

**TOWN OF SELMA
WORK SESSION MEETING
JERNIGAN BUILDING
MARCH 26, 2015**

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

CONVOCAATION: Mayor Oliver called the meeting to order at 6:03 p.m. in Selma Jernigan Building located at 110 East Anderson Street and declared a quorum was present.

**WORK SESSION:
Concerned Citizens for
Successful Schools
(formerly Citizens Study
Commission):** Mayor Oliver stated that two to three years ago a group formerly known as the Citizens Study Commission, but now known as the Concerned Citizens for Successful Schools, wanted to figure out what to do about the bad reputation of Selma Schools. She said the primary focus was on Smithfield-Selma High School, with the understanding that the feeder schools play a part in High School's performance. Mayor Oliver stated that Susan Lassiter made a presentation to the Johnston County Board of Education last year. She said that Ms. Lassiter presented the Board with a binder of test results over the past five to ten years. Mayor Oliver stated that the intent was to show that no matter what the test, when the test, or what formula was used, Selma schools came in at the bottom. She said that they have continued as a Committee looking at specific improvements that were small in nature, but hopefully were in the right direction.

Mayor Oliver stated that the committee has only met once this year. She said that in a joint meeting of the Board of Education and Johnston County Commissioners stats were shared regarding overcrowding. She said that the presenter from the consulting group talked about the potential need for redistricting. Mayor Oliver stated that Dr. Croom advised that during his tenure, redistricting would not be touched. She said the committee met on March 16th and agreed to introduce meaningful change. Mayor Oliver stated that they would like to retain a couple of representatives from the UNC School of Law Center for Civil Rights to take a look at how our school could become more equitable with the other schools of Johnston County. She said that to her equitable meant an equal educational opportunity for students. Mayor Oliver questioned if Council would consider a letter of support for the preliminary study. She said that the Board of Education needed to realize the state of affairs, and that trends have not changed. Mayor Oliver stated the representatives from the UNC School of law would be retained to do a preliminary study. She said that the purpose of this was not for a lawsuit, but to have someone to objectively take a look at what could be done.

Mayor Oliver asked if Council wanted her to draft a letter of support for their consideration at the next Council meeting.

Councilmember Sellers stated that he was on a Board for SSS for a while, and it is a complex issue. He said that all kids in every school should have the same opportunities. He said that he would support the preliminary study. Councilmember Sellers stated that at some point in time, attorneys would be involved.

Mayor Oliver stated that there needed to be community education regarding this. She said that many realtors post on their websites the percentage of free/reduced lunches in Johnston County. Mayor Oliver stated that those percentages were hurting Selma in an economic development perspective.

**Review of Draft Floor
Plan for New Town Hall:**

Town Manager Barlow introduced the new Town Administrative Services Director Cynthia Richardson. He said that she would be sworn in at the regular Council meeting in April.

Town Manager Barlow presented floor plans of the New Town Hall as drawn up by Oakley Collier to Council. He asked Council to look at the layout and see if they are comfortable with the design. Mr. Barlow stated that there was not an elevator in plan. He said that if you can do lite services downstairs you would not need to provide handicap accessibility.

Mr. Barlow stated that bathrooms needed to be upgraded, and it would be a great time to do any necessary IT upgrades.

Councilmember Holmes had a family emergency and left the meeting at 6:35 p.m.

Town Manager Barlow stated that the cost estimates came in at \$350,000 to \$375,000 to renovate. He said that there might be some additional costs, which would include new furniture and exterior landscaping.

Town Manager Barlow stated that if Council was comfortable with what was being presented, he would like to move forward with construction documents. He said that Oakley Collier would send the project out for bid.

**Meeting of Selma &
Smithfield
Councilmembers:**

Mayor Oliver stated that the purpose of this meeting was for both Towns to talk about sharing of each other's resources. She said the only agreement to date was to talk. Mayor Oliver stated the Chiefs of both Fire Departments talked to determine the high level pros and cons for consolidation since they already work together in a mutual aid capacity. She said this was an expensive department, which made them a target for cost savings. Mayor Oliver stated that Smithfield's Fire Chief would be retiring soon. She said that Smithfield also did a review of their Police Department, and has appointed a sub-committee to look at the possibility of combining these departments. Mayor Oliver stated Smithfield has tentatively scheduled the meeting for April 20th at 6 p.m. to discuss departmental merger possibilities.

**Options for addressing
longevity in 2015/2016:**

Town Manager Barlow stated that some time ago, a revised personnel policy was presented that included the longevity plan for the Town of Selma. He said that the Ayden plan was the option being recommended to Council. Mr. Barlow stated the current longevity plan pays each employee a percentage, where the Ayden plan would pay a fixed rate.

Mr. Barlow presented Council with the following options:

Option 1

Current Plan - \$105,000

- 2% At least 1 year, but less than 2 years
- 3% At least 2 years, but less than 10 years
- 4% At least 10 years, but less than 15 years
- 5% 15 or more years

Ayden Plan - \$29,000

Starting with at least one year of service.

Option 2

Current Plan – With at least 5 years of service - \$78,000

Ayden Plan – With at least 5 years of service - \$27,000

Option 3

Current Plan – With at least 5 years of service with a reduction of 1% - \$58,000

Ayden Plan - With at least 5 years of service - \$27,000

Mayor Oliver stated that one other option to possibly consider is in the corporate world, they give monetary recognition at the milestone years 5, 10, 15, and 20 and not anything for the years in between. She said that what Mr. Barlow presented provided more in a transition period.

Town Manager Barlow stated that sometime ago, longevity figured with the percentage was the way to go; however, it is not so much anymore. He said that he would like to see some form of longevity remain.

