



**MINUTES OF THE
TOWN COUNCIL WORK SESSION OF
Monday, October 28, 2019 · 6:00 P.M.
Pineville Telecommunications Bldg.
118 College Street, Pineville, NC**

The Town Council of the Town of Pineville, NC, met in a Work Session on Monday, October 28, 2019 at 6:00 p.m. at the Telephone Building located at 118 College St. in Pineville NC.

ATTENDANCE

Mayor: Jack Edwards

Mayor Pro-Tem: David Phillips

Council Members: Melissa Davis, Debbie Fowler and Joe Maxim

Town Manager: Ryan Spitzer

Town Clerk: Barbara Monticello

CALL TO ORDER

At 6:00 p.m. Mayor Jack Edwards asked for a motion to open the meeting. Mayor Pro Tem David Phillips moved to open the meeting, seconded by Council Member Debbie Fowler. There were ayes by all and the meeting commenced.

Mayor Edwards requested a change in the agenda to hold the Closed Session first since Attorney John Buben was present. All agreed. Council Member Joe Maxim moved to open the Closed Session, seconded by Council Member Melissa Davis. Motion passed 4-0 and the Closed Session opened at 6:01 p.m.

CLOSED SESSION:

Town Manager, Ryan Spitzer, introduced Real Estate attorney, John Buben to the group. He presented information and answered questions from Council Members on two real estate items. After a lengthy discussion, the attorney was directed on to the next steps.

Council Member Melissa Davis moved to exit Closed Session, seconded by Council Member Joe Maxim. Motion passed 4-0 and Closed Session ended. A five-minute break was called for.

Council Member Melissa Davis moved to open the Regular Work Session Meeting at 7:35 p.m., seconded by Mayor Pro Tem David Phillips. Motion passed 4-0 and the regular meeting began.

OPEN SESSION:

A. Discussion on Merit Increases

Mayor Pro Tem David Phillips spoke regarding an evaluation that Tammy Vachon, Department Head for the Telecommunications Department, recently completed. She was under the impression that she was only permitted to give an increase of no more than 2.5%. Mayor Pro Tem Phillip felt we should be able to give a merit raise beyond 2.5% if someone was doing a really good job.

Council Member Debbie Fowler stated she was dead set against giving anything more than a 2.5% increase. She stated that there should be very few people rated as a 5 and Haynes should have been making sure there was documentation for anyone who was rated as a 5 (highest rating, consistently exceeding requirements). Mayor Pro Tem Phillips believes that a 2-2.5 % increase should be combined with a cost of living raise (COLA). Giving 2.5% barely covers the cost of an increase in insurance. If a person is rated as a 4, that person should get no more than a 2.5% increase and anyone rated as a 5 should be documented fully as to why they deserve to be rated as a 5. Council Member Joe Maxim stated he believes we should do the 2nd part of what we promised with merit increases and add in a cost of living increase.

Council Member Debbie Fowler pulled out her sheet from the salary study that had been done last year and stated that it didn't have any telephone department salaries listed on the sheet and asked if they, too, were included in on that study. She remembered that it was difficult to find other municipalities with telephone departments so the data was limited. Town Manager, Ryan Spitzer, stated that it was limited but they used salaries based, not on municipalities with phone companies, but telecommunications positions in general.

Town Manager Ryan Spitzer reminded council members that they had done one market correction in the middle of the year and another one at the end of the year. Currently, the salary increase is 2.5% if you are doing your job, and if you are doing an exceptional job the increase is 3%. Council Member Debbie Fowler then asked about the manager's evaluation form that was distributed to each council member. She couldn't answer some of the questions on the evaluation form and stated she had no idea how Ryan interacted with the department heads. She is not there every day to see how he interacts with individual department heads. The Mayor then advised Debbie to just answer what she was able to answer.

Council Member Joe Maxim stated that he didn't think the town should spend money on doing compensation studies year after year. If we did a merit increase along with a COLA we shouldn't have to do that each year. Council Member Fowler asked if it wasn't cheaper just to terminate the person if they weren't performing up to expectations. Mr. Spitzer responded that if you let someone go, it would cost more to train someone new. To hire someone new and train them for the job costs more money than retaining an employee.

Council Member Joe Maxim stated that the average COLA adjustment was at 2.9% but suggested the town consider a COLA of 2.5%. Mayor Pro Tem David Phillips reminded the group that they chose not to go above 2.5% because of the economy at the time but things have changed since then. Town Manager Spitzer reminded the members of Council that the only time they should be involved in employees' salaries is at budget time.

Council Member Joe Maxim stated that a COLA is a good thing to consider and that 2% was a good place to start, with merit increases capping out at 3%. Council Member Fowler requested a break down on merit increases and a COLA. Town Manager Ryan Spitzer advised council he would get information on this to Council and it will be discussed at the November Work Session. Council Member Melissa Davis agreed that they needed to explore the issue more.

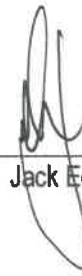
Ms. Davis then asked Ryan where we were with the time clocks. He replied that it was still being worked on to get it to tie into Elations using GPS capabilities. Council Member Melissa Davis did not want employees to be able to log in from their phone. She stated that she wanted to be sure that employees were signing in from their desktops. At the conclusion of the conversation, Council directed the town manager to come back with pricing for a simple, old-fashion time clock. That was all they wanted; a time clock that employees just punch into.

The conversation turned to the cameras at the park and on Main Street. Mayor Pro Tem David Phillips stated that the cameras at the park and on Main Street weren't being updated on a regular basis as they should be. Council Member Melissa Davis stated she had requested 4 video tapes and found that 3 of the 4 she requested had not recorded. Town Manager Ryan Spitzer stated he had someone coming in the next day to look at taking over the cameras. She wanted to be sure that all of the cameras were in working order.

Council Member Debbie Fowler stated that she was provided with detailed financial statements but after looking through them she had concerns and questions, specifically in the areas of the Governing Board Expenses, Interest Revenue, and Police Overtime. She noted that \$6,000 worth of overtime had already been paid out in the Police Department and we weren't even half way through the year. At that rate, we had better budget a lot more for OT in that department. She also questioned how the interest revenue was being calculated and felt it should be split over each month. She asked that the report be checked by the Finance Director before giving it to a council member.

Council Member Fowler wanted to know if the town was going to sponsor a Shred Event. She feels we should be looking in to having a shred event for residents. Mayor Pro Tem David Phillips reiterated that he wanted quotes provided on time clocks.

ADJOURNMENT: Having no further business, Council Member Joe Maxim moved to adjourn the meeting with Mayor Pro Tem David Phillips seconding the motion. There were ayes by all and the meeting was adjourned at 8:45 p.m.



Jack Edwards, Mayor

ATTEST:



Barbara Monticello, Town Clerk

