

**TOWN OF SELMA
SPECIAL COUNCIL MEETING
JERNIGAN BUILDING
JANUARY 29, 2015**

PRESENT:

Mayor Cheryl Oliver, Mayor Pro-tem Jackie Lacy, Councilmembers Eric Sellers, and William Overby, Town Manager Jon Barlow, and Deputy Clerk Brenda Thorne.

Mayor Oliver called the meeting to order at 6:00 p.m. in Selma Jernigan Building located at 110 East Anderson Street and declared a quorum was present.

CHANGE IN ORDER:

Mayor Oliver stated that she wanted to change the order of business to: Review of the Customer Service Policy, 2015/2016 Budget, and then the Salary/Compensation Policy & Job Descriptions.

**INPUT ON CUSTOMER
SERVICE POLICY FROM
COUNCILMEMBERS
OVERBY AND SELLERS:**

Councilmember Eric Sellers and Councilmember William Overby stated that they were good with the policy as written.

Mayor Oliver reviewed some of the changes to the Customer Service Policy from a previous meeting, which included Town Hall hours of operation, the in-person application requirement, an ordinance that stipulates why and when service could be denied, and replacement of the meters on the back of utility bills with more pertinent information.

**INITIAL HIGH LEVEL
INPUT FROM COUNCIL
ON 2015/2016 BUDGET:**

Council Sellers stated that the Town has a reasonable size network with computers and software and no IT person. He said that this would affect the capital budget. Councilmember Sellers stated that they needed to be rotating a third of the equipment out each year. He said that the Town cannot service customers without IT infrastructure.

Mayor Oliver questioned if it should be a staff or contracted position.

Councilmember Sellers stated that he would like for it to be a staff position, and might even be able to share with another Town.

Councilmember Overby stated that he would talk to the Town of Smithfield to see how they are handling.

Mayor Oliver asked if the Town was pursuing new billing software.

Town Manager Barlow stated that they needed to look at something different that would incorporate everything in that department instead of having three different pieces.

Councilmember Overby stated that they needed to focus on the new Town Hall and inventory the old Town Hall. He said that the Town might be able to use some of what is already there.

Mayor Oliver stated that she would like to see a reduction in the transfer from the Electric Department. She said that as an assumption she would like to see no property tax increase.

Councilmember Overby stated that he would like to see something put in the budget for infrastructure improvements for the Sewer Department.

Mayor Oliver stated that they might be able to do a one-time assessment for sewer instead of a rate increase.

Mayor Oliver stated that she would like to see funds set aside for a marketing campaign.

Councilmember Overby stated that he would like the incentive program included in the budget.

Mayor Oliver stated that Maps Group salary recommendation could be split into if needed.

Town Manager Barlow stated that department heads would be getting their paperwork to start their budget process. Mr. Barlow presented and reviewed with Council a summary from Margaret Henderson, Consultant from the U.N.C. School of Government.

Mayor Oliver requested the chart that Mr. Barlow presented be updated on a quarterly basis.

Councilmember Overby questioned the Police Department software grant.

Police Chief Cooper stated that was in process. He said it was a \$20,000 grant (\$15,000 grant with a match of \$5,000 from the Town) with computers currently being ordered. Chief Cooper stated that the Police Department was trying to update their technology.

Councilmember Overby requested that the summary report that Mr. Barlow distributed be posted on the bulletin board in the Jernigan Building. He also stated that appraisal process needed to start in 2015 so that they could move forward to the merit based system in the 2016/2017 budget.

**REVIEW OF UPDATED
SALARY/COMPENSATION
POLICY AND JOB
DESCRIPTIONS:**

Mayor Oliver asked if the new Salary/Compensation Policy increased the number of employees that the Town has.

Town Manager Barlow stated that there was no additional staff. He said that there were some changes in the organization of staff. Mr. Barlow stated that the Finance Department took the full-time Accounting Specialist position and made it a part-time position and added a part-time Accounting Technician position. He said that in Planning, the Building Inspector's position was changed to Code Administrator. Mr. Barlow stated that in Public Services, the administrative department head positions were combined into one position. He said that the position of Maintenance Crew Leader has not been funded for several years, but would like to fund in the upcoming budget year. Mr. Barlow stated that there were no further changes in the other departments.

Mr. Barlow stated that in the current year budget, the Maps Group recommended funding the balance of the salary increases (60%). He said that they have a problem with compression and need to come up with a way to move personnel across the pay scale.

Mr. Barlow reviewed the updated personnel policy. He said that one question Council would soon need to answer was what longevity plan to use. Mr. Barlow asked Council to strike through the note on page 13 under the Fair Labor Standards Law that the Town was not in compliance.

Mr. Barlow reviewed the firefighters' and police officers' work schedules and how they are paid.

Mr. Barlow stated that they were working on a new finance policy.

**ROUNDTABLE
DISCUSSION:**

Town Council had nothing to discuss.

ADJOURNMENT:

A motion was made by Councilmember Eric Sellers and seconded by Councilmember William Overby to adjourn.

The meeting adjourned at 7:08 p.m.