

AGENDA

Catawba County Board of Commissioners Meeting
Monday, October 3, 2016, 7:30 a.m.
2nd Floor Meeting Room
Catawba County Government Center
100A Southwest Blvd, Newton, NC

PLEASE NOTE THE CHANGE OF TIME AND LOCATION OF THE BOARD'S REGULAR MEETING

A STRATEGIC PLANNING WORK SESSION WILL PRECEDE THE BOARD'S REGULAR AGENDA.

1. Call to Order.
2. Pledge of Allegiance to the Flag.
3. Invocation.
4. [Approval of the Minutes from the Board's Regular Meeting and Closed Session of September 19, 2016.](#)
5. Recognition of Special Guests.
6. Public Comments.
7. Presentation:
[Fire Prevention Week Proclamation. Presented to Assistant Emergency Services Director Mark Pettit.](#)
8. Appointments.
9. Consent Agenda:
 - a. [Records Retention and Disposition Schedule for Sheriff's Office.](#)
 - b. [Appropriation of \\$70,000 in Existing Fund Balance to Newton-Conover Rescue Squad.](#)
 - c. [Establishment of Engineered Option Permit Fee](#)
 - d. [Increases to Water Sample Fees.](#)
10. Departmental Reports.
Elections.
[Expansion of Early \(One-Stop\) Voting to 17 Days. Presented by Board of Elections Director Amanda Duncan.](#)
11. Other Items of Business.
12. Attorneys' Report.
13. Manager's Report.
14. Adjournment.

PERSONS WITH DISABILITIES: Individuals needing assistance should contact the County Clerk at 828-465-8990 within a reasonable time prior to the meeting. Access to the 1924 Courthouse for individuals with disabilities is at the south side ("A" Street). The elevator is located at the north end of the building. Participation in public meetings is without regard to race, creed, religion, national origin, sex, age, color, or disability.

INFOTALK/INTERNET: The Catawba County Telephone Information System will allow you to use your touch tone telephone to obtain current information on Catawba County 24 hours a day. Information is updated on a regular basis. Dial 465-8468 and INFOTALK will direct your questions with easy to understand instructions. Reach Catawba County on the Internet at <http://www.catawbacountync.gov>.

CALENDAR: The next Board of Commissioners Meeting will take place on Monday, October 17, 2016, at 7:00 p.m. in the Robert E. Hibbitts Meeting Room, 1924 Courthouse, 30 North College Avenue, Newton.

Government of Catawba County, North Carolina

"Keeping the Spirit Alive Since 1842!"

PROCLAMATION

*Fire Prevention Week
October 9-15, 2016*

WHEREAS, Catawba County is committed to ensuring the safety and security of all those living in and visiting Catawba County; and

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

WHEREAS, home fires killed more than 2,745 people in the United States in 2014, according to the latest research from the nonprofit National Fire Protection Association (NFPA), and fire departments in the United States responded to more than 369,500 home fires; and

WHEREAS, in one-fifth of all homes with smoke alarms, the smoke alarms are not working; and

WHEREAS, three out of five home fire deaths result from fires in homes without working smoke alarms; and

WHEREAS, working smoke alarms cut the risk of dying in reported home fires in half; and

WHEREAS, many Americans don't know how old the smoke alarms in their homes are, or how often they need to be replaced; and

WHEREAS, all smoke alarms should be replaced at least once every ten years; and

WHEREAS, the age of a smoke alarm can be determined by the date of its manufacture, which is marked on the back of the smoke alarm;

WHEREAS, first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

WHEREAS, residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

WHEREAS, the 2016 Fire Prevention Week theme, "Don't Wait – Check the Date! Replace Smoke Alarms Every 10 Years" effectively serves to educate the public about the vital importance of replacing the smoke alarms in their homes at least every ten years, and to determine the age of their smoke alarms by checking the date of manufacture on the back of the alarms.

THEREFORE, THE CATAWBA COUNTY BOARD OF COMMISSIONERS, does hereby proclaim October 9-15, 2016, as Fire Prevention Week in Catawba County, and urges all the citizens of Catawba County to find out how old the smoke alarms in their homes are, to replace them if they're more than 10 years old, and to support the public safety activities during Fire Prevention Week 2016.

