MINUTES
BURKE COUNTY BOARD OF COMMISSIONERS
SPECIAL MEETING

The Burke County Board of Commissioners held a special meeting on Thursday, May 19, 2022, at 2:00 p.m. The meeting was held at the Commissioners' Meeting Room, located at the Burke County Services Building, 110 N. Green Street, Entrance E, in Morganton, N.C. The agenda, in its entirety, was posted to the County's website, www.burkenc.org, several days prior to the meeting as usual. The meeting notice, executed by Chairman Mulwee, was published on May 4, 2022, and the purpose of the meeting was to discuss the FY 22-23 budget. Both Burke County and the state of North Carolina had previously declared a state of emergency which was ongoing as of this date due to the global COVID-19 pandemic. Those present were:

COMMISSIONERS PRESENT: Scott Mulwee, Chairman
Johnnie W. Carswell, Vice Chairman
Wayne F. Abele, Sr.
Jeffrey C. Brittain

COMMISSIONERS ABSENT: Maynard M. Taylor

STAFF PRESENT: Bryan Steen, County Manager
Margaret Pierce, Deputy County Manager/Finance Director
J.R. Simpson, II, County Attorney
Kay Honeycutt Draughn, Clerk to the Board

CALL TO ORDER
Chairman Mulwee called the meeting to order at 2:00 p.m.

APPROVAL OF AGENDA
Motion: To approve the agenda.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Wayne F. Abele, Sr., Commissioner
AYES:	Scott Mulwee, Johnnie W. Carswell, Wayne F. Abele, Sr. and Jeffrey C. Brittain
ABSENT:	Maynard M. Taylor

ITEMS FOR DISCUSSION

FINANCE - VFD REQUEST FOR TAX RATE CHANGE
Information from the agenda packet:

> For FY 22-23, two (2) fire departments have requested a fire tax rate increase: Icard (.100 to .120) and Salem (.070 to .100). Representatives from the fire departments will be present at the May 19th budget meeting to address the need for the rate increase and respond to questions from the Board.

District	Current Tax Rate	Requested Tax Rate	Recommended Tax Rate
Brendletown	$0.105	$ 0.105	$0.105
Carbon City	$0.080	$ 0.080	$0.080

Chesterfield	$0.130	$ 0.130	$0.130
Drowning Creek	$0.120	$ 0.120	$0.120
Enola	$0.105	$ 0.105	$0.105
George Hildebran	$0.110	$ 0.110	$0.110
Glen Alpine	$0.100	$ 0.100	$0.100
Icard	$0.100	$ 0.120*	$0.120*
Jonas Ridge	$0.135	$ 0.135	$0.135
Lake James	$0.080	$ 0.080	$0.080
Longtown	$0.120	$ 0.120	$0.120
Lovelady	$0.105	$ 0.105	$0.105
Oak Hill	$0.090	$ 0.090	$0.090
Salem	$0.070	$ 0.100*	$0.100*
Smokey Creek	$0.118	$ 0.118	$0.118
South Mountain	$0.136	$ 0.136	$0.136
Triple Community	$0.078	$ 0.078	$0.078
West End	$0.110	$0.110	$0.110

* Requested Rate Increase

Kenneth Eckard, Chairman of the Board for Icard Township Fire Rescue Department, said since January, they have responded to 27 calls with only one (1) firefighter or EMT. Chairman Eckard then spoke of the lack of volunteers and noted they only have one (1) paid firefighter per shift at night and two (2) during the day. He said their total call volume for 2021 was 1,569 with their full-time staff of four (4) answering 61 percent of the total combined individual responses. Their 34 volunteers accounted for the other 39 percent of the combined responses. Chairman Eckard said a vote was taken at their March 25th, 2022 meeting to increase their tax rate in order to fund three (3) additional personnel, and after following public notice requirements, the tax rate increase was unanimously approved for recommendation to the Board of Commissioners.

Chairman Mulwee opened the floor for questions and comments from the Board. Chairman Eckard responded to questions from Vice Chairman Carswell and Chairman Mulwee regarding staffing numbers, call numbers, and staff scheduling. In response to a question from Commissioner Brittain, Margaret Pierce, Deputy County Manager/Finance Director, said the proposed tax increase for Icard Township Fire Rescue Department would result in approximately $130,000 depending on the collection rate.

