

**TOWN OF CAPE CARTERET
BOARD OF COMMISSIONERS
WORK SESSION MINUTES
DEBBIE E. STANLEY BOARDROOM
APRIL 10, 2017
7:00 P.M.**

I. Meeting Called to Order/Moment of Silence/Invocation

Mayor Fowler called the meeting to order at 7:00 p.m. in the Debbie E. Stanley Boardroom. All board members were present along with four citizens. Staff present included Zach Steffey, Attorney Curtis, Ashleigh Huffman, Chief Rivera, Danny Taylor, and Michael Caldwell. Anna Harvey of the Carteret News Times attended as well.

Police Chaplain Michael Caldwell led the Invocation.

Mayor Fowler asked for those present to remain standing in honor of Lieutenant Mitchell's mother, Julia Mitchell, who passed away last week. He also honored Rebecca Whitaker and Officer Schelinder's father.

II. Pledge of Allegiance

Mayor Fowler led the Pledge of Allegiance.

III. Conflict of Interest/Cell Phone Statement

Mayor Fowler asked the Board to come forward if there were any conflicts of interest. Hearing none he asked those present to turn off their cell phones. He welcomed Anna Harvey and thanked Brad Rich who he said covered this Board for a long time and covered him as a county commissioner. He said they have had a long relationship and he regrets he is no longer with the Tideland. He said that Anna is very capable and he knows she will do a great job, but he wanted to thank Brad for all the good work he did on behalf of Cape Carteret.

IV. Adoption of the Agenda

Commissioner Evans moved to adopt the agenda as presented. The motion was seconded by Commissioner Truax. Motion carried 5-0.

V. Consent Agenda

- a. **Approval of March 2017 Minutes (3/13, 3/18, 3/20)**

Consensus granted to place these items on the consent agenda for approval next week at the regular meeting.

VI. Public Comment (3 Minute Time Limit)

None

VII. Approval of Ordinance Amendment 2017-04-01 (To amend § 32.45, § 32.60, § 33.02, § 34.02, § 34.03, § 34.04, § 34.05, § 35.01, and § 35.03)

Zachary Steffey said that we were looking through the Code of Ordinances and we have submitted changes where the ordinances did not reflect the Town Administrator position. He said we also added the Finance Officer to bring to consistency to the section. He said that many of the changes are simply swapping out a supervising commissioner assigned to department to the Town Administrator. He said that the amendments to the listed ordinances are reflected in everyone's packets. He said that Commissioner Truax proposed a minor change to remedy repetitive language and this amends §35.01, which he passed out to the Board. He said these amendments allow him to perform different functions of the town. He said we also amended the Personnel Policy to reflect those changes. He requested that the Board move forward this evening, as these changes will be important for him to move forward with his duties. He said he is happy to answer questions, particularly if they are uncomfortable with any of the suggestions.

Commissioner Evans moved to approve ordinance amendment 2017-04-01. The motion was seconded by Commissioner Miller.

Discussion:

Commissioner Evans said that he was unable to submit changes because he was celebrating his grandson's first birthday. He said he had questions about particular sections.

- **Commissioner Evans** referenced §34.02 (a) saying that it suggests the Town Administrator may suspend a police officer, but nowhere does it say the Chief can suspend any, nor does it state the Administrator will suspend in consult with the Chief. He asked if the Town Administrator can suspend independently of the Chief. **Zach Steffey** said that is a question for the Board. **Commissioner Evans** said that the way he reads it the Town Administrator can do it without consultation. **Commissioner Saunders** said she thinks that needs to be at the very least more of a decision of the Chief bringing it forward rather than the Administrator making the decision independently. **Commissioner Miller** agreed and feels it should somehow be worded that the Town Administrator upon recommendation of the Police Chief could suspend. **Commissioner Truax** asked what about suspension of the Chief. **Commissioner Evans** said that is addressed in §34.03. **Zach Steffey** said we can amend that language to reflect the consultation aspect. **Commissioner Evans** said he wants to make sure he doesn't lose the patrol officer for any reason without being aware. **Commissioner Saunders** understands that Zach is the Town Administrator and he has oversight of the town, but we also have another executive on board who deserves the respect of that position. She said that the Chief has the most intimate knowledge of the police officers and will probably maintain that no matter who is sitting above him. **Mayor Fowler** asked if other department heads get that same consideration. **Commissioner Saunders** said that the other departments have not reached that level of executive nature. The Board would like language included that states the Town Administrator will not independently suspend without consult of department heads. **Zach Steffey** said we can add that in there to consult with department head. He said that a lot of time the complaint would flow

