



Executive Committee Meeting

Chairman

PAUL SOMMERVILLE

Committee Members

ALICE HOWARD
LAWRENCE P. MCELYNN
CHRIS HERVOCHON
BRIAN FLEWELLING
MICHAEL COVERT

County Administrator

ASHLEY M. JACOBS

Clerk to Council

SARAH W. BROCK

Administration Building

Beaufort County Government
Robert Smalls Complex
100 Ribaut Road

Contact

Post Office Drawer 1228
Beaufort, South Carolina 29901-1228
(843) 255-2180
www.beaufortcountysc.gov

Executive Committee Agenda

Monday, September 14, 2020 at 3:00 PM

[This meeting is being held virtually in accordance with Beaufort County Resolution 2020-05]

CITIZEN COMMENTS AND PUBLIC HEARING COMMENTS WILL BE ACCEPTED IN WRITING VIA EMAIL TO THE CLERK TO COUNCIL AT [SBROCK@BCGOV.NET](mailto:sbrock@bcgov.net) OR PO DRAWER 1228, BEAUFORT SC 29901. CITIZENS MAY ALSO COMMENT DURING THE MEETING THROUGH FACEBOOK LIVE

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. *PUBLIC NOTIFICATION OF THIS MEETING HAS BEEN PUBLISHED, POSTED, AND DISTRIBUTED IN COMPLIANCE WITH THE SOUTH CAROLINA FREEDOM OF INFORMATION ACT*
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES- AUGUST 27, 2020
6. PRESENTATION FROM SUPERINTENDENT FRANK RODRIGUEZ
7. UPDATE FROM COUNCIL MEMBER LARRY MCELYNN

DISCUSSION ITEMS

(Continuation from Executive Committee Meeting on August 27th)

-
8. COMMITTEE ASSIGNMENTS - EXECUTIVE COMMITTEE CHAIR PAUL SOMMERVILLE
 9. CAUCUS MEETING TOPICS
 10. COUNTY COUNCIL ISSUES #2
 11. TOPICS FOR DISCUSSION #2
 12. CAUCUS MEETING TOPICS #2

CITIZEN COMMENTS

-
13. CITIZEN COMMENT (Every member of the public who is recognized to speak shall limit comments to three minutes - Citizens may email sbrock@bcgov.net or comment on our Facebook Live stream)
 14. ADJOURNMENT



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

Item 5.

ITEM TITLE:
<i>APPROVAL OF MINUTS</i>
MEETING NAME AND DATE:
<i>EXECUTIVE COMMITTEE 9/14/20</i>
PRESENTER INFORMATION
<i>COMMITTEE CHAIRMAN SOMMERVILLE (1 MINUTE OR LESS)</i>
ITEM BACKGROUND:
<i>APPROVAL OF MINUTES FROM 8/27/20 EXECUTIVE COMMITTEE</i>
PROJECT / ITEM NARRATIVE:
<i>APPROVAL OF MINUTES FROM 8/27/20 EXECUTIVE COMMITTEE</i>
FISCAL IMPACT:
<i>NONE</i>
STAFF RECOMMENDATIONS TO COUNCIL:
<i>APPROVE</i>
OPTIONS FOR COUNCIL MOTION:
<i>MOTION TO APPROVE THE MINUTES FROM AUGUST 27, 2020.</i>



**County Council of
Beaufort County
Executive Committee
Meeting**

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Executive Committee Minutes

Monday, August 27, 2020 at 3:00 PM
Virtual Meeting

CALL TO ORDER

Committee Chairman Sommerville called the meeting to order at 3:00 PM.

PRESENT

Committee Chairman Hervochoch
Committee Vice-Chairman Lawson
Council Member Passiment
Council Member Sommerville
Council Member Covert
Council Member Dawson
Council Member Rodman
Council Member Glover
Council Member Howard
Council Member McElynn

ABSENT

Council Member Flewelling

FOIA

Committee Chairman Sommerville noted that the Public Notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act.

PLEDGE OF ALLEGIANCE

Committee Chairman Sommerville led the Pledge of Allegiance.

APPROVAL OF AGENDA

Council Member Passiment stated that the agenda needed to be amended to add an item; County Council Values.