Ms. Pierce then introduced Salem Fire and Rescue Protection Association's request and noted it would result in approximately $140,000 in revenue. She then introduced Chief Charles Autrey. Chief Autrey said this increase would meet the payment on a $2 million loan to build a new station, noting that their current station No. 1 is 51 years old and has undergone four (4) additions. He said in addition to the new station, they also need to replace one of their fire engines within the next few years. Chairman Mulwee opened the floor for questions and comments from the Board. Vice Chairman Carswell asked when was the last time the department had a rate increase. Chief Autrey said not for some time. Chairman Mulwee asked if anyone spoke against the rate increase at their public meeting. Chief Autrey said out of approximately 20 people, three (3) spoke against the rate increase due to economic reasons. Commissioner Abele asked if the increase would allow the department to purchase a new fire engine. Chief Autrey commented on having saved almost $1 million over the years and noted the new fire station will be approximately $3 million and the new engine will be over $700,000. Chief Autrey responded to additional questions from the Board. Chief Autrey noted that they do not have any full-time firefighters on staff. Discussion continued.

Motion: To approve the tax rate increases for Icard Township Fire Rescue Department and Salem Fire and Rescue Protection Association as presented.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Wayne F. Abele, Sr., Commissioner
AYES:	Scott Mulwee, Johnnie W. Carswell, Wayne F. Abele, Sr. and Jeffrey C. Brittain
ABSENT:	Maynard M. Taylor

FINANCE - FY 22-23 BUDGET EXPLANATION OF CHANGE AND ITEMS OF NOTE

Margaret Pierce, Deputy County Manager/Finance Director, reviewed the significant changes and items of note for the recommended FY 22-23 budget as follows:

Fiscal Year 2022-2023 – Summary Notes by Department

General Fund revenues	Property tax increased due to growth and continued high collections. Sales tax estimated with 5% growth over current actuals. Permits and fees are flat. Intergovernmental revenues are down due to onetime allocations specific to expenses and jail bed rentals not realized. Sales and services are up slightly due to increases in EMS billings. Recommended budget includes a fund balance appropriation of $1,966,625.
General notes	Required LGERS contribution up 1.25%. COLA of 4% included. Change for Telecommunicator pay method from fixed pay to standard 40-hour week with 1.5 hourly overtime. Change from comp accrual to pay of overtime for non-exempt employees. Payment of holidays instead of floating holidays for departments required to operate on these days included. Third cycle of pay study funded. Increase to County expense for health insurance of $25 per month per employee, no increase for dependent premiums. Education benefits for certification and degrees received by staff that benefit the County, and their department are included.
Aids and Donations	Decrease of $40,000. No new agencies funded. Two requests in current year were one time-Foothills Conservancy and Friends of the Fonta Flora Trail which accounts for the decrease. Requests for increase or inclusion from multiple agencies.
Animal Services	Increase of $70,625. Two new positions requested-none recommended. All positions in pay study cycle. Requests for capital of F350 truck ($38,000), trailer ($17,000), and replacement truck boxes ($62,000). Trailer is recommended. Request for set aside for new building of $250,000-$5,000 recommended.

Building Inspections	Increase of $168,670. Request for two positions-one admin and one additional Building Inspector. Building Inspector recommended. All positions in pay study cycle. Vehicle requested and recommended. Due to state required financial reporting, admin position transferred from Community Development to Building Inspections to better reflect expenditures.
Burke County Schools	No change. Requested $500,000 increase-$246,197 operations and $253,803 nurses. Recommended at current level with use of the $509,000 in County funds rolled to fund balance on June 30, 2021 to fund the increase.
Communications	Increase of $294,425. One position requested and not recommended. All positions but admin assistant in pay study cycle. Pay method changed from fixed pay to standard 40 hours.
Community Dev./Planning	Decrease of $20,580. One position requested and not recommended. All positions but admin assistant in pay study cycle.
Cooperative Extension	Increase of $74,945. Request for 100% County funded position not recommended. Portion of increase due to increase in salary/benefits from NCSU. Capital of passenger van, tractor, and furniture replacements requested with passenger van recommended.
County Manager's Office	Increase of $45,795. Retirement payment of estimated $98,000 included. Assistant Manager funded in current year position not included.
Courts	Decrease of $2,600. Funded as requested.
Debt Service	Decrease of $222,820.
DSS	Decrease of $570,454. Thirty-five new positions are requested and one reclass; five positions and the reclass recommended. Financial Services portion of department in the pay study cycle. Two new vehicles requested and one recommended. Decrease in beneficiary program funds of $1,938,049 with just over $1 million onetime COVID funding.
Economic Development	Decrease of $1,800,339. Tax incentives included with decrease related to initial grants in current year.

