

**TOWN OF HILDEBRAN  
TOWN HALL  
COUNCIL'S CHAMBERS**

**JANUARY 29, 2016  
5:30 P.M.**

**SPECIAL MEETING  
MINUTES**

**CALL TO ORDER** Mayor Cook called the special meeting to order at 5:45 p.m.

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

**STAFF PRESENT** The following staff members were present: 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.

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

**ORDER OF BUSINESS:  
TOWN ADMINISTRATOR DISCUSSION - APPROVAL**

Anthony Starr, Executive Director at Western Piedmont Council of Governments (WPCOG), reviewed with Council the cost difference and timing of hiring a full-time or part-time town administrator. Council Member York asked if there was a job description. Mr. Starr responded that a town administrator is typically the budget officer and is in charge of staff. Other duties include supervision of employees, managing projects, budget management, personnel and parts of human resources. Ms. York voiced concerns about job responsibilities overlapping and asked what would happen if the Town did not have enough work for the position. Mayor Cook stated that there is not enough staff to update archive information and an administrator can help organize the office. Ms. York asked, that compared to other towns with similar populations, how are other towns able to operate with less personnel. Mayor Cook stated that Rutherford College and Rhodhiss have a town manager and that most Towns are hiring a town manager/administrator. She stated that a Mayor can be the personnel manager, but only if the current Mayor has available time.

Mr. Starr advised Council to set strategic goals over the next few years and revisit that every few months in order to give the town administrator goals to work on and to periodically report to Council.

Attorney Dill stated that he felt the Town only needed a part-time person. He stated that the person will be responsible for the budget and this person will be the go to person for everything. He stated that

he felt there is a need for an administrator and Council needs to determine the upcoming goals and projects for the town.

Council Member Banks asked how often one person works for two different towns. Mr. Starr replied that the WPCOG has not been involved with this scenario, but the concept is very common over the past decades and popular in other states.

Council Member B. Lowman voiced a concern about a part-time administrator overseeing staff but not being there all the time. Mr. Starr explained that there are ways to hold people accountable without having to directly supervise the employees. He stated that this person would establish goals for each staff member and have periodic evaluations to reiterate the goals and have measures in place to evaluate the employees in order to meet expectations.

Council Member York asked that since the sewer billing has been eliminated from the Town responsibilities, does that not free up the employees to cover more areas. Mayor Cook stated that a part-time person was doing the billing since the staff did not have the time.

Council Member L. Lowman stated that he had concerns with the turnover of previous planners at the Town and wanted to be sure this did not happen with a part-time administrator. Mr. Starr stated that the person should be required to be a member of ICMA which holds members to a high standard of ethics. The code of ethics requires that a member hold a position for a minimum of two years or an ethics violations occurs and is reported. Mr. Lowman asked what would happen if the person is not a fit with Council. Mr. Starr replied that the Town can give the WPCOG a 90-day notice and then the contract will be void. Mr. Starr stated that interviews for the part-time position will be held the week of February 15<sup>th</sup>.

Council Member King stated that after Mr. Starr's presentation and discussions with staff, he felt that a part-time person is best because it is a new position and it would be an evaluation process for a two-year timeframe and he wanted Council involved in the interview process. Mayor cook reminded Council that the sidewalk project will be at least a two-year process and this person will oversee that project.

Council Member B. Lowman asked if a part-time position was hired and the Town determined later that it needed a full-time person, can the Town change before the end of the two-year contract. Mr. Starr replied that the WPCOG would have work available for the person if the Town chose to terminate the contract and asked that a 90-day notice be given to the WPCOG.

Council Member Banks made a motion to hire a part-time town administrator, contracted through the WPCOG, for a two-year contract. All voted in favor.

Mr. Starr asked Council to email him any attributes or characteristics of the candidate that it preferred and required that the position will supervisor all Town employees, except the Attorney. Council was in agreement.

