

## MEMBERS

### Counties

Alamance  
Caswell  
Davidson  
Davie  
Forsyth  
Guilford  
Montgomery  
Randolph  
Rockingham  
Stokes  
Surry  
Yadkin

### Municipalities

Archdale  
Asheboro  
Bermuda Run  
Bethania  
Biscoe  
Boonville  
Burlington  
Candor  
Clemmons  
Cooleemee  
Danbury  
Denton  
Dobson  
East Bend  
Eden  
Elkin  
Elon  
Franklinville  
Gibsonville  
Graham  
Green Level  
Greensboro  
Haw River  
High Point  
Jamestown  
Jonesville  
Kernersville  
King  
Lewisville  
Lexington  
Liberty



## PIEDMONT TRIAD REGIONAL COUNCIL

### Executive Committee

### Agenda

Wednesday, November 3, 2021

12:00 noon

PTRC Headquarters

1398 Carrollton Crossing Drive

Kernersville, NC 27284

#### **Item**

#### **ZOOM**

Executive Committee  
Please join my meeting from your device.  
<https://zoom.us/j/97334803681>  
Meeting ID: 973 3480 3681  
Dial by phone:  
+1 646 558 8656 US (New York)  
Meeting ID: 973 3480 3681

**A. Call to Order, Welcome, Moment of  
Silence, and Pledge of Allegiance,**

**B. Presentation: FY 2020-2021 PTRC Audit**

**C. Action Items**

- 1) Request for approval of October 6, 2021  
PTRC Executive Committee Minutes (attachment)**
- 2) Request for Authorization for \$1.5M in  
Brownfield Clean Up in RLF and assessment  
Grant funds**
- 3) Request to adjust the Assignment of  
Classifications to Grades**

#### **Official**

**Katie Mitchell**  
*Clerk to the Board*

**Kevin Austin**  
*Chair*

**Daniel Gougherty**  
*Cherry Bekaert, LLP*

**Kevin Austin**  
*Chair*

**Jesse Day**  
*Planning Director*

**Matt Reece**  
*Assistant Director*

## MEMBERS

Madison  
Mayodan  
Mebane  
Midway  
Mocksville  
Mount Airy  
Mt. Gilead  
Oak Ridge  
Pilot Mountain  
Pleasant Garden  
Ramseur  
Randleman  
Reidsville  
Rural Hall  
Seagrove  
Sedalia  
Staley  
Stokesdale  
Stoneville  
Summerfield  
Thomasville  
Tobaccoville  
Trinity  
Troy  
Village of  
Alamance  
Walkertown  
Wallburg  
Walnut Cove  
Wentworth  
Winston-Salem  
Yadkinville  
Yanceyville

### D. Old Business

**Kevin Austin**  
*Chair*

### E. New Business

**Kevin Austin**  
*Chair*

### F. Informational Item- 2019 Urgent Repair Program close out

**Kevin Austin**  
*Chair*

### G. Roll Call Vote

**Katie Mitchell**  
*Clerk to the Board*

### H. Executive Director's Report

**Matthew Dolge**  
*Executive Director*

### I. Around the Region

*At this time, Board members are asked to discuss any upcoming events or informational items that pertain to their local government or region.*

**Kevin Austin**  
*Chair*

### J. Chairman's Remarks and Announcements

**Kevin Austin**  
*Chair*

- 1) **PTRC Executive Committee Meeting**  
Wednesday, December 7, 2021 11:45 a.m. **TBD**
- 2) **PTRC Board of Delegates Meeting**  
Wednesday, December 15, 2021 11:45 a.m. **TBD**
- 3) **2021 & 2022 PTRC Meeting Dates**

## **ACTION ITEM #2**

# **M-E-M-O-R-A-N-D-U-M**

TO: Executive Committee, Piedmont Triad Regional Council  
FROM: Jesse Day, Planning Director  
DATE: November 3, 2021  
RE: Authorization for \$1.5M in Brownfield Clean-Up RLF and Assessment Grant Funds

The Piedmont Triad planning department requests to apply for and if successful receive up to \$1,000,000 from the Environmental Protection Agency to underwrite loans for brownfield site clean-ups and \$500,000 for an assessment grant. The revolving loan fund may utilize sites in our existing program, but also support cleanup of additional sites. The assessment funding will go towards sites in our region that need Phase 1 or 2 activities to identify, map, test and create a redevelopment plan for remediation.