Elections	Decrease of $30,705. Funding for possible additional hand counts not included.
EMS	Increase of $1,046,730. One Major position and eight EMS positions to be hired at less than Paramedic level as needed requested and recommended. Two ambulances (one full and one remount) recommended. Two heart monitor replacements included.
Finance	Increase of $135,305. One reclassification requested and recommended. All positions in pay study cycle. Increase relates to addition of full year funding of grant position.
Fire Marshal/ES	Decrease of $77,570. One position requested and recommended for funded as of January 1, 2023. Expansion at storage building recommended. Forklift and commercial washer and dryer not recommended.
General Services	Increase of $11,060. One position requested and not recommended. Three positions in pay study cycle. Paving at storage buildings at Marsh Trail, mower, and trailer requested and not recommended. Vehicle for director recommended.
General Services - Buildings	Decrease of $426,971. Decrease is for one-time projects and EMS base land purchase in current year. Recommended $353,000 in roof replacements-Ag, Avery, and Register of Deeds Buildings. Fire panel upgrades in most buildings requested and recommended. Other projects for building improvements and repairs included as funding allowed. Control upgrades, UV purification systems and other roof repairs and replacements not included.
Governing Board	Increase of $35,135. One position requested and not recommended. Pay increase for Commissioners included as requested.
Health Dept.	Increase of $157,180. One reclassification requested and not recommended. Financial services portion of the department is in the pay study cycle. Six vehicles requested and one replacement truck for Environmental Health recommended.
Human Resources	Increase of $43,295. All positions in pay study cycle. Funds included for new recognition programs and event in December. Neogov software included pending study of further options.

Information Technology	Increase of $231,775. One supervisory position is requested, and a tech position recommended. Continued cost increases for existing software and hardware maintenance and renewals included. Radio encryption hardware included.
Legal	Increase of $17,080. Based on historic spending and projected legal matters.
Library	Increase of $110,725. One reclassification not recommended. One additional part time position recommended. 24 hours a week security for Morganton Library not recommended.
Mental Health	No change. Funds held in reserve by Partners from Burke County will be used for continuation of services at $265,000 level.
Non-Departmental	Increase of $3,320. Increase in retiree insurance estimate and estimated worker's comp claims included. GPS systems for all regular County vehicles and new fuel pump system included.
Other Public Safety	Increase of $82,740. Increase in NC Forestry contract for replacement truck and increased separation allowance payments included.
Recreation	Increase $41,960. Most positions in pay study cycle. Lights for Reep Park field included along with sod cutter. Not included: dog park for Reep Park and pickleball court for Parker Road.
Register of Deeds	Increase of $3,280. Pay increase for Register of Deeds Norman based on educational background requested and not recommended. Register of Deeds position is in the pay study cycle.
Senior Services	Increase of $27,845. Most positions in pay study cycle.
Sheriff	Decrease of $515,667. Five new positions requested and not recommended. Pay increase for all staff, pay for trainee time, pay for scheduling trainees requested and not recommended. Major operational requests recommended include new required psychological evals for new hires and 8 of the 14 requested vehicle replacements. Requests not recommended include new app, software, and body cameras for all officers. Decrease ties primarily to one-time new software