This the 3rd day of October, 2016.

Randy Isenhower, Chair
Catawba County Board of Commissioners

MEMORANDUM

TO: Catawba County Board of Commissioners

FROM: Coy Reid, Sheriff

DATE: October 3, 2016

RE: Records Retention and Disposition Schedule for Sheriff's Office

REQUEST

Staff requests approval of the County *Sheriff's Office Records Retention and Disposition Schedule*. This document is a tool for the employees of sheriffs' offices across the state to use when managing the records in their offices. It lists records commonly found in a sheriff's office, and gives an assessment of their value by indicating when (and if) those records should be destroyed.

BACKGROUND

Catawba County Sheriff's Office has reviewed and supplemented the revised version of the County Sheriff's Office Records Retention and Disposition Schedule. Under North Carolina General Statutes § 121-5 and § 132-3, public records (including sheriff's office records) cannot be destroyed without the consent of the Department of Cultural Resources. The primary way that the Department gives its consent is provided by the Records Retention and Disposition Schedule.

This schedule must be approved by the Board of Commissioners for use by our office; that approval should be made in a regular meeting and recorded as an action in the minutes. The approval is then provided to the Government Records Section in Raleigh.

RECOMMENDATION

The Sheriff's Office requests that Board of Commissioners approve the County Sheriff's Office Records Retention and Disposition Schedule.

MEMORANDUM

TO: Catawba County Board of Commissioners

FROM: Finance and Personnel Subcommittee

DATE: October 3, 2016

SUBJECT: Appropriation of \$70,000 in existing fund balance to Newton-Conover Rescue Squad.

Request:

The Finance and Personnel Subcommittee recommends to the Board of Commissioners approval of the appropriation of existing fund balance in the amount of \$70,000 to Newton-Conover Rescue Squad. The rescue squad will use these funds to remount a new chassis for their ambulance.

Background:

In 2012 Emergency Services and the squads have worked together to develop a 20 year capital improvement plan (CIP) the squads jointly agreed to. The CIP is designed to address vehicle replacement for the Rescue Squads. Historically, the value of 2/3 of a penny is allocated to fund the 5 Rescue Squads in Catawba County each fiscal year. These funds are utilized for rescue operational costs, Medical First Response and rescue capital purchases. Each year 8% of the total rescue budget is held for capital purchases. In addition to the 8% held, any undesignated operational funds are applied to the CIP.

Newton-Conover Rescue Squad currently has a 1991 ambulance with 27,000 miles that is no longer cost effective to maintain. The existing vehicle is costing the squad between \$200-\$1,000 each month to maintain. Examples of repairs are as follows:

- High Idle switch failure to disengage. Causes vehicle to be driven at high idle to repair shop. This causes dramatic wear on the break system. High idle cannot be removed, as it is part of the computerized system.
- Design issues with the alternator pulleys cause frequent changing of the belt which will fray or break and cause additional damage to other equipment within the engine compartment. (Currently there is no replacement available).
- Electrical and vacuum hose system connections are degrading.
- Repeated freeze plug failures occur which require the coolant system to be replenished and has caused the thermostat to be replaced.
- Emergency lighting electronics box replacement. This box is no longer made. Estimates to have it fabricated are approximately \$2,000.
- The air conditioner unit for patient area is inadequate and due to the age of the vehicle only a limited number of repair facilities can work on the system.

The department is replacing the current chassis with a new 2016 Chevrolet 3500 4x4 for a total cost of \$90,869. The \$70,000 being requested will be used towards the total cost of the vehicle, radio installation and emergency striping of the vehicle.

Based on the rescue CIP Newton-Conover Rescue Squad was scheduled to remount their ambulance in FY 14/15. As part of the agreed upon CIP, each squad is required to apply for grant

assistance with these purchases. In FY 14/15 Newton-Conover Rescue was not selected to receive a grant that year. In an effort to save County taxpayer dollars, the purchase was postponed until the squad received the grant.