Motion: It was moved by Council Member Passiment, seconded by Committee Council Member Flewelling to amend the agenda to add the item, County Council Values as number 16. The vote: Unanimous without objection. The motion passed. 11:0

CITIZEN COMMENTS

Per Clerk to Council Sarah Brock, no emails regarding citizen comments have been received.

ACTION ITEMS

Agenda Item Summary Sheet Modifications

Discussion: Council Member Flewelling suggested adding the former voting outcome on the item from a Committee or Board level.

Council Member Hervochon also suggested adding the names of those who voted.

Council Member Passiment recommends adding how long the item presentation will last.

Clerk to Council, Sarah Brock, will send out the edited AIS for comments and editing.

Council Member Howard stated that a link to the meeting would be helpful.

DISCUSSION ITEMS

Finance Committee Issues

Discussion: Committee Chairman Sommerville stated that this is a discussion as far as if an item goes to the finance committee or if the item needs to be assigned elsewhere.

Items Finance should be Discussing:

Delinquent taxes- have a presentation from Jim Beckert, County Auditor and Maria Walls, County Treasurer
2019-2020 Budget- (timelines, review process, County Council input, presentations)

Financial Policies Review

Personnel Policies Review- needs to be removed per Council Member Hervochon (***possibly move to Executive unless it has a financial impact***)

Employee Pay Issues- (recent increases, vacancies, budget director position, FY Budget-COLA/Consultant Report/ Leave Policy/Holidays)

2018-2019 CAFR Review

County Contracts- (list of contracts per committee, those up for renewal and/or rebid-review)

Development Agreements- **Natural Resources**

Finance Committee Webpage- leave as is

Funding for the Concourse d'Elegance- (was it funded last year?, will it be funded this year?, what will be the funding source?)

Topics for Considerations

LOST- local option sales tax- (***leave with Executive Committee to move forward in 2022 during a general election year***)

Transportation Sales Tax referendum update (***used to be received by Rob McFee, requesting a monthly update from Administration and move to Public Facilities Committee***)

Impact Fees (***receive updates from CFO***)

Cultural and Heritage Tourism (***remain in Executive Committee***)

Economic Development (***remain in Executive Committee***)

Shared Services- (capital projects, EMS, Fire Districts) (***remain in Executive Committee***)

Housing Trust Fund- (attainable, affordable, initial home buyer) (***Move to Natural Resources***)

Garbage/recycling and tipping fees (***Public Facilities Responsibility***)

Road Maintenance and Ditch Maintenance (***separate road maintenance (Public Facilities) from ditch maintenance (SCDOT and Stormwater (Natural Resources)***)

Shared Purchasing (***Administrator Purview***)

County Council Issues

Impact fees (***need Ordinance to apply impact fees***)

Ordinance (***address by Legal- 3 readings and a public hearing***)

Resolution (***address by Legal- approved at County Council level***)

Appointments (**address by Legal- recommended by Council**)

Status of Old Court House (**Public Facilities-currently with Administration**)

Status of the parking lot lease at the Old Court House (**leave on Public Facilities as it is updated**)

Status of the Facilities Study (**Administration- completed by January 2021**)

Status of the lawyers hired by the Solicitor for the DUI cases (**Community Services/Public Safety- Solicitor to update periodically**)

Status of the additional lawyers hired by the Solicitor (**Community Services/Public Safety**)

Status of the DNA lab improvements (**Community Services/Public Safety- update**)

HHI reduction of payment for Sheriff services and the exchange for those service payment reductions (**Remain Executive Committee**)

Stipends for deputies that live on HHI- who is paying those stipends (**Hilton Head pays \$120,000.00 remove from Executive Committee**)

Council Meeting protocol- rules and regulations (**Communication and Transparency Committee**)

Parliamentarian- What do we use as the source- Robert Rules of Order or something else (**Brian Flewelling**)

Status of DSN- is it a county department or a state agency (**Legal-Administration**)

Status of the Capital Projects as part of the current budget (**Administration- handled through GO bonds and will be presented**)

Employee compensation- what is done, what needs to be done (**Administration-Evergreen study has been complete and a report will be presented in the next few weeks**)

Status of a PIO for County Council (**Administration- PIO has resigned but will be filled/ County Council requests their own PIO**)

Status of the budget- since we do not get monthly reports, what we need to know and what should we have (**Finance Committee- should be getting monthly reports**)