up from the department head anyway. **Commissioner Saunders** said let's say there is a complaint and the department head and the Town Administrator don't agree on the punishment, how will we find a happy medium. **Zach Steffey** said we could call a special meeting if we couldn't reach an agreement we could have a special meeting to address personnel. **Commissioner Saunders** said that she doesn't want there to be a disagreement. **Mayor Fowler** asked if the Town Administrator is the senior employee in the town or the department heads. **Commissioner Evans** said clearly they are not of equal status but in practical purposes there a distinct chain of command should be followed. **Commissioner Truax** asked Attorney Curtis for his opinion. **Attorney Curtis** said that he asked Zach that same question about suspending without consultation. He said that similarly the department heads can do suspensions without question to the Town Administrator. He said that this should be handled the same way in Chapter 33, which states the Town Administrator shall supervise all in Public Works. He said it is the exact situation. He suggests adding the saving language "after consultation with department head." **Commissioner Phillips** when it comes to suspending a member of the Police Department if there is one suspended and you have to wait until the next regular meeting for resolution it could be impossible to cover shifts and he can see problems. He asked Zach how he would supervise an officer if he doesn't know how. **Commissioner Evans** said this is a lengthy policy but the statement that would qualify would just require consultation. **Zach Steffey** said that the language could be amended to say the next regularly scheduled meeting and include the caveat of consultation. He thinks that is appropriate and allows dialogue between the department heads and the Town Administrator. **Commissioner Saunders** asked where it goes from there on the disagreement. **Zach Steffey** said that in most issues it would be very clear cut but we could have a special called meeting to allow resolution of the conflict. He thinks the Town Administrator should have the authority but it would be a question for the Board. **Commissioner Miller** said that though the Administrator has that authority the Board may overrule. **Commissioner Phillips** said he wouldn't want to usurp the power of the Administrator either. **Commissioner Saunders** said that if the situation doesn't come up now it may not be clear in the future so that's why it should be voiced now so we know. She said otherwise there would be too many questions and things left unanswered. **Commissioner Evans** reminded the Board that this is a growing process for all of us.

- **Commissioner Evans** referenced §34.03 Town Administrator Police Department Duties. He said article (f) addresses the vacancy of Police Chief. He asked about him bringing the three best applicants to the Board of Commissioners. He said he would think we would go through a hiring process and the Board would want to retain that authority. He said we have to find a way to address (f) because we have deleted that with no accommodation for the procedures surrounding a Chief's departure. **Zach Steffey** said that we could include language that states the Town Administrator will advertise the vacancy and bring to the Board of Commissioners for review. The Board agreed to that change.
- **Commissioner Evans** referenced §35.03 Finances which states that all checks and drafts must be signed by the Town Finance Officer or Town Administrator. He said that under countersignatures there are two signatures required, so we should say "and" instead of "or." **Commissioner Saunders** said that our bank requires two signatures on all checks so it could be both of them or it could be one of them and someone else. The Board settled that appropriate language would be the Town

Administrator or Finance Officer and one other designated signor/position. **Mayor Fowler** said that currently we have five authorized signors, the Finance Officer, the Town Administrator, the Town Clerk, Mayor Fowler and Commissioner Saunders. He said that often we run into problems when Leslie writes her own check so there should be alternatives. **Commissioner Saunders** said that she thinks we should always at least have the mayor and a standing commissioner available. She thinks it is good practice for the town to do that. **Commissioner Truax** asked if it should say the Mayor and a Commissioner. The Board asked for language to allow other designated signors.

Commissioner Evans amended his motion to approve ordinance amendment 2017-04-01 to include the aforementioned corrections. The motion was seconded by Commissioner Miller. The motion passed 5-0.

