

**TOWN OF HILDEBRAN
TOWN HALL**

**MARCH 31, 2014
5:30 P.M.**

**SPECIAL MEETING
MINUTES**

- CALL TO ORDER** Mayor Cook called the Special Meeting to order at 5:35 p.m.
- COUNCIL PRESENT** The following members of the Board were present: Mayor Cook, Council Members Banks, Hildebrand, B. Lowman and L. Lowman. Council Member Hollowell arrived at 5:45 p.m.
- STAFF PRESENT** The following staff members were present: Attorney Redmond Dill, Office Manager Fredrick Rankins, Town Clerk Alice Sanders and Administrative Assistant Rebecah Isenhour.
- CITIZENS PRESENT** See attached list.
- MEDIA** No media attended the meeting.
- ADOPTION OF AGENDA** Council Member Hildebrand made a motion to adopt the agenda. All voted in favor.
- OPEN SPECIAL MEETING** Mayor Cook opened the Special Meeting at 5:36 p.m.
- TOWN OF HILDEBRAN POLICY PRESCRIBING PROCEDURES FOR DISPOSING OF PERSONAL PROPERTY VALUED AT LESS THAN \$30,000** Mayor Cook reviewed the suggested Town policy concerning prescribing procedures for disposal of personal property valued less than \$30,000. She stated that the Town has already adopted this policy in 1998 and the proposed policy will be updated to reflect Session Law 2005-227 that raises the ceiling from \$5,000 to \$30,000. Currently, the policy states that the Town Clerk is the official delegate and the proposed amended policy will add the Mayor, Finance Officer and Office Manager as official delegates.
- Mayor Cook stated that an additional meeting will be required to adopt a budget amendment to place a line item in the current budget for the purchase of the maintenance truck. She informed Council Members to check their email regularly and contact staff if there are any issues with receiving emails from the Town.
- Mayor Cook informed Council that an additional section has been added to the suggested policy to read as follows: "For any property to be disposed of by the Town of Hildebran, the Town Council will deem the property surplus. The Town Council may determine the minimum value of the surplus property at its discretion." She stated that this additional section will allow Council to approve all surplus property before the sale.
- Council Member B. Lowman asked why the suggested policy was needed. Town Clerk Sanders stated that without the policy in place,

each piece of personal property that Council chooses to surplus and sell will require an individual resolution that will need to be approved at a regular meeting and then a minimum of 10 days is required for a public notice. Ms. Sanders stated that with the suggested policy in place, it allows the Town to forego these individual resolutions and public notices and staff can move forward immediately with selling the property after Council's approval. Mayor Cook stated that adopting the suggested policy would reduce the amount of time staff could sell surplus property by two to eight weeks.

Council Member Hildebrand made a motion to amend the Town's policy to increase the amount and to add additional official delegates concerning prescribing procedures for disposing of personal property valued at less than \$30,000.

Council Member Hollowell arrived at 5:45 p.m.

Council Member B. Lowman asked if Council was going to try to sell the old deputy car or use it as a trade in for a maintenance truck. Mayor Cook stated that she is working with Council Member L. Lowman and Mr. Barry Cook to trade in the vehicle for an appropriate truck.

Council Member Hollowell asked for the blue book value of the vehicle. Mayor Cook stated that it was listed as \$6,100 and the only bid the Town received was for \$1,100. Mr. Hollowell asked Deputy Towery and Deputy Watson what their opinions were of the value of the car. Deputy Towery stated he felt the value was around \$2,500.

All voted in favor to Council Member Hildebrand's motion. The policy is hereby incorporated by reference and made a part of these minutes (Attachment A.)

Council Member Banks made a motion to surplus the old deputy vehicle and to sell the vehicle for no less than \$2,500. All voted in favor.

Mayor Cook stated that Council will move to the outside of Town Hall to view a demonstration for an electric sign. Jimmy Stephens, from Stephens Signs, gave a brief presentation to Council demonstrating three types of color screens. Mr. Stephens stated he will provide training sessions which should last about 30 minutes.

There are a few design issues that Council will need to provide including additional borders, posts, the size of the screen and which type of color screens. Council was informed that it will need to provide its own brick mason and power.

Council Member Hildebrand and Attorney Dill left the meeting at 6:14 p.m.

Mr. Stephens will provide Council with different price quotes for various signs.

Council moved back to the Council Chambers to conclude the meeting.

ANNOUNCEMENTS None at this time.

ADJOURNMENT All business being concluded, Mayor Cook closed the Special Meeting and Council Member Hollowell made a motion to adjourn at 6:21 p.m. All voted in favor.

I attest these are the approved minutes of the Board.

Alice Sanders, Town Clerk

Virginia Cook, Mayor