

**TOWN OF TROUTMAN
400 NORTH EASTWAY DRIVE
TROUTMAN, NORTH CAROLINA**

TOWN COUNCIL AGENDA BRIEFING MEETING MINUTES

October 07, 2019 – 4:00 P.M. – Troutman Town Hall

Presiding: Mayor Teross W. Young, Jr.; Council Members Present: Mayor Pro Tem W. Paul Henkel Sally P. Williams, Paul R. Bryant; Janith J. Huffman, Judy Jablonski

Council Members Absent: None

Staff Present: Kimberly H. Davis, Town Clerk; Steven H. Shealy, Finance Director; Darrin Payne, Interim Police Chief; Emily M. Watson, Parks and Recreation Director; George Berger, Planning Director; Gary W. Thomas, Town Attorney

Press Present: Debbie Page, SVL Free News

Others: (Sign-in sheet is attached to these minutes)

I. MAYOR YOUNG CALLED THE AGENDA BRIEFING MEETING TO ORDER

II. ADJUSTMENT(S) TO THE AGENDA BRIEFING AGENDA

(*)Addition: As Item V. Hold a Closed Session pursuant to NC General Statute 143-318.11(a)(6) to discuss personnel and pursuant to NC General Statute 143-318.11(a)(3) to consult with attorney as the new Item V.

*Upon motion by Council member Huffman, seconded by Council member Williams, and unanimously carried, approved to amend the Agenda Briefing agenda with the addition of a Closed Session pursuant to NCGS 143-318.11(a)(6) to discuss personnel and pursuant to NC General Statute 143-318.11(a)(3) to consult with attorney.

III. MISCELLANEOUS BUSINESS

A. Business from Council and Mayor

- Council member Williams
 - . Asked each department head present if they have a policy regarding after hours and/or call back pay. Parks and Rec. Director Emily Watson replied not that she is aware. In the absence of Public Works Manager Adam Lippard, Finance Director Steve Shealy explained the Public Works Department has an on call procedure stating that on a rotation basis, there is one person on call on the weekends. The on call person receives 4 hours pay for being on call (per personnel policy), typically working a half a day on Fridays and is paid for a minimum of 2 hours if called out. He stated that the Town encourages employees to take comp time verses overtime pay. Planning Director George Berger stated that there is no policy regarding the Planning Department, but being salaried employee, it would be comp time or flex time during the week. Interim Police Chief Payne stated if called out, employees are paid for a 2 hour minimum and for events they get off duty pay (4 hr. minimum). Council member Williams expressed concern regarding the process of how Parks and Rec. Director Watson is being compensated for work after hours. Ms. Watson stated she has been receiving comp time for the amount of time actually worked and not a minimum of 2 hours for call back. A brief discussion was held regarding exempt and not exempt status and the Fair Labor Standards Act.
 - . Asked if all staff is working the regular hours of 8am-5pm with an hour for lunch. Town Clerk Kim Davis advised Council that she takes her granddaughter to school every other week and during those weeks, former Town Manager Longino approved coming in at 7:30am and leaving at 4:30pm. Council member Williams stated she understood the situation.

- . Asked if the employee's cost of living and merit increases have went into effect. Finance Director Steve Shealy responded that the cost of living went into effect as of July 1st, and the merit is scheduled for the next payroll and will be retro-active to July 1st.
- . Asked if staff had an opportunity to review the updated job descriptions with the former Town Manager. Mr. Shealy responded no.
- . FYI – Statesville Free News is hosting a Candidate Forum at Town Hall on October 14th at 6pm.
- Mayor Young
 - . Announced that the Town is now part of WSIC Radio Show “Our Town” on the 2nd Monday of each month at 8:30am for a 30 minute segment. Troutman's first show will be October 14th hosted by WSIC staff with Mayor Young and Senator Vickie Sawyer as the guest. He requested a Council volunteer. The Town will be responsible for scheduling guest appearances to talk about what is going on in the Town (up to 4 guest is allowed). Council member Bryant asked who assigned this responsibility to the Town. Mayor Young responded our prior Town Manager. Council member Williams and Huffman referenced that an email was sent out by Mr. Longino. Council member Bryant asked if the Town is paying for air time. Council member Williams responded no, it is free of charge. Mayor Young stated that the candidates for Town Council will be on air Friday, October 11th, 11am-12pm.
 - . Commented that the Party in the Park was another successful event.

