



**MINUTES OF THE  
TOWN COUNCIL WORK SESSION OF  
Wednesday, December 4, 2019- 6:00 P.M. (Meeting was rescheduled from 11/18/19)  
Pineville Telecommunications Bldg.  
118 College Street, Pineville, NC**

The Town Council of the Town of Pineville, NC, met in a Work Session on Wednesday, December 4, 2019 at 6:00 p.m. at the Telephone Building located at 118 College St. in Pineville NC. This meeting was rescheduled from 11/18/19.

**ATTENDANCE**

**Mayor:** Jack Edwards was absent.

**Mayor Pro-Tem:** David Phillips

**Council Members:** Melissa Davis, Debbie Fowler and Joe Maxim

**Town Manager:** Ryan Spitzer

**Town Clerk:** Barbara Monticello

**Finance Director:** Richard Dixon

**Real Estate Attorney:** John Buben

**CALL TO ORDER**

Council Member Joe Maxim was running late so Town Manager, Ryan Spitzer, did a short presentation to Council on the proposed new Town Hall site plan showing preliminary exterior and interior renderings.

At 6:30 p.m. Mayor Pro Tem David Phillips called the meeting to order. Council Member Melissa Davis moved to open the meeting, with Council Member Debbie Fowler seconding the motion. There were ayes by all and the meeting commenced.

**Closed Session:** It was decided to change the agenda and present the Real Estate item for discussion in Closed Session first since real estate attorney, John Buben was present. A motion was made and seconded to enter the Closed Session pursuant to NCGS 143-318.11(5) (*real estate item*). A lengthy discussion followed with Attorney Buben presenting information to Council on his findings regarding a real estate transaction. Council provided direction to both Town Manager, Ryan Spitzer and Real Estate Attorney, John Buben on how to proceed with the issue.

**Open Session:** A motion was made and seconded to go back into Open Session. There were ayes by all and the regular session reconvened.

**DISCUSSION ITEMS:**

- A. Time Clocks:** Town Manager, Ryan Spitzer, explained the 2 options available to the town: either Kronos or Time Clock Plus. The costs were comparable.

Council Member Melissa Davis asked what type of time clocks the City of Charlotte uses. Financial Director Richard Dixon commented that the city uses a combination of things, including an online time sheet.

Town Manager Ryan Spitzer advised that something would be set up for the first few months to allow people some leeway and before discipling them if they are still not using the system correctly.

Council Member Joe Maxim was concerned with how to be consistent with all employees. Council Member Davis reminded council that even department heads were not putting in their time sheets correctly. Council Member Joe Maxim suggested the time clock system be tied to employee productivity in some way. He was more in favor of a GPS system than of a time clock for the Police Department.

Mayor Pro Tem David Phillips stated that employees start coming in at all hours of the day and it just gets worse from there. There needs to be some kind of accountability in place. Council Member Davis agreed, stating the system needs to be across the board and include everyone. Council Member Maxim then agreed that it would have to be done with all departments.

Town Manager, Ryan Spitzer, stated that the two quotes provided in their packets were for time clock systems. The less expensive system is web-based and does not have a box tied to it. A software-based system would be about half the cost of the ones quoted. Ryan then said he will get hard quotes and draw up a shell of procedures to follow. The Employee Handbook may need to be changed to include the new rules.

Council Member Joe Maxim said he expected clear and unfiltered expectations for all employees. Mr. Spitzer will bring back information for the January council meeting.

## **B. GPS on Town Vehicles**

Mayor Pro Tem Phillips was in favor of installing GPS on town vehicles because it will verify that an officer was in a particular area should a resident claim they had not been there. It also can verify how many cars are sitting together for 2 to 3 hours at a time.

Town Manager Spitzer stated that Geo Tab (Blue Arrow) was more expensive than Verizon and that the City of Charlotte uses Blue Arrow. Mayor Pro Tem Phillips stated that some of the cost of the GPS could come out of Asset Forfeiture monies, at least for the police vehicles. Council Member Joe Maxim thought that putting GPS on all vehicles was excessive but that it should extend beyond just the Police Department. Manager Spitzer stated we could look at installing GPS on the Police and Fire Department vehicles, as well as service vehicles. There was mention of a GPS system that was previously installed on police vehicles that caused some morale issues. Council Member Melissa Davis stated that despite how employees felt about installing GPS on town vehicles, they could either accept it or move on.

Questions were asked on what the "diagnostics" modular included. Mr. Spitzer will check on the diagnostics and exactly what it includes. Verizon's GPS runs about \$10,000 a year and the Geo Tab system is more expensive. He then stated he would bring the GPS information to the December Work Session and attempt to address concerns about the morale issue.

(Mayor Pro Tem Phillips called for a 10-minute break at 8:32 p.m. before resuming the meeting at 8:42)

## **C. COLA Increases**

A discussion resumed from an earlier meeting as to whether COLA increases should be given to employees. Council Member Davis stated her biggest concern was that some people needed increases and some people did not. With both a merit and COLA increase, an employee could get up to 5%. Council Member Debbie Fowler stated that most people were getting 2.5 % increases. Manager Spitzer stated that the decision was made that if police employees were getting 2.5%, then regular employees should get the 2.5 % as well. Officers get 2.5 % or they get nothing.

