

*Scotland County Board of Commissioners mid-year retreat  
February 28, 2013, 507 West Covington Street, Laurinburg, NC 28352*

**MINUTES  
Scotland County Board of Commissioners  
February 28, 2013, Reconvened Meeting/Mid-Year Planning Retreat  
507 West Covington Street, Laurinburg, NC**

At 8 a.m. Chairman Guy McCook reconvened the meeting for the purpose of a mid-year retreat. Commissioners in attendance: Chairman McCook, Vice Chair Carol McCall and Commissioners John Cooley (*arrived at 11 a.m.*), Bob Davis and Whit Gibson. Commissioners not in attendance: Commissioners John Alford and Clarence McPhatter. Staff in attendance: County Manager Kevin Patterson, Finance Officer Charles Nichols and Clerk to the Board Ann W. Kurtzman. Commissioner Davis opened the meeting with a prayer.

**Deed of Easement and Special Warranty Deed for Sanford Building**

County Manager Patterson said two documents, including the deed to the Sanford Building and deed of easement for the parking lot, were reviewed by County Attorney Ed Johnston. Mr. Patterson said the deed would transfer ownership of the Sanford Building to the City of Laurinburg and the deed of easement would give the City joint access to the parking lot.

**Motion was made by Vice Chair McCall and duly seconded by Commissioner Gibson to approve execution of both deeds. Vote: Motion unanimously approved.**

**Request for purchase order limit**

Finance Officer Charles Nichols asked the Commissioners to consider placing a limit of \$800 on purchase order issuance. Mr. Nichols said such a measure would protect the County in an audit process. Mr. Nichols said with the issuance of p-cards, the measure also would streamline the purchase order process.

**Motion was made by Commissioner Davis and duly seconded by Commissioner Gibson to approve a limit of \$800 with regard to purchase order issuance. Vote: Motion unanimously approved.**

**Financial outlook for current fiscal year**

Finance Officer Nichols discussed the County's bank account total as of January 31, 2013, which is about \$1.1 million more compared to January 31, 2012. Mr. Nichols also reported on revenue projections and current and projected expenditures by department. He said departments currently spent less than the same time last year. Mr. Nichols said the anticipated loss of revenues from the opening of the Bennettsville Wal-Mart failed to materialize.

Tax Administrator Mary Helen Norton provided an update on property tax collections through January 31, 2013, which is at \$18.3 million with a projected yearend collection at \$20.3 million. Ms. Norton anticipates the collection rate to be at 94 percent.

*Chairman McCook said he would like a year by year comparison of uncollected taxes.*

Continuing with department expenditures, Mr. Nichols said he projects an estimated end of year net of \$170,000. Mr. Nichols noted the juvenile detention line item will be over budget. He said \$20,000 was budgeted but expenditures are in excess of \$60,000 in the first seven months of the fiscal year.

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County Manager Patterson said the juvenile detention budget is all local dollars, and there is no reimbursement. He said there also is no control over the amount that is spent. Mr. Patterson explained that juvenile detention is in the DSS budget although the agency has no control over the amount expended.

*Chairman McCook asked the DSS Director to evaluate the juvenile detention trend and what is happening in other counties and report back to the Board of Commissioners.*

**Operations goals and objectives for FY 2014**

County Manager Patterson said the landfill and convenience centers are operating at a loss. Mr. Patterson said landfill waste is going directly to Fayetteville and Charlotte.

*Vice Chair McCall said there is a need to meet separately to develop a long-term strategy to address the landfill and convenience center.*

Mr. Patterson discussed the possibility of consolidating some of the convenience centers by closing Sneads Grove and Palmer Road. Closure of the two convenience sites could save \$30,000.

*Chairman McCook advised the County Manager to develop a plan for the Commissioners to review before the next budget is adopted that would include consolidation of convenience centers and also address fees for waste that comes in from out of the County.*

Commissioner Davis suggested that the governing board also consider negotiations with a solid waste contractor since the Republic contract will end in four years and a re-negotiation with Republic might not be favorable for the County.

County Manager Patterson said C&D tonnage also is down. Mr. Patterson said it would be important to find a way to increase C&D in flow to increase capacity at the landfill since C&D has a larger impact than MSW.

Mr. Patterson also suggested the County might partner with the City of Laurinburg in consideration of a contract for household collection service.

Mr. Patterson said in budget preparation he would like to restore furlough days to employees. Mr. Patterson asked the Commissioners what they would like considered for the FY 2014 budget.

