

**MINUTES**  
**CHATHAM COUNTY BOARD OF COMMISSIONERS**  
**REGULAR MEETING, DECEMBER 02, 1996**

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The Board of Commissioners ("the Board") of the County of Chatham, North Carolina, met in regular session in the District Courtroom, located in the Courthouse Annex, Pittsboro, North Carolina, the regular place of meeting, at 10:00 A.M. on December 02, 1996.

Present: Chairman Uva Holland, Vice Chair Betty Wilson; Commissioners Margaret Pollard, John Grimes, and Henry Dunlap; County Manager, Charlie Horne; County Attorney, Robert L. Gunn; Assistant County Manager, Renee Dickson; and Clerk to the Board, Sandra B. Lee

The meeting was called to order by the Chairman at 10:05 A.M.

**OATHS OF OFFICE**

- **Chatham County Commissioners**

**Zoning Board of Adjustment**

The oath of office was administered by Janice Oldham, Clerk of Court, to Commissioners Uva R. Holland and Margaret Bryant Pollard as Chatham County Commissioners and as the Zoning Board of Adjustment to Commissioners Betty F. Wilson, Margaret Bryant Pollard, Uva R. Holland, John Grimes, and Henry Dunlap.

**Register of Deeds and Staff**

The oath of office was administered by Janice Oldham, Clerk of Court, to Reba G. Thomas, as Register of Deeds of Chatham County and to the Register of Deeds Staff, Shirley G. White, Treva B. Seagroves, Camille H. Cunnup, and Veta V. Alston.

- **Soil and Water Conservation District Supervisor**

The oath of office was administered by Janice Oldham, Clerk of Court, to Charles Miller and Dallas Hurley as Soil and Water Conservation District Supervisors.

**Board of Education**

The oath of office was administered by Janice Oldham, Clerk of Court, to Ernest Dark and Cadle Cooper.

**ORGANIZATION OF THE BOARD**

- **Chairman**

County Attorney, Robert L. Gunn, presided over the organization of the Board. He opened the floor for nominations for Chairman of the Chatham County Board of Commissioners.

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Commissioner Grimes nominated Commissioner Henry Dunlap as Chairman of the Chatham County Board of Commissioners.

After a brief discussion regarding leadership and the process of rotation for the chairmanship, Commissioner Wilson nominated Commissioner Margaret Pollard as the Chairman.

Commissioner Grimes moved that nominations for the Chairman be closed. Commissioner Dunlap seconded. The motion carried five (5) to zero (0).

The County Attorney called for a vote for Commissioner Dunlap. The vote was two (2) to two (2) with Commissioners Pollard and Wilson opposing and Commissioner Holland abstaining.

The County Attorney called for a vote for Commissioner Pollard. The vote was two (2) to two (2) with Commissioners Grimes and Dunlap opposing and Commissioner Holland abstaining.

Commissioner Dunlap stated that he would like to change his vote and support Commissioner Pollard. Commissioner Grimes also changed his vote to support Commissioner Pollard. Commissioner Holland added her support for Commissioner Pollard. The motion carried five (5) to zero (0).

Commissioner Pollard took the seat of the Chairman and thanked the Board for their support. She stated that she looks forward to serving as the Chairman during 1996-97.

### **Vice Chairman**

Chairman Pollard opened the floor for nominations for vice chairman. She asked that the Board consider returning Vice Chairman Wilson to the Vice Chair post in the interest of continuity of the Board.

Commissioner Holland nominated Commissioner Betty Wilson as Vice Chairman.

Commissioner Dunlap moved that the nominations be closed. The motion carried five (5) to zero (0).

Chairman Pollard called for a vote for Commissioner Wilson to serve the Board as Vice Chairman. The motion carried five (5) to zero (0).

### **APPOINTMENT OF CLERK TO THE BOARD**

- Commissioner Wilson moved, seconded by Commissioner Grimes, to reappoint Sandra B. Lee as Clerk to the Board. The motion carried five (5) to zero (0).

### **APPOINTMENT OF COUNTY ATTORNEY**

- Commissioner Grimes moved, seconded by Commissioner Wilson, to reappoint Robert L. Gunn as the County Attorney. The motion carried five (5) to zero (0).

### **AGENDA**

The Chairman asked if there were additions, deletions or corrections to the Agenda.

Commissioner Wilson moved, seconded by Commissioner Holland, to approve the Agenda. The motion carried five (5) to zero (0).

