

**MINUTES
CHATHAM COUNTY BOARD OF COMMISSIONERS
WORK SESSION
MAY 07, 2012**

The Board of Commissioners (“the Board”) of the County of Chatham, North Carolina met in the Agricultural Building Auditorium, 45 South Street, Pittsboro, North Carolina at 2:00 PM on May 07, 2012.

Present: Brian Bock, Chairman; Walter Petty, Vice Chair; Commissioners Mike Cross, Sally Kost, and Pamela Stewart

Staff Present: Charlie Horne, County Manager; Jep Rose, County Attorney; Renee Paschal, Assistant County Manager; Vicki McConnell, Finance Officer; Sandra B. Sublett, Clerk to the Board; and Lindsay Ray, Deputy Clerk to the Board

Work Session

1. **Public Input Session**
2. **April Employee of the Month and May Employee of the Month**
3. **Planning for Highway 421 Economic Development Corridor:** Vote on a request to appropriate \$7,500 for Preliminary Engineering and Legal Work
4. **Presentation on the Annex Renovations by the Architect, Taylor Hobbs**
5. **Discussion of Pittsboro Water Line Assistance from the County**
6. **Chatham Transit – Transition of Amber Wagner**
7. **Discussion on Changing Budget Work Session Dates**
8. **Leadership Chatham Presentation**
9. **Closed Session to discuss matters within attorney/client privilege**

CALL TO ORDER

The Chairman welcomed everyone in attendance and called the meeting to order at 2:00 PM.

PUBLIC INPUT SESSION

There was no one present who wished to make public comments.

APRIL EMPLOYEE OF MONTH

Carolyn Miller, Human Resources Director, explained that Denise Estridge, Chatham County Public Health Department, is the April 2012 Employee of the Month. She stated that Denise has worked for the County for over twenty-three and one-half years. An excerpt from her nomination form follows:

“I’d like to nominate Denise Estridge for April 2012 Chatham County Employee of the Month. Through her diligence and thoroughness in handling the Chatham County Public Health Department finances, Denise makes it possible for this organization to run. I feel that Denise exemplifies the values of service and commitment to excellence. She is always available for consultation on budget issues, whether it’s during the annual budget preparation time or throughout the year. Denise is quick to respond to requests for assistance in preparing budgets for grant applications. She shares her experience and wisdom on how to handle the various issues that arise. Denise keeps track of the entire agency budget of \$5.9 million. This gets divided into division budgets and then further divided into program budgets. In addition to handling finances, Denise serves as Personnel Officer for the agency. In this role she works with each manager to hire new staff, establish new positions, re-class positions, and more. Denise is always gracious and good humored. All agency managers get nervous when Denise is out because no one else can fill her shoes! Without Denise’s expertise, it would be difficult for us to effectively manage our fiscal responsibility as she helps us make sure that we correctly code our timesheets and time studies as well as coding expenses to the proper line items. She is especially helpful to newer managers as we learn the budgetary process. She is always willing to help answer questions and provides requested information quickly so that various calculation and projections can be completed accurately. While the work she does is mainly internal, without her, the Health Department would definitely be challenged to maintain daily functioning so therefore her efforts do indirectly impact the health of all residents.”

Added by Renee Paschal, Assistant County Manager:

“Denise’s work on the FY13 Health Department recommended budget was outstanding. Out of six budgets and hundreds of line items, only three line items needed to be adjusted. Her understanding of revenue and expenses and thorough and diligent work year in and year out make her a tremendous asset to the health department and the County.”

We want to recognize her commitment and dedicated service over the years.

Denise exhibits many of the criteria listed for nomination consideration. She consistently has high job performance. Denise frequently goes above and beyond the call of duty when it comes to the service provision she provides internally to her co-workers and other staff within the Health Department. Denise has a very cooperative and positive attitude which makes it easy to approach her with questions and inquiries. Denise has an outstanding attendance record and makes plans to ensure her work is done when she has planned absences. Furthermore, Denise exhibits teamwork as she is always willing to lend a hand to fellow employees.”

MAY EMPLOYEE OF THE MONTH

Carolyn Miller, Human Resources Director, explained that Gary Thomas, Chatham County Public Health Department, is the May 2012 Employee of the Month. She stated that Gary has worked for the County for over seven and one-half years. An excerpt from his nomination form follows:

“Gary has shown great leadership and has kept the billing department going very smoothly thru the many changes in the last three years. Gary has been very supportive to the Health Department Staff with the new Health Information Billing System (HIS) and has devoted many hours training the staff on a continuing basis with a great disposition. Gary also has taken other staff duties in many occasions when we have been understaffed

and he has been very instrumental to many departments in figuring out a better process for the staff to perform their jobs.

Gary is always available for the staff and is very dedicated to his job. He is very accurate and generates the billing process monthly to get the maximum revenue for the Health Department and meets all the deadlines with perfection ensuring as well, that everyone is billing correctly. Gary has formed a Billing Committee where he gathers questions from the staff and prepares a training guide once a month to insure that the billing process is seamless and to make sure that everyone is well trained. Gary sends emails to the administration staff and billing staff in Pittsboro and Siler City on a continuing basis with information he considers is vital for the staff to perform their jobs with minimal mistakes.

Gary is very versatile in his job and is able to fill any of the positions in the Administration Unit when staff is out due to his extensive training and dedication throughout the years; he has learned all the jobs and has always been ready and available when I have asked him to cover for a particular staff member.

