

**TOWN OF HILDEBRAN
WESTERN PIEDMONT
COUNCIL OF
GOVERNMENTS,
CONFERENCE ROOM A1**

**NOVEMBER 14, 2016
5:30 P.M.**

**SPECIAL MEETING
MINUTES**

CALL TO ORDER Mayor Cook called the special meeting to order at 5:30 p.m.

**COUNCIL
PRESENT** The following members of the Board were present: Mayor Virginia Cook, Council Members Brenda Banks, Barbara Lowman, Lee Lowman, Theresa Messer and Jody York.

STAFF PRESENT The following staff members were present: Administrator Thomas Drum, Attorney Redmond Dill, Town Clerk Alice Sanders and Finance Officer Fredrick Rankins.

**CITIZENS
PRESENT** See attached sheet. No one from the media was in attendance.

INVOCATION A moment of silence was observed.

**ADOPTION OF
AGENDA** Council Member Messer made a motion to adopt the agenda. All voted in favor.

**ORDER OF
BUSINESS:
CONSIDER TOWN
EVENTS FOR THE
FUTURE**

The Board was provided a list of all events that are currently being done or have been done in the past.

Council Member Messer requested that more things be incorporated into the September festival besides crafts in order to draw more people. A few examples would be art or music.

Council Member B. Lowman stated that she preferred that the cruise ins be held once a month. Mayor Cook will contact Connelly Springs to see when they will be holding their cruise ins.

Council Member B. Lowman had concerns about having events at the burnt old school building. Mayor Cook stated that the fence surrounding the school could be brought out more and the cars can be parked against the fence.

Council Member B. Lowman asked about the back to school movie and requested that there be a back to school event with bounce houses and activities for the children. She agreed to have it incorporated into

the September festival and thought that the movie should be held on a different weekend.

Council Member Banks had no issues with the events.

Council Member York asked for clarification about the Halloween events. Mr. Rankins explained that there has been a Halloween movie shown in the auditorium. In addition, the children from Hildebran Elementary visit the farmers market for special treats. Mayor Cook stated that the first farmers market allows for the children to visit and enjoy ice cream. It was confirmed that food samples will not be continued by the Town due to liability issues. Ms. York stated that she had no issues with the events as long as we had the appropriate manpower to do them.

Council Member L. Lowman stated that he wanted to eliminate the April craft show and have the Christmas craft show held in the early part of November so it does not interfere with Thanksgiving. Mayor Cook stated that vendors had complained in the past about advertising and low attendance at both craft shows. Council Member Messer stated that she cannot tell events are happening when she drives by. Mayor Cook stated that the digital signs will help and more ground signs and banners can be made. It was the consensus of Council to eliminate the April craft show.

Council Member York asked how many summer movies were done this year and Mayor Cook stated that there were four movies that were held in order for daycare facilities to attend since the pool was closed for the summer. Council Member B. Lowman stated that since the pool is supposed to be open this summer, daycares will be going to the pool and the movies should only be happening once a month with the schools knowing well in advance. It was the consensus to show one movie in the months of June, July, August and September.

Council Member Messer asked about the concerts in the auditorium. Mayor Cook stated that the concerts are sporadic and very costly. If any concerts are held, the Town cannot expect to make a profit.

Council Member Banks made a motion to accept all the events, with the following changes: cruise ins once a month, eliminate the April craft show, add more events to the September festival to include children, and to hold four movies during this coming summer. All voted in favor. A copy of these events are hereby incorporated and made a part of these minutes (Attachment A).

CONSIDER
CONTINUING THE

Mayor Cook stated that the Board needs to decide about continuing the full-time administrative support specialist position. She stated that

POSITION OF A
FULL-TIME
ADMINISTRATIVE
SUPPORT
SPECIALIST

approving all of the events will require a full-time position just to cover the events.

Mr. Drum agreed with the Mayor in that if the Board decides to do all of the events, it is a lot of work for this position, on top of all of the other job responsibilities. He has received about 250 resumes and only 20 have some type of event planning experience and he will need to interview to determine if they qualify. None of them have the ability to run a sound board, which might limit the ability to have concerts.