### **CONSENT AGENDA**

The Chairman directed the Clerk to the Board to read the Consent Agenda. Commissioner Wilson moved, seconded by Commissioner Grimes, to approve the items listed on the Consent Agenda as read by the Clerk. The Consent Agenda, with the vote on each item is as follows, and was read verbatim by the Clerk to the Board.

1. **Minutes:** Consideration of approval of Board Minutes for Regular Meeting held November 18, 1996

The motion carried five (5) to zero (0).

2. **Tax Releases:** Consideration of a request for approval of Tax Releases, attached hereto and by reference made a part hereof.

The motion carried five (5) to zero (0).

3. **Solid Waste Disposal Fees and Regular Tax Bills Paid in Error:** Consideration of a request for approval of Refunds for Solid Waste Disposal Fees and Regular Tax Bills paid in error, attached hereto and by reference made a part hereof.

The motion carried five (5) to zero (0).

4. **Resolution #96-43 to Revise the Chatham County Personnel Policy:** Consideration of a resolution to revise the Chatham County Personnel Policy, attached hereto and made a part hereof.

The motion carried five (5) to zero (0).

#### **END OF CONSENT AGENDA**

#### **PUBLIC INPUT SESSION**

**Gerald Totten**, 108 Petty Road, Siler City, NC, asked that further consideration be given to the purchasing policy with regard to the Manager being allowed to spend \$20,000 without Commissioner notification. He asked that the Commissioners review the policy and restrict spending without Commissioner approval to a much lesser amount.

Renee Dickson, Assistant County Manager, explained that currently the policy draws against the budget ordinance; that the budget ordinance gives the County Attorney the authority to sign contracts up to \$20,000.00; that the only stipulation is that the money must have been included in the budget for that purpose; that the County Manager cannot sign contracts unless they have been budgeted; and that the new policy keeps down administrative work and time required to sign contracts.

#### **TAX DEPARTMENT**

##### **Board of Equalization and Review**

Commissioner Holland moved, seconded by Commissioner Wilson, to recess as the Board of Commissioners. The motion carried five (5) to zero (0).

Commissioner Grimes moved, seconded by Commissioner Wilson, to convene as the Board of Equalization and Review. The motion carried five (5) to zero (0).

**Appeal of Motor Vehicle Valuation:** Consideration of a request to appeal a motor vehicle valuation by Mr. James S. Dixon

**James S. Dixon**, 446 Fearrington Post, Pittsboro, NC, asked that the value be lowered on his 1993 Cadillac from the original value to a lesser value of \$15,000.

Commissioner Wilson moved, seconded by Commissioner Grimes, to uphold the Tax Office's valuation adjustment from the original value of \$19,770 to the adjusted value of \$18,050. The motion carried five (5) to zero (0).

Commissioner Grimes moved, seconded by Commissioner Wilson, to adjourn as the Board of Equalization and Review and reconvene as the Board of Commissioners. The motion carried five (5) to zero (0).

**Report on Tax Administration Office:** Report by Kenneth Joyner, Chatham County Tax Administrator, on his first months in his office

Ken Joyner, Tax Administrator, stated that the first five months that he had been Tax Administrator for Chatham County have been very positive. He stated that the Collection's Division lowered the accounts receivable balance of real estate and personal property (excluding motor vehicles) by \$232,927.90 as of November 22, 1996; that his office has also collected approximately \$4.2 million as of that date; that the Listing Division will be experiencing some changes this year, some due to internal decision, others due to the state legislature; that in previous years, listing forms have been mailed to approximately 49,000 taxpayers in the County; that this year only 7,000 forms will be mailed at a savings of approximately \$6,000 in postage costs; that for the first time, the office will be listing the farmers on the Business Listing Form; that by doing so, it gives a truer reflection of value on their equipment; that the Appraisal Division has been busy with projects, handling new construction and keeping a sales file; that building permits are coming in rapidly; that Governor's Club has 142 new construction permits and Fearrington Village has approximately 50 new construction permits; that these construction permits do not include additions, garages, storage buildings, or other improvements; that the staff has made approximately 150 site visits to verify solid waste charges; that the Mapping Division's big project is to have the maps digitized and to move forward with the implementation of GIS; that PCW mapping has the in-house maps and will bring those up to state specifications over a six month period beginning approximately November 1, 1997; that Request for Proposals (RFPs) are being distributed and will include having the County aerial maps updated and sent back in hard copy with digital orthophotos, digitizing of the current County maps, updating of the 1927 North American Datum Grid System to the more current 1983 NAD Grid System, using the contractor for consultation in the purchase of computer hardware/software, and the implementation of the Emergency Management layers in the GIS.

