



**MINUTES OF THE
TOWN COUNCIL MEETING OF THE
TOWN OF PINEVILLE, NORTH CAROLINA
THURSDAY, DECEMBER 8, 2015**

The Town Council of the Town of Pineville met in Regular Session on Tuesday, December 8, 2015 at 6:30 p.m. at the Hut Meeting Facility in Pineville.

ATTENDANCE

Mayor: Jack Edwards

Mayor Pro-Tem: Melissa Davis

Town Council Members: Les Gladden, Debbie Fowler and David Phillips

Town Manager: Haynes Brigman

Planning Director: Travis Morgan was absent

Town Clerk: Barbara Monticello

CALL TO ORDER

Mayor Edwards called the meeting to order at 6:30 p.m. and welcomed those in attendance. Those wishing to speak were asked to sign the speaker list.

PLEDGE OF ALLEGIANCE TO THE FLAG

The Pledge of Allegiance was led by Council Member, David Phillips.

MOMENT OF SILENCE

Mayor Edwards called for a moment of silence for Council Member Debbie Fowler's husband, Ronnie, who passed. He also asked that everyone remember those that have served and their families.

ORDER OF BUSINESS:

Adoption of the Agenda:

Hearing no changes to the agenda, Council Member Les Gladden moved to adopt the agenda as is. Council Member Debbie Fowler seconded the motion and there were ayes by all.

Approval of Minutes for the Regular and Closed Session Meetings of November 12, 2015: Mayor Pro Tem Melissa Davis requested changes on page 2 of the minutes: under Old Business A, she asked that it be clarified in the minutes that six foot fences be required and that there would be no "grandfathering" anyone in if they had an existing fence of less than six feet in height. Additionally, she requested it be stated in the minutes that Council Member Gladden requested Mr. Brigman double-check with Charlotte so that we don't experience issues like we've had in the past (Old Business, B, Road Contract Approval). Council Member David Phillips motioned to approve the minutes with those changes, seconded by Mayor Pro Tem Davis. There were ayes by all and the minutes were approved with the changes.

Consent Agenda: The following items were included: a) *Financial Report ending 11/30/15 (provided by Richard Dixon)*; b) *Approval of Tax Refunds (Cyndi Hunnicutt)*; and c) *Accept Municipal General Election Results from Board of Elections (Haynes Brigman)*. Council Member Debbie Fowler moved to approve the Consent Agenda with Council Member Les Gladden seconding the motion. There were ayes by all and the Consent Agenda was approved.

PUBLIC COMMENT: None

OLD BUSINESS:

A. Resume Discussion of Employee Handbook – (Tihisha Sharif): Human Resources Director, Tihisha Sharif, briefly reviewed what was discussed last month and the changes she made based on those discussions. She then reviewed additional updates:

- Attendance policy updated to include time limit on when employee should call in sick (1 hour prior to start)
- Clarification of 401K and 457 plans
- A change in the disciplinary action plan that leaves some room for flexibility and discretion if necessary
- Non-disciplinary action language has been added to allow for some discretion based on the situation
- Payroll Finance Director requested language be added so paperwork is submitted to payroll in a timely manner
- Town Vehicle Usage Policy language was added to address equipment use while driving such as cell phones, computers, etc.

Council Member Les Gladden asked if the language for the payroll paperwork be made even stronger. He requested that it be changed to one week prior to payroll. Ms. Sharif will make the change so that any needed payroll changes are required to be submitted to payroll at least one week in advance. Mayor Pro Tem Davis wanted to know if Ms. Sharif would review the changes with employees to which she replied that she would. She also stated that she thought the number of holidays given to employees was excessive and some of the changes to the employee handbook now limit the control of the Council and Mayor. Ms. Sharif responded that the changes reflect the change in our form of government that Council recently voted on and approved and the change from a Town Administrator to a Town Manager which they also approved.

Additional discussion ensued including a text change to the longevity pay section to eliminate part of the sentence and accumulation of comp time hours by police employees. Council Member Gladden was concerned about limiting the number of comp hours accrued by officers to just 36 hours. Chief Merchant said it was the number they used to help keep the program manageable so that no one accumulates an excessive amount of hours. Another concern was with the Callback and Standby Time pay. If an employee gets called back to work on a recognized holiday, that employee should be paid double time, which all agreed should be done. Council Member Phillips did not think Human Resources should be involved in the hiring process but only a liaison between manager and Department Head. He provided an example stating that if an employee was hired by HR and later had a problem, they might feel uncomfortable in going to HR with it. Manager Brigman stated that hiring trends now were to use more panels or boards to interview a potential employee to get a variety of input from others and that Ms. Sharif was there to try to prevent problems at the front end so there wouldn't wind up being any at the back end. In the end, however, it was the Department Head's final decision of who gets hired, not HR.

All agreed that the additional changes that needed to be made to the hand book were:

- Change the payroll section to have any changes/paperwork in to the payroll department one week prior
- Double time should be paid to those employees called back to work on a recognized holiday
- Text edit should be made in the longevity pay section (page 14) to eliminate that part of the sentence reading, "the adoption of this policy"

Council Member Les Gladden moved to approve the revised employee handbook with corrections noted above. Council Member David Phillips seconded the motion and there were ayes by all.

NEW BUSINESS:

A. Presentation to Melissa Rogers Davis: Mayor Edwards presented an engraved clock to Mayor Pro Tem Melissa Rogers Davis and thanked her for her years of service and dedication on the Council. He noted that she was the impetus for getting him to run for Mayor. Ms. Davis thanked her family and residents for their support. She was very

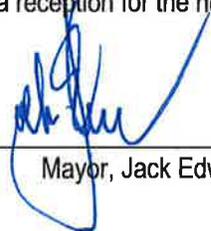
passionate about two items: getting the town a library and seeing the Cone Mill project through to the end. The town was very close to getting ownership of the Mill but still wasn't able to get a library here in town. She would just be taking a break for a while but would most likely be back in the future.

- B. Oath of Office for Mayor:** Town Clerk, Barbara Monticello, administered the Oath of Office to Mayor Edwards for another two years.
- C. Oath of Office for New Council Members:** Mayor Edwards administered the Oath of Office to the rest of the Council Members: Debbie Fowler, David Phillips, Les Gladden and newest member, Christopher McDonough.

Mayor Edwards invited members of the public to join in the reception that followed.

ADJOURNMENT

There being no further business to discuss, Melissa Davis moved to adjourn the meeting, seconded by Debbie Fowler. There were ayes by all and the meeting adjourned at 7:31 p.m., followed by a reception for the new Council.



Mayor, Jack Edwards

ATTEST:



Barbara Monticello, Town Clerk

