary and compensation policy, and implementation of the appraisal policy.

Town Manager Jon Barlow stated that there were several things going on besides compensation. He said the biggest thing was getting the personnel policy updated and consistent with case laws pertaining to personnel. Mr. Barlow stated that a lot had changed since the last study was done about 15 years ago. He said the model bring presented to Council was from the Maps Group. Mr. Barlow stated that there were some decisions that needed to be made prior to adoption, such as longevity, retiree health insurance, and birthday leave.

Town Manager Barlow stated that included in the study were the new job descriptions for each position and salary schedules. He said that they are currently in the process of implementation of the salary schedule with 40% completion. Mr. Barlow stated that the other 60% of the salary study needed to be completed before implementation/funding of the merit system. He said that it would be impossible to do both in one fiscal year.

Mayor Oliver stated that in earlier discussions, it was mentioned that 2015/2016 would be the transition year.

Councilmember Overby stated that the appraisal system needed to be in process during 2015/2016 in order to fund the budget for 2016/2017.

Council agreed to budgeting funds for the 2015/16 fiscal year to have a consultant come in to help with training of the Department Heads for the appraisal system for consistency purposes.

Mayor Oliver referred to the Town's longevity plan on pages 14 and 15. She said that this was discussed as a transitional item which would be impacted as pay scales increased. Council also discussed going to the Ayden plan for longevity pay.

Town Manager Barlow stated that the plan that is in the current year's budget is the one that was not crossed out.

Mayor Oliver questioned longevity for someone with only one year of service.

Mayor Oliver and both Councilmembers Overby and Sellers were in agreement that longevity should begin after three to five years of service.

Mayor Oliver asked if the Town would go to the Ayden plan in 2015/16 or 2016/17 after the pay implementation adjustments were completed. She also asked Town Manager Barlow to calculate the differences between the current longevity plan and the Ayden plan.

Councilmember Overby asked how many employees the Town had with a year or less

of service.

Finance Director Kim Batten stated that there were probably 12 to 15 employees with one year of service or less.

Council discussed if longevity should be a percentage of lump sum payment.

Town Manager Barlow stated that it would not be difficult to calculate either option, but needed direction from Council on which way to go.

Mayor Oliver asked Town Manager Barlow to contact Becky Veazey with the Maps Group to find out at what point longevity starts with other municipalities. Mayor Oliver also asked if the birthday leave that was mentioned on page 35 was a liability and what the cost was to the Town.

Finance Director Batten stated that birthday leave has to be taken during the month of the employee's birthday and cannot be accrued.

Mayor Oliver stated that last year, it was discussed to have employees pay for some or all of the costs for big certifications that were paid for by the Town if they left employment with the Town within two years of the training.

Councilmember Sellers stated that they need to invest in their employees; however, training makes an employee more attractive to other Towns. He said that the employee should be responsible for costs of training only with no proration, and should not include other expenses such as travel expenses.

Mayor Oliver asked if there should be a threshold.

Councilmember Sellers recommended a threshold of \$1200. He asked if the Town Attorney could recommend or draw something up regarding repayment of training expenses incurred by the Town if an employee resigns their position if training costs exceed \$1200. Councilmember Sellers stated that they wanted to encourage a return on an investment.

**DEPARTMENTAL GOALS
AND OBJECTIVES FOR
FISCAL YEAR 2015-2016:**

Mayor Oliver stated that the spreadsheet that Town Manager Barlow presented at their last meeting was very informative, but did not have an opportunity to completely review.

Town Manager Barlow stated that as things are accomplished, they would move off the sheet. He said that the status of the goals or objective might change as issues are added.

Mayor Oliver stated that a plan needed to be developed and executed for the existing Town Hall. She said that the Town was in a place to recoup funds if it were able to put it on the market.

Town Manager Barlow stated that he has a draft from the architect, and needed to get the bidding documents out. He said that six months would be reasonable. Mr. Barlow stated that the building was smaller than what we have now, and would be using every square inch of what it has now.