	($492,267) and state funding ($108,770) in current year.
Sheriff-Jail	Increase of $299,699. Continuation of Lt. position approved temporarily in current fiscal year requested and not recommended. Pay increase for all staff requested and not included. Primary reasons for increase tie to new required psychological evals for new hires, increased medical costs, increased food costs and building/equipment service agreements. Requests not recommended include whole body scanner and infrared camera/scanner, additional dual band radios, and electronic medical records software. Request made for no bed rentals until fully staffed and trained which is a decrease of possible revenue of $500,000 that was to assist in funding jail costs.
Soil and Water	Increase of $18,865. Department in pay study cycle.
Tax – all areas	Increase of $24,320 overall. One vehicle requested and recommendation. $849,500 requested for contracted appraisals and $250,000 recommended with change to contract to cancel residential work and transfer to commercial appraisals only.
Transfers to other funds	Decrease of $93,105.
Transportation	Increase of $230.
Veterans Services	Increase of $7,540. Position in pay study cycle.
WPCC	Decrease of $1,000,000. Capital request of $1 million for new building in current year. Increase of $144,725 for operating requested. Recommend funding from County funds held of approximately $881,000.
Sales Tax Funds for Schools	Increases of $1,151,895. Sales taxes estimated with increase.
911 Fund	Decrease of $586,555. One-time new software in current year.
Trail Projects Fund	Increase of $50,000. County funding of $64,500 for Harris Whisnant Trailhead ($22,000) and other possible projects is requested with $50,000 recommended.
Water/Sewer Fund	Decrease of $191,368. Decrease relates to $275,000 transfer from General Fund in current

year not in next budget. Rate increases are included to provide an estimated $79,400 in additional revenues. Rates for water and sewer per gallon usage would need to increase to an estimated $12 per 1,000 gallons from the current $5.80 per 1,000 gallons to more fully fund operations. A rate study is recommended and grant opportunities are being pursued to fund the study.

Funding for a tractor, bush hog, and road boring tool included. $427,000 is included general maintenance and repairs along with $236,435 for necessary debt service included. Funds for the new offices will need budgeted when the cost is determined and will likely need to come from General Fund.

Solid Waste Fund	Decrease of $248,989. Decrease relates to $807,600 transfer from General Fund in current year not in next budget however $350,260 from General Fund is needed to meet the recommended budget. Rate increases are included to provide an estimated $200,000 in additional revenues. Rates would need to increase to an estimated $96 yearly fee (current $76) plus tonnage increases for Commercial/Industrial to $110 per ton (currently $73) and Construction/Demolition to $56 per ton (currently $40) to more fully fund operations. A rate study is recommended, and grant opportunities are being pursued to fund the study. One full-time position requested and not recommended. One loader and the light bulb crusher are requested and recommended. Grapple rake for the John Deere, a hydro seeder, and a commercial mower are requested and not recommended. Funds for the creation of the East Burke and Jonas Ridge convenience sites are requested and will need budgeted when the cost is determined and will likely need to come from General Fund.

Ms. Pierce noted that budget requests were over $140 million, and the recommended budget is $122 million. She continued, 57 new positions were requested and the current tax rate of 69.5 cents is recommended to stay the same. A fund balance appropriation of $1,966,625 is also recommended to balance the budget. A discussion ensued on sales tax revenue and inflation. In response to a question from Chairman Mulwee regarding the proposed education benefits, Ms. Pierce said that a relevant master's degree would result in a five (5) percent increase for the employee. Chairman Mulwee commended the proposed education benefits. Commissioner Abele expressed his support for allowing employees to earn overtime, discussion ensued. Ms. Pierce reported funding was included in the budget for employee recognitions, but was excluded in the list, and suggested the County hold monthly recognition ceremonies for employees who reach employment milestones. Discussion ensued and Ms. Pierce noted this was an employee focused budget year. Regarding aids and donations, Commissioner Brittain asked if American Rescue Plan (ARP) funds could be used for donations. Ms. Pierce said unless a non-profit is contracting with the County to provide a specific service, ARP funds cannot be used. However, an arts council or history museum could be funded by utilizing ARP funds. Commissioner Brittain suggested funding the Burke Arts Council and History Museum of Burke County with ARP funds.

