



## **PUBLIC WORKS COMMITTEE MEETING**

December 20, 2017

3 p.m.

### **MINUTES**

**Present:** Chairman Carlos Williams; Committee Members Angela Douglas and Annie Reid; Public Works Director Reginald McBeth and Clerk Sylvia Young.

Councilman Williams called meeting to order at 3:00 p.m.

Chairman Williams tabled the following agenda items under Old Business: (2A.) Revised Public Works Director and Assistant Public Works Director Job descriptions and (2B.) previous tabled items from December 6, 2017 meeting (F.) Public Works main facilities improvements and (G.) Grounds maintenance. Items tabled are to be discussed at Council strategic planning sessions.

Chairman Williams made a motion to add to the agenda Evergreen Cemetery Markers. Councilwoman Douglas seconded motion. The motion carried unanimously.

#### **NEW BUSINESS:**

Employee hiring freeze and one open position – Mr. McBeth informed the Committee that the Public Works Department employee staff is short due to one CDL Driver resigning. He request permission to hire one CLD Driver due to the hiring freeze. The Committee and Mr. McBeth discussed employee staffing and work locations. Councilwoman Douglas made a request to make a recommendation to full Council to allow Mr. McBeth to hire one CDL Driver. The Committee had no objections to Councilwoman Douglas recommendation. Chairman Williams request that Mr. McBeth identify employee staffing and work locations for discussion at next meeting.

Lawn Maintenance Contract – The Committee discussed lawn maintenance contract with Jays Lawn Care Service. No action was taken.

Automatic truck maintenance computer at Cummins, Charlotte NC – Mr. McBeth gave the Committee report on the status of automatic truck repairs at Cummins, Charlotte NC. The

Committee discussed truck repair cost, prevention of carbon build-up in system, tire replacing, and local service providers.

Reassigning one employee from Garage Maintenance to Ground Maintenance and Sanitation - Mr. McBeth made a request to relocate one employee from Garage Maintenance to Ground Maintenance and Sanitation. The Committee requested that Mr. McBeth provide a new organizational chart to identify employee staffing locations. The Committee informed Mr. McBeth to relocate employee as needed in department.

COG Technical agreement for zoning updates, maps and comprehensive plan – Mr. McBeth informed the Committee that Robert Moody will talk to Committee first of the year about COG Technical agreement. Chairman Williams request that Mr. McBeth send him an email when Mr. Moody provides a date to talk to Committee.

Public Works and garage facilities improvement – 1% money – The Committee discussed garage office renovations, wall above shed needs to be sealed and framed, weather protection of vehicles and pavilion. No action was taken.

Evergreen Cemetery Marker – Mr. McBeth provided the Committee with two quotes for marker purchase and installation. The Committee received quotes as information and request that Ms. Young provide a report with an estimate count per year for marker installation.

With no further discussion, Chairman Williams made a motion to adjourn meeting at 3:49 p.m. Councilwoman Douglas seconded the motion. The motion carried unanimously.

Respectfully Submitted By,

Sylvia Young