Gary demonstrates teamwork; he is very efficient, punctual and creative and is always available to provide support to the staff and has dedicated many hours after work to get the job done when there has been a shortage of staff.

Gary's actions thru the years and his commitment above and beyond the call of duty are truly the qualities of an excellent employee.”

Chairman Bock congratulated both employees of the month.

HIGHWAY 421 ECONOMIC DEVELOPMENT CORRIDOR PLANNING

Dianne Reid, Chatham County Economic Development President, explained that since early Fall 2011, representatives of the Piedmont Triad Regional Partnership, the Research Triangle Regional Partnership, and the economic developers of Greensboro, Randolph County, Chatham County, and Lee County, along with the economic developer for Duke Energy, have been working to promote the development of an economic development corridor along Highway 421, running 55 miles from Greensboro to Sanford. With the Piedmont Triad Regional Partnership taking the lead, the group has contracted with O'Brien/Atkins Associates for a Phase I planning study of the corridor and with Womble Carlyle Sandridge & Rice for legal work to create a multi-county entity that would acquire one or more large industrial tracts of land and share the cost of developing the tract and the revenues generated by the property.

The work is well underway. To date, Randolph County, the City of Greensboro, Duke Energy, and Norfolk-Southern have each committed \$15,000 to the project. The Chatham EDC will commit \$7,500 for the project and asks the County to commit matching funds of \$7,500, thus making Chatham County a full partner in the planning effort.

The project would create an advanced manufacturing and food production cluster along the Highway 421 corridor running from Greensboro to Sanford, eight miles wide along the entire 55 mile length. The entire area is served by rail, has large tracts of undeveloped land, excellent central location within North Carolina and in relation to the US, and other assets that make it attractive for development.

The planning study is identifying at least one development area in each of the four jurisdictions (there are currently three tracts identified in Chatham County) and conducting preliminary assessments of each site for future development.

The legal work is focused on developing a model for cost and revenue sharing, on identifying potential funding sources for site acquisition and development, and on building support for the project at the state and federal levels.

The Manager recommends appropriating \$7,500 for preliminary engineering and

legal work for the development of the Highway 421 Economic Development Corridor.

Commissioner Petty moved, seconded by Commissioner Stewart, to appropriate \$7,500.00 for the Highway 421 Economic Development Corridor project, to match an equal amount committed from the Chatham Economic Development Corporation.

Commissioner Kost asked if Lee County was participating; if \$7,500 would be the maximum out-of-pocket for Chatham County; if the Research Triangle Partnership is contributing; if, with regard to timing, the work was already done and if there was a necessity to go to the General Assembly with some type of legislation.

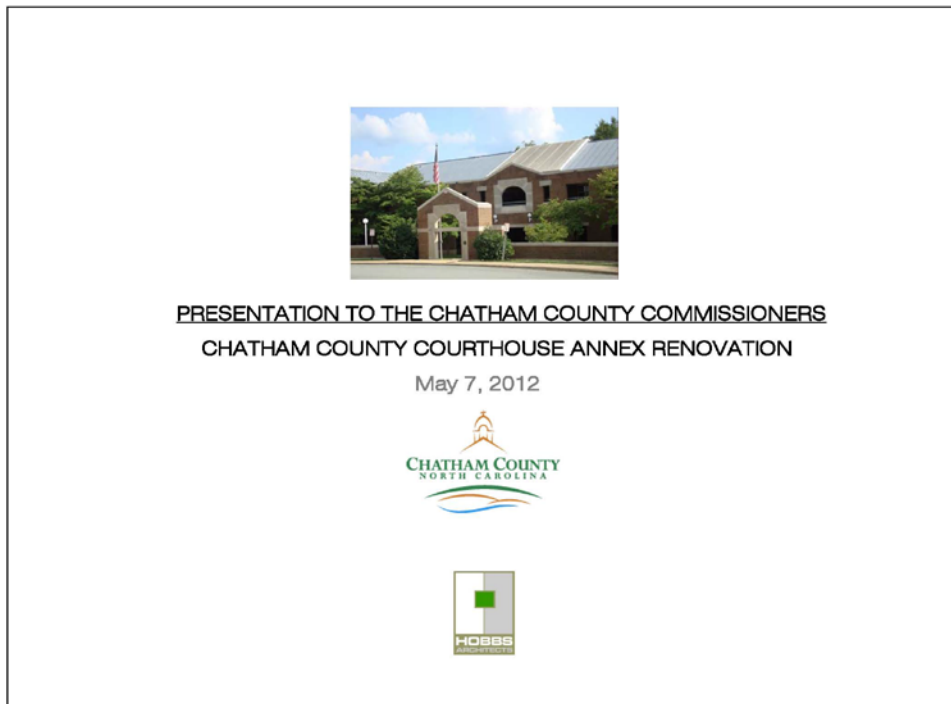
Ms. Reid explained that Lee County has not made a decision stating that the Piedmont Triad is making up the difference; that \$7,500 would be maximum for Chatham County; the Research Triangle Partnership has not contributed at this time, but has the same request; and the work is underway, but not finished. She stated that there are two more sessions of the engineering work and the legal work runs through the end of the calendar year. The legal work is primarily to look at how to structure the relationships among the counties and the partnerships. There has been a series of key legislators to date; and if there is a need, they are prepared to do that for the short session.