Ms. Pierce responded to additional questions from the Board regarding ARP funding for the Burke Arts Council, History Museum of Burke County, and ARP funding guidelines/requirements. Vice Chairman Carswell supported funding both organizations and commented on the poor condition of the History Museum of Burke County's building. Chairman Mulwee requested increasing the funding for VEDIC and suggested $10,000 instead of the recommended $5,000. He also requested additional support to Foothills Conservancy and suggested $25,000 - $50,000. Commissioner Brittain supported increasing funding to both VEDIC and Foothills Conservancy, but not at the $200,000 requested amount. Vice Chairman Carswell supported increasing funding to VEDIC and supported funding Foothills Conservancy, but not at the full amount, suggesting $10,000. Discussion ensued regarding funding for Foothills Conservancy. It was the consensus of the Board to fund the Burke Arts Council and History Museum of Burke County utilizing ARP funds, support the Foothills Conservancy at $10,000 and possibly revisit the matter at a later time and increase VEDIC's funding from $5,000 to $10,000. Regarding Animal Services, Vice Chairman Carswell noted that they made a request to the General Assembly for a one-time $3 million donation for Animal Services. He said the request has not been denied and they may receive $1.5 million. Regarding debt service, Vice Chairman Carswell asked when Draughn and Patton High Schools will be paid off. Ms. Pierce said FY 25-26. Vice Chairman Carswell, regarding DSS, asked what is driving the requested increase of employees. Ms. Pierce said the number of clients DSS serves are increasing in addition to one new program. Discussion continued. Regarding the Health Department, Vice Chairman Carswell asked why the reclassification request was not recommended. Ms. Pierce said it was for an emergency planning position which is not a typical Health Department position and noted the position is currently a public health educator. Discussion ensued and Chairman Mulwee requested Ms. Pierce to discuss the reclassification with the Health Director, as well as investigate an internship program for them. Discussion continued. Ms. Pierce responded to a question regarding the increase in the Register of Deeds' travel budget. Discussion ensued regarding the requested pay increase for the Register of Deeds and after further discussion and questions, the Board agreed to support the request. Regarding the Sheriff's Office, Vice Chairman Carswell said there may be funding in the governor's budget ($10 million) for tier 1 and 2 counties to purchase body cameras. Vice Chairman Carswell made additional comments regarding the state budget and encouraged County Manager Steen to reach out to Burke County's state representatives to pursue public safety funding from the state. Discussion ensued regarding body cameras. Regarding the jail, Vice Chairman Carswell said the County can pay for the entire cost of the jail if the Sheriff will rent out beds in the facility. Regarding WPCC, Ms. Pierce said she spoke with Sandy Hoilman, WPCC CFO, who requested that the County support their cost-of-living adjustment (COLA) for local staff which would be approximately $56,000. After a brief discussion, the Board agreed with supporting the $56,000 request.

Commissioner Abele left around 4:35 p.m. and was not present for the remainder of the meeting.

RESULT: NO ACTION TAKEN.

FINANCE - FY 22-23 PROPOSED FEE CHANGES

Margaret Pierce, Deputy County Manager/Finance Director, presented the FY 22-23 proposed fee changes as follows:

Fire Marshal:

Inspection or Permit Type:	Current	Proposed

Underground Storage Tank Removal Permit	$100	$150
Underground Storage Tank Installation	$100	$150
Aboveground Tank Installation	$50	$100
Blasting Permit	$100	$150
Bonfire Permit	$10	$20
Fireworks Display Permit	$50	$100
Foster Homes	$25	$50
Family Care Homes	$50	$100
Day Cares	$50	$100
Group Homes	$50	$100
Assembly – Small	$50	$100
Assembly – Large	$100	$150
Business	$50	$100
Factory – Less than 10,000 sq. feet	$100	$150
Factory – Over 10,000 sq. feet	$150	$200
Hazardous	$100	$150
Institutional	$100	$150
Motels	$100	$150
Storage – Less than 10,000 sq. feet	$100	$150
Storage – Over 10,000 sq. feet	$150	$200
Fire Suppression System Over Cooking Operations	$25	$50
Sprinkler Systems	$50	$100
ABC Permit	$50	$100
Fire Alarm Install or Upgrade	$25	$50
Vacant Property Placard (Reimbursement to FMO for Cost)	N/A	$70
Vacant Property Posting	N/A	$100
Operational Permits – Required by NC Fire Code	N/A	$100
Construction Permits – Required by NC Fire Code	N/A	$100
Plan Review	N/A	$50
Fines for Violations–Civil Penalty	Current	Proposed
Improper Use of Drop Cords / Surge Protectors	$50	$100
Fire Extinguisher Violation	$50	$100
Improper Storage of Flammable & Combustible Liquids	$50	$100
Illegal Burning	$50	$100
Failure to Maintain Fire Alarm, Sprinkler, or Cooking Suppression System	N/A	$100

Failed Re-Inspection – Second Visit (Final Inspection Fee Not Included)	N/A	$50
Blocked Fire Lane, Fire Hydrant, Standpipe or Fire Department Connection	N/A	$50
Emergency Exit Light / Emergency Egress Light Violation	N/A	$50
Illegal Fireworks Violation (Subject to Seizure of Product)	N/A	$500
Occupant Load Violation	N/A	$250