Status of the goals set at retreat (**Executive Committee Status Updates**)

Website development (**handled by Clerk to Council Staff & Josh Riley when needed, get Council Members to check their website information periodically**)

Annual training of council (**Executive Committee/Administrator- routine training/coach**)

Topics for Discussion

Assigning Committee

Budget- **Finance**

Personnel- **Administration**

Reserve Study of County Owned building and land- **Public Facilities**

Passive Parks- **Natural Resources and there is a management plan done this last year**

Active Parks- **community Services/public safety**

Development Agreement- **Natural Resources**

Route 278 bridge replacement/ Jenkins Island Project- **Public Facilities**

Route 170 study and plan- **Public Facilities**

Multi-jurisdictional housing trust organization (we have a Beaufort County housing authority, committee reps from each entity has been appointed to evaluate proposed format and contractor who is doing the research- similar probably to what Greenville, SC has done)- **Natural Resources**

Decal system for the convenience centers- **Public Facilities**

Enterprise fund for recycling and waste- **Public Facilities**

Future referendum for transportation projects- **Public Facilities**

Future referendum for changing from County Administrator Form of Government to County Manager and bringing the Treasurer and Auditor under County Manager- **Executive Committee**

Municipalities and County relationships- **this will depend on the subject as what committee**

Audit Committee- what departments will be analyzed **Finance Committee**

Communication and Transparency Committee Updates

The Old Federal Court House building and the leasing of it and discontinue leasing of the parking lot- **Public Facilities**

The current Administration building and possible additions and renovations- **Public Facilities**

The 2020 census- **Natural Resources**

Infrastructure shovel ready projects if a Federal Stimulus bill is enacted- **Public Facilities**

The future of Tourism in our county over the next months and years- part of economic development **No set committee**

Economic Development Outlook (**Executive Committee Items- SC Alliance yearly reports/ Economic Development Quarterly Updates**)

Water and sewer hookups to replace failing septic systems and wells- this is going to probably be funded via CDBG grants in the low/moderate income areas for the most part which now is under Community Services- the municipalities have their planning departments do the coordination for CDBG but for some reason, county had done under Community Services; this may be an organizational structure change question too; we need to look at failing septic systems not only in low/moderate income areas as a pollution issue to stormwater in my opinion and how to reduce costs with BJWSA for extending to older neighborhoods where feasible-

Technology Infrastructure – **Public Facilities**

Daufuskie Ferry- current and future location- **Community Services (service)/Public Facilities (location)**

Hilton Head Island Airport Expansion- **Public Facilities**

Comprehensive Plan- **Natural Resources**

ADJOURNMENT

The meeting adjourned at 4:49 pm.

Ratified by Committee:

ADMINISTRATION

1. County Contracts
 - a. List of contracts (Per Committee)
 - b. Those up for renewal and/or rebid – review?
2. Transportation sales tax referendum update (**Public Facilities – Monthly Updates BY CFO**) Do all municipalities have?
3. Shared purchasing
4. Status of the Facilities Study (**Completion date expected to be Jan 2021**)
5. Status of the goals set at the retreat (**Executive Committee Status Updates**). Administrator will bring update to council. Council should have quarterly updates.
6. Personnel

Communications and Transparency Committee

- Communications and Transparency Committee updates

COMMUNITY SERVICES/PUBLIC SAFETY

1. Status of the lawyers hired by the Solicitor for the DUI cases (Community Services/Public Safety Committee - Solicitor Update)
2. Status of the additional lawyers hired by the Solicitor (Community Services/Public Safety Committee)
3. Status of the DNA lab improvements (Community Services/Public Safety Committee)
4. Active parks. There is a management plan done this past year
5. The 2020 census
6. Daufuskie Ferry (The service itself)

EXECUTIVE COMMITTEE

1. LOST – local Option Sales Tax (2022?)
2. Cultural and Heritage tourism
3. Economic Development – With SCA and EDC
4. Shared Services – Capital Projects, EMS, Fire Districts
5. HHI reduction of payment for Sheriff services and the exchange for those service payment reductions (Executive Committee)
6. Status of a PIO for County Council
7. Status of the goals set at the retreat (Executive Committee Status Updates). Administrator will bring update to council. Council should have quarterly updates.
8. Website development (Get Council Members to check their website information periodically)
Who is responsible for county website with updates/changes for council members information
9. Annual training of council (Possible “Coach” – Training modules) Council needs periodic training and possibly have a “coach”. Administration to put together specific training modules
10. Future referendum for changing from county administrator form of government to county manager and bringing the Treasurer and Auditor under county manager
11. Economic Development outlook (Items –SC Alliance Quartly Reports / Economic Development Quarterly Updates) Make certain that both EDC and SCA report at the same time.
- 12.