B. Business from Staff

- Finance Director Steve Shealy
 - . Expressed appreciation to Council member Bryant for coming out and speaking with staff on Friday.
 - . Carolina Paving has started the street paving project beginning on Rimmer Farm Road, next Winter Flake, then they will work their way around other Town streets.
- Planning Director George Berger
 - . Thanked those who came out for the SW Bypass Workshop (aka: Troutman Transportation Alternative Study) held last week. Over the two days of the workshop, quite a few people attended. He stated that he is looking forward to the workshop report of which will go into the study. As soon as the workshop report is complete it will be posted to the Town website.
 - . Informed Council that the Small Town Main Street (STMS) Vision Session set for tomorrow, October 8th is postponed to November 4th from 6pm-8pm, and November 5th from 9am-12pm tentatively at CATS. Council member Williams asked that Council be emailed meeting details once definite. Council member Henkel asked Town Attorney Gary Thomas advice regarding the presence of two or more Council members attending the meetings. Town Attorney Thomas advised “as long as they did not participate in any way”. Town Clerk Davis suggested posting a notice stating that a quorum of Council may be present. Town Attorney Thomas agreed to the suggestion.
- Parks and Recreation Director Emily Watson
 - . Requested Council's direction regarding the Naming Right's Policy for the Town. Council member Huffman suggested that Council member Williams and herself (as appointed previously by Council) to work with Ms. Watson.

IV. REVIEW AGENDA ITEMS PROPOSED FOR THE REGULAR MEETING TO BE HELD ON OCTOBER 10, 2019, (Longino)

Staff reviewed agenda items proposed for the October 10th Council meeting and was available to answer any questions or concerns pertaining to those items.

Consent Agenda, Item 8 Adoption of Resolution13-19 setting the date of November 7, 2019 for a Public Hearing.

ADDITION TO THE AGENDA:

V. (*) CALL FOR CLOSED SESSION PURSUANT TO NCGS 143-318.11(A)(6) TO DISCUSS PERSONNEL

Mayor Young called for a closed session pursuant to NC General Statute 143-318.11(a)(6) to discuss personnel pursuant to NCGS 143-318.11(a)(3) to consult with attorney. Along with Town Council, Mayor Young asked that Gary Thomas, Town Attorney join the Closed Session. Town Clerk Kimberly Davis and Finance Director Steve Shealy waited outside the closed session.

*Upon motion by Council member Williams, seconded by Council member Jablonski, and unanimously carried, approved to hold a closed session pursuant NCGS 143-318.11(a)(6) to discuss personnel and pursuant to NCGS 143-318.11(a)(3) to consult with attorney.

Mayor Young Opened the Closed Session.

****MINUTES OF CLOSED SESSION HAVE BEEN SEALED UNTIL SUCH TIME PUBLIC INSPECTION WILL NO LONGER FRUSTRATE THE PURPOSE OF THE CLOSED SESSION****

Closing of Closed Session and Reconvene Open Session

*Upon motion by Council member Williams, seconded by Council member Bryant, and unanimously carried, approved to reconvene open session.

Action Resulting from Closed Session:

*Upon motion by Council member Henkel, seconded by Council member Huffman, and unanimously carried, approved severance agreement as written for Justin Longino.

Reopening of the Closed Session

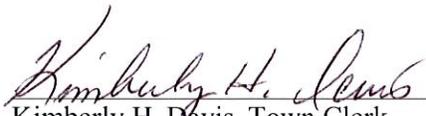
*Upon motion by Council member Bryant, seconded by Council member Jablonski, and unanimously carried, approved to reopen the closed session pursuant NCGS 143-318.11(a)(6) to discuss personnel and pursuant to NCGS 143-318.11(a)(3) to consult with attorney.

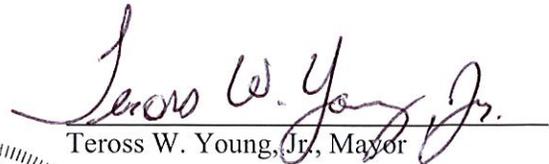
Closing of Closed Session and Reconvene Open Session

*Upon motion by Council member Williams, seconded by Council member Huffman, and unanimously carried, approved to reconvene open session.

VI. ADJOURNMENT

*Upon motion by Council member Bryant, seconded by Council member Williams, and unanimously carried, Agenda Briefing Meeting of October 10, 2019 was adjourned at 7:25p.m.


Kimberly H. Davis, Town Clerk


Teross W. Young, Jr., Mayor



(*) Motion