*(Fire Marshal fees last changed approximately for FY 02/03)

Foothills Higher Education Center:

	Current	Proposed
½ Room (North Hall or South Hall)	$650/day	$700 / day
Entire Room	$1,300 / day	$1,400 / day
Small Break Out Room	$100/day	$125 / day
Large Break Out Room	$150/day	$175 / day
Damage Deposit – Half of Conference Center	$650 / event	$700 / event
Damage Deposit – Entire Conference Center	$1,300 / event	$1,400 / event
Damage Deposit – Large Breakout Room	$125 / event	$150 / event
Damage Deposit – Small Breakout Room	$75 / event	$100 / event
Damage Deposit – C-139 room (AV equipped)	$50 / event	$75 / event

*(Foothills Higher Education Center fees last changed for FY 13/14)

Library:

	Current	Proposed
Max Fee Per Item	$20	No fee
Max Fee Per Card	$200	No fee
Books	.25 / day, $20 max	No fee
Audiocassettes	.25 / day, $20 max	No fee
Magazine Issues	.25 / day, $20 max	No fee
Videocassettes/DVDs	.25 / day, $20 max	No fee
CDs	.25 / day, $20 max	No fee

Story Kits	$1 / day, $20 max	No fee
Theme Boxes	$1 / day, $20 max	No fee
Interlibrary Loans	.50 / day	No fee
Annual Fee for Computer Use	$3	No fee

*(Library Fees last changed for FY 13/14)

Building Inspection:

	Current	Proposed
Permit Multiplier – Residential	.0037	.0039
Permit Multiplier – Commercial	.0041	.0043
Type and Cost of Construction Per Square Foot	Pricing From Inter-national Building Code, Building Valuation Data Dated Feb. 2020	Pricing From International Building Code, Building Valuation Data in Effect as of July 1st of newest fiscal year

*(Note: Permit multipliers have not changed since at least FY 11/12)

Planning/Zoning:

	Current	Proposed
(A name change only.)	Reinspection/Call Back Fee	Resubmittal, Reinspection, or Call Back Fee

Solid Waste:

	Current	Proposed
Residential Dwelling Fee - Reg. Rate	$76 per year	$82 per year
Residential Dwelling Fee - Qualified Reduced Rate	$38 per year	$41 per year
Boiler Fuel	$11.75 per ton	$12.75 per ton
Brush	$34.00 per ton	$36.75 per ton
Commercial/Industrial	$73.00 per ton	$79.00 per ton
Construction/Demolition	$40.00 per ton	$43.25 per ton
Pallets	$43.00 per ton	$46.50 per ton
Roofing Material	$40.00 per ton	$43.25 per ton
Single Wide Mobile Homes	$575.00 each	$625.00 each
Double Wide Mobile Homes	$700.00 each	$760.00 each
Triple Wide Mobile Homes	$825.00 each	$900.00 each
Rims with Tires (up to 20”)	$3.50 per rim	$4.00 per rim

Rims with Tires (Greater than 20")	$5.00 per rim	$5.50 per rim
Sale of Wooden Pallets	$1.25 each	$1.50 each

*(Solid Waste rates last changed for FY 21/22)

Water:

	Current	Proposed
Basic Monthly Service	$25.00	$20.00
Consumption Rate - 1 to 4,000 gallons	$4.65/ 1,000 gals	No more tiered pricing: All gallons charged at $6.00 / 1,000 gallons
Consumption Rate - Greater than 4,000 gallons	$5.80/ 1,000 gals	
¾" Tap and Meter	$1,100 tap and $200 meter	$1,500 tap and meter
1" Tap and Meter	$1,400 tap and $300 meter	$2,000 tap and meter
2" Tap and Meter	$2,750 tap and $750 meter	$3,800 tap and meter
3" Tap and Meter	$7,750 tap and $2,400 meter	$10,750 tap and meter
Agriculture & Irrigation Meter	Tap cost plus meter cost times two	N/A
Meter Reinstallation Fee	$125.00	$350.00
Confirm Reading	$50.00	N/A
90 Day Data Log Report	$75.00	N/A
Unauthorized Tap	$2,000.00	$2,500.00
Late Fee	$10.00 or 10% of the outstanding balance, whichever is greater	10% of the outstanding balance
Leak Adjustment	Credit is computed as the dollar amount from highest usage month less the cost of the 12-month average gallons used	Credit is computed as the amount of gallons used on the highest usage bill billed at a reduced rate of $2.00 per gallon less the cost of the 12- month average gallons used