FINANCE COMMITTEE

Here are the items, in no special order, that I think the Finance Committee should be discussing this year

1. Delinquent taxes – have a presentation from Jim Beckert, County Auditor and Maria Walls, County Treasurer.
2. 2019-2020 Budget
 - a. Timelines
 - b. Review process
 - c. County council input
 - d. Presentations
3. Financial Policies review
4. Personnel Policies review (Financial Impact Items Only)
5. Employee Pay issues
 - a. Recent increases
 - b. Vacancies
 - c. Budget Director position
 - d. FY 20 Budget – COLA/ Consultant Report/ Leave Policy/ Holidays
6. 2018-2019 CAFR review – need for an audit sub-committee?
7. Funding for the Concourse d'Elegance
 - a. Was it funded last year?
 - b. Will it be funded this year?
 - c. What will be the funding source?
 - d. Administrator requests that this item be taken from Administrator contingency and put into council contingency
8. Status of the budget – since we do not get monthly reports, what we need to know and what should we have (Finance Committee Monthly Reports)
9. Budget-
10. Audit Committee – what departments will be analyzed based upon staff recommendations
- 11.

NATURAL RESOURCES

1. Development Agreements
 - a. List of agreements
 - b. Status of current negotiations
 - c. Status of the County master development agreement document
2. Housing Trust Fund – Attainable, Affordable, Initial Home Buyer
3. Ditch maintenance / **SCDOT & Stormwater**
 - Passive Parks. There is a management plan done this past year
4. Development Agreements – 3 are highly active, what is on the horizon?
5. Multi-jurisdictional housing trust organization (we have a Beaufort County housing authority, committee with reps from each entity has been appointed to evaluate proposed format from contractor who is doing the research –similar probably to what Greenville, SC has done) – Natural Resources Committee
6. Water and sewer hookups to replace failing septic systems and wells- this is going to probably be funded via CDBG grants in the low/moderate income areas for the most part which now is under Community Services – the municipalities have their planning departments do the coordination for CDBG but for some reason, county has done under Community Services; this may be an organizational structure change question too ; we need to look at failing septic systems not only in low/moderate income areas as a pollution issue to stormwater in my opinion and how to reduce costs with BJWSA for extending to older neighborhoods where feasible
7. Comprehensive Plan-Natural Resources
- 8.

PUBLIC FACILITIES

1. Transportation sales tax referendum update (Public Facilities – Monthly Updates by CFO) What is update from last referendum?
2. Garbage/recycling and tipping fees. Waiting on Impact Fee votes.
3. Road maintenance
4. Shared purchasing
5. Status of the parking lot lease at the Old Courthouse
6. Parliamentarian – What do we use as the source – Robert Rules of Order or something else.
7. Reserve Study of County owned buildings and land. Review all county owned properties for sale
8. Jenkins Island project
9. Route 278 bridge replacement
10. Route 170 study and plan
11. Decal system for the convenience centers
12. Enterprise fund for recycling and waste
13. Future referendum for transportation projects
14. The old Federal Courthouse building and the leasing of it and discontinue leasing of the parking lot
15. The current Administration building and possible additions and renovations
16. Infrastructure shovel ready projects if a Federal stimulus bill is enacted
17. Technology infrastructure
18. Daufuskie Ferry – current and future location of terminals
19. Hilton Head Island Airport expansion
- 20.

