

The Alleghany County Board of Commissioners met in regular session on Monday, October 20, 2014, at 10:00am in the Board Meeting Room of the County Administration Building, 348 South Main Street, Sparta, North Carolina.

Present: Chairman Larry Cox, Vice-Chair Tom Smith, Commissioner Larry Davis, Commissioner John Goudreau, Commissioner Karen Leys, County Manager Don Adams, County Attorney Donna Shumate and Clerk to the Board Karen Evans.

Chair Cox called the meeting to order, led the Pledge of Allegiance and offered the Invocation.

Commissioner Leys made a motion to approve the agenda for this October 20, 2014, meeting. Commissioner Goudreau seconded the motion. Vote 5:0.

AGENDA
Monday, October 20, 2014
10:00 AM

- 10:00 Meeting Called To Order, Pledge of Allegiance and Invocation
Motion on Agenda for October 20, 2014, Meeting
Motion on Minutes for September 29, 2014, Joint Meeting and October 6, 2014, Meeting
- 10:05 A. Rita Miller, Tax Administrator
1. September Releases and Refunds - Standard release and refund of both automobile and real property taxes due to reasons listed on the report. Actions Requested – Vote on releases and refunds.
 2. September Collections Report - Monthly 2014 collection rates through September as compared to 2013 monthly collection rates. No action requested.
 3. Enforced Collections Report – Summarizes enforced collections for the month of September 2014. No action requested
 4. Payment Agreement Report - List of people with payment agreements who did not make payments. No action requested.
 5. Residential Solid Waste Fee Release – Request for solid waste fee request. Action Requested – Vote on request.
 6. Property Tax Exemption Application – Late application for property tax exemption for Alleghany County Ministerium. Action Requested – Vote on request.
 7. Surplus Dell Server – Server purchased in 2005 and is out of date. Action Requested – Vote to declare the server surplus and authorize the County Manager to dispose of the server.
- B. Travis Dalton, Planner
RE: Planning Annual Report. No action requested.
- C. Appalachian Senior Services
RE: Senior Services Annual Report. No action requested.
- D. General Business
1. Surplus and Disposal of Transportation Vehicles
Alleghany in Motion has five vans that are longer being used in the transportation system. These vans are proposed to be sold individually by the upset bid process. Action Requested – Vote to declare the vans surplus and authorize the County Manager to sell the vans through the upset bid process.
 2. Wood Waste Grinding Bids
Wood waste grinding bids are due in the Administration office at Noon on Thursday, October 16, 2014. More information will be provided at the meeting. Action Requested – Vote to award the bid.
 3. Job Description Changes for the Transfer Facility Staff
 - A. Adding wording to the Equipment Operator’s job description about performs Maintenance duties as needed.
 - B. Adding wording to the Transfer Facility Attendant’s job description about performs Equipment Operator duties as needed.Action Requested – Vote on both of the proposed changes.
 4. Elevator Equipment Repairs

The elevator at the County Office Building, 90 South Main Street has been issued violations by the Department of Labor for two operational issues. The amount to correct these violations is \$6,777. Action Requested – Vote on the request.

5. Wellness Drawings

A. Drawing for employees who have completed the required health assessment by September 30. Action Requested – Draw 20 employees' names for a chance to win a \$10 Subway meal card.

B. Drawing for employee who has the most healthy outcomes points by September 30. Action Requested – Draw 1 name for 4 ASU football tickets.

E. Public Comments—30 minutes

F. Commissioners Comments

G. Closed Session—NCGS 143-318.11 (a) (6)—personnel

H. Adjourn

Commissioner Smith made a motion to approve the minutes from the September 29, 2014, joint meeting and the October 6, 2014, meeting. Commissioner Leys seconded the motion. Vote 5:0.

Rita Miller, Tax Administrator, presented the September auto releases.

Commissioner Davis made a motion to approve the September auto releases. Commissioner Goudreau seconded the motion. Vote 5:0.

Rita Miller presented the September auto refunds under the vehicle tax system (VTS).

Commissioner Smith made a motion to approve the VTS September auto refunds. Commissioner Leys seconded the motion. Vote 5:0.

Rita Miller presented the September real property releases.

Commissioner Leys made a motion to approve the September real property releases. Commissioner Goudreau seconded the motion. Vote 5:0.

Rita Miller presented the September real property refunds.

Commissioner Leys and Rita Miller talked about the duplicate payments are where the property owner and the mortgage company both paid the taxes.

Commissioner Leys made a motion to approve the September real property refunds. Commissioner Goudreau seconded the motion. Vote 5:0.

Rita Miller presented the September 2014 reports; collections' report, enforced collection report, and payment agreement report.

Rita Miller presented a request on a solid waste fee release for property on Smith Acres Road. She explained she visited the property, property was occupied 7 years ago, currently used as a sewing/craft room, and they do not intent to rent out. She further explained that she will include language in the letter about if the property is rented, the property owner will inform the Tax Office.