VIII. Approval of Resolution to Amend the Personnel Policy

Zachary Steffey said that ordinance changes were made in an effort to create consistency between them and the Personnel Policy, which also required some amendments. He said this is a lengthy document but in majority grants no particular authority other than what was discussed in the last item. He said if there is anything the Board wants to discuss he is happy to answer questions. He said that after speaking with the Attorney there are a few things he wanted to bring to their attention. He referenced page 30 in terms of the rate of vacation that will be accrued by the Town Administrator, and page 51 where we were trying to set a date and time to reflect the changes made. He said that the placeholder is April 10th but we have concluded that the Code would be the ultimate document.

Commissioner Evans moved to accept changes recommended to the personnel policy. The motion was seconded by Commissioner Miller.

Discussion:

- **Commissioner Saunders** asked about changes made on page 30. **Zach Steffey** said that this references the rate at which vacation time is accrued. He asked the Town Clerk to explain. **Ashleigh Huffman** said that this section outlines the hours of vacation accrued based on years of service. She said she was told that it is a common practice for Town Managers and Town Administrators to accrue at the highest rate as part of the position. **Commissioner Saunders** said she had never heard of any such practice and she would like the Town Administrator to fall in line with the other employees. She said that wouldn't happen unless it was negotiated up front beforehand, so she would like him to be treated just like any other employee in that regard. The Board agreed to delete that amendment and leave the section as originally written.
- **Commissioner Evans** referenced Article I General Provisions (page 7). He said that in section 6 the Town Administrator is deeply involved as the Human Resources Officer. He said that he thinks all shall be reviewed by the Town Administrator but thinks the Human Resources Officer should be re-inserted so that these issues can be reviewed jointly by those two positions. He said that particularly as it relates to departmental rules and regulations the Human Resources Officer will ensure that policies are in compliance based on training that she has. **Commissioner Truax**

asked if Zach was hired as Human Resources Officer as well. **Commissioner Saunders** said that Ashleigh continues to wear that hat. **Ashleigh Huffman** said that nowhere in the job advertisement or job description does it charge Zach with the duties of Human Resources Officer, but of course there is an understanding that all human resources issues are to be discussed with him as the supervisor. **Commissioner Truax** thinks it is best to work together on those issues. The Board agreed that they are comfortable with adding language that reads the Town Administrator will work in conjunction with the Human Resources Officer. They asked that all item relating to those situations be changed to reflect that. **Commissioner Evans** further raised similar line of discussion "jointly or in consult with the Human Resource Officer" in Article II, Sections 4, 5 and 6 as well as Article III Section 2 and 3.

- **Commissioner Evans** said that Article IV, section 2 Equal Employment also used to have the Human Resources Officer deeply involved with equal employment opportunities under those duties. He said that he would like that to be a joint effort as well. He said that he will provide a copy of these requests to Zach. He further raised a similar line of discussion, that this should be discussed "jointly or in consult with the Human Resource Officer" in Article IV, Sections 3 and 4.
- **Commissioner Evans** asked about the indication on the document that a change had been made to Article V Performance Evaluation on page 23. He said that it didn't show on the document clearly what that change was. **Ashleigh Huffman** explained that they had initially contemplated adding a change but reverted it back to the original, which still gets noted when the "track changes" function is on in Microsoft Word.
- **Commissioner Evans** referenced Section 12 on page 24 and asked for a similar consultation with the Mayor on issues pertaining to adverse weather. He thinks that decisions to actually "close" the town should be in conjunction with the Mayor. **Zach Steffey** said that he would want to communicate to all employees about the closure and dangers and will call the Mayor to confer on how to proceed. He said we could change this to say "the Town Administrator in consultation with the Mayor."
- **Commissioner Evans** asked if Section 13 Use of Tobacco Products would be addressed in the next agenda item. **Zach Steffey** said yes.
- **Commissioner Evans** asked about Article 6 Employee Benefits regarding tuition assistance. He said the intent is to go to the direct supervisor to talk to them to see who is eligible. The Board asked that "supervisor" will be added back in. He said that loosely this is correct but in the initial draft the employee was submitting the Town Administrator request directly to the Administrator, so we simply need to get the supervisor back in the chain of command. **Commissioner Saunders** asked if it would be an appropriate time to add language that states this is subject to allocation of funds based on the budget each fiscal year if appropriated. **Attorney Curtis** said that the language could say that this is granted each fiscal year if appropriated. **Commissioner Evans** said that the supervisors would know if any of their employees would apply for that and it mainly comes from the Police Department. **Chief Rivera** said that we did have 3 officers in school but now there is only one, Lieutenant Mitchell.
- **Commissioner Evans** referenced section 22 pertaining to worker's compensation and leave on page 36. He asked that the Human Resources Officer also notify the Town Administrator of that change in status.
- **Commissioner Evans** referenced Article IX Detrimental Conduct. He said that there