## **HEALTH DEPARTMENT**

**Request to Apply for Adolescent Pregnancy Prevention Program Grant Funds:** Consideration of a request for approval to apply for Adolescent Pregnancy Prevention Program grant funds from DEHNR, Division of Maternal and Child Health

Maria Hitt, representative of the Coalition for Adolescent Health and the Chatham County Health

Department, explained that she had presented her proposal to the Siler City Town Board of Commissioners at their November 4, 1996 meeting. She stated that after a lively discussion, the commissioners approved the request to apply for a grant to establish a Teen Center in Siler City; that the commissioners were supportive, recognized the need to provide activities for youth and to reduce teen pregnancies in their community; and that the motion passed seven to one. She stated that the County could receive up to \$75,000 in the first year of the funding cycle to be used to establish the teen center site, hire staff and purchase materials for programs; that funding for subsequent years would be used to continue the project; that this grant requires a local match of 20% in the first budget year, a 10% match in the second year, a 25% match in the third year, a 35% match in the fourth year and a 50% match in the fifth year; that matching funds can be in-kind, but as the cycle progresses, cash matches will be necessary. She asked for the Board's support to proceed with the project.

Commissioner Grimes moved, seconded by Commissioner Wilson, to approve the Coalition for Adolescent Health, under the auspices of the Health Department, to develop and submit a proposal to fund programs for youth through a teen center to be established in Siler City, NC. The motion carried five (5) to zero (0).

Commissioner Grimes moved, seconded by Commissioner Wilson, to submit a letter of support with regard to the Adolescent Pregnancy Prevention Program application to be delivered to the Health Department as soon as possible. The motion carried five (5) to zero (0).

### **DEPARTMENT OF SOCIAL SERVICES**

- **Contract for Issuance of Food Stamps:** Consideration to accept bid for issuance of Food Stamps

Commissioner Wilson moved, seconded by Commissioner Holland, to accept the bid from Cost Containment, Inc. for issuance of Food Stamps, the contract attached hereto and by reference made a part hereof. The motion carried five (5) to zero (0).

### **PUBLIC WORKS**

- **Chatham County Regional Environmental Services Workshop:** Consideration to approve Environmental Services Workshop

- Commissioner Wilson moved, seconded by Commissioner Grimes to support the planning and organization of a regional workshop. The motion carried five (5) to zero (0).

### **BOARDS AND COMMITTEES**

- **Appearance Committee Appointments:** Consideration to appoint two members to the Appearance Committee

- Commissioner Wilson moved, seconded by Commissioner Grimes, to appoint Wayne Kirts to the Appearance Commission. The motion carried five (5) to zero (0).

Commissioner Wilson moved, seconded by Commissioner Grimes, to appoint Linda Fields to the Appearance Commission. The motion carried five (5) to zero (0).

- **Orange-Person-Chatham Mental Health Developmental Disabilities, Substance Abuse Authority (OPC) Appointment:** Consideration of an appointment to the Orange-Person-Chatham Mental

## Health Developmental Disabilities, Substance Abuse Authority (OPC)

- This appointment was deferred until the next meeting.

- **Water Board Reappointment:** Consideration of a reappointment to the Chatham County Water Board

Commissioner Dunlap moved, seconded by Commissioner Grimes, to reappoint Gene Galin member to the Chatham County Water Advisory Committee. The motion carried five (5) to zero (0).

## **BOARD OF COMMISSIONERS' MATTERS**

**New Budget Process:** Discussion of new budget process

Commissioner Grimes moved, seconded by Commissioner Wilson, to approve the Proposed Budget Schedule for F. Y. 1997-98 and changes in the process recommended by staff, a copy of the Past Process/Proposed New Process attached hereto and by reference made a part hereof. The motion carried five (5) to zero (0).

