

RANLO BOARD OF COMMISSIONERS JULY 2020 REGULAR MONTHLY MEETING
RANLO TOWN HALL
1624 SPENCER MOUNTAIN ROAD, RANLO, NORTH CAROLINA 28054
THURSDAY, JULY 9, 2020
7:00 PM

MINUTES

Governing Body Present:

Mayor	Lynn Black
Mayor Pro-Tem	Katie Cordell
Commissioner	Robin Conner
Commissioner	Jamie Fowler
Commissioner	Effie Locklear
Commissioner	Doug Moore

Staff Present:

Town Manager	Jonathan Blanton
Town Attorney	Jim Windham
Finance Director	Lieke Janssen
Parks Director	Corey Correll
Intern	Grant McMillan

I. Call to Order and Roll Call

Mayor Black called the meeting to order and Town Manager Jonathan Blanton conducted the roll call. Mayor Black offered the invocation.

II. Adoption of the Agenda

Commissioner Moore motioned to adopt the agenda and Mayor Pro-Tem Cordell provided the second. The vote was 5-0.

III. Adoption of the June 11, 2020 Regular Meeting and Public Hearing Minutes

Commissioner Connor motioned to approve the June 11, 2020 regular meeting and public hearing minutes and Commissioner Moore provided the second. The vote was 5-0.

IV. Comments from Attendees

No person registered to call-in during the comments from attendees' portion of the meeting.

V. Repeal of Personnel Ordinance and Adoption of Personnel Policy

Mr. Blanton presented the Board with a new Town Personnel Policy and explained the advantages of not having the Personnel Policy codified in the Town Ordinances.

Mr. Blanton explained that it is a generally accepted practice for employees to receive a raise upon completion of the six-month probationary status and another raise upon the completion of one calendar year. Mr. Blanton wanted to gauge how the Board felt about a dollar-per-hour raise approach or a percentage-based approach. Mayor Pro Tem Cordell stated that she thinks a percentage-based system makes the most sense. Mr. Blanton recommended that a 2.5% raise be given to employees that complete the probationary period.

The second issue Mr. Blanton brought before the Board was the issue of Compensatory Time. Mr. Blanton stated that in the revised policy, non-exempt employees would get time and a half, and exempt employees would accrue compensatory time on an hour for hour basis. Mr. Blanton stated that it has been the understood policy of the Town of Ranlo to allow employees to redeem 80 hours per year of compensatory time in two 40-hour blocks. Mr. Blanton also stated that there is not currently a cap on the amount of compensatory time employees can accrue and suggested that a cap be set at 200 hours. Mayor Pro Tem Cordell stated that she would rather pay overtime than worry about compensatory time. Mr. Blanton stated that the department head would have the discretion to pay employees overtime or allow them to accrue compensatory time. Commissioner Moore asked if unused compensatory time would be allowed to roll over into the next year and Mr. Blanton confirmed that. Mr. Windham stated that it would be up to the Board on how they wanted the system to work. Mr. Blanton stated that he will have a formal plan on compensatory time next month.

The third item Mr. Blanton brought before the board was the issue of Call-Back-Pay and Stand-By-Pay. Mr. Blanton stated that the proposed policy provides for a minimum base pay of two hours any time an employee is called back to work and that employees are paid eight hours for being on stand-by.

Mr. Blanton explained that the accrual rates for vacation leave and sick leave have been revised for Town employees. Vacation time would accrue based on the years of service with the Town and sick time would accrue at 8 hours per month for regular employees and police officers would earn 8.4 hours per month.

Mr. Blanton brought before the Board the idea of making Columbus Day a floating holiday, so that employees could take it whenever they wanted to, without causing undue hardship to the Town. Mayor Black and Commissioner Locklear both recalled that many employees take their birthday off and this floating holiday would allow them to do that. Mr. Blanton stated that the days that are in high demand, such as the day before Thanksgiving and the day after Christmas, would be on a first come, first serve basis for employees at the discretion of the department head.

Mr. Windham confirmed that two motions would be necessary to implement the proposed personnel policy; one to repeal the current policy and another to adopt the proposed policy. Commissioner Moore motioned to repeal the current personnel policy and Commissioner Locklear provided the second. The vote was 5-0. Mayor Pro Tem Cordell motioned to adopt the new personnel policy and Commissioner Fowler provided the second. The vote was 5-0.