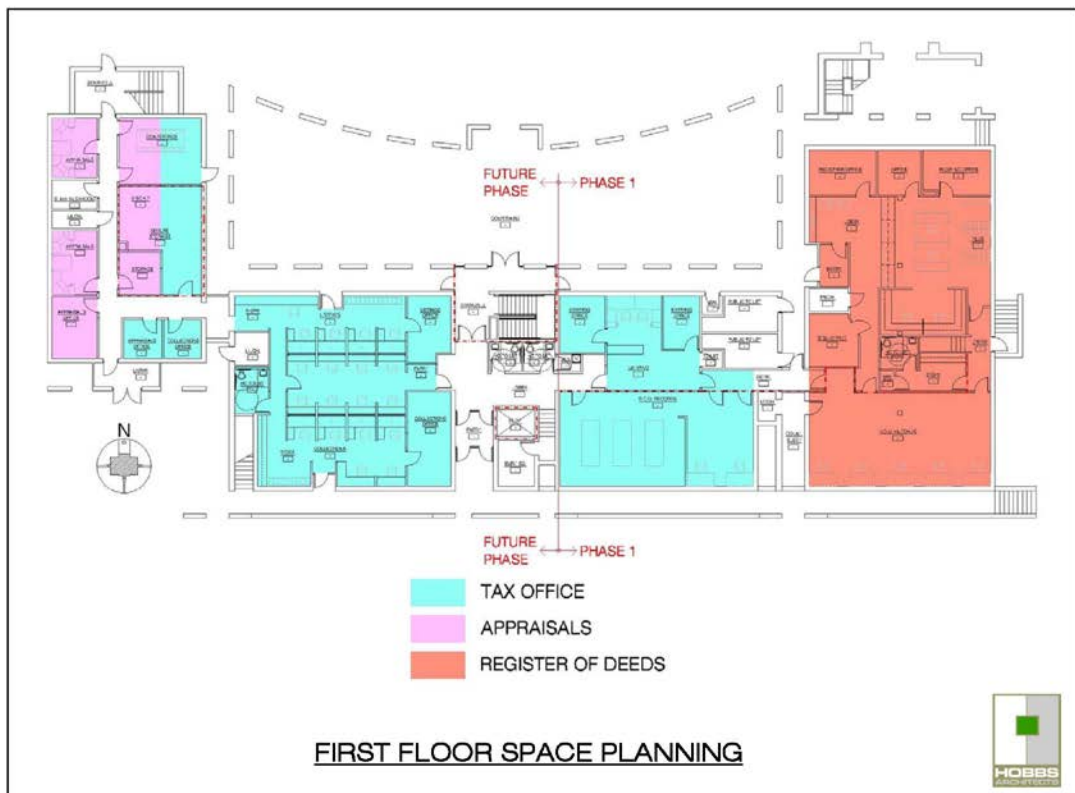
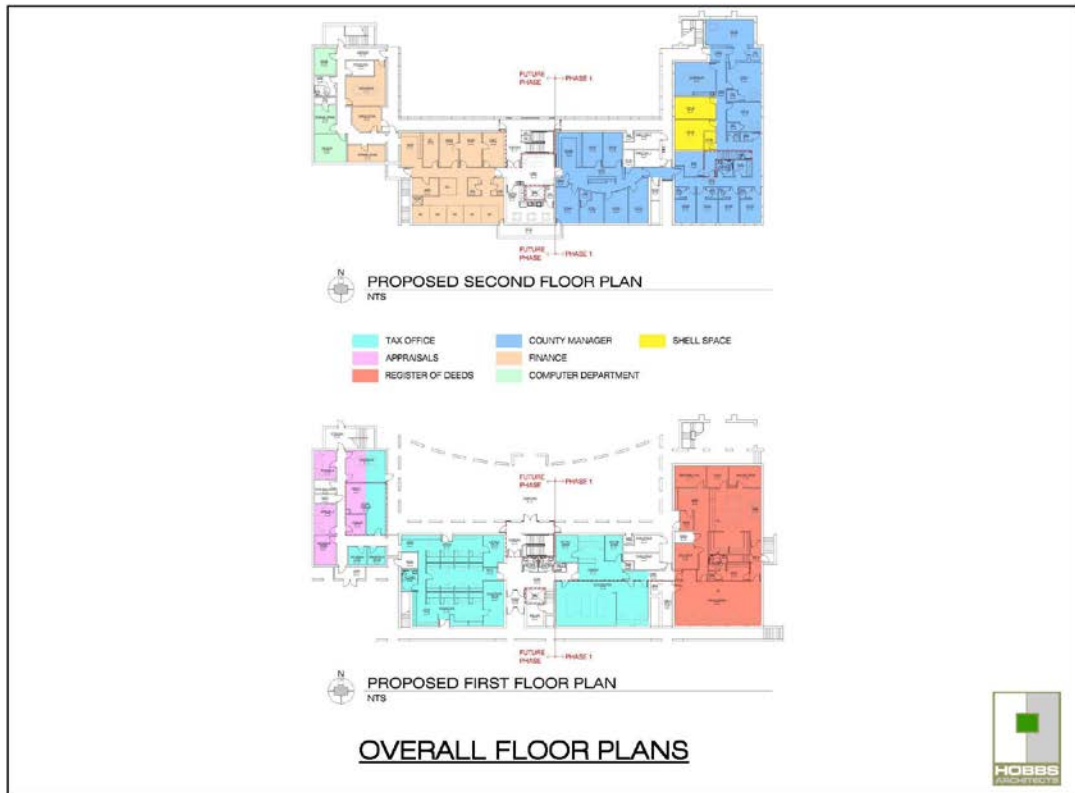
Chairman Bock called the question. The motion carried five (5) to zero (0).