is a disconnect between section 4 and 6. He said section (4) states the supervisor may suspend but must notify the Board of Commissioners immediately. He explained that in section 6 the Town Administrator at a pre-dismissal conference can dismiss without coming to the Board. He asked to amend section 6 to demonstrate that the Board retains that authority and is owed that consideration. The Board agreed. **Attorney Curtis** said that he will make sure there is language that the authority remains with the Board. He said that all of the points Commissioner Evans brought up were the same ones he had marked and starred on his copy and he agrees wholeheartedly.

- **Commissioner Truax** asked that a grammar error on page 39 be corrected. The word "of" was inadvertently in a sentence.

Commissioner Evans amended his motion to accept changes recommended to the personnel policy to include the aforementioned corrections. The motion was seconded by Commissioner Miller. Motion carried 5-0.

IX. Approval of Revised Smoking Policy

Zachary Steffey said that the revision of the smoking policies allows Town employees to smoke 20 feet away from town facilities based on NC general statute. This allows Town employees to utilize the gazebo and is a compromise. **Commissioner Evans** said that this doesn't make sense they would have to go off of town property.

Commissioner Evans moved to approve to revised smoking policy. The motion was seconded by Commissioner Miller. Motion carried 5-0.

X. Updates/Reports from Staff and Board

- a. Town Administrator's Report-** **Zach Steffey** said with the hike-bike trail we have looked at pursuing more cost-effective options with natural resources. He said we can use mulch rather than asphalt which would allow us to complete the rest of the trail for a lower cost. He is asking the Board for permission to use the area adjacent to Town Hall to test out the use of railroad ties and mulch to see how it holds up in inclement weather and how it breaks down over time. He said he would like to construct a mulch trail from our lot behind Town Hall to the parking lot for the test. He said we have access to a good supply of free mulch and it is a good opportunity to make it successful. He estimated that it would cost about \$38,000 to complete the whole trail with this material. He would like to look at future options to construct an asphalt trail in the future but thinks this would build support with the community to see the asset in place. He asked for their consideration to explore this method because we have the labor in house to put this in place behind Town Hall for a cost of about \$1,000. He thinks that the long-term benefit is substantial. **Mayor Fowler** asked if consideration Zach is asking for is for the trail to the parking lot. **Commissioner Evans** asked if we can suggest a trail next to this that is comprised of ground oyster shells. He said that initially we had envisioned strollers and bicycles being used on the trail and these will be difficult to use with mulch. He said we may want to look at different surfaces to allow that. **Zach Steffey** said that this test run will allow for the stroller test and we can decide based on those findings. **Commissioner Truax** asked if we get it completed with another material would that help to get funding. **Zach Steffey** said yes because we can demonstrate that 50 people use it on a given day and

that would substantially help our chances to get these grants. He said mulch is also a pervious surface which is environmentally friendly. He said for 5k's this would be a good opportunity for a low impact alternative and the goal for the trail. He said that we could raise funds with these events without traffic impacts or staff to set them up, so it is a win-win in that sense. He thinks if the total cost is \$38,000 that would be something the Town could take on. **Commissioner Miller** said that we have close to that amount now. **Commissioner Saunders** asked if this would be left over after Phase I. **Commissioner Miller** said that Town will have about \$17,000 and we have about \$17,000 in trail committee coffers. **Commissioner Truax** asked if we will get funding from the county when we complete the trail. **Mayor Fowler** said not necessarily. He said that they are funding on the back end of the project but he would think so. **Commissioner Evans** asked if we are going to be able to complete the trail from the library all around the trail for \$38,000. **Zach Steffey** said that he thinks the challenge will be between the school and Handy Mart. He said we will have to go for grant funding for that but that will be pervious surface so he is not sure if we could put something temporary in that area. He said that long term there will be a board walk. **Commissioner Truax** said we could at least do this now instead of land sitting there and it would give people the vision for the project and may allow us to get more funding for it and pave it little by little. **Zach Steffey** said ideally it would support our grant applications and open up opportunities and allow the consideration of alternatives. *Consensus granted to allow the test run of the path in the lot behind Town Hall.*