**ABBREVIATED COUNCIL
MEETING MINUTES:**

Mayor Oliver stated that many towns do a very short abbreviated set of minutes as well as the full set of minutes. She said that these towns are showing what happened or simply the action taken on each agenda item. Mayor Oliver stated that she would find it helpful and would like to see something like the Town of Cary does with the post meeting action items.

Town Manager Barlow stated that the traditional set of minutes is what Council would adopt and could not be replaced by the abbreviated minutes. He said that both could be posted on the Town's website.

Town Manager Barlow stated that the Town did interview two of the fourteen companies that submitted applications for the IT position the Town advertised. He said that both were fantastic companies; however, VC3 had a four to six month time frame and the other company had a one month time frame. Mr. Barlow stated that the presentation from VC3 was more impressive.

Mayor Oliver stated that Council has agreed to add the post meeting action items to the meeting minutes. She asked if Council wanted to consider trialing the minutes and action items of the Town's website.

Councilmember Overby asked the Deputy Clerk of her viewpoint.

Deputy Town Clerk Thorne advised Council that this could be administered, but recommended waiting until the new Town Clerk took her position in mid-March.

**ROUNDTABLE –
David Mills – SUP for Eco
Energy:**

Mayor Oliver recognized Attorney David Mills.

Attorney Mills stated that he was present to follow up on the regular Council meeting of February 10, 2015 regarding the special use permit of Eco Energy. He said that he was seeking guidance. Attorney Mills stated that he had communicated with Norfolk Southern Railroad, and they were not interested in discussing timetables for their track schedules and train moving activity. He said that they have documentation and plans that he think would alleviate some of the fears and concerns that Council had. Attorney Mills stated that he felt that the five requirements were satisfied for the issuance of a special use permit and has a \$15 million project that needed to move forward.

Council stated that number two item was not conditionally satisfied.

Mayor Oliver asked if they could logistically talk about how the rail traffic would flow and what was envisioned. She said that the engineer at the last meeting did not seem to be able to go into that depth.

Councilmember Sellers stated that at some level for the spur to be approved by Norfolk Southern; someone had to look at it, see where it was located, and figure out logistics. He said that Council does not have the information that led them to that conclusion. Councilmember Sellers stated that their biggest fear was the blockage of intersections that the Town has no ability to control. He said that somebody had to look at the plan. Councilmember Sellers stated that his concern was if the train was blocking Highway 301 and there was a fire on the other side of that highway, fire engines would not be able to respond. He said that the level of detail had not been presented to Council.

Councilmember Sellers stated that number two of the five findings of fact had not been satisfied.

Attorney Mills stated that for the record he was not waiving any rights that they have, and was not conceding that the five findings of fact had not been met. He said that he simply wanted to answer any questions that they might have.

ROUNDTABLE (continued) –

Councilmember Overby asked in the incentives established in 2005 for Sysco had been met.

Town Manager Barlow stated that it was an eight year incentive, which has now passed.

Councilmember Overby stated that sometime back, it was discussed merging a fire station between Selma and Smithfield. He said that he had heard that Smithfield was setting on go and waiting for Selma to make a decision.

Mayor Oliver stated that they were waiting for John Lampe to get back with Council regarding a date for the two Councils to meet.

Mayor Pro-tem Lacy stated that she was still concerned about the boarded up houses in Town.

Town Manager Barlow stated that code issues had grown substantially during the last six months.

Planning Director Julie Maybee stated that Selma might need a boarded-up house ordinance for security purposes. She said that 900 West Railroad Street was still having issues.

Mayor Pro-tem Lacy asked if the sidewalk project could be expanded.

Town Manager Barlow stated the sidewalk project that was currently in progress was a trial run and would advise what progress was made.

ADJOURNMENT:

With no further business, a motion was made by Councilmember Eric Sellers and seconded by Councilmember William Overby to adjourn. Motion carried.

The meeting adjourned at 7:04 p.m.

BRENDA W. THORNE, Deputy Clerk