Commissioner Smith and Rita Miller talked about the utilities are not turned off because it is being used as an outbuilding. They talked about she doesn't recall other outbuildings in a situation like this with a solid waste fee on it. She said that it is her recommendation to release the solid waste fee.

Commissioner Smith made a motion to release the solid waste fee as recommended by the Tax Administrator. Commissioner Davis seconded the motion. Vote 5:0.

Rita Miller presented a request from the Alleghany County Ministerium on property they own. She explained that it is a late exemption application that meets the qualifications, if this was turned in on time it would have been approved and will be moving forward. She said the request is to approve the late application and release the 2014 taxes.

Commissioner Leys made a motion to approve the late exemption application. Commissioner Smith seconded the motion. Vote 5:0.

Rita Miller presented a request to declare a server surplus because they don't use it. She explained that High Country Council of Government has expressed an interest in the server and is willing to trade one-year of computer services, \$1,000, for the server.

County Manager Don Adams talked about this server hasn't been used in a few years. He explained that High Country Council of Government, Fred Sides, is interested in the server because of the operating system that is on it. He further explained the actions before the Commissioners are to declare the server surplus and allow him to dispose of it.

Commissioner Leys made a motion to declare the server surplus and allow the County Manager to dispose of it. Commissioner Goudreau seconded the motion. Vote 5:0.

Rita Miller explained they have recently mailed out letters regarding delinquent vehicle bills. She talked about people have complained because there is no second notice for the bills so she attempted to send the notices. She said the costs were \$500 and has collected over \$800. She talked about the biggest complaint from the letters was that if they owed the taxes they wouldn't have been able to get their tags. She explained that there was a point in time where the DMV tag block didn't work, she contacted DMV about the matter and have manually put the block on those 700 tags that needed it because of taxes not being paid.

Chair Cox thanked Rita Miller for bringing this up.

Travis Dalton, Planner, presented the Planning Department's annual report. He reviewed the statistics for his office including the number of permits reviewed, development reviews, commercial and business permits/applications, plat review, and Planning Board activities. He talked about we had a community assisted visit from FEMA and everything was correct and up to date, and he passed his Level III tests and obtained certificates in three trades and only need one more. He further talked about his training conferences he has attended and plans to attend.

Commissioner Leys and Travis Dalton talked about having the mechanical class/test and then having unlimited in all trades.

County Manager Don Adams asked how many years did this take. Travis Dalton answered 7 years. The County Manager explained the transition time when an inspector leaves/retires. They talked about recent activity looks like it is picking up some.

Commissioner Smith and Travis Dalton talked about the Planning Board worked on a proposed ordinance change.

Commissioner Leys asked when the AT&T towers will be working since there is nothing in the ordinance about when they have to be operational. Travis Dalton explained the status of the final one in regards to the building inspections. He said he doesn't know when they will bring their equipment for the towers.

Travis Dalton explained that he is talking to 3-4 different people for more tower locations. County Manager Don Adams mentioned that as soon as we can get information in front of this Board the better so the Commissioners don't have make a decision in one night. He talked about giving the tower people notice that it may potentially take the 60 days as noted in the ordinance. The County Manager and Travis Dalton talked about not being able to present information to the Commissioners prior to the quasi-judicial meeting for the Planning Board. Travis Dalton explained that they are in the site acquisition stage right now and it could be 6 months before anything else is done.

Commissioner Leys and Travis Dalton talked about what is needed for the floodplain permit.

County Manager Don Adams explained that Alleghany County and the Town of Sparta each have a floodplain ordinance that regulates construction in flood areas which allows people to get flood insurance in those areas.

Commissioner Leys and Travis Dalton talked about compliance permits issued.

Tammy Taylor and Debbie Wellborn with Appalachian Senior Services presented their annual report.

Tammy Taylor talked about the foster grandparent program and senior companion program. She explained the process for volunteers to work through their programs. She presented information about the number and types of children they have worked with during this year and the statistics for the senior companion program they served in the past year.

Debbie Wellborn talked about the amount of money spent in Alleghany County for the volunteers, the amount of training for the volunteers, and explained the different programs that they have provided for the volunteers. She talked about ways they try to keep the seniors a part of the community, and they want the volunteers to feel like they are a part of the community. She talked about they know they make a difference at the end of a day for a child or for a senior.

Commissioner Leys said that she has been around a couple of people that used the service, and it's a great program. She thanked them.

Commissioner Smith and Tammy Taylor talked about the number of volunteers is down. Debbie Wellborn mentioned that the background check has slowed the process down, and cost 48 per person.

Commissioner Leys, Tammy Taylor and Debbie Wellborn talked about the school volunteers work 20 hours a week, 4 days a week, and have assigned children they work with.

Commissioner Goudreau stated his appreciation and said thank you for what you do. He talked about it is very important that we work with these individuals.

Chair Cox said he ensures them that they are making a difference.

