

VILLAGE OF MARVIN
Special Council Meeting Minutes
Tuesday, November 29, 2016 –Village Hall
Page 1 of 2

Mayor Pollino called the meeting to order at 10:02 a.m.

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

No members were absent.

The following staff was present:

Lisa Thompson, Administrator/Senior Planner

Melody Graham, Clerk

ADOPTION OF AGENDA

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

Vote: The motion passed with a unanimous vote.

DISCUSSION AND CONSIDERATION OF VILLAGE STAFFING

The Council held a broad discussion on Village staffing needs following the resignation of Lisa Thompson, Village Administrator/Senior Planner. They discussed the overall position, the time requirements for each position and the position demands. They agreed that the candidate for the position should have substantial planning experience, supervisory experience and special project experience. They directed staff to perform the following duties:

- Provide a draft job description as soon as possible, with the Council to provide any suggestions immediately
- Plan to advertise with NCLM, Planning Organizations, list serves, etc.
- Forward the Administrator Roles & Responsibilities to Council
- Prepare for an exit interview, detailing what could be done to improve this position and what could be done to streamline the position
- Enumerate the projects that are in process and where they fall in process
- Prepare a list of possible interview questions
- Investigate the possibility of administering a personality test, leadership quiz or strength-finders test to top candidates, prior to interviews
- Plan to have application deadline by 12/27
- Plan to schedule interviews Jan. 5, between 10 a.m.-1 p.m.
- Salary range should be \$50,000-\$65,000, commensurate with experience

TS 40:01

Motion: Councilman Salimao moved to call for a special meeting to be held Friday, December 2, 2016 at 1 p.m. at Oggi Restaurant for the purpose of continuing the discussion on Village staffing and performing an exit interview for Ms. Thompson.

Vote: The motion passed with a unanimous vote.

The Council discussed the Administrator position for the interim and agreed to appoint Ms. Graham to serve as Interim Administrator. They discussed the need for an interim Planner and agreed that it was not necessary at this time, but might be considered if needed in the new year.

- TS 47:55** **Motion:** Councilman Salimao moved to appoint Melody Graham as the Interim Administrator effective December 8, 2016 with a pay increase commensurate with the additional duties to be approved at the December 13, 2016 regular Council meeting (*See Attached: The oath of office is hereby incorporated by reference and made a part of these minutes*).
- Vote:** The motion passed with a unanimous vote.

Councilman Salimao thanked Ms. Thompson for her service to the Village. He added: Ms. Thompson was hired as a planner. She advanced to the position of Administrator through hard work and her willingness to take on the leadership role. She has done a great job as Administrator/Senior Planner.

Councilman Epps added his thanks to Ms. Thompson for her service. He stated: She has done a great job in balancing her position, serving as both a diplomat and an enforcer. She has dealt with all types of residents and managed to hold her position when needed and offer a smile even through difficult discussions. He would be happy if she changed her mind on her resignation.

Mayor Pro Tem Beaty added his appreciation and stated that he would share additional comments at the exit interview.

Councilman Dispenziere offered his thanks and appreciation to Ms. Thompson. He stated: It has been a good six years working with Ms. Thompson. She has done a good job and he appreciates all that she has done for the Village. He wishes her the best of luck in her future.

Mayor Pollino echoed everyone's comments. He added: He has enjoyed working with Ms. Thompson. She really helped him a lot in his job as Mayor, giving good direction and advice. He appreciates all that she has done for the Village. She has provided a good balance. He hopes that this new opportunity is good for her professional growth. He wishes her well.

ADJOURNMENT

- TS 55:27** **Motion:** Councilman Salimao moved to adjourn the special meeting at 10:57 a.m.
- Vote:** The motion passed with a unanimous vote.