

**TOWN OF WEDDINGTON  
SPECIAL TOWN COUNCIL MEETING  
MONDAY, AUGUST 29, 2016 – 7:00 P.M.  
MINUTES**

The Town Council of the Town of Weddington, North Carolina, met in a Regular Session at the Weddington Town Hall, 1924 Weddington Road, Weddington, NC 28104 on August 29, 2016, with Mayor Bill Deter presiding.

Present: Mayor Bill Deter, Mayor Pro Tem Don Titherington, Councilmembers Scott Buzzard, Janice Propst, Michael Smith, Town Attorney Shalanna Pirtle, Town Administrator/Clerk Peggy S. Piontek

Visitors: Walt Hogan, Re Smith, Rick Flowe, Kim Woods, Tonya Goodson, and Leslie Gaylord

Mayor Bill Deter offered the Invocation prior to the opening of the meeting.

**Item No. 1. Open the Meeting** Mayor Deter opened the August 29, 2016 Special Town Council Meeting at 7:00 p.m.

**Item No. 2. Pledge of Allegiance** Mayor Deter led in the Pledge of Allegiance.

**Item No. 3. Determination of Quorum** There was a quorum.

**Item No. 4. Review and Consideration of the Employee Handbook** Council had a lengthy discussion on changes to several sections of the Employee Handbook. Selections discussed were as follows:

**Employee Status** – It was discussed if these changes will be for new hires after the date of approval by Council or will be applied to current staff members also.

- Full-time will now be at least 40 hours per week on a regular and consistent basis.
- Part-time will now be at least 20 hours per week on a regular and consistent basis.

**Employee Classification** – The Town Council made the following changes to this section: The exempt or non-exempt status of a job is determined by the Town **COUNCIL** in accordance with the FLSA regulations and standards.

- Town Administrator is an “exempt” position, Planning and Zoning Administrator, Tax Collector, Finance Officer and Administrative Assistant are “non-exempt” positions.

**Absences and Tardiness** – The Town Council wants the following sentence deleted:

- “The responsibility for determining whether an absence is excused or unexcused rests with the employee’s supervisor.”

**Vacation Policy** – The Town Council made the following changes:

- Employees will no longer accrue vacation days but will receive an annual allotment at the beginning of each fiscal year which corresponds to their years of service.
- *Note that “business days” must correlate to normal scheduled hours worked (i.e. if an employee normally works 30 hours per week, vacation usage shall be paid at 6 hours per day).*
- *Payout should be made at employees’ rate of pay times number of hours they are regularly scheduled to work.*
- *First year vacation no vacation to be used; however, this may be negotiable at time of hire.*
- *Sick and vacation time should not be used on a regular (weekly/bi-weekly) basis to bridge the gap between the time worked and the number of hours hired to work. This practice would allow employees to be paid for time that they did not actually work, for example, a 32 hour employee finished in 28 hours. Instead of only seeking pay for 28 hours (the time worked), the employee uses 4 hours of sick/vacation time (even though that employee was not sick or needing vacation) to get to the full 32 hours for which they are expecting to be paid.*
- *Sick time – Give annual allotment but first year use may be limited at time of hire.*

Council requested Town Attorney Pirtle to make the above changes and scheduled another review to be held on Thursday, September 8, 2016 at 5:00 p.m. at Weddington Town Hall.

## **5. Review and Consideration of process on hiring a replacement for the Town Planner position**

Councilman Scott Buzzard suggested so Council is not to be rushed with the hiring process the Town has an option to contract with COG or N-Focus to assist with planning tasks.

Mr. Rick Flowe, a representative from N-Focus provided the Town Council with the history of his career advising he has been providing local government services since 1986. N-Focus offers products to smaller jurisdictions that juggle budgetary issues and he provided an explanation of his service stating that the level and period of service determines cost. N-Focus tries to eliminate any cash flow issues so they create a fixed payment schedule. They provide flexible service, either interim or for an extended length of time.

The Town Council had a lengthy discussion on the process with the following comments;

- The Town use N-Focus until enough applications are received. N-Focus works with a lot of small towns in the area.
- Have N-Focus in to work 2 days a week with the Planning Board Chairwoman Dorine Sharp.
- Council needs to make sure what is going on in the office to have a better understanding of the position.
- Clarification be determined on whether the Town will be getting a Senior or Junior Planner from N-Focus.
- Should the temporary position be filled when the Town Hall is open to the public?
- Will the person here be doing the planning or will it be signed off to someone else?
- Confirmation of roles and responsibilities including matters they cannot handle.

- Councilwoman Janice Propst will contact one of the applicants for the permanent planning position and set up a meeting to determine if they are a consideration.
- Have contract available for approval at the meeting on September 8, 2016.

## **6. Adjournment**

Councilman Smith moved to Adjourn. All were in favor, with votes recorded as follows:

AYES: Councilmembers Smith, Buzzard, Propst and Mayor Pro Tem Titherington

NAYS: None

The meeting ended at 10:50 p.m.

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**Bill Deter, Mayor**

Attest:

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Peggy S. Piontek, Town Clerk