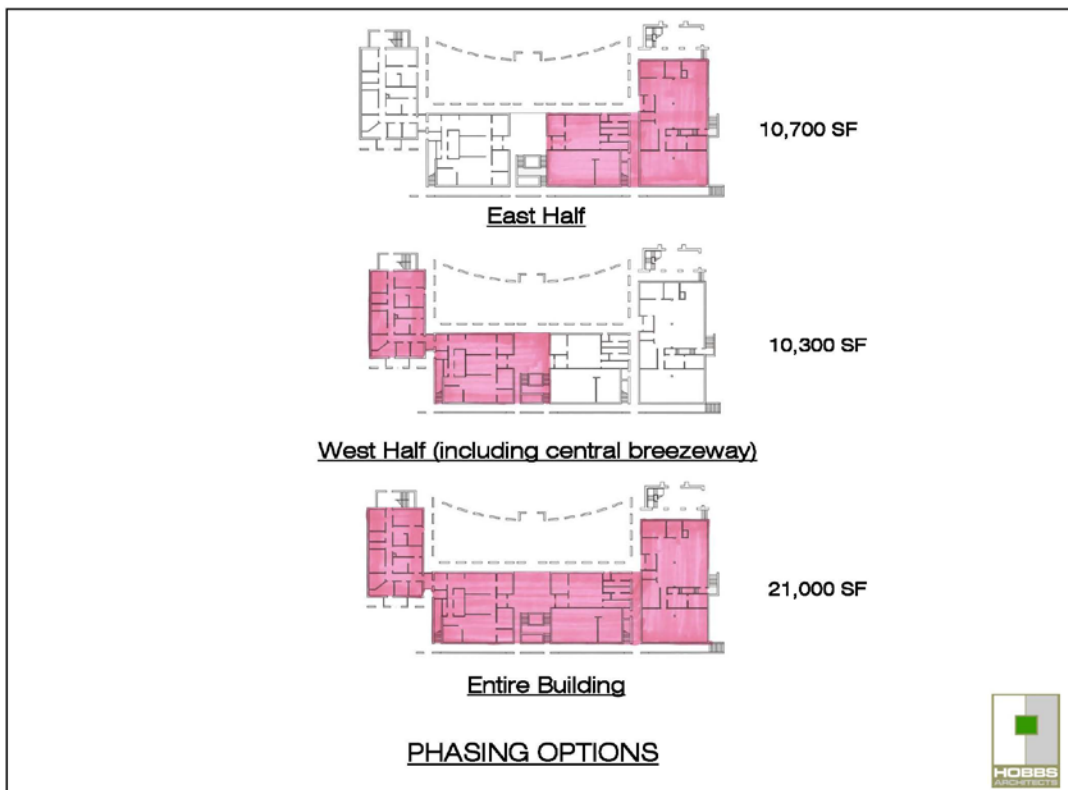
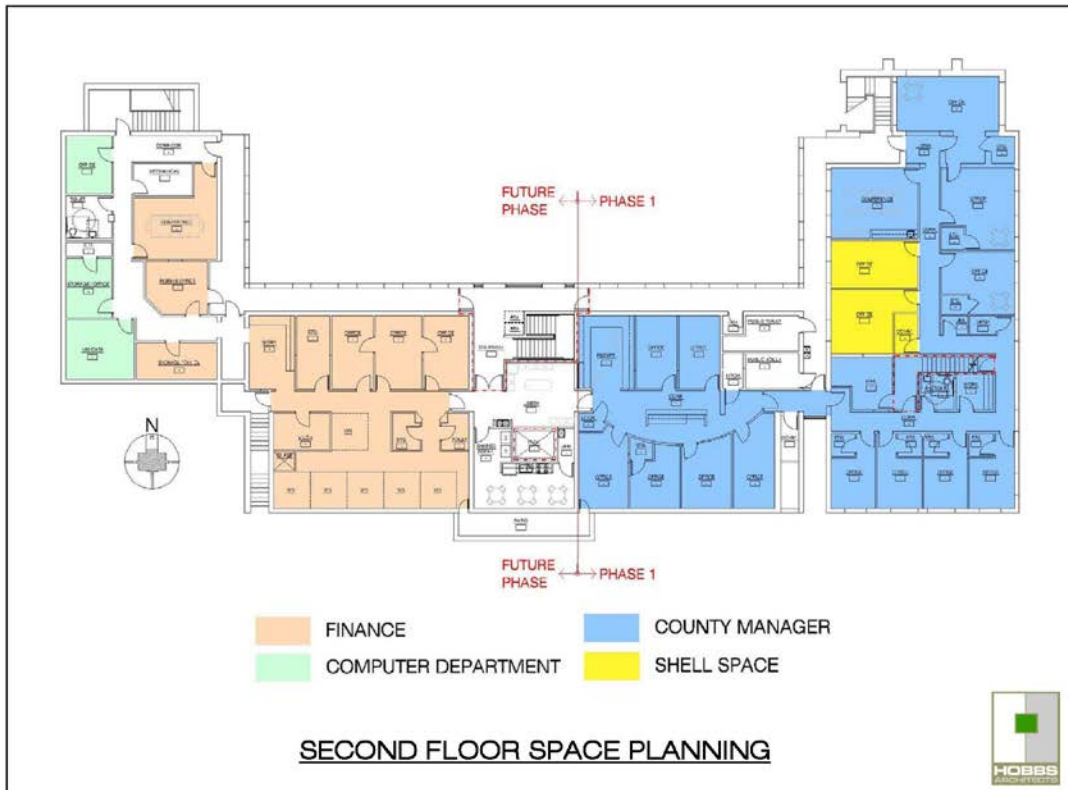
Ms. Paschal explained that the amount would be taken from contingency.




