

MINUTES

The Board of Councilmen of the Town of Rural Hall held an agenda briefing on January 6, 2020 at 10:00 AM in the Town Hall Conference Room. The following members were present: Mayor Timothy M. Flinchum - presiding; Mayor Pro Tem John N. McDermon; Councilwoman Susan H. Gordon; Councilman Ricky S. Plunkett; Town Manager Megan M. Garner; and Town Clerk Dora K. Moore.

Councilman Ricky S. Plunkett made a motion to adopt the agenda. Mayor Pro Tem John N. McDermon seconded the motion and motion passed unanimously.

Mayor Pro Tem John N. McDermon made a motion to table Representative Appointments until February. Councilwoman Susan H. Gordon seconded the motion and motion passed unanimously.

Manager Garner informed the Council that they needed to determine the procedure in which they would use to fill the vacant Council seat – 1) motion and vote method or 2) nomination and ballot method. Mayor Pro Tem McDermon stated the motion and vote method is cleaner and consistent with past protocol of Council appointments. Councilwoman Susan H. Gordon made a motion to use the motion and vote method to fill the unexpired Council seat formerly held by Mayor Flinchum. Councilman Ricky S. Plunkett seconded the motion and motion passed unanimously.

Councilman Plunkett shared that Jesse Stigall approached him with interest in serving on the Council. Councilman Plunkett also shared it was his understanding that former Councilman Griggs was not interested. Mayor Pro Tem McDermon stated that former Councilman Griggs is indeed not interested.

Councilwoman Gordon stated Mr. Stigall expressed interest to her also. Mr. Stigall shows interest by attending meetings, and he, as well as his family, are involved in community events. Manager Garner stated that Mr. Stigall expressed interest to her as well and she referred him to Mayor Flinchum and Council Members. After further discussion, Councilman Ricky S. Plunkett made a motion, seconded by Councilwoman Susan H. Gordon, to appoint Jesse Stigall to the unexpired Council seat formerly held by Mayor Flinchum. Motion passed unanimously.

The following items were discussed:

- Manager Garner reported the vacant accounting clerk position was advertised via North Carolina League of Municipalities and the Town's website. Out of respect, the position was not advertised via social media or the Town's newsletter. Only two applications were received. Manager Garner has spoken with Piedmont Triad Regional Council about the position as they are in the midst of conducting our salary survey. The Town's salary range for an accounting clerk is comparable to other municipalities. Manager Garner stated this is not a bad job, but the first year will be a little bit of a learning curve and challenge due to issues found in the past year. The salary paid to the former Accounting Clerk appears to be in line with what would be paid for a Finance Officer. A Finance Officer would be able to assume most of the financial duties that Manager Garner has been doing, including the full budget process as Manager Garner currently holds the Finance Officer title. The Town Charter nor Manager Garner's contract states the Town Manager has to serve as Finance Officer. Manager Garner noted that currently the Administrative Assistant is handling payroll while Manager Garner and Clerk Moore have shared the remaining accounting duties including the audit process. Councilman Ricky S. Plunkett made a

- motion to reclassify the Accounting Clerk position to a Finance Officer. Mayor Pro Tem John N. McDermon seconded the motion and motion passed unanimously.
- Manager Garner reported there is no clear direction regarding Council pay, specifically after an election. In 2017, incoming Council was paid for December and the outgoing Council was not. In 2015, both incoming and outgoing Council was paid. Former Mayor Williams inquired about the pay to the acting Payroll Clerk. Since there was not clear direction, both incoming and outgoing Council were paid. After some discussion, Council consensus was to pay outgoing Council through November and only incoming Council would be paid in December; if a Councilmember resigns from office after serving more than 50% of the month, they will be compensated; and, if a Councilmember dies in office, they are compensated the entire month in which they pass. A policy to this effect will be developed for Council consideration and included in the Personnel Policy.
 - Staff is working towards getting quotes for remodeling old Town Hall for the License Plate Agency and Rural Hall Historical Society.
 - Councilwoman Susan H. Gordon made a motion to schedule a Budget Planning Session for January 24 at 10 AM. Mayor Pro Tem John N. McDermon seconded the motion and motion passed unanimously.
 - Chief Marshall reported that effective February 1, Forsyth County Fire Department will discontinue fire inspections, fire investigations, plan reviews and 09 truck response in the Rural Hall town limits. Manager Garner reminded Council that when Forsyth County was looking at expanding 09 service, it included an overlay tax which Rural Hall and Walkertown declined to endorse. Manager Garner noted the Town has a contract with Forsyth County and they cannot unilaterally cancel the services. The Forsyth County Commissioners would have to take action to do such. Manager Garner noted the Town's options are: 1) continue to push back and communicate with Forsyth County Commissioners and 2) contract short term with City of King and determine a long-term plan. Walkertown has indicated that they may be willing to cost share for a staff member to handle these areas. If an inspector is hired, they could also help with daily calls. There are three levels of certification. Council consensus was to work with Attorney Burge to push back and develop a backup plan with King. Manager Garner noted that if the Town does inspections, businesses will be charged per square footage.
 - Salary projections for the Fire Department are being overdrawn. After some research, Manager Garner determined firefighters are taking more holiday, vacation, or sick accrual than is necessary for times when they attend training or pick up hours from other work. Firefighters will only be required to take the amount of leave necessary to meet their regular work schedule for that time period, i.e. 96 or 120 hours.
 - Chief Marshall will be meeting with staff to get them in accordance with other Town employees.

Councilman Plunkett made a motion to adjourn the meeting at 12:19 pm.



Dora K. Moore
Town Clerk