Council Member Fowler asked why the Police Department couldn't get just a 2% COLA? Mr. Spitzer stated that they had to continue using the step amount at 2.5% The COLA increase would need to stay at the 2.5 %. Council Member Elect, Les Gladden, stated that the City of Charlotte had done away with giving COLA increases but the county still gave both a merit and a COLA. Mayor Pro Tem Phillips added that the city did do away with COLA increases but employees were eligible for a bonus based on meeting three goals. Mayor Pro Tem Phillips' concern was the

increasing insurance costs along with the fact that after all the time and money that is invested in employees, they leave and go elsewhere for more money.

Council Member Maxim stated that he could not see any way around not giving employees a COLA increase. It had to be done in order to stay competitive with other towns.

Town Clerk Barbara Monticello then read comments that the Mayor had given her to read into the minutes. (Comments are attached and made part of these minutes).

Council Member Debbie Fowler stated that they had discussed salary increases last year at this time and she was against giving a COLA increase. It should be brought up during the budget meetings with the new council members present. She did not trust the figures that were calculated for the Telephone Department.

Council Member Melissa Davis asked about guaranteeing that department heads will do a better job. Council did not have any control over the merit increases. Mr. Spitzer responded that the performance of an individual is what is considered with the merit increase, but a COLA increase could not be considered in the same way. A COLA was based on environmental factors such as inflation and general rises in the cost of just about everything. Ms. Davis still could not see rewarding people for not doing a good job. Council Member Joe Maxim asked that she think of the job itself and not the person doing the job.

Mr. Phillips stated that at one time, we had people working here making \$14.00 an hour which equated to a .28-cent increase in pay. Employees cannot afford to live on that. If we continue to only pay 2-2.5% merit increases each year, we will continue to lose people. If someone worked here for 5 years and their salary increased a total of \$1.45 in that timeframe, that is disheartening. Manager Spitzer stated that 97% of our people get 2.5 % increases.

Council Member Maxim suggested we do the merit/cola increases at the same time. No one was against giving COLA increases, but had more concerns about the merit process. Council Member Maxim stated that in those years that we are able to give a COLA, we should go ahead and give employees a COLA. Council Member Davis reiterated her biggest complaint: rewarding people for doing a good job when they have not done a good job. Mayor Pro Tem Phillips suggested that they be sure evaluations were done fairly, correctly and that merit increases were based around the bell curve.

Ms. Davis asked how to handle increases with the friendships that have developed between employees that have worked together for many years. Mr. Spitzer responded that each department got only a certain amount of money for increases and each employee needed to fit within that amount. Ms. Davis again stated that unless they saw improvement, no one should get anything. Mr. Spitzer stated that nothing would change until the town invested in new evaluation software. His goal was to have new evaluation software by 7/1/20.

Mayor Pro Tem Phillips asked if this was something that Council needed to vote on to which Mr. Spitzer replied that they did. Mayor Pro Tem Phillips motioned that from now until 7/1/20, a 1% COLA raise be granted for the remainder of this fiscal year. The motion was seconded by Council Member Maxim. A vote showed three in favor, David, Joe and Melissa and one opposed, Debbie Fowler. Motion passed 3-1.

A brief discussion ensued regarding the See, Click Fix app. Council requested to see data from this app, which Mr. Spitzer will supply to Council.

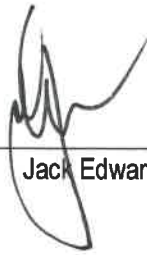
Council Member Debbie Fowler moved to exit the Open Session and move into Closed Session. Motion was seconded by Melissa Davis. Meeting moved into closed session at 10:00 p.m.

**Closed Session:** Once back in Closed Session, pursuant to NCGS 143-318.11(6) (*personnel*), a personnel issue was discussed with feedback provided to the Town Manager. At 10:15 p.m. a motion was made and seconded to move out of the Closed Session and back into Open Session. There were ayes by all and Council was back in Open Session.

**Open Session:** Discussion focused on the percentage amount to award the Town Manager after giving him his evaluation. Council Member, Joe Maxim recommended a 3 ½ -4% increase, Mayor Edwards' (by way of comments read into the record by the Town Clerk), recommended a 4.5% increase, Council Member Melissa Davis was OK with an increase but on the lower end, not on the higher side and then suggested to revisit this again in six months. She was comfortable with a 2 ½ % increase, along with a 1% COLA. Council Member Debbie Fowler suggested a 2.5% increase, plus a 1% COLA increase and Mayor Pro Tem David Phillips recommended at 2 ½ % increase with a 1% COLA increase.

Council Member Debbie Fowler moved to approve a 2 ½% increase as of now, retroactive back to November, along with a 1% COLA increase. Additionally, Council will revisit his goals in six months to determine if another salary adjustment is needed. Council Member Melissa Davis seconded the motion and there were ayes by all.

**ADJOURNMENT:** Having no further business, Council Member Debbie Fowler moved to adjourn the meeting with Council Member Joe Maxim seconding the motion. There were ayes by all and the meeting was adjourned at 10:40 pm.



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Jack Edwards, Mayor

**ATTEST:**



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Barbara Monticello, Town Clerk

