

Minutes Special Called Meeting December 21, 2018 at 10:00 AM in Hertford Fire Department

Edgar Salvo read a statement prior to the meeting being called to order in reference to the meeting not being an official meeting because they are required to give 48 hours' notice prior to a special called meeting and if they opened the meeting, they would be in violation of the NC open meetings law. He said he had just received notice after 5:00 Thursday afternoon. Quentin Jackson had asked Police Chief Brown to remove Mr. Salvo prior to the meeting being called to order for disruption. Chief Brown advised that request would have to come from the Mayor. Quentin Jackson said that the meeting notice had been posted for 3 days prior to the meeting and they had checked with the town attorney and he advised they had a right to have the meeting. He thanked Mr. Salvo for his concerns and advised they had received his email with concerns about the meeting.

Mayor, Horace Reid called the meeting to order. Commissioners present were Frank Norman and Quentin Jackson. Commissioners Archie Aples and Sid Eley were absent. Others present were Town Manager, Pam Hurdle, Town Clerk, Cindy Sharber, Executive Assistant, Sarah Mills, Police Chief, Dennis Brown, Public Works Director, Greg Benton, Murielle Harmon, Diane Stallings, Anne Benton, Skip and Kay Matthews, Edgar Salvo, Sara Winslow, Rhonda Waters, Vanora and Connie Brothers, Peter Williams, Tim Brinn, Joe Hoffler, Buck Bunch, Martha Borders, Sharon Smith and Don Keith.

Mayor Reid led the Pledge of Allegiance.

Frank Norman had the prayer.

Quentin Jackson said he had thought they had agreed at the work session to fill Archie Aples seat as stated by council but no motion was made. He said he was displeased because he thought they were all in agreeance except for Archie since he recused himself. wanted to fill the vacant council seat being vacated by Archie Aples because he wanted to have a retreat in January and they may not be able to have the retreat until February.

Mayor Reid said that was for information only and they would hold out making that decision until February.

Quentin Jackson wanted to know how you are going to fill the position or how are you proposing filling the position. Quentin said the School of Government class for new council members would be in February.

Mayor Reid said he wasn't asking for a motion regarding the matter.

Frank Norman said Quentin had the right to put a motion on the floor.

Mayor Reid said he would move on to utilities unless you want me to close the meeting.

Quentin Jackson asked the Mayor how could he tell him he can't make a motion? Quentin said they took a vote over the internet and all were in agreeance. The Clerk has no knowledge of the vote over the internet.

Quentin Jackson told Pam as the Manager she was the parliamentarian of this meeting and asked her didn't she say the Mayor only had a vote in the case of a tie.

Mayor Reid told him no decision on that matter would be made today.

Quentin Jackson said they took the right to vote from the Mayor when council Manager form of government was changed.

Town Manager, Pam Hurdle said this was an open meeting and Quentin had the right to vote and the Mayor has the right to recess the meeting. She said they were going nowhere going back and forth.

Sharon Smith asked if they had a vacancy?

Frank Norman made a motion to recess until January 7th at 5:30 before the work session unless Quentin comes up with a legal way to override. Quentin voted no, Mayor Reid voted in favor to recess the meeting but hadn't called for a vote or question.

Quentin Jackson said he would hold the meeting hostage.

Quentin Jackson said it wasn't fair to the citizens to bill them for 41 days and charge 5% late fee.

Mayor Reid asked Pam Hurdle what she had told him about the meeting. She said she could recess the meeting, you can call an emergency meeting or have the meeting.

Frank Norman said our last utility billing some customers received bills for 41 days of usage and some are on a very fixed income. He added this was no fault of the citizens. He said customers received shut off notices and he didn't want customers to get shut off for something that wasn't their fault. He recommended not charging a penalty and not having the late payment go on their record.

Town Clerk, Cindy Sharber said she couldn't remove the late payment from showing on their record since those notices had been processed. She said the time to have made this decision was at the regular meeting since the late notices were mailed the next day. She recommended not waiving the late fee for any customers since that had been added and the notices had been mailed but recommended that they not allow cut offs until Monday, January 7th for all customers.

Connie Brothers asked where are the people complaining?

Frank Norman said some were at work and some had to come to him with their concerns and as a council member he was here to serve the citizens. He said he felt if it was something, they could do something about then they should.

Frank Norman made a motion to take away all penalties for December, Quentin asked that he amend the motion to only include the customers with 41 days of billing. Cindy Sharber asked about cut off's. Frank amended his motion to take away all penalties for December for receiving 41 days of billing and not cut off any customers until January 7th seconded by Quentin Jackson and passed 3-0.

Town Manager, Pam Hurdle requested creating a new position to prepare the office for the upcoming retirement of the Finance Director. Even though Mrs. Sharber may retire at her accord, her numerous tasks with the Town are not fully know by other employees. This is mainly due to the employees not having the time to learn because of other duties and this will enable the staff to have the time to learn some of the duties of the Finance Director. This will allow cross-training in the department.

The request is for the Finance Director Assistant. The personnel will work directly with the Finance Director. As it is potent that this be done before the current Finance Director retires, as this will enable Mrs. Sharber to work with the Finance Director Assistant and this will set the stage for this department. This will also coincide with our annual audit which clearly states for numerous years, a deficiency because of segregation of duties. This position will allow a new direction of the Finance Director position. Currently the Finance Director is in charge of the finances of the Town, director of utilities, payroll, cemetery, and other tasks. In the finance director absence, some of the office tasks are not completed until she returns.

This position will be funded by the budgeted salary of the Interim Town Manager salary minus the salary to the Executive Assistant.

Hiring salary range will be \$27,500 - \$28,875, depending on qualifications. The cost of this position will be using 6 months of the proposed salary because of only 6-months left in this year's budget. So only half of the salary range (\$13,375.00 - \$14, 437.50) will be used in this budget year. The position will be fully added to the 2019-2020 budget.

Quentin Jackson asked if this position would have a salary increase after 6 months. Pam Hurdle responded up to a 5% increase. Frank Norman asked what else instead of duplication of duties will this solve the separation of duties? Pam Hurdle said that would give 4 employees on that side. She said they have had an increase in DMV transactions and the fact that the work is tedious sometimes doesn't allow for the phone to be answered. Frank Norman asked if this position is filled would this eliminate the segregation of duties issue. He was told not for this year but in the future.

Motion by Quentin Jackson seconded by Frank Norman and passed 3-0 to accept the Manager's recommended to add a position for an Assistant Finance Director.

Motion by Quentin Jackson seconded by Frank Norman and passed 3-0 to adjourn the meeting.