County Manager Don Adams presented information about 5 transportation vehicles. He explained that originally we had planned to have a surplus sale but need to wait. He further explained the State requires us to dispose of the transportation vehicles or they will withhold our administrative funds. He talked about the upset bid process. He explained at public auctions, the vans normally bring \$300-\$1,800. He talked about the sealed bid process and that is his recommendation including setting a minimum bid on each one. He further talked about the recent interest in the vehicles have been from churches. He stated the request before the Board is to surplus the vehicles and sell by sealed bids.

Commissioner Smith and County Manager Don Adams talked about the sealed bid process only requires one newspaper ad but we will advertise for a couple of weeks.

Commissioner Leys and County Manager Don Adams talked about our website does not have a platform or the form for this.

County Manager Don Adams talked about looking at other government auction places, like Govdeals.com. He said that as long as we are getting around what the value is this way is giving our citizens an opportunity to purchase the vans.

Commissioner Smith and the County Manager talked about the location of these vans.

Chair Cox and County Manager Don Adams talked about advertising in the newspaper and providing information to the people who normally bid on these.

Commissioner Leys and County Manager talked about him coming back to the next meeting with minimum bids unless the Board is comfortable with the amounts he has mentioned; \$300 for the van with transmission issues, \$500 for the maxi-van and \$800 for the other 3 vans.

Commissioner Leys made a motion to declare the vans surplus and authorize the County Manager to sell through sealed bids with the minimum bids as described. Commissioner Goudreau seconded the motion. Vote 5:0.

County Manager Don Adams talked about the wood waste bids were received and opened late last week with two bids received; Bennick Enterprise \$15,825 and Cana Contracting \$17,500. He explained Cana Contracting did the work last year and Bennick the previous year. He further

explained Bennick has the required 2x4 screen but Cana doesn't so they ground it twice, which made better mulch. He said that Bennick will still have good mulch but it won't be as good as last year's. He stated that the amount of mulch sold last year was \$840-\$900.

Commissioner Leys and County Manager Don Adams talked about the requirement of waiting a period of time to sell the mulch. They talked about the timeline for last year.

County Manager Don Adams explained that Bennick did a good job, and he has no reason to not recommend them.

Commissioner Goudreau made a motion to award the contract to Bennick and not charge the public for the mulch. Commissioner Smith seconded the motion. Vote 5:0.

County Manager Don Adams presented two job descriptions; Equipment Operator and Transfer Facility Attendant. He explained that he is adding a sentence on the job description about performs maintenance duties as needed. He explained the need to have the ability to work in different areas and making it more universal.

Commissioner Smith made a motion to approve the suggested changes. Commissioner Davis seconded the motion. Vote 5:0.

County Manager Don Adams submitted a request of \$6,777 to make mandated repairs on the elevator at 90 South Main Street. He explained the repairs for the elevator; photo eyes and indicator lights. He talked about all of the areas that we have elevators.

Commissioner Leys and County Manager Don Adams talked about we have an annual contract with Otis for general maintenance, we pay them once a year for load testing, and on inspection issues they will provide a separate quote. He explained why he doesn't recommend going with a separate contractor. He talked about when the Otis contract ends; we can go out to bid at that time. He stated that these repairs are required under State code.

Commissioner Davis and County Manager Don Adams talked about how many elevators the County has.

Commissioner Davis made a motion to approve the request. Commissioner Goudreau seconded the motion. Vote 5:0.

Clerk Karen Evans told the Board the first wellness drawing is for employees who have completed the required health assessment through BCBS in the Healthy Outcomes program by September 30, which is 74 employees. She stated that the drawing is for 20 employees to win a \$10 Subway meal card. The Board of Commissioners conducted a raffle for employees that have completed the required health assessment for the County's wellness program.

Clerk Karen Evans explained that the next drawing is for the employees who have the most Healthy Outcomes points by September 30 and is for 4 ASU tickets. Chair Cox drew the name; Linda Edwards.

Chair Cox opened the floor for public comments. None were received. He closed that portion of the meeting.

Commissioner Goudreau said thank you to the employees and Karen Evans for the participation in the Wellness Program. He stated that he appreciates it and keep up the good work.

Commissioner Leys explained she recently attended a Farm Bureau meeting, learned that 700 kids are food insecure in this county, and explained the meeting. She talked a meeting she attended about high schools in rural areas receiving assistance for higher education. She said she recently attended the Board of Education meeting, where it was confirmed the State did cut \$500,000 from them, which they absorbed in their fund balance. She thanked the school staff. She said that additional cuts may come. She stated her appreciation for them keeping the schools strong.

Commissioner Smith made a motion to enter into closed session under NCGS 143-318.11 (a) (6)—personnel at 11:17am. Commissioner Davis seconded the motion. Vote 5:0.

Commissioner Smith made a motion to adjourn closed session at 11:52am and reconvened the regular meeting. Commissioner Davis seconded the motion. Vote 5:0.

Chair Cox stated no decisions were made during closed session.

Being no further business, Commissioner Leys made a motion to adjourn at 11:53am. Commissioner Goudreau seconded the motion. Vote 5:0.

Respectfully submitted,

Attest:

Karen Evans, Clerk to the Board

Larry Cox, Chairman