PRESENTATION ON ANNEX RENOVATIONS

Taylor Hobbs, Architect, explained the initial findings, construction estimates, and recommendations for the Chatham County Courthouse Annex renovation and presented a PowerPoint as follows:









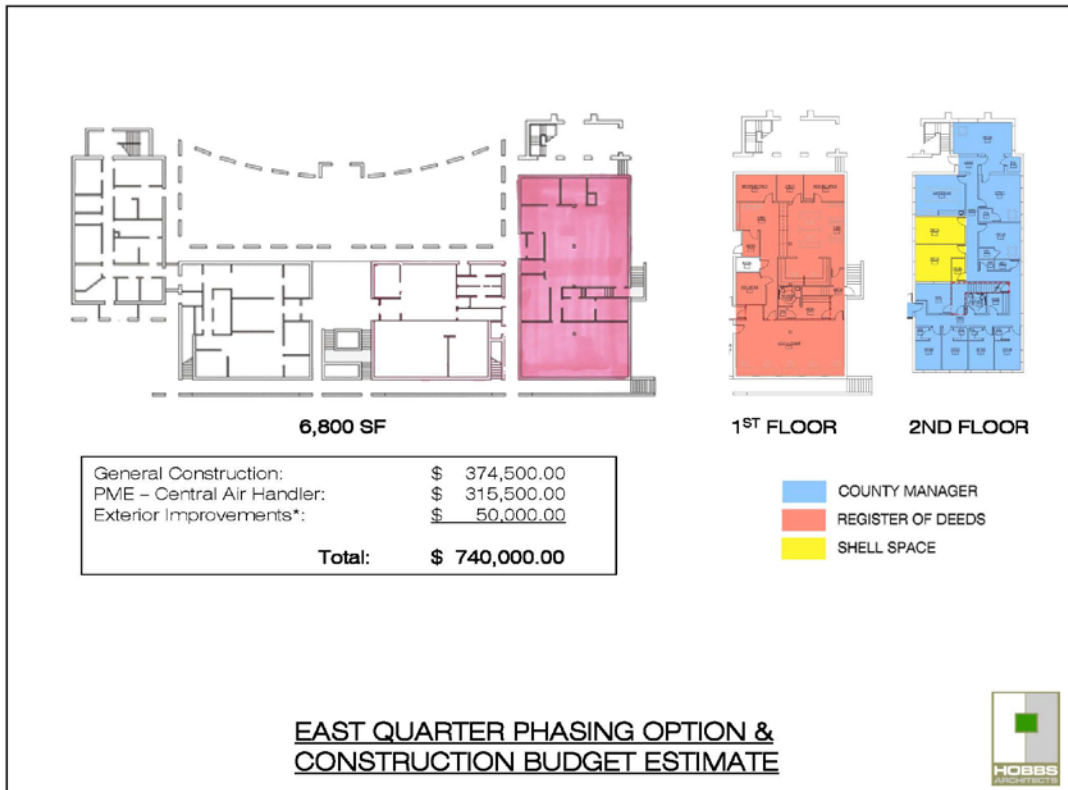
 <p>10,700 SF</p> <p>East Half</p>	<table border="1"> <tbody> <tr> <td>General Construction:</td> <td>\$ 591,750.00</td> </tr> <tr> <td>PME – Central Air Handler:</td> <td>\$ 458,000.00</td> </tr> <tr> <td>Exterior Improvements:</td> <td>\$ 100,000.00</td> </tr> <tr> <td>Total:</td> <td>\$1,149,750.00</td> </tr> </tbody> </table>	General Construction:	\$ 591,750.00	PME – Central Air Handler:	\$ 458,000.00	Exterior Improvements:	\$ 100,000.00	Total:	\$1,149,750.00						
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 <p>10,300 SF</p> <p>West Half with Central Core</p>	<table border="1"> <tbody> <tr> <td>General Construction:</td> <td>\$ 465,750.00</td> </tr> <tr> <td>PME – Central Air Handler:</td> <td>\$ 364,500.00</td> </tr> <tr> <td>Sub-Total:</td> <td>\$ 830,250.00</td> </tr> <tr> <td>Addition of Central Core:</td> <td>\$ 240,000.00</td> </tr> <tr> <td>HVAC for Addition:</td> <td>\$ 74,000.00</td> </tr> <tr> <td>Exterior Improvements:</td> <td>\$ 100,000.00</td> </tr> <tr> <td>Total:</td> <td>\$1,244,250.00</td> </tr> </tbody> </table>	General Construction:	\$ 465,750.00	PME – Central Air Handler:	\$ 364,500.00	Sub-Total:	\$ 830,250.00	Addition of Central Core:	\$ 240,000.00	HVAC for Addition:	\$ 74,000.00	Exterior Improvements:	\$ 100,000.00	Total:	\$1,244,250.00
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 <p>21,000 SF</p> <p>Entire Building</p>	<table border="1"> <tbody> <tr> <td>General Construction:</td> <td>\$ 1,057,500.00</td> </tr> <tr> <td>PME – Central Air Handler:</td> <td>\$ 822,500.00</td> </tr> <tr> <td>Sub-Total:</td> <td>\$ 1,880,000.00</td> </tr> <tr> <td>Addition of Central Core:</td> <td>\$ 240,000.00</td> </tr> <tr> <td>HVAC for Addition:</td> <td>\$ 74,000.00</td> </tr> <tr> <td>Exterior Improvements:</td> <td>\$ 200,000.00</td> </tr> <tr> <td>Total:</td> <td>\$2,394,000.00</td> </tr> </tbody> </table>	General Construction:	\$ 1,057,500.00	PME – Central Air Handler:	\$ 822,500.00	Sub-Total:	\$ 1,880,000.00	Addition of Central Core:	\$ 240,000.00	HVAC for Addition:	\$ 74,000.00	Exterior Improvements:	\$ 200,000.00	Total:	\$2,394,000.00
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CONSTRUCTION BUDGET ESTIMATES