*(Water rates last changed for FY 21/22)

Sewer:

	Current	Proposed
Basic Monthly Service	$25.00	$20.00
Consumption Rate	$5.80/ 1,000 gals	$6.00 / 1,000 gallons
Unauthorized Tap	$2,000.00	$2,500.00
Late Fee	$10.00 or 10% of the outstanding balance,	10% of the outstanding balance

	whichever is greater	

*(Sewer rates last changed for FY 21/22)

> Budgetary Effect: There will be minor changes in revenues for the FY 22-23 budget for the General Fund. The Water Sewer Fund will have an increase of $79,400 and the Solid Waste Fund will have an increase of $169,475 for the FY 22-23 budget.

Ms. Pierce noted that the last time the Fire Marshal's fees were evaluated was in 2002-2003 and the proposed changes will result in approximately $2,000 of revenue. Regarding the changes in fees to the library, Ms. Pierce said removing certain fees follows a state trend and should result in more books / supplies being returned to the library. Chairman Mulwee expressed support for the proposed library fee changes. In response to a question from Commissioner Brittain regarding water / sewer revenue changes, Ms. Pierce said the proposed changes should result in an increase of approximately $79,000 with higher users being the most impacted. A brief discussion ensued.

RESULT: NO ACTION TAKEN.

HR - PAY AND CLASSIFICATION STUDY - CYCLE 2 YEAR 3
Margaret Pierce, Deputy County Manager/Finance Director, presented information on the pay and classification study as follows:

> The purpose of the Classification and Study Review is to analyze occupational classifications to determine if the salary grade assignment in the pay plan is appropriate based on a labor market analysis of the surrounding counties and other public-sector agencies as needed. Approximately one-third of total allocated positions in the County's Classification and Pay Plan are being reviewed on a rotating basis. Factors such as turnover rate, hard to recruit, retention, and new hire selection decisions made by department heads are taken into consideration during the study process. In some cases, retention of staff is an important consideration in making recommendations especially when the County provides an ongoing investment in the training and development of staff.
>
> The following occupational job classifications were reviewed for the FY 2022-2023 budget:
>
> - 911 Telecommunicators and 911 Management/Operations Occupations
> - Community Development - Planning/Inspections/Code Enforcement Occupations
> - Finance/Accounting Support Occupations - All departments
> - Senior Center and Veterans Services Occupations
> - Library Occupations
> - Elections Occupations
> - Tax Office Occupations
> - Soil & Water Occupations
> - Parks & Recreation Occupations
> - Department Heads / Assistant Department Heads

Budgetary Effect: Approximately $388,290 in salaries. Funds are included in the FY 22-23 recommended budget.

Ms. Pierce commended the study and noted in the second cycle, they have not seen the shift that they saw in the first three (3) years because salaries are more aligned with overall market averages. She said going forward, they are recommending that the County stop the pay study for a cycle and conduct a compa-ratio study. Discussion ensued regarding the pay and classification study compared to the compa-ratio study with Larenda Johnson, the Human Resource Director, expressing support for the compa-ratio study.

RESULT:	**NO ACTION TAKEN.**

COMMENTS
Chairman Mulwee asked if County Manager Steen had any comments. He said, regarding sales tax, the local hospital is about to add a large addition to their facility and if those materials are purchased in Burke County, it is going to appear as if Burke County's sales tax increased, but the hospital is going to get that money back at some point. Ms. Pierce commended her staff, department heads, and administrative personnel for their assistance in the budget process. Chairman Mulwee commended staff for their work on the budget. Vice Chairman Carswell also commended staff and made comments regarding budgetary challenges.

ADJOURN
Motion: To adjourn at 4:58 p.m.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jeffrey C. Brittain, Commissioner
AYES:	Scott Mulwee, Johnnie W. Carswell and Jeffrey C. Brittain
ABSENT:	Wayne F. Abele, Sr. and Maynard M. Taylor

Approved this 20th day of December 2022.

Scott Mulwee, Chairman
Burke Co. Board of Commissioners

Attest:

Kay Honeycutt Draughn, CMC, NCMCC
Clerk to the Board