Council Member L. Lowman made a motion to approve a budget amendment for the salary for the town administrator position for four months in the amount of \$18,000. All voted in favor. The budget amendment is hereby incorporated by reference and made a part of these minutes (Attachment A.)

CLOSED SESSION

Council Member B. Lowman made a motion at 6:23 p.m. to recess into closed session to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease. All voted in favor.

Council Member B. Lowman made a motion to return to open session at 6:53 p.m. All voted in favor.

Council Member King made a motion to authorize Attorney Dill to act as liaison to discuss with First Citizens Bank in Raleigh the possibility of buying the property that it recently closed in Hildebran for municipal purposes. All voted in favor.

BUDGET  
AMENDMENT-  
CROWD  
MANAGEMENT  
CONTROL FOR  
EBHS BAND  
CONCERT

Mayor Cook stated that a budget amendment was presented to Council for crowd management control for the East Burke High School band concert in March. Due to the large number of guests, additional certified staff need to be present. Council was in agreement to absorb the costs of the staff instead of the band. Council Member B. Lowman made a motion to approve the budget amendment for the additional crowd control for the EBHS band concert in the amount of \$300.00. All voted in favor. Mr. Lowman voiced concerns about parking and it was requested that the church be contacted for permission to use its parking lot during the concert. The budget amendment is hereby incorporated by reference and made a part of these minutes (Attachment B.)

BUDGET  
AMENDMENT-  
LEXISNEXIS

Clerk Sanders informed Council that in order to submit the Town's sewer and tax debt for the debt setoff process, social security numbers are required. A software program, LexisNexis, is needed in order to

CHARGES FOR DEBT SETOFF	obtain the numbers. The budget amendment is for the cost of using the program. Council Member York made a motion to approve the budget amendment for LexisNexis use in the amount of \$600.00. All voted in favor. The budget amendment is hereby incorporated by reference and made a part of these minutes (Attachment C.)
BUDGET AMENDMENT-PARK MAINTENANCE	Mayor Cook explained that earlier in the year, an unforeseen expense of additional mulch was pulled from the park maintenance fund. In order to complete the routine maintenance of the park for the rest of the fiscal year, a budget amendment is needed. She explained that there are a few trees that may or may not be removed. Council Member Banks made a motion to approve the budget amendment for park maintenance in the amount of \$4,000.00. All voted in favor. The budget amendment is hereby incorporated by reference and made a part of these minutes (Attachment D.)
RESOLUTION IN SUPPORT OF CONNECT NC PUBLIC IMPROVEMENT BOND	Mayor Cook read the resolution in support of the Connect NC Public Improvement Bond. Council Member King made a motion to approve the resolution of support. All voted in favor. The resolution is hereby incorporated by reference and made a part of these minutes (Attachment E.)
MANDATORY INCLEMENT WEATHER OFFICE CLOSING DISCUSSION	Mayor Cook explained that there is not a policy in place to address the pay for staff when the office is mandatorily closed due to inclement weather. She closed the office on January 22 <sup>nd</sup> and January 25 <sup>th</sup> due to the snow and requested Council to approve pay for staff. She further stated that during the budget process, discussions about an inclement weather should be discussed. Council Member Banks made a motion to approve paying the staff for the two days that the office was closed by the Mayor due to inclement weather. All voted in favor.
ANNOUNCEMENTS	Mayor Cook stated that the Town will be receiving a traffic light at exit 118 west bound and a flashing caution light at the BB&T and Main Street intersection. The work is expected to be completed by the summer. Mayor Cook is also working with DOT to put the traffic light back up at the Tex's Fish Camp Rd intersection.
ADJOURNMENT	All business being concluded, Council Member B. Lowman made a motion to adjourn the meeting at 7:14 p.m. All voted in favor.
ATTEST	I attest these are the approved minutes of the Board.

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Alice Sanders, Town Clerk

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Virginia Cook, Mayor