

**TOWN OF SELMA
WORK SESSION
JERNIGAN BUILDING
110 EAST ANDERSON STREET
JULY 27, 2015**

**MEMBERS
PRESENT:**

Mayor Cheryl Oliver, Councilmembers Tommy Holmes, and William Overby, Town Manager Jon Barlow, and Town Clerk Cynthia Richardson.

Mayor Pro-Tem Jackie Lacy and Councilmember Eric Sellers were unable to attend.

OTHER STAFF:

Electric Utility Director Donald Baker, Public Services Director Alex Fuller, Police Chief Richard Cooper, Finance Director Kim Batten, and Deputy Clerk Brenda Thorne.

**CALL MEETING TO
ORDER:**

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

**ELECTRIC RATE
REDUCTION
STATUS:**

Town Manager Barlow stated that the Town approved at its May 12, 2015 meeting for a cost of service study to be done after the sale of assets to Duke Energy Progress. He said that Electric Utility Director Donald Baker and Finance Officer Kim Batten have provided the data, and Electricities has started working on the second model to present to Council. Mr. Barlow stated that staff has requested that the study be expedited to get Council the information they need from that cost of service to let them know what they have got going forward and the decisions that Council is going to have to make following a presentation. Mr. Barlow advised Council that they were looking at dates in August for this presentation. He said that this was an important next step to see what the costs are across all classes of electric customers and where you want rates to go with rates from there.

Town Manager Barlow stated that Council had some decisions to make. He said that some really important information would be presented to help Council make those decisions regarding the rates, not just for this year, but for the next several years.

Town Manager Barlow stated that Council approved a 10% reduction in electric bills effective with usage beginning on August 1, 2015, which is a Saturday. He said that the Finance Department was looking for clarification from Council on some dates. Mr. Barlow stated that staff starts reading Cycle 2 on July 27, 2015, which is all July usage. He said that if they go to Cycle 1, which staff will start reading on August 10, 2015, that would include 1 ½ weeks of August usage and three weeks of July usage. Mr. Barlow stated that this would be the first opportunity to implement usage after August 1st. He said that they could not do some of each rate during one cycle. Mr. Barlow stated that the rates needed to be one or the other. He said that Cycle 1 would only have ten days of

August usage. Mr. Barlow stated that Cycle 2 was good, because it finishes up the end of July, which is read by staff on August 24, 2015. He said the next bill they get in early September would be all August usage. Town Manager Barlow asked Council if they wanted the overlap for Cycle 1 to have some July usage, or wait until the first full cycle after August 1st to capture nothing in July.

It was the consensus of Council to start reading Cycle 2 beginning August 24, 2015 and Cycle 1 beginning September 7, 2015, for bills to reflect the 10% rate decrease effective August 1, 2015.

**PERSONNEL
POLICY REVIEW:**

Town Manager Barlow presented the updated personnel policy to Town Council. He stated that all the changes that Council previously requested were highlighted in red. Town Manager Barlow stated that the biggest change in the policy was the longevity plan that was adopted with the Fiscal Year 2015/2016 Town of Selma Budget.

Councilmember William Overby stated that he needed some clarification regarding the Christmas holidays on Page 32. He questioned the statement, “In order to receive your paid holidays, an employee must have worked the day before and the day after the holiday.” Councilmember Overby asked if an employee took the day before and the day after the holiday, would they still receive holiday pay.

Town Manager Barlow stated that an employee could take vacation before and/or after a holiday, and they would receive their holiday pay along with their vacation pay.

Mayor Cheryl Oliver stated that on Page 29 under Retirement Benefits, Section 28, it describes the benefits for employees hired before August 21, 2014. She said that it did not include a statement for employees hired after August 21, 2014. Mayor Oliver stated that the statement was created when Council adopted the change to the personnel policy. She said the statement, “The Town of Selma does not provide medical, dental, or life insurance benefits upon retirement to any employee hired on or after August 22, 2014.” Mayor Oliver stated that she thought that it important to spell that out.

Mayor Oliver stated that on Page 126, the Smoking Policy covers municipal buildings and Town owned vehicles. She asked Council if that policy should also include property of the citizens and businesses.

Councilmember Holmes stated that it should not. He said that you may as well tell them that you cannot smoke in Town. Councilmember Holmes stated that when at lunch they should be able to step outside to smoke.

Mayor Oliver stated this was for while they were on the job, on premises

doing repairs, etc. She said that it was a question that came to mind.

**VC3
IMPLEMENTATION
PLAN:**

Town Manager Barlow stated that the VC3 contract was in the agenda packet and amended pages 4 and 10 were distributed earlier. He said that the change was regarding the implementation fee, “Invoice at Signing of Work Order \$18,024.” Mr. Barlow stated that the number was populated from another table from Page 5. He said that number should have been pulled from the last column “Annual One-Time Fee \$20,613”. He said that the fiscal year budget 2015/2016 reflects \$20,613. Mr. Barlow stated that on Page 4, the effective date was filled in with August 1, 2015.

Town Manager Barlow stated that VC3 kicked things off with two meetings for staff that would have a part or was interested in the transition to VC3 for information technology support. He said the meetings were very well attended with a lot of interest shown. Mr. Barlow stated that Councilmember Overby attended both sessions. Mr. Barlow advised Council that there might be some bumps in the road during the transition, but with VC3’s background, he was confident about it going forward. Mr. Barlow stated it would be a slow transition over the next four to five months starting August 1, 2015. He said towards the end of the transition would be Town Hall due to the renovation project of the new Town Hall.