East Half of Building	
•Construction	\$ 1,149,750.00
•Design	\$ 126,400.00
•Furnishings	\$ 114,975.00
•Contingency	\$ 114,975.00
Total	\$1,506,100.00
OVERALL PROPOSED PROJECT BUDGET (EAST HALF OF BUILDING)	






**East Quarter of Building
with Mid-East Quarter Bid as an ADD Alternate**

• Construction	\$ 740,000.00
• Design	\$ 126,400.00
• Furnishings	\$ 74,000.00
• Contingency	\$ <u>74,000.00</u>
Total	\$1,014,400.00

**OVERALL PROPOSED PROJECT BUDGET
(EAST QUARTER OF BUILDING)**





PRESENTATION TO THE CHATHAM COUNTY COMMISSIONERS
CHATHAM COUNTY COURTHOUSE ANNEX RENOVATION

May 7, 2012



A discussion ensued regarding the fountain, courtyard, and cleanliness of the outside of the Annex building.

David Hughes, Public Works Director, explained that he thought the problem resulted from the north-facing building. There are a lot of places where mildew can collect. Even when it is power-washed, all of the mildew is not removed. He stated that the best solution would be to power-wash the building more often.

When asked about the condition of the roof, Mr. Hobbs explained that the metal roof is in good shape; the cowl skylights in the central breezeway are not in very good shape; and replacing those or replacing with a zinc roof would be included in a future phase once the central breezeway is enclosed.

Mr. Hobbs explained that they had looked at closing off the exterior passageways; they he thinks the flow would be improved if that was done; and that he feels that what they have done is reasonable and will make a big difference once the entire project is realized.

Mr. Hobbs talked about the open-office concept and individual ceilings per office space.

Paul Harry, with RMF Engineers, discussed the efficiency of the mechanical systems. He stated that the biggest difference will be comfort and controllability over the split-systems which are now in place.

Commissioner Kost asked information be provided as to how this works with the energy efficient contract at a later date.

Mr. Hobbs stated that he would get that information to the Board.

CHATHAM LEADERSHIP PRESENTATION

Heather Rusnak, Galloway Ridge Executive Director, introduced members of the Chatham Leadership Group, and explained they are in a nine-month program for leaders in the community to learn more about the community and County and to find some way to give back to the County. She stated that they would like to purchase and provide a beautiful, granite bench and place in the walkway between the old courthouse and the new judicial center. They would purchase the bench from a local supplier; it would have no maintenance for the County; it would be set into place before the grand opening; and it would be enjoyed by future generations. It would include the name of their program, date it was placed, and the name of the Chatham County Chamber of Commerce. She asked for the Board's permission to move forward with the request.

By consensus, the Board agreed.

PITTSBORO WATER LINE ASSISTANCE

William (Bill) Terry, Pittsboro Town Manager, provided background information on the Hillsboro Street Transmission Line Project to request financial assistance from Chatham County for funding the full scope of work for the project as follows:

The Hillsboro Street Transmission Line Project was originally part of the larger Downtown Water System Improvement Project; however, the Town's efforts to secure a USDA loan to fund the larger project have not yet been successful. We were successful in obtaining a \$750,000 CDBG grant; therefore, we separated the Hillsboro Street Transmission Line portion of the work into a discrete project to better track expenses with respect to the CDBG funding. The work includes about 6,340 linear feet of water lines from the Town's Million Gallon Tank to the Courthouse traffic circle. The project replaces a variety of pipe sizes and types, some of which may be as much as 90 years old. Replacement of this line is expected to have immediate benefits of increased water flow to the lateral services and fire hydrants connected directly to the new line. It will also provide adequate pressure to meet the fire flow needs and sprinkler system needs of the renovated historic Chatham County Courthouse. Furthermore, this line will become the backbone from which future projects can be added to address issues of inadequate flow and pressure throughout the Pittsboro downtown area.

On a parallel track, we continue to pursue a USDA loan that will fund the remainder of the Downtown Water System Improvement Project. This project is designed to address low pressure issues throughout the central downtown area that will not be improved by the Hillsboro Street Transmission Line Project.

The project will be partially funded by a \$750,000 CDBG grant supplemented with \$37,500 in matching funds from the Enterprise Fund balance, a \$240,000 Rural Economic Development Loan & Grant (REDLG) loan and \$141,365 for engineering design and construction administration from the Enterprise Fund balance. The \$240,000 REDLG loan was originally earmarked for the 3M Reuse Water Project; however, when those funds were not needed for their original purpose, we were able to work with the grant authority to repurpose the loan for use on the Hillsboro Street Transmission Line Project. The following is a summary of the funds currently committed to this project.