In the current, FY Newton-Conover Rescue applied for and received a \$25,000 matching grant from the Volunteer Rescue/EMS Fund and is now requesting the unspent CIP funds from FY 14/15. After this appropriation of \$70,000, there will be \$242,580 in the rescue fund balance.

Recommendation:

The Finance and Personnel Subcommittee recommend to the Board of Commissioners approval of the appropriation of existing fund balance in the amount of \$70,000 to Newton-Conover Rescue Squad.

Appropriation of Existing Fund Balance
240-260250-690100 \$70,000
Rescue Squads Fund Balance

Expense
240-260250-86700 \$70,000
Newton-Conover Rescue Squad Capital

MEMORANDUM

To: Catawba County Board of Commissioners
From: Finance and Personnel Subcommittee
Date: October 3, 2016
Subject: Establishment of Engineered Option Permit Fee

REQUEST:

The Finance and Personnel Subcommittee recommends the Catawba County Board of Commissioners approve establishment of a new fee for the Engineered Option Permit (EOP) recently authorized by the North Carolina General Assembly.

BACKGROUND:

Each year through the annual budget process, the Board of Commissioners adopts a philosophy for all fees collected by the County. Public Health’s Environmental Health fee philosophy is that *“fees will support 100 percent of the total cost,”* where possible.

Effective July 1st, the State allowed each local health department to assess a fee for the EOP of up to thirty percent (30%) of the cumulative total of the existing fees the department has established to obtain an improvement permit, an authorization to construct, and an operations permit for wastewater systems under its jurisdiction. This proposed fee (depicted below) is calculated as a percentage of existing fees and will allow Public Health to recover some of the costs the department will absorb when engineers submit this type of application.

	Improved Permit Fee (existing)	Authorization to Construct Fee (existing)	Total Existing Fees	Proposed Engineered Option Permit (30% of existing fees)
360 gallons per day (gpd) or less	\$150	\$300	\$450	\$135
361 – 600 gpd	\$150	\$450	\$600	\$180
601-1000 gpd	\$150	\$650	\$800	\$240
1001 or more gpd	\$150	\$900	\$1,050	\$315

The EOP is defined in **15A NCAC 18A .1971 ENGINEERED OPTION PERMIT** (a) An Engineered Option Permit (EOP) on-site wastewater system, as defined by G.S. 130A-334(1g), is available to an owner that provides an alternative process for the siting, design, construction, approval, and operation of the system without requiring the direct oversight or approval of the local health department. An owner choosing to use the EOP shall employ the services of a registered professional engineer licensed pursuant to G.S. 89C to prepare signed and sealed drawings,

specifications, plans, and reports for the design, construction, operation, and maintenance of the wastewater system in accordance with G.S. 130A-336.1 and this Rule. Except as provided for in G.S. 130A-336.1 and in this Rule, an EOP system is subject to all applicable requirements of Article 11 of Chapter 130A of the General Statutes and all rules of this Section. Nothing in this Rule shall be construed as allowing any professional to provide services for which he or she has neither the educational background, expertise, or license to perform, or is beyond his or her scope of work as provided for pursuant to G.S. 130A-336.1 and the applicable statutes for their respective profession.

RECOMMENDATION

The Finance and Personnel Subcommittee recommends the Catawba County Board of Commissioners approve the Environmental Health fees for the Engineered Option Permit as outlined above.

MEMORANDUM

To: Catawba County Board of Commissioners
From: Finance and Personnel Subcommittee
Date: October 3, 2016
Subject: Increases to Water Sample Fees

Requested/Proposed:

The Finance and Personnel Subcommittee recommends the Catawba County Board of Commissioners approve a \$14 increase to the following types of water sample fees:

Fluoride, Lead, Nitrate, Volatile Organic Analysis, Pesticide, Petroleum – from \$85 to \$99
Inorganic – from \$114 to \$128

Background/Review:

Catawba County Public Health received notice from the State Laboratory (State Lab) earlier this fiscal year of increased costs related to the purchase of water sample kits from the State Lab. The State Lab strives to keep increases as low as possible for shipping and laboratory supplies. Kit prices continue to include the sample materials, shipment to our facility and the analytical testing.