### **About the Grant**

Revolving Loan Fund (RLF) Grants provide funding to a grant recipient to capitalize an RLF program. RLF programs provide loans and subgrants to eligible entities to carry out cleanup activities at brownfield sites contaminated with hazardous substances and/or petroleum.

Revolving loan funds generally are used to provide no-interest or low-interest loans for eligible brownfields cleanups and other eligible programmatic costs necessary to manage the RLF. An RLF grant recipient must use 50% or more of the awarded funds for loans. In order to create long-term viability of the program, the PTRC intends to loan more than 50% so that the fund revolve back into the program. An RLF grant recipient cannot make a loan or a subgrant to a party potentially liable for the contamination at the brownfield site under CERCLA §107, nor may the RLF grant recipient make a loan or subgrant to clean up a site that it is potentially liable for under CERCLA §107.

### **ACTION REQUESTED:**

The PTRC Planning Department requests that the Executive Committee authorize staff to apply for and receive \$1,000,000 in funds from the EPA for the RLF and administer the funds through the Piedmont Triad Regional Development Corporation. The request includes \$200,000 in matching funds required to receive the funds. The source of the matching funds will be from PTRC existing programs, partners including local governments and foundations and property owners. The geographic area of the loan fund is intended to be the PTRC, Western Piedmont Planning District of Virginia and the Triangle J Council of Governments.

The second request is to authorize an EPA grant application of \$500,000 to fund assessment activities in our region.

# ACTION ITEM #3

## M-E-M-O-R-A-N-D-U-M

TO: PTRC Executive Committee  
FROM: Matt Reece, Assistant Director  
DATE: October 28, 2021  
RE: Request to adjust the Assignment of Classifications to Grades.

The Executive Director is responsible for the administration and maintenance of the position classification and pay plan. Department directors are responsible for bringing to the attention of the Executive Director any material change in the work of staff for further review and study to determine if the classification of positions should be changed. The Executive Director will then bring requests to create new classifications and modify existing classifications to the Board of Delegates for approval.

Two requests are being brought to you for consideration –

First, the changes in the work of the Area Agency on Aging (AAA) including a vastly expanded scope of work due to the pandemic response and the increasing projection of services into health care support and delivery has necessitated the classification of the AAA Assistant Director be re-instated. AAA Assistant Director, grade 29, was omitted from the pay plan in November of 2019 due to inactivity and lack of need.

Second, PTRC employed two part-time commercial drivers to operate the mobile unit. Unfortunately, due to the death of a valued part-time team member and followed by a resignation for personal health reasons we have lost both of our Mobile Unit Operators in the month of October. This is a challenging position to recruit qualified talent. We request re-assignment of the classification of Mobile Unit Operator to a more market competitive assignment.

Both of the requests are detailed in the Table 1. Summary of Changes below:

Classification	Former Grade	Proposed Grade	Minimum	Pay Target	Maximum
AAA Assistant Director	29	29	\$67,974.40	\$88,358.40	\$108,742.40
Mobile Unit Operator	13	18	\$39,748.80	\$51,667.20	\$63,585.60

The Executive Director concurs and recommends the adoption of these changes to the PTRC pay plan. For your reference, the 2021-2022 pay table is included below for as Table 2.

### Requested Action:

PTRC staff recommends the adoption of the changes to the PTRC pay plan.