**Purchasing Policy:** Consideration of purchasing policy

Jenny Williams, County Purchasing Agent, explained that the intent of the purchasing policy is to increase access of local vendors into the County's purchasing process, save the County money, and make sure departments follow state law when making major purchases. She stated that the major changes include: 1) Incorporating the purchasing agent's role in the purchasing process, in that the purchasing agent will be responsible for managing the bid process of major purchases, purchasing office supplies in bulk and operating a County office supply store, developing a database of vendors, reviewing all purchases greater than \$250 to ensure prices are reasonable, maintaining a central file of contracts and ensuring follow-up documents are obtained, and serving as a resource for departments in making any purchase 2) Increasing participation by local vendors in the County's purchasing process (at the Board's direction) by: (a) creating a database of local vendors, (b) asking departments to contact local vendors first when making purchases, and (c) making sure local vendors are notified and have the opportunity to participate during a formal bid process 3) Retaining the purchase order limit from \$75 to \$250 which should give department greater flexibility and reduce the paperwork for departments and the Finance Office

Commissioner Grimes moved, seconded by Commissioner Wilson, to approve the Proposed Purchasing Policy and for the staff to review the policy, change it to state that the Commissioners be informed of expenditures over \$10,000 with the change to be approved at the December 16, 1996 Board meeting. The motion carried five (5) to zero (0).

The Chairman called for a five minute break.

## **MANAGER'S REPORTS**

The County Manager informed the Commissioners of the following:

- **Basic Group Project**

- The Manager asked Oli Devaud to give an overview of the Basic Group.

Oli Devaud, Economic Development, stated at their November 4, 1996 meeting, the Commissioners agreed to make a contribution toward the 25% local match required for the Town of Siler City to sponsor a Community Development Block Grant (CDBG) project to provide the extension of sewer utilities to serve the Basic Group's existing and potential expansion facility. He stated that the Town Commissioners agreed to purchase the water line for \$79,000 with a County contribution of \$25,000 toward the local match required for the CDBG; and that in addition, the Town's agreement was contingent upon the Basic Group's request for voluntary annexation as well as a commitment for a \$20,000 contribution to the project, also to be used as a portion of the local match.

He added that he appreciated the Commissioners' input and support for the Basic Group project.

Commissioner Grimes moved, seconded by Commissioner Wilson to approve the proposal as outlined with the caveats that the town meet its requirement and Basic Group meets its requirement. The motion carried five (5) to zero (0).

- **Strategic Plan Development Committee**

- The follow-up meeting with the Strategic Plan Development Committee to be held on December 4, 1996 to take a specific goal and play it out, from 5:30 - 7:30 P.M.

- **Chatham County Holiday Celebration**

- The holiday celebration for the County will be held on December 19, 1996 in the Agriculture Building.

- **Water Plant Ribbon Cutting**

The official ribbon cutting for the water plant will be held on December 12, 1996 with the time and place to be announced.

- **Board of Commissioners and Board of Education Retreat**

The full-day work session with the Board of Commissioners and the Board of Education has been tentatively set for Monday, January 13, 1997 from 9:00 A.M. -5:00 P.M. Place will be confirmed.

- **Bid for Emergency Management Service**

The County received a telephone call from a group interested in bidding on the County's Emergency Management Service (EMS). In the interest of looking at the overall County operations for efficiency and the most for County money, the County Manager stated that he wants to entertain that discussion. That it does not mean that this is a conclusion but he feels that it is in the best interest of the County for a report to be given to the Commissioners regarding this matter.

He also stated that the County is having difficulty hiring paramedics which were budgeted for this

year. More information will be forthcoming.

### **COMMISSIONER'S REPORTS**

Commissioner Grimes asked if everyone had received an invitation to visit with a particular school on certain days.

Commissioner Grimes congratulated Commissioner Pollard on her chairmanship and stated that he looked forward to working with her.

Commissioner Wilson thanked Commissioner Holland for all the hard work she has done for the County.

Commissioner Pollard concurred with Commissioner Wilson and stated that she had been committed to the County's work.

Commissioner Wilson distributed copies of an article written in *The New York Times* regarding saving the family farm which featured Chatham County citizen, Charlie Bolton.

Commissioner Pollard stated that a need had come to her attention regarding signs on Pea Ridge Road and at the end of Pittsboro-Moncure Road directing traffic to the industries in Brick Haven.

### **CLOSED SESSION**

Commissioner Wilson moved, seconded by Commissioner Grimes, to go out of Regular Session and into Closed Session for the purpose of discussing personnel. The motion carried five (5) to zero (0).

### **REGULAR SESSION**

Commissioner Wilson moved, seconded by Commissioner Grimes, to go out of Closed Session and reconvene in Regular Session. The motion carried five (5) to zero (0).

### **ADJOURNMENT**

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Commissioner Wilson moved, seconded by Commissioner Grimes, that there being no further business to come before the Board, the meeting be adjourned. The motion carried five (5) to zero (0), and the meeting was adjourned at 12:50 P.M.

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Margaret B. Pollard, Chair



ATTEST:

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Sandra B. Lee, Clerk to the Board  
Chatham County Board of Commissioners