Zach Steffey said the upcoming Tax Day 5k falls on a Saturday during a holiday weekend so the Public Works and the Police Department will be out there on that day. He said that the Public Works Department has asked that the Board consider whether it would be appropriate to award comp or overtime for them for their time on Saturday. With it falling near a holiday it is questionable whether they will earn that time at time and a half or straight time. He said that if people get raises in the next budget cycle it will end up costing us more because their hourly rates will increase, so we either defer the cost to pay them to work or pay it up front. He wanted to bring to their attention that it is on a holiday weekend and the Public Works Department will have to be there at 5 am after being off on Friday. He recommends that the Board look at comp time and overtime as option, because they do a great job and go above and beyond for the Town. **Commissioner Truax** thinks they should be rewarded with overtime for this commitment. **Commissioner Phillips** said that it puts the agency in the bind because time is valuable and some would rather have off. He said that comp time favors the employer because you get to take your comp time at the pleasure of the Town and not your own. **Zach Steffey** said that it may be better to handle it now, as the cost would be higher after the raises. **Commissioner Evans** said he is good with that but wanted to make sure we identify that it is one time thing. **Zach** said that we want to try to plan for every one of these things so that we can schedule accordingly and have those costs developed into the budget. He said it will be important to account for these things in resources and we need to know that cost ahead of time. *Consensus granted to pay the Public Works employees overtime for hours worked at the Tax Day 5k.*

Zach Steffey said that he was approached by a representative from Thunder Country 96.3 asking us to partner with Swansboro Area Chamber for radio ads. He said since we are a member of the chamber we could advertise for different events at a lower

rate and are given the added benefit of 15 extra ads to the Swansboro Chamber which also mentions Cape Carteret. He said this is good exposure for the Town, and he wanted to bring it to the Board if we want to explore further. **Commissioner Evans** said he is good with assistance with advertising but didn't know enough about it to form an opinion either way. **Commissioner Saunders** asked if this is in this fiscal year or next fiscal year. **Zach Steffey** said it is \$275 for 25 thirty second ads and then the Swansboro Chamber would get 15 extra ads. He said could be good for Cruisin' to the Cape Festival and other events to get more exposure, but there is an expense. He said we can look at it in future years and he will send the information out to everyone.

b. Chief's Report- None.

c. Clerk's Report-None.

d. Commissioner Reports

- **Commissioner Truax-None.**
- **Commissioner Miller-** He said we need to make some additions and deletions on the CC Trail Committee. He said that he was informed that because the committee was appointed by the Board we need a consensus to change the members. He said we need to drop Mike King off, and in his place need to appoint the Town Administrator. He said that we also need to remove Maria Townsend, who has served as treasurer but has stepped down, and appoint Chris Seaberg in her place. He said that Kelli Koenig and Adam Marion are on the planning subcommittee and they are not being used for any purpose. He said they have never been to a meeting because there has not been a need and we want to drop them until needed for quorum purposes. He said that if we have had meetings where there weren't enough people there. He said if we need them in the future they can be brought back on. ***Consensus granted to make the aforementioned changes to the CC Trail Committee.***

Attorney Curtis said that it would be appropriate to appoint a Project Manager to take on the role in replacement of Mike King to move things along. He thinks that Zach as the Town Administrator is the appropriate person to take on that role. ***Consensus granted to appoint Zach Steffey as Project Manager for the CC Trail.***