# ACTION ITEM #3 CONTINUED

Table 2. The previously approved 2021-2022 Pay table

<i>Grade</i>	<i>Min 2080</i>	<i>Pay Target 2080</i>	<i>Maximum 2080</i>	<i>Develop. Increase 2080</i>	<i>Min Hourly</i>	<i>Pay Target Hourly</i>	<i>Max Hourly</i>	<i>Develop Increase Hourly</i>
9	15,080.00		31,678.40		7.25		15.61	
10	26,915.20	34,964.80	43,035.20	1,149.94	12.94	16.81	20.69	0.55
11	28,246.40	36,691.20	45,177.60	1,206.40	13.58	17.64	21.72	0.58
12	29,660.80	38,542.40	47,444.80	1,268.80	14.26	18.53	22.81	0.61
13	31,158.40	40,456.00	49,816.00	1,328.23	14.98	19.45	23.95	0.64
14	32,697.60	42,494.40	52,291.20	1,399.54	15.72	20.43	25.14	0.67
15	34,320.00	44,616.00	54,912.00	1,470.86	16.50	21.45	26.40	0.71
16	36,025.60	46,841.60	57,678.40	1,545.14	17.32	22.52	27.73	0.74
17	37,835.20	49,192.00	60,548.80	1,622.40	18.19	23.65	29.11	0.78
18	39,748.80	51,667.20	63,585.60	1,702.63	19.11	24.84	30.57	0.82
19	41,724.80	54,246.40	66,747.20	1,788.80	20.06	26.08	32.09	0.86
20	43,784.00	56,950.40	70,096.00	1,880.91	21.05	27.38	33.70	0.90
21	46,009.60	59,779.20	73,590.40	1,967.09	22.12	28.74	35.38	0.95
22	48,297.60	62,816.00	77,292.80	2,074.06	23.22	30.20	37.16	1.00
23	50,710.40	65,936.00	81,140.80	2,175.09	24.38	31.70	39.01	1.05
24	53,248.00	69,222.40	85,196.80	2,282.06	25.60	33.28	40.96	1.10
25	55,931.20	72,675.20	89,460.80	2,392.00	26.89	34.94	43.01	1.15
26	58,718.40	76,336.00	93,932.80	2,516.80	28.23	36.70	45.16	1.21
27	61,651.20	80,142.40	98,633.60	2,641.60	29.64	38.53	47.42	1.27
28	64,729.60	84,136.00	103,563.20	2,772.34	31.12	40.45	49.79	1.33
29	67,974.40	88,358.40	108,742.40	2,912.00	32.68	42.48	52.28	1.40
30	71,364.80	92,768.00	114,171.20	3,057.60	34.31	44.60	54.89	1.47
31	74,921.60	97,406.40	119,891.20	3,212.11	36.02	46.83	57.64	1.54

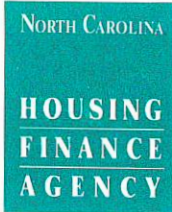
## ACTION ITEM #3 CONTINUED

<i>Grade</i>	<i>Min 2080</i>	<i>Pay Target 2080</i>	<i>Maximum 2080</i>	<i>Develop. Increase 2080</i>	<i>Min Hourly</i>	<i>Pay Target Hourly</i>	<i>Max Hourly</i>	<i>Develop Increase Hourly</i>
32	78,686.40	102,273.60	125,881.60	3,369.60	37.83	49.17	60.52	1.62
33	82,596.80	107,369.60	132,184.00	3,538.97	39.71	51.62	63.55	1.70
34	86,736.00	112,756.80	138,777.60	3,717.26	41.70	54.21	66.72	1.79
35	91,062.40	118,414.40	145,724.80	3,907.43	43.78	56.93	70.06	1.88
36	95,617.60	124,342.40	153,004.80	4,103.54	45.97	59.78	73.56	1.97
37	100,401.60	130,540.80	160,659.20	4,305.60	48.27	62.76	77.24	2.07

Schedule of Bi-weekly Development Increases			
Grade	2080	1560	1000
10	44.23	33.18	21.29
11	46.40	34.80	22.33
12	48.80	36.60	23.49
13	51.09	38.32	24.59
14	53.83	40.38	25.91
15	56.58	42.43	27.23
16	59.43	44.58	28.60
17	62.40	46.80	30.03
18	65.49	49.12	31.52
19	68.80	51.60	33.11
20	72.35	54.26	34.82
21	75.66	56.75	36.41
22	79.78	59.83	38.39
Continued next column			

