

**TOWN OF HILDEBRAN
WESTERN PIEDMONT
COUNCIL OF
GOVERNMENTS
CONF ROOM A1/A2**

**FEBRUARY 29, 2016
7:30 P.M.**

**SPECIAL MEETING
MINUTES**

*This was a joint meeting with the Western Piedmont Council of Governments and the Town of Catawba.

CALL TO ORDER Mayor Cook called the special meeting to order at 7:37 p.m.

**COUNCIL
PRESENT** The following members of the Board were present: Mayor Virginia Cook, Council Members Brenda Banks, Barbara Lowman, and Jody York. Council Member L. Lowman was not present. Leon King was not present.

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

**CITIZENS &
MEDIA PRESENT** See attached sheet.

**ORDER OF
BUSINESS:
PRESENTATION
OF WPCOG
CONTRACT FOR
TOWN
ADMINISTRATOR** Anthony Starr, Executive Director at the Western Piedmont Council of Governments (WPCOG), stated that this is the first town administrator for Hildebran and explained the benefits of an administrator. He reported that the administrator will be a member of the ICMA and will adhere to its code of ethics. The administrator will be very effective in identifying goals of the Council and needs of the community. He stated that the WPCOG is pleased to facilitate the partnership between Hildebran and Catawba.

Mr. Starr explained that each town will contract with the WPCOG for the provision of administrative services and each town will appoint the candidate. He reported that the WPCOG recruited and advertised for the position and each town had its Mayor and one council member assist in the interview process. The WPCOG received 35 applications and narrowed the field down to five individuals for interviews. The interview team recommended Thomas "Tom" Drum.

Mr. Drum has over 28 years of local government experience and is a veteran manager and administrator. He is a Newton native and spent the last 22 years at Rose Hill as the town administrator. He had excellent references and a strong command of town issues. The contract is for 24 and one-half months with a commitment of two years. His start day is March 16, 2016 and he will spend an average of two and

one-half days per week at each town and will be available full time for any emergencies. The COG will be providing a laptop to use for both towns. The contract allows ninety days written notice for anyone to opt out of the contract.

Mr. Drum introduced himself and informed everyone that he is a Catawba County native and looks forward to assisting both Towns with any crisis as well as everyday processes.

Attorney Dill clarified with Anthony Starr that Mr. Drum will be the WPCOG's employee, the WPCOG will bill the Town on a monthly basis, and the WPCOG will take care of his salary and benefits as a contracted employee. Mr. Starr agreed and added that the Town will also have the WPCOG as backup references.

APPROVE
CONTRACT WITH
WPCOG FOR
TOWN
ADMINISTRATOR

Council Member B. Lowman made a motion to approve the contract with the WPCOG for the provision of administrative services from March 16, 2016 to April 30, 2018. All voted in favor.

APPOINTMENT
OF TOWN
ADMINISTRATOR

Council Member B. Lowman made a motion to appoint Thomas "Tom" Drum as the Town of Hildebran Town Administrator effective March 16, 2016 in accordance to the contract with the WPCOG that was just approved. All voted in favor.

ADJOURNMENT

All business being concluded, Council Member Banks made a motion to adjourn at 8:02 p.m. All voted in favor.

ATTEST

I attest these are the approved minutes of the Board.

Alice Sanders, Town Clerk

Virginia Cook, Mayor