Funding Source	Amount	Notes
CDBG	\$750,000	
REDLG Loan	\$240,000	\$24,000 already paid back.
Enterprise Fund Balance	\$178,865	
Total	1,168,865	

Bids on this project were opened on April 5, 2012 with the following results:

Bid Tabulation Table	
Contractor	Bid Amount
SKC, Inc.	\$1,458,125.00
Sanford Contractors	\$1,798,893.80
Sullivan Eastern	\$2,090,175.00

The table below compares the currently available funding in the project budget to the bid results. Assuming a 10% contingency fund, we have a budget shortfall of \$651,437.50.

Adequacy of Budget Analysis	
Construction Budget	\$877,500.00
Contingency Budget	\$75,000.00
Total Available Funds	\$952,500.00
Low Bid	\$1,458,125.00
Shortfall with no Contingency	-\$505,625.00
10% of Low Bid	\$145,812.50
Shortfall with 10% Contingency	-\$651,437.50

We had hoped for a more favorable bid; one that would have made it reasonable to recommend funding the shortfall from the Enterprise Fund balance; however, we do not recommend using over \$650,000 of the Enterprise Fund balance to augment this project budget. The Enterprise Fund balance at the end of FY 2010-2011 was about \$1,863,000; however, we used \$402,245 to balance the FY 2011-2012 budget and we will need about \$142,500 to balance the FY 2012-2013 budget, assuming that the Board approves a water/sewer rate increase. The remaining available fund balance is only about \$1,318,255. Funding this project budget shortfall from the Enterprise Fund balance would drop the fund balance to a historical low of about \$668,000.

We have had some staff level discussions regarding various ways for Chatham County to help the Town keep this project on schedule, prevent the forfeiture of the \$750,000 CDBG grant and the \$240,000 REDLG grant loan, and complete a project that is critical to the success of the historic Chatham County Courthouse renovation. Those discussions have included the Chatham County payment of the access fees and capital recovery fees for the New Jail Project totaling \$203,005 and a direct appropriation of \$223,432 from the Chatham County fund balance toward the completion of the project. These measures would be taken in conjunction with the Town executing a five-year installment loan for about \$249,000 bringing the total cash contribution from the Town for this work to a total of \$427,865. A proposed funding plan that would achieve the goal of moving this project forward is summarized in the table below:

Mr. Terry answered questions from the Board.

Mr. Hughes answered questions regarding the installation of the water line of the original project and how it may have mitigated the need for the pump and the tank at the new judicial facility.

Mr. Terry presented a piece of two-inch pipe from a Hillsboro Street water main break two years ago which was badly rusted.

Mr. Terry discussed the project budget analysis as follows:

**Hillsboro Street
 Transmission Line
 Project
 Budget
 Analysis**

Low Bid		\$ 1,458,125.00	Construction Cost
10% Contingency		\$ 145,812.50	
Bid + Contingency		\$ 1,603,937.50	
Engineering Design, Contract Admin. and Grant Admin.		\$ 216,365.00	Design, construction admin & grant admin
Project Cost Estimate – Total		\$ 1,820,302.50	
Available Grant/Loan Funds		\$ 966,000.00	\$750,000 CDBG & \$240,000 REDLG Loan
Shortfall		\$ 854,302.50	Cash needed from sources other than Grants/Loans
Town Bank Loan - Proposed.	\$ 249,000.00		
Appropriated to date from Town Enterprise Fund Balance.	\$ 178,865.00		Cash for design, construction admin, and 5% CDBG
Total Cash Contribution from Town of Pittsboro.	\$ 427,865.00	\$ 427,865.00	
Remaining Shortfall		\$ 426,437.50	Requested County Participation
County Access & Cap Recovery Fees for Jail Sewer		\$ 203,005.00	
Proposed County Direct Appropriation to Project Costs		\$ 223,432.50	

Completion of this project in a timely manner is a matter of importance to both Chatham County and the Town of Pittsboro. From the perspective of the Town of Pittsboro, the upgrade of this water transmission line will become the backbone from which future projects can be added to address issues of inadequate flow and pressure throughout the Pittsboro downtown area. From the perspective of Chatham County, this new line will immediately bring improved water flows to the newly renovated historic courthouse and move us one step closer to achieving improved water flows to the new Chatham County Judicial Center. From the point of view of the County Fire Marshal and the Chief of the Pittsboro Volunteer Fire Department, the flow improvements will enhance fire safety in the downtown area and may have a positive effect on fire insurance rates for the community at large.

Due to the far reaching public health and safety benefits of this project to the Town and the County, we hope that Chatham County will see the benefit of being a financial partner with the Town in seeing this project through to completion.

RECOMMENDATIONS

1. That the Chatham County Board of Commissioners agrees to provide financial support for the Hillsboro Street Transmission Line Project by paying the \$203,005 in access fees and capital recovery fees for the New County Jail Project as soon as possible.
2. That the Chatham County Board of Commissioners further agrees to provide financial support for the Hillsboro Street Transmission Line Project by appropriating an additional \$223,432.50 as a direct contribution to the Hillsboro Street Transmission Line Project budget.

Further discussion ensued with regard to funding.

Commissioner Kost asked staff if funds were available and if it would be appropriate to use any of the historic courthouse project budget for this project.

Mr. Hughes explained that he had contacted the County’s insurance adjustor to find out if we would have access money from the claim and if it could be applied to this job. He stated that the insurance adjustor had to do some research on this issue.

Commissioner Kost asked the Town of Pittsboro if the annexation of Northwood High School into the Town limits so that they could get the reduced rate for water stating that she is more inclined to help the Town out with this project if the Town helps the County out with the high school annex.

Mr. Terry stated that the request was tabled indefinitely so that it is not scheduled to come back to his board at this juncture.