Commissioner Miller said that at the retreat increasing the boat ramp pass fees was discussed. He said in previous years the boat ramp has been barely breaking even with what we paid out in taxes and the lease and what we brought in. He said that isn't the case this year as we estimated \$15,000 in revenue but brought in almost twice that amount already. He said that we have more than enough to pay for the expenses and as outgoing Parks Commissioner he does not recommend an increase. He said that maybe in the future we will have to but that is not the case right now. He said that the boat ramp is self-sustaining even enough to pay for maintenance. **The Board agreed to leave the boat ramp fees the same.**

Commissioner Miller said that he was also asked to address swim vouchers at the retreat. He said that he did some research and found that the vouchers are for \$30 at the Aquatic Center and \$15 at Star Hill. He said the Aquatic Center offers lessons for \$50 that includes five 45 minute lessons. He said that she takes a maximum of 6 kids per class. He said at Star Hill, she does preschool aged kids for

\$25 and for older kids she charges \$35 for Star Hill members and \$38 for non-members. He said that her sessions are four 30 minute lessons. He said that he thinks if we change it at all we might go \$25 for a voucher that they could use wherever they want. He said we can't raise Star Hill's voucher because the lessons aren't even paying \$25. He said that children get more swim time at the Aquatic Center. He said that he thinks we can leave it as is because everyone pays about \$20 out of pocket for both lessons. **Commissioner Evans** said he agrees with Commissioner Miller that we should leave it as is. Commissioner Miller said that he has no recommendation to increase this line item in budget for this year and intends to keep it at \$1,200. He recommended that we leave it the same.

Consensus granted to leave the swim voucher system as is.

- **Commissioner Evans**- He asked what "LCID" stood for in the minutes of the work session on March 13, 2017 pertaining to the proper disposal of hurricane debris. Mayor Fowler said LCID stood for land clearing and inert debris.
- **Commissioner Saunders**- She said that she wanted to discuss the issue on the time card, comp time, and reimbursement of mileage for Zach Steffey. She said she sent an email but she thinks it is important enough that it be recorded in the minutes. She said that the email responses indicate time cards are to be submitted to track sick and vacation hours only and comp time is not appropriate. She said Zach is expected to work as he needs to, and is currently working about 50 hours per week. She said he needs to have that luxury to make his own hours unless someone sees it is being abused. She said that the Town will reimburse mileage and he will submit a log of the miles so we have that for audit purposes. She said that she believe the Chief should be treated the same. She said he shouldn't have to track all the details of his hours like other employees or earn comp time that he does. She said she thinks the Board needs to consider changing that. **Commissioner Truax** asked if Chief is getting comp time. **Commissioner Phillips** said yes. **Commissioner Truax** said that she thinks we should we change that ruling. **Commissioner Saunders** agreed. **Commissioner Phillips** said that currently the Chief doesn't get hour for hour. He said when we start comparing the two (Town Administrator and Chief) they are different positions. He said if he has someone calling in sick he could be working 60-70 hours a week and not got paid. He said Chief is out in all special activities and expected to do his regular duties as well. He said he notifies him when he takes vacation and sick and documents it on a timesheet now. **Commissioner Saunders** said we have that trust in these two employees at their levels that they can adjust those periods of work based on that reality. She said she doesn't think we need to tap them for every detail unless we see there is abuse. **Mayor Fowler** asked for clarification that the Board require Zach to do a timecard for vacation and sick leave, but not details of everyday. **Commissioner Saunders** said that everyone else has to provide every single detail but he doesn't have to do that for everything nor does he have to provide a detailed time sheet. She said that she is asking him to turn in a time sheet with sick and vacation taken. She said that the last time we did payroll Leslie was unsure of whether he had taken sick or vacation but it turned out he had been on an errand. She said that it is getting used to the position and communicating better so that there is no confusion. **Commissioner Truax** asked for clarification the Board would make Chief Rivera the same way so that he won't get any comp time anymore. **Commissioner Saunders** said yes, it would work the same way with Chief. She said that they are paid for 40 hours per week regardless of what time he puts in. She said if he takes time he provides the report, and he will