TOPIC 7 6/23/2020

CHAIRMAN PASSIMENT NEW BUSINESS ITEMS AT THE CAUCUS MEETING

1. **Executive Committee**
 - a. This committee should still be a standing committee of council
 - b. The chairman should not be the chair of this committee
 - c. The vice chair should be the chair and members should be the chairs of the various standing committees.
 - d. Mr. Covert should be added as the chair of the communications and transparency committee.
 - e. Chair Passiment will be ex-officio on the committee
2. **County Administrator Evaluation**
 - a. It is time as per her contract that we conduct an evaluation.
 - b. Ms. Jacobs will supply a copy of her contract to all members of council.
 - c. Chair Passiment will provide the council with the evaluations instrument to be used.
 - d. Chair Passiment will set the timelines for the evaluation to be conducted.
3. **Topics for Discussion**
 - a. Chair Passiment developed a list of topics that he created on May 13, 2020.
 - b. Various committee chairs have reviewed the document and will address the topics in their respective committees.
4. **County Council Issues**
 - a. Chair Passiment developed this list on November 9, 2019.
 - b. Many of the issues have been resolved but others have been moved to the topics for discussion created in May of 2020.
5. **Ordinance to wear masks**
 - a. This is a national issue.
 - b. Columbia has a draft ordinance that they are considering.
 - c. Even if it were legal how do we enforce the ordinance?
 - d. The county attorneys will need to research the legality of such an ordinance.
6. **Committee assignments**
 - a. Chair Passiment asked the following committees to address certain issues:
 - i. Audit Committee – Review of the A-tax and H-tax monies that were spent using the 3% A-tax and H-tax funds. Decide which of the departments would be evaluated as part of the internal audit to be conducted during FY21.
 - ii. Finance Committee – develop procedures to look at the monthly financials now that we have a line item budget book.
 - iii. Natural Resources – review the passive parks plan for FY21.
 - iv. Public Facilities – review the solid waste and recycling program. Evaluate the decal system. Oversee the implementation of the enterprise fund for solid waste and recycling.
 - v. Communications and Transparency – Review the rules and regulations for county council meetings. Review the recommendations that were adopted by council in the various areas of communications and transparency. Review the section on FOIA, especially how the media is paying for requests for information.

7. School Millage Ordinance

- a. The auditor questioned the need for a specific ordinance in a email sent to council members.
- b. County attorneys have reviewed the matter and have concluded that a special ordinance is not needed. The method of approving the school millage is properly done through the ordinance adopting the school district budget.

8. Grievance

- a. Chair Passiment informed council members that he received an email from former employee C. Inglese that he wishes to have his grievance heard in public.
- b. Chair Passiment will consult with our attorneys on this matter.

9. Emergency Resolution – Virtual Meetings.

- a. Council passed a resolution regarding the state of emergency due to COVID-19. A second resolution was passed that allowed the council to hold virtual meetings if the emergency exists or until 61 days after the emergency has been lifted.
- b. No additional actions are necessary by council currently to continue conducting virtual meetings.

10. Retiree litigation.

- a. We have received emails at our meetings asking council to take action to help those that did not participate in the settlement.
- b. Council will hold an executive session at the next council caucus meeting to discuss this item.

11. Bay Point Project

- a. Council members asked what the next steps are.
- b. The Zoning Board of Appeals will be hearing from the applicant on the matter at their meeting.
- c. Council should not make any decisions or discuss this matter prior to any recommendations that may come from the Zoning Board of Appeals.

12. Island West Rezoning

- a. Council has received numerous emails and letters regarding resident from Island West regarding the proposed rezoning of the property.
- b. Council members should not make any comments or discuss this matter until it has gone through the proper vetting process by administration and brought to council for action.

County Council Issue #1

Past Due

- Status of the goals set at the retreat.
- Employee compensation – what has been done, what needs to be done.
- Status of the investigation of stolen equipment.
- Status of the Capital Projects as part of the current budget.

In Process

- Old Courthouse - RFP due 7/15
- Old Courthouse Parking Lot Lease – to be canceled / extended temporarily
- Facilities Study - approved
- Sheriff's HHI Budget

Rules Update (year past due)

1. Parliamentarian – Source – Robert's (w/ exceptions)
2. Running of meetings, votes, abstaining, etc.
3. Ordinance – when, who makes it, why, etc.
4. Resolution – when, who makes it, why, etc.
5. Public comments at council meetings and committee meetings
6. Rules Appointments (courtesy appointments bypassing committee)
7. Council meeting protocol – rules and regulations.