Grade	2080	1560	1000
23	83.66	62.75	40.26
24	87.78	65.83	42.24
25	92.00	69.00	44.28
26	96.80	72.60	46.59
27	101.60	76.20	48.90
28	106.63	79.98	51.32
29	112.00	84.00	53.90
30	117.60	88.20	56.60
31	123.55	92.66	59.46
32	129.60	97.20	62.37
33	136.12	102.09	65.51
34	142.98	107.23	68.81
35	150.29	112.72	72.33
36	157.83	118.38	75.96
37	165.60	124.20	79.70

# INFORMATIONAL ITEM



September 28, 2021

A self-supporting  
public agency

Scott Farmer  
Executive Director

Mr. Matthew Dolge, Executive Director  
Piedmont Triad Regional Council  
1398 Carrollton Crossing Dr.  
Kernersville, NC 27284

PO Box 28066  
Raleigh, NC  
27611-8066

Dear Mr. Dolge:

Per our records, Piedmont Triad Regional Council has met all requirements to close out its 2019 Urgent Repair Program project (URP1927).

3508 Bush Street  
Raleigh, NC  
27609-7509

The twenty dwelling units, located in Caswell, Randolph, Rockingham, Stokes and Surry Counties, you have repaired/modified with Program funds will allow those assisted to remain in their homes with greater safety and an improved quality of life. We congratulate you on this accomplishment. We are hopeful in future projects you will be able to serve units in Davie and Yadkin Counties as well.

Tel. 919-877-5700  
Fax. 919-877-5701  
www.nchfa.com

No additional Project Management Reports are due for this project. However, reports for G.S. 143C-6-23 and OMB Circular A may be required as referenced in the financial audit requirements of the Program Guidelines (PG 3.9). Additionally, please note that Program records must be retained for at least three years from the date of this letter. Therefore, please retain the Program records until at least September 28, 2024 (PG 3.7.1).

Thank you for your part in the success of the Urgent Repair Program. We look forward to continuing to work with you in the future.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael Handley".

Michael Handley  
Manager of Home Ownership Rehabilitation and Compliance

cc: Mr. Michael Blair, Housing and Community Development Director  
Ms. Rebecca Ashby, Community Development Supervisor  
Mr. John Quiros, Community Development Project Coordinator  
Mr. Darrell Anderson, Community Development Project Coordinator  
Ms. Donna Coleman, Senior Housing Rehabilitation Officer, NCHFA  
Mr. Mark Lindquist, Senior Program Compliance Coordinator, NCHFA

# Meeting Dates 2021

1398 Carrollton Crossing Drive  
 Kernersville, NC 27284  
 12:00 noon

PTRC Executive Committee 1 <sup>st</sup> Wednesday	PTRC Board of Delegates 3 <sup>rd</sup> Wednesday
<del>January - none</del>	<del>January - none</del>
<del>February 3, 2021</del>	<del>February 17, 2021</del>
<del>March 3, 2021</del>	<del>March - none</del>
<del>April 7, 2021</del>	<del>April 21, 2021</del>
<del>May 5, 2021</del>	<del>May - none</del>
<del>June 2, 2021</del>	<del>June 16, 2021</del>
<del>July - none</del>	<del>July - none</del>
<del>August 4, 2021</del>	<del>August 18, 2021</del>
<del>September 1, 2021</del>	<del>September - none</del>
<del>October 6, 2021</del>	<del>October 20, 2021</del>
November 3, 2021	November - none
December 1, 2021	December 15, 2021



# Meeting Dates 2022

1398 Carrollton Crossing Drive  
Kernersville, NC 27284  
12:00 noon

<b>PTRC Executive Committee 1<sup>st</sup> Wednesday</b>	<b>PTRC Board of Delegates 3<sup>rd</sup> Wednesday</b>
January - none	January - none
February 2, 2022	February 16, 2022
March 2, 2022	March - none
April 6, 2022	April 20, 2022
May 4, 2022	May - none
June 1, 2022	June 15, 2022
July - none	July - none
August 3, 2022	August 17, 2022
September 7, 2022	September - none
October 5, 2022	October 19, 2022
November 2, 2022	November - none
December 7, 2022	December 21, 2022