Councilmember Sellers stated that both he and Councilmember Sellers were big on getting the evaluation process started with merit. He said that they want to encourage people to stay especially if they are good employees. Councilmember Sellers stated that most of these people could make more money elsewhere. He said that is where longevity does make some sense. Councilmember Sellers stated that he wanted to see the people with more talent to get the larger raises.

Councilmember Sellers stated that there should always be more emphasis on job performance than anything else. He said that the merit system rewards those that are doing a good job. Councilmember Sellers stated that just because someone has been here for 20 years does not mean they are doing a good job. He said if someone has only been here five years and they are doing a phenomenal job, he wants to see them making more money.

Town Manager Barlow stated that a plan can be created to give incentives in a particular job for an employee to work towards to obtain incremental increases.

Councilmember Overby asked how many local towns have longevity.

Town Manager Barlow stated that it is common; however, more are at a fixed rate instead of a percentage.

Mayor Oliver asked Town Manager Barlow to adjust the figures and place on the Council agenda for April.

**New Process for
Employee Evaluations:**

Mayor Oliver stated that at the last meeting, it was discussed going to a consultant to develop a new method of employee evaluations for the merit system.

Town Manager Barlow stated that he went to current consultant, the Maps Group, regarding the best way to implement performance evaluations. He said that it was recommended that staff and Council review a webinar through the UNC School of Government. Mr. Barlow stated the cost to view the webinar was \$125 with an unlimited amount of views and viewers. He said this would be a year-long implementation that would include the training of staff and learning a whole new way of employee evaluations.

Town Manager Barlow stated it would cost approximately \$15,000 for the cost of a consultant to walk the Town through the design, training, and putting a plan in place. He said that there are plenty of HR consultants out there and would be glad to put out an RFQ.

Councilmember Overby stated he was concerned that the Town was dragging its feet on this. He said that he would not vote for across the board pay increases. Councilmember Overby stated that if it takes five years to implement the merit system, then it would be five years before employees receive pay increase.

Council was in agreement to move forward with obtaining RFQ's from HR consultants in order to implement the merit system for employee evaluations.

**Review of Council Rules
of Procedure Document:**

Mayor Oliver stated that Council needed to review the Council Rules of Procedure Document.

Items Reviewed:

Mayor Oliver, Page 2, Number 2, Section a, Paragraph 2 – recommended changing written request to email; also, include absent members

Councilmember Overby stated that he didn't see anywhere that discussed Work Sessions. He said that he would like to see all the Work Sessions to be considered Special Meetings so that they could vote on something if needed.

Councilmember Overby, Page 4, Number 6, Order of Business – Would like to see an Open Forum/Citizens’ Comments for citizens towards the end of the meeting to address Council regarding issues that might have happened during the Council meeting.

Mayor Oliver, Page 6, Number 16 – Needs an example of when Ratification of Actions would be used. Council agreed for this to be forwarded to Town Attorney Hewett for an explanation.

Mayor Oliver, Page 6, Number 17 (g) – Questioned Call of the Previous Question. Town Manager Barlow stated that it basically cuts off debate. Mayor Oliver asked that that be clarified.

Mayor Oliver, Page 8, Number 23 (b) and (c) – Town Manager Barlow to check with Town Attorney Hewett for clarification.

Mayor Oliver, Page 9, Number 25, first sentence – should be inclusive of the Mayor instead of plus the Mayor.

Council agreed to continue discussions regarding Town Council Rules of Procedure at a future meeting beginning on Page 11, Item Number 30 – Quasi-Judicial Hearing Procedural Guidelines.

**Items Related to April
Council Meeting -
Atlantic Coast Pipeline
Resolution:**

Mayor Oliver presented a resolution by the Atlantic Coast Pipeline. Mayor Oliver asked if there were any questions or concerns before the item is presented at the April Council meeting.

There were not comments by Council.

**JCATS Funding
Proposal:**

Council agreed to have Neal Davis, Executive Director of Johnston County Community and Senior Services and JCATS, come to the May Council meeting for a funding proposal for JCATS.

**Invite Susan Lassiter,
Chair of Concerned
Citizens for Successful
Schools to April Council
Meeting:**

Mayor Oliver stated that Susan Lassiter would be in attendance to discuss her presentation for the Citizens for Successful Schools.

**ROUNDTABLE
DISCUSSION:**

Councilmember Sellers stated that he, Councilmember Overby, and Town Manager Barlow have been working on the Town’s IT issue and had received several proposals. He said that they have interviewed two qualified groups. Councilmember Sellers stated that they are moving forward with one of those candidates. He said the Town does not have internally the IT staff or the expertise to handle such issues. Councilmember stated this group would put our data into the cloud. He said that this was an item that Town Manager Barlow would need place in the budget, and that this was an item the Town could wait to move forward on.

Mayor Oliver asked what committee presentation Council was interested in seeing at next month’s meeting. After discussion, Council was interested in hearing a presentation from the Parks & Recreation Committee at their April meeting.

Mayor Oliver stated that at the last meeting, Council wanted more information about waste pick up and fees. Mayor Oliver recommended having the Public Works Director Alex Fuller do a presentation at the May Council meeting.

CLOSED SESSION:

Town Manager Barlow stated that per N.C.G.S. 143-318.11(4), economic development, Council needed to go into closed session with no action to be taken. A motion was made by Councilmember Eric Sellers and seconded by Mayor Pro-tem Jackie Lacy to go into closed session. Motion carried. 7:55 p.m.

Council returned to regular session at 8:21p.m. with no action taken.

ADJOURNMENT:

A motion was made by Councilmember Eric Sellers and seconded by Councilmember William Overby to adjourn.

The meeting adjourned at 8:22 p.m.

BRENDA W. THORNE, DEPUTY CLERK