automatically send it in. **Chief Rivera** asked if he would not earn comp time. He said that when he comes out for investigations and other events it may add another 10 hours to the work week so he may come in later that next day. He wanted to make sure that procedure would still be allowed. **Commissioner Phillips** said that Chief could still record it as he sees fit. **Commissioner Saunders** said if you decide you want Leslie to keep up with it that is fine, but it is a trust thing with seniority that allows it to go unmonitored. **Commissioner Miller** said if you are out and get called in to work at night then you may decide to not come in until noon the next day because you worked this weekend and that is appropriate. Commissioner Phillips said that in the past if you walked across the street without telling a member of the office staff you were off the clock. He said that you are covering yourself by keeping a log. **Ashleigh Huffman** said that the Personnel Policy provides for emergency circumstances where exempt employees may be granted overtime pay or compensatory time off for an extended period. She said an example would be during a hurricane where they are expected to be there for a full 24 hours or so. She said this could be discussed as it was with the Public Works on a case by case basis to provide for those extreme or unusual circumstances.

The Board agreed that they would like issues pertaining to overtime payment to come to the Board and be approved on a case by case basis.

Consensus granted to allow Zach Steffey and Chief Rivera to log their vacation and sick hours, but not to keep a detailed time sheet per their exempt status. They also agreed that neither Steffey nor Rivera would earn comp time.

Consensus granted to allow Zach Steffey to be reimbursed for mileage.

- o **Commissioner Phillips- None.**
- e. **Mayor's Report-** **Mayor Fowler** said that budget requests are due by April 15th the budget request. He said in that vein he would like Ashleigh to send out an email, or the Board could decide here, when we will to discuss the budget in a public forum prior to its approval. He said we can either have the initial discussion next Monday at the regular meeting or at a special meeting. **Commissioner Miller** said he is fine with discussing it on Monday. **Commissioner Phillips** said that he would rather it be discussed at a special meeting because he may not be here next Monday. He said that he is more open between Wednesday and Friday each week. **Commissioner Saunders** asked the meeting to be scheduled at 6 pm.


Mayor Fowler said that he had a conversation with members of the Gateway and CC Trail and there was some discussion as to whether or not elected officials have done enough to get enough money to build the trail. He said we have made some progress with the CC Trail Committee and this was mentioned in Zach's report. He said that the next phase will be the school and as you know they have money set aside to put that segment of sidewalk in and it is their responsibility. He recommended that since the role of the Board has reduced because of the Commissioners no longer overseeing any department, that elected officials spend their efforts for the remainder of their term as the right role model to encourage people to get on board with the Trail. He asked the Board to reach out to businesses or consider donating personally, and spend time left to help raise some money. He said that in the long term he would like to raise money

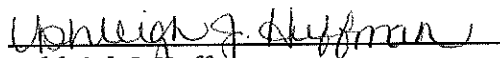
for the school project along with the school money. He said that soon we will be out of money and there will still be a lot left to be done. He said that in the short term we can raise money on behalf of the school to supplement money needed for that project. He said that on the long term we should try to raise money internally to either start a new phase and/or use that money for matching funds. **Commissioner Saunders** asked Mayor Fowler what he meant by the school project. She said she thought they had to fund what they are doing. **Mayor Fowler** said that their funding is not in totality. **Attorney Curtis** said that the Certificate of Occupancy cannot be issued unless that Trail is done, as they have to comply with the ordinance. He said if that is requirement of the development, then they need to do that. **Mayor Fowler** said that he thought that we would be paving from the school to the Handy Mart. He said that the Certificate of Occupancy is issued by county so we don't have control over that. **Attorney Curtis** said with the school project, the school itself has to put that trail in. **Mayor Fowler** asked Attorney Curtis to let him finish, as he is bringing this forward per his request, so getting in an argument with him won't be helpful. He said he thought the Town would do the remainder of the project near the school to pave at once. **Attorney Curtis** said the school is fully funded and if they want a certificate of occupancy the trail needs to be built. **Mayor Fowler** said that he will stop his comments right there because clearly everyone is not on the same page. **Commissioner Saunders** said the confusion on the school project was because she thought he meant we had to pay part of the school. **Mayor Fowler** said that if there we no other questions for him, he had nothing else to report.

f. Attorney's Report-None.

XI. Adjournment

Commissioner Miller moved to adjourn at 8:43 p.m. The motion was seconded by Commissioner Phillips. Motion carried 5-0.


David M. Fowler
Mayor


Ashleigh J. Huffman
Town Clerk