VI. Approval of the Audit Contract for FY 2018-2019

Mr. Blanton stated that Eddie Carrick, CPA has completed the FY 2017-2018 audit and it has been approved by the Local Government Commission. Commissioner Moore motioned to approve the contract for FY 2018-2019 to Mr. Carrick and Commissioner Locklear provided the second. The vote was 5-0.

VII. Discussion of the Volunteer Policy and Citizen Advisory Master Planning Board

Mr. Blanton presented the Board with a volunteer form that includes a waiver that releases the Town from any liability. This form will be used for volunteers with Parks & Recreation and for the Citizen Advisory Master Planning Board. Commissioner Locklear motioned to adopt the Volunteer Policy and approve Mr. Blanton's request for the formation of the Citizen Advisory Master Planning Board and Commissioner Conner provided the second. The vote was 5-0.

VIII. Approval of the Cleveland Gaston Lincoln Regional Hazard Mitigation Plan

Mr. Blanton presented the Board with the Cleveland Gaston Lincoln Regional Hazard Mitigation Plan and stated that the approval of this plan would allow the Town to apply for reimbursement from FEMA for natural disasters and for COVID-19 related funding. Commissioner Fowler motioned to adopt the plan and Commissioner Moore provided the second. The vote was 5-0.

IX. Town Manager's Report

Mr. Blanton presented the Board with an info-graphic that explained why the Town was increasing the water and sewer rates and two sample bills for residents to examine in order to see how their bills will look in the coming months.

Mr. Blanton took time to thank Mr. Jason Green and the employees of the Public Works Department for fixing two water leaks on the 4th of July. Mr. Blanton thanked the Police Department and the Fire Department for helping with the Senior Day Parade. Mr. Blanton thanked Ms. Janssen for finding Sales Tax that had not been claimed from the State. Mr. Blanton thanked Mr. Correll for being instrumental in helping the Town get ready to apply for CDGB grant funding. Mr. Blanton also thanked Mr. McMillan for helping research other towns' personnel policies.

X. Comments from Mayor Black

Mayor Black took time to express how well the Senior Parade went and how much he appreciated being able to be a part of that. Mayor Black also thanked the Ranlo Church of God for being willing to help out.

XI. Comments from Commissioners

Commissioner Connor asked how the surveys for the CDBG grants were going. Mr. Blanton stated that they were going out this week, and that they needed a 75% response rate in order to be eligible for the grant and hoped to have all of the surveys done by the end of July.

Mayor Pro-Tem Cordell inquired about how much money the water line project would cost if the Town paid out of pocket, and Mr. Blanton stated that it would be several hundred thousand dollars, if not millions of dollars per section and that he was aiming to receive over a million dollars in grant funding.

Commissioner Fowler inquired about if the project would include Rhyne Circle. Mr. Blanton stated that there would be a map that would show all of the water lines that are being considered for replacement from the Wooten Company.

Mayor Pro-Tem Cordell asked for an update on the Boulder Court project. Mr. Blanton stated that the engineers have been hard at work the past few weeks. Mr. Blanton expects to have more information by the August meeting.

Mayor Black asked Commissioner Moore for an update on the Fire Department. Commissioner Moore stated that people have been asking about bricks for the flagpole. He wanted people to wait since they are still trying to decide where to put it. He will make everyone aware on when the bricks are available for purchase.

Commissioner Fowler asked for an update on reopening in terms of COVID-19. Mr. Blanton stated that the Town will be following the Governor's orders as well as guidelines from Gaston County and cannot give a firm date on when Town Hall and the parks will be opened again.

Commissioner Connor inquired about the trash cans that are being picked up from people that elected to keep their service at \$9 per month and return the second garbage can to the Town. Mr. Blanton stated that due to an overwhelming amount of people electing to give up their second trash can, they are being stored at Public Works and at the old Water Treatment Plant. Mr. Blanton hopes to repurpose them at some point, but for right now they are being stored.

XII. Adjournment

Commissioner Locklear motioned to adjourn the meeting and Commissioner Fowler provided the second. The vote was 5-0.

ATTESTED TO:

Mayor Lynn Black