Councilmember Overby stated that several teams would be on site between now and August. He said that when the old system goes down on a Friday, they would have it back up on Monday in the new system.

Mayor Oliver asked if Administrative Director Cynthia Richardson would be the primary contact for VC3.

Town Manager Barlow stated that based on the job descriptions that were adopted by Council, Ms. Richardson would be that contact. He said that based on the meeting today, all departments would have a phone number to call if they are having a problem. Mr. Barlow stated that when a call is made, VC3 creates a ticket. He said that internally, a team would be put together that would meet as the Town is working through the transition. Mr. Barlow stated that the Town has a working relationship with VC3, because they installed the Town’s phone system and are supporting the Town’s website.

**STREET REPAVING
PRIORITIZATION
LIST:**

Town Manager Barlow stated that at the July 14, 2015 Council meeting, Public Services Director Alex Fuller grouped together and prioritized a new list of streets for paving. Mr. Barlow stated that these streets were grouped together in a way that they actually could be funded with Powell Bill funds. He said that Mr. Fuller was able to group these streets based on the unit costs from last year’s contract for paving, and looking at the lengths and work required for these particular streets. Mr. Barlow stated that the prioritization list does not include Winston Circle,

which is a separate project. Mr. Barlow stated that this was staff's best estimate based on the need of the street and the amount of funding available each year to do resurfacing projects.

Mayor Oliver stated that when this was first mentioned at the last regular Council meeting, she wanted it to be discussed at a work session to get everyone's input. She said that her first reaction was for some of the streets that do not seem to be the most heavily traveled, do they have them in the right order. Mayor Oliver stated that she wanted Councilmembers to have the opportunity to think about any streets that they wanted to put on the list. She said that one she was thinking about was Anderson Street, but it is state owned and goes through a different process.

Councilmember Holmes stated that he knew that it was the State's responsibility; however, the intersection of Highway 301 and 70 near Parrish's Funeral Home was in a terrible condition.

Town Manager Barlow stated that the District Engineer for NCDOT advised that intersection was not on a maintenance project list for this this year. He said that Council could ask them to reconsider. Mr. Barlow stated that the volume of traffic and weight was tremendous at that intersection.

Town Manager Barlow stated that the Winston Circle Project could be put out for bid to see what the unit prices were like. He said that with the petroleum prices coming down, the prices could be better this year.

Public Services Director Alex Fuller stated that there was a plenty of work out there, and could be a little more expensive because of the volume.

Town Manager Barlow requested that the street paving project be put out for bid with the Winston Circle project being included as a separate project to see what the prices were like. He said that Council could still make amendments from there.

**CITIZENS'
ADVISORY
COMMITTEE (from
July 14, 2015 Council
Meeting):**

Mayor Oliver stated that the next item was regarding the Citizen's Advisory Committee and trying to clean up the committee list. She said that this was a committee of the past and wanted to provide guidance and what was to be done with it. Mayor Oliver stated that it was being presented as a clean-up activity. She said that there was a one sentence description of the Committee's purpose, "The purpose and objectives are to advise the City's Council, its various departments, and committees of the interests and grievances of individual citizens and citizen groups and to institute the participation of all citizens in the development and maintenance of community development activities and affairs."

Councilmember Overby stated that he thought this came up at a previous meeting and Council decided at that time that this Committee was not needed.

Mayor Oliver stated that there was not a lot of favorable decision, but it was recommended to take it to a work session.

Councilmember Holmes stated that he did not see where the Town needed this committee.

Mayor Oliver stated that at any Council meeting, citizens have the opportunity to speak. She said that she hoped that citizens felt that they had ample time to share their opinions. Mayor Oliver asked if the Citizens' Advisory Committee had been removed from the list.

Administrative Director Cynthia Richardson stated that the committee was inactive.

Mayor Oliver asked if Council needed to leave the committee as inactive or if there was another step to keep it from carrying over from year to year.

Ms. Richardson stated that Council needed to take action at the next regular Council meeting to remove the Citizens' Advisory Committee from the list.

Councilmember Holmes requested that Planning Director Julie Maybee look into grass cutting. He said that after a complaint was received, the resident and/or property owner is sent a letter giving them 15 days to cut their grass. Councilmember Holmes stated that he would like to see that cut back to seven or ten days. He said that once it get to 10 inches in height, it needs to be cut.

Town Manager Barlow stated that the timeline was in the Town's Code of Ordinances. He said that the Town needed to make sure that there was not a General Statute that limits the Town on what could be done.

Councilmember Overby stated that Mr. Stacy was waiting on a committee decision about placing a plaque on his building.

Mayor Oliver stated that it was the Wayfinding Committee, which was a subcommittee of the Marketing Committee. She said that the next scheduled Way Finding meeting was set for August 13, 2015 in the Town Hall conference room.

Mayor Oliver stated that she had mentioned the opportunity for the Veteran's Group to use the circle in front of the cemetery to sell plaques in memory of or in honor of certain veterans. She said that this recommendation needed to be forwarded to the Cemetery Committee.

ADJOURNMENT:

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

The meeting adjourned at 6:34 p.m.

BRENDA W. THORNE, Deputy Clerk