Public Health will be impacted by these increased costs in the area of the Inorganic water sample and the Fluoride, Lead, Nitrate, Volatile Organic Analysis, Pesticide, Petroleum water samples. Water sample kits ordered from the State Lab for these types of water tests will cost an additional \$14 each.

The requested fees outlined above will allow Public Health to cover the increased costs of the water sample kits. In Fiscal Year 2015-16, approximately 200 water sample kits were purchased and used from the State Lab which included both public and staff initiated testing.

Recommendation:

The Finance and Personnel Subcommittee recommends the Catawba County Board of Commissioners approve the increase to the water sample fees as outlined above. These fees would then be effective upon the date approval is received from the County Commissioners.

MEMORANDUM

TO: Catawba County Board of Commissioners

FROM: Finance and Personnel Subcommittee

DATE: October 3, 2016

IN RE: Expansion of Early (One-stop) Voting to 17 days

REQUEST

The Finance and Personnel Subcommittee recommends the Board of Commissioners appropriate \$27,450 to fund the expansion of the early voting period from 10 to 17 days.

BACKGROUND

In 2013 North Carolina's General Assembly passed House Bill 589, the Voter Identification and Verification Act (VIVA). VIVA made major changes that impacted the voter. Some key provisions of the law were:

- Elimination of Same Day Registration – Persons who are not registered to vote in a county can no longer register to vote in person during the one-stop early voting period. Qualified persons wanting to vote in an election must register to vote no later than 25 days before the date of the election.
- Reduction of One-stop Voting days – One-stop voting is reduced to 10 days but maintains the same number of voting hours. One-stop now begins on the second Thursday prior to the date of the election instead of the third Thursday prior to the date of the election.
- No Out of Precinct Voting – Voters who vote on Election Day must vote at the polling place for their correct precinct, based on their residential address as of 30 days prior to the election. County boards of elections will not be able to count any provisional ballot for a voter who does not vote at their correctly assigned precinct on Election Day.
- Absentee Voting – Requesting an absentee ballot must be done on the State Absentee Ballot Request Form. Hand-written requests will no longer be accepted. The voter or requestor must provide the voter's date of birth and identification information that can be matched to the voter's record in the list of registered voters. A voter must now vote his or her ballot in the presence of two witnesses. A voter may vote his or her ballot in the presence of one witness only, if the witness is a Notary Public.

Several civil rights advocates and the Justice Department sued to block the law but it was upheld by a Federal District Court judge. On July 29th, the Fourth Circuit Court of Appeals struck down VIVA. As a result of this ruling the aforementioned provisions are now reversed. The One-stop voting provision has a budgetary impact. Not only will the One-stop voting days increase to 17 from 10, the County's Board of Elections has elected to increase total One-stop voting hours by 235 hours across all five sites. This will require \$27,450 in additional appropriation to successfully operate early voting during the General Election. The following are the locations and times for One-stop voting:

- Newton Main Library
- Highland Recreation Center

- Southwest Library
- Conover Station
- Sherrills Ford Library

Voting Times		
Thursday	Oct 20	8am to 6pm
Friday	Oct 21	8am to 6pm
Saturday	Oct 22	8am to 1pm
Sunday	Oct 23	1pm to 5pm
Monday	Oct 24	8am to 6pm
Tuesday	Oct 25	8am to 6pm
Wednesday	Oct 26	8am to 6pm
Thursday	Oct 27	8am to 6pm
Friday	Oct 28	8am to 6pm
Saturday	Oct 29	8am to 1pm
Sunday	Oct 30	1pm to 5pm
Monday	Oct 31	8am to 6pm
Tuesday	Nov 1	8am to 6pm
Wednesday	Nov 2	8am to 6pm
Thursday	Nov 3	8am to 6pm
Friday	Nov 4	8am to 6pm
Saturday	Nov 5	8am to 1pm

RECOMMENDATION

The Finance and Personnel Subcommittee recommends the Board of Commissioners appropriate \$27,450 to fund the expansion of the early voting period from 10 to 17 days.

Revenue

110-140050-690100 \$27,450

Expenditures

110-140050-812600 \$27,450