

VILLAGE OF MARVIN
Council Special Called Meeting Minutes
August 14, 2017 - Village Hall
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Mayor Pollino called the meeting to order at 12:59 p.m.

Quorum was determined with the following members in attendance: Mayor Joe Pollino, Mayor Pro Tem Brian Beaty, Councilman Robert Epps and Councilman Ron Salimao.

Councilman Nick Dispenziere was absent.

The following staff was present:
Barbie Blackwell, Clerk

ADOPTION OF AGENDA

Motion: Councilman Salimao moved to adopt the agenda as presented.

Vote: The motion carried with a unanimous vote.

DISCUSSION AND CONSIDERATION OF THE APPOINTMENT OF THE INTERIM ADMINISTRATOR AND THEIR ROLE, AUTHORITY AND COMPENSATION

Mayor Pollino said Ms. Blackwell had discussed the role with him to get clarity on her authority as Interim Administrator.

Mayor Pro Tem Beaty noted that Council did not have any information on item 2. He thought the meeting was called to approve the Budget Ordinance OR-2017-08-01 attached in the packet.

Mayor Pro Tem Beaty asked Mayor Pollino to provide context on this item.

Mayor Pollino said that Ms. Blackwell was not clear on her authority as acting Interim Administrator as it relates to the recent position approved by Council on August 8 for the Planning Board member/Planner. He said that Ms. Blackwell noted similar authority in the new position. She felt there may be conflicts and wanted to be clear on her authority in handling any conflicts.

Mayor Pro Tem Beaty said that the Administrator's role and responsibilities is clearly defined in the Personnel Handbook.

Ms. Blackwell said that since you are looking at different options, one of the things that I would encourage Council to do, is hire one of the retired managers that Centralina COG recommended for the Interim Administrator's position for 6 months or longer for Council to hire a new Administrator.

Ms. Blackwell said that the roles of the Interim Administrator and the Planning Board Member/Planner positions each require definition and clarification. They both need a written job description. My experience in Human Resources, the Manager or Administrator is responsible for writing the job descriptions. Since this is a Mayor/Council form of government an employee does not have sovereign power over another employee. Therefore, staff relies on Council to guide that process because Council has the soul authority to hire and fire. The Administrator does not. Even though there is a job description, Ms. Blackwell asked Council for clear direction and the length of the Interim Administrator's position. She asked what type of authority she has for assigning projects to employees and the Planning Board Member/Planner. She hopes that everyone can work together as a cohesive team to move the projects forward.

Councilman Epps said that the Interim Administrator would have the same duties as the Administrator. He said that the compensation would be the same as what the previous Administrator's salary.

Mayor Pro Tem Beaty said that it would be an interim position with the same duties as identified for the Administrator's position.

Council clarified the authority for the acting Interim Administrator to Ms. Blackwell. If it is planning related and other projects would be at the Administrator's discretion.

Ms. Blackwell said that she was clear but not comfortable on her authority and responsibilities that Council identified as the role for the Interim Administrator.

Motion: Mayor Pro Tem Beaty made a motion to appoint Mary Shkut as Interim Administrator and Planner until such time that Council can find a suitable replacement and taking over where Robyn Stuber left off with the condition of her resignation from the Planning Board. The start date would be August 14, 2017. The salary would be same as the previous Administrator's salary calculated on an hourly basis as Ms. Shkut performs the duties for administration and planning. Council would request a weekly timesheet to keep track of the time. The position would be paid on an annual basis at an hourly rate of \$33.70 for 46 weeks at 40 hours a week.

Vote: The motion passed with a unanimous vote.

Mayor Pollino welcomed Ms. Shkut as the new Interim Administrator/Planner.

CONTINUED DISCUSSION OF THE NEW PLANNING BOARD MEMBER/PLANNER POSITION:

Mayor Pollino questioned if this position becomes a moot point.

Mayor Pro Tem Beaty said to have a mechanism in place to allow existing Planning Board members to help the Village on planning issues on an hourly rate like Weddington and other municipalities.

Mayor Pollino questioned if the position should be a certified position.

Councilman Epps asked if there is a policy in place for individuals to receive certification while employed.

Councilman Salimao said that there are funds in the budget for individuals to receive certification for any field.

Council discussed methods for setting up remote access and ensure that documents remain the property of the Village.

Council also discussed the need to better secure and tighten up on administrative procedures and processes such as chain of custody and better documentation.

BUDGET AMENDMENT FOR NEW POSITION:

Council reviewed budget ordinance OR-2017-08-01. The purpose of the amendment is to reallocate funds to cover the new Planning Support staff position for the fiscal year ending June 30, 2018. There are both salary and employer payroll taxes costs that will be incurred for the new position as noted below:

- The maximum hourly rate for this position is \$23.
- The amount to be paid for the entire fiscal is not to exceed \$20,000.
- This position is budgeted for 15-20 hours per week depending on tasks assigned.
- The employer payroll taxes related to the \$20,000 salary would be \$1,530.

The FY-18 approved budget includes \$20,000 in Professional Fees to hire a consultant for needs that arise during the year and \$55,791 in Contingency.

The Finance Office proposes that the funds be transferred from Professional Fees to cover the \$20,000 salary and from Contingency to cover the \$1,530 employer payroll taxes.

Motion: Councilman Salimao moved to approve the budget ordinance OR-2017-08-01 to transfer from Professional Services \$20,000 to cover the new Planning Support staff position and from Contingency to cover the \$1,530 employer payroll taxes.

Vote: The motion passed with a unanimous vote.

EMPLOYEE SALARIES:

Council approved a 3% increase for staff at their meeting on August 8, 2017, which would be effective for the August 31 pay period. There two employees that their salaries are not consistent with their job responsibilities even after the increase. The previous Administrator's intent was to request a salary adjustment.

- Kelley Moore serves as the Zoning Administrator/Administrative Assistant. Her primary duties are to process and approve all zoning permits, assisting with office procedures and serves as the event coordinator for the park.
- Derek Durst serves as the park manager. He is responsible for a departmental budget and supervises multiple staff.

The annual effect of the 3% rate increases the budget in the amount of \$4,230 based on the hours currently budgeted for each staff member. The FY 2018 approved budget included \$8,000 for pay increases.

The Finance Officer requests that the additional amount budgeted for increases be used to make a salary rate adjustment for Kelley Moore and Derek Durst, effective August 31, 2017 payroll:

- Kelley Moore – currently is paid \$15 per hour; with 3% increase, this rounds up to \$15.50 per hour, a salary adjustment would increase her to \$16.50 per hour.
- Derek Durst – currently is paid \$36,400 annually; with 3% increase, his salary would be \$37,492, a salary adjustment would increase his annual salary to \$40,000.

Motion: Councilman Salimao moved to approve the salary adjustments presented by the Finance Officer per her memo on August 10, 2017, for Kelley Moore and Derek Durst.

Vote: The motion passed with a unanimous vote.

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Vote: The motion passed with a unanimous vote.

ADJOURNMENT

Motion: Councilman Salimao moved to adjourn the special meeting at 1:50 p.m.

Vote: The motion passed with a unanimous vote.

Adopted: Feb. 13, 2018



Joseph E. Pollino Jr., Mayor



Barbara R. Blackwell, Clerk