Councilman Michael Fiocco stated that the request was tabled; however, in the interim, research is being done. Because of satellite annexation legislation that provides for a particular zone, it can have its own unique cost structure. One of the things that they would like to know is it really costs them more money to provide for the water and sewer to the high school than it does for in-town rates so that it is not a losing proposition. Hopefully, it would be the win-win situation at which they could arrive by getting the annexation if the analysis proves that it is the same cost which would be a more favorable situation.

Mr. Terry explained that their utility director, as well as their water plant superintendent, are working on it and should have some numbers shortly for him. They are trying to determine the cost of operating the sewage lift station. The school owns it, but they operate and maintain it for them as an informal arrangement.

Commissioner Kost stated that she was interested in how much it would cost to push the water and sewer the extra distance.

Chairman Bock stated that it is his understanding that the school was being charged roughly an extra \$45,000 by not being annexed. He asked if it was not worth that type of investment toward the schools regardless of what the study says.

Mr. Terry stated that he would prepare a cost benefit analysis, but it was a political decision. He stated that he hoped that the County would see the far-reaching safety benefits to the Town and County and hopes that the County will see the benefits of being a financial partner with the Town in seeing the project through to completion. He stated that the Town Board has to award a bid before the bids expire on June 5, 2012.

Ms. Paschal stated that the funds could be taken from Water Capital Reserve since General Fund money has been appropriated into the Water Capital Reserve.

Commissioner Kost expressed concern that the Water Capital Reserve is what they are building to eventually work on the regional intake stating that if they keep tapping it, at some point they will realize that they have insufficient money.

Commissioner Petty asked if there was any way to structure a loan as was done for Goldston.

Mr. Hughes stated that the USDA would not finance a project after the fact. USDA funding has to be approved prior to the project commencement.

After further discussion, Mr. Terry stated that they would need a commitment before the contract is awarded.

Commissioner Kost asked for clarification of funding of County access and cap recovery fees for jail sewer (\$203,005.00) and proposed County direct appropriation to project costs (\$223,432.50).

The County Manager stated that staff had proposed those amounts in the initial discussions to get funds from the Board.

Chairman Bock asked the likelihood of hearing from the insurance within two weeks.

Mr. Hughes replied that it was pretty high.

Commissioner Kost stated that she was supportive of the County working with the Town of Pittsboro, but stated that she was not sure of committing the full amount of \$223,432.50; however, she would like an answer to the courthouse issue and some assurance that the Town will work with the school to get that situation resolved.

The County Manager stated that if the Board was inclined to give assistance up to the \$223,432.00, they might take action with a contingency motion, subject to what they hear back from the insurance company, so the Town has some information to in order to move forward.

Mr. Hughes added that he might add the caveat that if they did not use all of their contingencies that the County would be credited the balance of the contingency.

Mr. Terry explained that much of the County's contribution, if they give it, could be considered to be the contingency. If the Town gets lucky and doesn't have to use it, he feels that the Town would agree to refund the balance back to the County.

Commissioner Cross stated that he was good with it.

Chairman Bock stated that he would like to hear about the courthouse funds.

By consensus, the Board will decide how to make it work with up to the amount requested.

Mr. Terry stated that he would work with the County Manager to keep up-to-date on the Board's decision-making process.

CHATHAM TRANSIT SERVICES DIRECTOR POSITION

The County Manager explained that staff is asking for a formalization of the "Transit Services Director Position" in order to make an offer to the current director to become a County employee.

Carolyn Miller, Human Resources Director, stated that the benefits plus the salary are competitive. The turnover at Chatham Transit has been detrimental and this arrangement will provide stability by providing that connection with the County.

The County Manager stated that the County would also have the opportunity to use the current director's talents to the County's advantage in other places.

Commissioner Petty moved, seconded by Commissioner Cross, to create a "Transit Services Director Position", functioning as the executive director of Chatham Transit, effective April 30, 2012 in the interest in promoting stability and connection with Chatham Transit. The motion carried five (5) to zero (0).

BUDGET WORK SESSION DATE CHANGES

Lisa West, Budget Analyst, reviewed the "Budget Work Session Schedule" and stated that the dates are as follows:

May 24, 2012	10:30 AM – 5:00 PM
May 31, 2012	9:00 AM – 4:30 PM

The meetings will be held in the Chatham County Agricultural Building Auditorium.

Commissioner Cross suggested that if any Board Member had questions, they be sent to the Assistant County Manager prior to the budget meeting so that she can have the answers.

BREAK

The Chairman called for a short break.

CLOSED SESSION

Commissioner Cross moved, seconded by Commissioner Petty, to go out of the Work Session and convene in Closed Session for the purpose of consulting with the County Attorney on matters regarding personnel. The motion carried five (5) to zero (0).

WORK SESSION

Commissioner Cross moved, seconded by Commissioner Stewart, to adjourn the Closed Session and reconvene in Work Session. The motion carried five (5) to zero (0).

ELIMINATION OF POSITION

Commissioner Kost moved, seconded by Commissioner Cross, to eliminate the Land Use Administrator I Position, effective May 22, 2012. The motion carried five (5) to zero (0).

ADJOURNMENT

Commissioner Cross moved, seconded by Commissioner Stewart, to adjourn the meeting. The motion carried five (5) to zero (0), and the meeting adjourned at 3:56 PM.

Brian Bock, Chairman

ATTEST:

Sandra B. Sublett, CMC, NCCCC, Clerk to the Board
Chatham County Board of Commissioners