Mr. Drum stated that this person will assist all three positions with clerical work and take day-to-day responsibilities off of these positions. This person will run errands, answer phones and be out front for citizen questions. It is essential that the Town have a person to handle these tasks. He stated that he has experience trying to work with a part-time person, but things kept arising when the part-time person was not there and it became necessary to hire the person full time. He stated that there was enough work based on the events and other responsibilities to hire a full-time person. He also stated that hiring a part-time person would reduce the pool of candidates since there would be limited work hours and no benefits.

Council Member Banks stated that she did not feel that a part-time person would have the skills to do the job. Mr. Drum agreed and stated that a part-time person would not have the time to do all of the responsibilities of the job.

Council Member York asked if the administrative duties could be split among the other staff and have this position only do events on a part-time basis. Mr. Drum stated that there is a need for this person to be out of the office at times. When he/she is out of the office, the simple duties of answering the phones, taking messages, talking to citizens and running errands might could be shared among the other staff, but, it is the consistent assisting that this person does for all employees of the office that is the key element of the administrative part of the position. He stated that you could not separate the events planning and the administrative support duties. If there was not any event planning, or management of the facilities, he would feel more comfortable only having a part-time position. Ms. York asked if Mr. Bivens could take care of the rentals and other facility tasks because she thought he did not have much to do right now. Mayor Cook stated that Mr. Bivens does have a lot of work on his plate. He is currently working in the park due to overgrowth and both he and Mr. Walker have spent a lot of time picking up bags of trash along the roads. During the summer, both guys are constantly mowing. Mr. Walker has been instructed not to work over 19 hours a week in order to keep

him as a part-time employee. Mayor Cook stated that Mr. Walker will not be returning to work for the Town after this month and that it might be necessary to hire a full-time person in the future due to the growth of the Town. Mayor Cook also reported that she has received calls for ditches to be cleared, which she said was the responsibility of the Town.

Mayor Cook also stated that the Clerk and Finance Officer's workload is heavy and they sometimes work through lunch and after hours to get the work done.

Council Member Banks stated that if she was in the middle of a time-consuming task and was interrupted, it would be hard to get back into the work. Council Member York agreed as she dealt with the same issue when she worked for the Town in the past. Mayor Cook also pointed out that since Ms. York has worked for the Town, things have changed and there has been a lot of growth.

Mr. Drum informed the Board that a part-time employee can only work 19 hours a week, which is less than a 1,000 hours a year. If a local government hires an employee with the intent to work him/her over 1,000 hours a year, the person would be entitled to participate in the Local Governments Retirement System. Usually, when a person is placed in the retirement system, they are also allowed other benefits. He stated that this person would most likely have to work over 19 hours to handle all of the job responsibilities. Mayor Cook stated that the Town had a part-time employee last year and the Town needed her during the times that she was not working. Council Member York asked if the hours could not be changed. Mayor Cook stated that you may not know until the day before due to the everyday tasks that arise.

Council Member York asked about the utility billing responsibilities on the job description since the staff no longer handles utility billing or payments. Mr. Drum stated that the Town still has to do reconciliations when the utility bills are done by Icard Water and this person will assist the Finance Officer and the Tax Collector with that, as well as serve as the primary person to enter tax payments.

Council Member York asked when this person will be hired. Mr. Drum stated that he is reviewing the resumes with the intent that this person would be doing event planning and he has at least a pool of 20 that he would look at interviewing. Ms. York asked if the Council would be a part of the interview process. Mr. Drum replied that he typically doesn't involve the Board. His interview process is very detailed. He stated that if the Board has any issues or input that it feels is important to the position, he would take note and address that in the interviews.

Council Member Banks stated that the Clerk and Finance Officer's job descriptions do not require them to help with event planning. Council Member York asked if their job descriptions have been updated recently. Mr. Drum stated that he has not revised them, but he has reviewed them and they are accurate as to what they do on a daily basis.

Council Member Messer made a motion to direct Mr. Drum to move forward with hiring a full-time administrative support specialist. Council Members Banks, B. Lowman, L. Lowman and Messer voted in favor. Council Member York was opposed. The motion carried.

ANNOUNCEMENTS Mayor Cook announced that the next regular meeting on November 28, 2016 will be held in the Council's Chamber at Town Hall at 7:00 p.m.

ADJOURNMENT All business being concluded, Council Member Banks made a motion to adjourn the meeting at 6:04 p.m. All voted in favor.

ATTEST I attest these are the approved minutes of the Board.

Alice Sanders, Town Clerk

Virginia Cook, Mayor