*Commissioner Davis said he would like a cost analysis on a method to alleviate the document storage issue that might incorporate a plan to do it in-house.*

*Commissioner Davis said he would like to see a transition to paperless/electronic agendas.*

*Vice Chair McCall said she would like a dollar figure on restoring employees from furlough and providing an additional one percent salary increase.*

***(A break was called. The meeting resumed at 9:35 a.m.)***

Tax Administrator Norton explained the process for vehicle tags and taxes that would become effective July 1, 2013. She said the new legislation is intended to be more convenient for customers, improve collections and enhance compliance.

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Mr. Patterson discussed the recent announcement that the DMV tag office would close unless an individual or entity takes over the contract for the operation. The County Manager asked if the County would like to pursue this and apply for a contract.

Chairman McCook suggested that the State might be able to determine what the revenue stream would be for the office.

*The Commissioners, by consensus, agreed that an application for contracting the serve should be explored unless it is known that there is another interested party making application.*

The County Manager previewed a video from Davidson County on its transition to paperless agendas.

Chairman McCook suggested the County might piggyback on the electronic management system employed by Scotland County Schools.

**Capital goals and objectives for FY 2014**

County Manager Patterson distributed a list of County facilities and discussed capital needs at each one. Mr. Patterson said he anticipates budgeting for correcting fascia on various buildings. Mr. Patterson indicated he would budget for a new roof at the Biggs Street building where Monarch is located and for improvements to the Speller building if there is an immediate use for it.

Commissioner Davis said the structure should first be evaluated and there should be a definite plan for the Speller Building before the County puts money into it.

Chairman McCook said the Tennis Center should be on the capital list.

Commissioner Davis said the Capital and Facilities Committee should meet in March or April to prioritize capital needs and make a recommendation for the budget preparation. Commissioner Davis said the Schools and Tennis Association should be asked to share in funding some capital needs at the Tennis Center. Chairman McCook said St. Andrews might share in the capital projects if it has a tennis team.

The County Manager said another capital need that was not included on the presentation list includes a change in internet provider for the County, which would include additional bandwidth. Mr. Patterson said there is a need to replace thin clients at DSS.

*Chairman McCook said he would like to review a five-year IT capital plan.*

**Vehicle financing plan for Office of the Sheriff**

Mr. Patterson said the invoice for the Sheriff vehicles was just received. Mr. Patterson distributed information regarding financing the vehicles over the next two years. Mr. Patterson said he would bring the information to the full Board at the regular March 4 meeting and would prepare the financing documents between the County and SunTrust so they would be ready to go Tuesday, March 5.

**Reclassifications for Public Works, Public Buildings and Zoning positions**

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County Manager Patterson requested that the Public Work Director be reclassified to 73-6 from 70-7, the Public Buildings Supervisor to 71-6 from 69-6 and the Water Districts/Public Works Administrative Assistant II to 65-9 from 62-11 with the reclassifications effective February 16, 2013.

Mr. Patterson said the distribution of the Water Districts/Public Works salary position would go from 50 percent Water Districts/50 percent Public Works to 70 percent Water Districts/30 percent Public Works.

Mr. Patterson said the reclassifications are requested due to the retirement of County Engineer and Facilities Manager Jim Blackwell. Human Resources Manager Susan Butler said even with the reclassifications, the balance in budgeted salary after adjustments would be \$25,000 this fiscal year.

**Motion was made by Commissioner Gibson and duly seconded by Vice Chair McCall to approve the reclassifications as presented. Vote: Motion unanimously approved.**

**Motion was made by Vice Chair McCall and duly seconded by Commissioner Gibson to reallocate the distribution of funds within the Water Districts and Public Works budget to account for the 70 percent/30 percent salary split. Vote: Motion unanimously approved.**

**Listing of properties owned by the County**

Mr. Patterson distributed a list of properties the County acquired through foreclosure. Mr. Patterson said the County has no specific use for the properties, nor does it have a strategy to sell the properties whether it is through upset bid or public auction.

*After a brief discussion, the Commissioners directed the County Manager to obtain information on public auctions.*

*Chairman McCook said he would like to review a vehicle policy. He wants to know the number of vehicles the County owns, what they are used for and who is driving them, in order to reevaluate and assess the vehicle needs.*

***(Commissioner John Cooley arrived).***

*Chairman McCall said the cosmetic needs of County facilities should be addressed, particularly painting, which would improve the appearance of the buildings.*

Wednesday, March 13, at 9 a.m. was the date set for Commissioners to tour the landfill.

Commissioner Cooley said lighting off the US 74 interchanges is a community problem that should be addressed by all parties involved. County Manager Patterson said he would discuss it at the Chamber Green Committee meeting.

**Motion was made by Commissioner Davis and duly seconded by Commissioner Gibson to adjourn. Vote: Motion unanimously approved. Meeting adjourned at 11:30 a.m.**

Ann W. Kurtzman  
Clerk to the Board

Guy McCook  
Chairman