Resolved (if not committee chairs should respond)

1. Impact fees – are they required to be used only by ordinance.
2. Status of the lawyers hired by the Solicitor for the DUI cases.
3. Status of the additional lawyers hired by the Solicitor.
4. Status of the DNA lab improvements.
5. Stipends for deputies that live on HHI – who is paying those stipends.
6. Status of the DSN Cleaning Contract.
7. Status of the DSN employees – need to resolve the status – are they employees or contractors.
8. Status of DSN – is it a county department or a state agency.
9. Status of the software updates for administration.
10. Status of a PIO for administration and county council.

11. Status of the budget – monthly reports (quarterly sufficient)

12. Website development

13. Annual training of council

Item 10.

TOPICS FOR DISCUSSION – List #2

Council Objectives (languishing)

- **Attainable Housing – NR**
- **County requirements for attainable and affordable housing as part of future development agreements**
- **Enterprise fund for recycling and waste (PFC)**
- **Decal system for the convenience centers (PFC)**
- **The future of Tourism in our county over the next months and years- part of economic development**
- **Economic Development outlook**

'22 Transportation Penny Sales Tax (time is of the essence)

- **Jenkins Island project (PFC)**
- **Route 278 bridge replacement (PFC)**
- **Route 170 study and plan (PFC)**
- **Future referendum for transportation projects Infrastructure – roads, sewers, utilities, and technology**
- **Daufuskie Ferry – current and future location**
- **Infrastructure shovel ready projects Fed stimulus bill enacted (PFC)**

Retreat Discussion – Next 10 Years

Housing at all levels of income

- **A more robust Health Care System**
- **An educational system K-12, TCL and USCB to support county needs**
- **Jobs opportunities at all levels from entry level to management in retail, hospitality, service, and manufacturing**
- **Environmental balance, we have finite land and water that must be used to sustain the live style all our citizens enjoy**

Misc

- Future referendum for changing from county administrator form of government to county manager and bringing the Treasurer and Auditor under county manager
- Agenda preparation and consent agenda items

Committee Responsibilities

- Budget- **Finance Committee**
- Updates for projects under the last referendum
- Federal Courthouse **(PFC)**
- The current Administration renovations **(PFC)**
- The 2020 census- Natural Resources Committee or Community Services
- Audit Committee – what departments will be analyzed- **Finance Committee based upon staff redommendations**
- Communications and Transparency Committee updates
- Impact fees studies – what are the next steps
- Hilton Head Island Airport expansion
- Comprehensive Plan-Natural Resources
- Technology infrastructure **(PFC)**
- Personnel- **Administration Finance**
- Reserve Study of County owned buildings and land
- Parks both passive- NR and there is a management plan done this past year and active parks– CS
- Development Agreements – 3 are highly active, what is on the horizon? -Natural Resources Committee
- LOST
- Municipalities and County relationships- this will depend on the subject as to what committee correct?
- Water and sewer hookups to replace failing septic systems and wells-

TOPIC 10 8/19/2020

The following items should be discussed at the Caucus meeting

1. **Census** – We need an understanding of where we are in the process and what needs to be done to complete the census. Who will be doing the census, what information do we have now.
2. **Comprehensive Plan** - Two meetings were held before COVID-19 caused the county to shut down operations. What is the status of the plan? Are more meetings scheduled?
3. **Legal staff** – We need a complete list of the staff in the various legal areas that serve Beaufort County such as County Attorneys, Labor Attorneys, Bond Attorneys, etc. Also those attorneys who are on retainer; who they represent and what is the amount of the retainer.
4. **CIP** – We need to schedule a meeting to develop the list of projects.
5. **Prior lists created by the chair** – What are the next steps regarding those lists?
6. **2% A-tax and H-tax ordinance** – This ordinance should be reviewed by the Finance Committee with any recommendations for changes brought to council for review.
7. **Reserve Fund** – This item has been discussed in the past and it should be sent to the proper committee(s) for review and recommendation to full council.
8. **Lawsuits** – We need a briefing regarding the lawsuits that are currently against the county.
9. **Salary ordinance** – We need a completed analysis of the who may have attended more than 144 meetings and therefore are owed money that would reduce the over payment of salary. We also need to have a discussion regarding the repayment of monies owed – whether it be a check written or a deduction from future salary.
10. **Mayors meetings** - We need to hold regular monthly meetings with the mayors and township managers to receive input from them and provide them with input on topics that affect each municipality and the county.

8/19/2020 Caucus meeting topics 2.docx